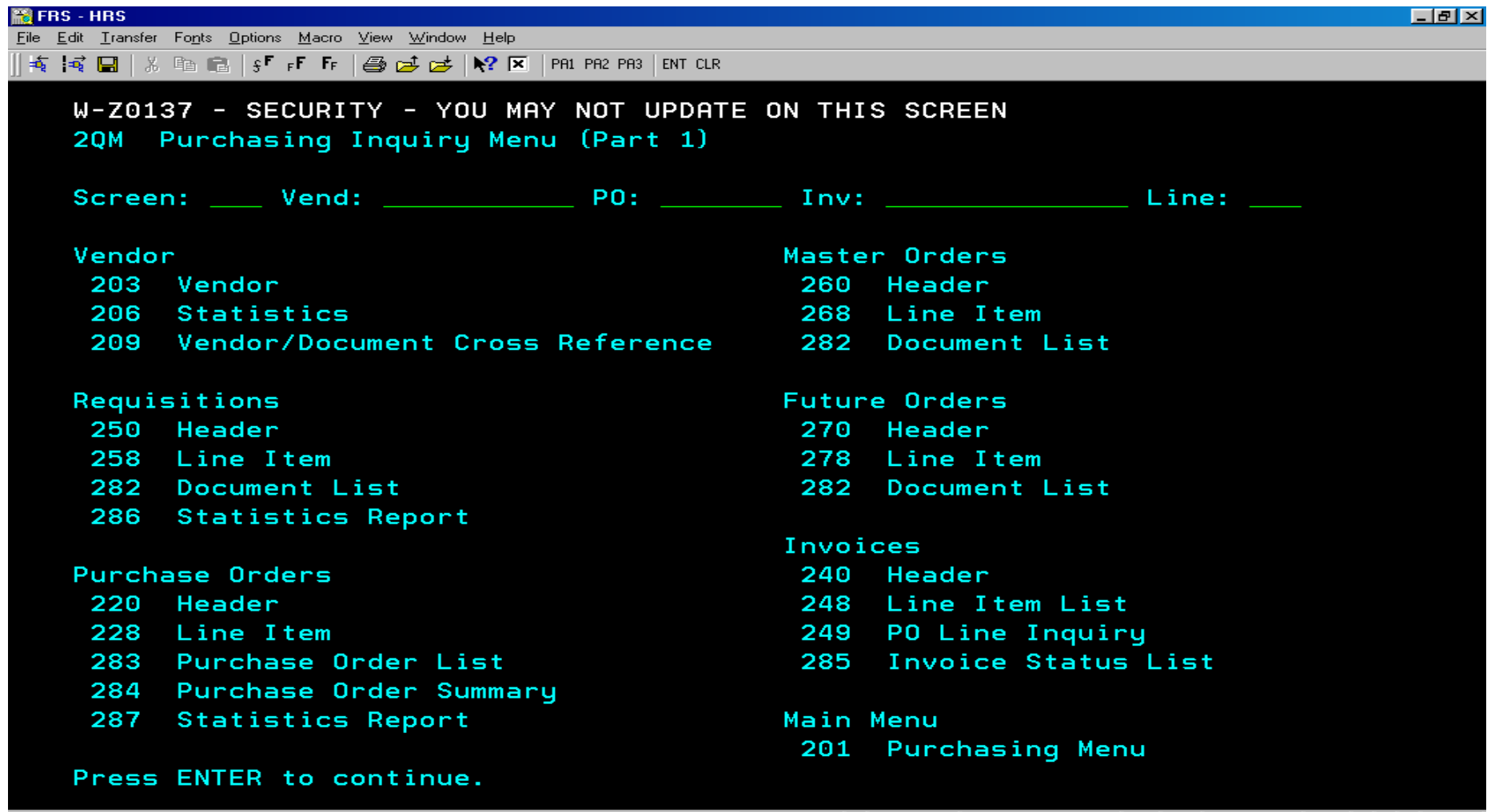


Screen 201

This screen shows the Purchasing Main Menu. You may access screens from the manus or by directly typing the screen number you need into the "Screen: ____" prompt located at the upper left of the screen.



Screen 2QM

This screen shows the Purchasing Inquiry Menu. This screen is a nice reminder of the different screens available for Inquiry. You may access screens either from the menus or by directly typing the screen number you need into the “Screen: _____” prompt located in the upper left of the screen.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

202 Vendor Name Search

Screen: _____ Vend: _____ PO: _____ Inv: _____ Line: _____

Ln	Vendor Name/Address	City/State	Vendor No.	Drop	Alias
1	DELL COMPUTER ONE DELL WAY	ROUND ROCK, TX	V0000220300 ADDR TYPE:	0	A O
2	DELL COMPUTER CORP 2214 WEST BRAKER LN, BLDG 3	AUSTIN,, TX	A0000534730 ADDR TYPE:	0	N O
3	DELL COMPUTER CORP EXTENDED SERVICE SALES	ROUND ROCK, TX	A0000534732 ADDR TYPE:	0	N O
4	DELL COMPUTER CORPORATION ONE DELL WAY	ROUND ROCK, TX	A0000569200 ADDR TYPE:	0	N O
5	DELL COMPUTER CORPORATION ONE DELL WAY	ROUND ROCK, TX	A0000569203 ADDR TYPE:	0	N O
6	DELL FINANCIAL SERVICES ONE DELL WAY	ROUND ROCK, TX	A0000569202 ADDR TYPE:	0	N O
7	DELL HAROLD LYNN		T5909012890 ADDR TYPE:	0	N O

Line Number: _____ Previous Screen: 202 Search Key: DELL

Screen 202

This screen is used to search for a vendor number when only the vendor name is known. For more information on how to use this screen, see the notes for Screen 102 in the FRS - Accounts Payable Training.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
 203 Vendor Create/Modify DELL MARKETING L P

Screen: ____ Vend: A0000569205 PO: _____ Inv: _____ Line: ____

Vendor Name: DELL MARKETING L P Federal Tax ID: 742616805
 Order From Address: Remit To Address:
 Addr: Addr: DEPT 40228

City: State: City: ATLANTA State: GA
 Zip: Country: US Zip: 311920228 Country: US
 Phone: 000 0000 Ext: Phone: 800 274 7799 Ext:
 FAX: 000 0000 FAX: 800 365 5329

Contact (Order From): Vendor Codes
 Small: N Native American: N
 Disadvantaged: N Asian American: N
 Female: N Veteran: N
 African American: N Vietnam Veteran: N
 Hispanic: N Individual: N

Contact (Remit To):
 RANDY PITT

Drop: 0 Delete: 0 Freeze: 0 Check In-Process: Notes: N
 TRANSFER TO VENDOR NOTES: VENDOR CODES: RET: 18

Screen 203

This screen displays all vendor information on file, just as Screen 103 in A/P, except that the Remit To (Payment) Address and the Order From Address are displayed on this screen. Screen 103 only displayed the Remit Address.

You may search for a vendor (similar to the search done on Screen 202) by entering the vendor name or part of a name at the "Vend: _____" field. Once the proper vendor is chosen from the display list, you will return to the screen you entered the search from (in this case, Screen 203).

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
250 Requisition Header Maintenance NO VENDOR ON DOCUMENT

Screen: Vend: PR: D112396 Inv: Line:

Req Date: 00-00-0000 Req Type: BQ Bid/Quote
Ref No.: P302040 Buyer/Phone: B11 Burnette Tolbert
Start Date: 00-00-0000 End Date: 00-00-0000
Quote Date: 00-00-0000 Quote Ref: B006673
Change Date: 00-00-0000 Change No.:
Status: D Print Req: N 02-04-03 Req Fiscal Year: 03

Vendor Terms: Currency: FOB:

Account No.	Pct	Amount	Account No.	Pct	Amount
2181364950	100.00				

Auth ID 1: Auth ID 2: Dept: 00000
Division: 00 School: 00 Fd Grp: 00
Sub Dept: 00 Exec Lvl: 00 Security: 000000
Purpose: 00 Campus: 01 Contact:

Delete: 2 Freeze: 0 In Proc: 0 Tfr/Appr: Y Req Total:

Screen 250

This screen displays the Requisition header information for a specific requisition. The Purchasing department enters requisitions from forms sent by departments on campus. If you need to change something (vendor, quantities, price, etc) on a requisition after it's been entered, you must contact the Purchasing department to process a change.

If a PO has been created for this requisition, the number is listed in the "Ref No:" field on this screen. Once a PO has been created, a PO change order must be entered by the Purchasing department for any changes that need to be made.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PR1 PR2 PR3 ENT CLR

*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES

258 Requisition Line Item Inquiry

Screen: Vnd: PR: D112396 Line:

Line	Quantity	Commodity	UOM	Unit Price	Trd Disc	Extended Price	UPO
001	1.00		LOT	1,677.			D
	Account No.:		DELL INSPIRON 4150 14.1 XGA 1.80GHZ P4				
	Inventory No.:		WITH 32MB VIDEO PER ATTACHED QUOTE				
	Reference No.: P302040						
	Account No.:						
	Inventory No.:						
	Reference No.:						
	Account No.:						
	Inventory No.:						
	Reference No.:						

Screen 258

This screen displays the Requisition detail/line information for a specific requisition. The Purchasing department enters requisitions from the forms submitted by departments across campus and they are the only people on campus who have the authority to change anything on a requisition once it's been entered.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
 220 Purchase Order Header Maintenance DELL COMPUTER CORPORATION
 ONE DELL WAY

Screen: Vnd: A0000569200 PO: P302040 Inv: Line:

PO Date: 02-04-2003 PO Type: BQ Bid/Quote
 Ref No.: D112396 Buyer/Phone: B11 Burnette Tolbert
 Quote Date: 00-00-0000 Quote Ref: B006673
 Start Date: 00-00-0000 End Date: 00-00-0000 EDI Ind:
 Change Date: 00-00-0000 Change No.: Extract PO: 00-00-00
 Status: Print PO: N 02-04-03 Inv Method:

Vendor Terms: N 30 Currency: FOB: AD PO Fiscal Year: 03

Account No.	Pct	Amount	Account No.	Pct	Amount
2181364950	100.00				

Auth ID 1: Auth ID 2: Dept: 00000
 Division: 00 School: 00 Fund Grp: 00
 Sub Dept: 00 Exec Lvl: 00 Security: 000000
 Purpose: 00 Campus: 01 Contact:

Delete: 0 Freeze: 0 In Proc: 0 Tfr/Appr: A PO Total: 1,677.00

Screen 220

This screen displays the PO header information for a specific existing PO. The Purchasing department creates PO's and they are the only people on campus who have the capability of changing anything on a PO (vendor # or amount).

To access information on this screen, a PO number must be entered on the context line and then hit the "Enter" key and the remaining information will be displayed.

PO Header information includes, but is not limited to, the vendor with which this PO is for, the buyer who entered the PO, the date of the PO and the type of PO.

FRS - HRS

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES

228 Purchase Order Line Item Inquiry

DELL COMPUTER CORPORATION
ONE DELL WAY

Screen: Vnd: A0000569200 PO: P302040 Inv: Line:

Line	Quantity	Commodity	UOM	Unit Price	Trd Disc Disc Type	Extended Price	UPO
001	1.00		LOT	1,677.00		1,677.00	M
	Acct No.:		Desc:	DELL INSPIRON 4150 14.1 XGA 1.80GHZ P4			
	Ref No.:	D112396		WITH 32MB VIDEO PER ATTACHED QUOTE			
	Qty Recd:		Qty Inv:		Amt Inv:		
	Acct No.:		Desc:				
	Ref No.:						
	Qty Recd:		Qty Inv:		Amt Inv:		
	Acct No.:		Desc:				
	Ref No.:						
	Qty Recd:		Qty Inv:		Amt Inv:		

Screen 228

This screen displays the PO detail/line information for a specific existing PO. The Purchasing department enters PO's and they are the only people on campus who have the capability of changing anything on a PO (vendor # or amount).

To access information on this screen, a PO number must be entered on the context line and then hit the "Enter" key and the remaining information will be displayed. Up to 3 lines of detail will be displayed at a time. To see additional line items, hit the "Enter" key to take you to the next 3 lines.

PO Detail information includes, but is not limited to, each item ordered from this vendor on this PO and the quantities and details regarding those items.