

From: cyBuy [ITUIS]
Sent: Wednesday, December 16, 2015 7:57 AM
Subject: cyBUY system allows 35 account numbers

To: cyBUY releasers

The accounts portion of the release and payment screens in the cyBUY system has been expanded to allow for entry of 35 account numbers. Accounts 2-10 and 11-35 will be collapsed upon opening the release and payment screens, and may be expanded by clicking on the + symbol to the left of the heading for each grouping.

This message has been sent to all users with releaser rights in the cyBUY system. Please feel free to forward this message to others in your department. Questions may be directed to the purchasing help desk at 294-4860 or cyBUY@iastate.edu.

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A Home Student Employee **uBusiness**

cyBUY (Releaser)

Release	Name	Dept	Vendor
323507	LACKORE LESLEY ANN	12060	

cyBUY Release Processing

Request Date 11-23-2015 **Vendor** OFFICE MAX **Status** To Releaser **Attachments** No

Shopper TERRY ANDY L
Phone 515 294 8053 **Dept** 12060 PURCH PURCHASING

***Ship To** RM 1701 **Attention** ANDY TERRY
 3636 ADMIN SERVICES BLDG

***City** AMES ***State** IA ***ZIP Code** 50011 3616

Item	Qty	U/M	Catalog No	Description	Unit Cost	Ext Cost
1	1	EA	J158-8764	MARKERS PIP SQUEAK SKINNIES 64	9.00	9.00

Account	Sub-Account	Obj Cd	Description	Amount	Dept.	Account Name
1 701	12	06				9.00
Additional Accounts 2-10 - Open to complete additional funding information						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Business

- A/R Applications
- Admin cyBUY
- Admin P-card
- Admin Req
- Cent Store Catalog
- COIC Reports
- cyBUY (Audit)
- cyBUY (Releaser)
- cyBUY (Reviewer)
- cyBUY - SHOPPER
- cyBUY User Admin
- KFS
- P-Card

