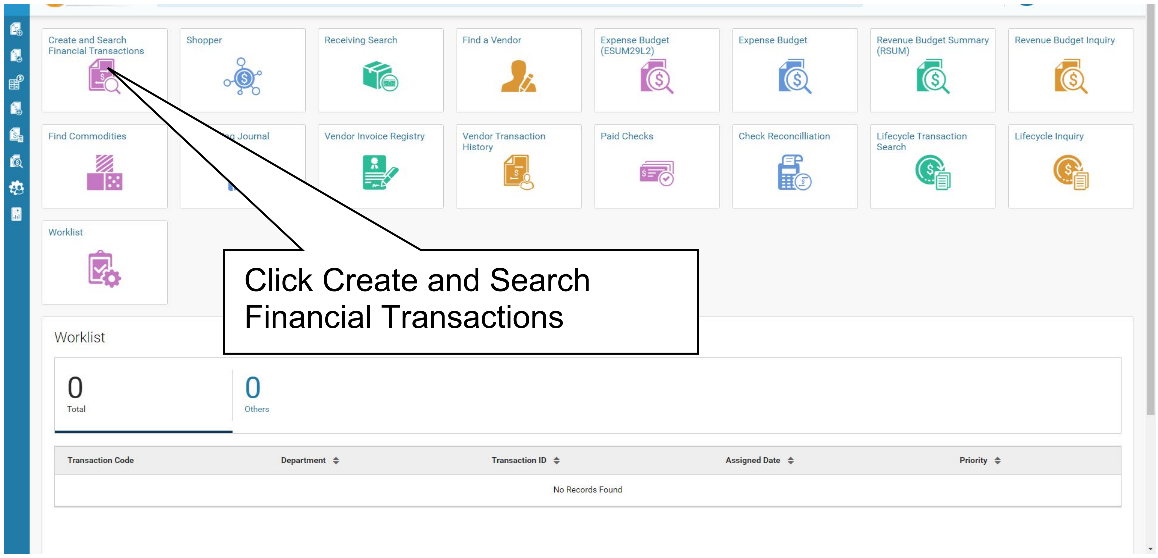
Procurement

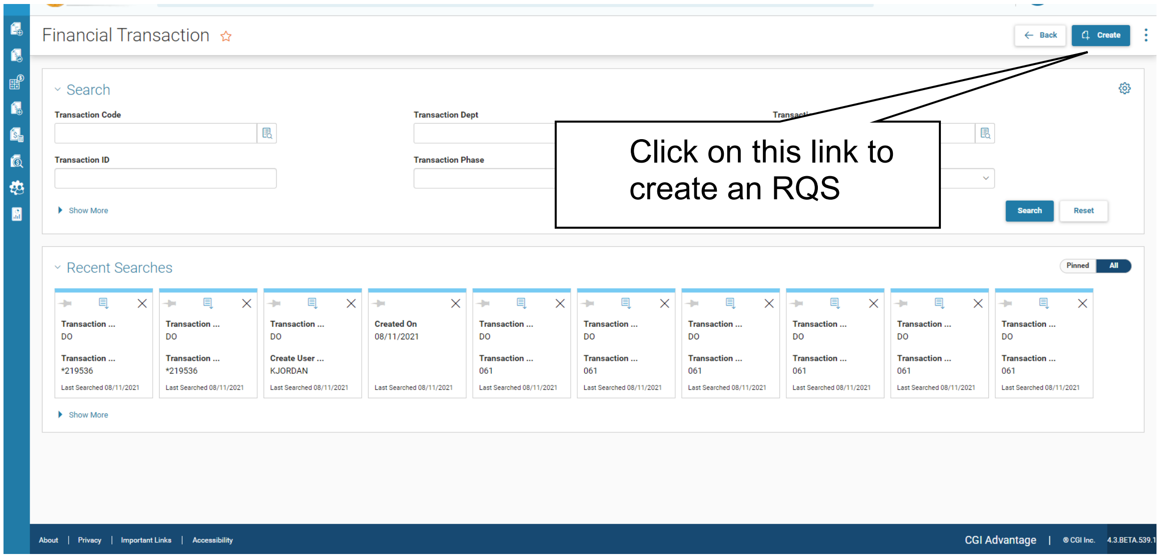
Requisition (RQS)

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



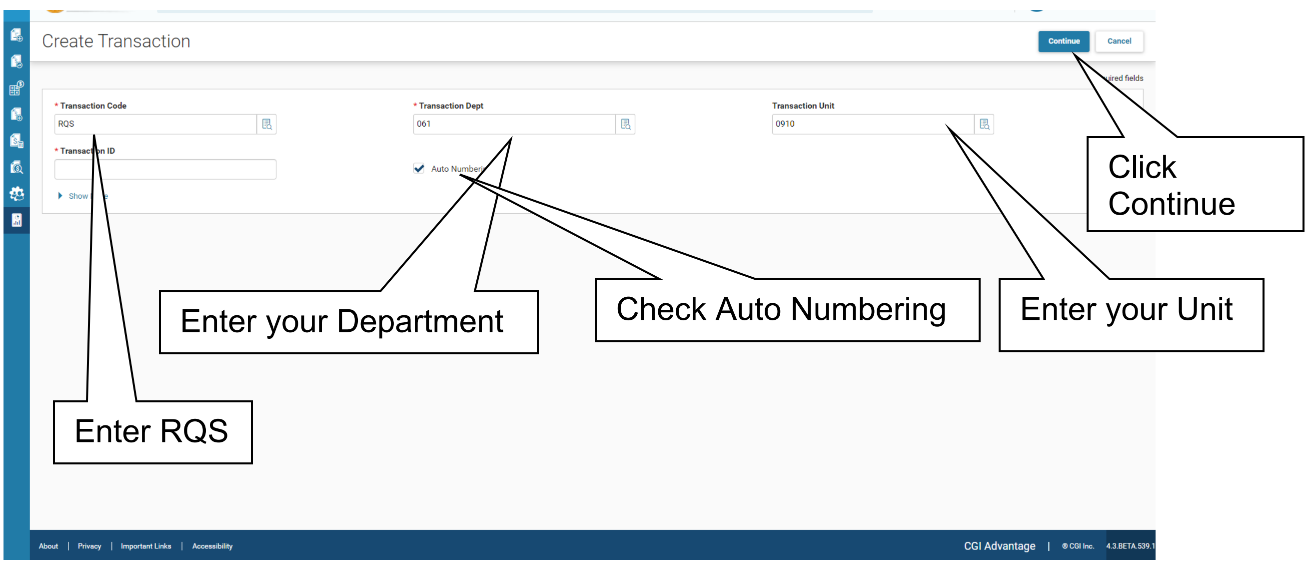
Click Create and Search Financial Transactions

2. Click **Create**.



Click on this link to create an RQS

3. Enter **Transaction Code, Transaction Dept, Transaction Unit, and check Auto Numbering**.
4. Click **Continue**.



* Transaction Code: RQS

* Transaction Dept: 061

Transaction Unit: 0910

* Transaction ID:

☑ Auto Numbering

Click Continue

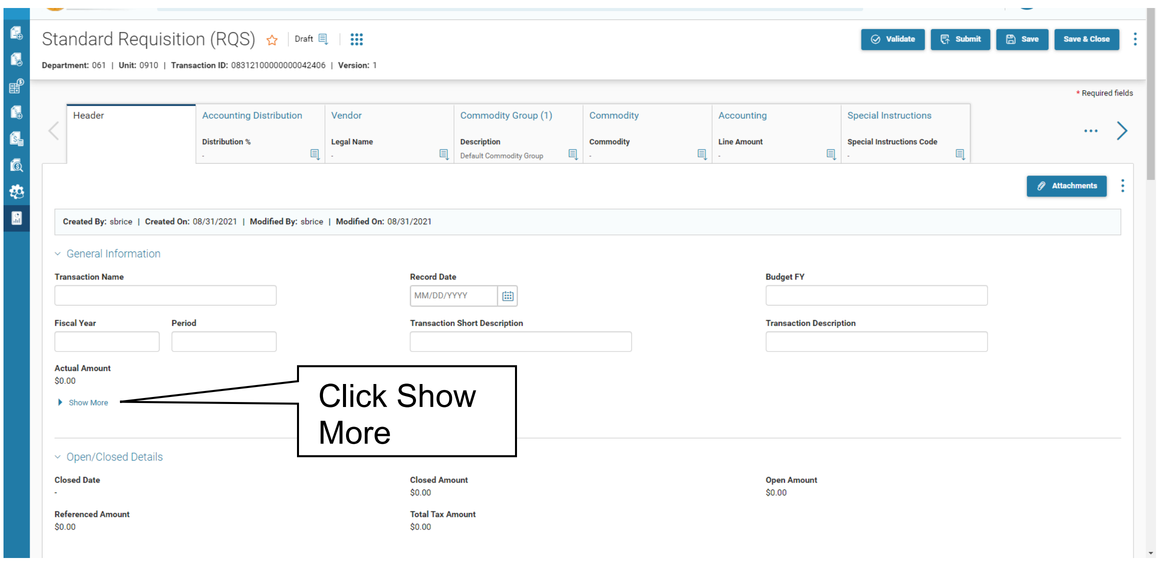
Enter your Department

Check Auto Numbering

Enter your Unit

Enter RQS

5. Click **Show More**.



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Distribution %: -

Legal Name: -

Description: Default Commodity Group

Commodity: -

Line Amount: -

Special Instructions Code: -

Created By: sbrice | Created On: 08/31/2021 | Modified By: sbrice | Modified On: 08/31/2021

Transaction Name:

Record Date: MM/DD/YYYY

Budget FY:

Fiscal Year:

Period:

Transaction Short Description:

Transaction Description:

Actual Amount: $0.00

Closed Date: -

Closed Amount: $0.00

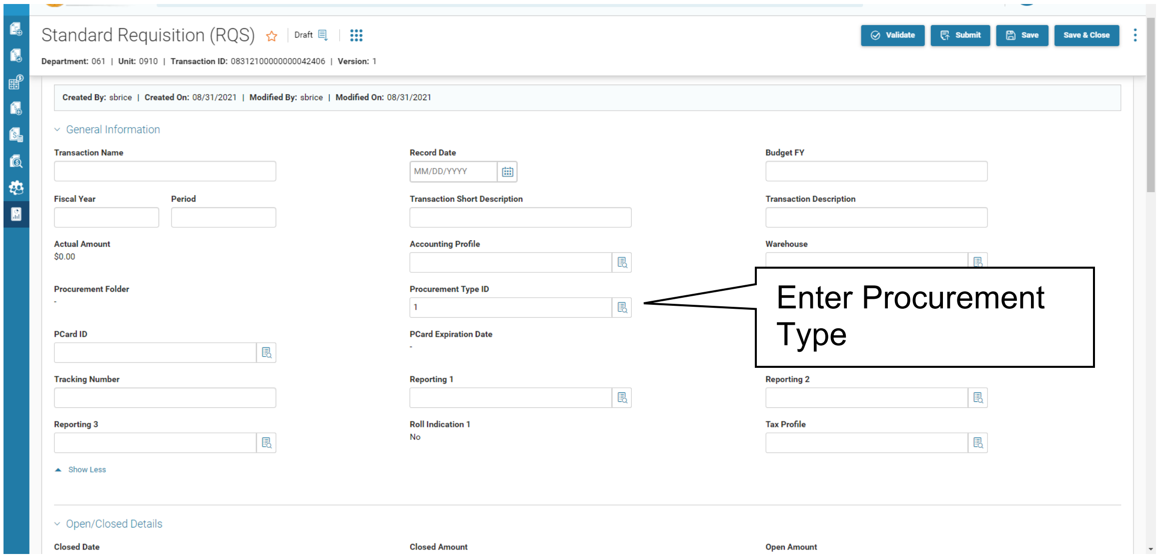
Open Amount: $0.00

Referenced Amount: $0.00

Total Tax Amount: $0.00

Click Show More

6. Enter **Procurement Type** or select a procurement type using the pick list.



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Created By: sbrice | Created On: 08/31/2021 | Modified By: sbrice | Modified On: 08/31/2021

Record Date: MM/DD/YYYY

Actual Amount: $0.00

Procurement Folder: -

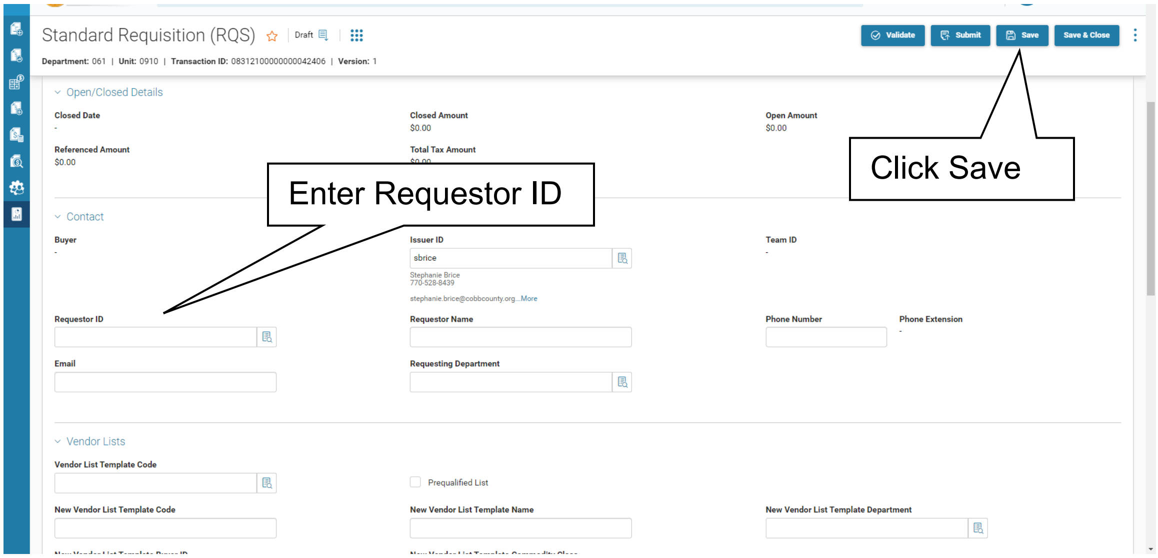
Procurement Type ID: 1

PCard Expiration Date: -

Roll Indication 1: No

Enter Procurement Type

7. Scroll down to **Contact** 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.
8. Click **Save**.
   The contact information will populate after you click Save.



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Closed Date: -

Closed Amount: $0.00

Open Amount: $0.00

Referenced Amount: $0.00

Total Tax Amount: $0.00

Buyer: -

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

Team ID: -

Phone Extension: -

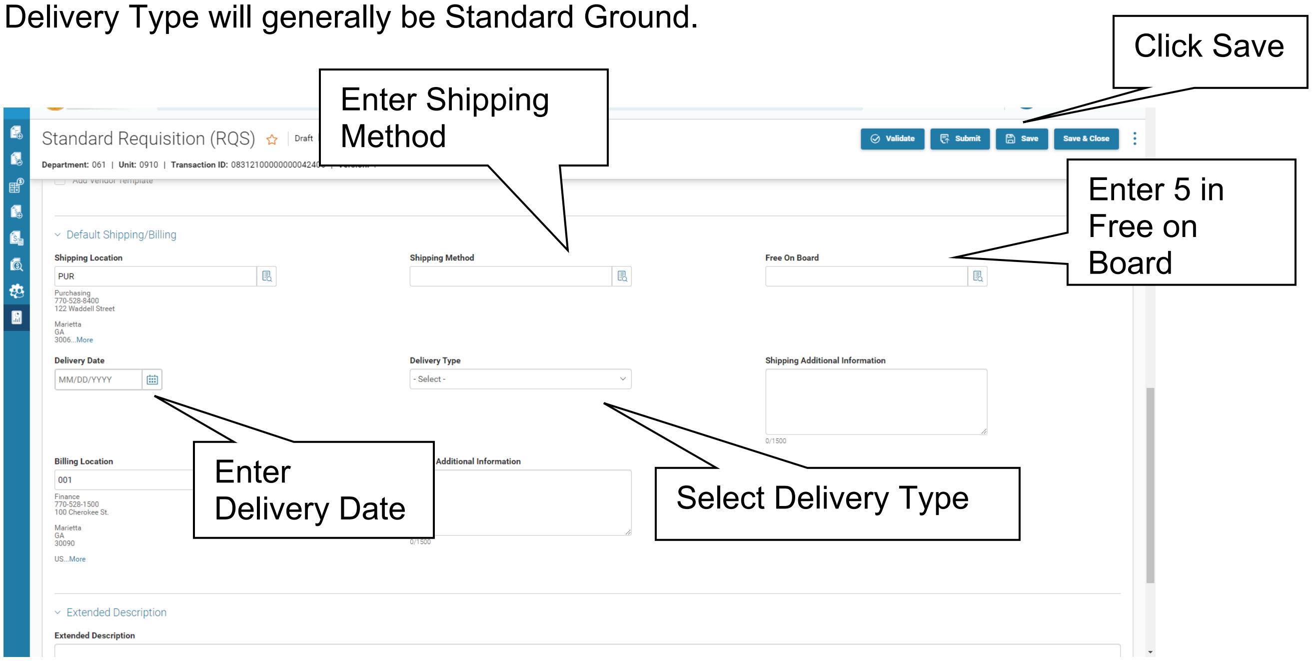
☐ Prequalified List

Enter Requestor ID

Click Save

9. Scroll down to **Default Shipping/Billing**
   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.
10. Enter **Shipping Method** or select one using the pick list.
11. Enter 5 in **Free on Board**.
12. Enter **Delivery Date** or click on the calendar to specify date.
13. Specify **Delivery Type**.
14. Click **Save**.

Note: The Shipping Method will generally be Vendor Delivery (5) and the Delivery Type will generally be Standard Ground.



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000004240

Shipping Location: PUR
Purchasing
770-528-8400
122 Waddell Street
Marietta
GA
3006...More

Billing Location: 001
Finance
770-528-1500
100 Cherokee St.
Marietta
GA
30090
US...More

Click Save

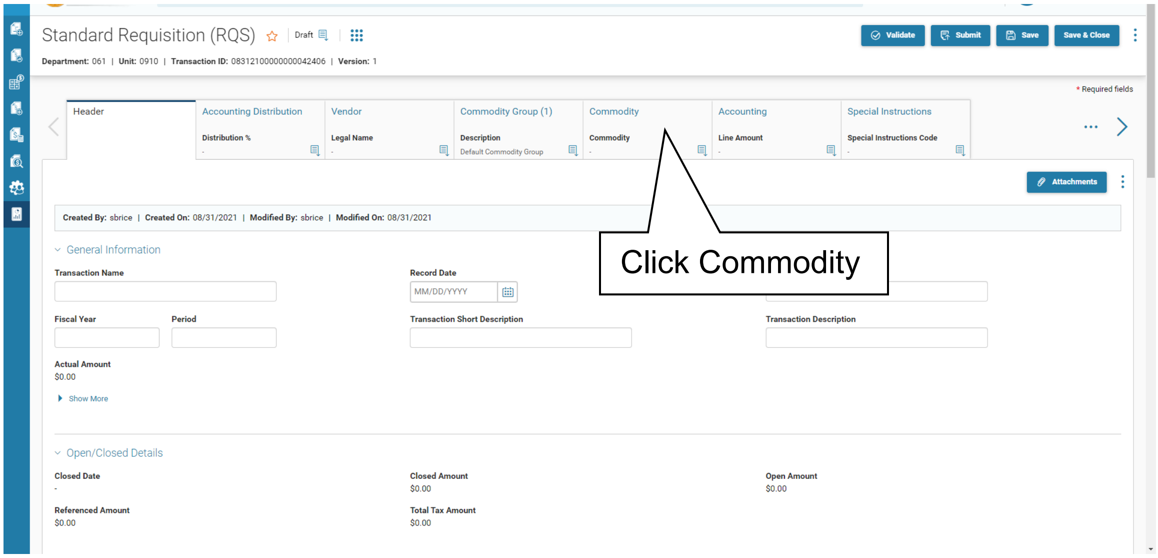
Enter Shipping Method

Enter 5 in Free on Board

Enter Delivery Date

Select Delivery Type

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



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

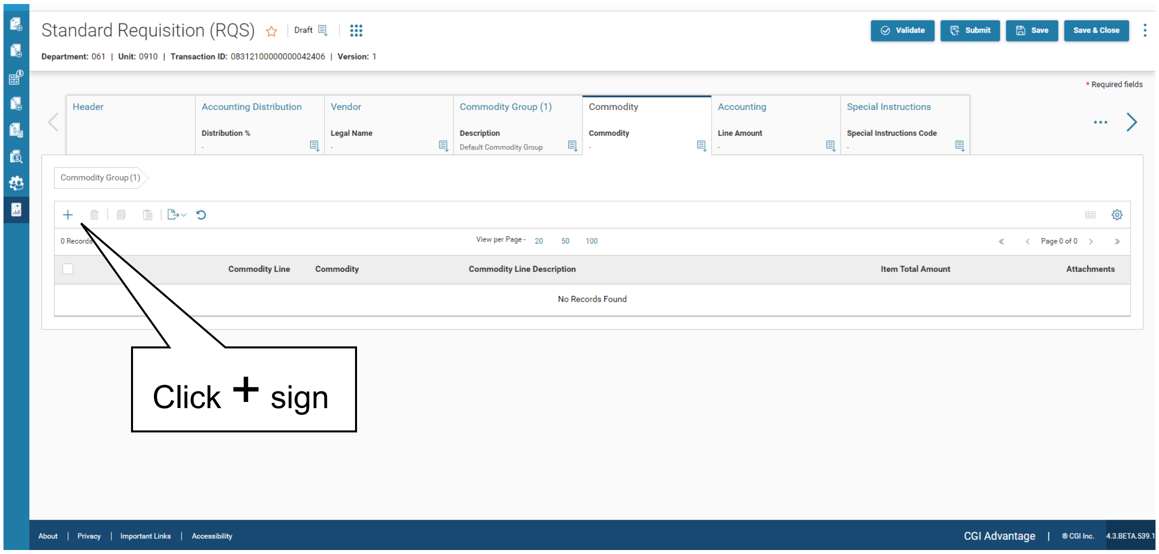
Created By: sbrice | Created On: 08/31/2021 | Modified By: sbrice | Modified On: 08/31/2021

Actual Amount: $0.00

Closed Date: -
Closed Amount: $0.00
Open Amount: $0.00
Referenced Amount: $0.00
Total Tax Amount: $0.00

Click Commodity

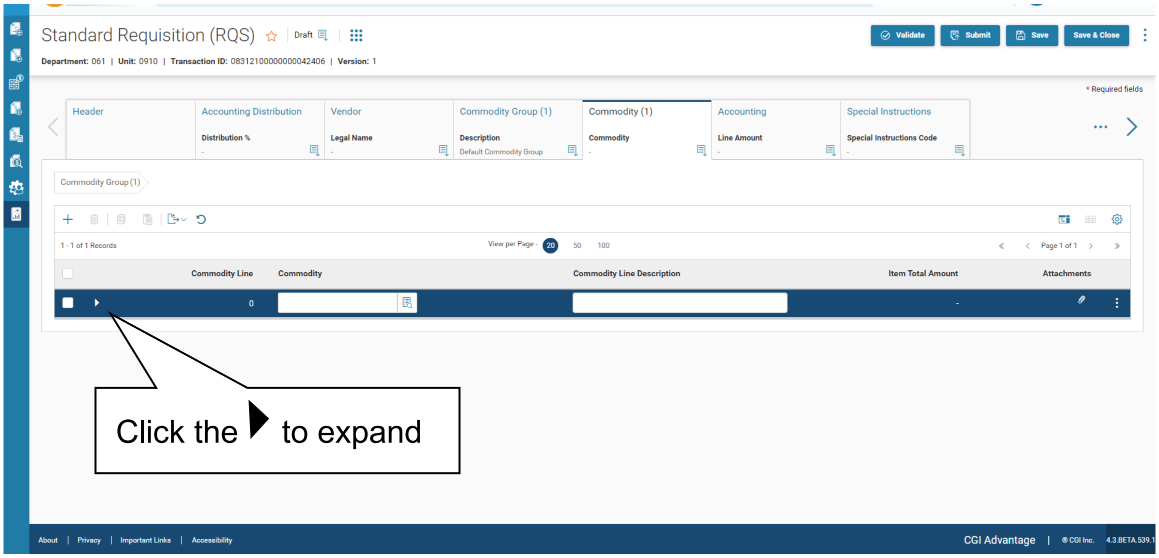
16. Click the + sign to add a new line.



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Click + sign

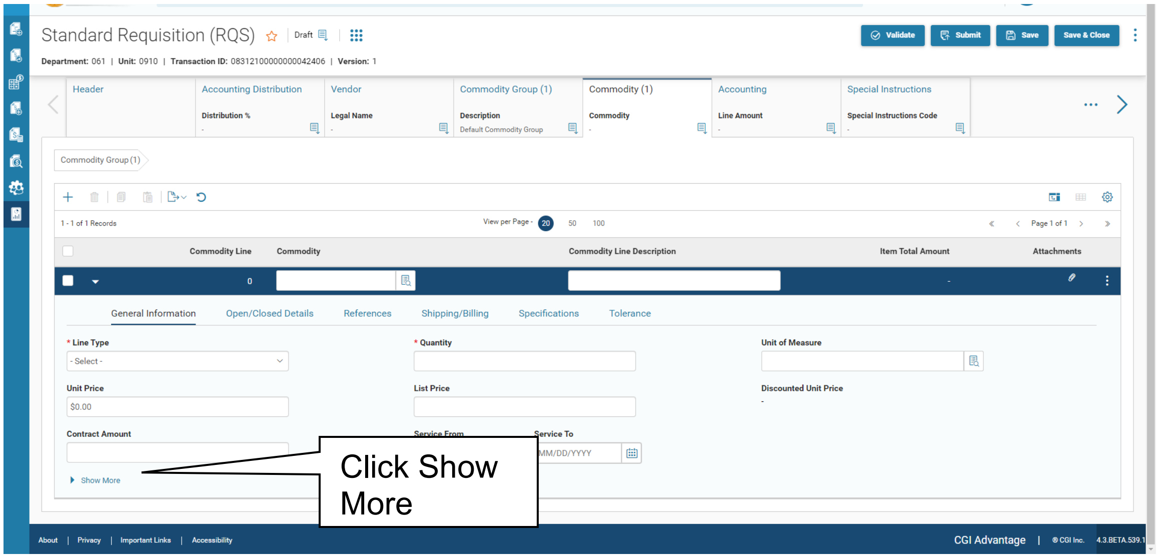
17. Click the ▶ to expand the section.



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Click the ▶ to expand

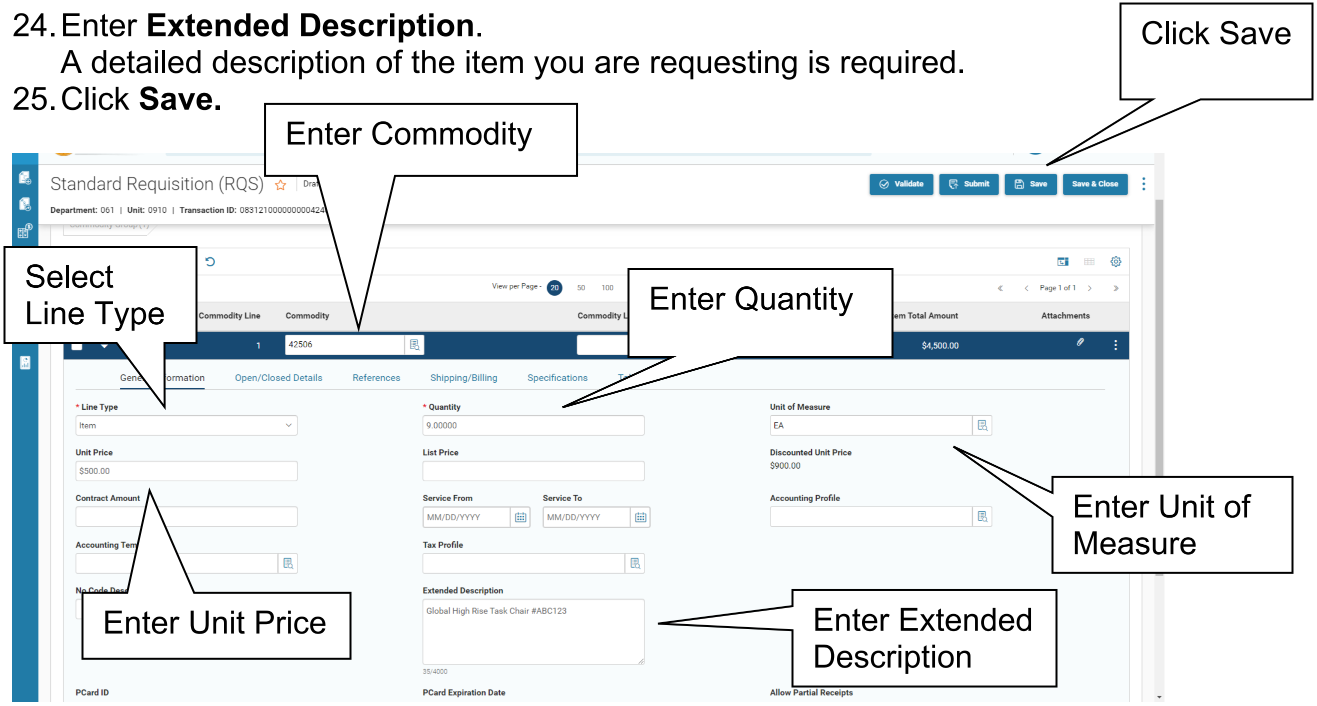
18. Click **Show More**.



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Click Show More

19. Enter **Commodity**, or select one using the pick list.
20. Select **Line Type** (**Item** or **Service**).
    For Line Type **Service,** see separate instructions below.
21. Enter **Quantity**.
22. Enter **Unit of Measure**.
    If you are unsure of the abbreviation, select one using the pick list.
23. Enter **Unit Price**.
24. Enter **Extended Description**.
    A detailed description of the item you are requesting is required.
25. Click **Save.**



Commodity: 42506
Item Total Amount: $4,500.00
Line Type: Item
Quantity: 9.00000
Unit of Measure: EA
Unit Price: $500.00
Discounted Unit Price: $900.00
Extended Description: Global High Rise Task Chair #ABC123

Click Save

Enter Commodity

Select Line Type

Enter Quantity

Enter Unit of Measure

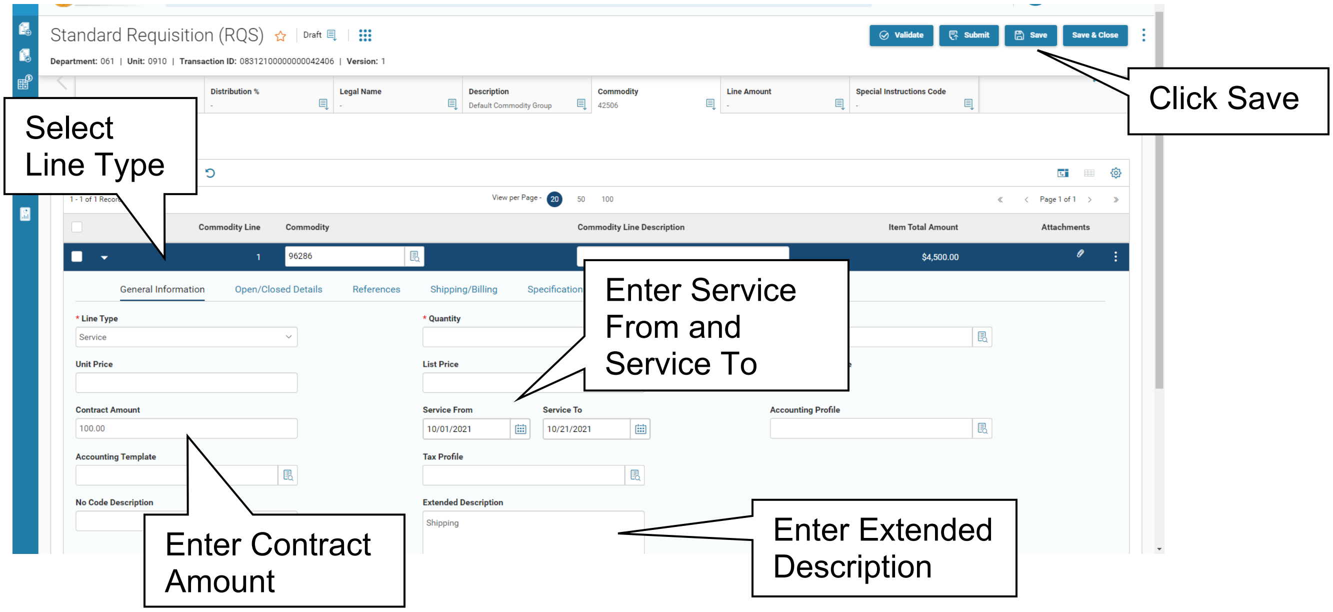
Enter Unit Price

Enter Extended Description

For Line Type **Service**, follow these steps instead of steps 20-25:

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.



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Commodity: 42506

Commodity Line: 1 Commodity: 96286 Item Total Amount: $4,500.00

Line Type: Service

Contract Amount: 100.00

Service From: 10/01/2021 Service To: 10/21/2021

Extended Description: Shipping

Select Line Type

Click Save

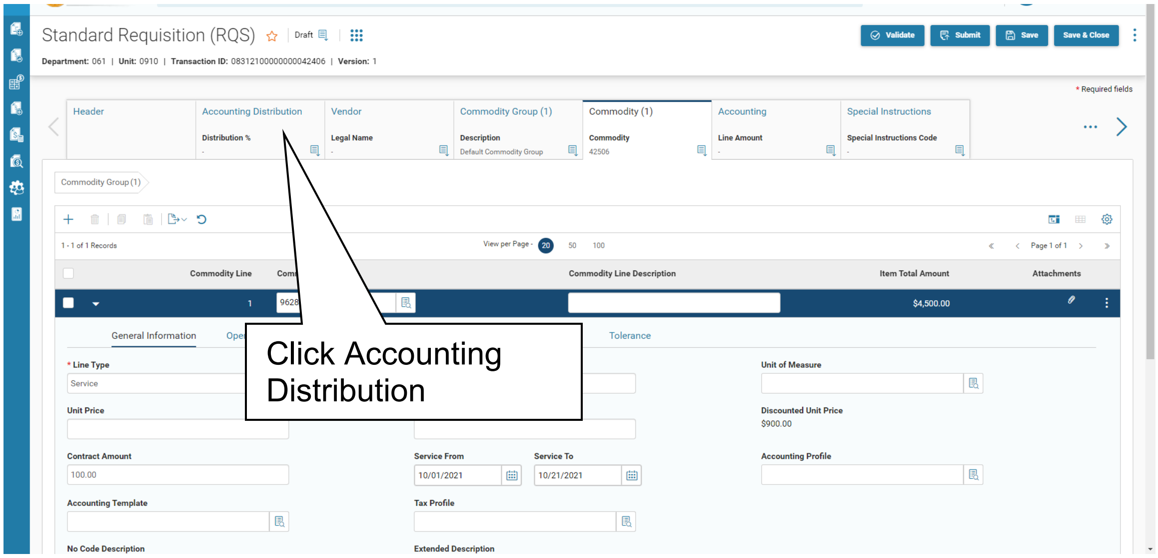
Enter Service From and Service To

Enter Contract Amount

Enter Extended Description

Repeat steps 16-25 for each additional commodity you are requesting.

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



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Commodity: 42506

Commodity Line: 1 Item Total Amount: $4,500.00

Line Type: Service

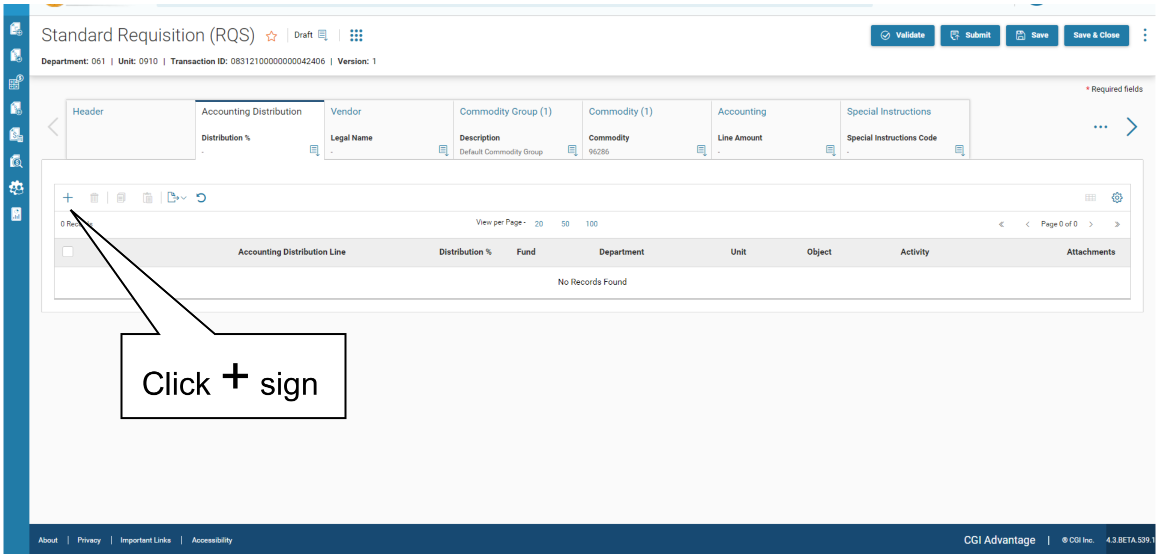
Discounted Unit Price: $900.00

Contract Amount: 100.00

Service From: 10/01/2021 Service To: 10/21/2021

Click Accounting Distribution

27. Click the ✚ sign to add a new line.



Standard Requisition (RQS)

Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

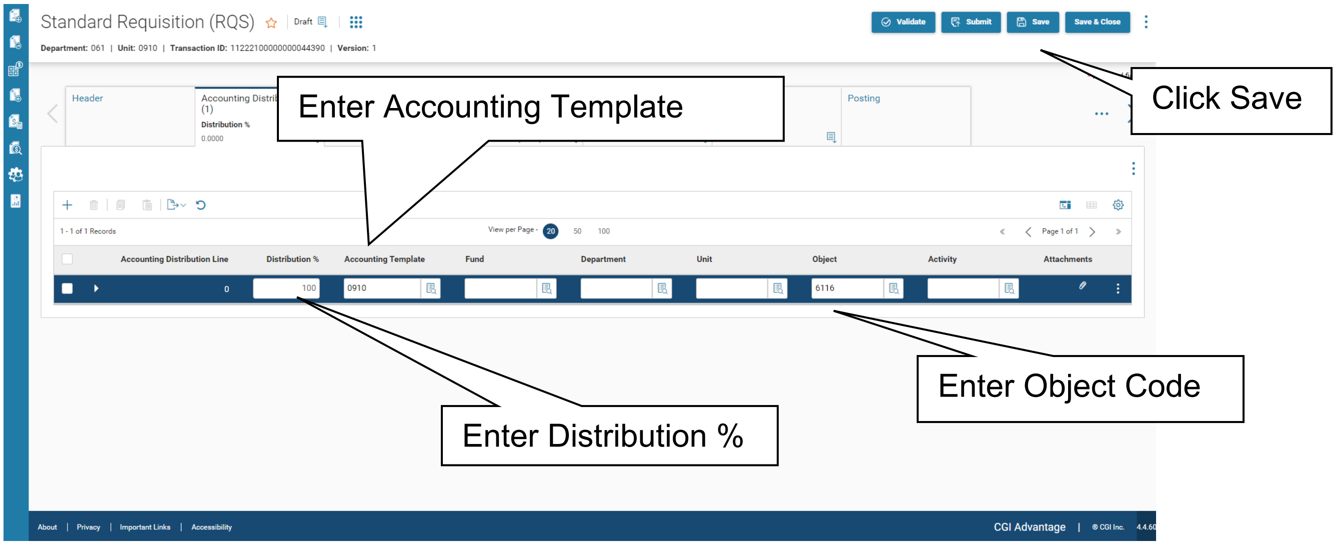
Commodity Group (1) — Description: Default Commodity Group

Commodity (1) — Commodity: 96286

No Records Found

Click ✚ sign

28. Enter **Accounting Template** (sub-unit).
29. Enter **Distribution %** (100).
30. Enter **Object Code** (if all commodities are being charged to one object code). If multiple object codes are being used, see separate instructions below.
31. Click **Save**.



Standard Requisition (RQS)

Department: 061 | Unit: 0910 | Transaction ID: 11222100000000044390 | Version: 1

Accounting Distribution Line: 0 | Distribution %: 100 | Accounting Template: 0910 | Object: 6116

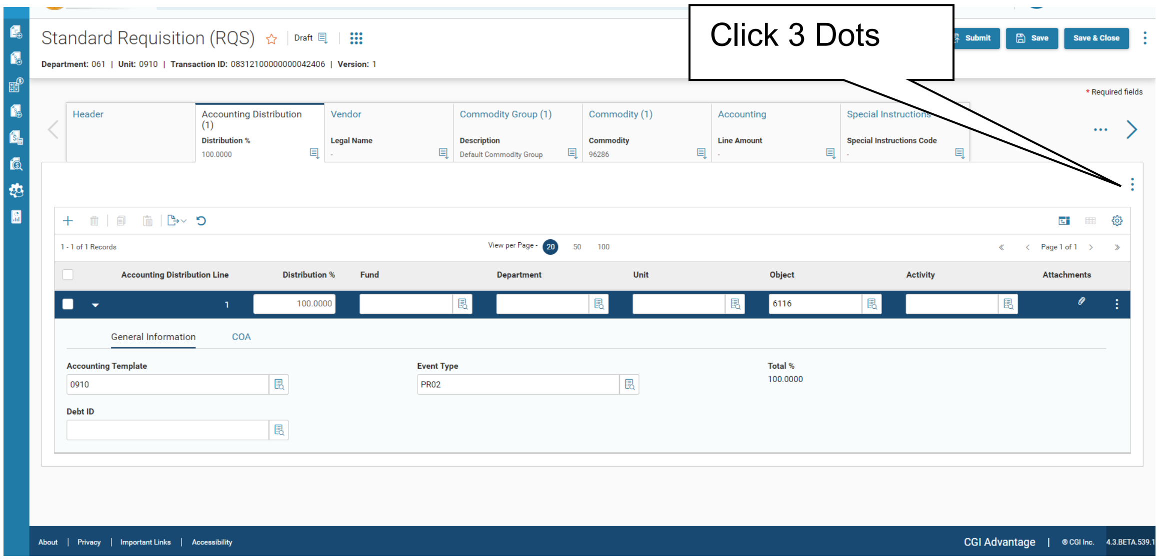
Enter Accounting Template

Click Save

Enter Object Code

Enter Distribution %

32. Click **3 Dots (Related Actions)**.



Click 3 Dots

Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

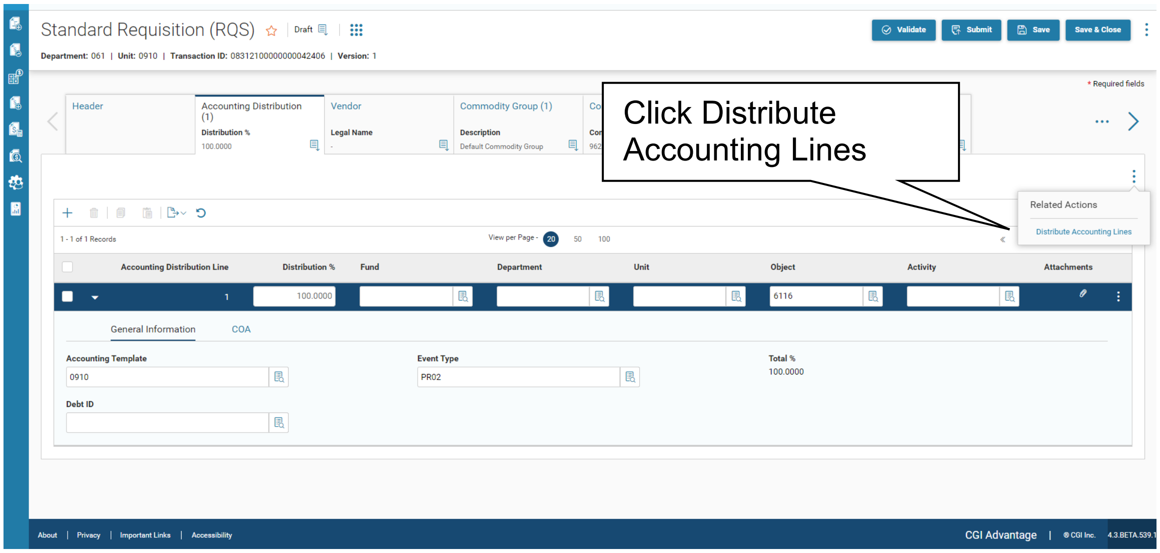
Accounting Template: 0910

Event Type: PR02

Total %: 100.0000

Debt ID:

33. Click **Distribute Accounting Lines**.



Click Distribute Accounting Lines

Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Accounting Template: 0910

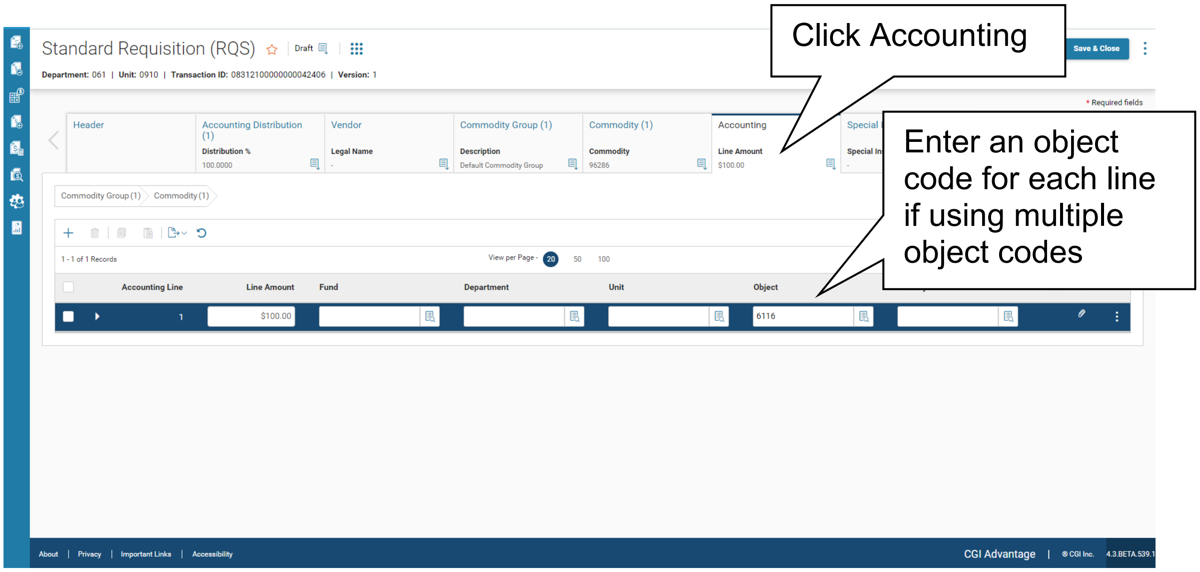
Event Type: PR02

Total %: 100.0000

Debt ID:

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.



Department: 061 | Unit: 0910 | Transaction ID: 083121000000000042406 | Version: 1

Distribution % 100.0000 | Legal Name - | Description Default Commodity Group | Commodity 96286 | Line Amount $100.00

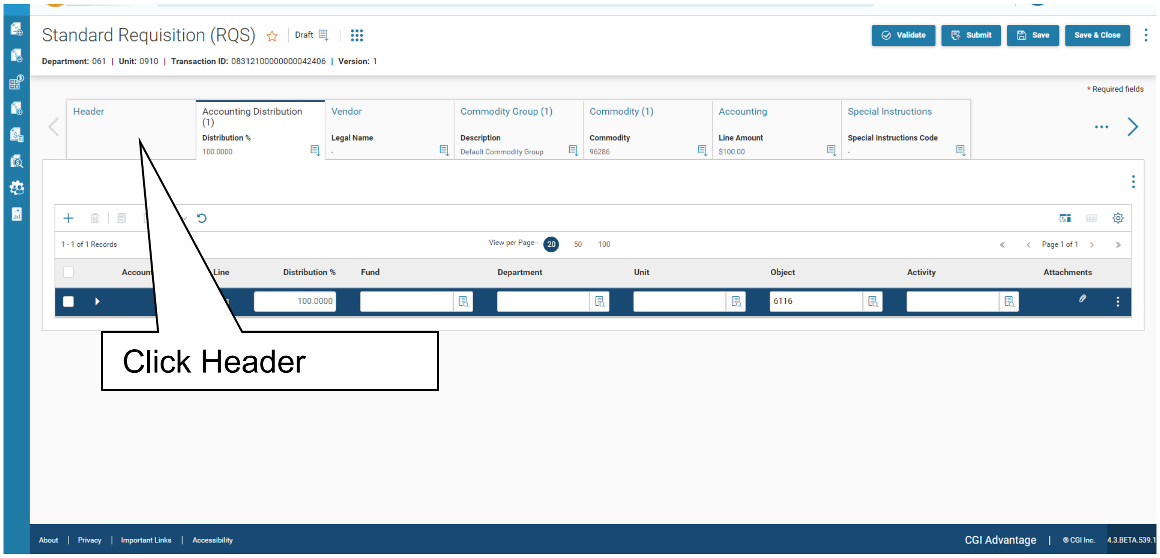
1 - 1 of 1 Records

Accounting Line 1 | Line Amount $100.00 | Object 6116

Click Accounting

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

34. Click the **Header** tab.



Department: 061 | Unit: 0910 | Transaction ID: 083121000000000042406 | Version: 1

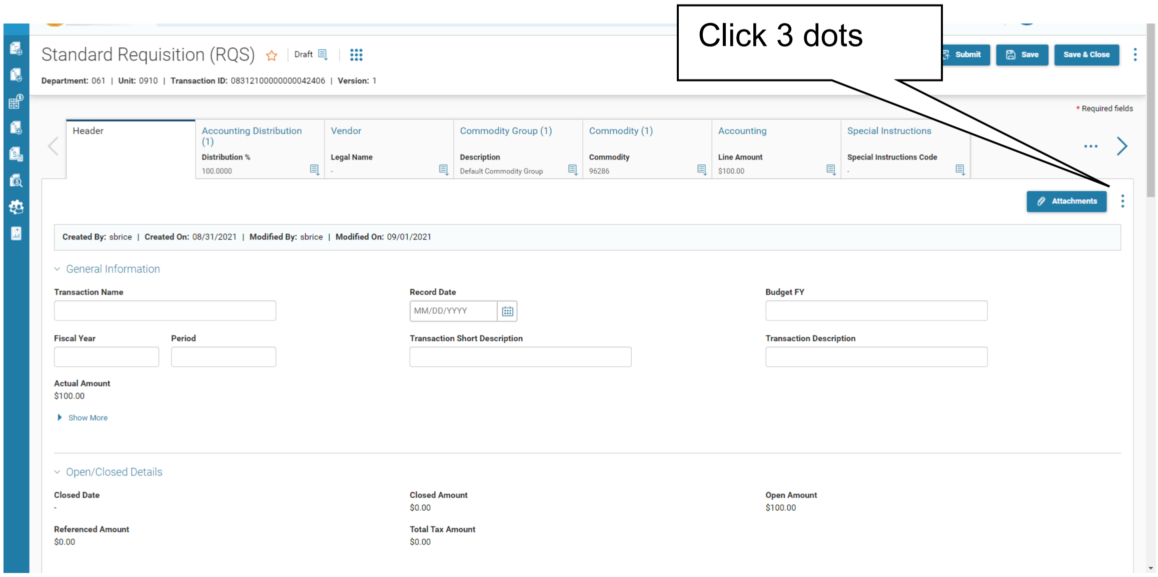
Distribution % 100.0000 | Legal Name - | Description Default Commodity Group | Commodity 96286 | Line Amount $100.00 | Special Instructions Code -

1 - 1 of 1 Records

Distribution % 100.0000 | Object 6116

Click Header

35. Click **3 Dots (Related Actions)**.



Click 3 dots

Standard Requisition (RQS)

Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Accounting Distribution (1) — Distribution %: 100.0000

Vendor — Legal Name: -

Commodity Group (1) — Description: Default Commodity Group

Commodity (1) — Commodity: 96286

Accounting — Line Amount: $100.00

Special Instructions — Special Instructions Code: -

Created By: sbrice | Created On: 08/31/2021 | Modified By: sbrice | Modified On: 09/01/2021

Actual Amount: $100.00

Closed Date: -

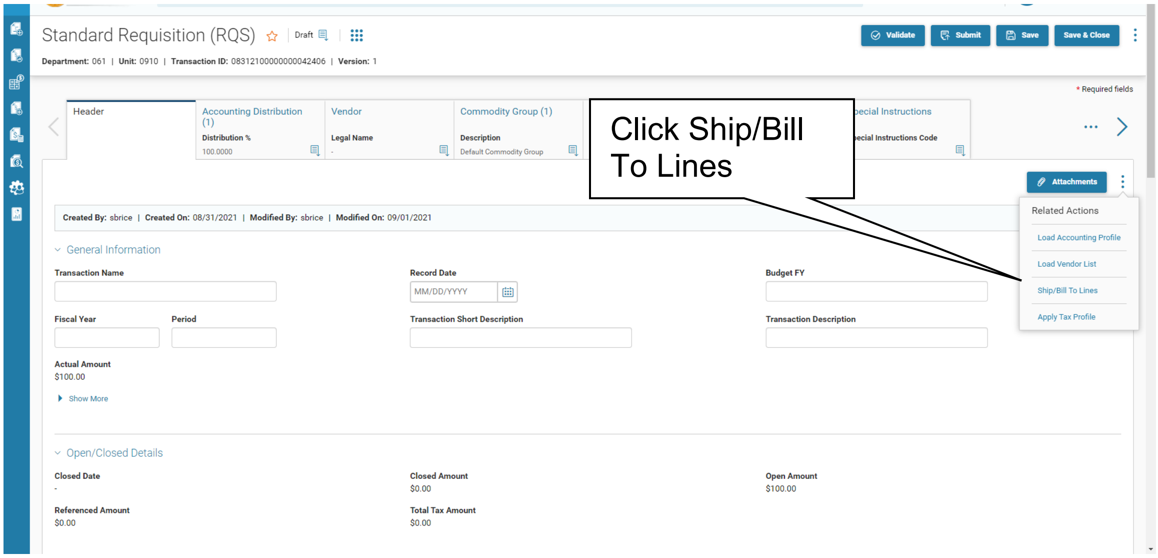
Closed Amount: $0.00

Open Amount: $100.00

Referenced Amount: $0.00

Total Tax Amount: $0.00

36. Click **Ship/Bill To Lines**.



Click Ship/Bill To Lines

Standard Requisition (RQS)

Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Accounting Distribution (1) — Distribution %: 100.0000

Vendor — Legal Name: -

Commodity Group (1) — Description: Default Commodity Group

Created By: sbrice | Created On: 08/31/2021 | Modified By: sbrice | Modified On: 09/01/2021

Actual Amount: $100.00

Closed Date: -

Closed Amount: $0.00

Open Amount: $100.00

Referenced Amount: $0.00

Total Tax Amount: $0.00

Adding a vendor is not required for a requisition. If you wish to add a vendor to a requisition, follow these steps:

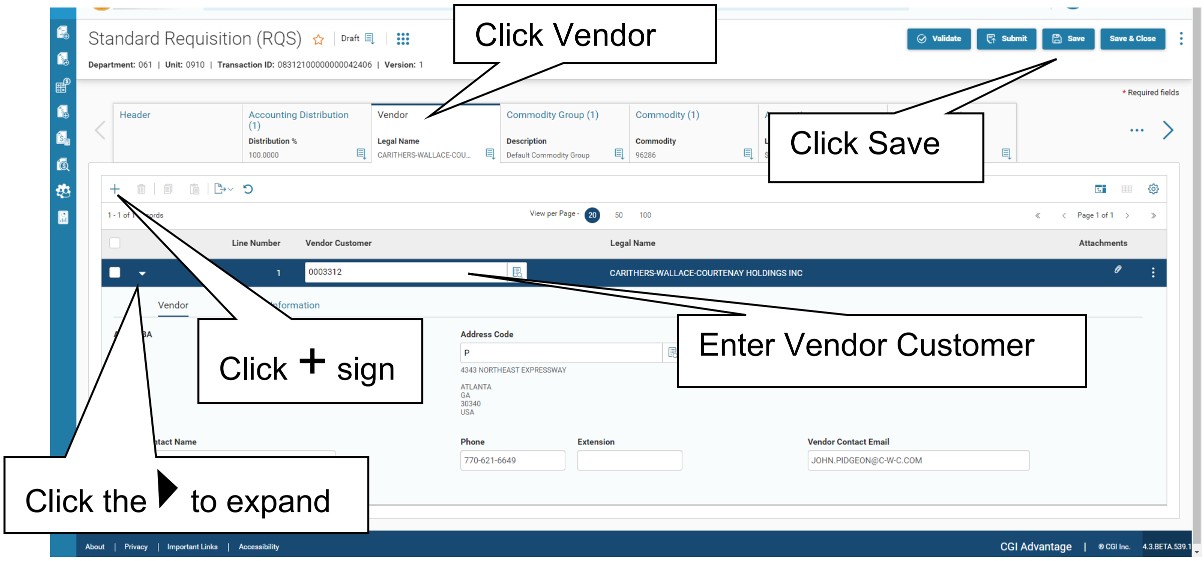
a. Click the **Vendor** tab.

b. Click on the **+** sign to add a new line.

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

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

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



Department: 061 | Unit: 0910 | Transaction ID: 08312100000000042406 | Version: 1

Distribution %: 100.0000
Legal Name: CARITHERS-WALLACE-COU...
Description: Default Commodity Group
Commodity: 96286

1 | 0003312 | CARITHERS-WALLACE-COURTENAY HOLDINGS INC

Address Code: P
4343 NORTHEAST EXPRESSWAY
ATLANTA
GA
30340
USA

Phone: 770-621-6649
Extension:
Vendor Contact Email: JOHN.PIDGEON@C-W-C.COM

Click Vendor

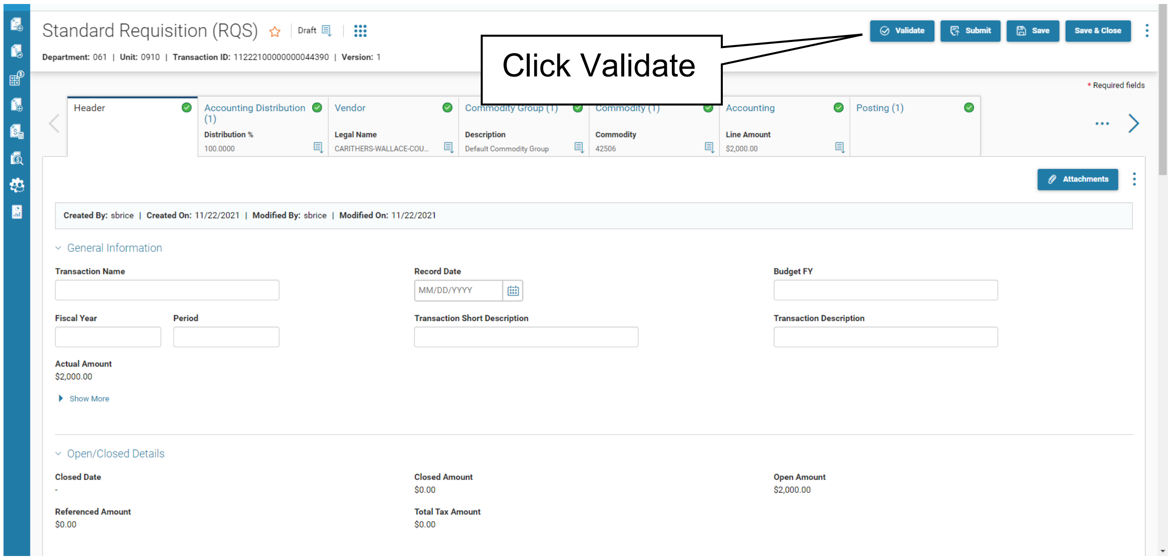
Click Save

Click + sign

Enter Vendor Customer

Click the ▶ to expand

37. Click **Validate**.



Department: 061 | Unit: 0910 | Transaction ID: 11222100000000044390 | Version: 1

Distribution %: 100.0000
Legal Name: CARITHERS-WALLACE-COU...
Description: Default Commodity Group
Commodity: 42506
Line Amount: $2,000.00

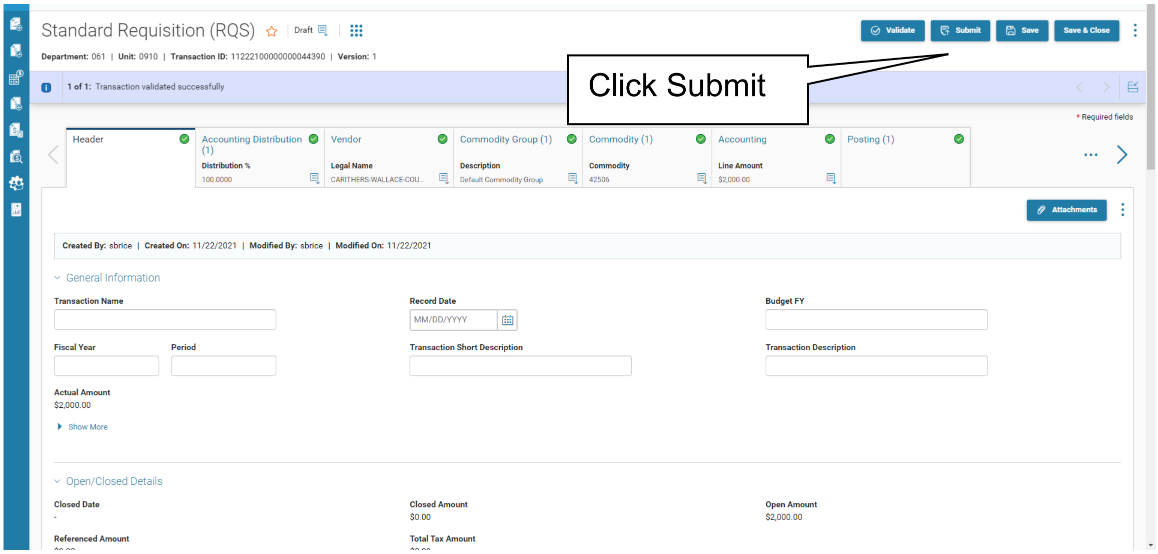
Created By: sbrice | Created On: 11/22/2021 | Modified By: sbrice | Modified On: 11/22/2021

Transaction Name:
Record Date: MM/DD/YYYY
Budget FY:
Fiscal Year:
Period:
Transaction Short Description:
Transaction Description:
Actual Amount: $2,000.00

Closed Date: -
Closed Amount: $0.00
Open Amount: $2,000.00
Referenced Amount: $0.00
Total Tax Amount: $0.00

Click Validate

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



Standard Requisition (RQS) Draft

Department: 061 | Unit: 0910 | Transaction ID: 11222100000000044390 | Version: 1

1 of 1: Transaction validated successfully

* Required fields

Distribution % 100.0000

Legal Name CARITHERS-WALLACE-COU...

Description Default Commodity Group

Commodity 42506

Line Amount $2,000.00

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 Short Description

Transaction Description

Actual Amount $2,000.00

Open/Closed Details

Closed Date -

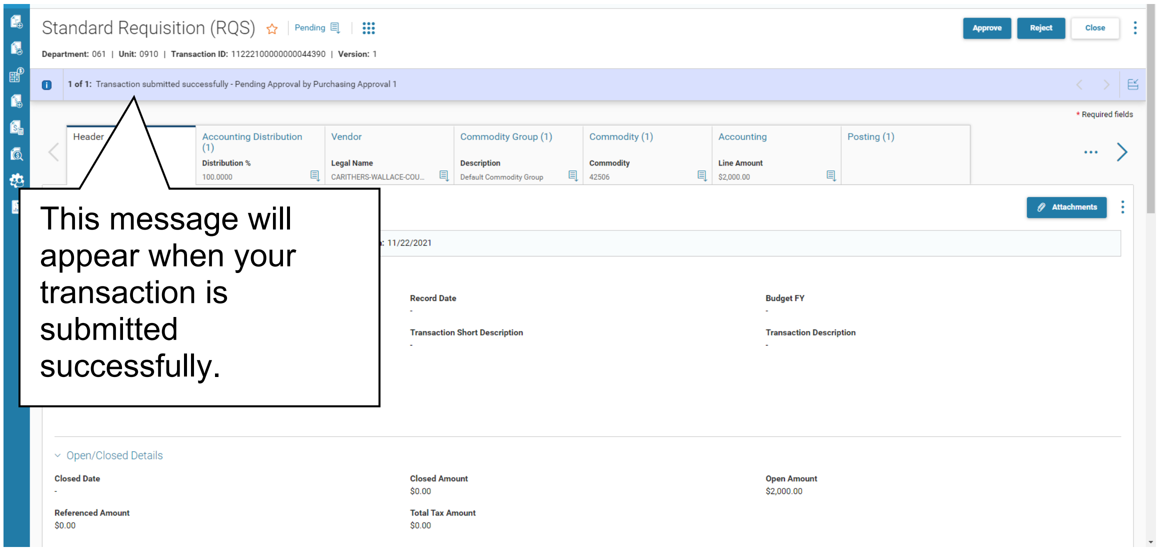
Closed Amount $0.00

Open Amount $2,000.00

Referenced Amount

Total Tax Amount

This message will appear when your transaction is submitted successfully.



Standard Requisition (RQS) Pending

Department: 061 | Unit: 0910 | Transaction ID: 11222100000000044390 | Version: 1

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

* Required fields

Distribution % 100.0000

Legal Name CARITHERS-WALLACE-COU...

Description Default Commodity Group

Commodity 42506

Line Amount $2,000.00

: 11/22/2021

Record Date -

Budget FY -

Transaction Short Description -

Transaction Description -

Open/Closed Details

Closed Date -

Closed Amount $0.00

Open Amount $2,000.00

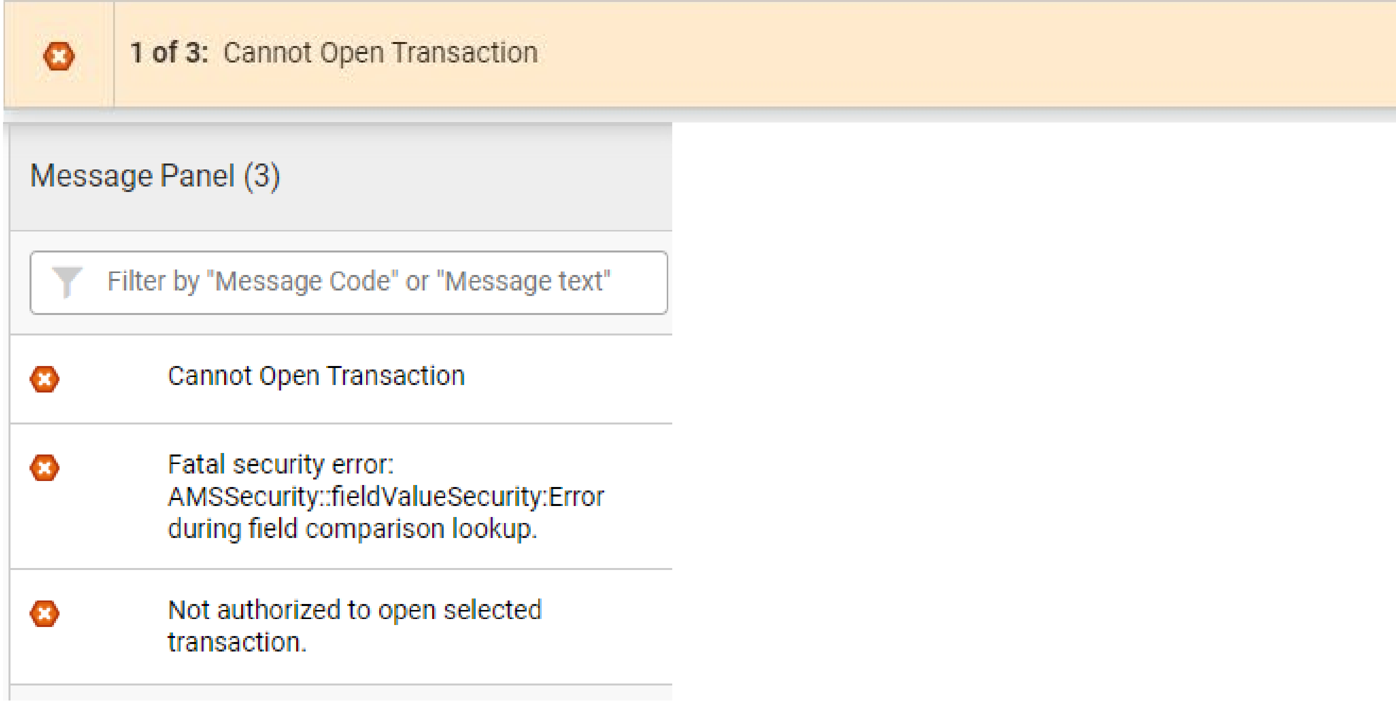
Referenced Amount $0.00

Total Tax Amount $0.00

Requisition (RQS) Modification or Cancellation

You are not authorized to modify or cancel a requisition. If you try to perform either of these functions, you will receive the following error messages.

Modification



1 of 3: Cannot Open Transaction

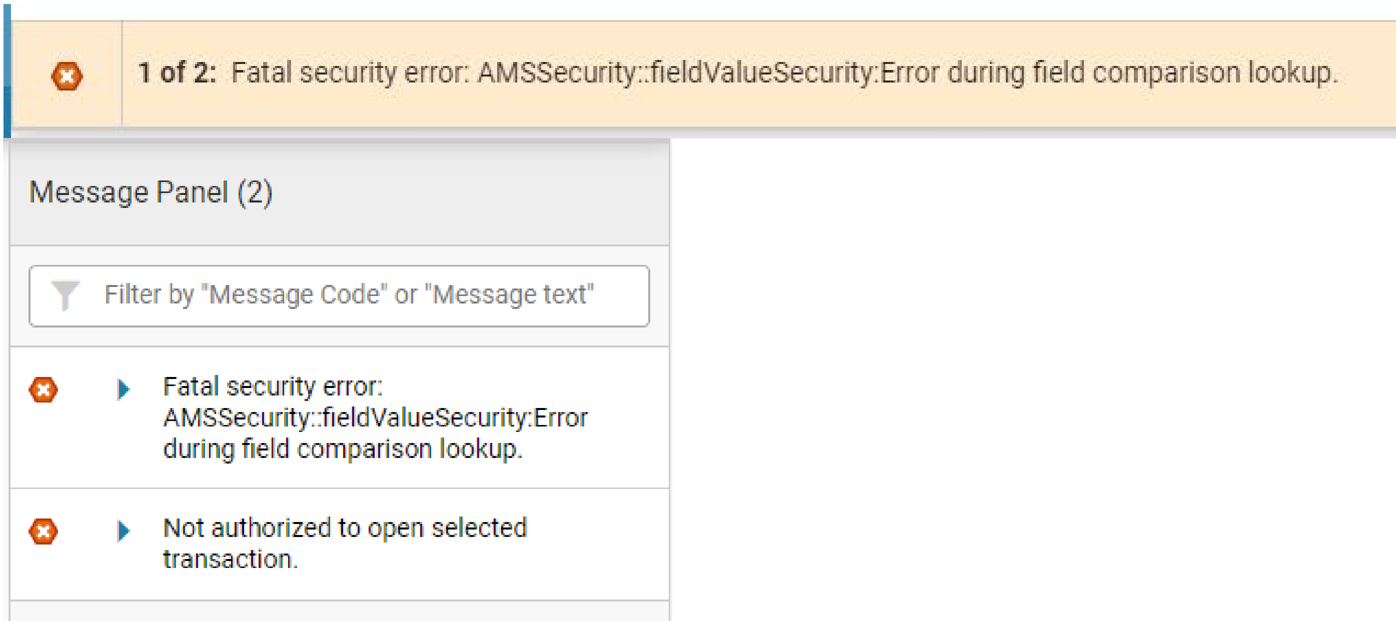
Message Panel (3)

Cannot Open Transaction

Fatal security error: AMSSecurity::fieldValueSecurity:Error during field comparison lookup.

Not authorized to open selected transaction.

Cancellation



1 of 2: Fatal security error: AMSSecurity::fieldValueSecurity:Error during field comparison lookup.

Message Panel (2)

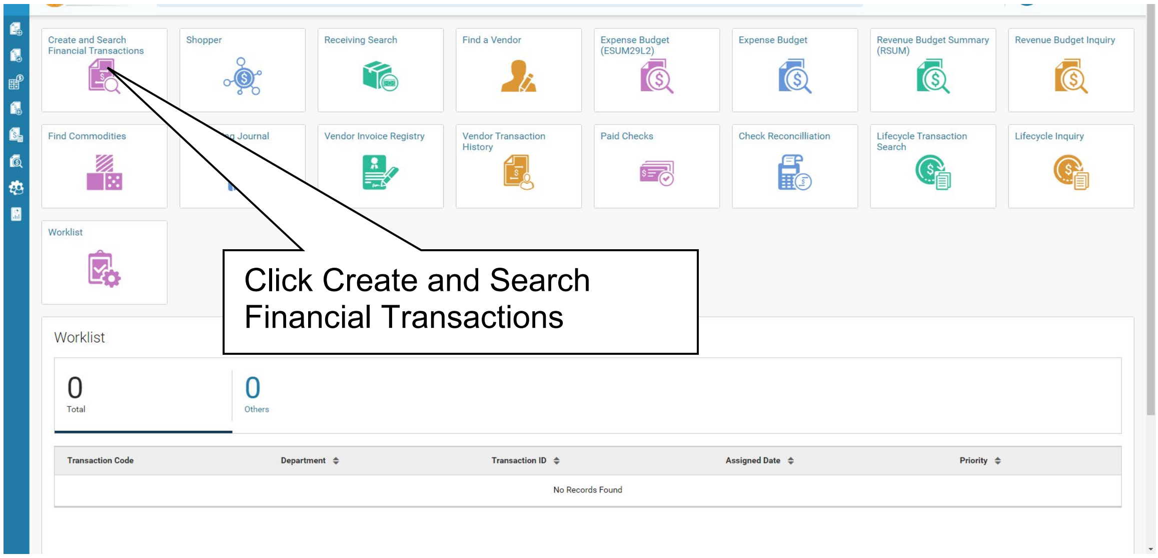
Fatal security error: AMSSecurity::fieldValueSecurity:Error during field comparison lookup.

Not authorized to open selected transaction.

If you need a requisition modified or canceled, contact the Purchasing Department.

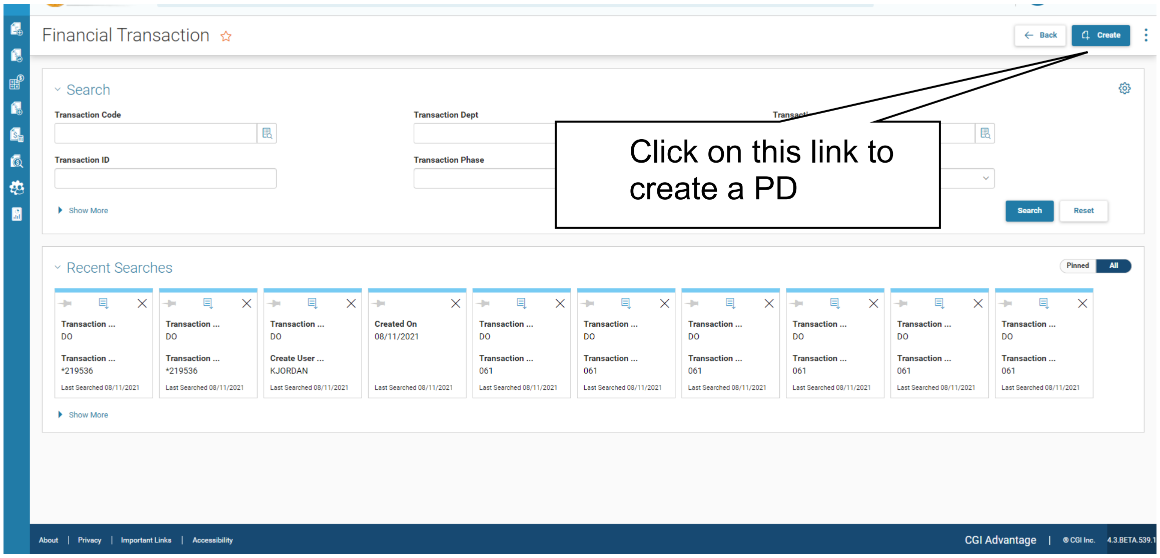
Departmental Purchase Order (PD)

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



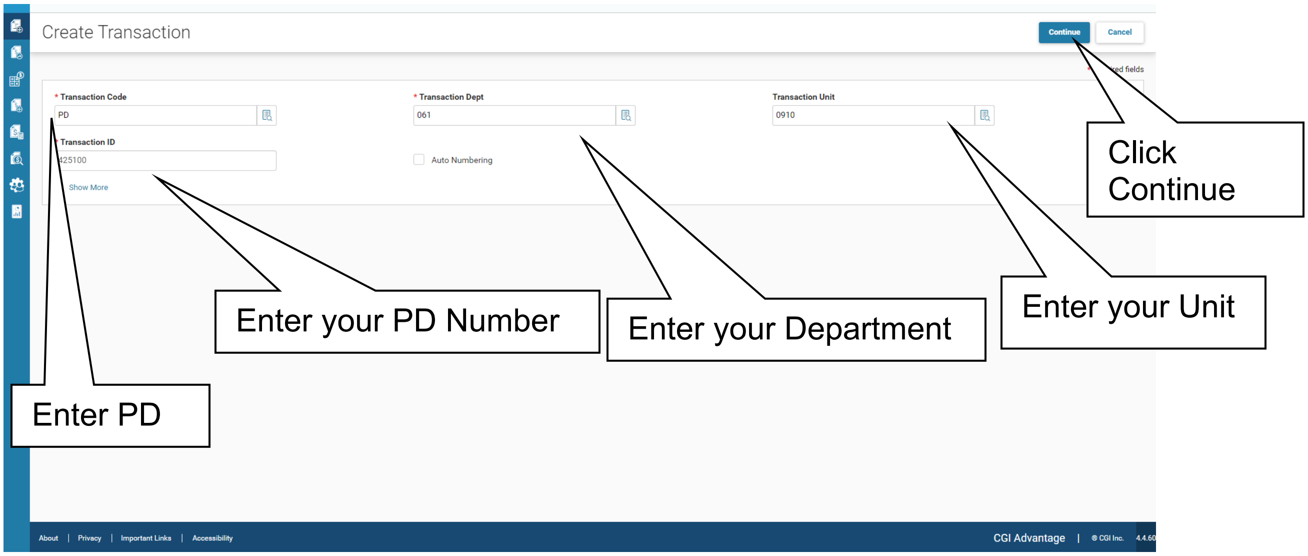
Click Create and Search Financial Transactions

2. Click **Create**.



Click on this link to create a PD

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



* Transaction Code: PD

* Transaction Dept: 061

Transaction Unit: 0910

* Transaction ID: 425100

☐ Auto Numbering

Click Continue

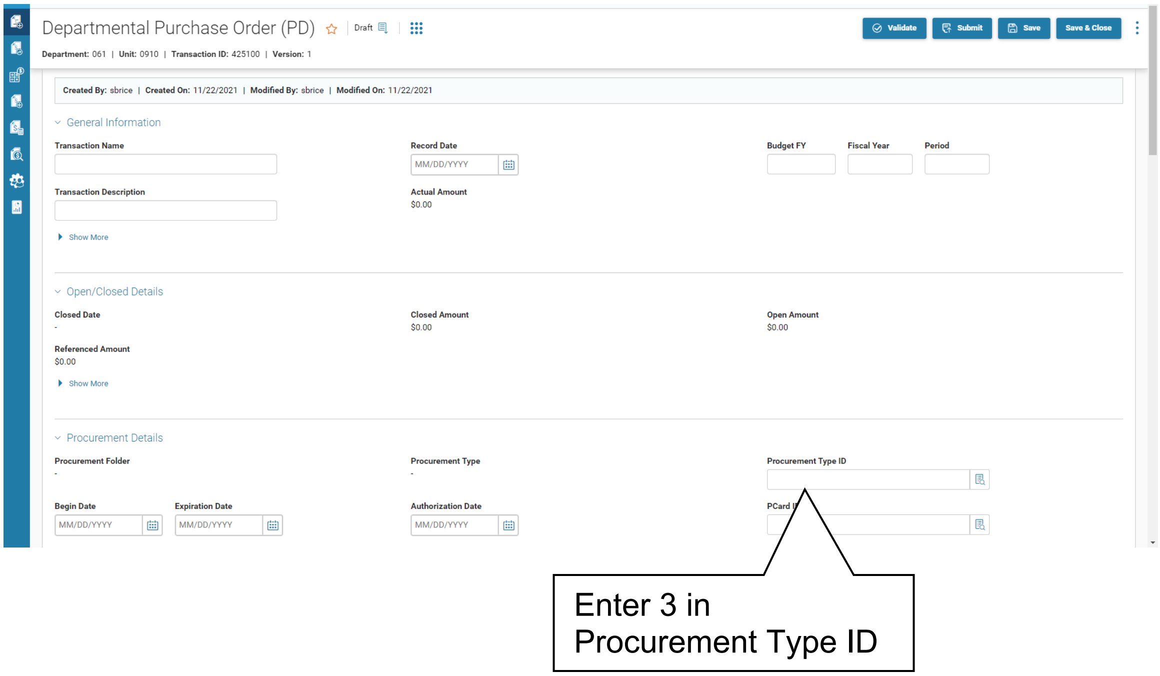
Enter your PD Number

Enter your Department

Enter your Unit

Enter PD

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



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

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

Transaction Name:

Record Date: MM/DD/YYYY

Budget FY:

Fiscal Year:

Period:

Transaction Description:

Actual Amount: $0.00

Closed Date: -

Closed Amount: $0.00

Open Amount: $0.00

Referenced Amount: $0.00

Procurement Folder: -

Procurement Type: -

Procurement Type ID:

Begin Date: MM/DD/YYYY

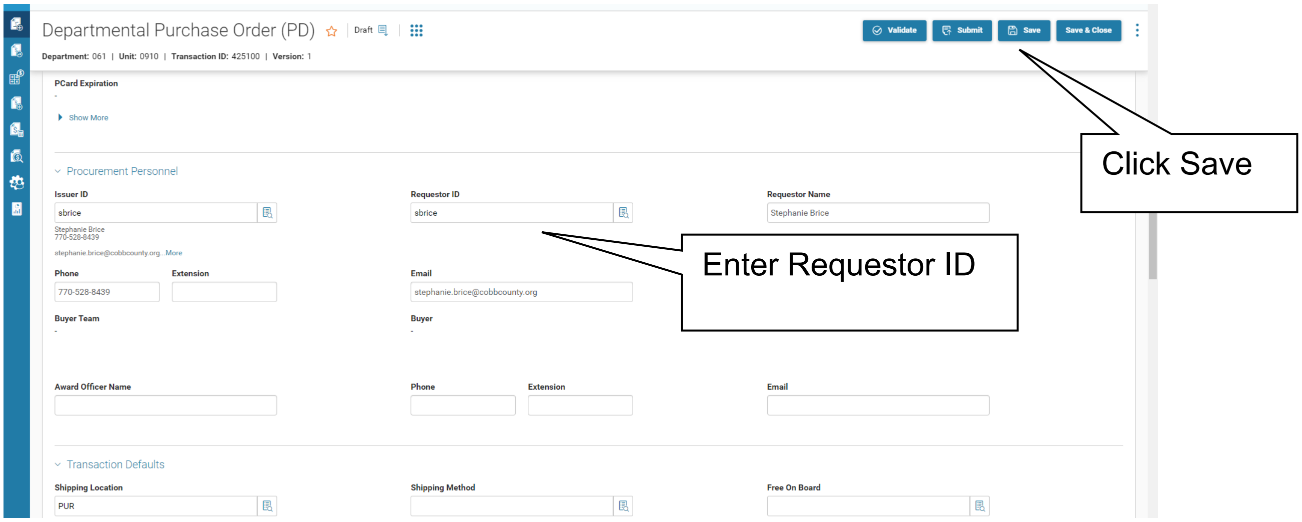
Expiration Date: MM/DD/YYYY

Authorization Date: MM/DD/YYYY

PCard I

Enter 3 in Procurement Type ID

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)

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

PCard Expiration: -

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: -

Buyer: -

Award Officer Name:

Phone:

Extension:

Email:

Transaction Defaults

Shipping Location: PUR

Shipping Method:

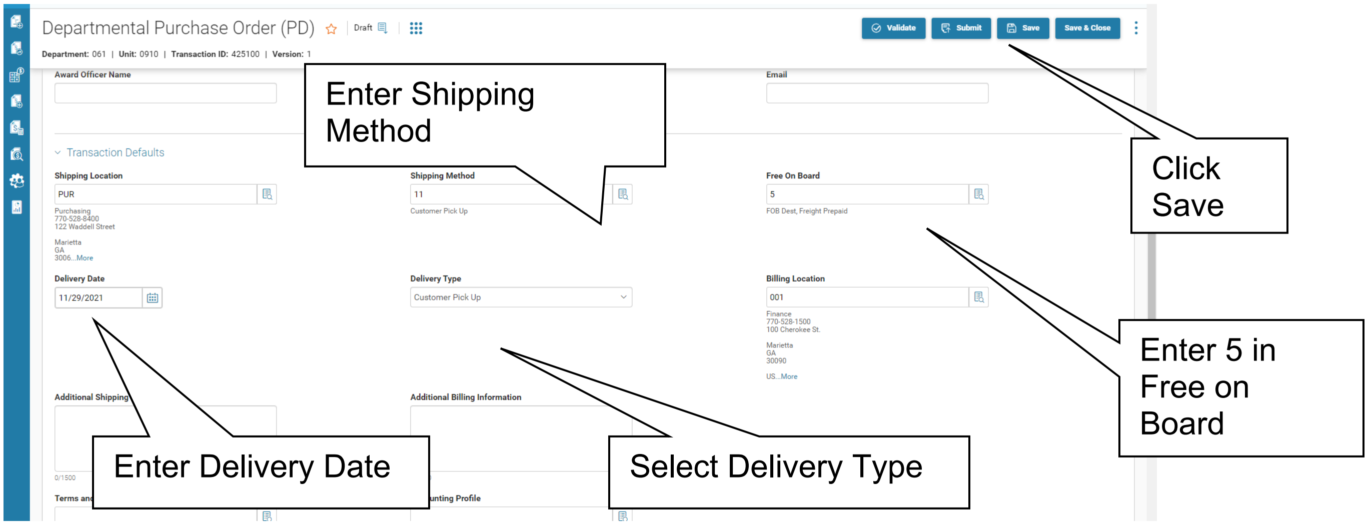
Free On Board:

Click Save

Enter Requestor ID

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)

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

Award Officer Name:

Email:

Transaction Defaults

Shipping Location: PUR
Purchasing
770-528-8400
122 Waddell Street
Marietta
GA
3006...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
Finance
770-528-1500
100 Cherokee St.
Marietta
GA
30090
US...More

Additional Shipping

0/1500

Additional Billing Information

Terms and

unting Profile

Enter Shipping Method

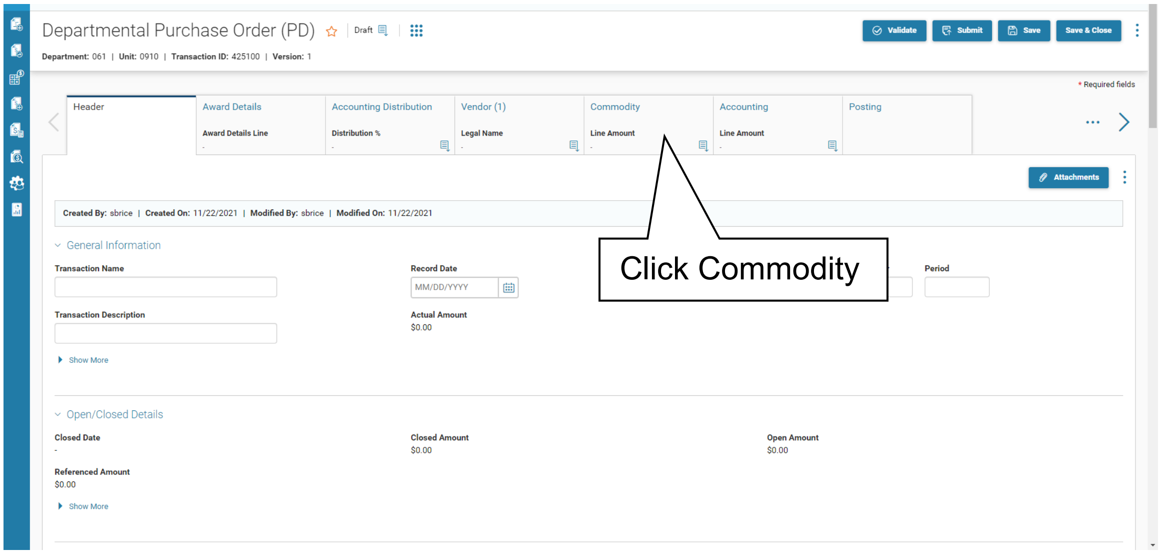
Click Save

Enter 5 in Free on Board

Enter Delivery Date

Select Delivery Type

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



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

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

Actual Amount $0.00

Closed Date -

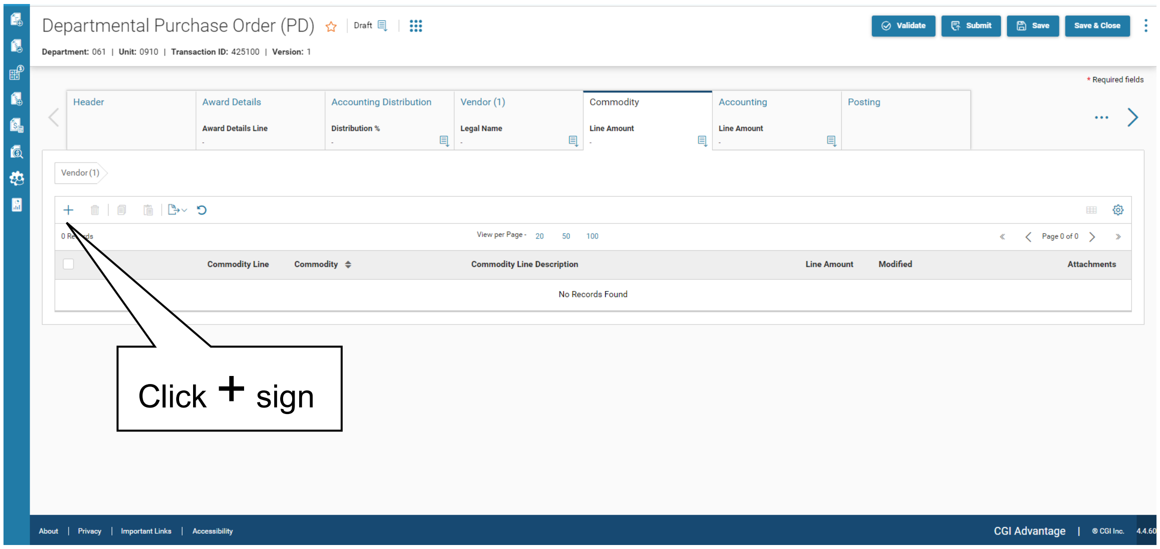
Closed Amount $0.00

Open Amount $0.00

Referenced Amount $0.00

Click Commodity

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

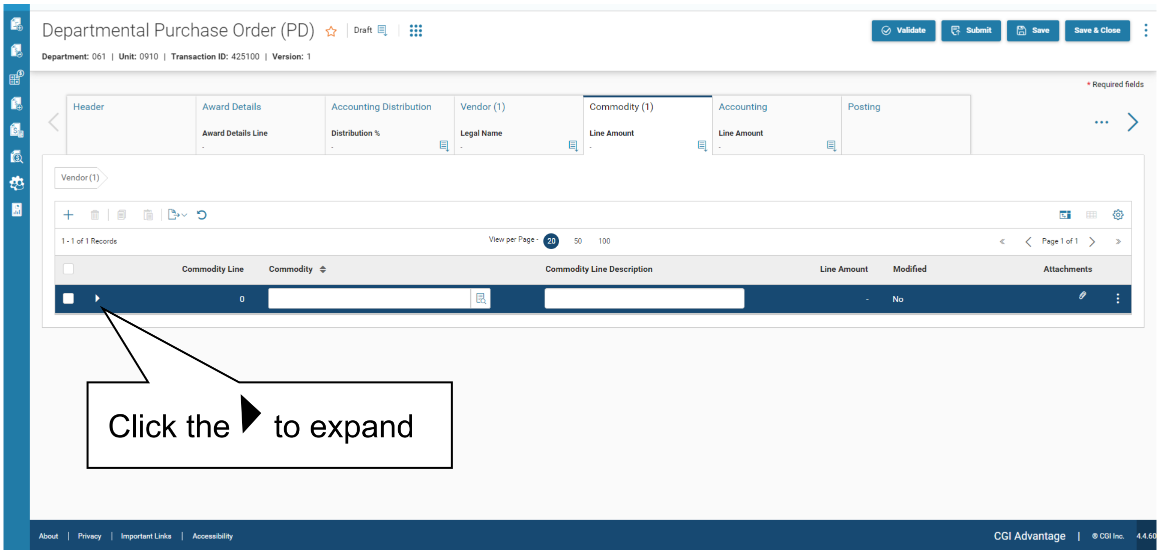


Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

0 Records

Click + sign

15. Click the ▶ to expand the section.

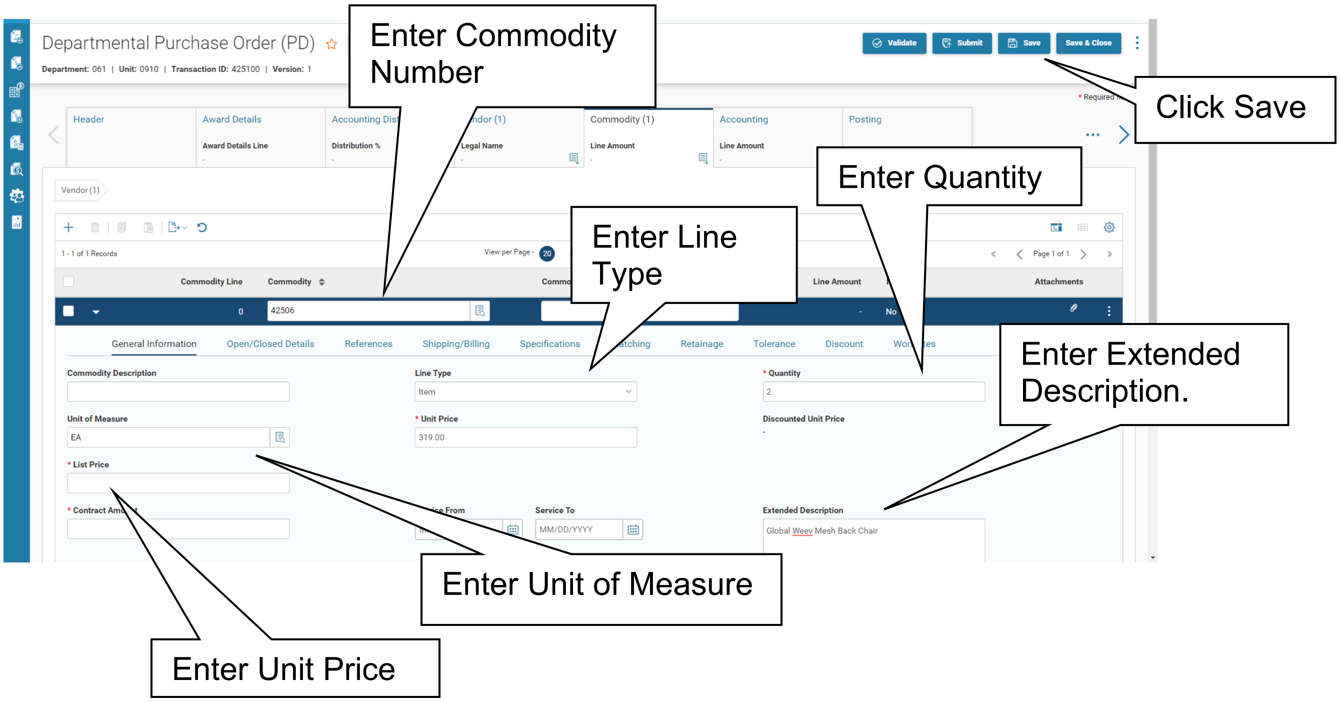


Departmental Purchase Order (PD)

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

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**.



Departmental Purchase Order (PD)

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

Commodity: 42506

Line Type: Item

Quantity: 2

Unit of Measure: EA

Unit Price: 319.00

Extended Description: Global Weev Mesh Back Chair

Enter Commodity Number

Click Save

Enter Quantity

Enter Line Type

Enter Extended Description.

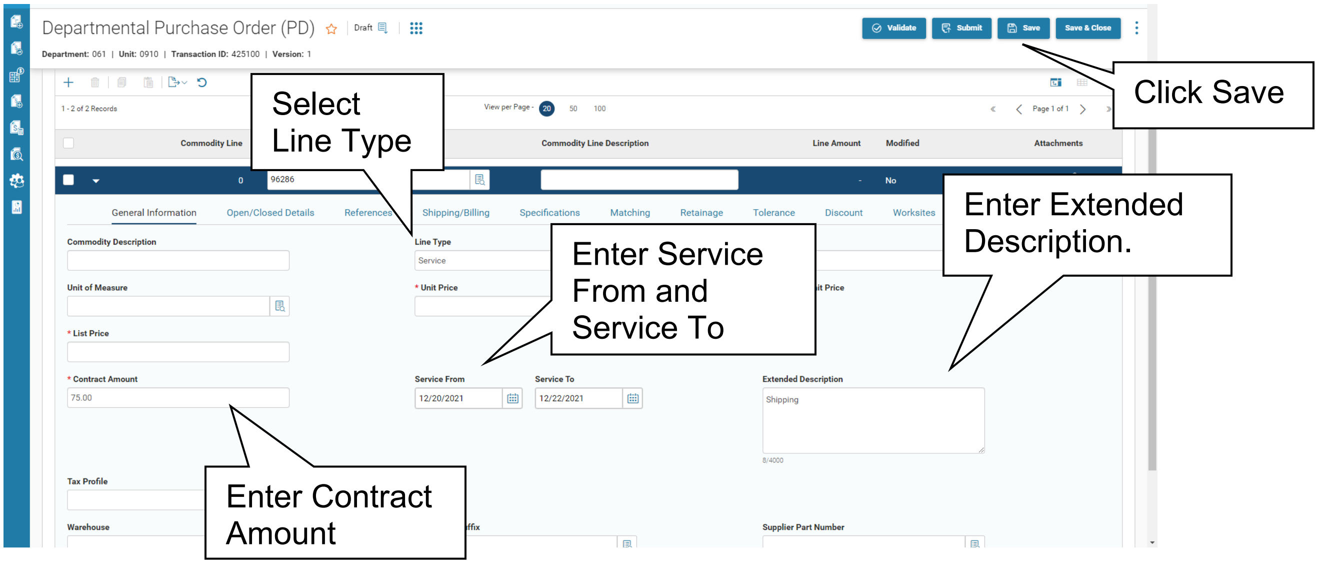
Enter Unit of Measure

Enter Unit Price

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.



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

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

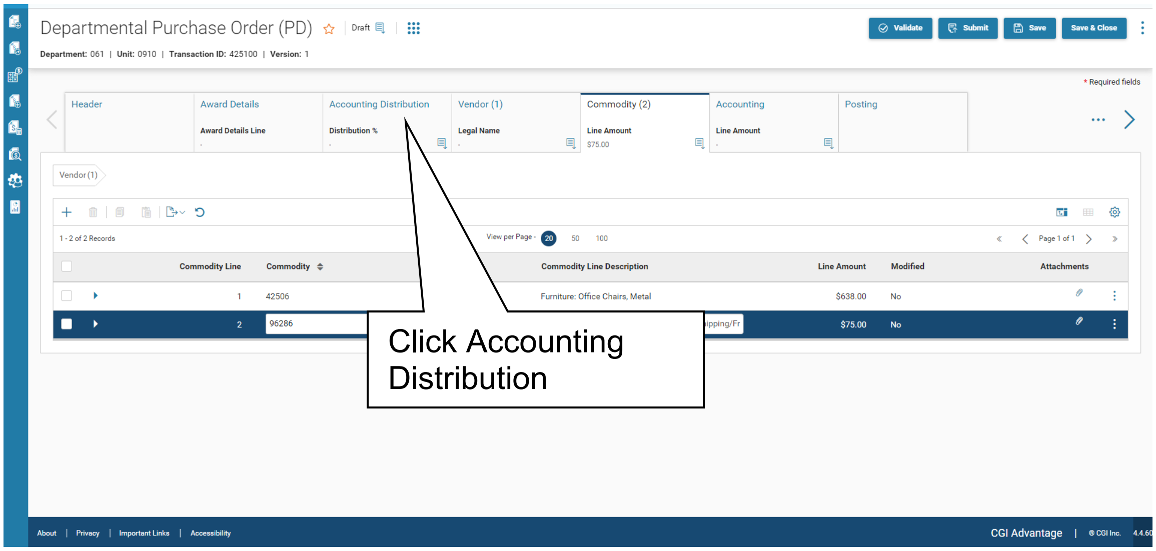
Enter Service From and Service To

Enter Extended Description.

Enter Contract Amount

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

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

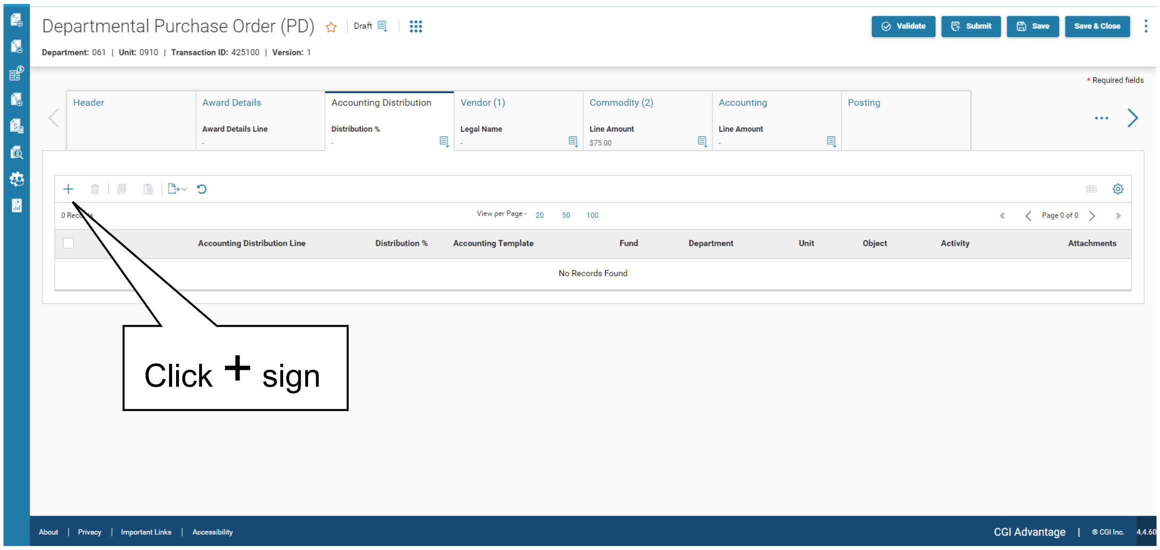


Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Commodity Line	Commodity	Commodity Line Description	Line Amount	Modified
1	42506	Furniture: Office Chairs, Metal	$638.00	No
2	96286	Shipping/Fr	$75.00	No

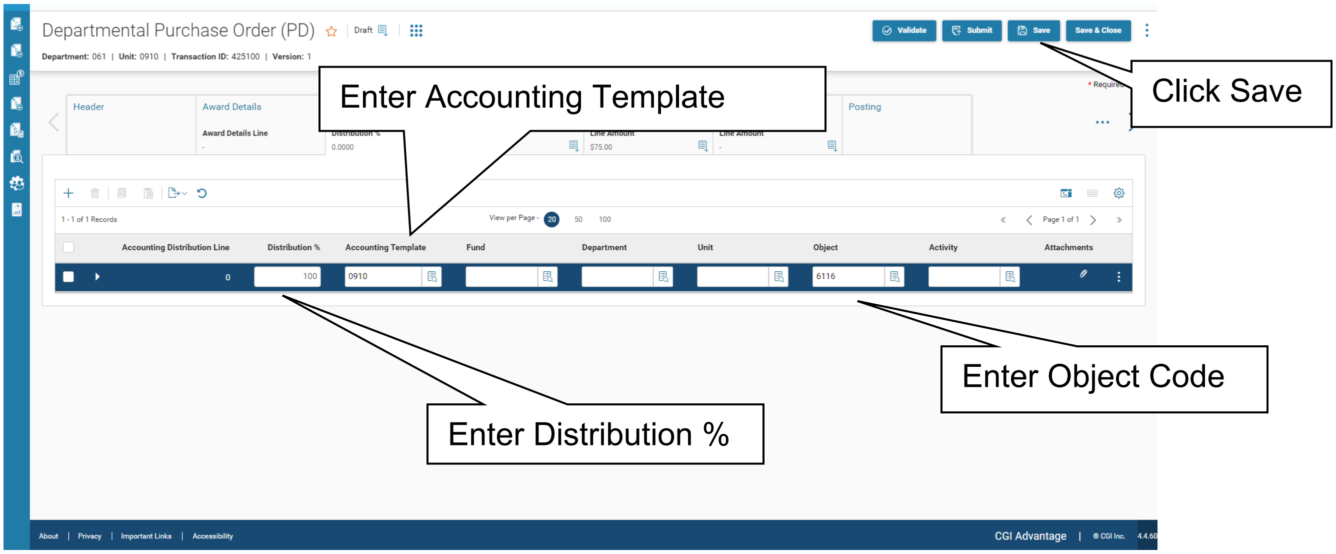
Click Accounting Distribution

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



Click + sign

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**.



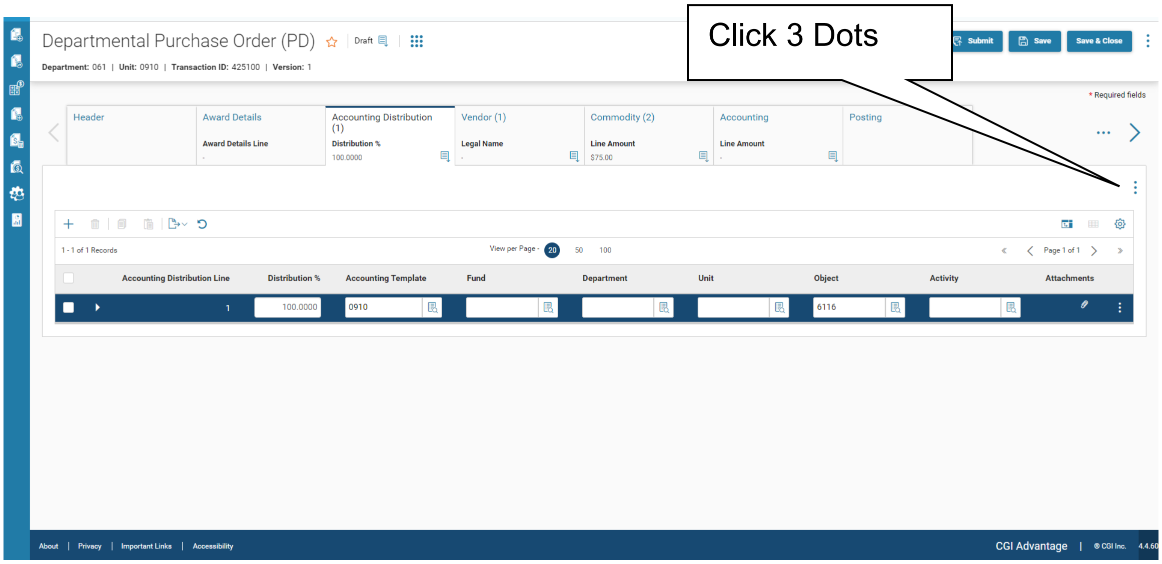
Enter Accounting Template

Click Save

Enter Object Code

Enter Distribution %

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



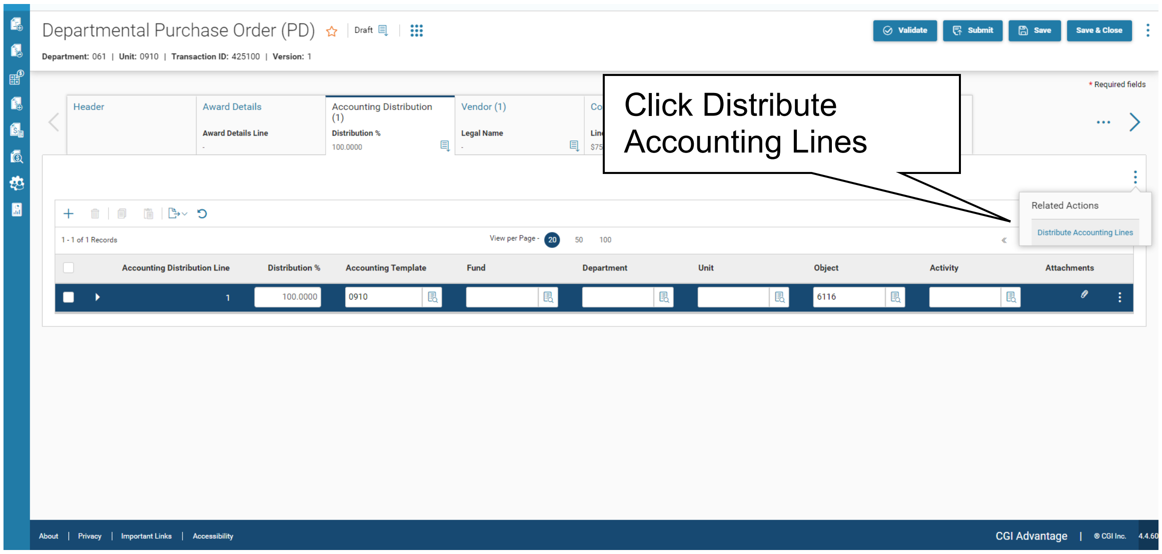
Click 3 Dots

Departmental Purchase Order (PD)

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

Accounting Distribution Line	Distribution %	Accounting Template	Fund	Department	Unit	Object	Activity	Attachments
1	100.0000	0910				6116		

31. Click **Distribute Accounting Lines**.



Click Distribute Accounting Lines

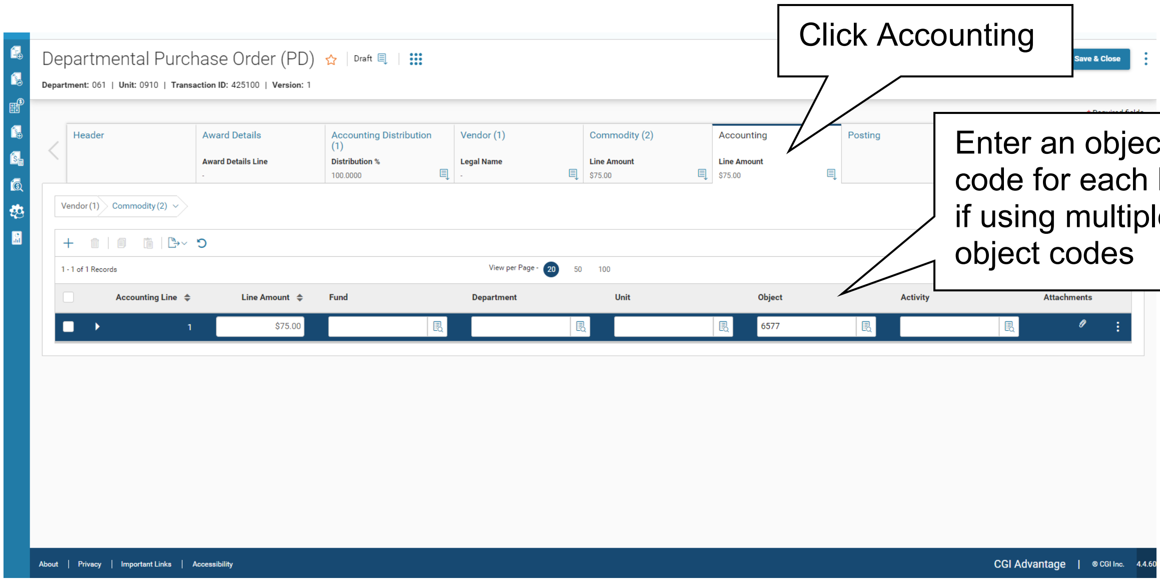
Departmental Purchase Order (PD)

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

Accounting Distribution Line	Distribution %	Accounting Template	Fund	Department	Unit	Object	Activity	Attachments
1	100.0000	0910				6116		

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)

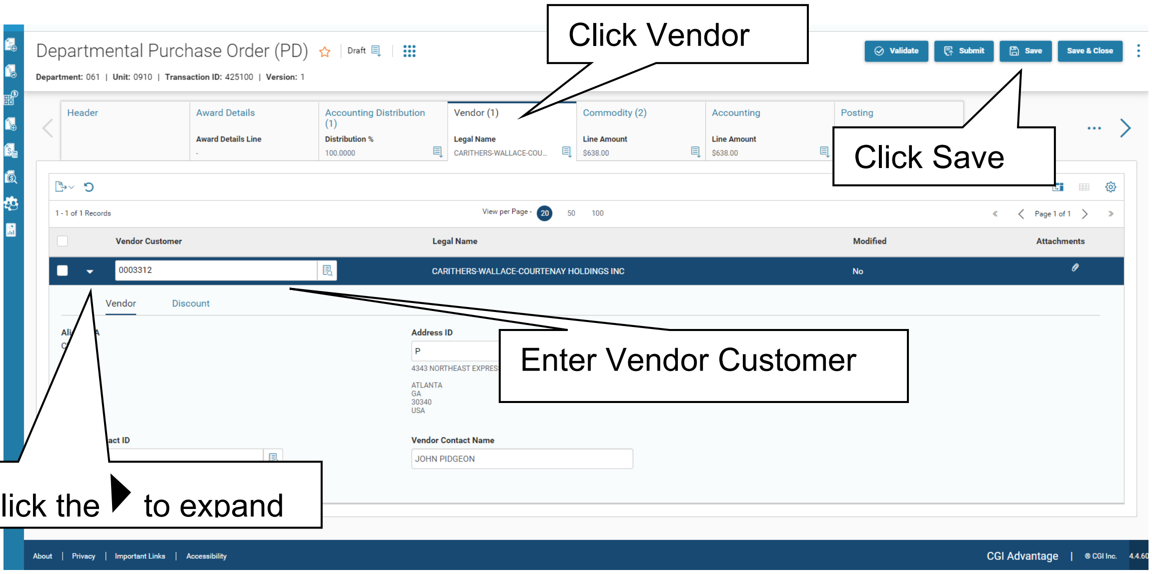
Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1

Accounting Line	Line Amount	Fund	Department	Unit	Object	Activity	Attachments
1	$75.00				6577		

Click Accounting

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

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)

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

Vendor Customer	Legal Name	Modified	Attachments
0003312	CARITHERS-WALLACE-COURTENAY HOLDINGS INC	No	

Address ID
P
4343 NORTHEAST EXPRES
ATLANTA
GA
30340
USA

Vendor Contact Name
JOHN PIDGEON

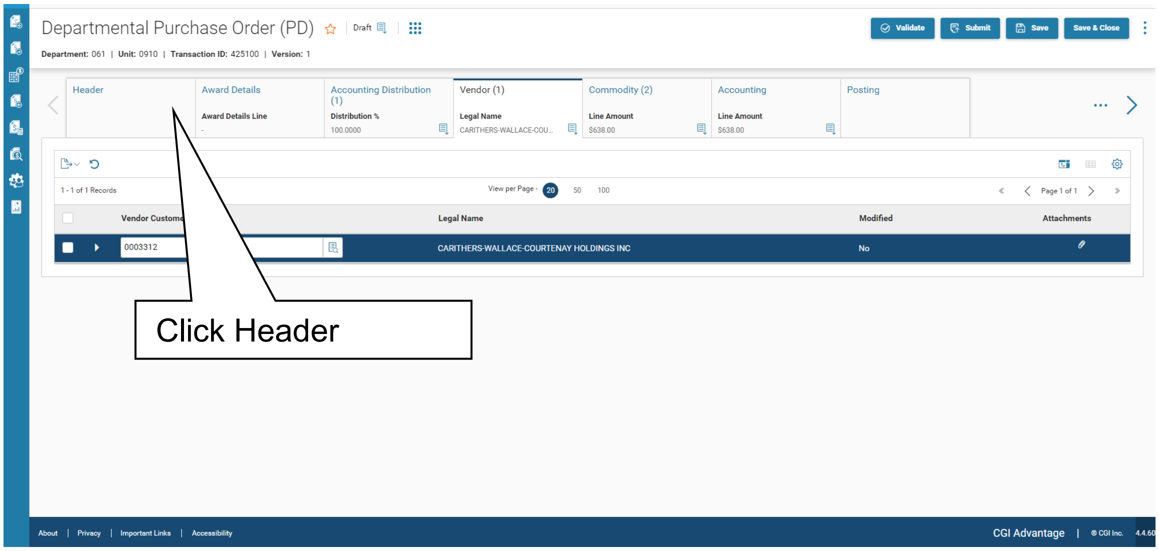
Click Vendor

Click Save

Enter Vendor Customer

Click the ▶ to expand

36. Click the **Header** tab.



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

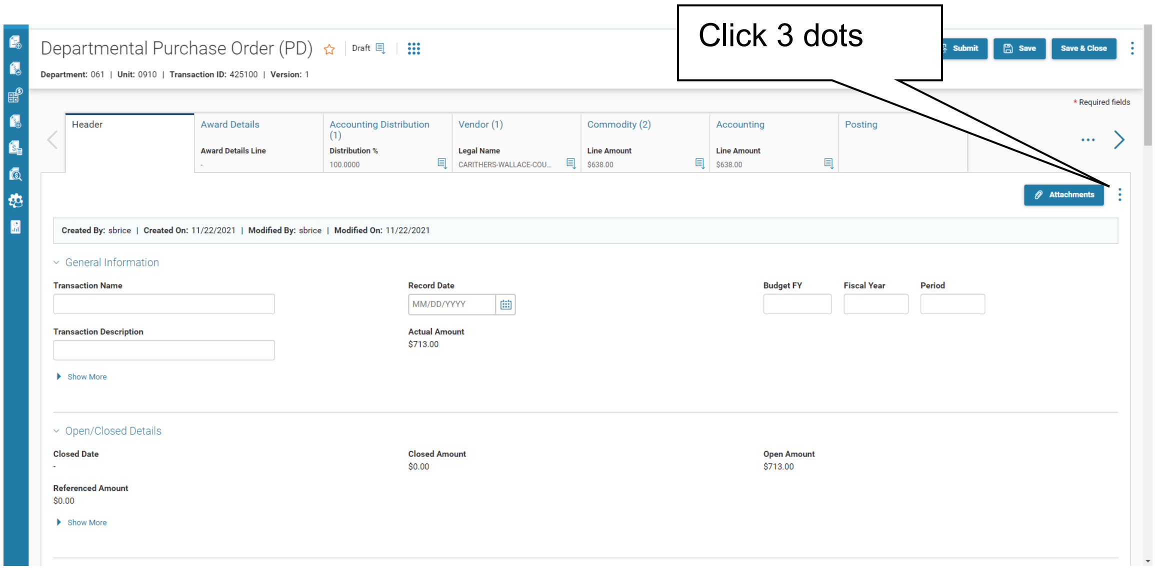
Award Details Line: -
Distribution %: 100.0000
Legal Name: CARITHERS-WALLACE-COU...
Line Amount: $638.00
Line Amount: $638.00

1 - 1 of 1 Records | View per Page: 20 50 100 | Page 1 of 1

Vendor Customer	Legal Name	Modified	Attachments
0003312	CARITHERS-WALLACE-COURTENAY HOLDINGS INC	No	

Click Header

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



Click 3 dots

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

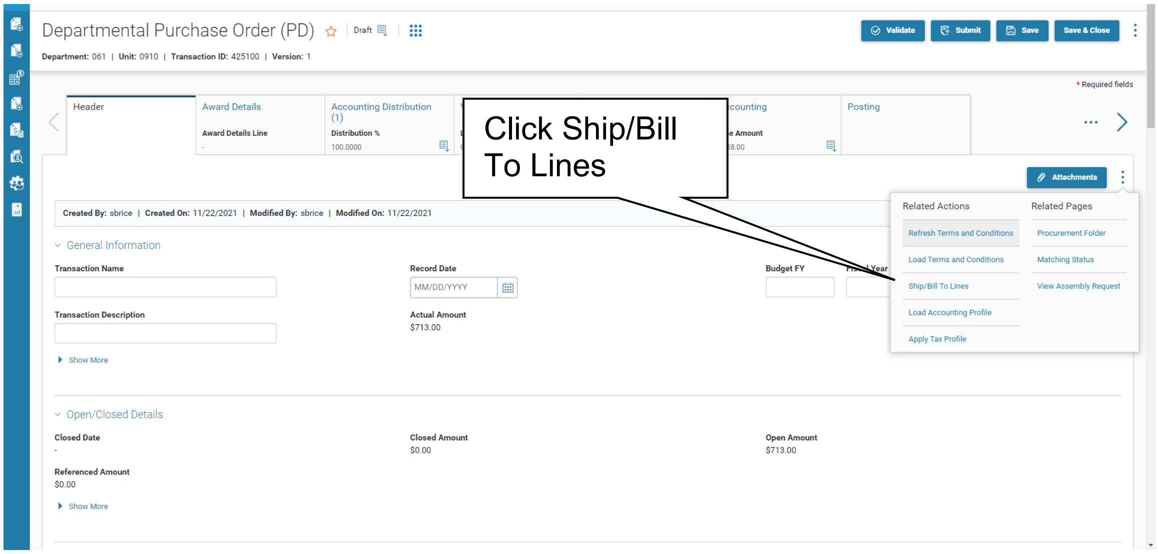
Award Details Line: -
Distribution %: 100.0000
Legal Name: CARITHERS-WALLACE-COU...
Line Amount: $638.00
Line Amount: $638.00

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

Transaction Name:
Record Date: MM/DD/YYYY
Budget FY:
Fiscal Year:
Period:
Transaction Description:
Actual Amount: $713.00

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

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



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

Award Details Line: -

Distribution %: 100.0000

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

Transaction Name

Transaction Description

Record Date: MM/DD/YYYY

Actual Amount: $713.00

Budget FY

Fiscal Year

Closed Date: -

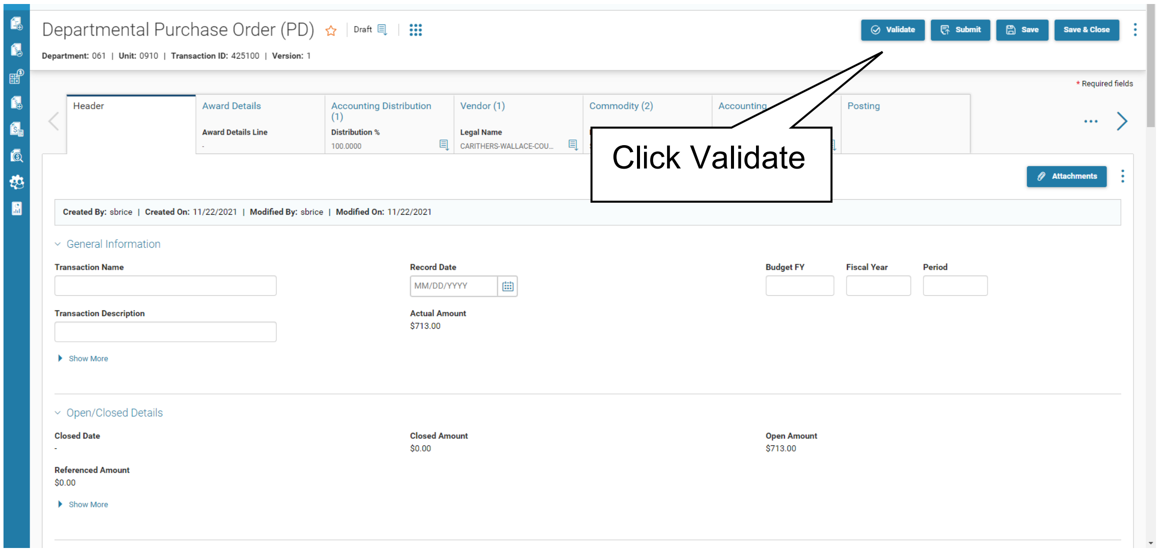
Closed Amount: $0.00

Open Amount: $713.00

Referenced Amount: $0.00

Click Ship/Bill To Lines

39. Click **Validate**.



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

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

Transaction Name

Transaction Description

Record Date: MM/DD/YYYY

Actual Amount: $713.00

Budget FY

Fiscal Year

Period

Closed Date: -

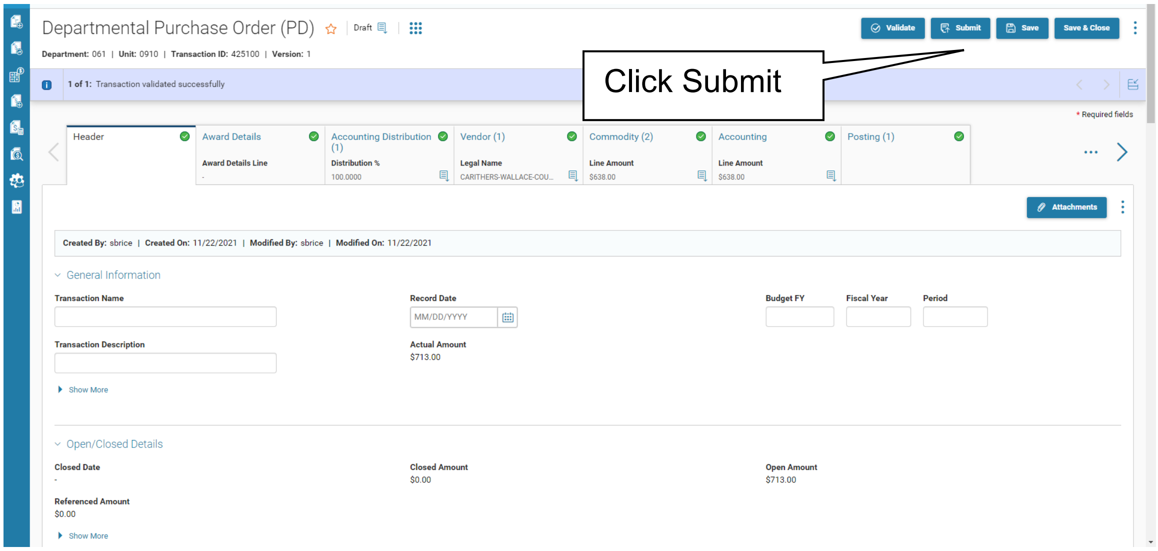
Closed Amount: $0.00

Open Amount: $713.00

Referenced Amount: $0.00

Click Validate

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



Departmental Purchase Order (PD)

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

1 of 1: Transaction validated successfully

Click Submit

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

Open/Closed Details

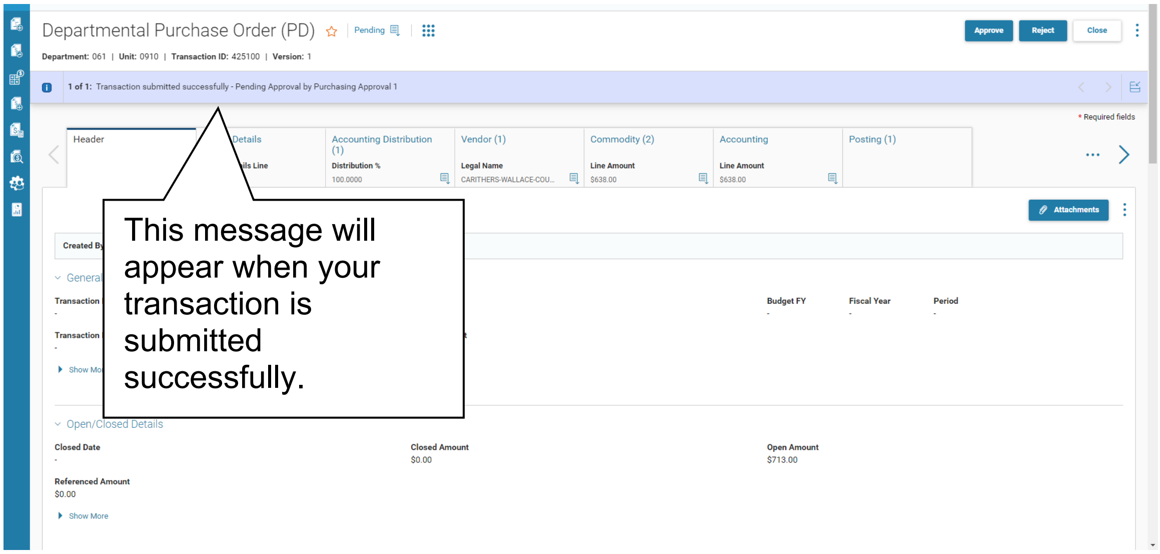
Closed Date -

Closed Amount $0.00

Open Amount $713.00

Referenced Amount $0.00

This message will appear when your transaction is submitted successfully.



Departmental Purchase Order (PD)

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

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

This message will appear when your transaction is submitted successfully.

Budget FY -

Fiscal Year -

Period -

Open/Closed Details

Closed Date -

Closed Amount $0.00

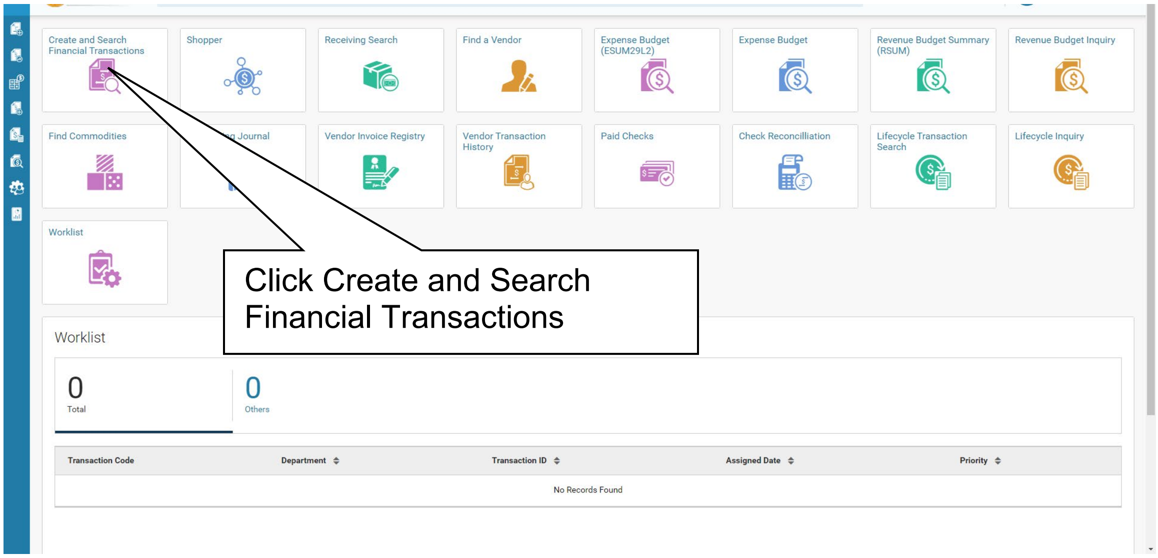
Open Amount $713.00

Referenced Amount $0.00

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.

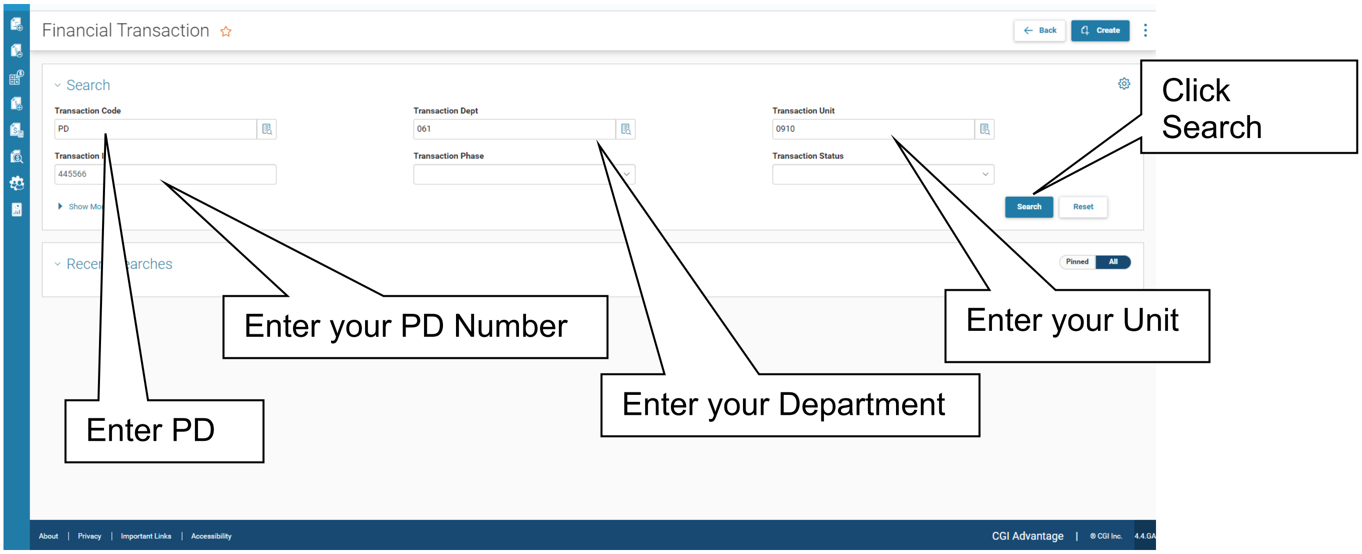
1. Click **Create and Search Financial Transactions.**



Transaction Code	Department	Transaction ID	Assigned Date	Priority
No Records Found				

Click Create and Search Financial Transactions

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



Transaction Code: PD

Transaction Dept: 061

Transaction Unit: 0910

Transaction ID: 445566

Transaction Phase:

Transaction Status:

Click Search

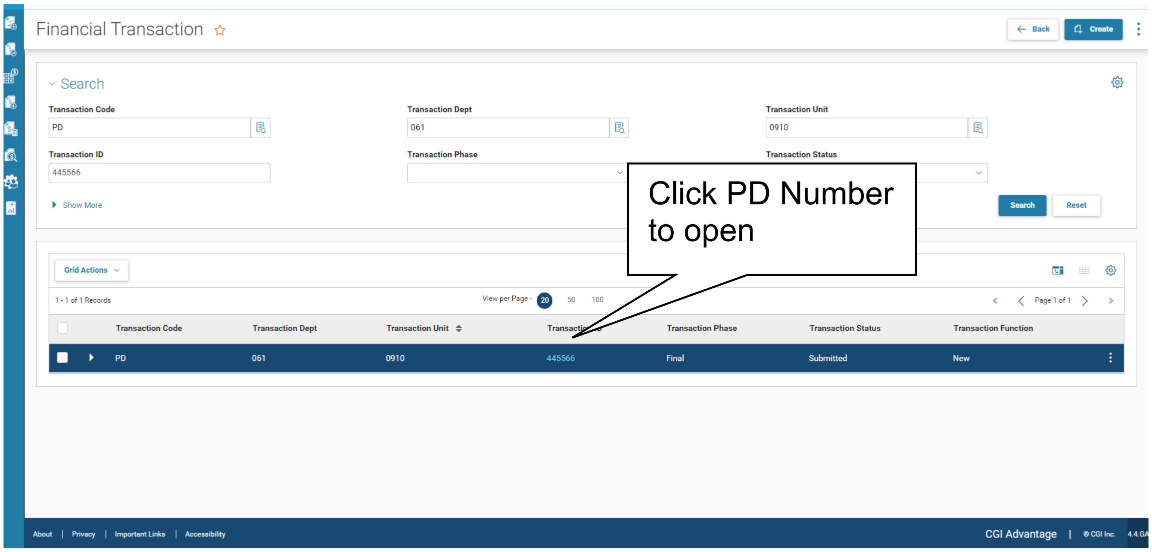
Enter your PD Number

Enter your Unit

Enter your Department

Enter PD

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

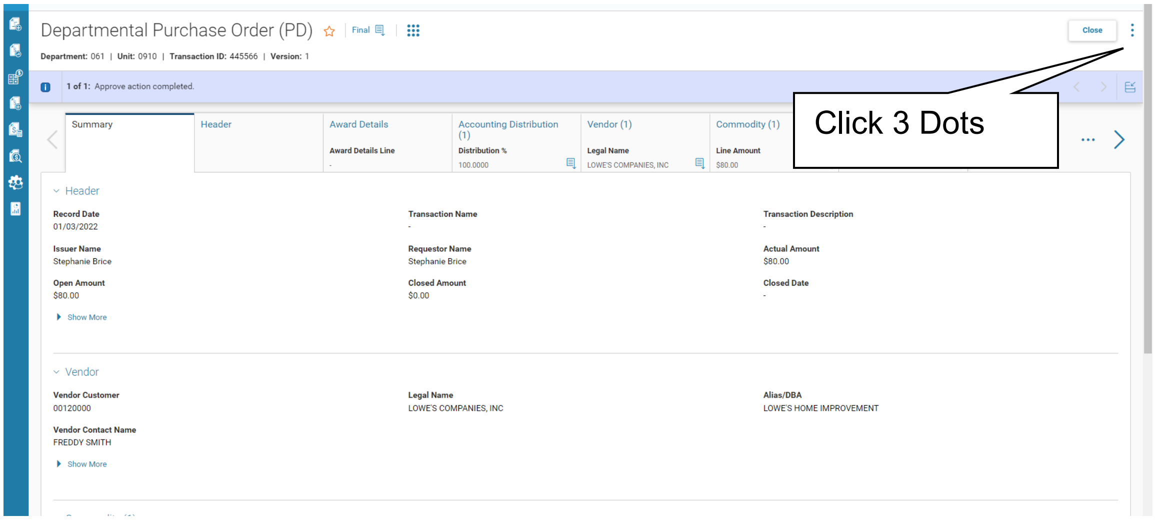


Transaction Code: PD
Transaction Dept: 061
Transaction Unit: 0910
Transaction ID: 445566
Transaction Phase:
Transaction Status:

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

Click PD Number to open

4. Click **3 Dots (Related Actions)**.



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

1 of 1: Approve action completed.

Award Details Line: -
Distribution %: 100.0000
Legal Name: LOWE'S COMPANIES, INC
Line Amount: $80.00

Header

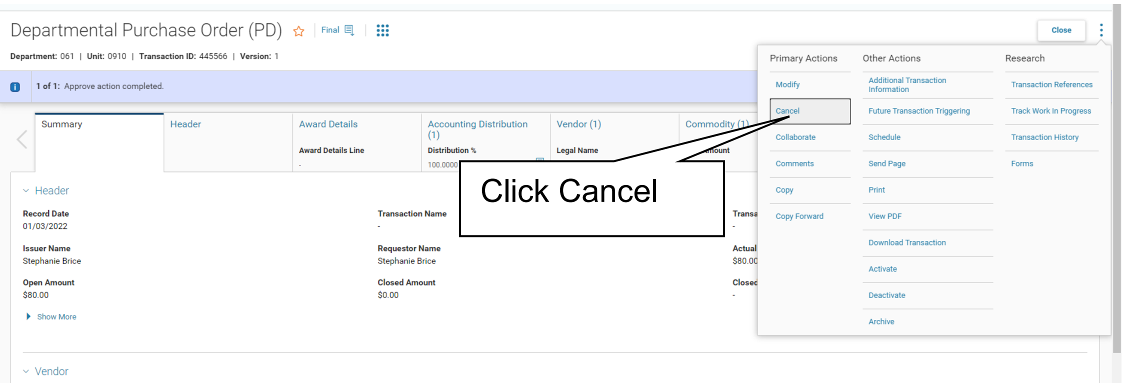
Record Date: 01/03/2022
Transaction Name: -
Transaction Description: -
Issuer Name: Stephanie Brice
Requestor Name: Stephanie Brice
Actual Amount: $80.00
Open Amount: $80.00
Closed Amount: $0.00
Closed Date: -

Vendor

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

Click 3 Dots

5. Click **Cancel.**



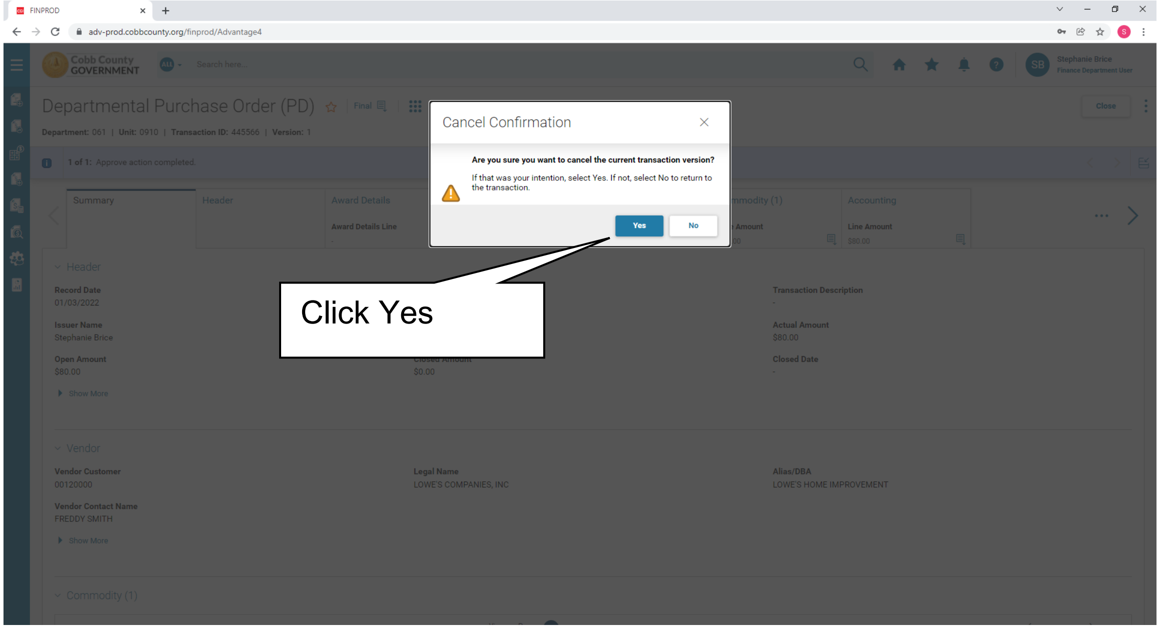
Department: 061 | Unit: 0910 | Transaction ID: 445566 | Version: 1

1 of 1: Approve action completed.

Record Date: 01/03/2022
Transaction Name: -
Issuer Name: Stephanie Brice
Requestor Name: Stephanie Brice
Open Amount: $80.00
Closed Amount: $0.00

Click Cancel

6. Click **Yes**.



Departmental Purchase Order (PD)

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

1 of 1: Approve action completed.

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

Record Date
01/03/2022

Issuer Name
Stephanie Brice

Open Amount
$80.00

Closed Amount
$0.00

Transaction Description
-

Actual Amount
$80.00

Closed Date
-

Vendor Customer
00120000

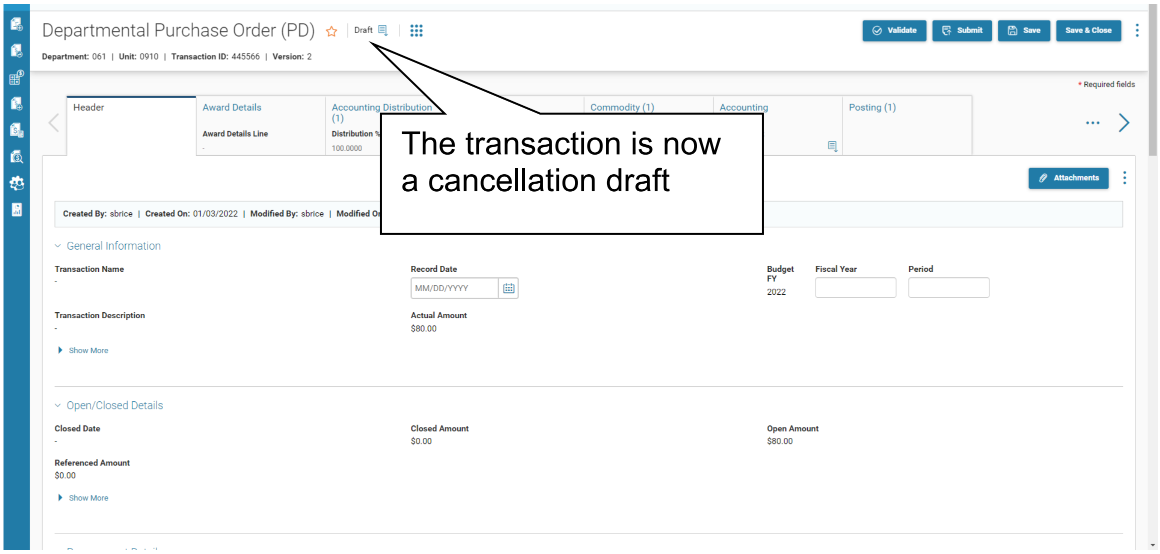
Legal Name
LOWE'S COMPANIES, INC

Alias/DBA
LOWE'S HOME IMPROVEMENT

Vendor Contact Name
FREDDY SMITH

Click Yes

A cancellation draft will appear.



Departmental Purchase Order (PD) Draft

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

* Required fields

Award Details Line
-

Distribution %
100.0000

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

Transaction Name
-

Record Date
MM/DD/YYYY

Budget FY
2022

Fiscal Year

Period

Transaction Description
-

Actual Amount
$80.00

Closed Date
-

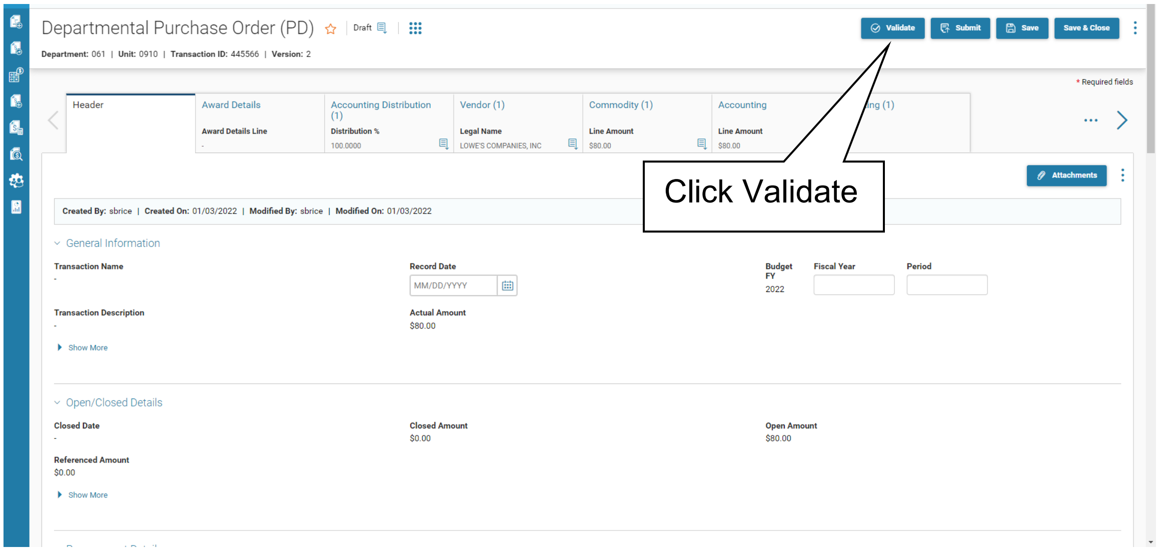
Closed Amount
$0.00

Open Amount
$80.00

Referenced Amount
$0.00

The transaction is now a cancellation draft

7. Click **Validate**.



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

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

Transaction Name: -

Record Date: MM/DD/YYYY

Budget FY: 2022

Fiscal Year

Period

Transaction Description: -

Actual Amount: $80.00

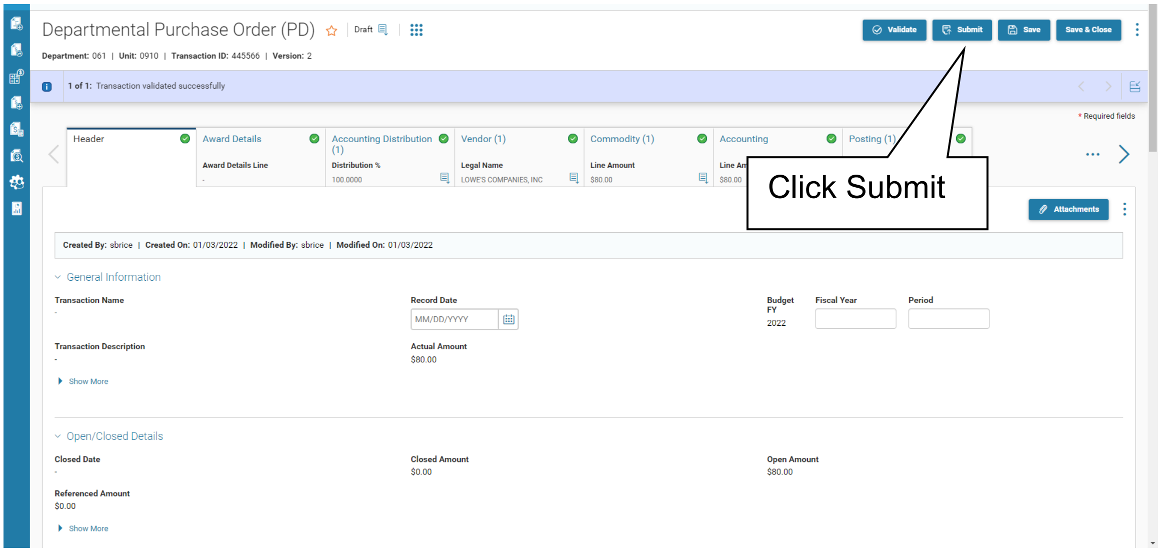
Closed Date: -

Closed Amount: $0.00

Open Amount: $80.00

Referenced Amount: $0.00

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



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

1 of 1: Transaction validated successfully

Award Details Line: -

Distribution %: 100.0000

Legal Name: LOWE'S COMPANIES, INC

Line Amount: $80.00

Line Am $80.00

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

Transaction Name: -

Record Date: MM/DD/YYYY

Budget FY: 2022

Fiscal Year

Period

Transaction Description: -

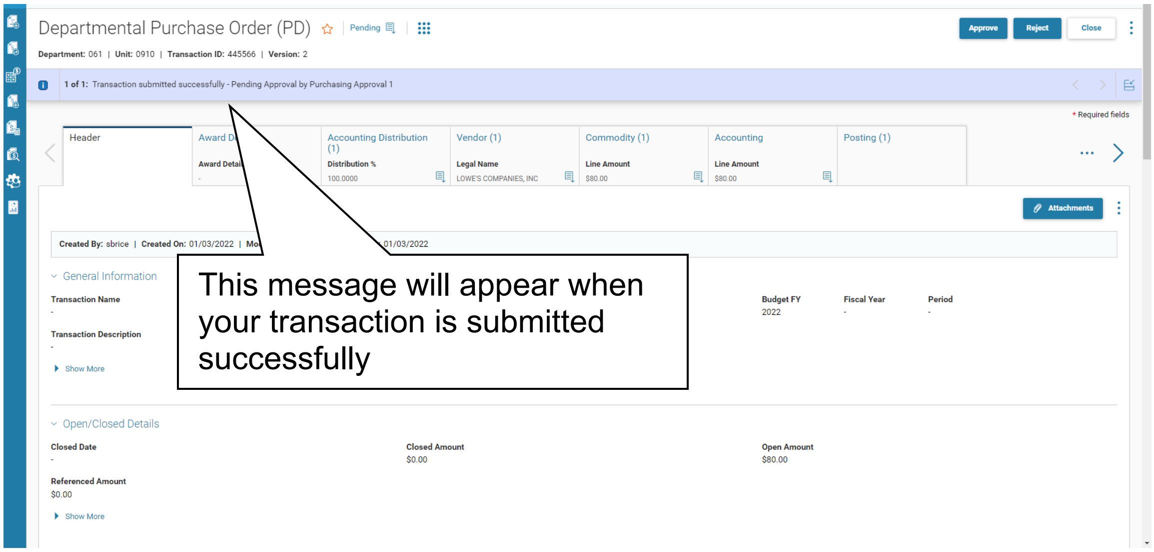
Actual Amount: $80.00

Closed Date: -

Closed Amount: $0.00

Open Amount: $80.00

Referenced Amount: $0.00



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

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

Award Detai
-

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 | Mo 01/03/2022

Transaction Name
-

Transaction Description
-

Budget FY
2022

Fiscal Year
-

Period
-

Closed Date
-

Closed Amount
$0.00

Open Amount
$80.00

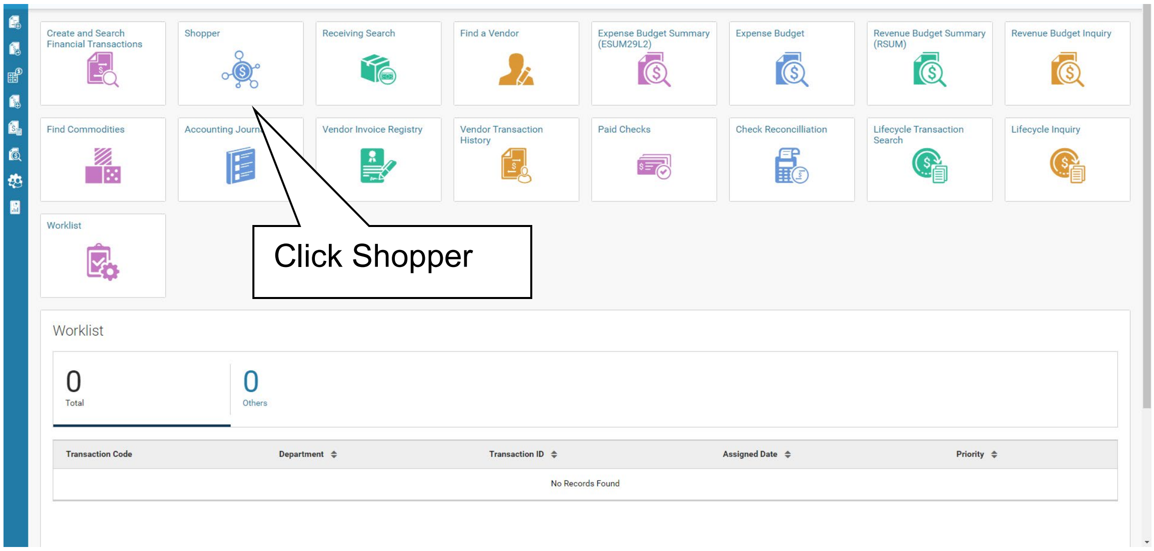
Referenced Amount
$0.00

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.

Delivery Order (DO)

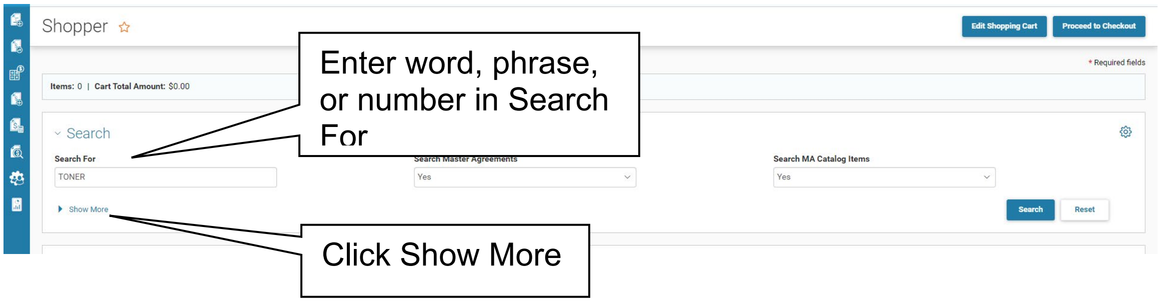
1. Click **Shopper**.



Transaction Code	Department	Transaction ID	Assigned Date	Priority
No Records Found				

Click Shopper

2. A search can be performed multiple ways.
   - Enter a word or phrase in **Search For**. This field will search for words, phrases, or numbers in the following locations: Commodity, Commodity Line Description, Vendor Name, and the Master Agreement Number. **No wildcards are needed but you must type any and all words as they appear on the vendor table.**
   - Click **Show More** to search using the following ways (together or separately):
     - Enter the Vendor Customer ID in **Vendor** or use the pick list.
     - Enter the Commodity Code in **Commodity** or use the pick list.
3. Click **Search**.



Items: 0 | Cart Total Amount: $0.00

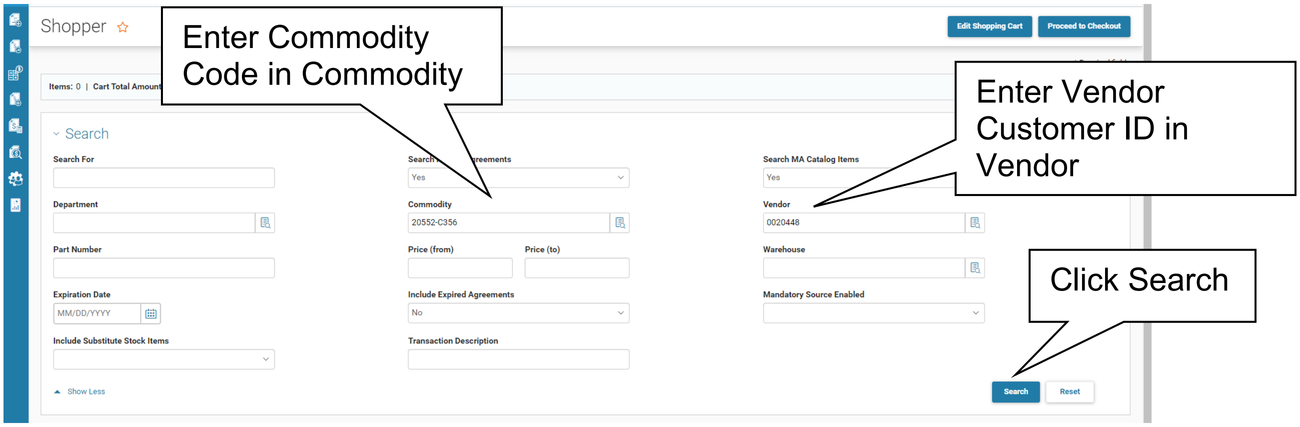
Search For: TONER

Search Master Agreements: Yes

Search MA Catalog Items: Yes

Enter word, phrase, or number in Search For

Click Show More



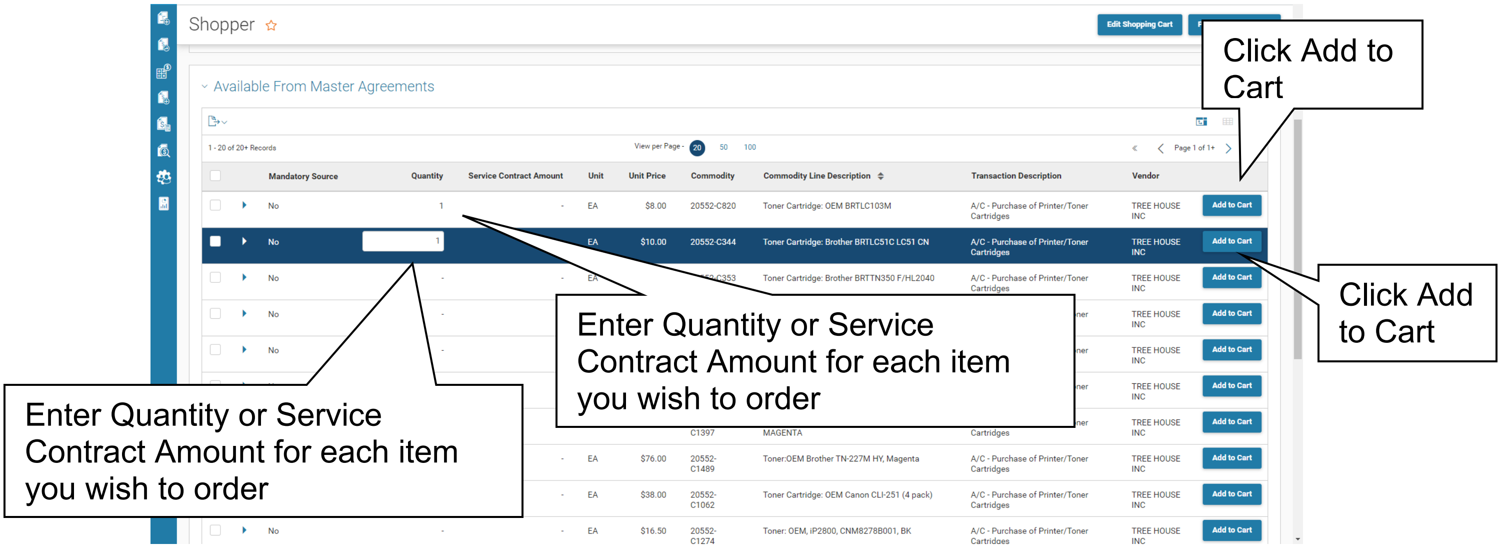
Enter Commodity Code in Commodity

Enter Vendor Customer ID in Vendor

Click Search

Search For:
Search greements: Yes
Search MA Catalog Items: Yes
Department:
Commodity: 20552-C356
Vendor: 0020448
Part Number:
Price (from):
Price (to):
Warehouse:
Expiration Date: MM/DD/YYYY
Include Expired Agreements: No
Mandatory Source Enabled:
Include Substitute Stock Items:
Transaction Description:

4. Select the item(s) you wish to order by highlighting the individual line and entering a **Quantity** or **Service Contract Amount** (whichever is required) next to the desired line. Click **Add to Cart** after entering the quantity or service contract amount for each line.



Click Add to Cart

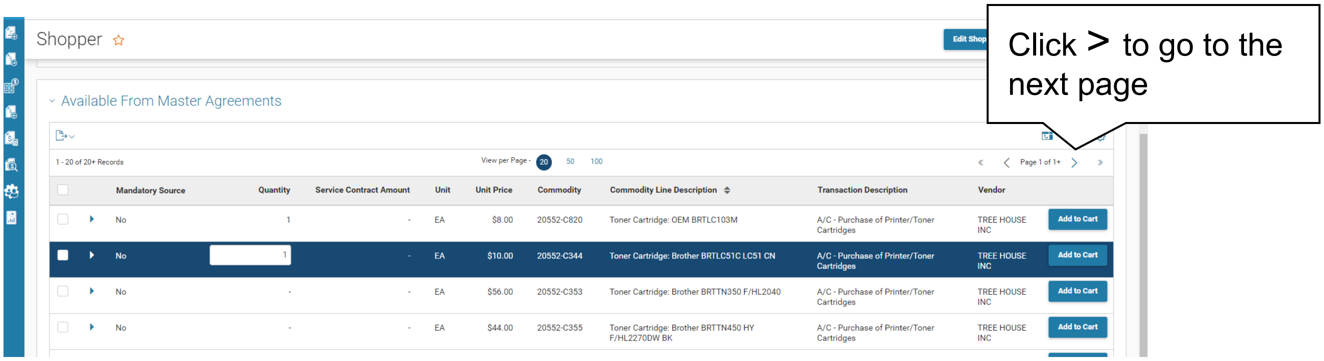
Click Add to Cart

Enter Quantity or Service Contract Amount for each item you wish to order

Enter Quantity or Service Contract Amount for each item you wish to order

☐		Mandatory Source	Quantity	Service Contract Amount	Unit	Unit Price	Commodity	Commodity Line Description	Transaction Description	Vendor	
☐	▸	No	1	-	EA	$8.00	20552-C820	Toner Cartridge: OEM BRTLC103M	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☑	▸	No	1	[illegible]	EA	$10.00	20552-C344	Toner Cartridge: Brother BRTLC51C LC51 CN	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	[illegible]	EA	[illegible]	[illegible]	Toner Cartridge: Brother BRTTN350 F/HL2040	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	TREE HOUSE INC	Add to Cart
☐	▸	No	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	TREE HOUSE INC	Add to Cart
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	TREE HOUSE INC	Add to Cart
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	C1397	MAGENTA	Cartridges	TREE HOUSE INC	Add to Cart
[illegible]	[illegible]	[illegible]	[illegible]	-	EA	$76.00	20552-C1489	Toner:OEM Brother TN-227M HY, Magenta	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
[illegible]	[illegible]	[illegible]	[illegible]	-	EA	$38.00	20552-C1062	Toner Cartridge: OEM Canon CLI-251 (4 pack)	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	-	EA	$16.50	20552-C1274	Toner: OEM, iP2800, CNM8278B001, BK	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart

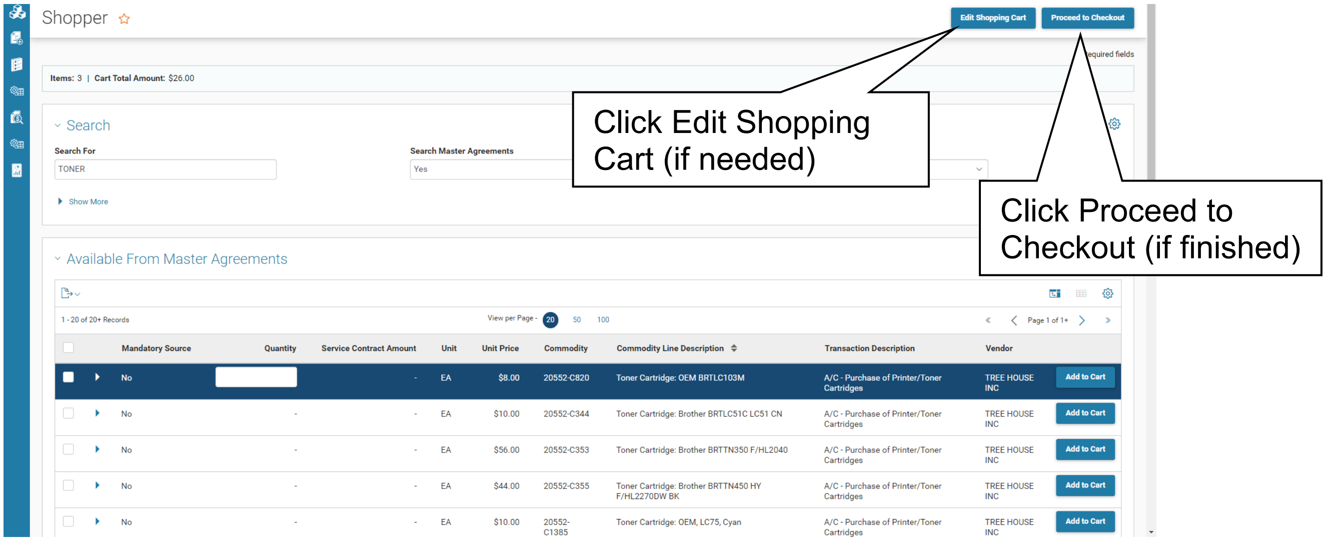
5. If ordering more items, from additional pages, click on the arrow and repeat Step 4. Make sure you click **Add to Cart** after entering the quantity or service contract amount for each line.



Click > to go to the next page

☐		Mandatory Source	Quantity	Service Contract Amount	Unit	Unit Price	Commodity	Commodity Line Description	Transaction Description	Vendor	
☐	▸	No	1	-	EA	$8.00	20552-C820	Toner Cartridge: OEM BRTLC103M	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☑	▸	No	1	-	EA	$10.00	20552-C344	Toner Cartridge: Brother BRTLC51C LC51 CN	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	-	EA	$56.00	20552-C353	Toner Cartridge: Brother BRTTN350 F/HL2040	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	-	EA	$44.00	20552-C355	Toner Cartridge: Brother BRTTN450 HY F/HL2270DW BK	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart

6. If you want to review your Shopping Cart before checking out, click on **Edit Shopping Cart** (otherwise click **Proceed to Checkout**). It is not necessary or required to use **Edit Shopping Cart** before checking out to create a DO.



Click Edit Shopping Cart (if needed)

Click Proceed to Checkout (if finished)

Items: 3 | **Cart Total Amount:** $26.00

Search For
TONER

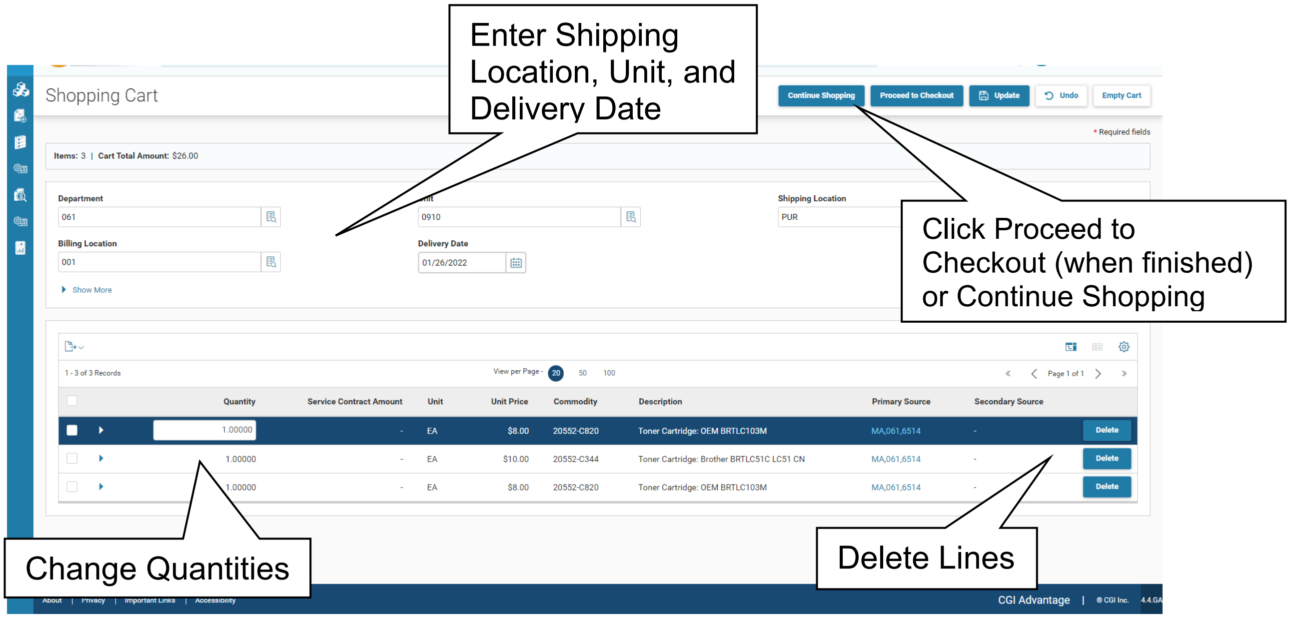
Search Master Agreements
Yes

1 - 20 of 20+ Records   View per Page - 20 50 100   Page 1 of 1+

		Mandatory Source	Quantity	Service Contract Amount	Unit	Unit Price	Commodity	Commodity Line Description	Transaction Description	Vendor	
☐	▸	No		-	EA	$8.00	20552-C820	Toner Cartridge: OEM BRTLC103M	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	-	EA	$10.00	20552-C344	Toner Cartridge: Brother BRTLC51C LC51 CN	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	-	EA	$56.00	20552-C353	Toner Cartridge: Brother BRTTN350 F/HL2040	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	-	EA	$44.00	20552-C355	Toner Cartridge: Brother BRTTN450 HY F/HL2270DW BK	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart
☐	▸	No	-	-	EA	$10.00	20552-C1385	Toner Cartridge: OEM, LC75, Cyan	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	Add to Cart

7. On the **Edit Shopping Cart** page, you have the option to change quantities and delete lines. You can also add more lines by clicking **Continue Shopping** (which will return you to the Shopper search page where you will have to enter your search parameters again – See Step 3).

   Once you have completed your order, enter your **Shipping Location, Unit (Accounting Template),** and **Delivery Date** then click **Proceed to Checkout**.



Enter Shipping Location, Unit, and Delivery Date

Click Proceed to Checkout (when finished) or Continue Shopping

Change Quantities

Delete Lines

Items: 3 | **Cart Total Amount:** $26.00

Department
061

nit
0910

Shipping Location
PUR

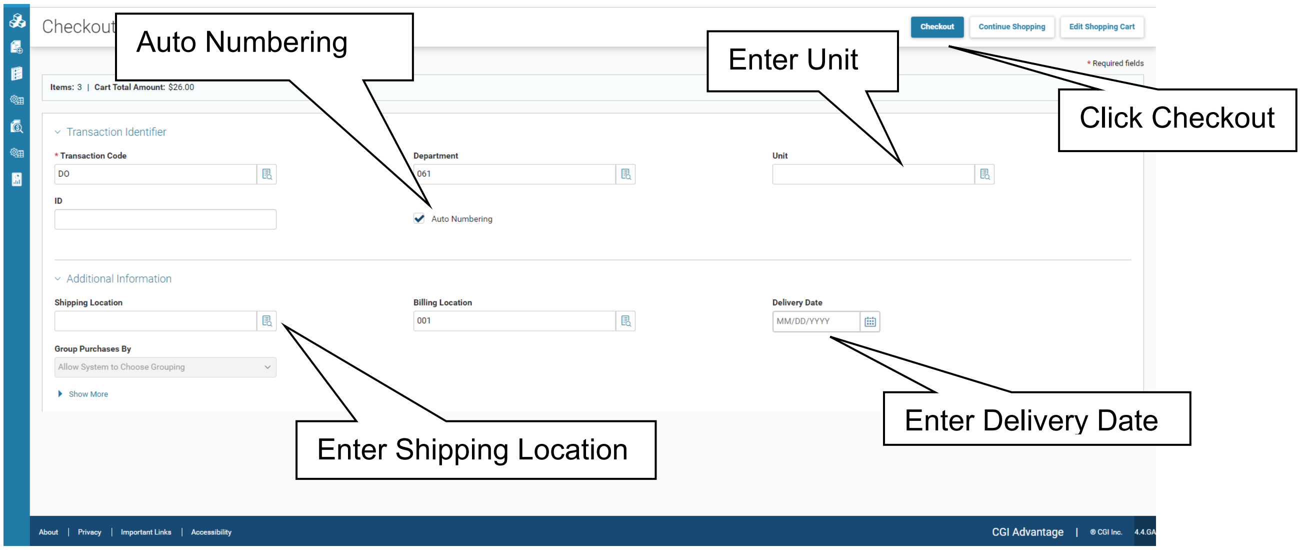
Billing Location
001

Delivery Date
01/26/2022

1 - 3 of 3 Records   View per Page - 20 50 100   Page 1 of 1

		Quantity	Service Contract Amount	Unit	Unit Price	Commodity	Description	Primary Source	Secondary Source	
☐	▸	1.00000	-	EA	$8.00	20552-C820	Toner Cartridge: OEM BRTLC103M	MA,061,6514	-	Delete
☐	▸	1.00000	-	EA	$10.00	20552-C344	Toner Cartridge: Brother BRTLC51C LC51 CN	MA,061,6514	-	Delete
☐	▸	1.00000	-	EA	$8.00	20552-C820	Toner Cartridge: OEM BRTLC103M	MA,061,6514	-	Delete

8. Enter **Unit (Accounting Template), Shipping Location** and **Delivery Date** (or select from pick list). If you entered this information on the **Edit Shopping Cart** page, you will not need to enter it again but should verify the information is correct.   Make sure **Auto Numbering** is selected.
9. Click **Checkout**.



Auto Numbering

Enter Unit

Click Checkout

Enter Shipping Location

Enter Delivery Date

Items: 3 | Cart Total Amount: $26.00

* Transaction Code
DO

Department
061

Unit

ID

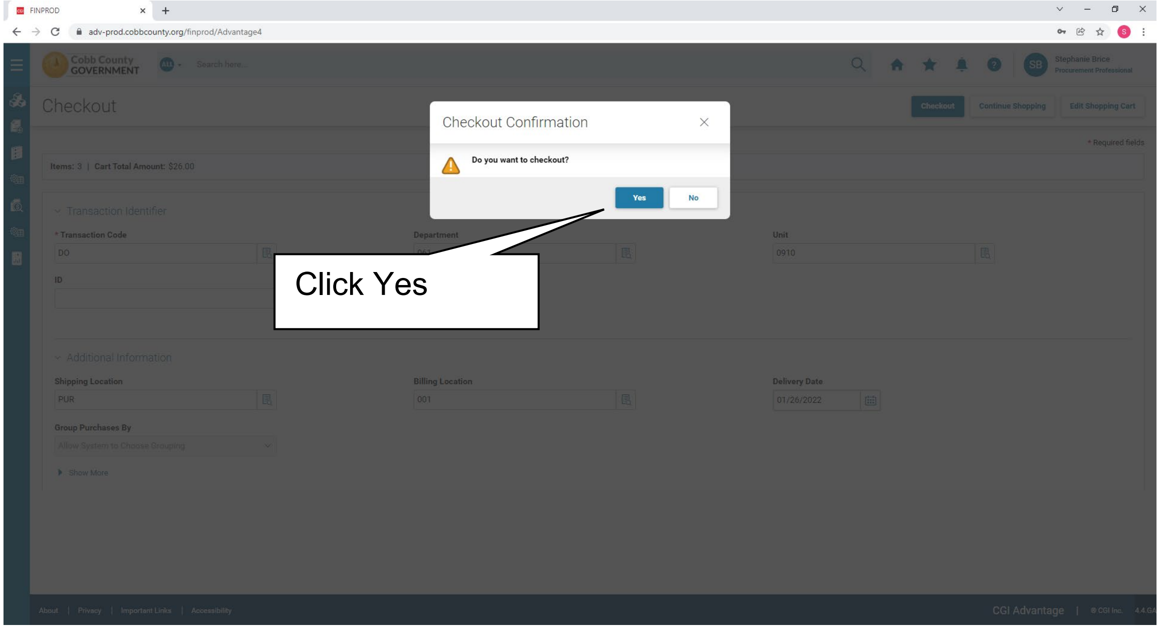
☑ Auto Numbering

Shipping Location

Billing Location
001

Delivery Date
MM/DD/YYYY

10. Click **Yes**.



Checkout Confirmation

Do you want to checkout?

Yes   No

Click Yes

Items: 3 | Cart Total Amount: $26.00

* Transaction Code
DO

Unit
0910

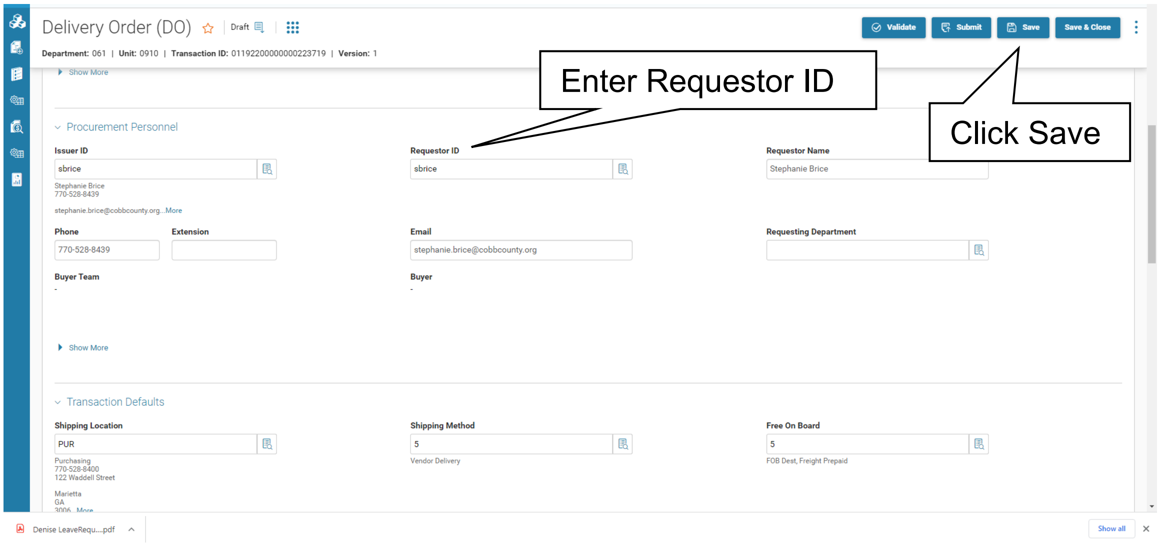
Shipping Location
PUR

Billing Location
001

Delivery Date
01/26/2022

You will now be in the Header component of the DO.

11. 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.
12. Click **Save**. The contact information will populate after you click Save.



Delivery Order (DO) Draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 1

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

Requesting Department:

Buyer Team: -

Buyer: -

Shipping Location: PUR
Purchasing
770-528-8400
122 Waddell Street
Marietta
GA
3006...More

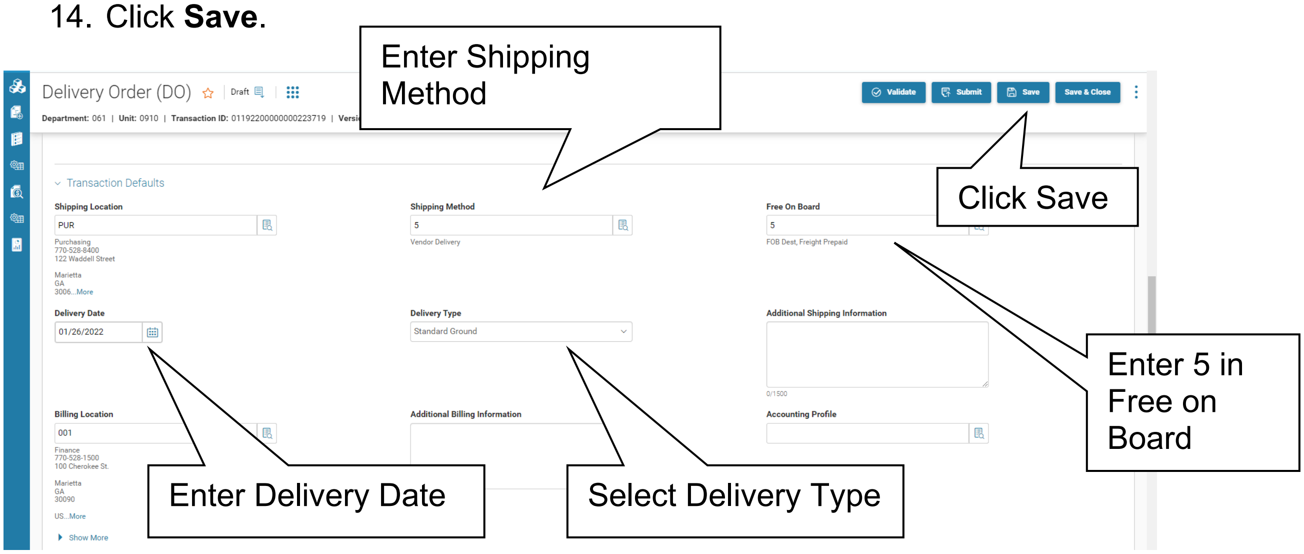
Shipping Method: 5
Vendor Delivery

Free On Board: 5
FOB Dest, Freight Prepaid

Enter Requestor ID

Click Save

13. Scroll down to **Transaction Defaults.** **Shipping Location, Shipping Method, Free on Board, Delivery Date, Delivery Type** and **Billing Location** should default from the system and from your previous entries, but you should verify it is correct. If the information does not populate or is incorrect, please enter the appropriate information in each field using the pick list.
14. Click **Save**.



Delivery Order (DO) Draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Versi**

Shipping Location: PUR
Purchasing
770-528-8400
122 Waddell Street
Marietta
GA
3006...More

Shipping Method: 5
Vendor Delivery

Free On Board: 5
FOB Dest, Freight Prepaid

Delivery Date: 01/26/2022

Delivery Type: Standard Ground

Additional Shipping Information:
0/1500

Billing Location: 001
Finance
770-528-1500
100 Cherokee St.
Marietta
GA
30090
US...More

Additional Billing Information:

Accounting Profile:

Enter Shipping Method

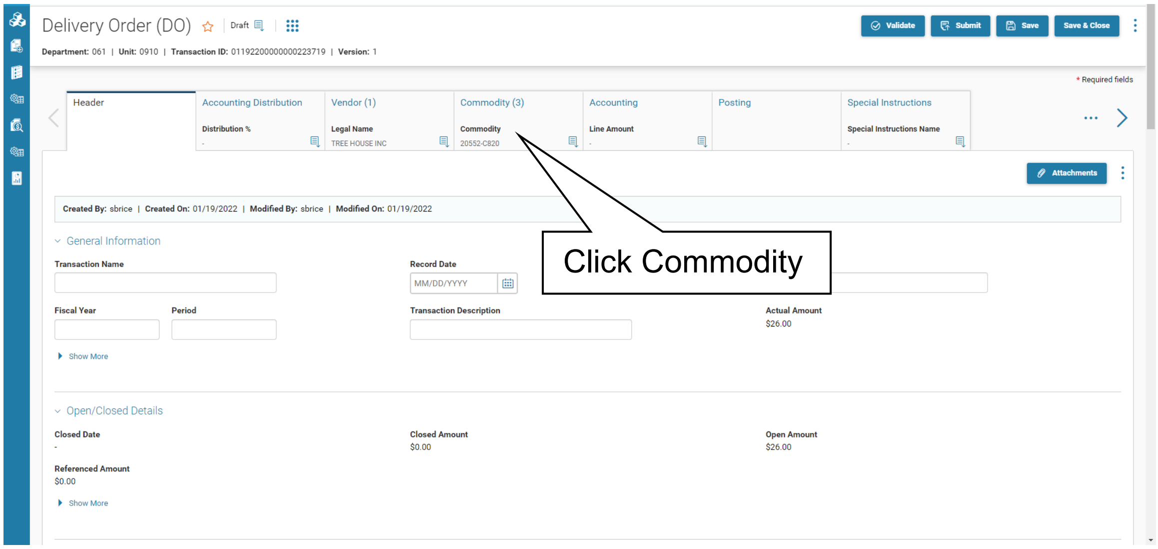
Click Save

Enter 5 in Free on Board

Enter Delivery Date

Select Delivery Type

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



Click Commodity

Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

Distribution % -

Legal Name TREE HOUSE INC

Commodity 20552-C820

Line Amount -

Special Instructions Name -

Created By: sbrice | Created On: 01/19/2022 | Modified By: sbrice | Modified On: 01/19/2022

Transaction Name

Record Date MM/DD/YYYY

Fiscal Year

Period

Transaction Description

Actual Amount $26.00

Closed Date -

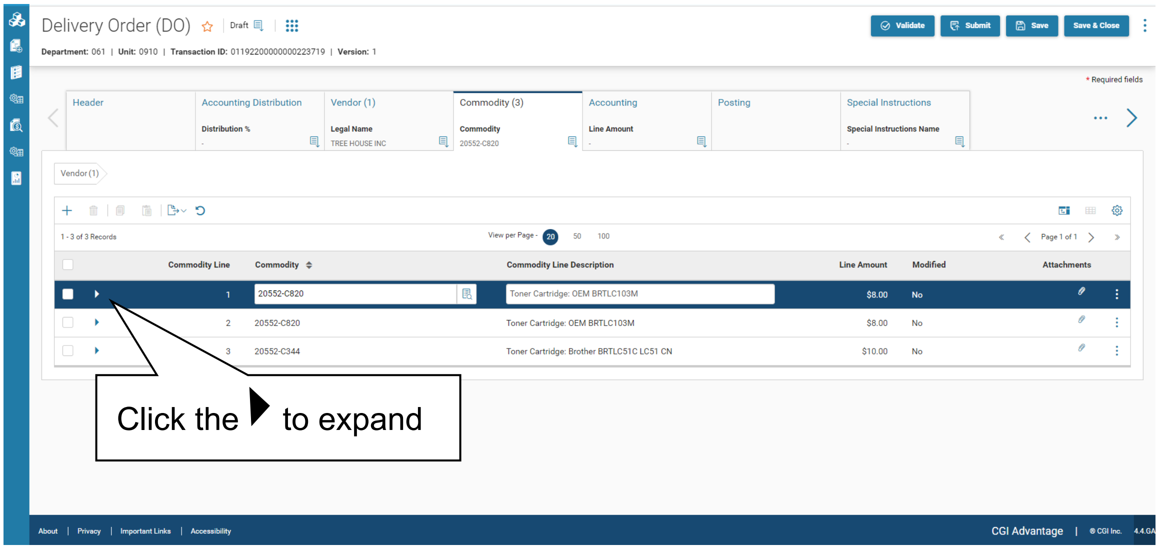
Closed Amount $0.00

Open Amount $26.00

Referenced Amount $0.00

Commodities will infer from selected lines on the Delivery Order Search. Verify the quantities for each item ordered by clicking the ▶ to expand the section. Unit price and commodity description will default from the Master Agreement.

For those particular Master Agreements with lines where a unit price pulls forward $0.00, enter the price in **List Price**, and enter a description in **Extended Description**.



Click the ▶ to expand

Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

Distribution % -

Legal Name TREE HOUSE INC

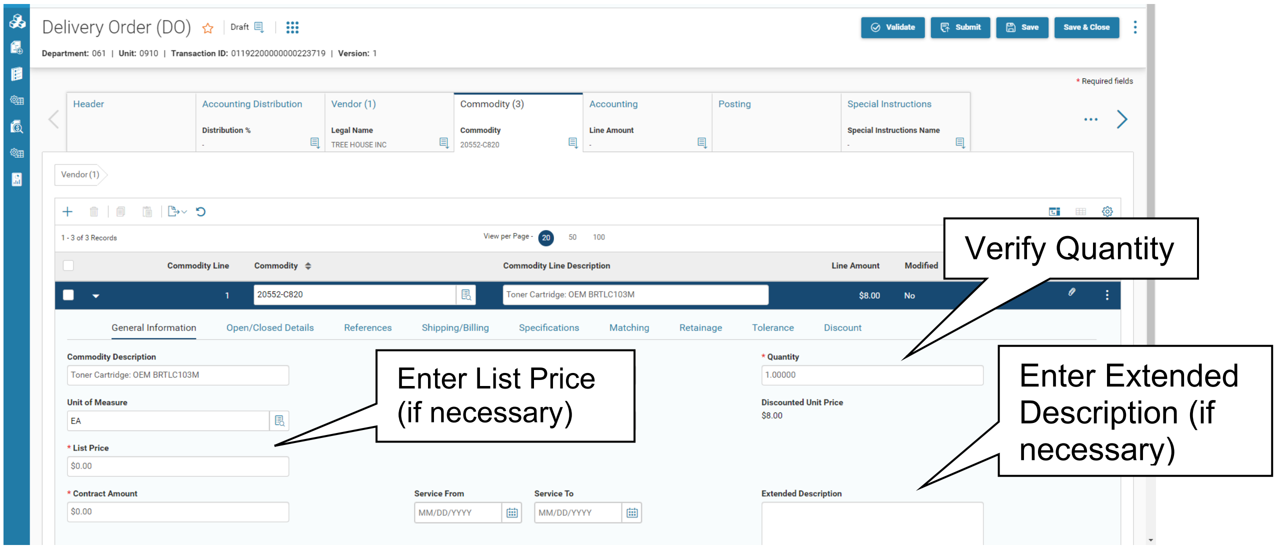
Commodity 20552-C820

Line Amount -

Special Instructions Name -

1 - 3 of 3 Records

☐		Commodity Line	Commodity	Commodity Line Description	Line Amount	Modified	Attachments
☐	▶	1	20552-C820	Toner Cartridge: OEM BRTLC103M	$8.00	No	
☐	▶	2	20552-C820	Toner Cartridge: OEM BRTLC103M	$8.00	No	
☐	▶	3	20552-C344	Toner Cartridge: Brother BRTLC51C LC51 CN	$10.00	No	



Delivery Order (DO) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

Commodity Line 1: 20552-C820 — Toner Cartridge: OEM BRTLC103M — Line Amount $8.00 — Modified No

Commodity Description: Toner Cartridge: OEM BRTLC103M

Unit of Measure: EA

List Price: $0.00

Contract Amount: $0.00

Quantity: 1.00000

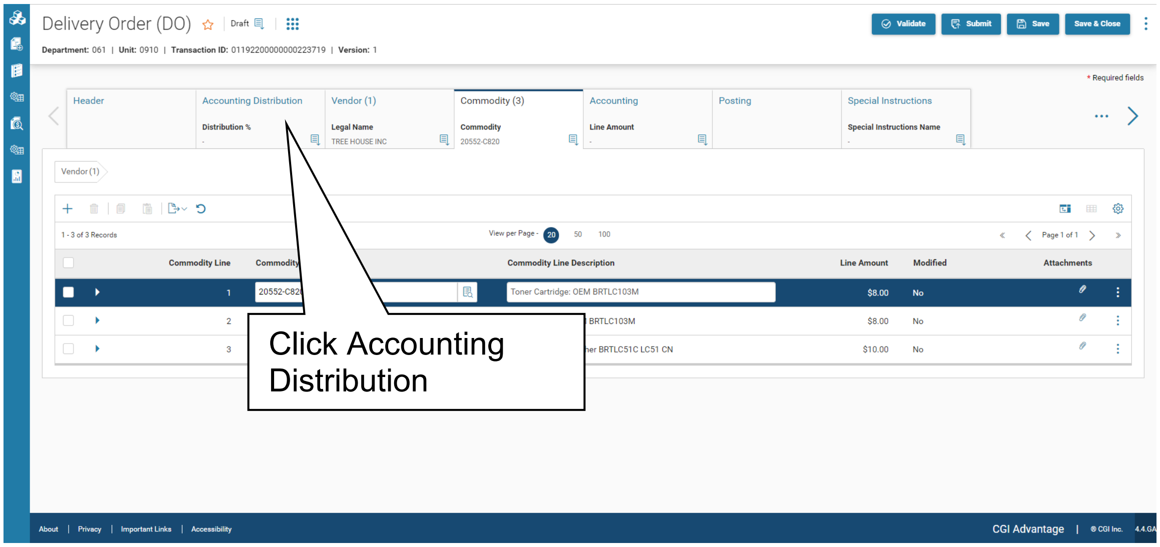
Discounted Unit Price: $8.00

Verify Quantity

Enter List Price (if necessary)

Enter Extended Description (if necessary)

16. Click the **Accounting Distribution** tab.



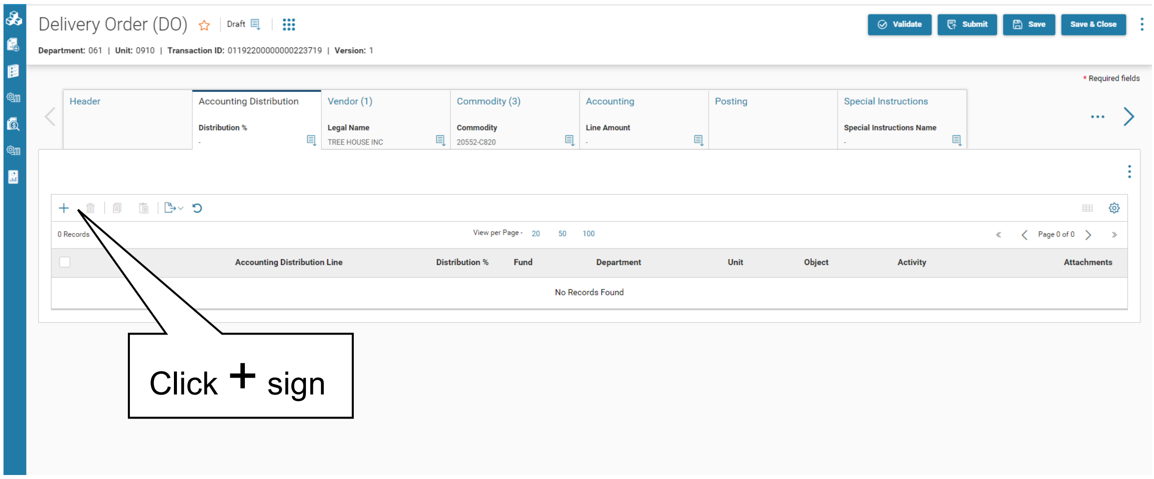
Delivery Order (DO) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

1 - 3 of 3 Records

Click Accounting Distribution

17. Click the + sign to add a new line.



Delivery Order (DO) Draft

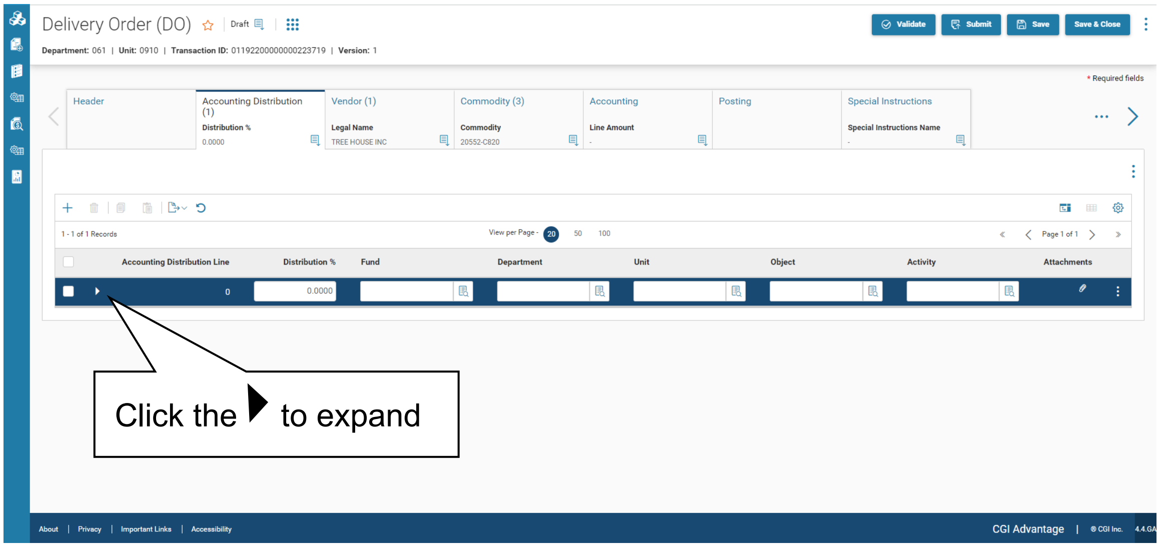
Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

0 Records

No Records Found

Click + sign

18. Click the ▶ to expand the section.

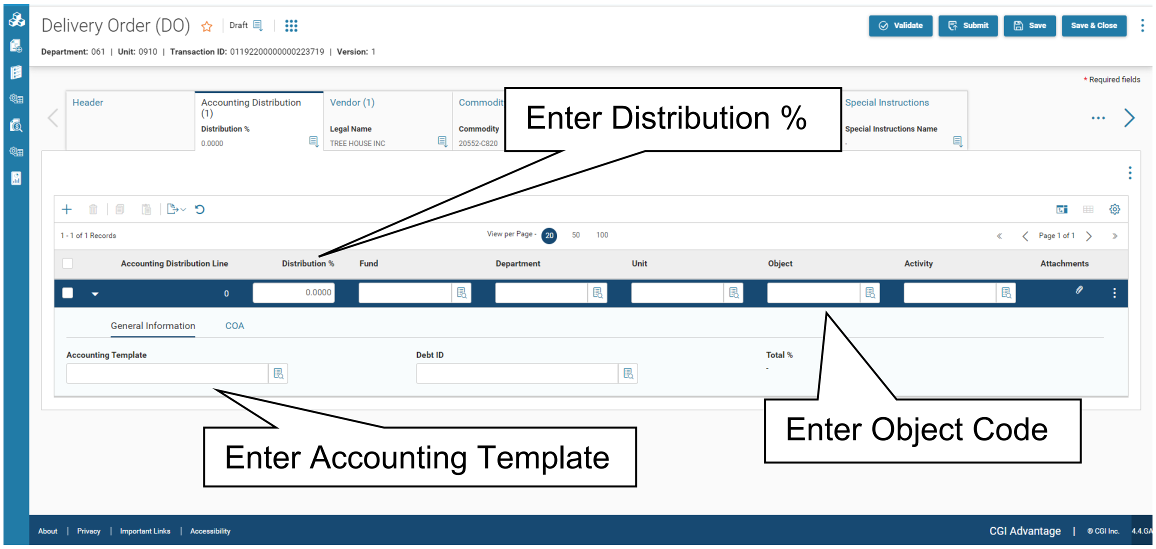


Delivery Order (DO)

Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

Click the ▶ to expand

19. Enter **Distribution %** (100).
20. Enter **Accounting Template** (sub-unit).
21. Enter **Object Code** (if all commodities are being charged to one object code). If multiple object codes are being used, see separate instructions below.
22. Click **Save**.



Delivery Order (DO)

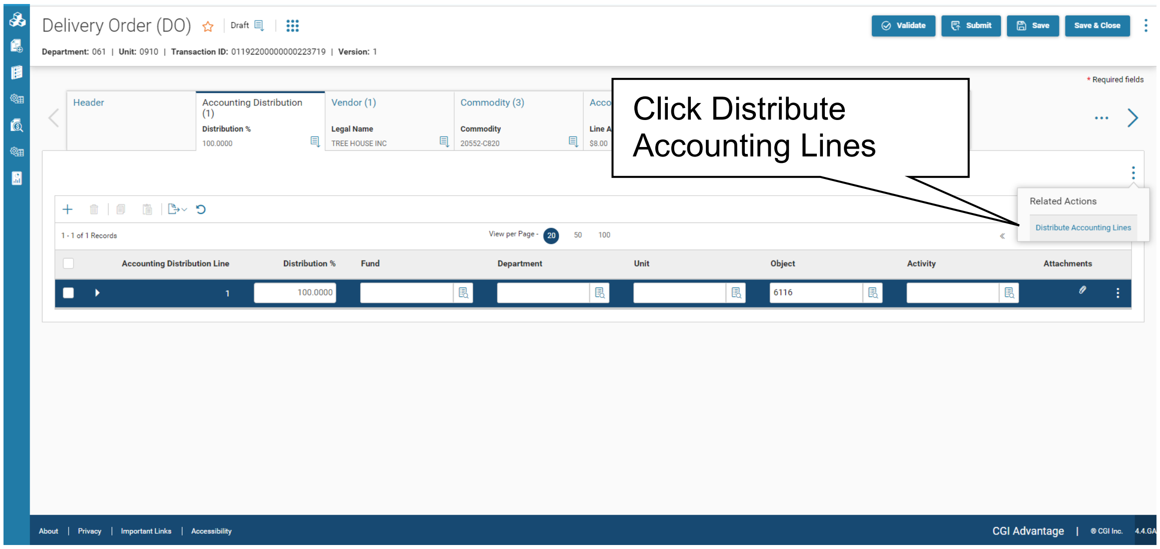
Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

Enter Distribution %

Enter Accounting Template

Enter Object Code

23. Click **Distribute Accounting Lines**.



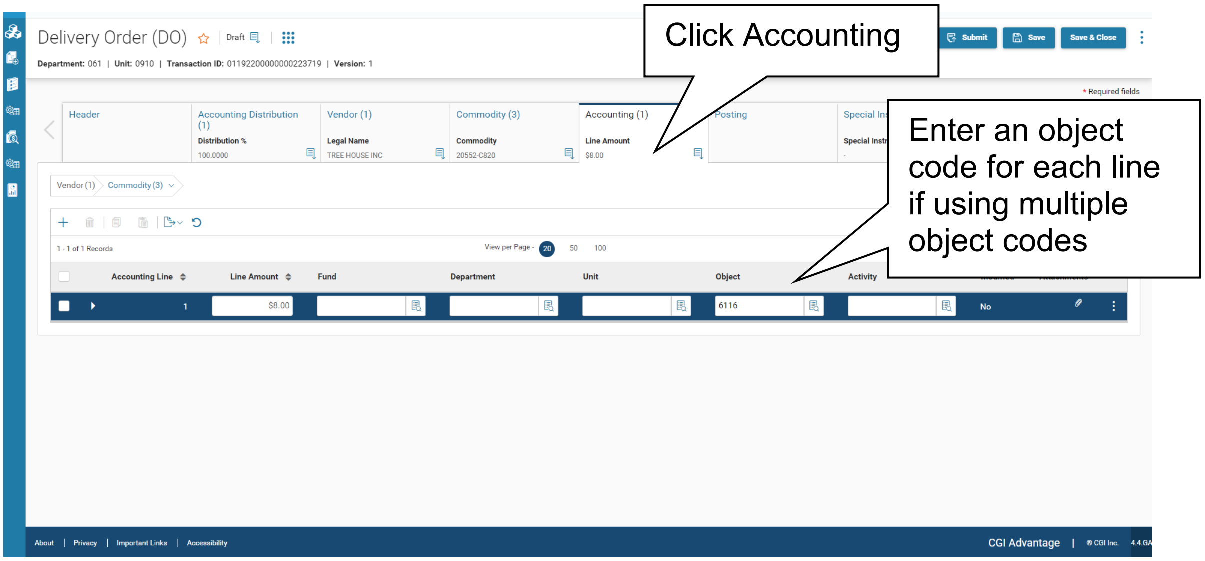
Delivery Order (DO)

Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

Click Distribute Accounting Lines

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.



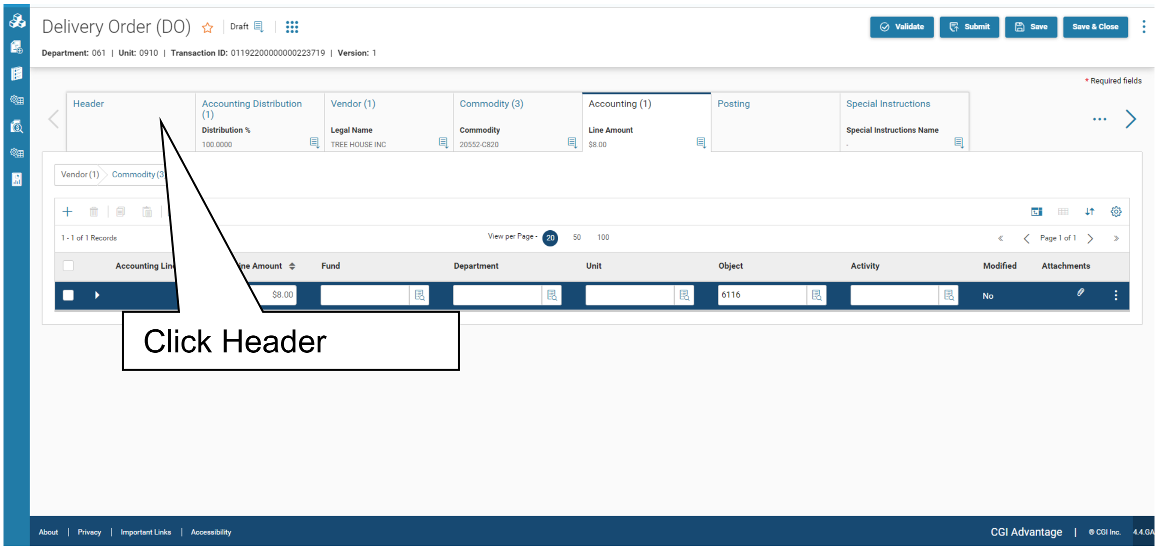
Delivery Order (DO)

Department: 061 | Unit: 0910 | Transaction ID: 01192200000000223719 | Version: 1

Click Accounting

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

24. Click the **Header** tab.



Delivery Order (DO) Draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 1

* Required fields

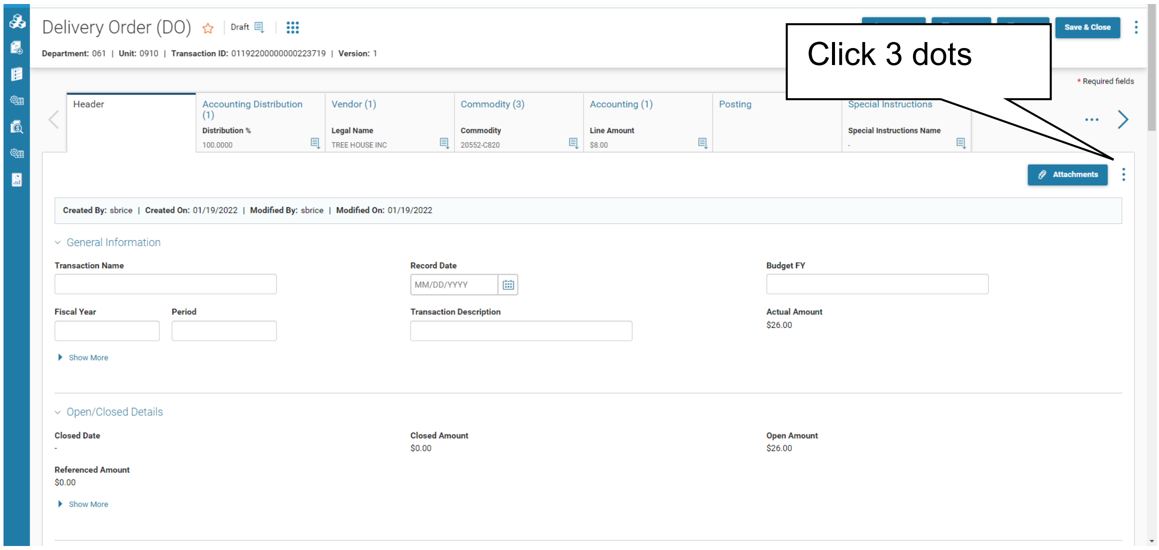
Accounting Distribution (1)	Vendor (1)	Commodity (3)	Accounting (1)	Special Instructions
Distribution %	**Legal Name**	**Commodity**	**Line Amount**	**Special Instructions Name**
100.0000	TREE HOUSE INC	20552-C820	$8.00	-

1 - 1 of 1 Records

☐	Accounting Lin	ine Amount	Fund	Department	Unit	Object	Activity	Modified	Attachments
☐		$8.00				6116		No	

Click Header

25. Click **3 Dots (Related Actions)**.



Delivery Order (DO) Draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 1

* Required fields

Created By: sbrice | **Created On:** 01/19/2022 | **Modified By:** sbrice | **Modified On:** 01/19/2022

Transaction Name

Record Date MM/DD/YYYY

Budget FY

Fiscal Year

Period

Transaction Description

Actual Amount $26.00

Closed Date -

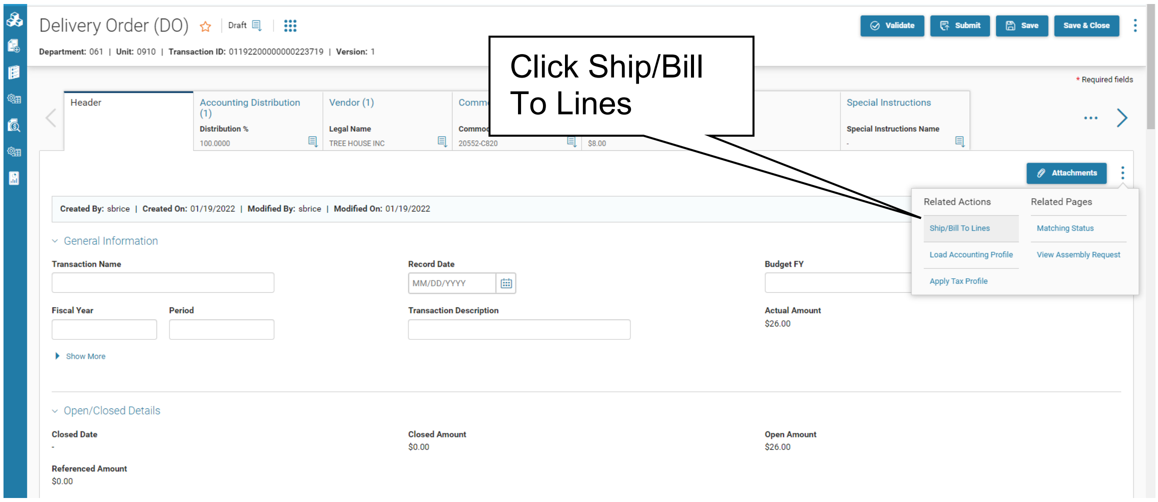
Closed Amount $0.00

Open Amount $26.00

Referenced Amount $0.00

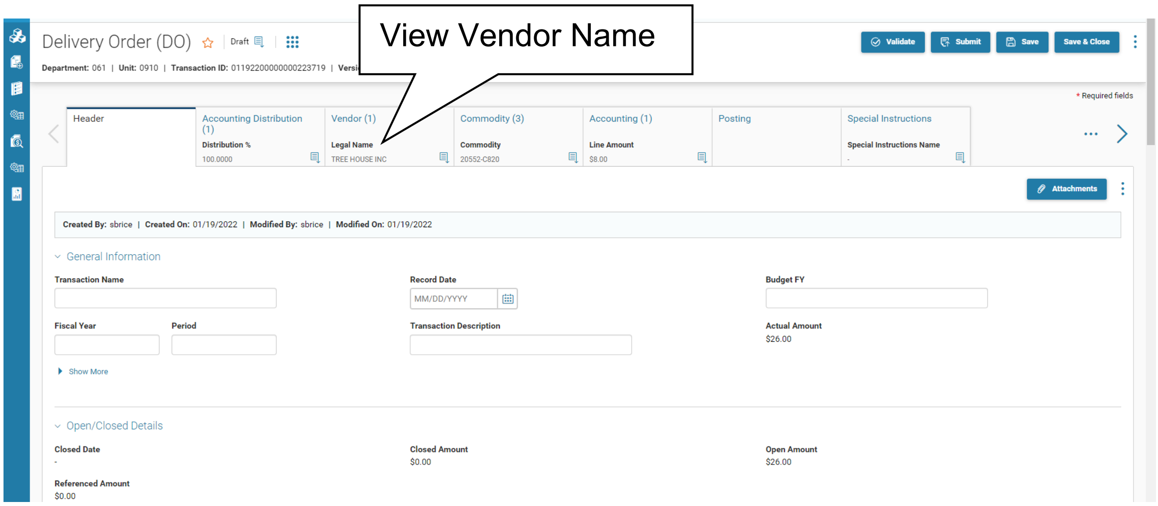
Click 3 dots

26. Click **Ship/Bill To Lines**.



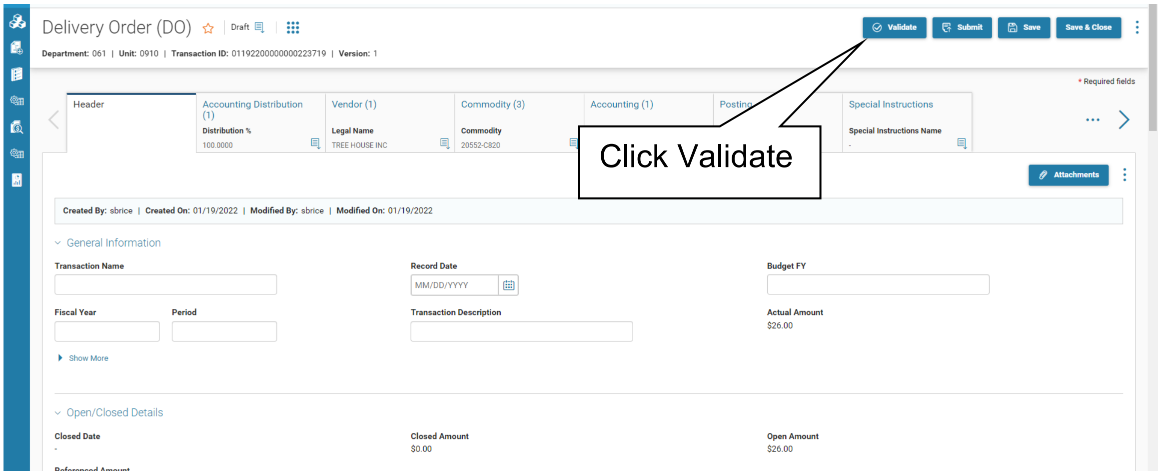
Click Ship/Bill To Lines

Vendor Name will default from the Master Agreement.



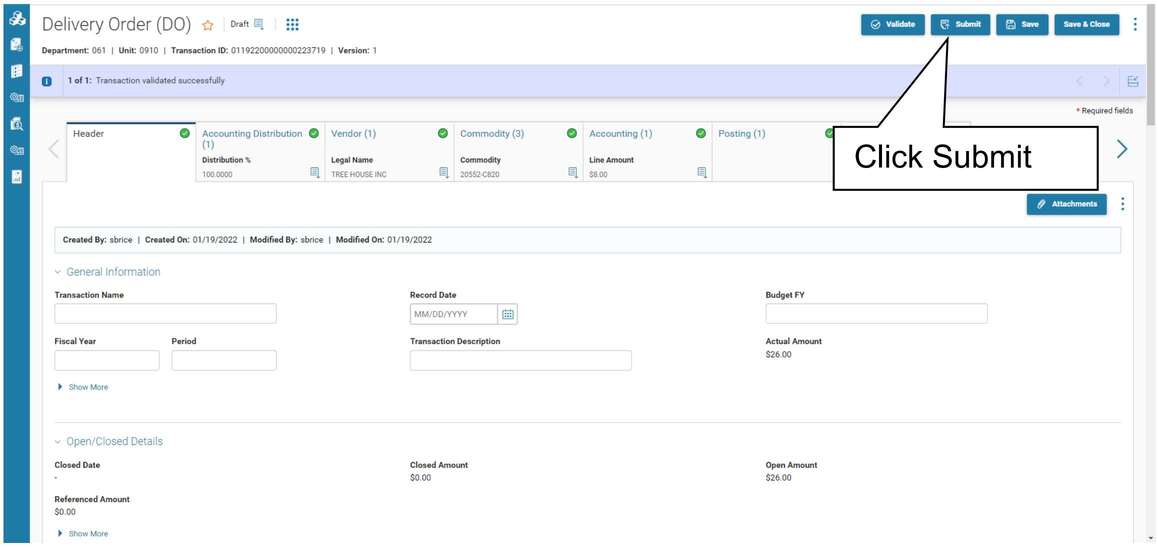
View Vendor Name

27. Click **Validate**.



Click Validate

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



Delivery Order (DO) Draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 1

1 of 1: Transaction validated successfully

* Required fields

Distribution % 100.0000
Legal Name TREE HOUSE INC
Commodity 20552-C820
Line Amount $8.00

Created By: sbrice | **Created On:** 01/19/2022 | **Modified By:** sbrice | **Modified On:** 01/19/2022

General Information

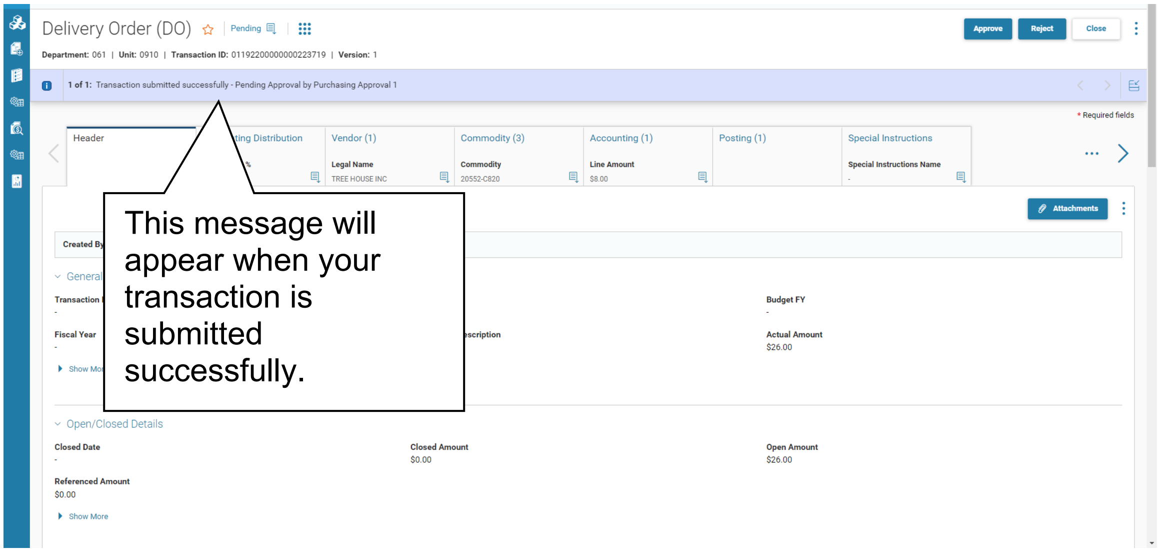
Transaction Name
Record Date MM/DD/YYYY
Budget FY
Fiscal Year
Period
Transaction Description
Actual Amount $26.00

Open/Closed Details

Closed Date -
Closed Amount $0.00
Open Amount $26.00
Referenced Amount $0.00

Click Submit

This message will appear when your transaction is submitted successfully.



Delivery Order (DO) Pending

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 1

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

* Required fields

Legal Name TREE HOUSE INC
Commodity 20552-C820
Line Amount $8.00
Special Instructions Name -

Budget FY -
Actual Amount $26.00

Open/Closed Details

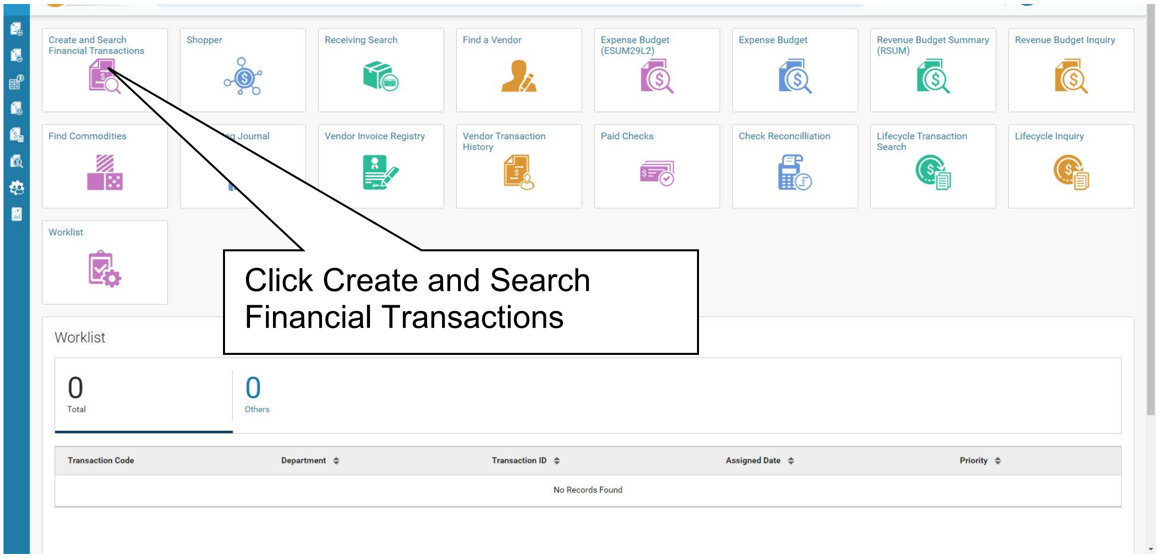
Closed Date -
Closed Amount $0.00
Open Amount $26.00
Referenced Amount $0.00

This message will appear when your transaction is submitted successfully.

Delivery Order Cancellation

A DO 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 DO, those transactions must be canceled before the DO can be canceled. If payment has been made against a DO, the DO cannot be canceled.

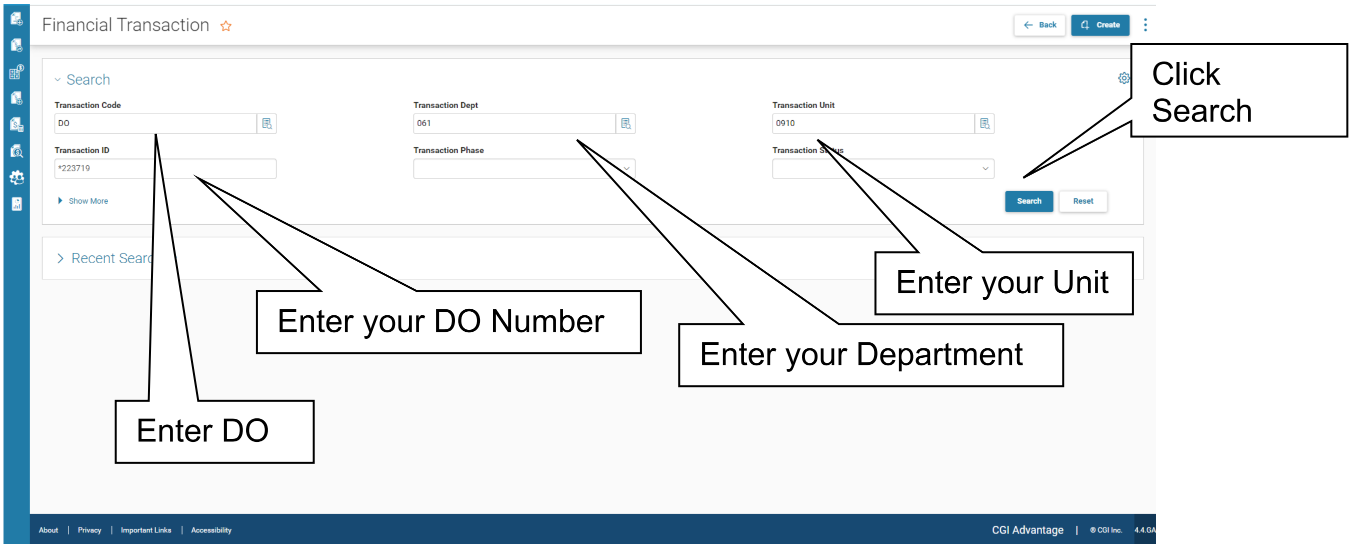
1. Click **Create and Search Financial Transactions.**



Transaction Code	Department	Transaction ID	Assigned Date	Priority
No Records Found				

Click Create and Search Financial Transactions

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



Transaction Code: DO

Transaction Dept: 061

Transaction Unit: 0910

Transaction ID: *223719

Transaction Phase:

Transaction Status:

Click Search

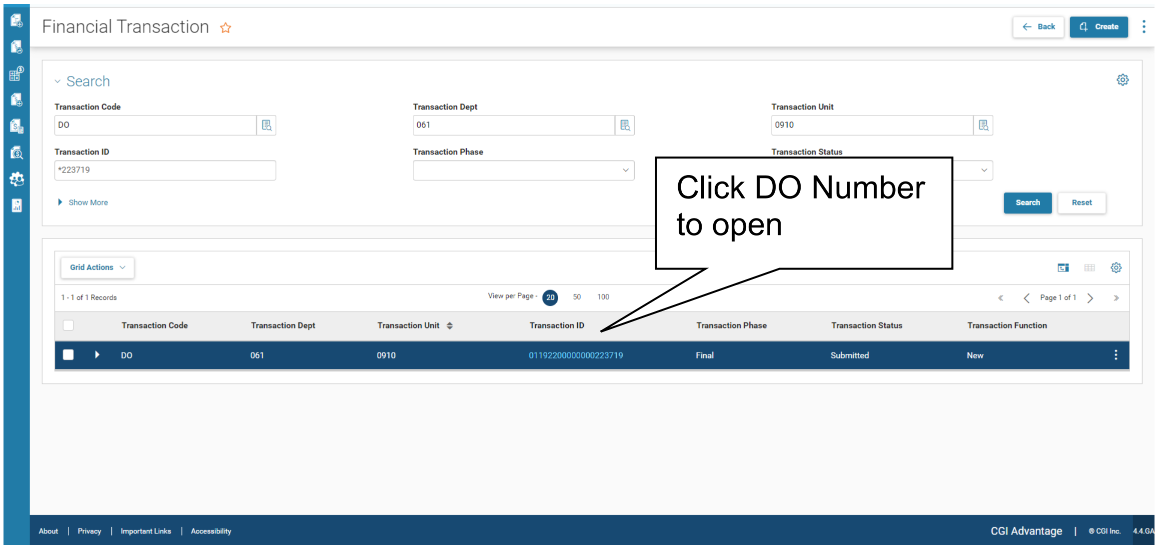
Enter your DO Number

Enter your Unit

Enter your Department

Enter DO

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



Click DO Number to open

Transaction Code: DO

Transaction Dept: 061

Transaction Unit: 0910

Transaction ID: *223719

Transaction Phase:

Transaction Status:

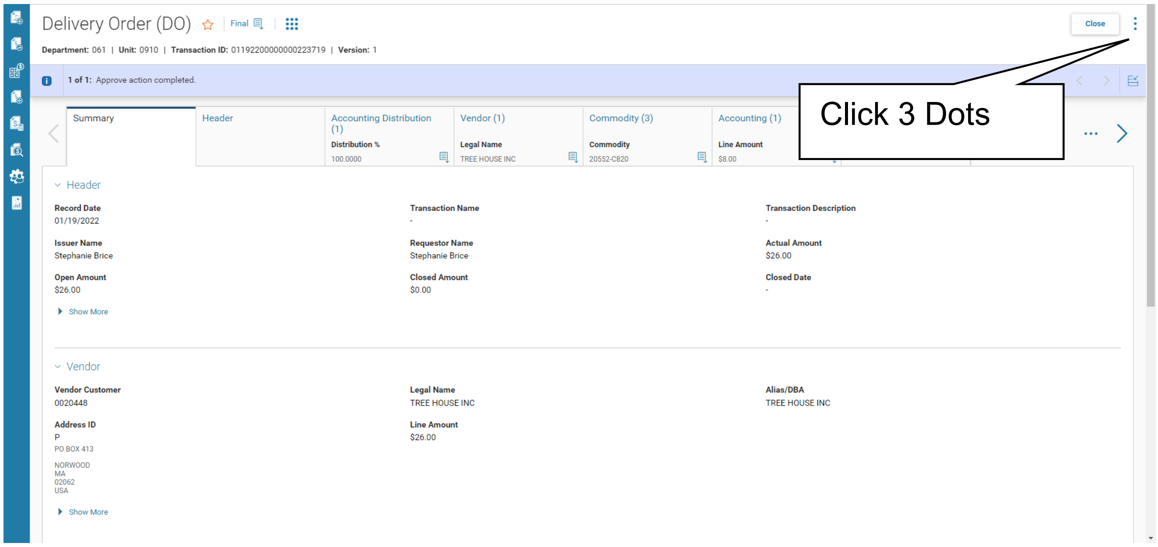
1 - 1 of 1 Records

View per Page - 20 50 100

Page 1 of 1

Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Transaction Phase	Transaction Status	Transaction Function
DO	061	0910	01192200000000223719	Final	Submitted	New

4. Click **3 Dots (Related Actions)**.



Click 3 Dots

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 1

1 of 1: Approve action completed.

Distribution %: 100.0000

Legal Name: TREE HOUSE INC

Commodity: 20552-C820

Line Amount: $8.00

Header

Record Date: 01/19/2022

Transaction Name: -

Transaction Description: -

Issuer Name: Stephanie Brice

Requestor Name: Stephanie Brice

Actual Amount: $26.00

Open Amount: $26.00

Closed Amount: $0.00

Closed Date: -

Vendor

Vendor Customer: 0020448

Legal Name: TREE HOUSE INC

Alias/DBA: TREE HOUSE INC

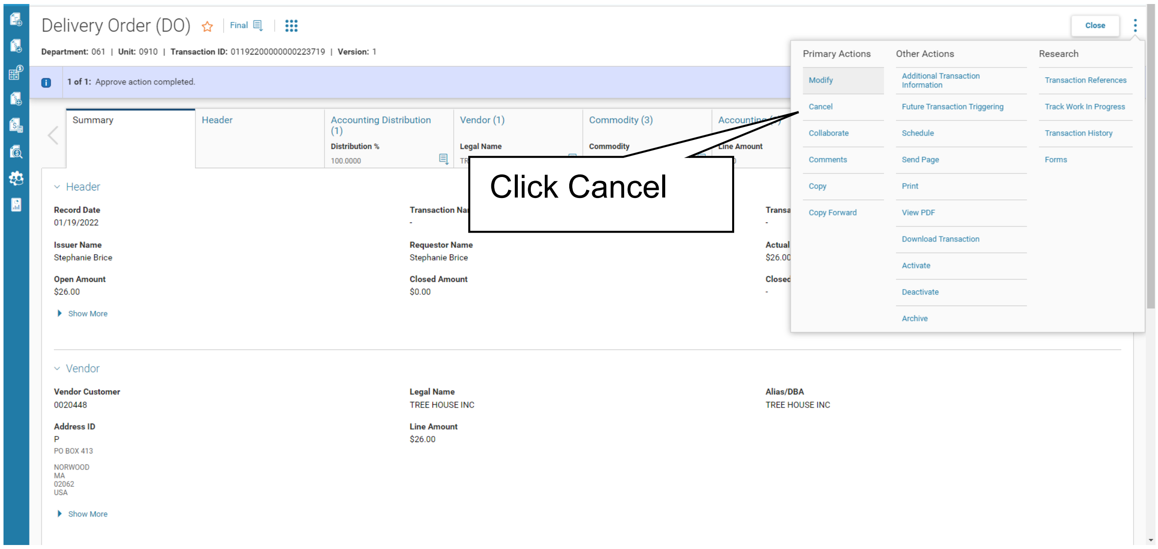
Address ID: P

PO BOX 413

NORWOOD
MA
02062
USA

Line Amount: $26.00

5. Click **Cancel**.



Click Cancel

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 1

1 of 1: Approve action completed.

Header

Record Date 01/19/2022

Issuer Name Stephanie Brice

Open Amount $26.00

Transaction Name -

Requestor Name Stephanie Brice

Closed Amount $0.00

Actual $26.00

Vendor

Vendor Customer 0020448

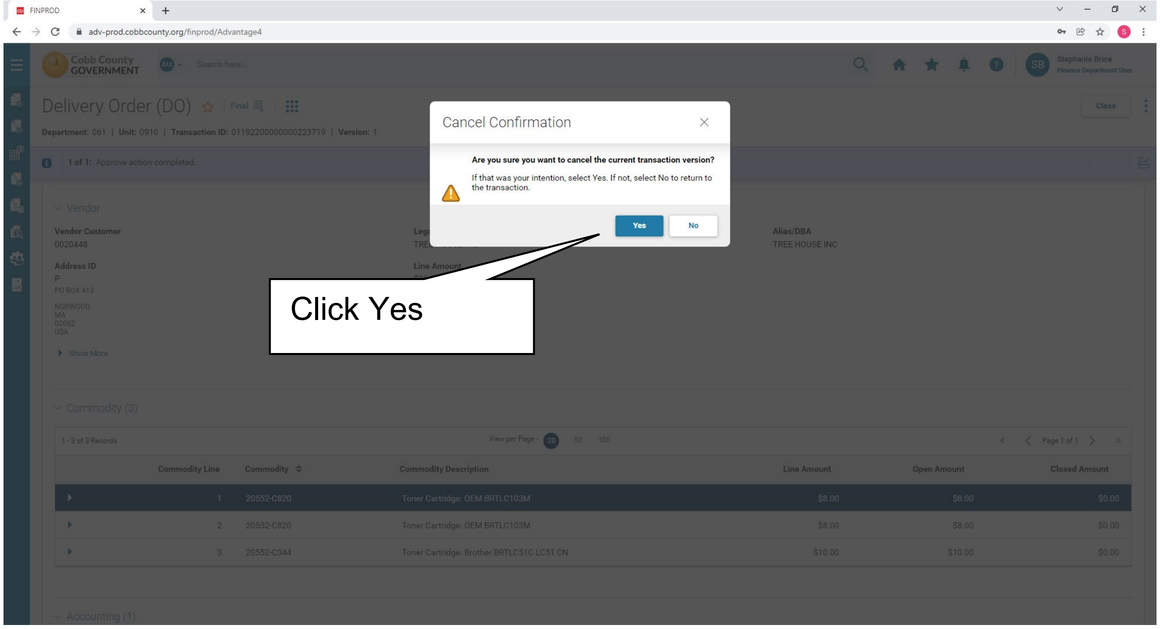
Legal Name TREE HOUSE INC

Alias/DBA TREE HOUSE INC

Address ID P
PO BOX 413
NORWOOD
MA
02062
USA

Line Amount $26.00

6. Click **Yes**.



Click Yes

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.

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 1

1 of 1: Approve action completed.

Vendor Customer 0020448

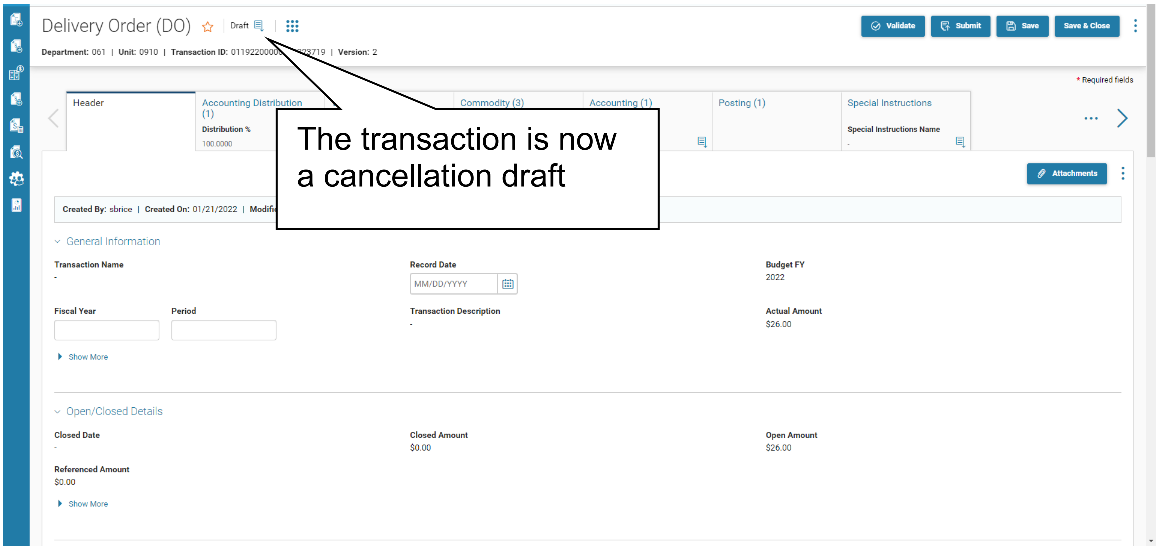
Address ID P
PO BOX 413
NORWOOD
MA
02062
USA

Alias/DBA TREE HOUSE INC

1 - 3 of 3 Records

Commodity Line	Commodity	Commodity Description	Line Amount	Open Amount	Closed Amount
1	20552-C820	Toner Cartridge: OEM BRTLC103M	$8.00	$8.00	$0.00
2	20552-C820	Toner Cartridge: OEM BRTLC103M	$8.00	$8.00	$0.00
3	20552-C344	Toner Cartridge: Brother BRTLC51C LC51 CN	$10.00	$10.00	$0.00

A cancellation draft will appear.



The transaction is now a cancellation draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000 223719 | **Version:** 2

* Required fields

Distribution %
100.0000

Special Instructions Name
-

Created By: sbrice | **Created On:** 01/21/2022 | Modifi

Transaction Name
-

Record Date
MM/DD/YYYY

Budget FY
2022

Fiscal Year

Period

Transaction Description
-

Actual Amount
$26.00

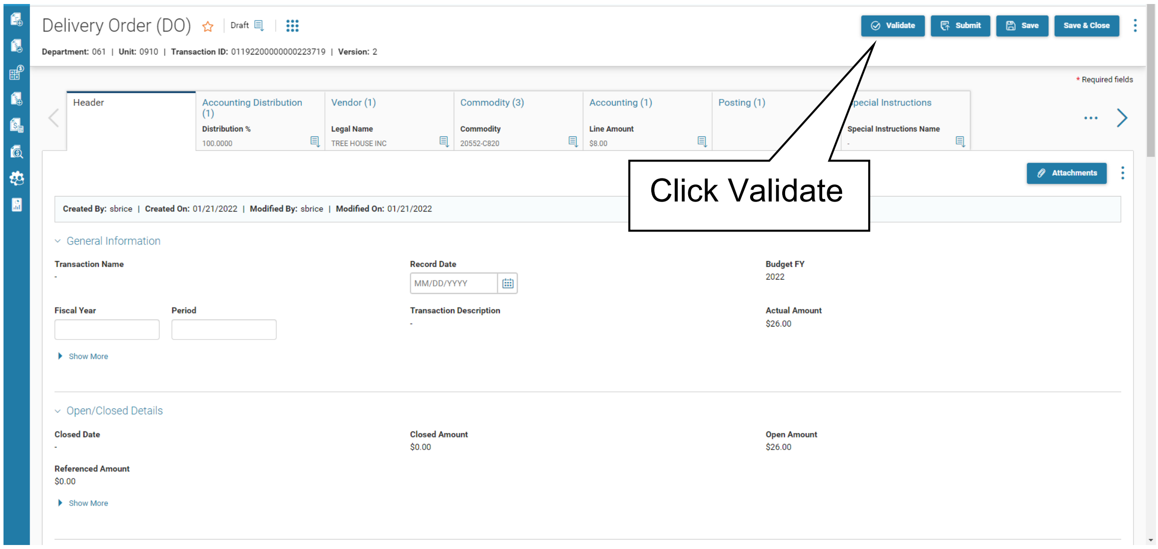
Closed Date
-

Closed Amount
$0.00

Open Amount
$26.00

Referenced Amount
$0.00

4. Click **Validate**.



Click Validate

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 2

* Required fields

Distribution %
100.0000

Legal Name
TREE HOUSE INC

Commodity
20552-C820

Line Amount
$8.00

Special Instructions Name
-

Created By: sbrice | **Created On:** 01/21/2022 | **Modified By:** sbrice | **Modified On:** 01/21/2022

Transaction Name
-

Record Date
MM/DD/YYYY

Budget FY
2022

Fiscal Year

Period

Transaction Description
-

Actual Amount
$26.00

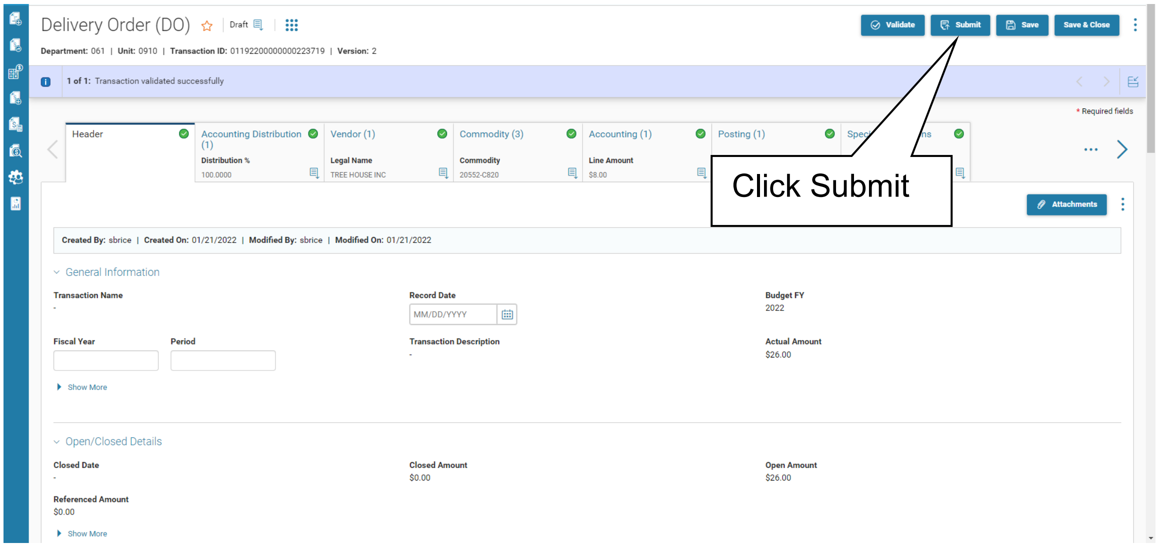
Closed Date
-

Closed Amount
$0.00

Open Amount
$26.00

Referenced Amount
$0.00

5. When the transaction validates successfully, click **Submit**.



Delivery Order (DO) Draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 2

1 of 1: Transaction validated successfully

Created By: sbrice | **Created On:** 01/21/2022 | **Modified By:** sbrice | **Modified On:** 01/21/2022

General Information

Transaction Name -

Record Date MM/DD/YYYY

Budget FY 2022

Fiscal Year

Period

Transaction Description -

Actual Amount $26.00

Open/Closed Details

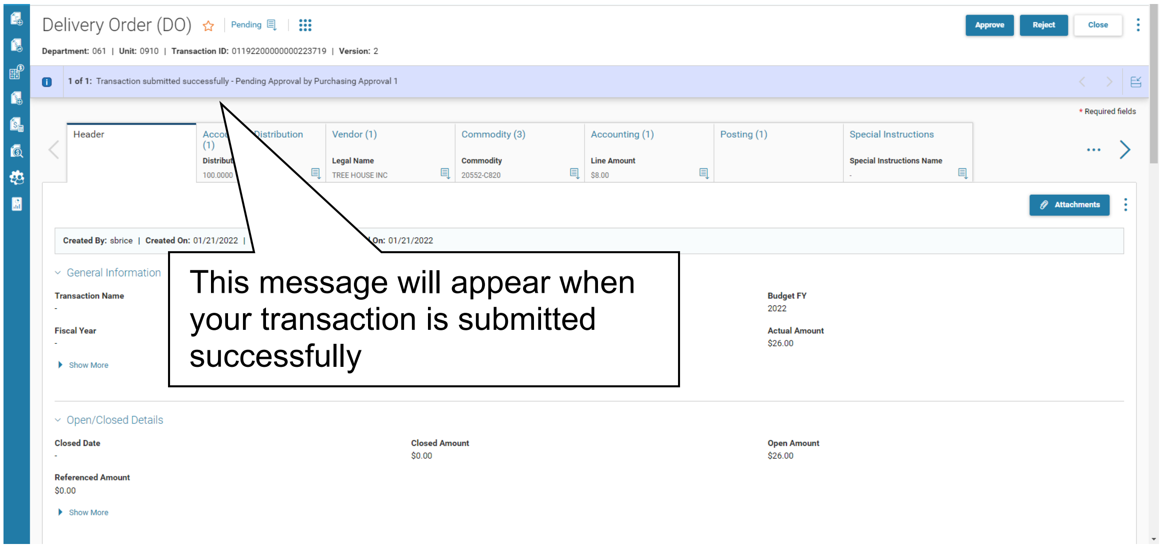
Closed Date -

Closed Amount $0.00

Open Amount $26.00

Referenced Amount $0.00

Click Submit



Delivery Order (DO) Pending

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01192200000000223719 | **Version:** 2

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

Created By: sbrice | **Created On:** 01/21/2022 | On: 01/21/2022

General Information

Transaction Name -

Fiscal Year -

Budget FY 2022

Actual Amount $26.00

Open/Closed Details

Closed Date -

Closed Amount $0.00

Open Amount $26.00

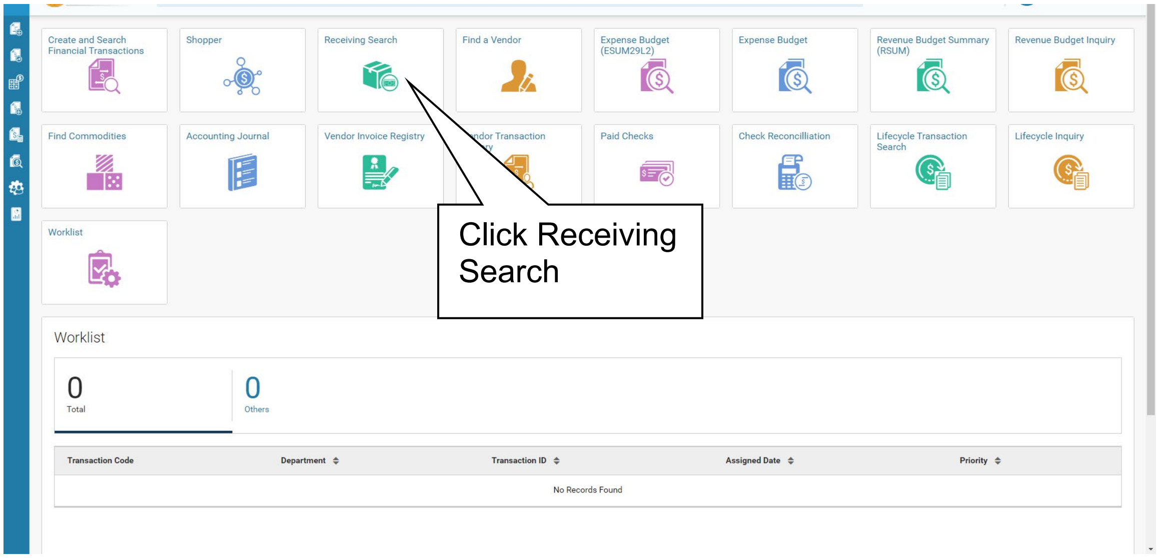
Referenced Amount $0.00

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.

Receiver (RC)

1. Click **Receiving Search**.



Click Receiving Search

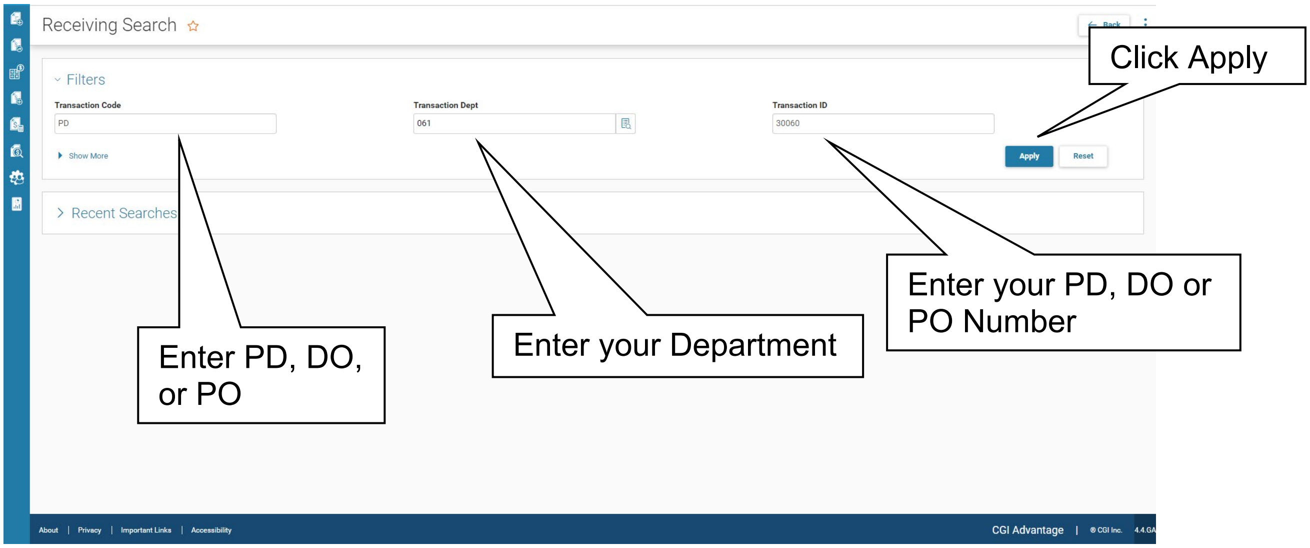
Worklist

0 Total

0 Others

Transaction Code	Department	Transaction ID	Assigned Date	Priority
No Records Found				

2. Enter **Transaction Code, Transaction Dept, and Transaction ID**. If entering a DO or PO number, use the wildcard (*) before the numbers. Click **Apply**.



Transaction Code: PD

Transaction Dept: 061

Transaction ID: 30060

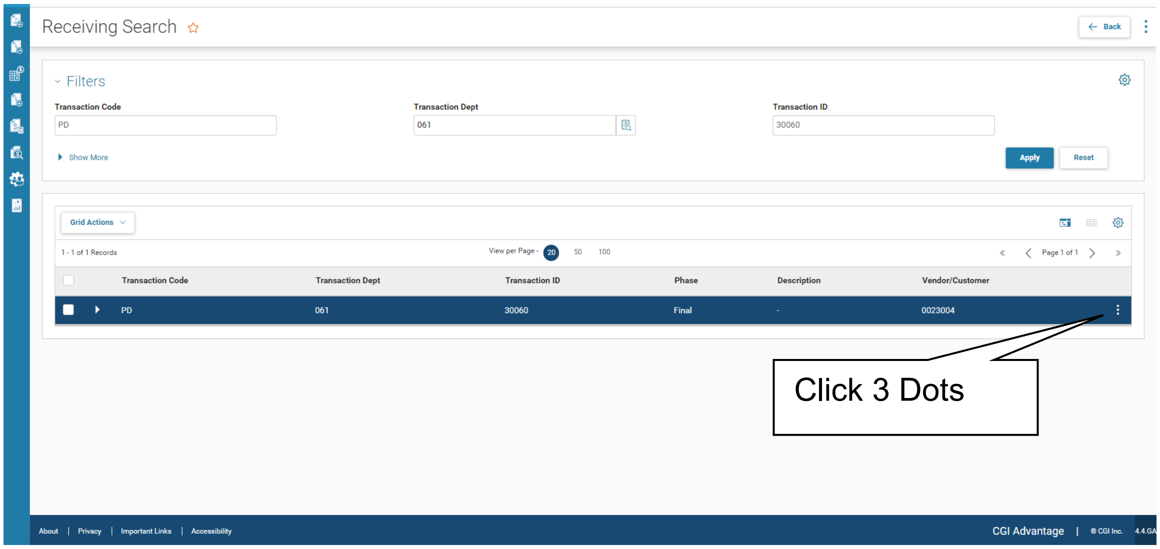
Click Apply

Enter PD, DO, or PO

Enter your Department

Enter your PD, DO or PO Number

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



Transaction Code: PD

Transaction Dept: 061

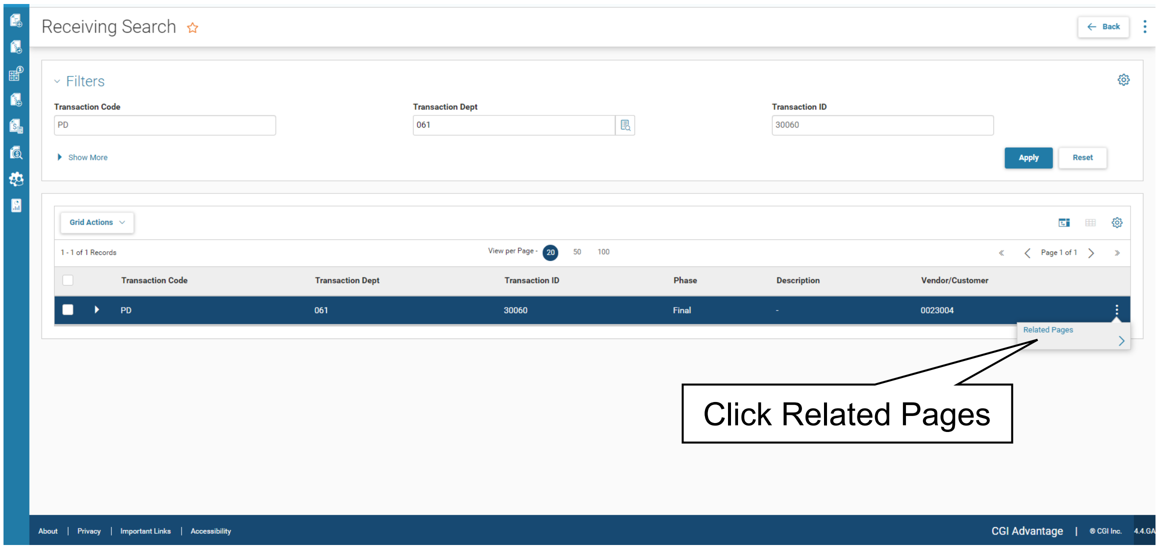
Transaction ID: 30060

1 - 1 of 1 Records

Transaction Code	Transaction Dept	Transaction ID	Phase	Description	Vendor/Customer
PD	061	30060	Final	-	0023004

Click 3 Dots

4. Click **Related Pages**.



Transaction Code: PD

Transaction Dept: 061

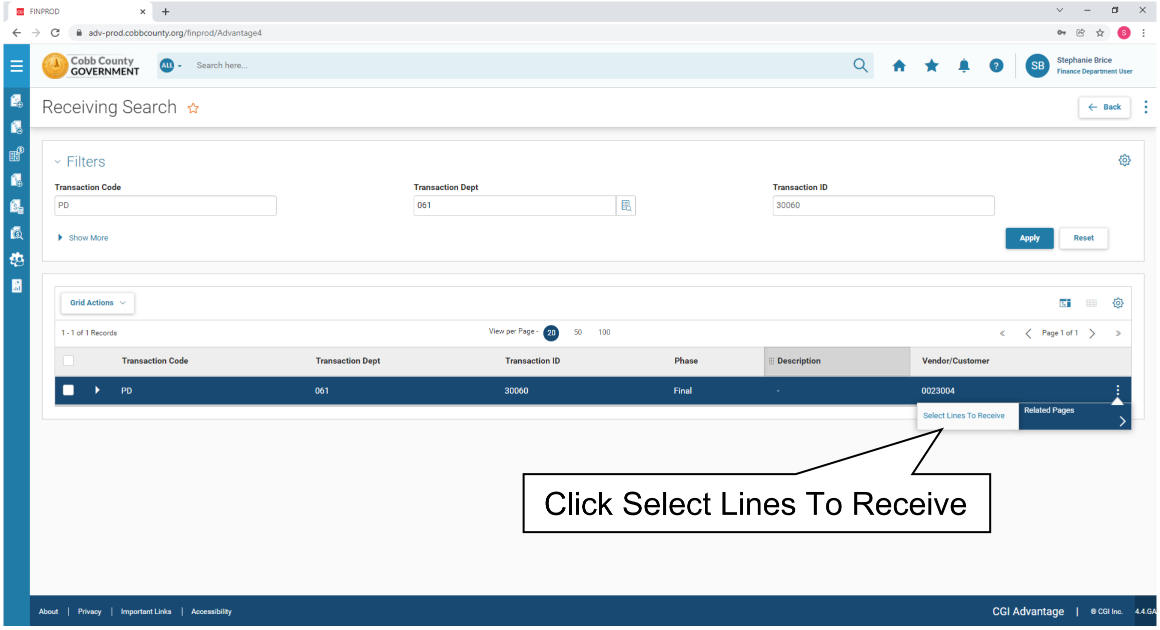
Transaction ID: 30060

1 - 1 of 1 Records

Transaction Code	Transaction Dept	Transaction ID	Phase	Description	Vendor/Customer
PD	061	30060	Final	-	0023004

Click Related Pages

5. Click **Select Lines To Receive**.



Receiving Search

Transaction Code: PD

Transaction Dept: 061

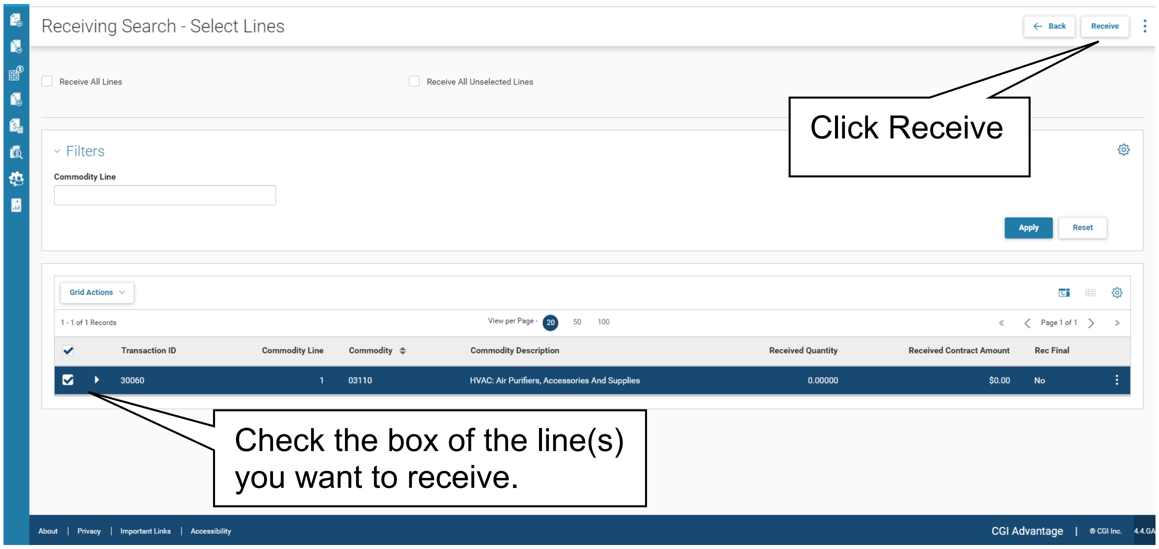
Transaction ID: 30060

1 - 1 of 1 Records

Transaction Code	Transaction Dept	Transaction ID	Phase	Description	Vendor/Customer
PD	061	30060	Final	-	0023004

Click Select Lines To Receive

6. Check the box of the line(s) you want to receive. Click **Receive**.



Receiving Search - Select Lines

1 - 1 of 1 Records

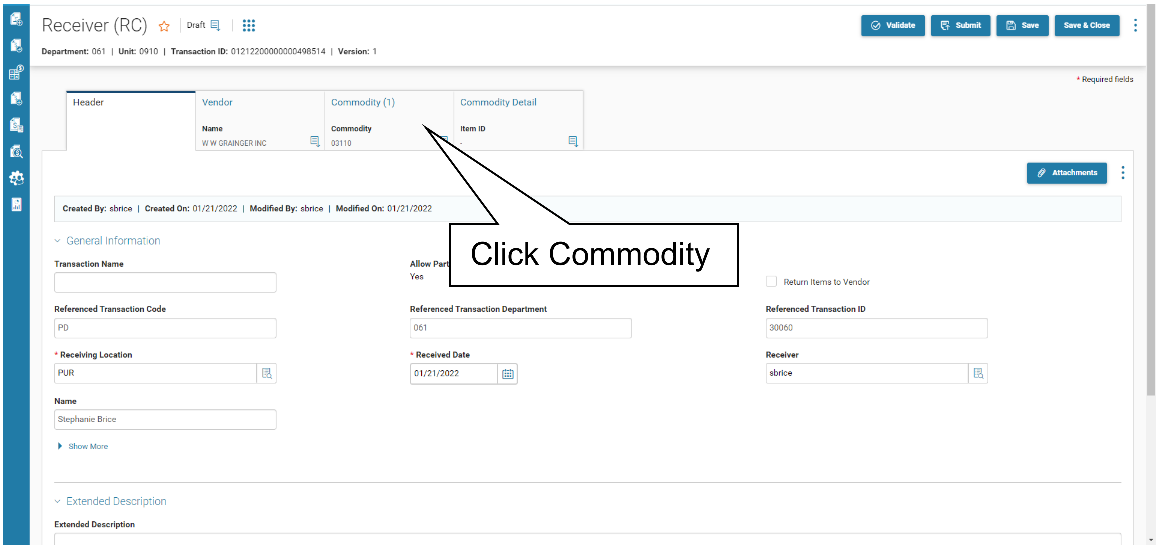
☑	Transaction ID	Commodity Line	Commodity	Commodity Description	Received Quantity	Received Contract Amount	Rec Final
☑	30060	1	03110	HVAC: Air Purifiers, Accessories And Supplies	0.00000	$0.00	No

Click Receive

Check the box of the line(s) you want to receive.

You will now be in the Header component of the RC.

7. Click the **Commodity** tab.



Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000498514 | **Version:** 1

* Required fields

Vendor — **Name**: W W GRAINGER INC

Commodity (1) — **Commodity**: 03110

Commodity Detail — **Item ID**: -

Created By: sbrice | **Created On:** 01/21/2022 | **Modified By:** sbrice | **Modified On:** 01/21/2022

Transaction Name:

Allow Part Yes

☐ Return Items to Vendor

Referenced Transaction Code: PD

Referenced Transaction Department: 061

Referenced Transaction ID: 30060

* **Receiving Location**: PUR

* **Received Date**: 01/21/2022

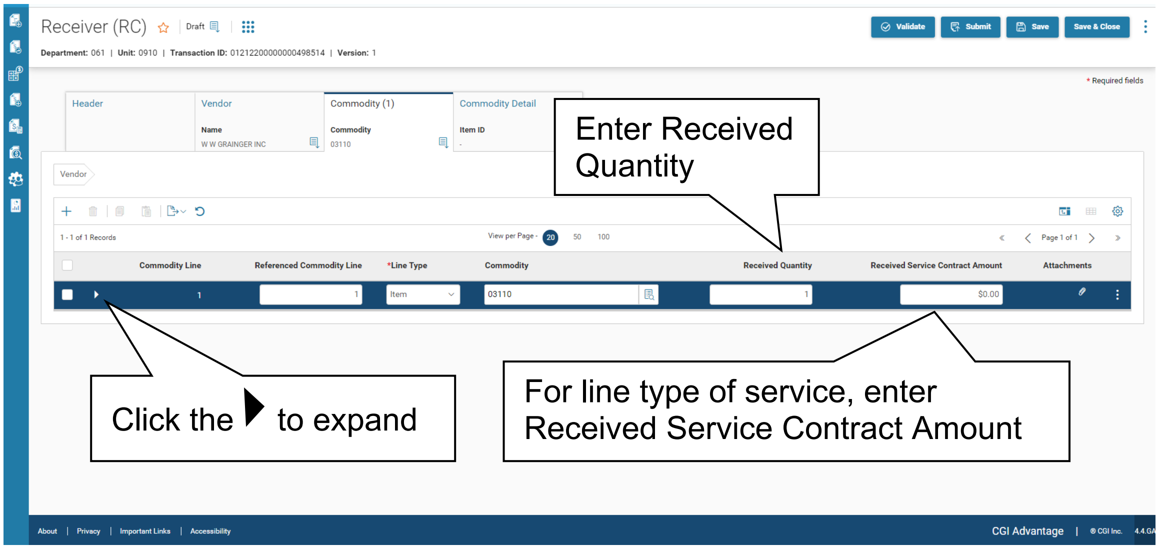
Receiver: sbrice

Name: Stephanie Brice

Extended Description:

Click Commodity

8. Enter **Received Quantity**.
For a line type of service, do not enter a received quantity. Enter **Received Service Contract Amount**.
To view the original ordered quantity, click the ▶ to expand the section.



Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000498514 | **Version:** 1

* Required fields

Vendor — **Name**: W W GRAINGER INC

Commodity (1) — **Commodity**: 03110

Commodity Detail — **Item ID**: -

1 - 1 of 1 Records

☐		Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
☐	▶	1	1	Item	03110	1	$0.00	

Enter Received Quantity

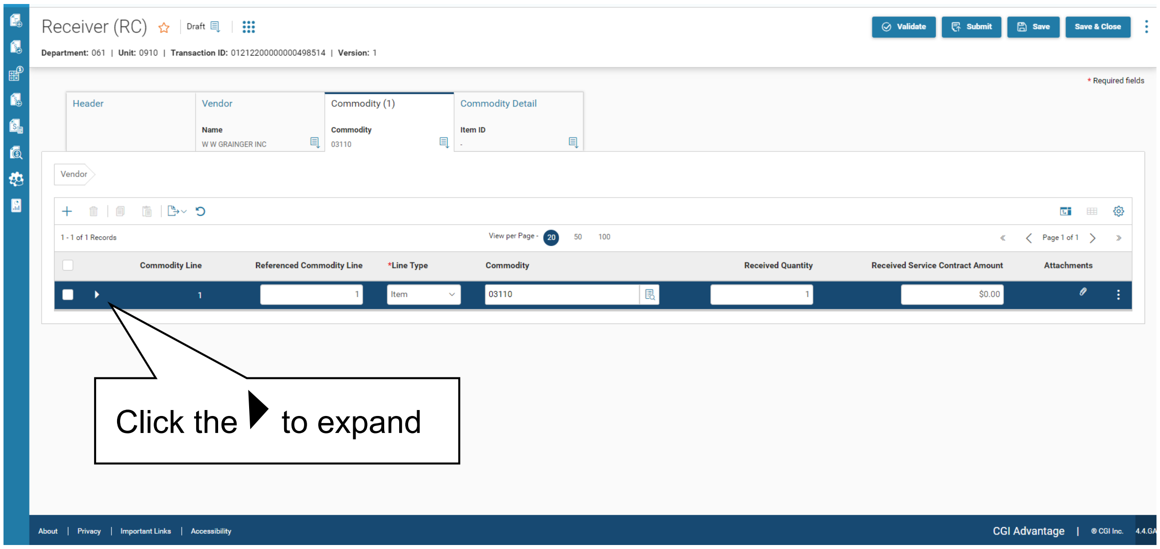
Click the ▶ to expand

For line type of service, enter Received Service Contract Amount

Repeat Step 8 for each commodity line received.

If the shipment is a partial shipment or an over shipment, a reason and condition are required. Follow these additional steps, if necessary, otherwise skip to Step 13.

9. Click the ▶ to expand the section.



Receiver (RC) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000498514 | Version: 1

Vendor Name: W W GRAINGER INC

Commodity: 03110

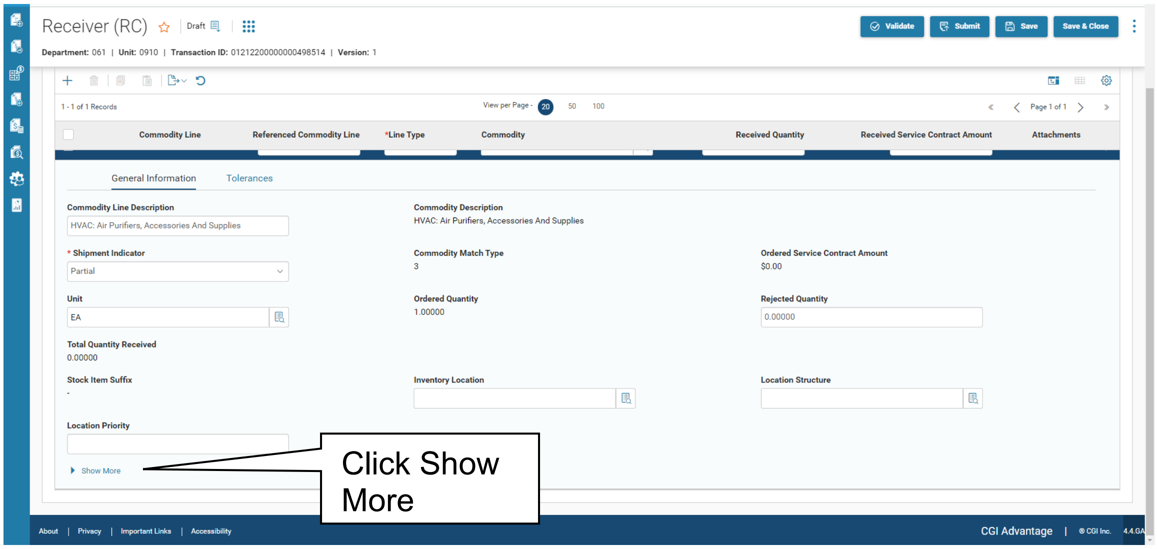
Item ID: -

1 - 1 of 1 Records

☐		Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
☐	▶	1	1	Item	03110	1	$0.00	

Click the ▶ to expand

10. Click **Show More**.



Receiver (RC) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000498514 | Version: 1

1 - 1 of 1 Records

Commodity Line Description: HVAC: Air Purifiers, Accessories And Supplies

Commodity Description: HVAC: Air Purifiers, Accessories And Supplies

* Shipment Indicator: Partial

Commodity Match Type: 3

Ordered Service Contract Amount: $0.00

Unit: EA

Ordered Quantity: 1.00000

Rejected Quantity: 0.00000

Total Quantity Received: 0.00000

Stock Item Suffix: -

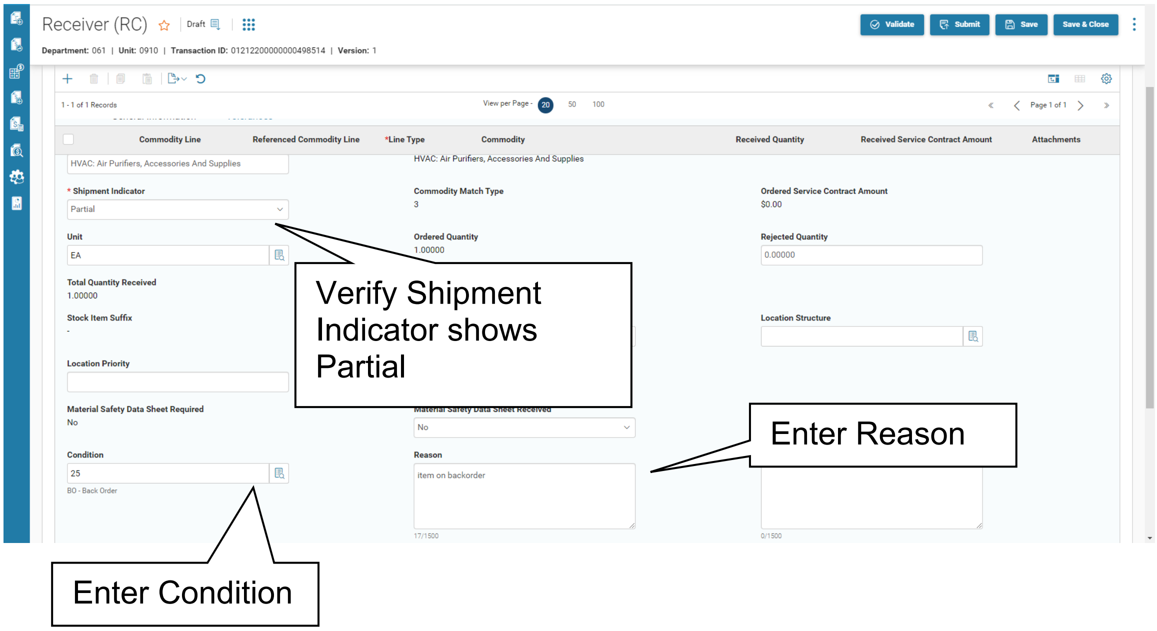
Inventory Location:

Location Structure:

Location Priority:

Click Show More

11. Scroll down to the Condition and Reason fields. Verify the **Shipment Indicator** shows Partial.
12. Enter **Condition,** using the pick list.
13. Enter **Reason** (free-form typing).



Receiver (RC) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000498514 | Version: 1

1 - 1 of 1 Records

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments

HVAC: Air Purifiers, Accessories And Supplies

HVAC: Air Purifiers, Accessories And Supplies

* Shipment Indicator: Partial

Commodity Match Type: 3

Ordered Service Contract Amount: $0.00

Unit: EA

Ordered Quantity: 1.00000

Rejected Quantity: 0.00000

Total Quantity Received: 1.00000

Stock Item Suffix: -

Location Structure:

Location Priority:

Material Safety Data Sheet Required: No

Material Safety Data Sheet Received: No

Condition: 25

BO - Back Order

Reason: item on backorder

17/1500

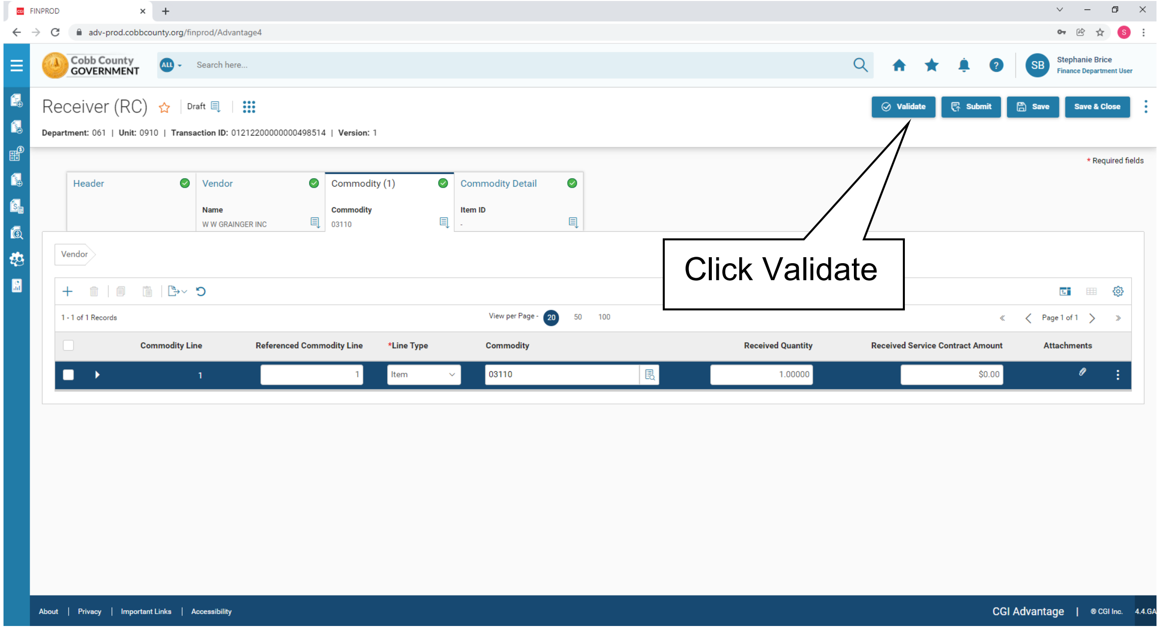
0/1500

Verify Shipment Indicator shows Partial

Enter Reason

Enter Condition

14. Click **Validate**.



adv-prod.cobbcounty.org/finprod/Advantage4

Stephanie Brice
Finance Department User

Receiver (RC) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000498514 | Version: 1

* Required fields

Header | Vendor: Name W W GRAINGER INC | Commodity (1): Commodity 03110 | Commodity Detail: Item ID -

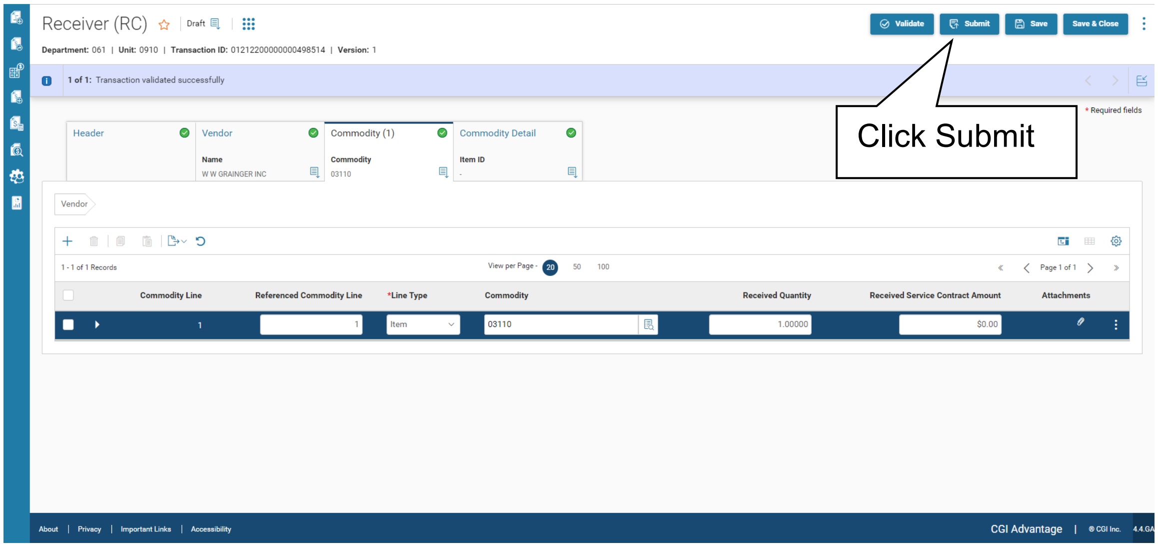
Vendor

1 - 1 of 1 Records

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
1	1	Item	03110	1.00000	$0.00	

Click Validate

15. When the transaction validates successfully, click **Submit**.



Receiver (RC)

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000498514 | **Version:** 1

1 of 1: Transaction validated successfully

Header

Vendor — **Name** W W GRAINGER INC

Commodity (1) — **Commodity** 03110

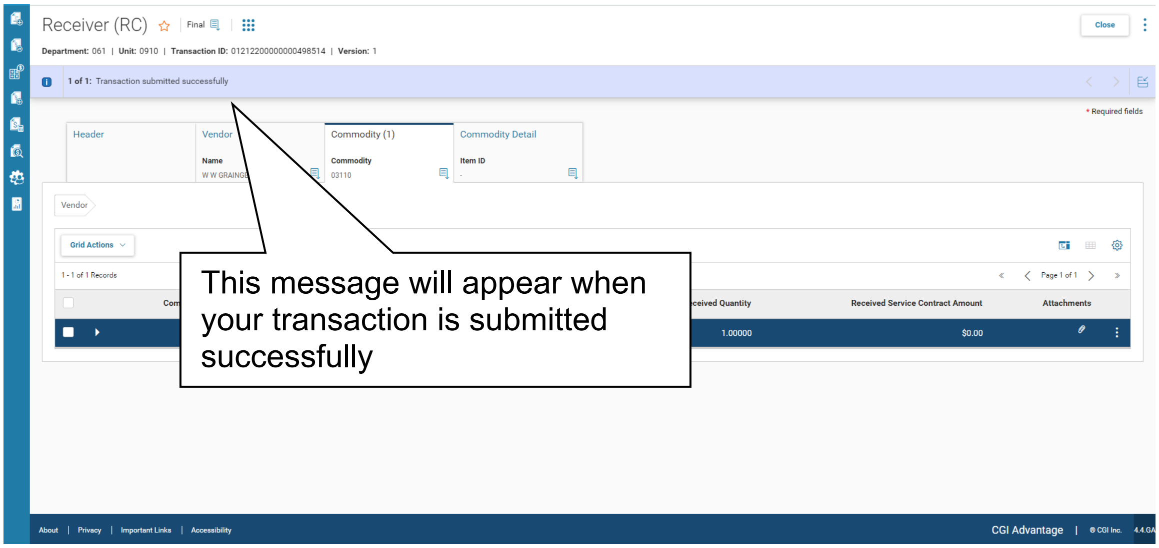
Commodity Detail — **Item ID** -

1 - 1 of 1 Records

	Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
☐	1	1	Item	03110	1.00000	$0.00	

Click Submit

This message will appear when your transaction is submitted successfully.



Receiver (RC)

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000498514 | **Version:** 1

1 of 1: Transaction submitted successfully

Header

Vendor — **Name** W W GRAINGE

Commodity (1) — **Commodity** 03110

Commodity Detail — **Item ID** -

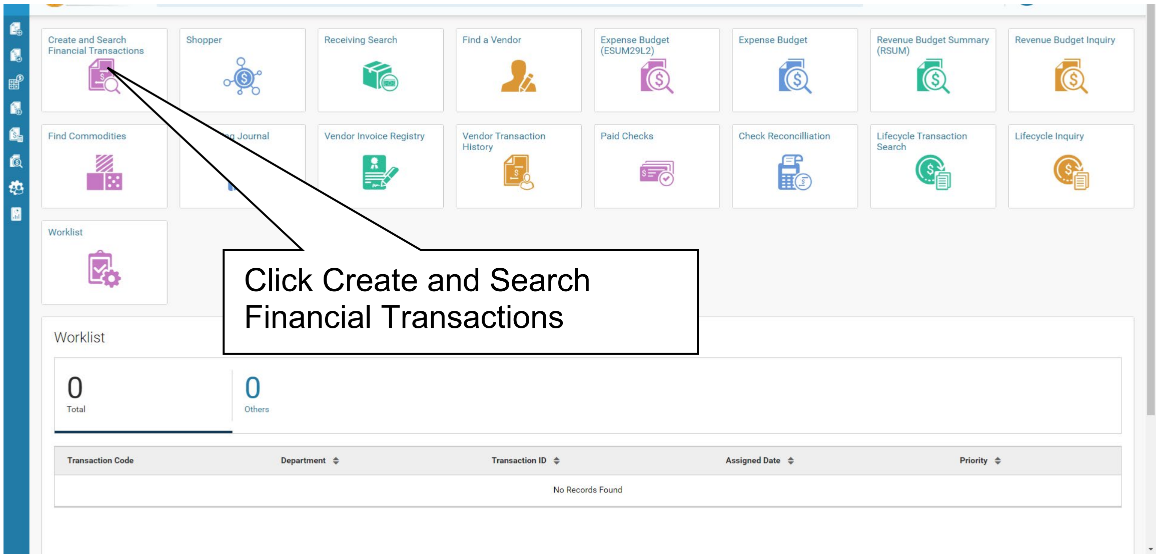
1 - 1 of 1 Records

	Com	ceived Quantity	Received Service Contract Amount	Attachments
☐		1.00000	$0.00	

This message will appear when your transaction is submitted successfully

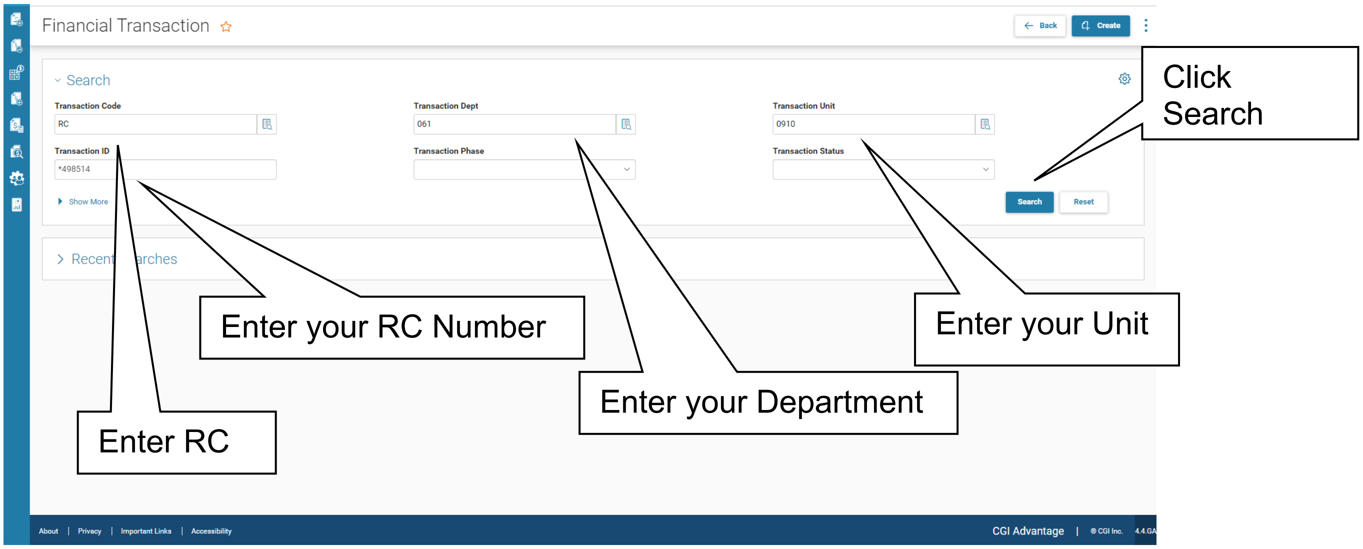
Receiver Cancellation

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



Click Create and Search Financial Transactions

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



Transaction Code: RC

Transaction Dept: 061

Transaction Unit: 0910

Transaction ID: *498514

Click Search

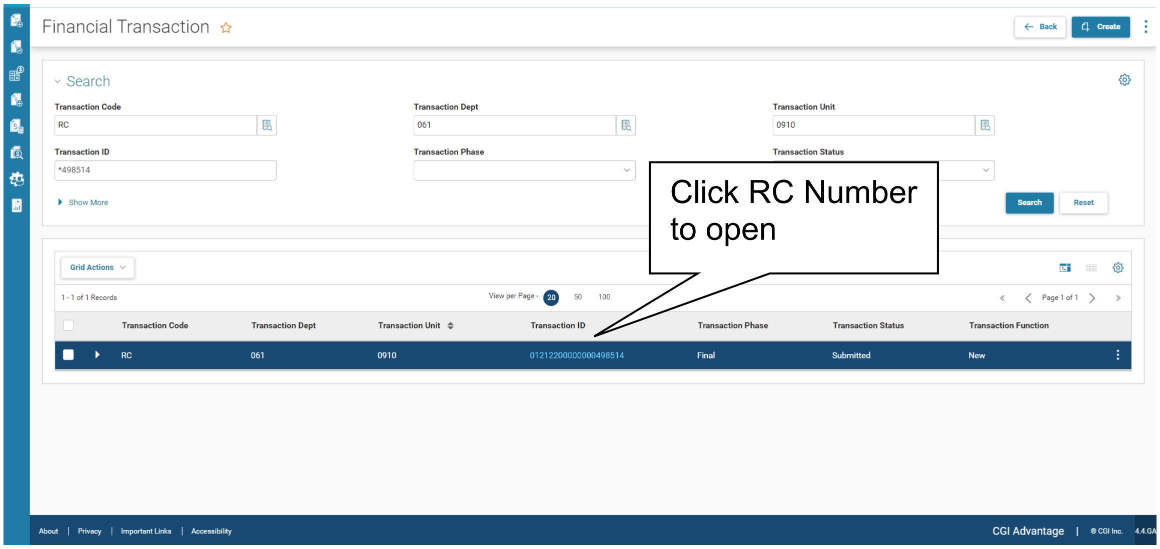
Enter your RC Number

Enter your Unit

Enter your Department

Enter RC

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



Transaction Code: RC

Transaction Dept: 061

Transaction Unit: 0910

Transaction ID: *498514

Transaction Phase:

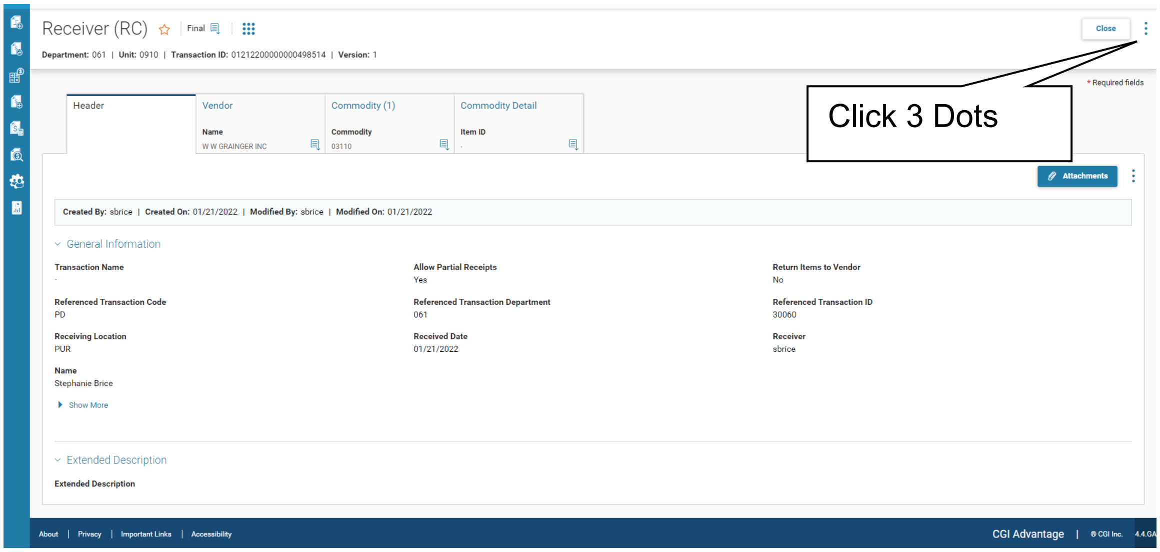
Transaction Status:

1 - 1 of 1 Records

	Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Transaction Phase	Transaction Status	Transaction Function
☐	RC	061	0910	01212200000000498514	Final	Submitted	New

Click RC Number to open

4. Click **3 Dots (Related Actions)**.



Department: 061 | Unit: 0910 | Transaction ID: 01212200000000498514 | Version: 1

Name: W W GRAINGER INC

Commodity: 03110

Item ID: -

Created By: sbrice | Created On: 01/21/2022 | Modified By: sbrice | Modified On: 01/21/2022

Transaction Name: -

Allow Partial Receipts: Yes

Return Items to Vendor: No

Referenced Transaction Code: PD

Referenced Transaction Department: 061

Referenced Transaction ID: 30060

Receiving Location: PUR

Received Date: 01/21/2022

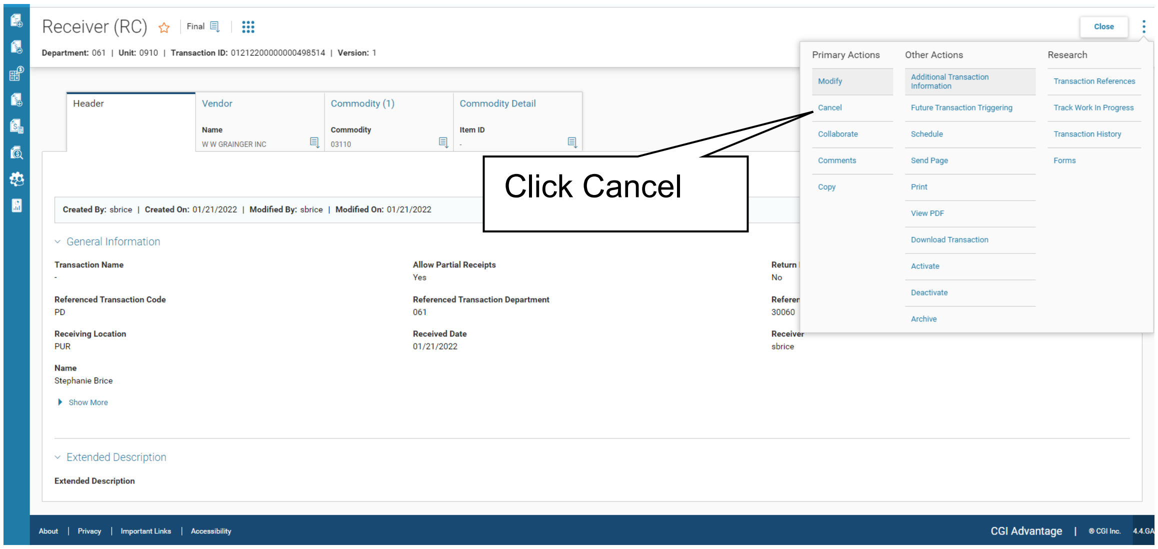
Receiver: sbrice

Name: Stephanie Brice

Extended Description

Click 3 Dots

5. Click **Cancel**.



Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000498514 | **Version:** 1

Name W W GRAINGER INC

Commodity 03110

Item ID -

Created By: sbrice | **Created On:** 01/21/2022 | **Modified By:** sbrice | **Modified On:** 01/21/2022

Transaction Name -

Allow Partial Receipts Yes

Referenced Transaction Code PD

Referenced Transaction Department 061

Receiving Location PUR

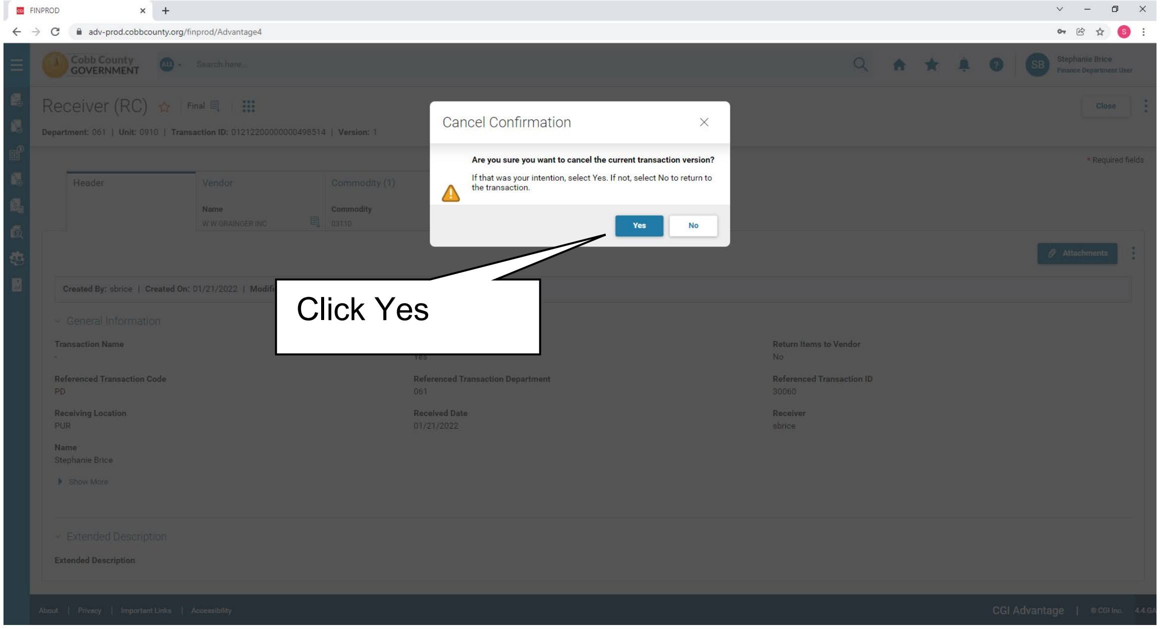
Received Date 01/21/2022

Name Stephanie Brice

Extended Description

Click Cancel

6. Click **Yes**.

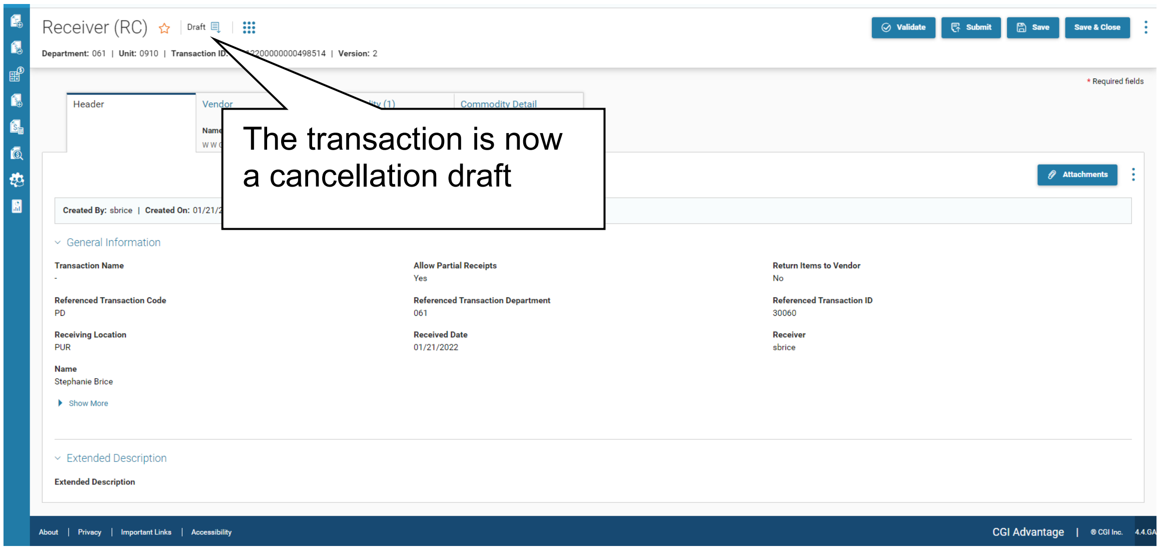


Are you sure you want to cancel the current transaction version?

If that was your intention, select Yes. If not, select No to return to the transaction.

Click Yes

A cancellation draft will appear.



The transaction is now a cancellation draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** …2200000000498514 | **Version:** 2

* Required fields

Created By: sbrice | **Created On:** 01/21/2…

General Information

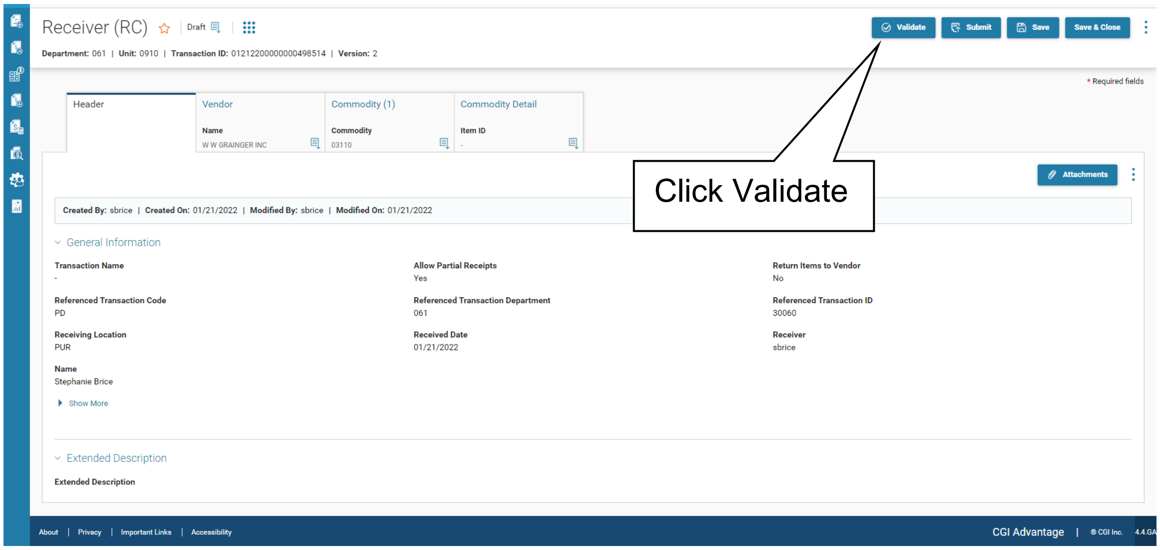
Transaction Name -	**Allow Partial Receipts** Yes	**Return Items to Vendor** No
Referenced Transaction Code PD	**Referenced Transaction Department** 061	**Referenced Transaction ID** 30060
Receiving Location PUR	**Received Date** 01/21/2022	**Receiver** sbrice
Name Stephanie Brice		

Show More

Extended Description

Extended Description

7. Click **Validate**.



Click Validate

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000498514 | **Version:** 2

* Required fields

Vendor	Commodity (1)	Commodity Detail
Name W W GRAINGER INC	**Commodity** 03110	**Item ID** -

Created By: sbrice | **Created On:** 01/21/2022 | **Modified By:** sbrice | **Modified On:** 01/21/2022

General Information

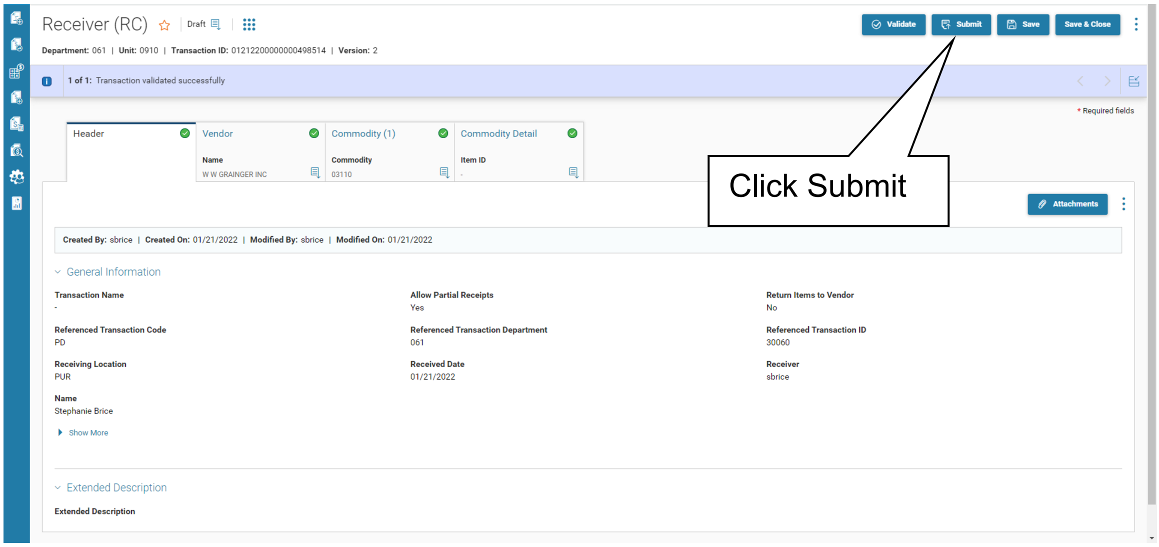
Transaction Name -	**Allow Partial Receipts** Yes	**Return Items to Vendor** No
Referenced Transaction Code PD	**Referenced Transaction Department** 061	**Referenced Transaction ID** 30060
Receiving Location PUR	**Received Date** 01/21/2022	**Receiver** sbrice
Name Stephanie Brice		

Show More

Extended Description

Extended Description

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



Receiver (RC) Draft

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000498514 | **Version:** 2

1 of 1: Transaction validated successfully

* Required fields

Header | Vendor | Commodity (1) | Commodity Detail

Name W W GRAINGER INC | **Commodity** 03110 | **Item ID** -

Created By: sbrice | **Created On:** 01/21/2022 | **Modified By:** sbrice | **Modified On:** 01/21/2022

General Information

Transaction Name -

Allow Partial Receipts Yes

Return Items to Vendor No

Referenced Transaction Code PD

Referenced Transaction Department 061

Referenced Transaction ID 30060

Receiving Location PUR

Received Date 01/21/2022

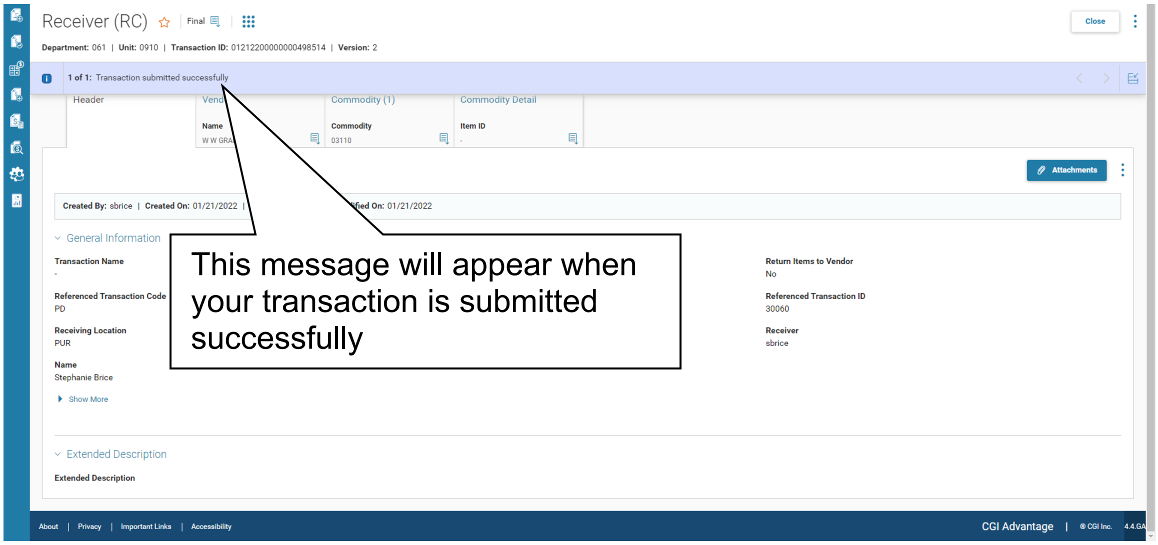
Receiver sbrice

Name Stephanie Brice

Show More

Extended Description

Extended Description



Receiver (RC) Final

Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000498514 | **Version:** 2

1 of 1: Transaction submitted successfully

Created By: sbrice | **Created On:** 01/21/2022 | **Modified On:** 01/21/2022

General Information

Transaction Name -

Return Items to Vendor No

Referenced Transaction Code PD

Referenced Transaction ID 30060

Receiving Location PUR

Receiver sbrice

Name Stephanie Brice

Show More

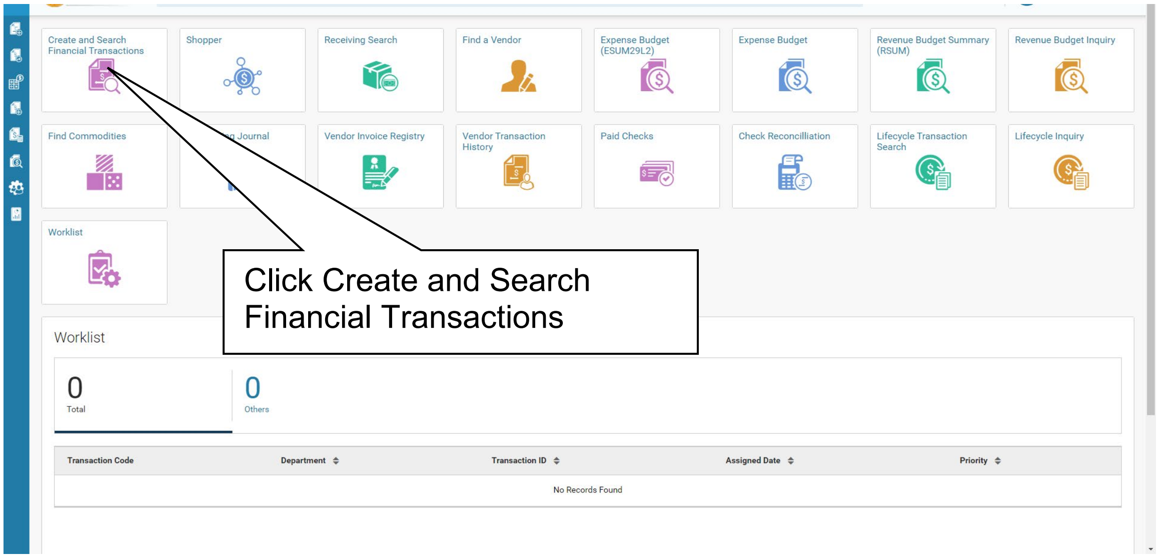
Extended Description

Extended Description

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.

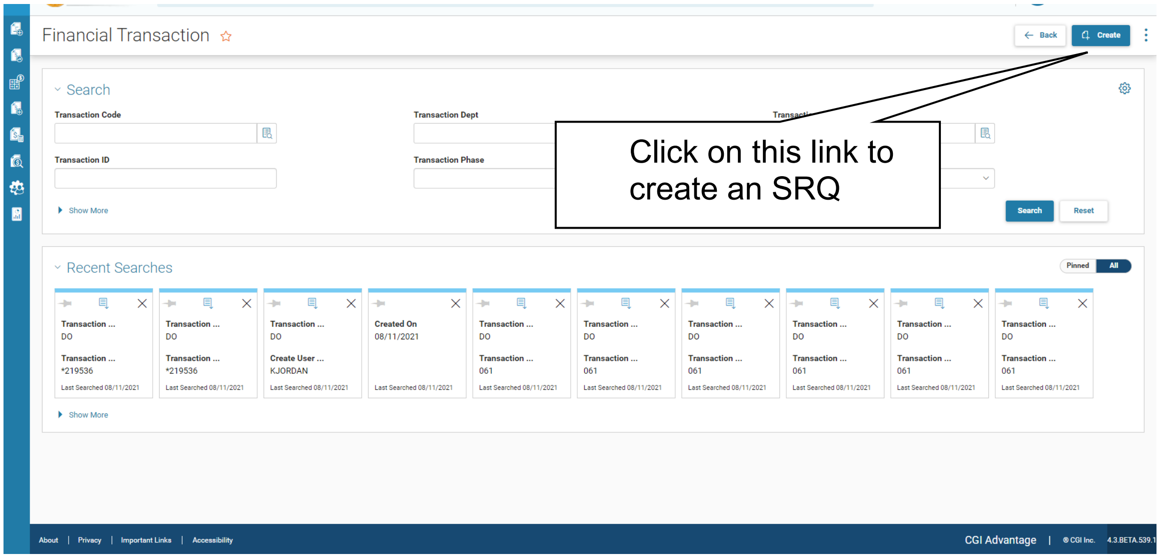
Stock Room Requisition (SRQ)

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



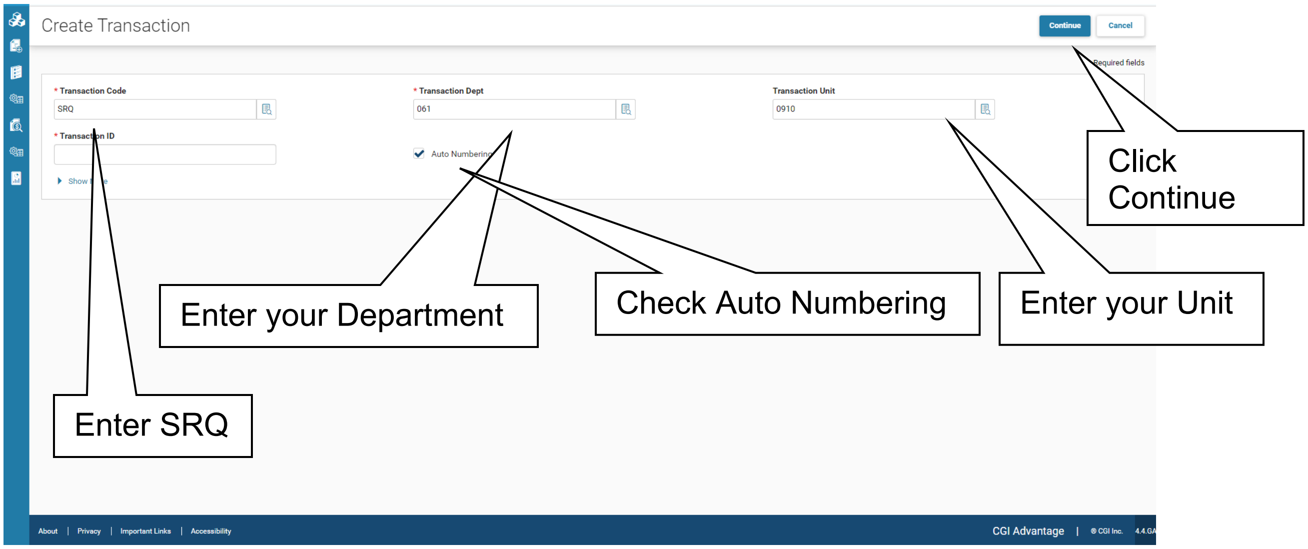
Click Create and Search Financial Transactions

2. Click **Create**.



Click on this link to create an SRQ

3. Enter **Transaction Code, Transaction Dept, Transaction Unit, and check Auto Numbering**.
4. Click **Continue**.



* Transaction Code: SRQ

* Transaction Dept: 061

Transaction Unit: 0910

* Transaction ID:

☑ Auto Numbering

Click Continue

Enter your Department

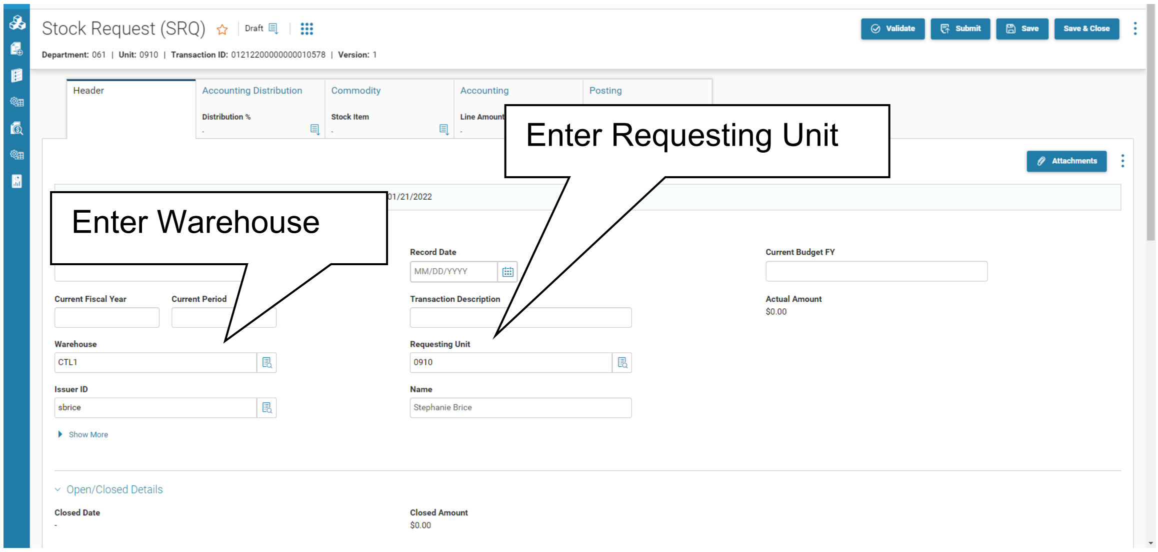
Check Auto Numbering

Enter your Unit

Enter SRQ

You will now be in the Header component of the SRQ.

5. Enter **Warehouse** or use pick list to select a warehouse.
6. Enter **Requesting Unit** or use pick list to select a unit.
7. Scroll down to **Shipping** and enter **Delivery Date**. Your shipping location will default. Verify that your shipping location is correct or use the pick list to change shipping location, if necessary.
8. Click **Save**.



Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

Distribution %: -

Stock Item: -

Line Amount: -

01/21/2022

Record Date: MM/DD/YYYY

Current Budget FY:

Current Fiscal Year:

Current Period:

Transaction Description:

Actual Amount: $0.00

Warehouse: CTL1

Requesting Unit: 0910

Issuer ID: sbrice

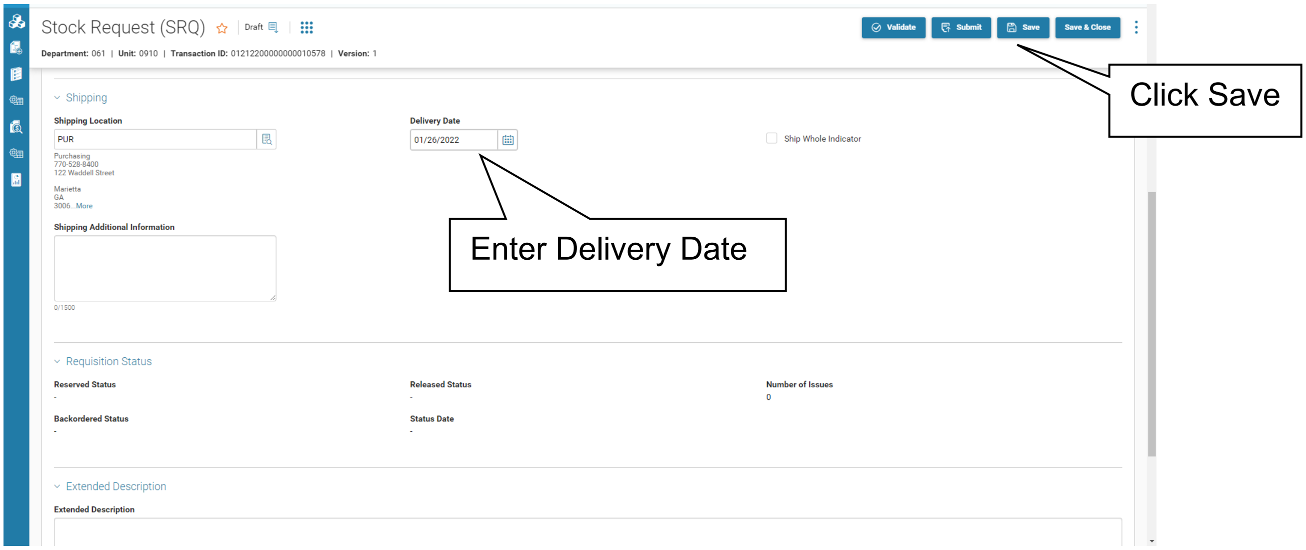
Name: Stephanie Brice

Closed Date: -

Closed Amount: $0.00

Enter Requesting Unit

Enter Warehouse



Stock Request (SRQ) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

Shipping

Shipping Location: PUR
Purchasing
770-528-8400
122 Waddell Street

Marietta
GA
3006...More

Delivery Date: 01/26/2022

☐ Ship Whole Indicator

Shipping Additional Information
0/1500

Requisition Status

Reserved Status: -
Released Status: -
Number of Issues: 0
Backordered Status: -
Status Date: -

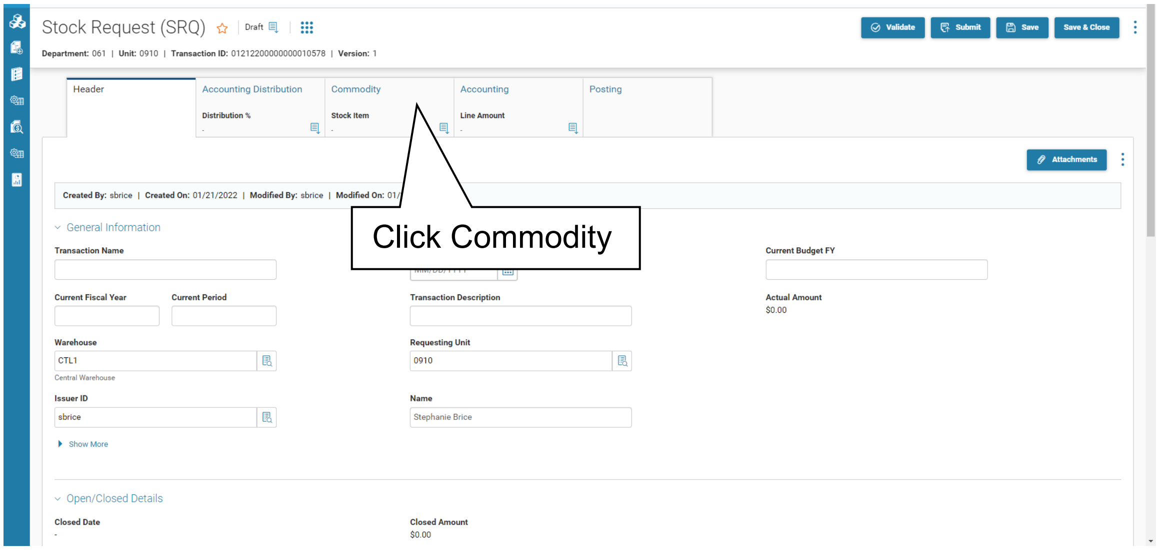
Extended Description

Extended Description

Click Save

Enter Delivery Date

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



Stock Request (SRQ) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

Distribution %: -
Stock Item: -
Line Amount: -

Created By: sbrice | Created On: 01/21/2022 | Modified By: sbrice | Modified On: 01/

General Information

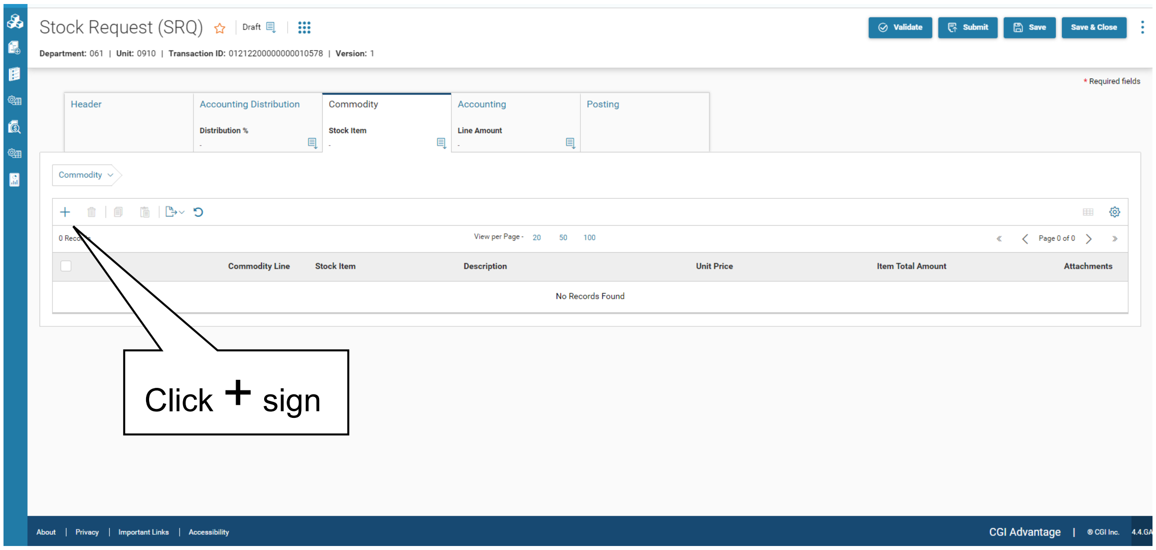
Transaction Name
Current Budget FY
Current Fiscal Year
Current Period
Transaction Description
Actual Amount: $0.00
Warehouse: CTL1
Central Warehouse
Requesting Unit: 0910
Issuer ID: sbrice
Name: Stephanie Brice

Open/Closed Details

Closed Date: -
Closed Amount: $0.00

Click Commodity

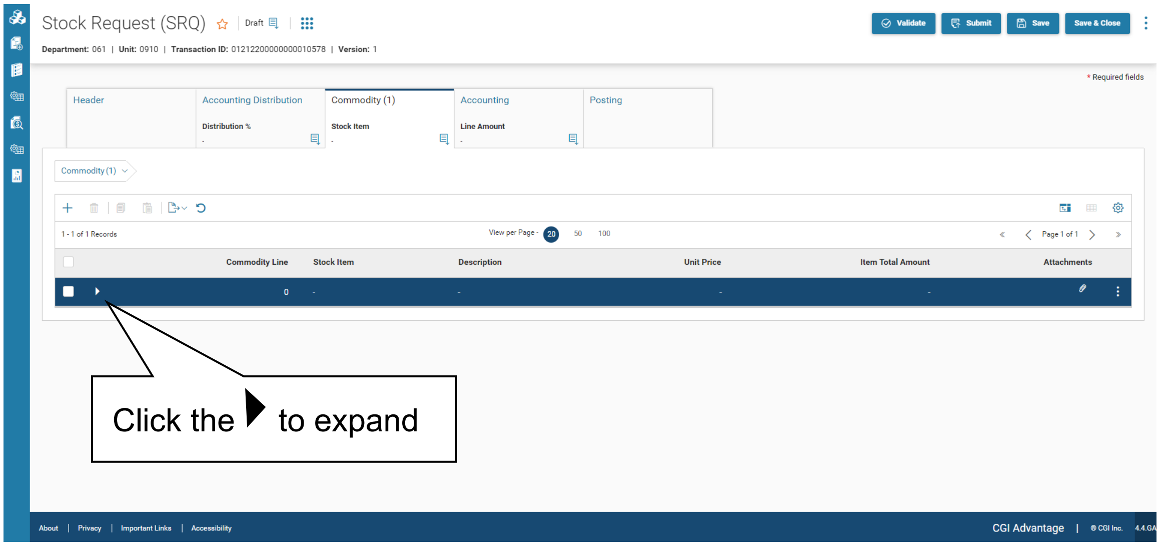
10. Click the + sign to add a new line.


Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

No Records Found

Click + sign

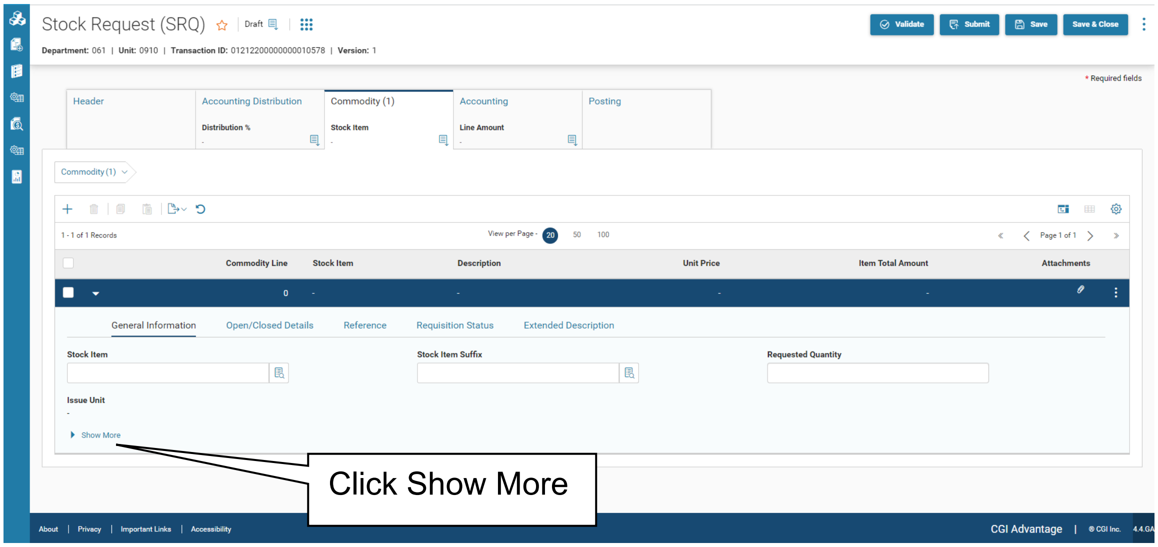
11. Click the ▶ to expand the section.


Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

1 - 1 of 1 Records

Click the ▶ to expand

11. Click **Show More**.



Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

1 - 1 of 1 Records

Stock Item

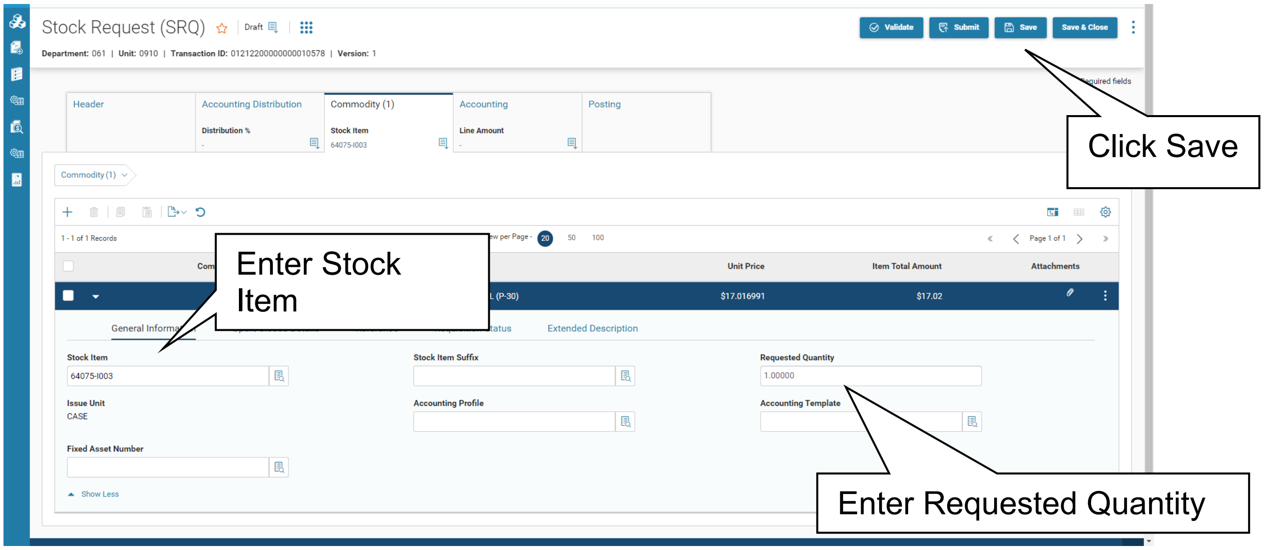
Stock Item Suffix

Requested Quantity

Issue Unit

Click Show More

12. Enter **Stock Item** or use pick list to select a stock item.
13. Enter **Requested Quantity**.
14. Click **Save**.



Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

Stock Item: 64075-I003

Unit Price: $17.016991

Item Total Amount: $17.02

Stock Item: 64075-I003

Stock Item Suffix

Requested Quantity: 1.00000

Issue Unit: CASE

Accounting Profile

Accounting Template

Fixed Asset Number

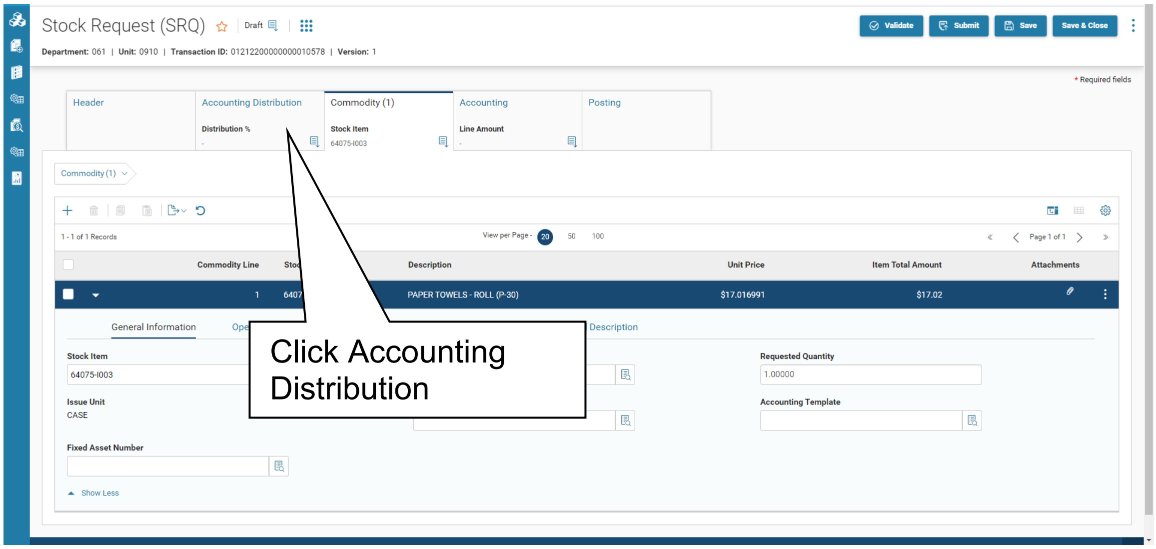
Click Save

Enter Stock Item

Enter Requested Quantity

To add additional stock items, repeat steps 10-14.

15. Click the **Accounting Distribution** tab.



Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

Distribution %: -

Stock Item: 64075-I003

Line Amount: -

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

Commodity Line	Sto	Description	Unit Price	Item Total Amount	Attachments
1	6407	PAPER TOWELS - ROLL (P-30)	$17.016991	$17.02	

Stock Item: 64075-I003

Issue Unit: CASE

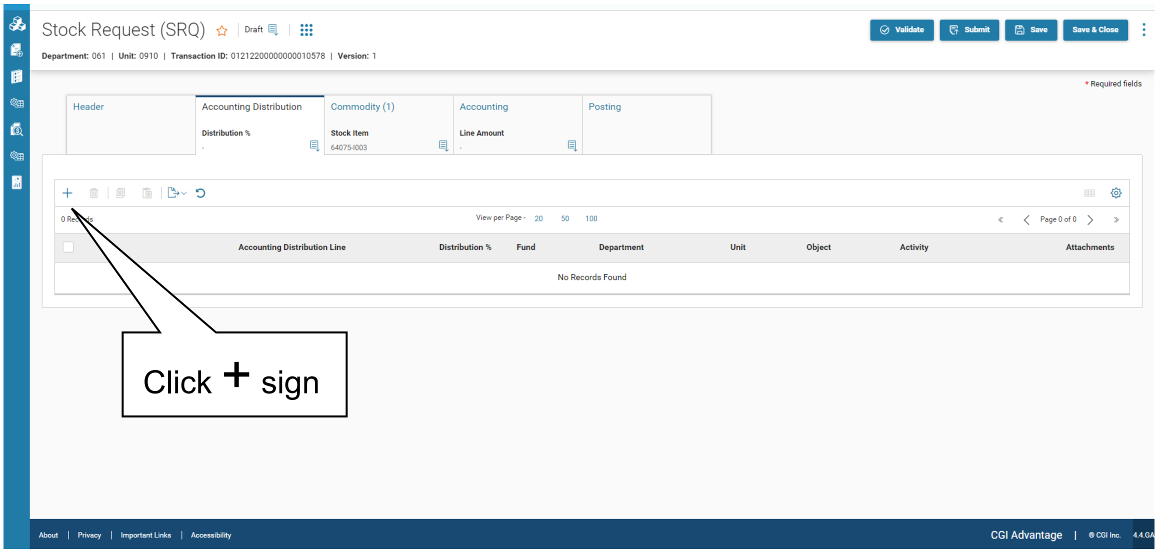
Fixed Asset Number:

Requested Quantity: 1.00000

Accounting Template:

Click Accounting Distribution

16. Click the ✚ sign to add a new line.



Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

Distribution %: -

Stock Item: 64075-I003

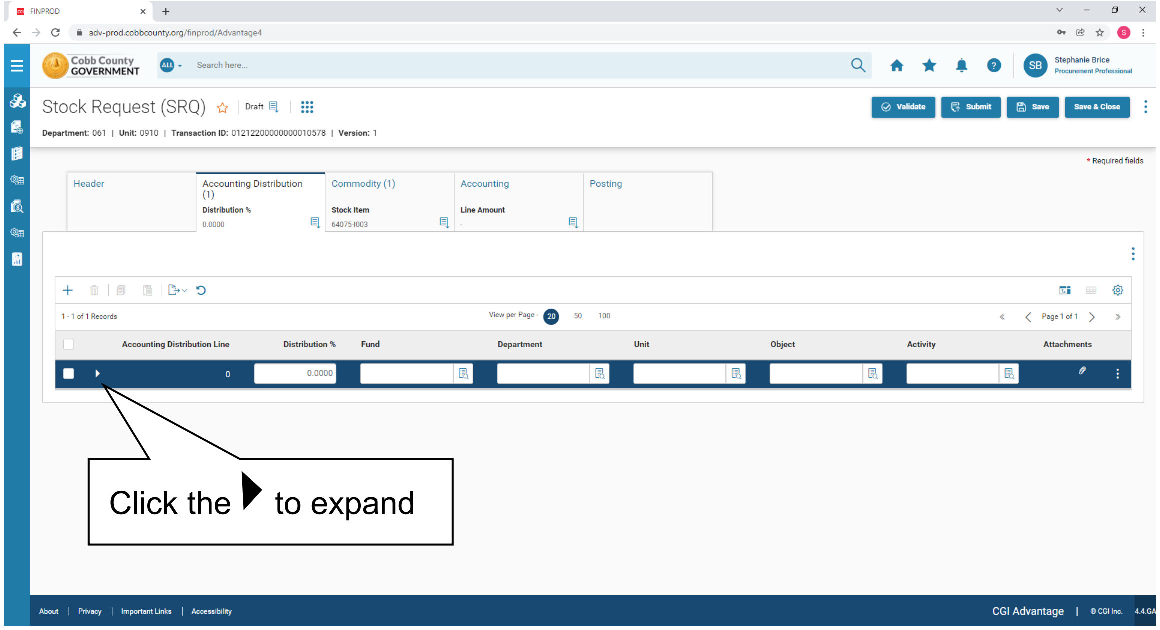
Line Amount: -

0 Records View per Page - 20 50 100 Page 0 of 0

Accounting Distribution Line	Distribution %	Fund	Department	Unit	Object	Activity	Attachments
No Records Found							

Click + sign

17. Click the to expand the section.



Stock Request (SRQ)

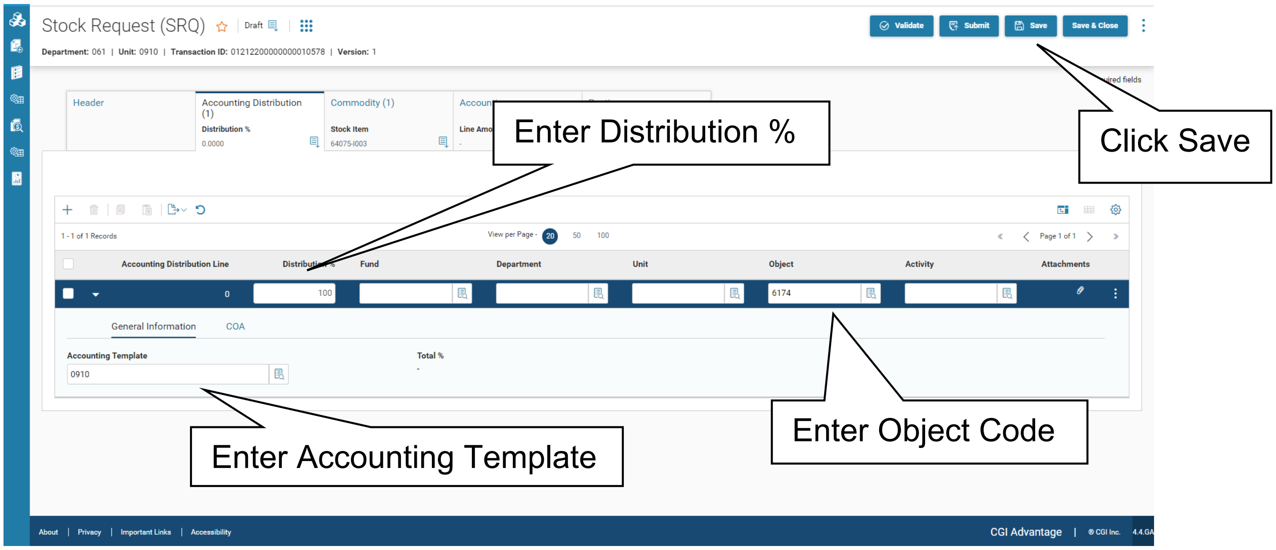
Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

Accounting Distribution (1): Distribution % 0.0000

Commodity (1): Stock Item 64075-I003

Click the ▶ to expand

18. Enter **Distribution %** (100).
19. Enter **Accounting Template** (sub-unit).
20. Enter **Object Code** (if all commodities are being charged to one object code). If multiple object codes are being used, see separate instructions below.
21. Click **Save**.



Stock Request (SRQ)

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

Distribution %: 100

Object: 6174

Accounting Template: 0910

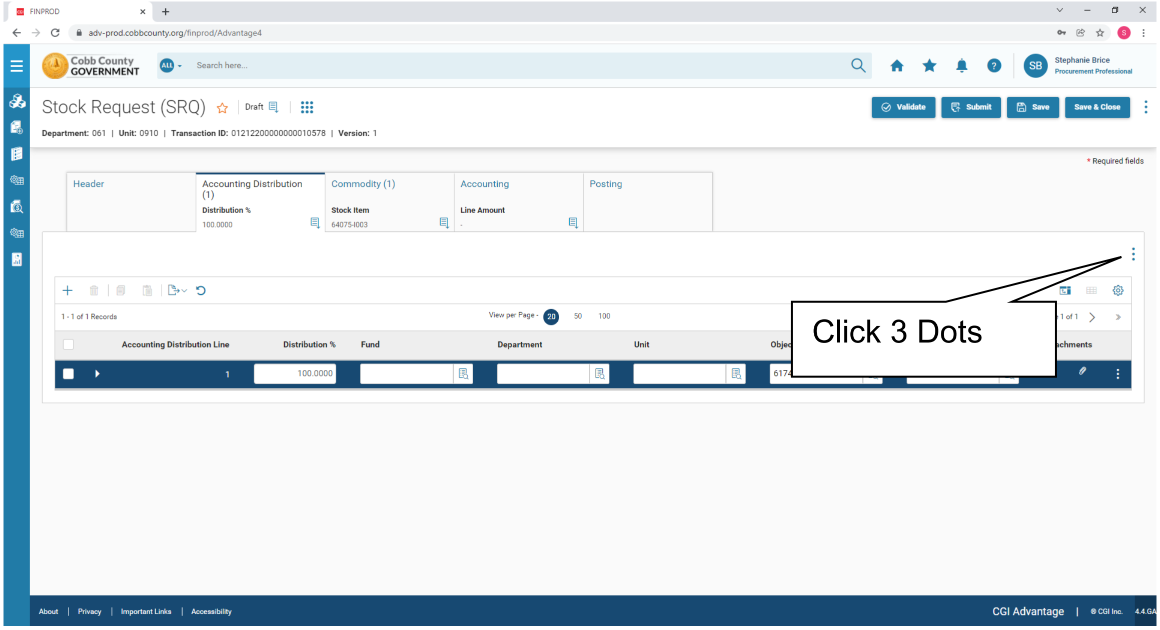
Enter Distribution %

Click Save

Enter Object Code

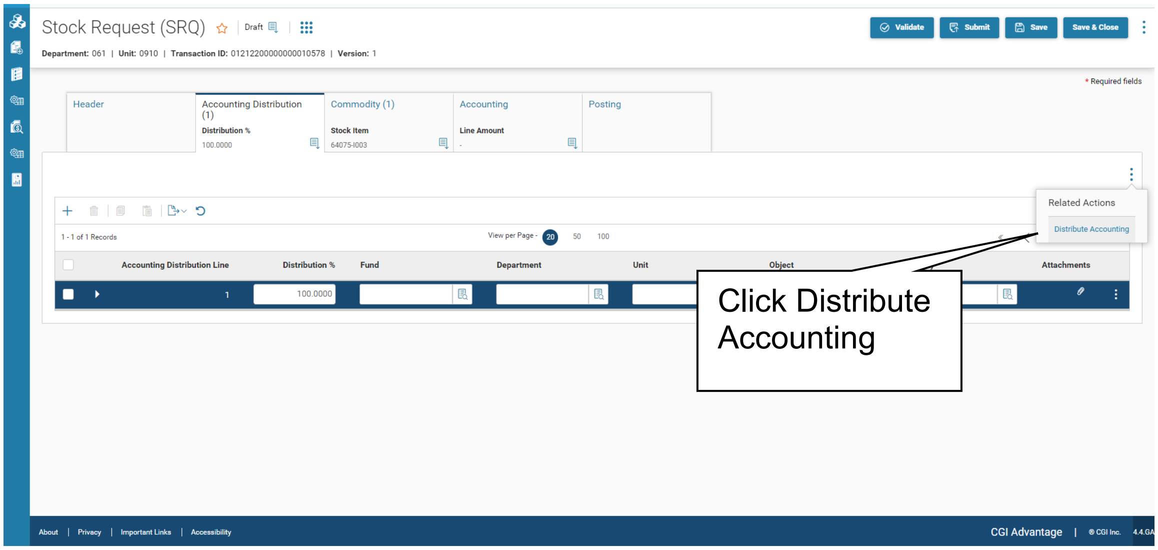
Enter Accounting Template

22. Click **3 Dots (Related Actions)**.



Click 3 Dots

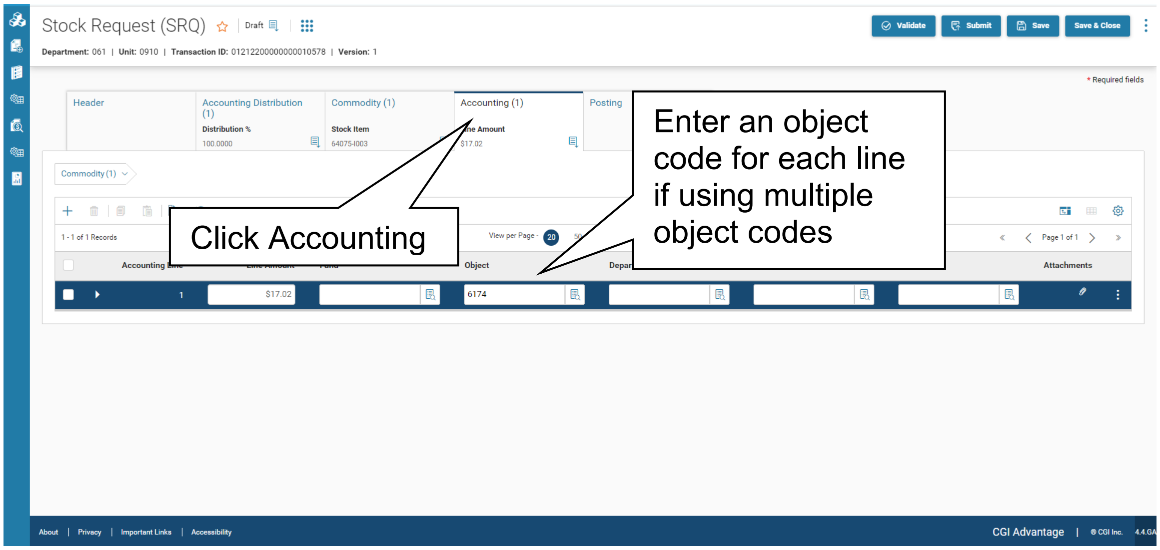
23. Click **Distribute Accounting**.



Click Distribute Accounting

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.



Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000010578 | **Version:** 1

Distribution % 100.0000

Stock Item 64075-I003

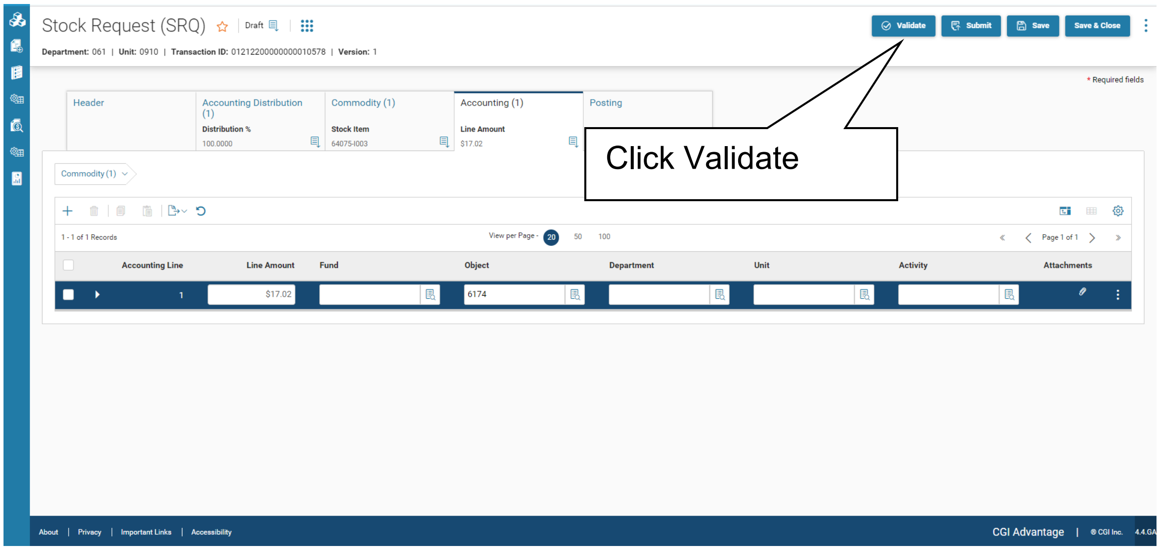
Line Amount $17.02

Accounting Line 1, Line Amount $17.02, Object 6174

Click Accounting

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

24. Click **Validate**.



Department: 061 | **Unit:** 0910 | **Transaction ID:** 01212200000000010578 | **Version:** 1

Distribution % 100.0000

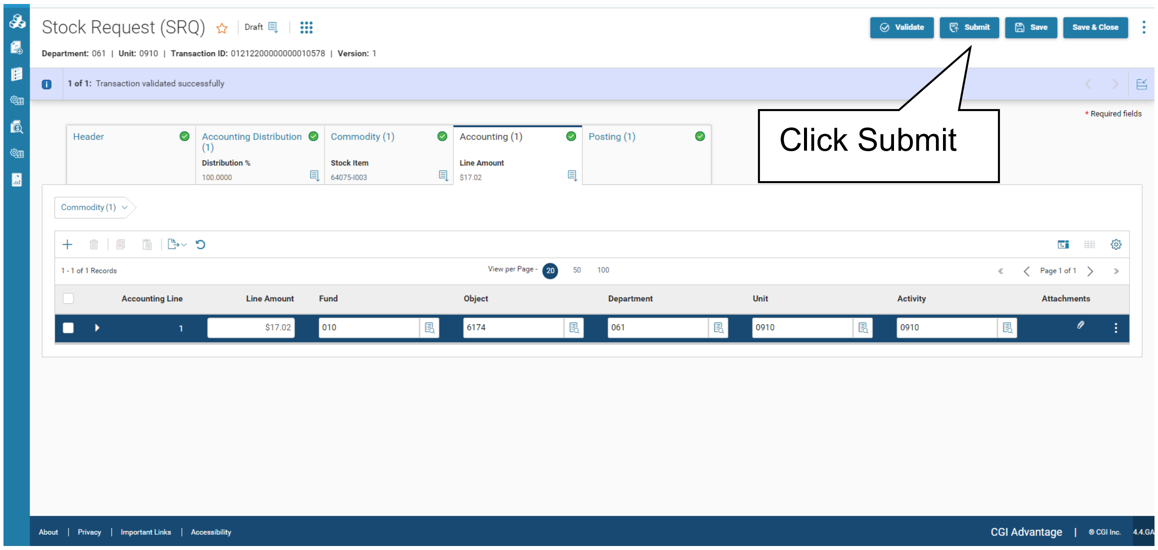
Stock Item 64075-I003

Line Amount $17.02

Accounting Line 1, Line Amount $17.02, Object 6174

Click Validate

25. When the transaction validates successfully, click **Submit**.



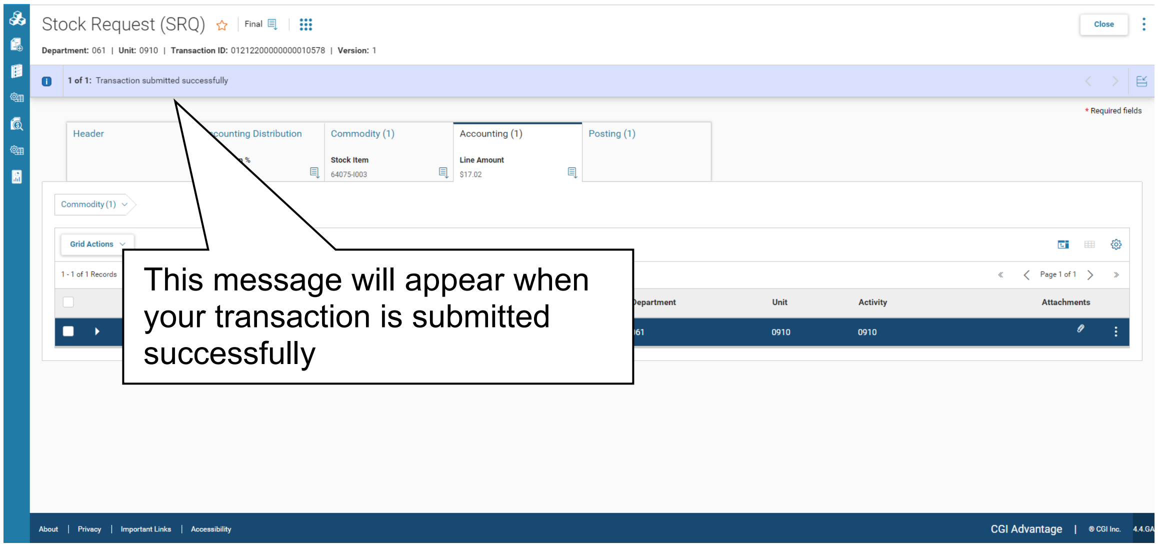
Stock Request (SRQ) Draft

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

1 of 1: Transaction validated successfully

Accounting Line	Line Amount	Fund	Object	Department	Unit	Activity	Attachments
1	$17.02	010	6174	061	0910	0910	

Click Submit



Stock Request (SRQ) Final

Department: 061 | Unit: 0910 | Transaction ID: 01212200000000010578 | Version: 1

1 of 1: Transaction submitted successfully

This message will appear when your transaction is submitted successfully