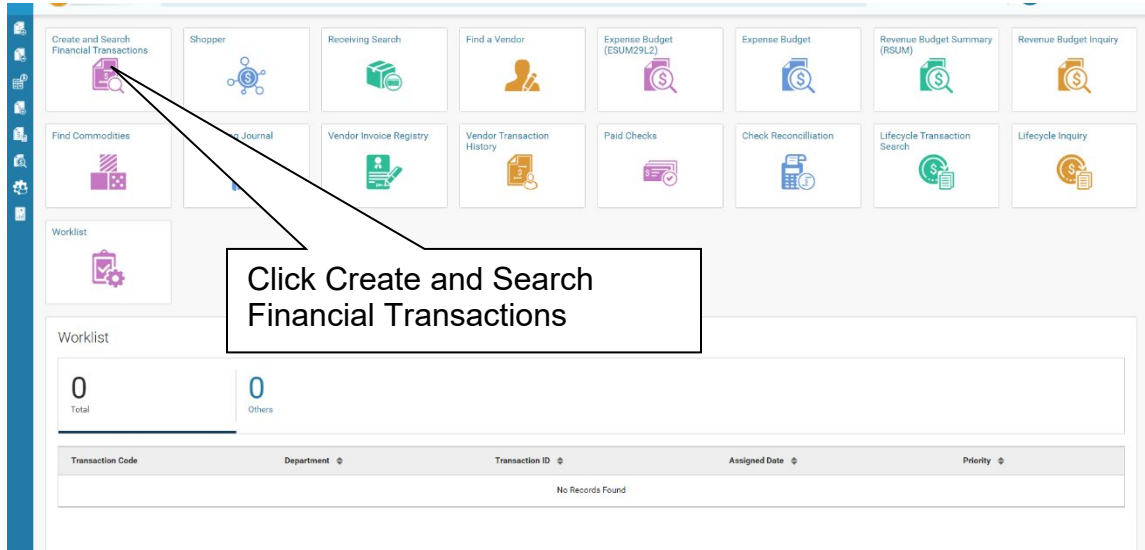
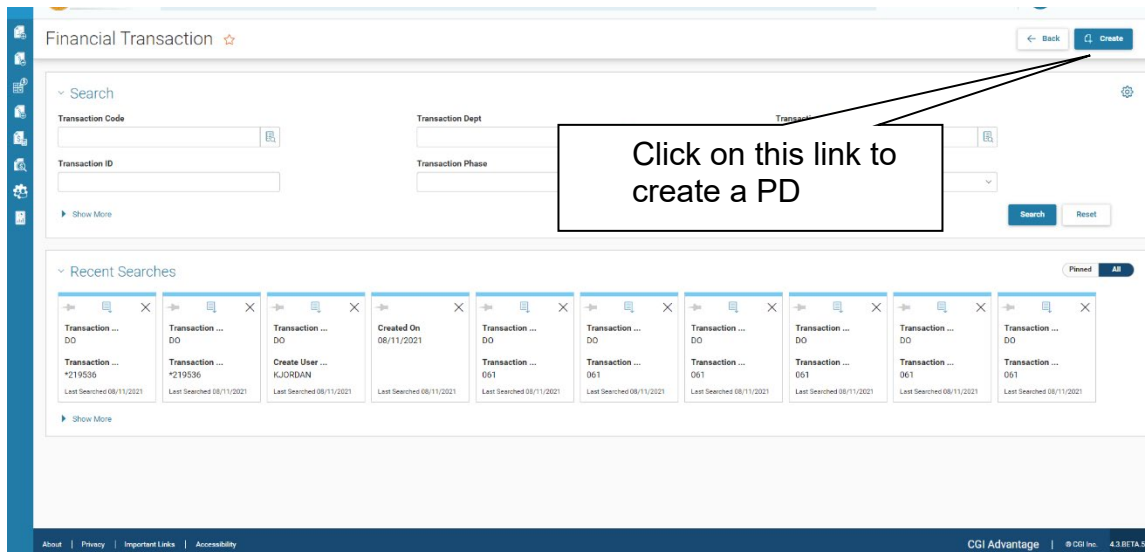


# Departmental Purchase Order (PD)

1. Click **Create and Search Financial Transactions**.



2. Click **Create**.



3. Enter **Transaction Code**, **Transaction Dept**, **Transaction Unit**, and **Transaction ID**.

The screenshot shows the 'Create Transaction' form. It has a sidebar on the left with various icons. The main form area contains several input fields: 'Transaction Code' (with 'PD' entered), 'Transaction Dept' (with '061' entered), 'Transaction Unit' (with '0910' entered), and 'Transaction ID' (with '425100' entered). There is an 'Auto Numbering' checkbox which is unchecked. A 'Show More' link is below the Transaction ID field. In the top right corner, there are 'Continue' and 'Cancel' buttons. Callout boxes with arrows point to each of these four input fields, each containing the text 'Enter your [field name]'. A separate callout box points to the 'Continue' button with the text 'Click Continue'. At the bottom of the page, there is a footer with links like 'About', 'Privacy', 'Important Links', 'Accessibility', and 'CGI Advantage'.

4. Scroll down to **Procurement Details** and enter 3 in **Procurement Type ID**.

The screenshot shows the 'Departmental Purchase Order (PD)' form. At the top, it says 'Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1'. Below this is a 'Created By' and 'Created On' field. The form is divided into sections: 'General Information', 'Open/Closed Details', and 'Procurement Details'. The 'Procurement Details' section is expanded, showing fields for 'Procurement Folder', 'Procurement Type', 'Procurement Type ID', 'Begin Date', 'Expiration Date', 'Authorization Date', and 'PCard #'. A callout box with an arrow points to the 'Procurement Type ID' field, containing the text 'Enter 3 in Procurement Type ID'. The 'Procurement Type ID' field currently has a dropdown arrow next to it. The 'PCard #' field also has a dropdown arrow. The 'Begin Date', 'Expiration Date', and 'Authorization Date' fields have date pickers.

5. Scroll down to **Procurement Personnel** and enter **Requestor ID** using the pick list. Or, if the requestor is not on the pick list, enter **Name**, **Phone Number** and **Email (optional)**. A name and phone number are required whether populated from the pick list or entered manually.

6. Click **Save**. The contact information will populate after you click Save.

Departmental Purchase Order (PD) ☆ Draft | [Menu]

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

PCard Expiration  
Show More

Procurement Personnel

Issuer ID: sbrice  
Stephanie Brice  
770-528-8439  
stephanie.brice@cobbcounty.org...More

Requestor ID: sbrice

Requestor Name: Stephanie Brice

Phone: 770-528-8439 Extension: [ ]

Email: stephanie.brice@cobbcounty.org

Buyer Team

Award Officer Name: [ ]

Phone: [ ] Extension: [ ]

Email: [ ]

Transaction Defaults

Shipping Location: PUR

Shipping Method: [ ]

Free On Board: [ ]

Callouts: "Click Save" points to the Save button in the top right. "Enter Requestor ID" points to the Requestor ID field.

7. Scroll down to **Transaction Defaults**.

The Shipping and Billing Locations will default from your User ID.

Verify that your shipping location is correct; use the pick list to change the shipping location, if necessary.

8. Enter **Shipping Method** or select one using the pick list.

9. Enter 5 in **Free on Board**.

10. Enter **Delivery Date** or click on the calendar to specify date.

11. Select **Delivery Type**.

12. Click **Save**.

Note: The Shipping Method will generally be Customer Pickup (11) and the Delivery Type will generally be Customer Pickup as well.

Departmental Purchase Order (PD) ☆ Draft | [Menu]

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Award Officer Name: [ ]

Email: [ ]

Transaction Defaults

Shipping Location: PUR

Purchasing: 770-528-8439  
152 Model Street  
Marietta  
GA  
30066...More

Shipping Method: 11  
Customer Pick Up

Free On Board: 5  
FOB Dest, Freight Prepaid

Delivery Date: 11/29/2021

Delivery Type: Customer Pick Up

Billing Location: 001  
Fingert  
770-528-1000  
100 Cherokee St.  
Marietta  
GA  
30066  
US...More

Additional Shipping: [ ]

Additional Billing Information: [ ]

Terms and Conditions: [ ]

Callouts: "Enter Shipping Method" points to the Shipping Method field. "Click Save" points to the Save button in the top right. "Enter 5 in Free on Board" points to the Free On Board field. "Enter Delivery Date" points to the Delivery Date field. "Select Delivery Type" points to the Delivery Type dropdown.

13. Scroll back to the top and click the **Commodity** tab.

The screenshot shows the 'Departmental Purchase Order (PD)' form. The 'Commodity' tab is selected in the top navigation bar. A callout box with an arrow points to the 'Commodity' tab, containing the text 'Click Commodity'. The form includes sections for 'General Information' and 'Open/Closed Details'. The 'General Information' section contains fields for 'Transaction Name', 'Transaction Description', 'Record Date' (MM/DD/YYYY), 'Actual Amount' (\$0.00), 'Budget FY', 'Fiscal Year', and 'Period'. The 'Open/Closed Details' section contains fields for 'Closed Date', 'Closed Amount' (\$0.00), 'Open Amount' (\$0.00), and 'Referenced Amount' (\$0.00). The form also has a 'Show More' link and an 'Attachments' button.

14. Click the **+** sign to add a new line.

The screenshot shows the 'Departmental Purchase Order (PD)' form with the 'Vendor (1)' tab selected. A callout box with an arrow points to the '+' sign in the 'Vendor (1)' tab, containing the text 'Click + sign'. The form displays a table with columns: 'Commodity Line', 'Commodity', 'Commodity Line Description', 'Line Amount', 'Modified', and 'Attachments'. The table is currently empty, showing 'No Records Found'. The form also includes a 'View per Page' dropdown (set to 20) and a 'Page 0 of 0' indicator. The footer of the form contains links for 'About', 'Privacy', 'Important Links', and 'Accessibility', along with the text 'CGI Advantage | © CGI Inc. 4.4.0'.

15. Click the ► to expand the section.

The screenshot shows the 'Departmental Purchase Order (PD)' form. The 'Vendor (1)' section is expanded, showing a table with one record. A callout box points to the right-pointing arrow (►) in the table header, with the text 'Click the ► to expand'.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Vendor (1)

Commodity Line	Commodity	Commodity Line Description	Line Amount	Modified	Attachments
0				No	

Click the ► to expand

16. Enter **Commodity** number or select one using the pick list.

17. Select **Line Type** (Item or **Service**).

For Line Type **Service**, see separate instructions below.

18. Enter **Quantity**.

19. Enter **Unit of Measure**.

If you are unsure of the abbreviation, select one using the pick list.

20. Enter **Unit Price**.

21. Enter **Extended Description**.

22. Click **Save**.

The screenshot shows the 'Departmental Purchase Order (PD)' form with several callouts pointing to specific fields:

- Enter Commodity Number**: Points to the 'Commodity' field in the table.
- Enter Line Type**: Points to the 'Line Type' dropdown menu.
- Enter Quantity**: Points to the 'Quantity' field.
- Enter Unit of Measure**: Points to the 'Unit of Measure' field.
- Enter Unit Price**: Points to the 'Unit Price' field.
- Enter Extended Description**: Points to the 'Extended Description' field.
- Click Save**: Points to the 'Save' button.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Vendor (1)

Commodity Line	Commodity	Commodity Line Description	Line Amount	Modified	Attachments
0	42306			No	

General Information

Commodity Description

Unit of Measure

EA

\* List Price

\* Contract Amount

Line From

Service To

MM/DD/YYYY

Line Type

Item

\* Unit Price

319.00

\* Quantity

2

Discounted Unit Price

Extended Description

Global Whee Mesh Back Chair

Click Save

Enter Commodity Number

Enter Line Type

Enter Quantity

Enter Unit of Measure

Enter Unit Price

Enter Extended Description.

For Line Type **Service**, follow these steps instead of steps 18-23:

- a. Select Line Type **Service**.
- b. Enter **Contract Amount**.
- c. Enter **Service From** and **Service To** dates.
- d. Enter **Extended Description**.
- e. Click **Save**.

Note: Shipping or freight charges are considered a service.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

1 - 2 of 2 Records

Commodity Line

Line Type: Service

Contract Amount: 75.00

Service From: 12/20/2021 Service To: 12/22/2021

Extended Description: Shipping

Click Save

Select Line Type

Enter Contract Amount

Enter Service From and Service To

Enter Extended Description.

Repeat steps 15-23 for each additional commodity you are requesting.

24. Scroll back to the top and click the **Accounting Distribution** tab.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Accounting Distribution

Vendor (1)

Commodity (2)

Accounting

Posting

Click Accounting Distribution

25. Click the **+** sign to add a new line.

Departmental Purchase Order (PD) ☆ | Draft | [Grid Icon]

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Required fields

Header | Award Details | Accounting Distribution | Vendor (1) | Commodity (2) | Accounting | Posting

Award Details Line

Distribution %

Legal Name

Line Amount \$75.00

Line Amount

0 Records

View per Page: 20 50 100

Page 0 of 0

Accounting Distribution Line | Distribution % | Accounting Template | Fund | Department | Unit | Object | Activity | Attachments

No Records Found

Click **+** sign

About | Privacy | Important Links | Accessibility

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26. Enter **Accounting Template** (sub-unit).

27. Enter **Distribution %** (100).

28. Enter **Object Code** (if all commodities are being charged to one object code). If multiple object codes are being used, see separate instructions below.

29. Click **Save**.

Departmental Purchase Order (PD) ☆ | Draft | [Grid Icon]

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Required fields

Header | Award Details | Accounting Distribution | Vendor (1) | Commodity (2) | Accounting | Posting

Award Details Line

Distribution %

Line Amount \$75.00

Line Amount

1 - 1 of 1 Records

View per Page: 20 50 100

Page 1 of 1

Accounting Distribution Line | Distribution % | Accounting Template | Fund | Department | Unit | Object | Activity | Attachments

0 | 100 | 0910 | | | | | 6116 | |

Enter Accounting Template

Enter Distribution %

Enter Object Code

Click Save

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### 30. Click 3 Dots (Related Actions).

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Accounting Distribution (1)

Distribution % 100.0000

Legal Name

Line Amount \$75.00

Line Amount

Click 3 Dots

Accounting Distribution Line	Distribution %	Accounting Template	Fund	Department	Unit	Object	Activity	Attachments
1	100.0000	0910				5116		

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### 31. Click **Distribute Accounting Lines**.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Accounting Distribution (1)

Distribution % 100.0000

Legal Name

Line Amount \$75.00

Click Distribute Accounting Lines

Related Actions

Distribute Accounting Lines

Accounting Distribution Line	Distribution %	Accounting Template	Fund	Department	Unit	Object	Activity	Attachments
1	100.0000	0910				5116		

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This will create an accounting line for each commodity entered.



If you are charging commodity lines to different object codes, click **Accounting** and enter an **Object Code** for each line.

Departmental Purchase Order (PD) ☆ Draft | ... | Save & Close

Department: 051 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Header | Award Details | Accounting Distribution (1) | Vendor (1) | Commodity (2) | Accounting | Posting

Award Details Line | Distribution % | Legal Name | Line Amount | Line Amount

100.0000 | | \$75.00 | \$75.00

Vendor (1) | Commodity (2)

1 - 1 of 1 Records | View per Page: 50 | 100

Accounting Line	Line Amount	Fund	Department	Unit	Object	Activity	Attachments
1	\$75.00				9577		

Click Accounting

Enter an object code for each line if using multiple object codes

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32. Click the **Vendor** tab.

33. Enter the vendor number (**Vendor Customer**) or select one using the pick list.

34. Click **Save**. The vendor information will populate after you click save.

35. Click the ► to expand the section, if you would like to view the vendor's information.

Departmental Purchase Order (PD) ☆ Draft | ... | Validate | Submit | Save | Save & Close

Department: 051 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Header | Award Details | Accounting Distribution (1) | Vendor (1) | Commodity (2) | Accounting | Posting

Award Details Line | Distribution % | Legal Name | Line Amount | Line Amount

100.0000 | | CARITHERS WALLACE-COURTNEY HOLDINGS INC. | \$638.00 | \$638.00

Vendor Customer | Legal Name | Modified | Attachments

0003312 | CARITHERS WALLACE-COURTNEY HOLDINGS INC. | No

Vendor | Discount

Address ID

4343 NORTHEAST EXPRESS

ATLANTA

GA

30340

USA

Vendor Contact Name

JOHN PIDGEON

Click Vendor

Click Save

Enter Vendor Customer

Click the ► to expand

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### 36. Click the **Header** tab.

Departmental Purchase Order (PD) ☆ Draft | [Grid Icon]

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Validate Submit Save Save & Close

Header Award Details Accounting Distribution (1) Vendor (1) Commodity (2) Accounting Posting

Award Details Line - Distribution % 100.0000 Legal Name CARITHERS WALLACE COU... Line Amount \$638.00 Line Amount \$638.00

1 - 1 of 1 Records View per Page 50 100 Page 1 of 1

Vendor Custom	Legal Name	Modified	Attachments
00003312	CARITHERS WALLACE COURTENAY HOLDINGS INC	No	

Click Header

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### 37. Click **3 Dots** (Related Actions).

Departmental Purchase Order (PD) ☆ Draft | [Grid Icon]

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Submit Save Save & Close

Header Award Details Accounting Distribution (1) Vendor (1) Commodity (2) Accounting Posting

Award Details Line - Distribution % 100.0000 Legal Name CARITHERS WALLACE COU... Line Amount \$638.00 Line Amount \$638.00

Created By: sbrice | Created On: 11/22/2021 | Modified By: sbrice | Modified On: 11/22/2021

General Information

Transaction Name Record Date MM/DD/YYYY Budget FY Fiscal Year Period

Transaction Description Actual Amount \$713.00

Show More

Open/Closed Details

Closed Date Closed Amount \$0.00 Open Amount \$713.00

Referenced Amount \$0.00

Show More

Click 3 dots

### 38. Click **Ship/Bill To Lines**.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Buttons: Validate Submit Save Save & Close

Header | Award Details | Accounting Distribution (1) | Accounting | Posting

Award Details Line | Distribution %: 100.0000

Created By: sbrice | Created On: 11/22/2021 | Modified By: sbrice | Modified On: 11/22/2021

General Information

Transaction Name: [Text Field] Record Date: MM/DD/YYYY [Calendar Icon] Budget FY: [Text Field] Fiscal Year: [Text Field]

Transaction Description: [Text Field] Actual Amount: \$713.00

Show More

Open/Closed Details

Closed Date: - Closed Amount: \$0.00 Open Amount: \$713.00

Referenced Amount: \$0.00

Show More

Related Actions

- Refresh Terms and Conditions
- Load Terms and Conditions
- Ship/Bill To Lines
- Load Accounting Profile
- Apply Tax Profile

Related Pages

- Procurement Folder
- Matching Status
- View Assembly Request

### 39. Click **Validate**.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Buttons: Validate Submit Save Save & Close

Header | Award Details | Accounting Distribution (1) | Vendor (1) | Commodity (2) | Accounting | Posting

Award Details Line | Distribution %: 100.0000 | Legal Name: CARITHERS WALLACE COU...

Created By: sbrice | Created On: 11/22/2021 | Modified By: sbrice | Modified On: 11/22/2021

General Information

Transaction Name: [Text Field] Record Date: MM/DD/YYYY [Calendar Icon] Budget FY: [Text Field] Fiscal Year: [Text Field] Period: [Text Field]

Transaction Description: [Text Field] Actual Amount: \$713.00

Show More

Open/Closed Details

Closed Date: - Closed Amount: \$0.00 Open Amount: \$713.00

Referenced Amount: \$0.00

Show More

Click Validate

40. Once the transaction validates successfully, click **Submit**.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

1 of 1: Transaction validated successfully

Click Submit

Header | Award Details | Accounting Distribution (1) | Vendor (1) | Commodity (2) | Accounting | Posting (1)

Award Details Line | Distribution % | Legal Name | Line Amount | Line Amount

100.0000 | CARITHERS-WALLACE-COU... | \$638.00 | \$638.00

Created By: sbrice | Created On: 11/22/2021 | Modified By: sbrice | Modified On: 11/22/2021

General Information

Transaction Name | Record Date | Budget FY | Fiscal Year | Period

Transaction Description | Actual Amount

\$713.00

Show More

Open/Closed Details

Closed Date | Closed Amount | Open Amount

\$0.00 | \$0.00 | \$713.00

Referenced Amount

\$0.00

Show More

This message will appear when your transaction is submitted successfully.

Departmental Purchase Order (PD) ☆ Pending

Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

1 of 1: Transaction submitted successfully - Pending Approval by Purchasing Approval 1

Approve | Reject | Close

Header | Details | Accounting Distribution (1) | Vendor (1) | Commodity (2) | Accounting | Posting (1)

Award Details Line | Distribution % | Legal Name | Line Amount | Line Amount

100.0000 | CARITHERS-WALLACE-COU... | \$638.00 | \$638.00

Created By: sbrice | Created On: 11/22/2021 | Modified By: sbrice | Modified On: 11/22/2021

General Information

Transaction Name | Record Date | Budget FY | Fiscal Year | Period

Transaction Description | Actual Amount

\$713.00

Show More

Open/Closed Details

Closed Date | Closed Amount | Open Amount

\$0.00 | \$0.00 | \$713.00

Referenced Amount

\$0.00

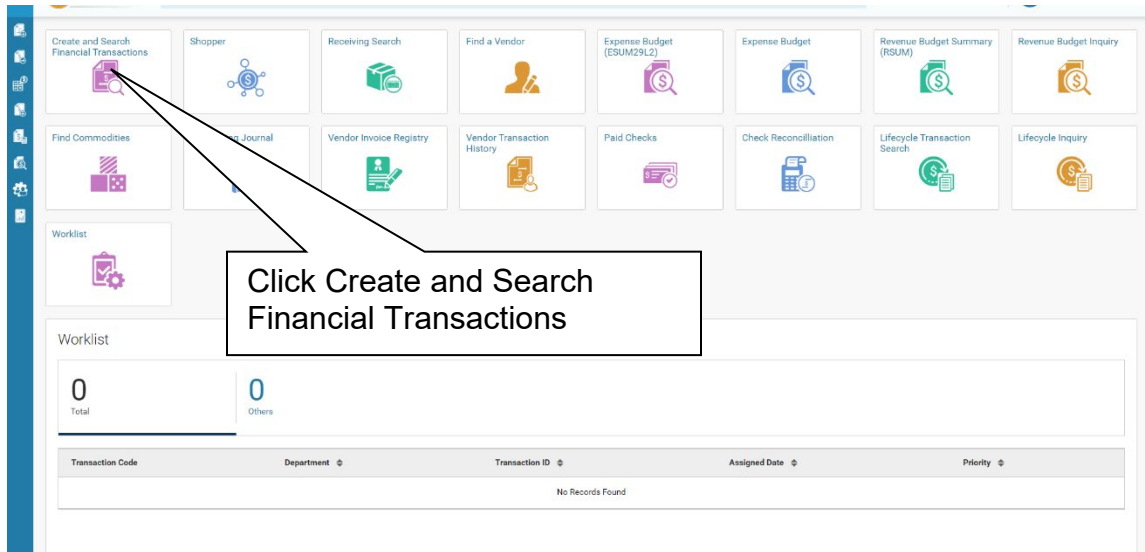
Show More

This message will appear when your transaction is submitted successfully.

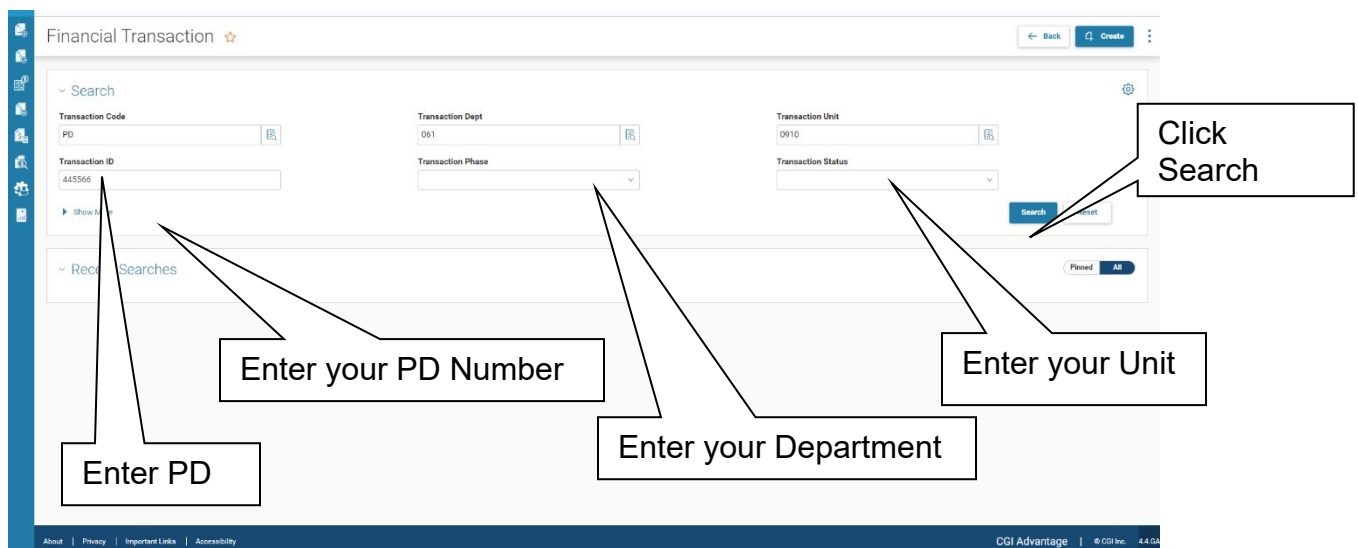
# Departmental Purchase Order (PD) Cancellation

A PD may only be canceled if there are no transactions that reference it. If there is a Receiver (RC) or an Invoice (IN) in Advantage Financial that references the PD, those transactions must be canceled before the PD can be canceled. If payment has been made against a PD, the PD cannot be canceled.

## 1. Click **Create and Search Financial Transactions**.



## 2. Enter **Transaction Code**, **Transaction Dept**, **Transaction Unit**, and **Transaction ID**. Click **Search**.



3. Click on the highlighted PD number to open the transaction.

Financial Transaction

Search

Transaction Code: PD  
Transaction ID: 445566  
Transaction Dept: 061  
Transaction Phase:   
Transaction Unit: 0910  
Transaction Status:   
Search Reset

Grid Actions

1-1 of 1 Records View per Page: 50 100

Transaction Code	Transaction Dept	Transaction Unit	Transaction	Transaction Phase	Transaction Status	Transaction Function
PD	061	0910	445566	Final	Submitted	New

Click PD Number to open

About Privacy Important Links Accessibility CGI Advantage 4.4.0

4. Click 3 Dots (Related Actions).

Departmental Purchase Order (PD)

Department: 061 | Unit: 0910 | Transaction ID: 445566 | Version: 1

1 of 1: Approve action completed.

Summary Header Award Details Accounting Distribution (1) Vendor (1) Commodity (1)

Award Details Line Distribution % Legal Name Line Amount

100.0000 LOWE'S COMPANIES, INC. \$80.00

Header

Record Date: 01/03/2022  
Transaction Name:   
Transaction Description:   
Issuer Name: Stephanie Brice  
Requestor Name: Stephanie Brice  
Actual Amount: \$80.00  
Open Amount: \$80.00  
Closed Amount: \$0.00  
Closed Date:   
Show More

Vendor

Vendor Customer: 00120000  
Legal Name: LOWE'S COMPANIES, INC.  
Alias/DBA: LOWE'S HOME IMPROVEMENT  
Vendor Contact Name: FREDDY SMITH  
Show More

Click 3 Dots

## 5. Click **Cancel**.

Departmental Purchase Order (PD) ☆ Final

Department: 061 | Unit: 0910 | Transaction ID: 445566 | Version: 1

1 of 1: Approve action completed.

Summary Header Award Details Accounting Distribution (1) Vendor (1) Commodity (1)

Header

Record Date: 01/03/2022

Issuer Name: Stephanie Brice

Open Amount: \$80.00

Show More

Vendor

Transaction Name

Requestor Name: Stephanie Brice

Closed Amount: \$0.00

Primary Actions

- Modify
- Collaborate
- Comments
- Copy
- Copy Forward
- Cancel

Other Actions

- Additional Transaction Information
- Future Transaction Triggering
- Schedule
- Send Page
- Print
- View PDF
- Download Transaction
- Activate
- Deactivate
- Archive

Research

- Transaction References
- Track Work in Progress
- Transaction History
- Forms

Click Cancel

## 6. Click **Yes**.

FINPROD

adv-prod.cobbcounty.org/finprod/Advantage4

Cobb County GOVERNMENT

Departmental Purchase Order (PD) ☆ Final

Department: 061 | Unit: 0910 | Transaction ID: 445566 | Version: 1

1 of 1: Approve action completed.

Summary Header Award Details Accounting Distribution (1) Vendor (1) Commodity (1)

Header

Record Date: 01/03/2022

Issuer Name: Stephanie Brice

Open Amount: \$80.00

Show More

Vendor

Transaction Name

Requestor Name: Stephanie Brice

Closed Amount: \$0.00

Cancel Confirmation

Are you sure you want to cancel the current transaction version?  
If that was your intention, select Yes. If not, select No to return to the transaction.

Yes No

Click Yes

A cancellation draft will appear.

Departmental Purchase Order (PD) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 445566 | Version: 2

Validate Submit Save Save & Close

Header Award Details Accounting Distribution (1) Commodity (1) Accounting Posting (1)

Award Details Line

Created By: sbrice | Created On: 01/03/2022 | Modified By: sbrice | Modified On: 01/03/2022

General Information

Transaction Name

Record Date: MM/DD/YYYY

Transaction Description

Actual Amount: \$80.00

Show More

Open/Closed Details

Closed Date

Closed Amount: \$0.00

Open Amount: \$80.00

Referenced Amount: \$0.00

Show More

The transaction is now a cancellation draft

## 7. Click **Validate**.

Departmental Purchase Order (PD) ☆ Draft | [Menu] | [More]

Department: 061 | Unit: 0910 | Transaction ID: 445566 | Version: 2

Buttons: [Validate] [Submit] [Save] [Save & Close]

Header	Award Details	Accounting Distribution (1)	Vendor (1)	Commodity (1)	Accounting	Posting (1)
Award Details Line	Distribution %	100.0000	Legal Name LOWE'S COMPANIES, INC	Line Amount \$80.00	Line Amount \$80.00	

Created By: sbrice | Created On: 01/03/2022 | Modified By: sbrice | Modified On: 01/03/2022

General Information

Transaction Name: Record Date: MM/DD/YYYY

Transaction Description: Actual Amount: \$80.00

Budget FY: 2022 | Fiscal Year: | Period: |

Click Validate

## 8. When the transaction validates successfully, click **Submit**.

Departmental Purchase Order (PD) ☆ Draft | [Menu] | [More]

Department: 061 | Unit: 0910 | Transaction ID: 445566 | Version: 2

Buttons: [Validate] [Submit] [Save] [Save & Close]

1 of 1: Transaction validated successfully

Header	Award Details	Accounting Distribution (1)	Vendor (1)	Commodity (1)	Accounting	Posting (1)
Award Details Line	Distribution %	100.0000	Legal Name LOWE'S COMPANIES, INC	Line Amount \$80.00	Line Amount \$80.00	

Created By: sbrice | Created On: 01/03/2022 | Modified By: sbrice | Modified On: 01/03/2022

General Information

Transaction Name: Record Date: MM/DD/YYYY

Transaction Description: Actual Amount: \$80.00

Budget FY: 2022 | Fiscal Year: | Period: |

Click Submit

Departmental Purchase Order (PD) ☆ Pending | [Menu] | [More]

Department: 061 | Unit: 0910 | Transaction ID: 445566 | Version: 2

Buttons: [Approve] [Reject] [Close]

1 of 1: Transaction submitted successfully - Pending Approval by Purchasing Approval 1

Header	Award Details	Accounting Distribution (1)	Vendor (1)	Commodity (1)	Accounting	Posting (1)
Award Details Line	Distribution %	100.0000	Legal Name LOWE'S COMPANIES, INC	Line Amount \$80.00	Line Amount \$80.00	

Created By: sbrice | Created On: 01/03/2022 | Modified By: sbrice | Modified On: 01/03/2022

General Information

Transaction Name: Record Date: MM/DD/YYYY

Transaction Description: Actual Amount: \$80.00

Budget FY: 2022 | Fiscal Year: | Period: |

Open/Closed Details

Closed Date: Closed Amount: \$0.00 | Open Amount: \$80.00

Referenced Amount: \$0.00

This message will appear when your transaction is submitted successfully

The cancellation will then be routed through the same approvals as the original. Entries will not be reversed until the cancellation is in Final Phase.