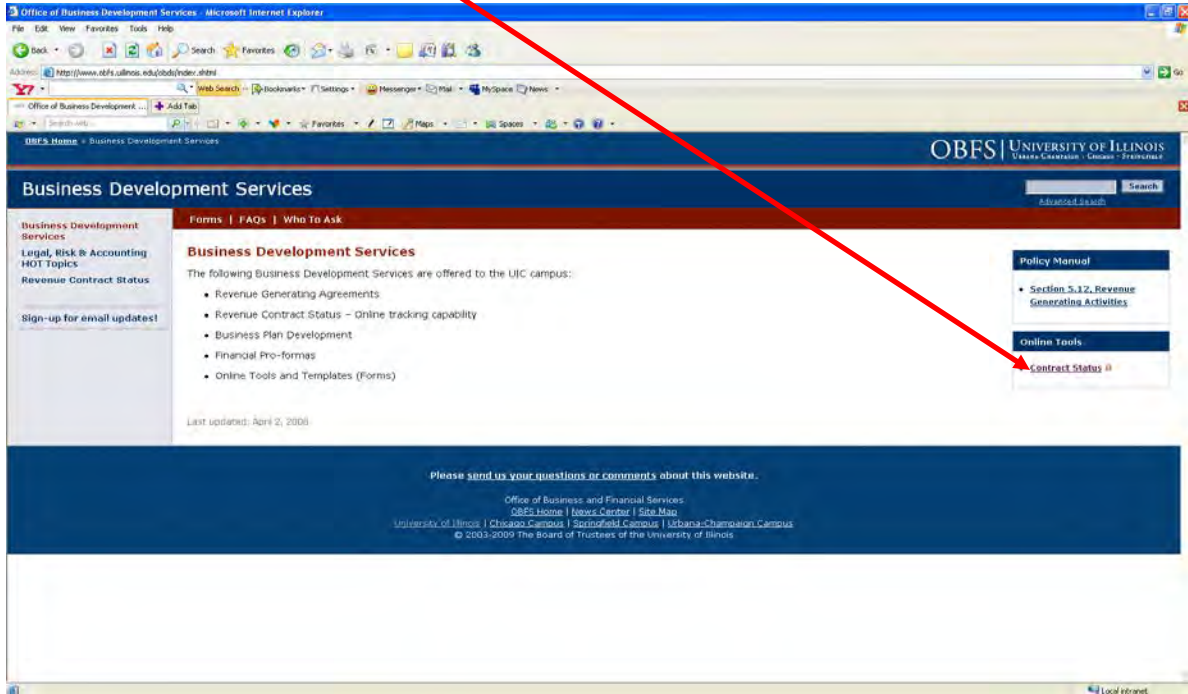


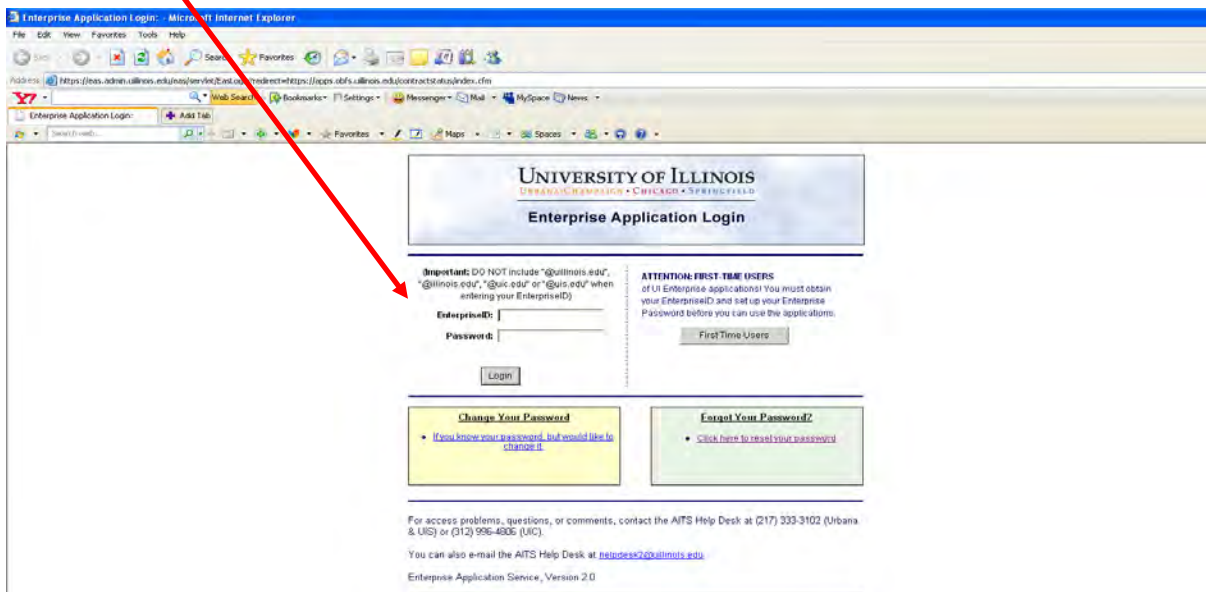
# OBFS Contract Transaction Status Inquiry

## Steps and Procedures

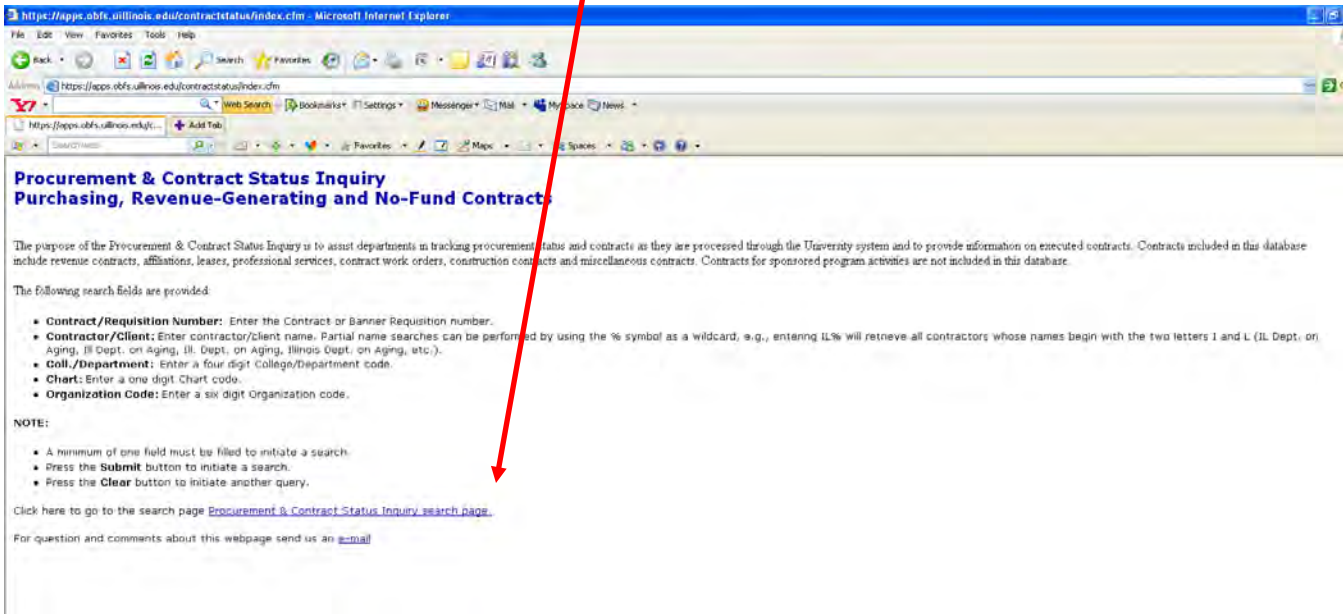
- 1) From an Internet Browser, access the OBFS Website at: <http://www.obfs.uillinois.edu/>
- 2) Click on the 'Business Development Services' link at bottom of OBFS Homepage or directly access the OBDS webpage at: <http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=911789>
- 3) Click on Contracts Status 'ink under Online Tools section (right side of screen).



- 4) A new window will open as 'Enterprise Application Login'; log in using your Enterprise ID and Password.



- 5) The 'Procurement & Contract Status Inquiry - Purchasing, Revenue-Generating and No-Fund Contracts' page will appear; click-on 'Procurement & Contract Status Inquiry search page' link (second line from bottom of page).

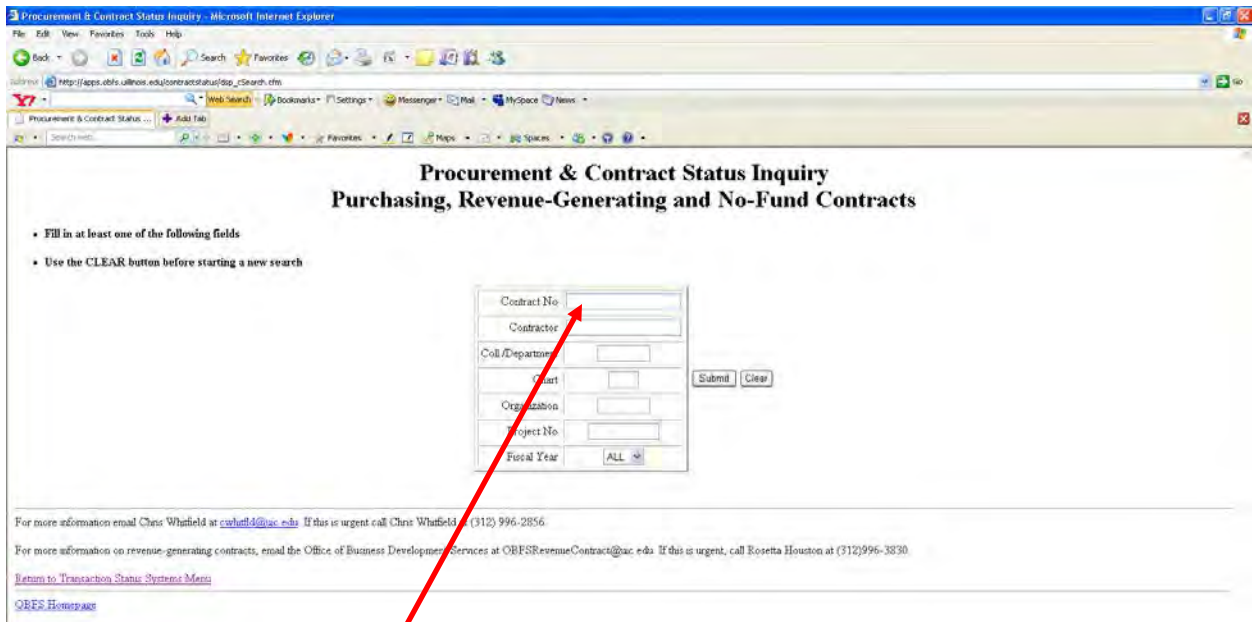


- 6) Below is a screen shot of what should appear. This page is where information is entered to initiate the search/query for the status of a particular contract.

- Contract No.** – populate this field if the contract number or requisition number is known
- Contractor** – name of Vendor or Client with whom the University is contracting
- Coll/Department** – the 4-digit code from the old accounting system, use this only if searching for contracts prior to FY06.
- Chart** – Banner Chart field for Campus designation
- Organization** - is the Banner ORG Code and the recommended search criteria, particularly for search/query after FY06.
- Project Number** – if name of project is known
- Fiscal Year** – is a drop-down selection of available fiscal years in which contract is applicable.

**Note:** Contract No. and Project No. will yield single search results.

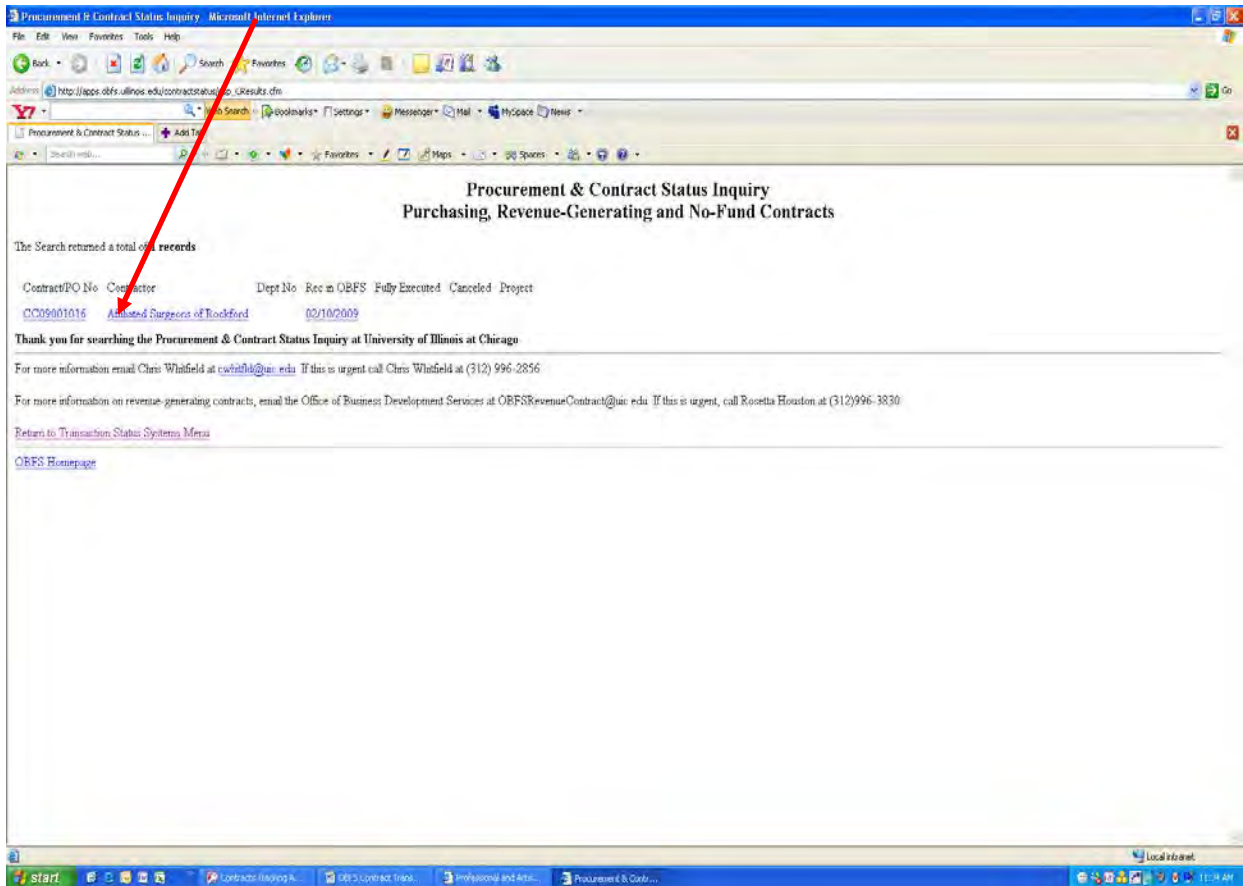




7) Query steps and samples

a. Processing a single search for the status of a contract:

Type 'CC09001016' in the Contract No field and the following appears:

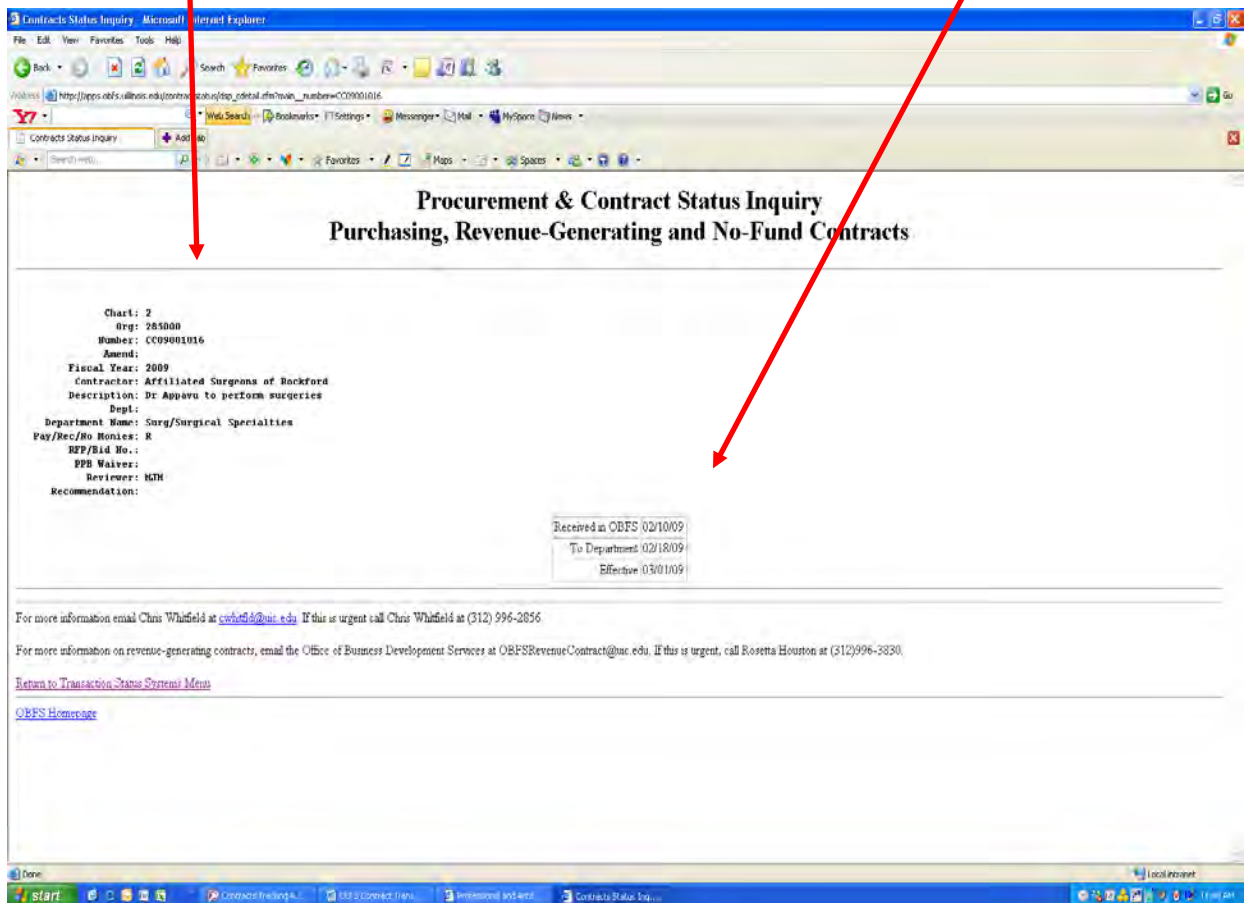


b. To view the available information of the contract, click on any of the underlined component (Contract/PO No, Contractor Name or Rec in OBFS Date) see screen shot on next page).

c. The following page will populate the screen showing

- i. the basic information of that particular contract as provided on the RCARF submitted to OBFS, and
- ii. A small table showing the current status of the contract on the lower right.

**Note:** The basic information provides the three initials of the OBFS reviewer. For the complete names of all reviewers and their initials, please go to the OBFS website home page and to the Office of Business Development Services (OBDS) link for Revenue Generating Contracts staff, and to the Purchasing link for the procurement staff

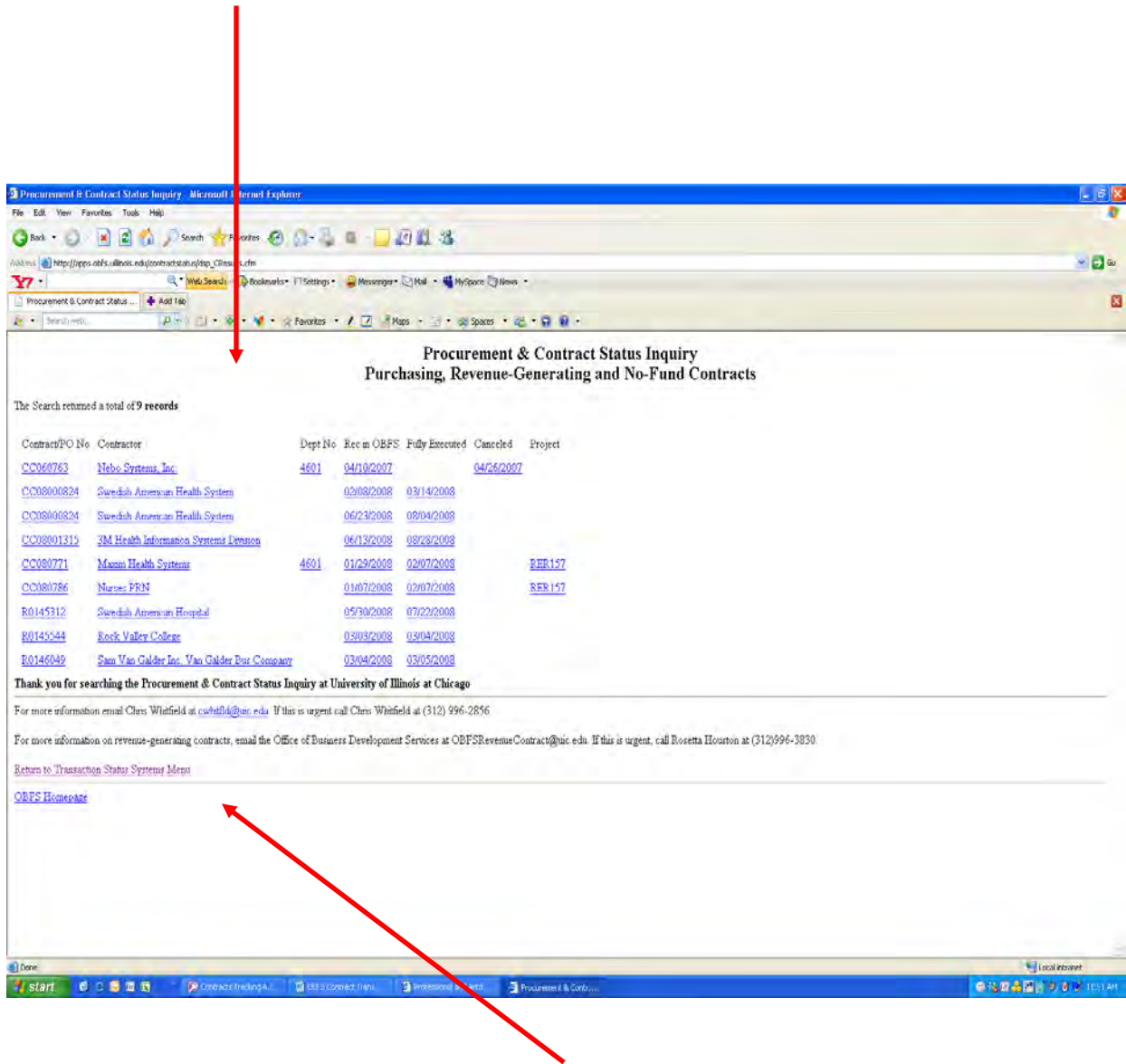


To pull a report of all\* contracts processed for your department, enter the information based on different search criteria, i.e., Contractor/Client/Vendor name, \*Coll./Dept. Code (from old UFAS system), Organization.

\*Again, OBFS recommends using the Banner ORG Code as the search criteria for any current and/or new contracts since Banner were implemented. For older pre-Banner contracts, enter the Department's old 4-digit Coll./Dept. Code.

The following screen shot is based on two (2) search criteria as follows:

1. For Organization, Banner ORG '445000'
2. For Fiscal Year, select '2008' from the pull-down menu. If a Fiscal Year (FY) is not selected, the query defaults to all fiscal years available for the Organization code entered
3. Then, click the SUBMIT button.



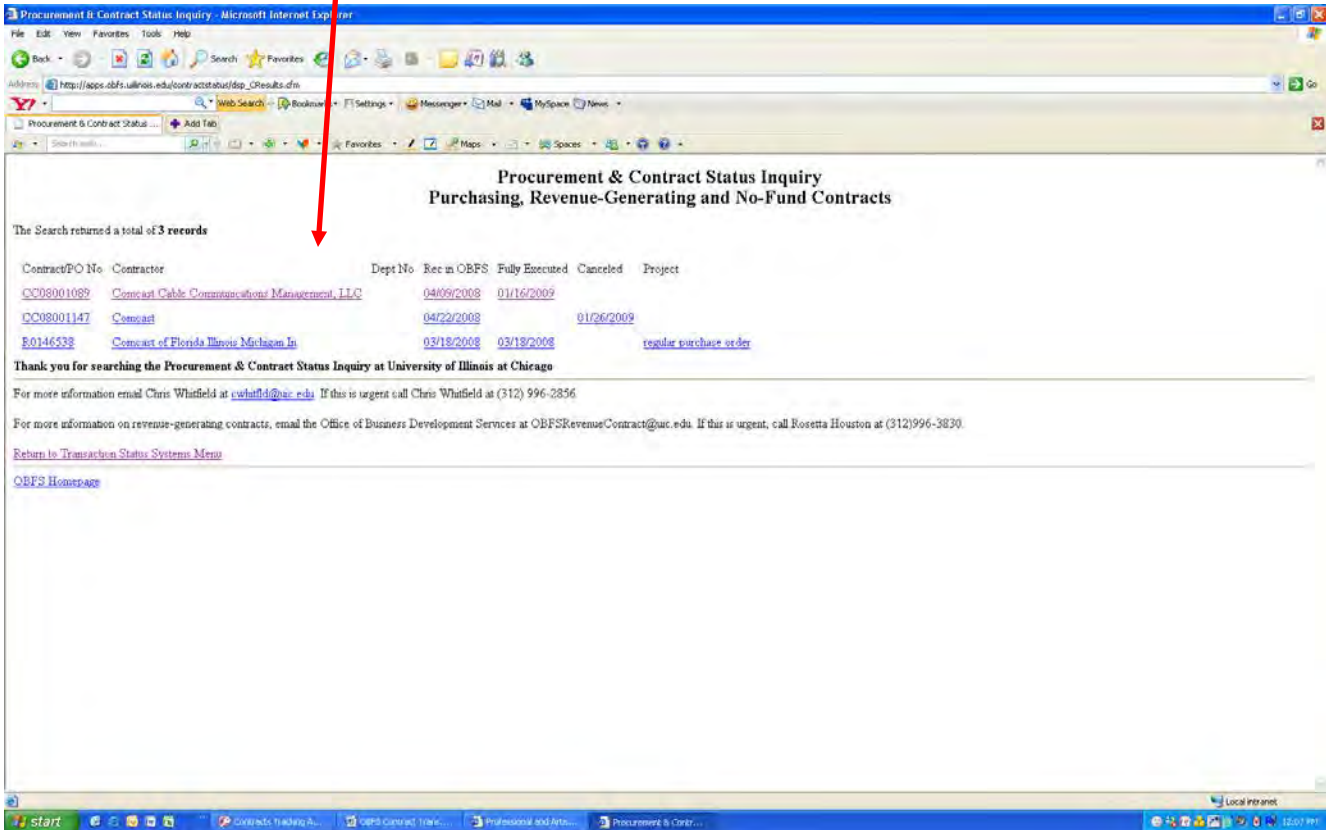
For additional searches, simply click on the [Return to Transaction Status Systems Menu](#) link at the bottom of any search page to return to the screen shown in the illustration on page 1.

- 8) To search by Contractor/Client/Vendor name, use the percent ("%") symbol as a wildcard after the name of the Contractor/Client/Vendor and select a specific year or "All" for all years.

The following screen shot is based on two (2) search criteria as follows:

1. For Contractor (Client or Vendor), enter '%Comcast%',
2. For Fiscal Year select '2008' from the pull-down menu, and
3. Click the SUBMIT button.

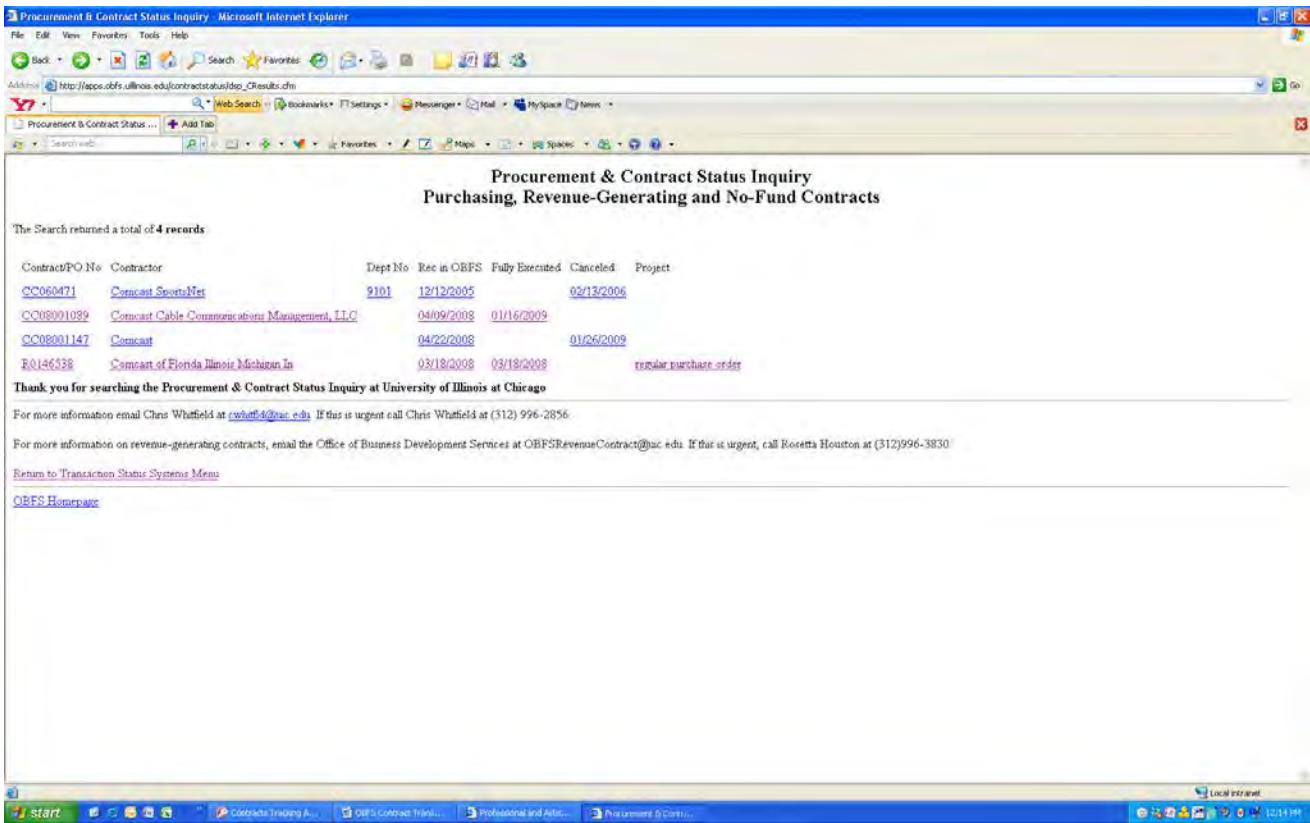
This will show all contracts with Comcast submitted to OBFS for review.



9) Processing a query by Contractor to Illinois may result in several different departments that utilize the services of that particular Contractor as follows:

1. For Contractor, enter '%Comcast%'
2. For Organization enter '389000'
3. For Fiscal Year, select 2008 from the pull-down menu; then
4. Click the SUBMIT button.





10) Finally, querying by the old 4-digit Coll./Dept. Code will provide similar results as queries by Organization except that the Contract data may be incomplete. It is best to search using two or more criteria , such as Coll./Dept. Code and %Contractor's Name% and FY or one or the other.

