

## Invoicing & Inquiry

### Processing Vendor Invoices

- (Optional) See if part of the order has already been invoiced:
  - Go to **OQTY** or **OQT2** (Order Quantity Table).
  - Inquire using the desired order number:
- Add the invoice header:
  - Go to **OINV** (Order Invoice Header).
  - Type '**clear**' in the function line and press **ENTER**.
  - Complete the following fields as necessary:

Order Number	
Vendor Invoice No.	
Status Code	(620 {Partial} or 630 {Final} status code 620 is the default)
Invoice Date	(Default is current date)
Receipt Date	
Amt of Invoice	(Total amt of vendor's invoice)
Partial/Final	( <b>P</b> or <b>F</b> )
  - Press **ENTER**. After successful add of invoice header the status code should be **621** or **631**.
- Process order invoice lines:
  - Type **OILN** in the Function Line, and press **ENTER**.
  - Type **c** or **change** in the Function Line.
  - Complete the following fields for the displayed order receiver line(s) as necessary:

Qty Invoiced	
Adj Amount	(optional-for shipping, etc.)
Partial/Final	(optional- <b>P</b> or <b>F</b> )
  - Press **ENTER**.
  - If the order has more than 3 lines, inquire **OILN** for the needed line numbers and repeat step 3-c above.
- Post invoice header and lines:
  - On the **OINV** screen, type **c** or **change** in the function line.
  - Change the status code to **650**.
  - Invoice information is posted in the **OQTY** table.

## Paying & Inquiry

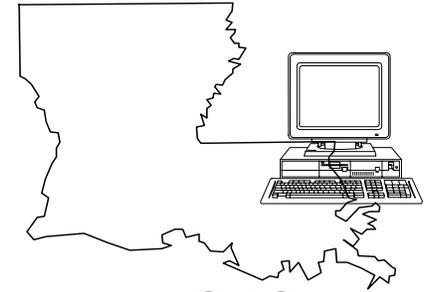
### Processing Order Payments

- (Optional) To see if part of order has already been paid:
  - Go to **OQTY** or **OQT2** (Order Quantity Table).
  - Inquire using the desired order number.
- Review payments ready for processing (Optional):
  - Go to **OPAS** (Order Payments by Agency & Status).

- Inquire using **your AGPS agency number** and status code **621** (payments ready for approval).
  - A listing of order payments will be displayed.
- Review the payment header:
    - Go to **OPAY** (Order Payment Header).
    - Inquire the needed order and vendor invoice numbers from the **OPAS** screen.
    - Review payment information as necessary.
  - Review the payment lines(Optional):
    - Go to **OPLN** (Order Payment Lines).
    - Inquire the needed order and vendor invoice and order line numbers.
    - Review payment line information as necessary.
  - Approve and Process order payment:
    - On the **OPAY** screen, type **c** or **change** in the function line.
    - Change the Approve Payment? flag to **Y** and the Sched Pay Date OK? flag to **Y**. Once the Approve Payment field is updated to **Y**, only the status code field can be changed. If a field other than status requires a change, the Approve Payment field must be changed to **N** first, then make the required changes.
    - Press **ENTER**. AGPS will insure that you have authority to approve the payment.
- NOTE: You can auto schedule a payment by leaving the Sched Pay Date blank and typing **N** in the Sched Pay Date OK? Field.
- Process payment to accounting:
    - On the **OPAY** screen, type **c** or **change** in the function line.
    - Change the status code to **635**.
    - Payment information is processed on-line (AFS) to the accounting system. If payments fail at 637, inquire OPAG for reason codes.
    - To cancel OPAY record in AGPS and accounting (prior to check number being issued) type **C** in the function line and tab to status code field and type 697. Press enter and status should update to 698.



**Division of Administration**  
**Office of Information Services**  
**P. O. Box 94095**  
**Baton Rouge, LA 70804-9095**  
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## **AGPS** State of Louisiana Advanced Government Purchasing System **PROCESSING QUICK REFERENCE**

Your Name: \_\_\_\_\_

Your ISIS ID: \_\_\_\_\_

Internet Address:

<http://www.doa.louisiana.gov/ois>

Help Line: 225/342-ANSR (2677)

DOA Mainframe Help Desk: 225/342-4730

(To reset the password for your userid because it was either revoked or you forgot it)

### Training:

Please direct all requests for ongoing training to your Agency ISIS Liaison.

## Requisitioning & Inquiry

### Requisition Processing

- Determine all needed commodity codes and units of measure.
- In **RQS4**, add the Header screen.
- In **RLI2**, add a record for each line item.
- In **RACG**, add the accounting information and change the status code to **1**.
- In **RQS4**, change the status code to **145** to build approval records.
- After approvals are complete (status code **149**), change the status code to **150**. AGPS will change it to **200** (Ready for Purchase) or **275** (Award Contract Release Order).

## Ordering & Inquiry

### Order Processing (OFST Method)

1. Add an order:
  - a. Determine all needed commodity codes and units of measure.
  - b. Go to **OFST** (Fast Order Entry Screen).
  - c. Add order header information. Type:  
Order Number 'NEXT'  
Document Type 'DPA', 'CRO', etc.  
Any other required order header information - AGPS will prompt you with messages at the bottom of the screen after you press **ENTER** (step e below).
  - d. Add order line information. Remember to type:  
Order Line Number 1, 2, etc.  
Qty (quantity) desired quantity  
U/M (measure) from contract or BTAB table UM  
U/P (unit price) as required  
Ship To optional - will default from header  
Any other required order line information - AGPS will prompt you with messages at the bottom of the screen after you press **ENTER** (step e below).
  - e. Add order accounting information. Type:  
Acct Dist Number 1, 2, etc.  
Fr/To commodity lines that the account dist is to pay for  
Amt amount that account dist is for  
Dist Information Cost Center, Object, etc. - will default from **AACG** or may be entered by user
2. Process order approvals:
  - a. Go to **OFST**.
  - b. Key **c** or **change** in the function line.
  - c. Change the status code to **425** to build approval records.
3. Complete processing after approval:
  - a. When all approvers have approved the order, AGPS will change the status code to **429**.
4. Encumber the order in accounting:
  - a. If order is for next FY, skip to Step 5. If not, change the status code to **435** to encumber the order in accounting. Encumbrance information is processed on-line (AFS) to the accounting system. If encumbrance fails at 437, inquire OACG for reason codes. If order is flagged as no accounting required, the system will change the status code to 438.

**NOTE:** From/To (Fr/To) or Amt (proportional) may be entered but not both on the same order. Press **ENTER**.

- f. Repeat steps c or d as necessary for additional items or account distributions.

5. Print the order:
  - a. Change the status code to **440** to print the order on-line or **450** to print the order in batch, overnight.

## Approving & Inquiry

### Checking Waiting Approvals

1. Go to **PAPI** (User Approval Index)
2. Inquire **PAPI** with your ISIS ID (or the ISIS ID of the person for whom you are an alternate). A list of documents awaiting your approval will be displayed.
3. Jump to the desired screen(s) to gather needed details, such as **RNTE** or **ONTE** to see requisition/order notes.

### Recording Approval or Disapproval

1. Type **PAPV** or **PASM** to review more detail in the function line and press **ENTER**. Inquire on the document you wish to approve or disapprove.
2. Type **C** or **change** in the function line.
3. Type **A** (Approved) or **D** (Disapproved) in the Approve/Disapprove field.
4. If you Disapprove the document, use Disapproval Reason Code **00** (See Comments) and type your reason for disapproval in the comments fields on PAPV (up to 3 lines).
5. After indicating your Approval or Disapproval, press **ENTER**. The message Previous Update Successful will be displayed at the bottom of the screen.
6. Type **back** in the function line and press **ENTER** to return to **PAPI** and repeat for next document.

### Adding an Approval Record (Manually)

1. Go to **PAPV** (User Approval Detail) for the desired document.
2. Type **CLEAR** in the function line.
3. Type in required information:  
**Document Number:** Type the AGPS document number that you want approved.  
**Sequence Number:** Must be 71 or higher.  
**Approval Type:** Type desired approval type. Must be valid in BTAB table IA (e.g., AA-Agency Approval).  
**Approvers Agency:** Type AGPS Agency Number of person for whom you want to add an approval.  
**Approver:** Type the ID of the person you want to approve this document.
4. Press **ENTER**. The message Previous Update Successful will be displayed at bottom of screen.

**NOTE:** Approvals added manually have no alternate approvers.

## Receiving & Inquiry

### Receiving Goods and Services

1. (Optional) To see if part of the order has already been received:
  - a. Go to **OQTY** or **OQT2** (Order Quantity Table).
  - b. Inquire using the desired order number:
2. Add the receiver header:
  - a. Go to **OREC** (Order receiver Header).
  - b. Type '**clear**' in the function line and press **ENTER**.
  - c. Complete the following fields as necessary:

Order Number	
AGCY Receiver #	Optional
Status Code	Optional (620 {Partial} or 630 {Final} status code 620 is the default)
Receipt Date	Must be entered by the user. On LDO's and confirming orders, the receipt date will be entered on the order header (OFST/ORD4).
Partial/Final	Optional ( <b>P</b> or <b>F</b> status code will default)
Comments	Optional
  - d. Press **ENTER**. After successful add of receiver header the status code should be **621** or **631**.
3. Process order receiver lines:
  - a. Type **ORLN** in the function line and press **ENTER**.
  - b. Type **c** or **change** in the function line.
  - c. Complete the following fields for the displayed order receiver line(s) as necessary:

Qty Received	
Partial/Final	Optional ( <b>P</b> or <b>F</b> )
Special Cond. Cd	Optional (from BTAB table SP)
  - d. Press **ENTER**.
  - e. If order has more than 3 lines, inquire **ORLN** for needed line numbers and repeat step 3-c above.
4. Post receiver header and lines:
  - a. On the **OREC** screen, type **c** or **change** in the function line.
  - b. Change the status code to **650**.
  - c. Records are posted in the **OQTY** table.
5. **ORBD** can be used to inquire on order receipts by Line and Date.