Office of the Comptroller

PURCHASING INQUIRY PROCEDURES

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Louisiana Tech University CICS	Scroll ===> CUR Arguments (BA1I) (VN2U)

"Purchasing Activity System - Inquiry Screen" will appear. number in the appropriate place and hit "ENTER".

VN2PM		ECH UNIVERSITY 06/21/93 Activity System
		y Screen >
Requisition Number:		ype: 1 Date Received: 05 07 93
	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:

PF2-Browse PF9-Vendor Maintenance PF3-Comptroller Inquiry as CLEAR-Exit

PF10-FIS Transactions

PURCHASING INQUIRY PROCEDURES

If you are checking the payment status of a Requisition or Order, hit "PF3". This screen will tell you when your Requisition or Order was received in the Comptroller's Office and when payment was made.

VN2CM1	LOUISIANA TECH UNIVERSITY Purchasing Activity System	06/21/93
Requisition Number: Department: Vendor Number: Purchase Order Number: Date Ordered:	Accounts Payable Inquiry Screen >321617 Date Requisition R 12 1231 4050 PLANT STORES 04194 Vendor Name: BUTLER PAPER J 05 9079 Vendor Phone Num 05 11 93 Order Type: 1 Amo	ber: (318)323-8816 unt: 734.40
Invoice Number:	Date Invoice R ceived by Comptroller: 05 11 93 734.40 Date Enc rt: 05 21 93 Docume	eceived: 05 24 93 Status:
Voucher Number	Check Number Check Date	Check Amount
021574	476019 06 08 93	734.40
PF1-Purchasing Inquiry PF9-Vendor Maintenance	PF10-FIS Transactions	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".

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

BA1	ľM	FIS Transactions CURRENT FISCAL YEAR				06/21/93 06	
Depa	artment	Number: 12 1231	4050				JUNE
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
			****	SUBTO	TAL	****	\$10,901.27
EC	4050	RED RIVER SUPPLY	325315	073933	0611		2.00-
*PO	4050	CHEMICAL DYNAMICS	321812	069705	0617	•	896.50
			****	SUBTO	TAL	****	\$894.50

Clear-Exit

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

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.