

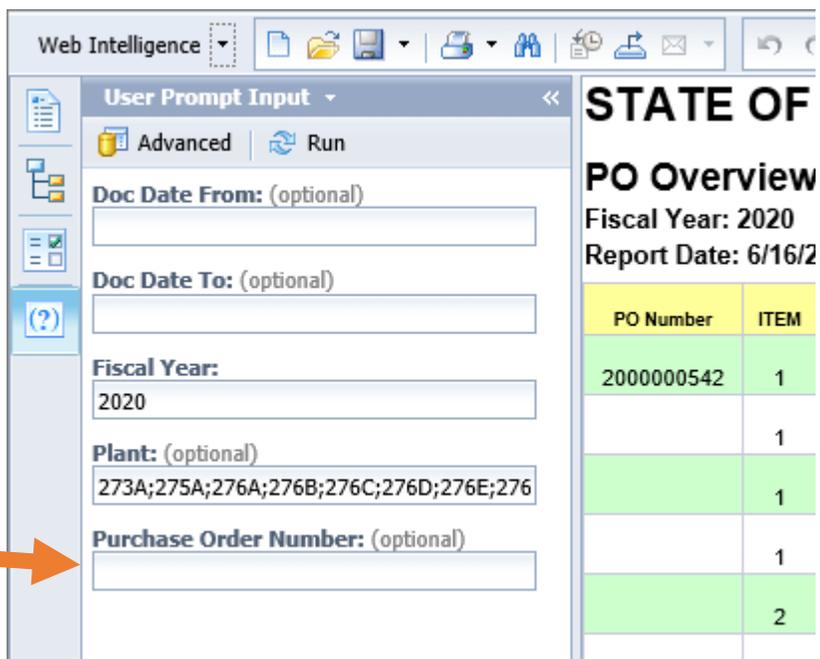
RETRIEVING PURCHASE ORDER OVERVIEW REPORT FOR INVOICING

- Login to LAGOV
- Click "Data Warehouse" Tab
- Click "Launch Pad/ INFO VIEW"
- Click the **FOLDER** tab on the left of screen
- Click PUBLIC folder
- Click LAGOV folder
- Click AGENCY folder
- Click DOTD folder
- Click CREATED BY DOTD folder
- Click ENGINEERING PO OVERVIEW folder
- Click PURCHASE ORDER OVERVIEW to open folder (double click)

This will bring up several folders and reports. Choose report for the FY of your invoice payment request.

	Old Reports	Folder
	Overview ALL Status Reports	Folder
	Schedule	Folder
	Purchase Order Overview Engineering for Invoice FY2020-v2	Web Intelligence
	Purchase Order Overview Engineering for Invoice FY2021-v2	Web Intelligence
	Purchase Order Overview Report- STL	Web Intelligence

Enter purchase order number.



PO Number	ITEM
2000000542	1
	1
	1
	1
	2

Enter Purchase Order number and Enter (on keyboard)

Ex: When entering 2000310783 the result will be:

STATE OF LOUISIANA
PO Overview for Invoice Processing
 Fiscal Year: 2020
 Report Date: 6/16/21

PO Number	ITEM	PO Name	Project Definition	Supplier Number	Supplier Name	Project Manager	Program Mgr	WBS Element	Fund	Funds Center	GL Acct	Total Value	Remaining Enc
2000310783	1	H.003184.2	I-10. TEXAS STATE LINE-E. OF COONE GULLY	310018568	C H FENSTERMAKER & ASSOCIATES LLC	JADICE, ANDREW	MAY, BRUNA	H.003184.2	C51185TT11	270TF0H000	5710115	9,458.40	0.00
2000310783	1	H.003184.2	I-10. TEXAS STATE LINE-E. OF COONE GULLY	310018568	C H FENSTERMAKER & ASSOCIATES LLC	JADICE, ANDREW	MAY, BRUNA	H.003184.2	C51186TT12	270U00H000	5710115	2,364.60	0.00
											SUM	11,823.00	0.00

To print report, snip and paste to blank Word document or –

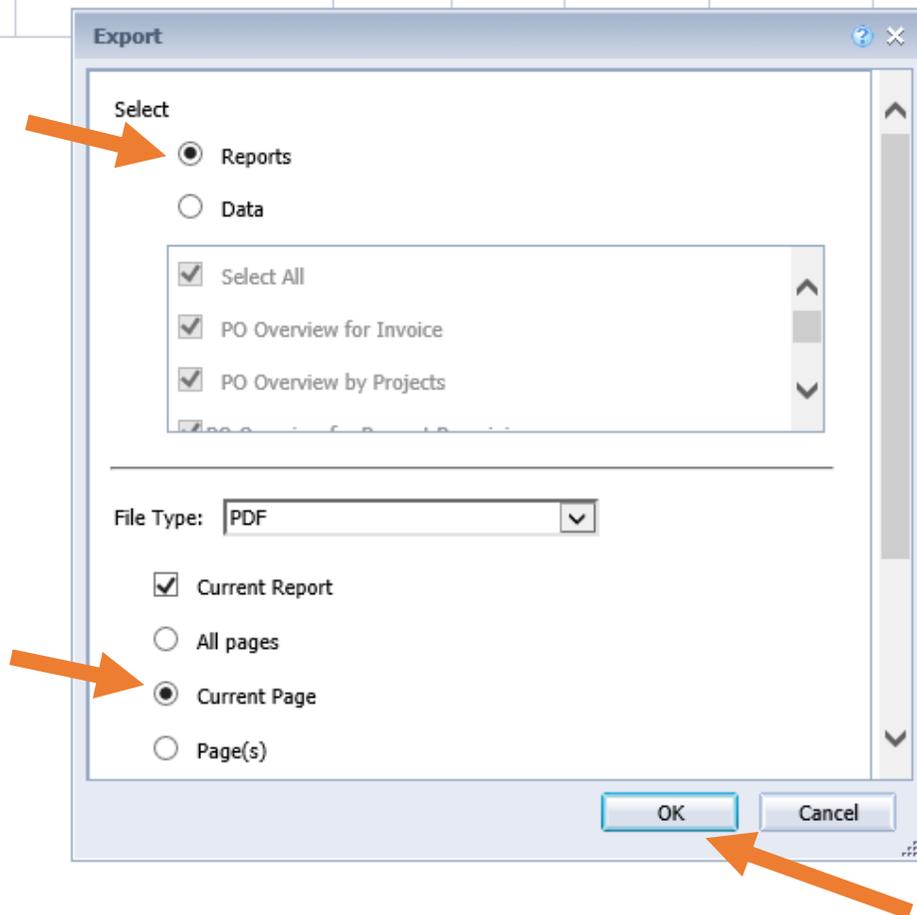
Click export icon

STATE OF LOUISIANA
PO Overview for Invoice Processing
 Fiscal Year: 2020
 Report Date: 6/16/21

PO Number	ITEM	PO Name	Project
2000000542	1	450-30-0076 - LPA Group	I-210 PRIEN PIER

The result will be a dialog box. Select reports (in top box) and Current Report and Current Page (in bottom box)

Definition	Supplier Number	Supplier Name	Project Manager	Program Mgr	WBS Element	Fund	Funds Center	G/L Acct
STATE COONE	310018568	C H FENSTERMAKER & ASSOCIATES LLC	JUDICE, ANDREW	MAY, BRIAN	H.003184.2	C51185TT11	270TF0H000	5710115
STATE COONE	310018568	C H FENSTERMAKER & ASSOCIATES LLC	JUDICE, ANDREW	MAY, BRIAN	H.003184.2	C51186TT12	270U00H000	5710115
								SUM



Click "OK" and report will open as an Adobe pdf. file that can be attached to invoice packet to be approved and sent to CCS via ITracker.