

<p>If asked, fill in the following fields with;</p> <p>Bus. Unit=SACST</p> <p>Bank code=STATE</p> <p>Bank Acct.=DVP</p> <p>Payment Method=System check</p>	<p>Go-Admin.</p> <p>Procure-Maintain</p> <p>Vendors /</p> <p>Inquire-CSU</p> <p>Vendor Lookup</p>	<p>Go-Admin.</p> <p>Procure-Requisition</p> <p>Items/</p> <p>Inquire-Requisition</p> <p>Doc.</p> <p>Status Inquiry</p>	<p>Go-Admin.</p> <p>Procure-Requisition</p> <p>Items/</p> <p>Inquire-Req.</p> <p>Accounting Line</p> <p>Entries</p>	<p>Go-Admin.</p> <p>Procure-Manage</p> <p>PO/</p> <p>Inquire-Purchase</p> <p>Order</p>	<p>Go-Admin.</p> <p>Procure-Manage</p> <p>PO/</p> <p>Inquire-PO Accounting</p> <p>Entries</p>	<p>Go-Admin.</p> <p>Procure-Manage</p> <p>PO/</p> <p>Inquire-PO</p> <p>Doc.</p> <p>Status Inquiry</p>	<p>Go-Admin.</p> <p>Procure-Enter</p> <p>Voucher</p> <p>Info. /</p> <p>Inquire-Voucher</p> <p>(Inquiry (I) or Payments (P)</p>	<p>Go-Admin.</p> <p>Procure-Enter</p> <p>Voucher</p> <p>Info./</p> <p>Inquire-Voucher</p> <p>Accounting</p> <p>Entries</p>	<p>Go-Admin.</p> <p>Procure-Enter</p> <p>Voucher</p> <p>Info. /</p> <p>Inquire-Payment</p> <p>Info.</p>	<p>Go-Admin.</p> <p>Procure-Enter</p> <p>Voucher</p> <p>Info. /</p> <p>Inquire-Voucher</p> <p>Doc. Status</p> <p>Inquiry</p>
To check if a vendor is in the system.	X									
LOOK UP BY REQUISITION #										
Date & Dollars of Payments made		X								
Receiving information		X								
Need PO #		X								
Need Voucher #		X								
Need Check #		X								
Need Description of order		X								
Pre-enc./Pre-enc. reversals			X							
LOOK UP BY P.O. #										
Date & Dollars of Payments						X				
Receiving information						X				
Need Voucher #						X				
Need Check #						X				
Need Description of order				X		X				
Encumbrances, Enc. reversals					X					
LOOK UP BY VOUCHER #										
Date & Dollars of Payments							X (I)		X	X
Receiving information										X
Need PO #										X
Need Check (ref.) #							X (P)		X	X
Need Description of order								X	X	X

Accounting Entries								X		
LOOK UP BY CHECK (REF.) #										
Date/Dollars of Payments									X	
Need Voucher #									X	
LOOK UP BY INV. #										
Need Voucher #							X (I)			
Need PO #							X (P)			
Need Description of order							X (I)			
LOOK UP BY VENDOR NAME										
Date/Dollars of Payments							X(P)			
Need Voucher #							X (I)			