

Office of the Comptroller

PURCHASING INQUIRY PROCEDURES

To check the status of a Requisition or Purchase Order, sign on following the procedures listed on page I-1.

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Louisiana Tech University CICS ----- (C) TSC, Inc 1987
Option ==>                               Scroll ==> CUR
..#.. Name..... Title..... Arguments.....
BI  BALANCE  - Balance File Inquiry . . . . . (BALI)
PI  PURCHASE - Purchase Activity Inquiry . . . . . (VN2U)
ST  TRANSCRI - Student Transcripts . . . . . (PRV1)
PW  PASSWORD - Password Suggestions
**END**

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To check the status of a particular Requisition or Purchase Order: Type "PI" and hit "ENTER". The "Purchasing Activity System - Inquiry Screen" will appear. Enter either the Requisition or Purchase Order number in the appropriate place and hit "ENTER".

VN2PM

LOUISIANA TECH UNIVERSITY
Purchasing Activity System

06/21/93

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-----< Inquiry Screen >-----
Requisition Number: 321617      Type: 1      Date Received: 05 07 93
      Department: 12 1231 4050      PLANT STORES
Multiple Departments: _____ Commodity Code: _____
      Contact Person: MIKE FORNEY      Phone Number: 3267
      Vendor Number: 04194      Vendor Name: BUTLER PAPER
      Vendor Comment: _____      Vendor Phone Number: (318)323-8816
      Description: LIQUID CLEANER
      Comment: _____
*****
Bid Number: _____ RFB Sent Out: _____ Bid Opening Date: _____
*****
Purchase Order Number: J 05 9079      State Contract: _____
      Date Ordered: 05 11 93      Bid Type: _____
      Amount: 734.40      Minority Purchase: _____
      Delivery: 21 DAYS      Emergency Purchase: _____
      Price Source: _____      Inventory: _____
      Date Complete: 05 24 93      Cancelled or Void: _____
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PF2-Browse

PF9-Vendor Maintenance

PF3-Comptroller Inquiry
PF10-FIS Transactions
CLEAR-Exit

NUMBER J-2

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VN2CM1                                LOUISIANA TECH UNIVERSITY                                06/21/93
                                      Purchasing Activity System
-----< Accounts Payable Inquiry Screen >-----
Requisition Number: 321617              Date Requisition Received: 05 07 93
      Department: 12 1231 4050              PLANT STORES
      Vendor Number: 04194      Vendor Name: BUTLER PAPER
Purchase Order Number: J 05 9079              Vendor Phone Number: (318)323-8816
      Date Ordered: 05 11 93      Order Type: 1      Amount: 734.40
Purchasing Comment:

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Invoice Number: _____	Date Invoice Received: 05 24 93
Date Purchase Order Received by Comptroller: 05 11 93	Status: _____
Balance Encumbered: 734.40	Date Encumbered: 05 14 93
Date of Receiving Report: 05 21 93	Document Date: 05 11 93
Comment: _____	

Voucher Number	Check Number	Check Date	Check Amount
021574	476019	06 08 93	734.40

PF2-Browse
CLEAR-Exit

To check the next Requisition or Purchase Order, type either the new Requisition or Purchase Order number over the one currently showing on the screen and hit "ENTER". The new Requisition will appear. If Purchasing has not received your Requisition, the message "A Vendor Activity record does not exist for this REQUISITION NUMBER" will appear near the bottom of the screen. In cases where multiple Purchase Orders have been issued against a single Requisition, the message "There are (number of orders) Vendor Activity records with this REQUISITION NUMBER" will appear near the bottom of the screen. Each Order may be viewed by pressing "PF8".

PURCHASING INQUIRY PROCEDURES

NUMBER J-3

If payment has not been made and you would like to see if a check will be issued in the next checkwriting, hit "PF10". This will take you to "BALANCE FILE INQUIRY".

BALTM	FIS Transactions						06/21/93
	CURRENT FISCAL YEAR						06
Department Number: 12 1231	4050						JUNE
INVALID DEPARTMENT NUMBER							
TC	Code	Description	Dept	Admin	Date	Voucher	Amount
CR	4050	LONG'S PREFERRED PRO	021594	048749	0604		49.50
CR	4050	W W GRAINGER	021590	059282	0604		834.60
CR	4050	BUTLER PAPER	021574	059079	0604		734.40
CR	4050	PRISON ENTERPRISES	022040	037955	0610		3,278.45
CR	4050	STUART C IRBY	021952	048717	0610		679.02
CR	4050	BEST LOCKING SYSTEMS	021926	048528	0610		2,694.30
CR	4044	MONROE READY MIX	021965	027651	0611		44.00
CR	4050	LONG'S PREFERRED PRO	022291	048749	0614		259.20
CR	4050	BACKUS TRUE VALUE HA	022599	116625	0616		499.20
CR	4050	ACR SUPPLY INC	022564	017516	0616		107.25
*CR	4050	PRISON ENTERPRISES	022683	037955	0617		143.99
*CR	4050	ACR SUPPLY INC	022680	059449	0617		1,577.36
		***** SUBTOTAL *****					\$10,901.27
EC	4050	RED RIVER SUPPLY	325315	073933	0611		2.00-
*PO	4050	CHEMICAL DYNAMICS	321812	069705	0617		896.50
		***** SUBTOTAL *****					\$894.50

Clear-Exit

PF7,PF8-(-,+) Page PF11,PF12-Pr. Mo,Yr PF10-Inq

If the item you are checking on is listed and an "*" appears on the far left, your Requisition or Order is in line for payment and a check will be issued in the next checkwriting. Hit "CLEAR" or "ESC" to take you back to the "OPTION" screen.