LOUISIANA TECH UNIVERSITY
Office of Finance and Comptroller

PURCHASING INQUIRY PROCEDURES

To check the status of a Requisition or Purchase Order, sign on to CICS following procedures previously listed.

11:07:57 Wednesday, May 28, 2014

Louisiana Tech University CICS

Option ===>

..# Name... Title... Information Systems-Supported Menu (MENU)

- IS ISMENU - SCT Signon (ZCTL)
- PR PPIINQRY - Property Inquiry/Department Update (PPI)
- PB PPIBROWS - Property Browse (PPIB)
- OC CHARGES - Outstanding Charges, Student (OCIB)
- BI BALANCE - Balance File Inquiry (BAI)
- PI PURCHASE - Purchase Activity Inquiry (VN2U)
- AV AVIATION - Professional Aviation (PAVI)
- ST TRANSCRI - Student Transcripts (FPRI)
- PW PASSWORD - Password Suggestions
- SM SENDMSG - Send messages to other CICS users (MESG)

**END**

Type “PI” and hit ENTER. The “Purchasing Activity System – Inquiry Screen” will appear. Enter either the Requisition or Purchase Order number in the appropriate place and hit ENTER.

12:36:16 Wednesday, May 28, 2014

VN2PM

LOUISIANA TECH UNIVERSITY

05/28/14

Purchasing Activity System

Requisition Number: 871009 Type: 1
Department: 12 0130 4026 Date Received: 04 16 14

Multiple Departments: N

Commodity Code: ___

Contact Person: JENNIFER CASKEY Phone Number: 4325

Vendor Number: 29068 Vendor Name: THE HON COMPANY

Vendor Phone Number: (800)962-5753

Description: DIVIDERS

Comment: ____________________________ ____________________________

Bid Number: _______ RFP Sent Out: ______ Bid Opening Date: ______

Purchase Order Number: B 14 4525 State Contract: ______

Date Ordered: 04 23 14 Bid Type: ______

Amount: 97.65 Expiration Date: ______

Delivery: IMM Approved Purchase: ______

Price Source: Emergency Purchase: ______

Date Complete: 04 25 14 Cancelled or Void: ______

**F2-Browse**

**F9-Vendor Maintenance**

**F10-FIS Transactions**

**F3-Comptroller Inquiry**

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

12:36:20 Wednesday, May 28, 2014

VN2CM1 LOUISIANA TECH UNIVERSITY 05/28/14
Purchasing Activity System

-------------< Accounts Payable Inquiry Screen >-------------
Requisition Number: 871009 Date Requisition Received: 04 16 14
Department: 12 0130 4026 COMPTROLLER
Vendor Number: 29068 Vendor Name: THE HON COMPANY
Purchase Order Number: B 14 4525 Vendor Phone Number: (800)962-5753
Date Ordered: 04 23 14 Order Type: 1 Amount: 97.65
Purchasing Comment:

-------------------------------------------------------------
Invoice Number: Date Invoice Received: 05 15 14
Date Purchase Order Received by Comptroller: 04 28 14 Status:
Balance Encumbered: 97.65 Date Encumbered: 04 30 14
Date of Receiving Report: 05 22 14 Document Date: 04 23 14
Comment:

-------------------------------------------------------------
Voucher Number Check Number Check Date Check Amount


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 REQUISTION NUMBER” will appear at 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 REQUISTION NUMBER” will appear near the bottom of the screen. Each Purchase Order may be viewed by pressing “PF8”.
If payment has not been made and you would like to see if a check will be issued in the next University check writing, hit “PF10”. This will take you to “BALANCE FILE INQUIRY”. 

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<th>Code</th>
<th>Description</th>
<th>Dept</th>
<th>Admin</th>
<th>Date</th>
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If the item you are checking on is listed and an "*" appears on the far left, your Requisition or Purchase Order is in line for payment and a check will be issued in the next University checkwriting. Hit CLEAR or ESC to take you back to the OPTION screen.