

**HOUSTON COUNTY BOARD OF EDUCATION  
PURCHASING DEPARTMENT**

**COMPUTERIZED PURCHASE  
ORDER SYSTEM**

**APPROVER GUIDE**

**DECEMBER 16, 2002**

COMMAND

MENU: ORDER  
Custom Order Placement Menu

1. Transfer to Warehouse Orders Menu
3. Transfer to Purchase Orders Menu

24. Sign Off

Ready for option number or command

===>

---

**Each of you has a profile set up in the AS400. In that profile, you should be able to get to the CUSTOM ORDER PLACEMENT MENU (above). Option 1 is for warehouse inventory orders and option 3 is for Purchase Orders. The following will guide you in approving orders in the Purchase Order System.**

**As always, the Purchasing Department is ready to assist you with any problems you encounter. Do not hesitate to call us.**

**BEGIN BY SELECTING OPTION 3 AND PRESSING "ENTER"**

Professional Purchasing System  
Purchasing User Menu

## REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

## REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

## RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments

20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

===&gt;

---

**As an approver, you will be dealing with options 7 thru 12 and may need to use options 20 through 22. It is not necessary to print requisitions, as you can look at them on-screen and approve without printing. For the purpose of demonstration, or if you choose to print requisitions, we will cover all options 7 through 12 above and options 20, 21, and 22.**

**SELECT OPTION 7 AND PRESS ENTER**

PURXX1 - USERID

Professional Purchasing System  
User Authorization Check

Enter your user identification: GCOPA

F7=End

**AFTER ENTERING YOUR USER ID, PRESS "ENTER"**

**As you use the Purchasing system, you may be asked for User ID when you select different options. Enter your ID and press enter when asked.**

Professional Purchasing System

Enter Beginning Requisition #: \_\_\_\_\_

Enter Ending Requisition #: \_\_\_\_\_

(Leave blank for all Requisitions)

**If you press enter without entering the beginning and ending requisition number, it will print all requisitions awaiting your approval. Unless you need a printout, you will probably find that approving requisitions on screen will work well for you.**

**Enter beginning and ending requisition number, or leave blank for all and PRESS ENTER.**

DATE - 12/13/02

PURCHASE REQUISITIONS AWAITING APPROVAL

PAGE -

1

REQUISITION NUMBER 59958175 ENTERED 11/25/02 16:49:41 BY MHSE

SHIP TO - G COPA 478 988 6211  
HOUSTON COUNTY BOARD OF EDUCATION  
WAREHOUSE  
1701 HOUSTON LAKE RD  
PERRY, GA 31069

VENDOR: 041378 OFFICE DEPOT, INC.  
ATTN: DATA ENTRY  
6050 OAKBROOK PKWY  
NORCROSS, GA

300930000

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT	REQUIREMENTS/VENDOR
00000001	PEN, ROLLER BALL GEL TYPE, BLACK INK	DOZ	1	5.66	5.66	NO BACKORDERS SANFORD 88879
00000002	RULER, 12 INCH SCALE, WITH METRIC ON OPPOSITE SIDE	EA	12	.56	6.72	SKU 100-789
					CLOSEOUT PER LETTER DATED 11/20/02 SKU 200-315	

REQUISITION TOTAL 12.38

ACCOUNT DISTRIBUTION	AMOUNT	BUDGET BALANCE
6913 0000 017200000 0701	6.19	.00 **
1003 1450 240061500 0700	6.19	.00 **

W A R N I N G S -  
\*\* INSUFFICIENT BUDGET

APPROVED: \_\_\_\_\_  
DATE: \_\_\_\_\_

Above is the print of a requisition awaiting approval. When you select Option 7, it will print all or individual requisitions that you have not yet approved. If you have not been notified to approve a requisition, you may inadvertently approve a requisition that is not ready for approval. You should have an internal procedure in place that has verbal, email, or other procedure in place to notify approvers of requisitions that are ready for approval.

Professional Purchasing System  
Purchasing User Menu

## REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

## REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

## RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments

20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

===&gt; \_\_\_\_\_

**To view the approval history of the requisitions awaiting your approval,**

**SELECT OPTION 9, PRESS ENTER**

User: GCOPA 478 988 6209

Date	Reqn. #	Approved by	Date	Time	Next Approval
112502	59958175	WHSE	112502	152416	GCOPA
112502	59958175	WHSE	112502	164937	GCOPA
112502	59958175	GCOPA	121102	104832	PURDEP
112502	59958175	PURDEP	121102	105126	GCOPA

F9=Forward F7=End

ALL REQUISITIONS DISPLAYED - HIT ENTER

**This on-screen view shows that requisition 59958175 was first entered on November 25 at 3:24 in the afternoon and has been updated/approved three additional times.**

Professional Purchasing System  
Purchasing User Menu

## REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

## REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

## RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments

20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

====&gt; \_\_\_\_\_

**You may use Option 10 to approve requisitions, however using Option 8 to view and approve is more convenient. In the process of using Option 8 to view and approve, you will be electronically taken to Option 10 and back as you approve requisitions.**

**SELECT OPTION 8 AND PRESS ENTER.**

User: GCOPA 478 988 6209  
 Date: 11/25/02 Requisition #: 59958175  
 Vendor: 063021 .....OFFICE DEPOT, INC.....  
 Originator: ..... Last Appr: PURDEP.. Next Appr: GCOPA...

Description	Qty	Unit Price	Total Price
PEN, ROLLER BALL GEL TYPE, BLACK INK	1	005.66	005.66
Additional Descriptions			
Special Requirements			
NO BACKORDERS			
SANFORD 88879		SKU 100-789	
RULER, 12 INCH SCALE, WITH METRIC ON OPPOSITE SIDE	12	000.56	006.72
CLOSEOUT PER LETTER DATED 11/20/02			
SKU 200-315			
ACCOUNT DISTRIBUTION	6913-0000-017200000-0701	050.00	012.38
	1003-1450-017200000-0700	050.00	

F7=End

F12=Approve

**This opens the requisition on-screen. You can review the account numbers, cost split, total costs, items being ordered, etc.**

**If you are not ready to approve this requisition, press enter to go to the next one or to exit the screen. There will be a prompt at the bottom of the screen.**

**If you are going to approve this requisition, press the F12 key. This will take you to the approval screen.**

PPS/2000 Professional Purchasing System  
Requisition Approval

Enter Requisition Number: 59958175

F7=End

**The requisition number is automatically filled in.**

**PRESS ENTER TO CONTINUE.**

PPS/2000 Professional Purchasing System  
Requisition Approval

Requisition Number: 59958175  
Initiated by.....: WHSE           WHSE  
Date.....: 11/25/02  
Time.....: 16:49:41  
Total Amount.....: 12.38  
Forward to.....: \_\_\_\_\_ (?)

F8=Return    F7=End

**Page 11**

**Type in the ID of the next approver and PRESS ENTER.**

PPS/2000 Professional Purchasing System  
Requisition Approval

Requisition Number: 59958175  
Initiated by.....: WHSE           WHSE  
Date.....: 11/25/02  
Time.....: 16:49:41  
Total Amount.....:           12.38  
Forward to.....: PURDEP (?)

F8=Return   F7=End

**If you are the final approver before it goes to the Purchasing Department, the ID for the Purchasing Department is PURDEP.**

**If you type a "?", a drop down box will open with the list of approvers to select from. Type an "X" next to the approver name and PRESS ENTER. This will place the approver name on the forward to line.**

**PRESS ENTER**

User: GCOPA 478 988 6209  
Date: 09/24/02 Requisition #: 59955681  
Vendor: .....  
Originator: ..... Last Appr: MILPKC.. Next Appr: GPEARSON  
Description Qty Unit Price Total Price  
Additional Descriptions Special Requirements

F7=End

ALL REQUISITIONS DISPLAYED - HIT ENTER

F12=Approve

**This returns to the View Requisitions Awaiting Approval screen. If you have another requisition, it will display as the previous one did. Keep using the F12 key to go to the approval screen.**

**When all requisitions have been approved, it will return to the blank screen as above.**

**PRESS THE "ENTER" KEY TO END**

COMMAND

MENU: PUSER

RD

Professional Purchasing System  
Purchasing User Menu

REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments
20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

===>

---

**SELECT OPTION 11 AND PRESS ENTER.**

PPS/2000 Professional Purchasing System

Requisition Denial

Enter Requisition Number: 59950979

F7 Cancel

**ENTER THE REQUISITION NUMBER AND PRESS ENTER**



PPS/2000 Professional Purchasing System

Requisition Denial

Enter Requisition Number: 59950979

F7 Cancel

ENTER THE NEXT REQUISITION NUMBER TO DENY OR PRESS THE F7 KEY TO END

Professional Purchasing System  
Purchasing User Menu

## REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

## REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

## RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments
20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

====&gt;

---

**You may cancel an item on a requisition and leave the remaining items intact. After denying the item or items, you will then have to approve the requisition. You will only be approving the remaining items. You must know the requisition number and item number to deny the item.**

**To deny an item,**

**SELECT OPTION 12 AND PRESS ENTER.**

PPS/2000 Professional Purchasing System

Deny Single Requisition Item

Requisition Number: 59950980

Item Number.....: 00000002

F7 = Cancel

Type in the requisition number and the Item number

**PRESS ENTER**

PPS/2000 Professional Purchasing System

Deny Single Requisition Item

Requisition Number: 59950980

Item Number.....: 00000002

Description.....: MOBY DICK

Quantity.....: 6

Unit Cost.....: 22.95

Denial Reason.....: IN-LIBRARY.....

F8 = Return / F7 = Cancel

Type in the Denial Reason. You must enter a reason

PRESS ENTER

PPS/2000 Professional Purchasing System

Deny Single Requisition Item

Requisition Number: .....

Item Number.....: .....

F7 = Cancel

Type in the next requisition and item number for denial, AND PRESS ENTER

OR

PRESS THE F7 KEY TO END

Professional Purchasing System  
Purchasing User Menu

## REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

## RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments
20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

## REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

====&gt;

---

**After the Purchase Order has been issued, you can use Option 20 to view the Purchase Order data. It will display the items, vendor, account numbers, total cost, requisition number and Purchase Order number.**

**SELECT OPTION 20, PRESS ENTER**

Purchase Order Inquiry

Enter Purchase Order Number: 10001200

F7=End

**Type in the Purchase Order number and PRESS ENTER.**

User: WHSE  
 Date: 11/25/02 Requisition #: 59958175 P.O.#: 10001200  
 Vendor: 063021 .....OFFICE DEPOT, INC.....

Originator: WHSE..... Last Appr: PURMGR.. Next Appr: PURMGR..

Description	Qty	Unit Price	Total Price
Additional Descriptions	Special Requirements		
00000001 PEN, ROLLER BALL GEL TYPE, BLACK INK1		005.66	005.66
	NO BACKORDERS		
	SANFORD 88879		SKU 100-789
00000002 RULER, 12 INCH SCALE, WITH METRIC O12		000.56	006.72
OPPOSITE SIDE	CLOSEOUT PER LETTER DATED 11/20/02		
	SKU 200-315		
ACCOUNT DISTRIBUTION	6913-0000-017200000-0701	050.00	012.38
	1003-1450-017200000-0700	050.00	

**PRESS ENTER TO RETURN TO MENU**

Professional Purchasing System  
Purchasing User Menu

## REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

## REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

## RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments
20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

====&gt;

---

**If you have multiple requisitions in the system, Option 21 may be useful to view one requisition, rather than page through several requisitions to get to the one you want. To view one specific requisition, select Option 21 and PRESS ENTER.**

PURXX1 - USERID

Professional Purchasing System  
User Authorization Check

Enter your user identification: \_\_\_\_\_

F7=End

**Type in your user ID and PRESS ENTER.**

Requisition Inquiry

Enter Requisition Number...: 59958175

F7=End

**Type in the requisition number that you want to view.**

**PRESS ENTER.**

User: WHSE  
 Date: 11/25/02 Requisition #: 59958175 P.O.#:  
 Vendor: 062606 .....OFFICE DEPOT, INC.....  
 Originator: WHSE..... Last Appr: WHSE..... Next Appr: GCOPA...  
 Description Qty Unit Price Total Price  
 Additional Descriptions Special Requirements  
 00000001 PEN, ROLLER BALL GEL TYPE, BLACK INK1 005.66 005.66  
 NO BACKORDERS  
 SANFORD 88879 SKU 100-789  
  
 00000002 RULER, 12 INCH SCALE, WITH METRIC O12 000.56 006.72  
 OPPOSITE SIDE CLOSEOUT PER LETTER DATED 11/20/02  
 SKU 200-315  
  
 ACCOUNT DISTRIBUTION 6913-0000-017200000-0701 050.00 012.38  
 1003-1450-017200000-0700 050.00

**This will bring up on the requested requisition.**

**PRESS ENTER TO RETURN TO MENU.**

Professional Purchasing System  
Purchasing User Menu

## REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

## REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

## RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments
  
20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

===&gt; \_\_\_\_\_

**If you select menu Option 22, you will print a complete listing of all active requisitions that shows the dates and times of activity for each requisition. The next page is shown as an example. The actual printout will be over 100 pages at any time.**

REQUISITION #	DATE	TIME	APPROVED BY	NEXT APPROVAL
59956315	10/01/02	15:14:28	TRACI JACKSON	SHIRLEY HILL
59956315	10/02/02	15:04:07	PURCHASING DEPARTMENT	PURDEP
59956315	10/17/02	16:53:55	BETH JARRELL	BJARRELL
59956315	10/18/02	07:45:40	JANE RAINES	JANE
59956315	10/18/02	11:25:01	PURCHASING DEPARTMENT	PURDEP
59956315	10/18/02	11:31:51	PURCHASING ADMINISTRATOR	PURMGR
59956325	9/27/02	10:56:40	JAN GRACE	SHIRLEY HILLS
59956325	10/01/02	15:12:09	TRACI JACKSON	SHIRLEY HILL
59956325	10/02/02	15:04:30	PURCHASING DEPARTMENT	PURDEP
59956325	10/17/02	16:54:20	BETH JARRELL	BJARRELL
59956325	10/18/02	07:45:51	JANE RAINES	JANE
59956325	10/18/02	11:25:21	PURCHASING DEPARTMENT	PURDEP
59956325	10/18/02	11:32:07	PURCHASING ADMINISTRATOR	PURMGR
59956328	9/27/02	12:35:27	INST COOR	WESTSIDE
59956328	9/27/02	15:05:35	INST COOR	WESTSIDE
59956328	10/01/02	08:34:09	GREG PEAVY	WESTSIDE
59956328	10/07/02	14:28:39	BETH JARRELL	BJARRELL
59956328	10/08/02	08:29:28	JANE RAINES	JANE
59956328	10/08/02	12:13:28	PURCHASING DEPARTMENT	PURDEP
59956328	10/08/02	12:17:02	PURCHASING ADMINISTRATOR	PURMGR
59956336	9/27/02	14:36:51	CATHY REEDER	PARKWOOD
59956336	10/03/02	15:42:12	JANETTE DOGAN	PARKWOOD
59956336	10/04/02	11:48:23	PURCHASING DEPARTMENT	PURDEP
59956336	10/04/02	11:54:14	PURCHASING ADMINISTRATOR	PURMGR
59956347	9/27/02	15:17:13	CATHY REEDER	PARKWOOD
59956347	10/03/02	15:43:05	JANETTE DOGAN	PARKWOOD
59956347	10/04/02	10:46:50	PURCHASING DEPARTMENT	PURDEP
59956347	10/07/02	10:16:23	WALLACE E. REEVES	KREEVES
59956347	10/08/02	12:13:39	PURCHASING DEPARTMENT	PURDEP
59956347	10/08/02	12:17:13	PURCHASING ADMINISTRATOR	PURMGR
59956349	9/27/02	15:26:13	CATHY REEDER	PARKWOOD
59956349	10/03/02	15:43:43	JANETTE DOGAN	PARKWOOD
59956349	10/04/02	11:48:35	PURCHASING DEPARTMENT	PURDEP
59956349	10/04/02	11:54:25	PURCHASING ADMINISTRATOR	PURMGR
59956352	9/27/02	15:59:26	CATHY REEDER	PARKWOOD
59956352	10/03/02	15:44:17	JANETTE DOGAN	PARKWOOD
59956352	10/04/02	11:48:43	PURCHASING DEPARTMENT	PURDEP
59956352	10/04/02	11:54:32	PURCHASING ADMINISTRATOR	PURMGR
59956370	9/30/02	10:49:46	CATHY REEDER	PARKWOOD
59956370	10/03/02	15:45:21	JANETTE DOGAN	PARKWOOD
59956370	10/04/02	11:49:29	PURCHASING DEPARTMENT	PURDEP
59956370	10/04/02	11:54:50	PURCHASING ADMINISTRATOR	PURMGR
59956371	9/30/02	11:13:56	CATHY REEDER	PARKWOOD
59956371	9/30/02	11:13:56	CATHY REEDER	JDOGAN

Professional Purchasing System  
Purchasing User Menu

## REQUISITION ENTRY AND REPORTING

1. Enter/Update Requisitions
2. List Unprocessed Requisitions
3. Unprocessed Requisition Inquiry
4. Display Requisition Approval History
5. View Unprocessed Requisition Detail Info.

## REQUISITION PROCESSING

7. List Requisitions Awaiting Approval
8. View Requisitions Awaiting Approval
9. View Approval History by Requisition
10. Approve Requisitions
11. Deny Requisitions
12. Deny Single Requisition Item

## RECEIVING

15. List Unfilled Orders
16. Enter Received Items
17. Print Receiving Reports
18. Print Purchase Order Payments
20. View Purchase Order
21. View Selected Requisition
22. Print Requisition  
Approval History

Cmd-3 to RETURN

24. Sign Off

Ready for option number or command

====&gt;

---

**To check if your purchase has been paid for,**

**SELECT OPTION 18, PRESS ENTER.**

Financial History Listing by PO #

Enter Purchase Order Number: 30001256

Enter Fiscal Year Code.....: 3

F7=End

**Type in the Purchase Order number and the fiscal year it was or will be paid in.**

**PRESS ENTER**

Financial History Listing by PO #

You have requested a listing of activity concerning  
PO Number 30001256 .

If you wish to request another PO Number listing,  
press enter to continue. Otherwise, press F7 to End.

F7=End

**Disregard pressing enter for another Purchase Order number. Instead press F7. If you want another Purchase Order, repeat the steps from the previous page.**

PURCHASE ORDER HISTORY LISTING

VENDOR INFORMATION		6277 SEA HARBOR DRIV		ORLANDO, FL		32887	
HARCOURT, INC.							
ACCOUNT NUMBER	VENDOR#	DESCRIPTION	AMOUNT	INVOICE#	REFERENCE#	DATE	PO NUMBER
100-3-1021-1000-641.00-0195	028785	HARCOURT, INC.	820.22	48609782	B0950140	10/10/2002	30001256
100-3-1051-1000-641.00-0195	028785	HARCOURT, INC.	1,913.83	48609782	B0950140	10/10/2002	30001256
TOTAL AMOUNT			2,734.05				

The printout shows the account numbers, the amounts, invoice and check numbers, date of payment.