

Text Scroll Actions (For Text Screens Only, GET In The Function Line)

- T Go to top of text
- B Go to bottom of text
- U Scroll up one screen
- D Scroll down one screen
- R Go to specified line number, use with line number field

Frequently Used Validation (BTAB) Tables

TT	Listing of BTAB Tables
CC	Parish Codes
DC	Order Change Types
DK	Contract Document Types
DO	Order Document Types
DR	Requisition Document Types
DS	Solicitation Document Types
OC	Award Codes (for Buyer use on RQS2)
PR	Solicitation Codes (for Buyer use on RQS2)
SB	Solicitation Status Codes
SK	Contract Status Codes
SN	Rec/Inv/Pay Status Codes
SO	Order Status Codes
SR	Requisition Status Codes
SP	Special Condition Codes (Receipt & Invoice)
UM	Unit of Measure Codes
VS	Vendor Status Codes

AGPS Document Numbers

Requisition Numbers Start with 1 (Example: 1000696)
Solicitation Numbers Start with 2 (Example: 2000097)
Order Numbers Start with 3 (Example: 3000487)
Contract Numbers Start with 4 (Example: 400193)

Finding Document Numbers

If you know the:	Find the REQ#	Find the SOLIC#	Find the CONTRACT#	Find the ORDER#
REQ#	****	RSUM	RLI3	RSUM
SOLIC#	SRQN	****	****	****
CONTRACT#	KON2	KON2	****	****
ORDER#	ORD2	ORD2	ORD2	****
AGENCY#	RANO	****	KANO	OANO
AGENCY	RARN	****	KARN	OARN

Jumping to a Related Screen

- Type the **desired screen name** on the Function Line.
 - TAB** to the key of the line containing the key for the record you want to search for.
- NOTE:** For partial keys, use the SPACE bar to remove the unneeded parts of the key.
- Press **ENTER**. The screen for the specified record will be displayed.

For example, suppose you are on OREC order # 3151867, and you want to go to OFST order # 3270082. Type OFST in the Function Line, tab to the order # field, type 3270082, and press **ENTER**.

AGPS Inquiry

- Type the **desired screen name** on the Function Line of any AGPS screen.
- Press **ENTER**. Your screen will be displayed. If you don't see your record --
- Type **I** in the Function Line.
- TAB** to the first key field.
- TYPE** your searchable information. The field doesn't have to be complete.
- If the screen has more than one key field, either remove the unneeded characters or type the desired keys.
- Press **ENTER**. The desired screen with the specified keys will be displayed.
- To see the next sequential records, press **ENTER**.

For example, you're in the OREC screen and you want to see all of the receipts starting with AB. Type I in the Function Line, TAB to the order # field, Type the #, TAB to the Receiver # field, type AB, space out the last character, and press ENTER. Continue to press ENTER with your cursor in the Function Line to see the remaining (if any) AB numbered receipts.

AGPS System Sign On

- Type **CI** at the DOA Logon Screen.
- Press **ENTER**. The CICS Signon Screen will be displayed.
- Type **ISIS** for the TASK ID.
- Type your **ISIS User ID and password**.
- Press **ENTER**. The ISIS Menu Screen will be displayed. Select **3** (Purchasing Application).
- Press **ENTER**. The AGPS Main Menu will be displayed. After reading the messages at the bottom of the screen, you can go to any AGPS screen by typing its screen name and pressing ENTER or using the Menus (type 1 or 2 and press ENTER).

AGPS System Sign Off

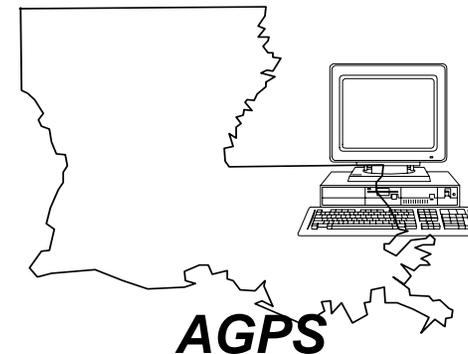
Type **END** on the Function Line of any AGPS screen and press **ENTER**, or press the **PF3** key.

If you typed **END**:

The ISIS Main Menu will be displayed. From here you can **select X to exit or select another ISIS application** from the menu. If you select **X** and press **ENTER**, on the blank screen type **BYE** and press **ENTER** to completely Log Off.

If you pressed **PF3** key:

You may go directly to a blank screen where you type **BYE** and press **ENTER** to completely Log Off.



AGPS State of Louisiana Advanced Government Purchasing System SYSTEM ACCESS 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.

Name: _____
 Phone: _____



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Selected AGPS Screens

Agency Screens

AACG Agency Accounting
AADR Sub-Agency Address
ABUA Agency Buyers by Agency
ABUY Agency Buyers
ADET Agency Purchase Detail
AGCY Agency Header
AHST Agency History
ASUM Agency Purchase Summary

Approval Screens

PAPI* User Approval Index
PAPS Document Approval Status Inquiry
PAPV User Approval Detail (for approvers only)
PASM Approval Summary (for approvers only)

Commodity Screens

CAAD Commodity Award Contract by Agency Detail
CAWA Awarded Contracts (for commodity & agency)
CDES Commodities by Description
CKWI Commodities by Keyword
COMM Commodities by Commodity Number
COM2 Commodity Header #2 (buyer name and phone#)
CSPC Commodity Text Description (complete)
CGEI Vendors by Geographic Bid Code Region
CUOM Unit of Measure
CVDR Commodities by Supplying Vendor

Contract Screens

KABC Contract by Purch Agency and Buyer Code
KBST* Contract by Purch Agency, Buyer & Status
KLBN Contract Lines by Brand & Model Name
KLIN-2 Contract Lines (summary & detail)
KNTE Contract Notes (and ordering restrictions)
KONT Contract Header
KON3 Contract Header #3 (minimum order amount)
KRNO Contracts by Requisition Number
KSTA Contracts by Status Code
KTLE Contracts by Title
KTNO Contracts by T-Number
KVDL Contracts Vendor Distributor List
KVNO Contracts by Vendor Number

History Screen

HDET History Detail (by document number)

Menu Screens

MPAM Purchasing Activity Menu

* - Check often for documents needing action

Selected AGPS Screens (continued)

Order Screens

OABT Orders by Agency & Bill To Address
OACG Order Accounting
OAMT,2 Order Amount Header (details)
OAPY Order by Autobatch Pay Indicator
OARN Orders by Agency Requisition Number
OASH Orders by Agency & Ship To Address
OAST* Orders by Agency and Status Code
OBST* Orders by Purch Agency, Buyer, and Status
OCPY Order Copy Screen
OFST Fast Order Entry
OLCN Order Lines by Contract Number
OLIN,2,4 Order Lines
ONTE Order Notes
OPER Order Periodic Payment Indicator
ORDR-5 Order Header #1 through #5 (details)
OVNO Orders by Vendor Number

Order Change Screens

OCHG Order Change Header
OCLN Order Change Lines
OCAC Order Change Accounting
OCMD Order Change Commodity Description Changes
OCTX Order Change Text
OPLQ Order Liquidation

Receipt, Invoice, and Payment Screens

OAPY Orders by Autobatch Pay Indicator
ORBD Order Receipts by Line and Date
OREC Order Receipt Header
ORLN Receipt Lines
OINV Order Invoice Header
OILN Order Invoice Lines
OPAG Order Payment Accounting
OPAY Order Payment Header
OPAS* Order Payments by Agency & Status Code
OQTY-2 Order Quantity Header and Details
OINI Order Invoice by Vendor Number

Requisition Screens

RABC Requisitions by Agency and Buyer Code
RACG Requisition Accounting
RARN Requisitions by Agency Requisition Number
RAST* Requisitions by Agency and Status Code
RBST* Req's by Purch Agency, Buyer, & Status
RCOM Requisitions by Commodity Number
RCPY Requisition Copy Screen
RFLN Requisitions by File Number (SPO)
RLCN Requisition Lines by Contract Number
RLIN-3 Requisition Line (summary & detail)
RMOD Requisition Commodity Modification Text
RNTE Requisition Notes
RQSN-6 Requisition Header (summary & detail)
RSTA Requisitions by Status Code
RSUM Requisition Summary of Awards
RTXL Requisition Text (for specifications)
RTXT Requisition Ranges (to specify page)

Selected AGPS Screens (continued)

Solicitation Screens

RBID Record Multiple Bids
RVEV Record Vendor Award - Multiple Lines
RVE2 Record Vendor Award
SBST* Solicitations by Purch Agency, Buyer, and Status
SDOC Solicitation Header
SDO3 Solicitation Schedule
SLIN Requisition Line by Solicitation Line
SNTE Solicitation Notes
SRQN Solicitation/Requisition Number
SSTA Solicitations by Status Code
SVEN Solicitation Vendor List
SVE2 Solicitation Vendor Record

Text Screens

TXMA Text by Maintaining Agency Number (SPO agency number 107001)
TXLN Text Line Table
TXTL Text by Title
TXST Text by Status Code

Vendor Screens

VADR Vendor Address
VAWD Vendor Award History (list)
VBID Vendor Bid History (list)
VENC Common Vendor Entry
VEND Vendor Header
VENI Vendor by Location/Vendor Number
VNAM Vendors by Name
VENL Vendor by Location/Vendor Name
VNTE Vendor Notes

*** - Check often for documents needing action**

AGPS Functions (Type In Function Line)

(Blank) Go to next record (Walk)
(Screen Name) Go to that screen
Inquire (I) Search for a record
Add (A) Add a record
Change (C) Change an existing a record
Pause Hold a screen while you look at others
End Leave AGPS or Pause Mode
Get (G) Find text
Back Go back to the previous screen
AGPS Go to the AGPS sign on screen

NOTE: You cannot scroll backwards.