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 Engiineering for Invoice FY2020-v2	Web Intelligence
-	Purchase Order Overview Engiineering for Invoice FY2021-v2	Web Intelligence
-	Purchase Order Overview Report- STL	Web Intelligence

Enter purchase order number.

Web	Intelligence 💌 🗋 🧀 🝰 👻 🖁	🍄 📥 🖂 -	ю. С
	User Prompt Input • «	STATE	OF
	🗊 Advanced 🛛 🍣 Run		
E	Doc Date From: (optional)	PO Over	view
		Report Date:	2020 6/16/2
	Doc Date To: (optional)		
(?)		PO Number	ITEM
	Fiscal Year:	200000542	1
	2020		
	Plant: (optional)		1
	273A;275A;276A;276B;276C;276D;276E;276		1
	Purchase Order Number: (optional)		1
			2

Enter Purchase Order number and Enter (on keyboard)

Ex: When entering 2000310783 the result will be:

	User Prompt Input • « Advanced © Run Doc Date From: (optional) Doc Date To: (optional)	STATE OF LOUISIANA PO Overview for Invoice Processing Fiscal Year: 2020 Report Date: 6/16/21										LOUISIANA DEPARTMENT OF TRANSFORTATION & DEVElopment			
(?)		PO Number	ITEM	PO Name	Project Definition	Supplier Number	Supplier Name	Project Manager	Program Mgr	WBS Element	Fund	Funds Center	G/L Acot	Total Value	Remaining Enc
	Fiscal Year: 2020	2000310783	1	H.003184.2	I-10: TEXAS STATE LINE-E. OF COONE GULLY	310018568	C H FENSTERMAKER & ASSOCIATES LLC	JUDICE, ANDREW	MAY, BRIAN	H.003184.2	C51185TT11	270TF0H000	5710115	9,458.40	0.00
	Plant: (optional) 273A;275A;276A;276B;276C;276D;276E;276		1	H.003184.2	I-10: TEXAS STATE LINE-E. OF COONE GULLY	310018568	C H FENSTERMAKER & ASSOCIATES LLC	JUDICE, ANDREW	MAY, BRIAN	H.003184.2	C51186TT12	270U00H000	5710115	2,364.60	0.00
	Purchase Order Number: (optional)	2000310783											SUM	11,823.00	0.00
	2000310783 ×														

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

Click export icon



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

Definition	Supplier Number	Suppl	lier Name	Project Manager	Program Mgr	WBS Element	Fund	Funds Center	G/L Acct
STATE COONE	310018568	C H FENSTERI ASSOCIATES	MAKER & LLC	JUDICE, ANDREW	MAY, BRIAN	H.003184.2	C51185TT11	270TF0H000	5710115
STATE COONE	310018568	C H FENSTERI ASSOCIATES	MAKER & LLC	JUDICE, ANDREW	MAY, BRIAN	H.003184.2	C51186TT12	270U00H000	5710115
		Export) X	SUM
		Selec	t Reports Data Data Select All PO Overview PO Overview PO Overview PO Current Report All pages Current Page Page(s)		✓	Cancel			

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.