

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

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Louisiana Tech University CICS -----
Option ==>
..#.. Name.... Title..... Arguments.....
_ IS ISMENU - Information Systems-Supported Menu (MENU)
_ ZC ZCTL - SCT Signon (ZCTL)
_ PR PPLINQRY - Property Inquiry/Department Update (PPII)
_ PB PPIBROWS - Property Browse . . . . . (PP1B)
_ OC CHARGES - Outstanding Charges, Student . . . (OC1B)
_ BI BALANCE - Balance File Inquiry . . . . . (BA1I)
_ PI PURCHASE - Purchase Activity Inquiry . . . . . (VN2U)
_ AV AVIATION - Professional Aviation . . . . . (PAV1)
_ ST TRANSCRI - Student Transcripts . . . . . (PRV1)
_ PW PASSWORD - Password Suggestions
_ SM SENDMSG - Send messages to other CICS users . (MESG)
**END**

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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

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VN2PM                                LOUISIANA TECH UNIVERSITY                                05/28/14
                                Purchasing Activity System
-----< Inquiry Screen >-----
Requisition Number: 871009           Type: 1           Date Received: 04 16 14
Department: 12 0130 4026           COMPROLLER
Multiple Departments: N           Commodity Code: _____
Contact Person: JENNIFER CASKEY           Phone Number: 4325
Vendor Number: 29068           Vendor Name: THE HON COMPANY
Vendor Comment: _____           Vendor Phone Number: (800)962-5753
Description: DIVIDERS
Comment: _____
*****
Bid Number: _____           RFB 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: _____
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?F2-Browse
PF9-Vendor Maintenance
PF3-Comptroller Inquiry
PF10-FIS Transactions
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

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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                COMPROLLER
      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: _____
  
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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: _____
  
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Voucher Number	Check Number	Check Date	Check Amount
_____	_____	__ __ __	_____
_____	_____	__ __ __	_____
_____	_____	__ __ __	_____
_____	_____	__ __ __	_____

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PF1-Purchasing Inquiry                PF2-Browse
PF9-Vendor Maintenance                PF10-FIS Transactions
                                CLEAR-Exit
  
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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 REQUISITION 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 REQUISITION 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".

13:20:27 Thursday, May 29, 2014

BA1TM FIS Transactions (CURRENT FISCAL YEAR 2014) 05/29/14
 Department Number: 12 0130 Month: 05 MAY

COMPTROLLER

TC	Code	Description	Dept	Admin	Date	Voucher	Amount
CR	3034	CINTAS CORP	013499	871023	0527		240.00
CR	3034	CINTAS CORP	013499	871023	0527		15.00
CR	3095	MONROE FREE PRESS	013541	871025	0527		36.00
RF	6506	ADV OVERAGE	148090	008217	0527		.50-
CR *	4026	THE HON COMPANY	013693	144525	0529		97.65
CR *	3048	GOVCONNECTION INC	013708	144317	0529		62.88
CR *	3060	FEDEX	013716	871028	0529		32.47
PA *	1120	PAYROLL- MONTHLY		000004	0530		27,592.07
PA *	1500	PAYROLL- MONTHLY		000004	0530		13,468.76
PC	3010	T-REXCARDS.COM	201405	000405	0531		48.47
PC	3050	ARKANSAS BAR ASSOCIA	201405	000404	0531		299.00
PC	3060	FEDEX 457752868	201405	000402	0531		24.26
PC	3060	FEDEX 457854585	201405	000403	0531		24.26
PC	3060	FEDEX 459237384	201405	000407	0531		20.30
PC	3096	SEIKOSOFT LLC	201405	000408	0531		99.00
PC	4010	INDEPENDENT STATIONE	201405	000400	0531		166.52

 PF5-Prev Month PF7-Prev Page PF11-FY13 PF10-Bal Inquiry
 PF6-Next Month PF8-Next Page PF12-FY12 PF1-PC Trans CLEAR-Exit

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.