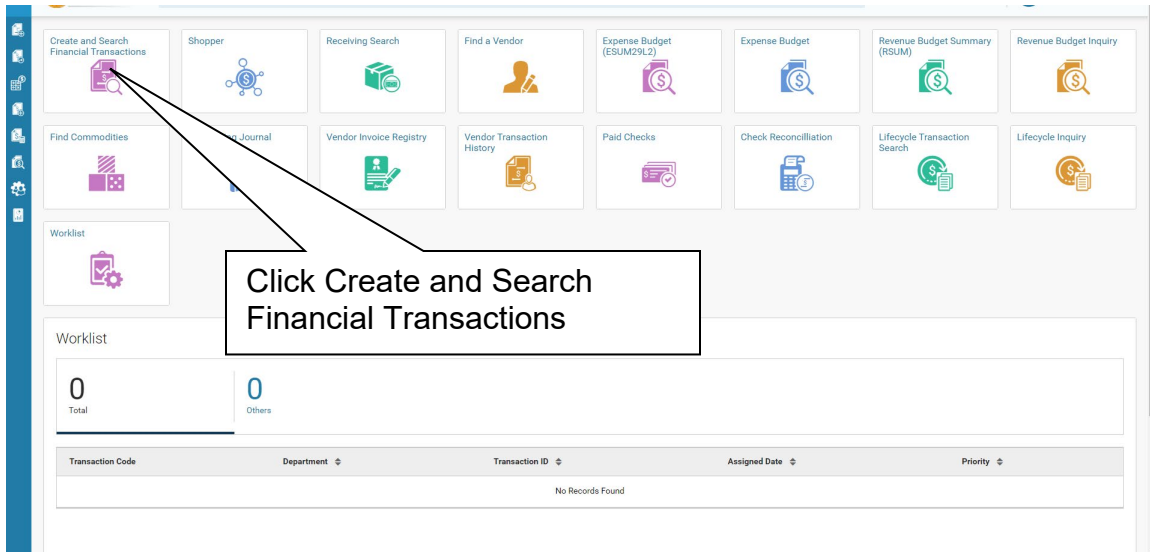


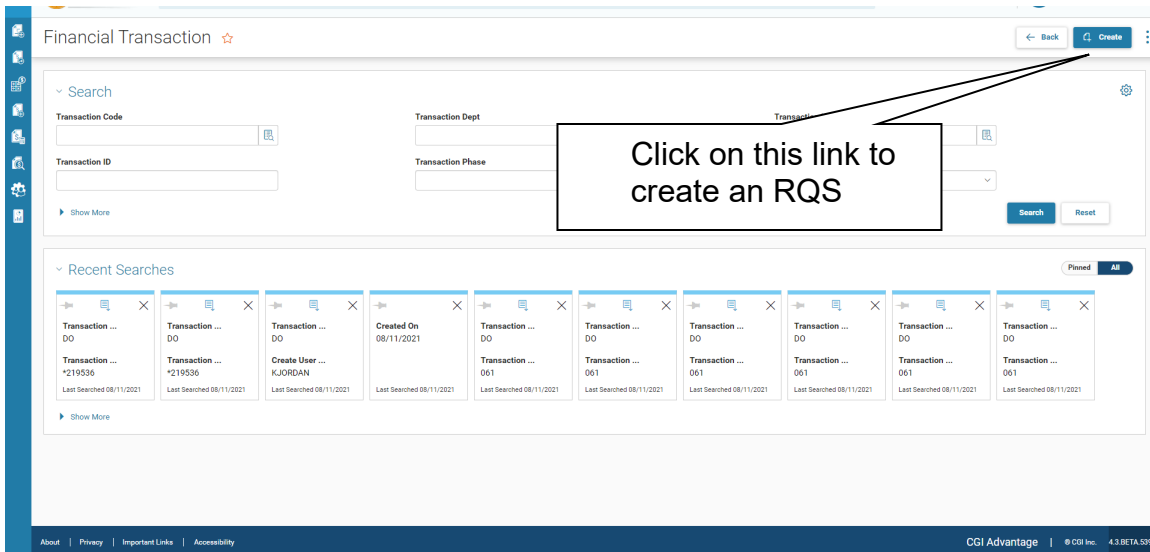
Procurement

Requisition (RQS)

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



2. Click **Create**.



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

The screenshot shows the 'Create Transaction' form. Annotations with arrows point to the following fields and buttons:

- Enter RQS**: Points to the 'Transaction Code' field, which contains 'RQS'.
- Enter your Department**: Points to the 'Transaction Dept' field, which contains '061'.
- Check Auto Numbering**: Points to the 'Auto Numbering' checkbox, which is checked.
- Enter your Unit**: Points to the 'Transaction Unit' field, which contains '0910'.
- Click Continue**: Points to the 'Continue' button in the top right corner.

The form also includes a 'Transaction ID' field and a 'Show More' link. The footer contains links for 'About', 'Privacy', 'Important Links', and 'Accessibility', along with 'CGI Advantage' and version information '4.3 BETA.509.1'.

5. Click **Show More**.

The screenshot shows the 'Standard Requisition (RQS)' form. An annotation with an arrow points to the 'Show More' link under the 'Actual Amount' field.

Click Show More: Points to the 'Show More' link under the 'Actual Amount' field, which displays '\$0.00'.

The form includes a header with 'Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1'. It also features a 'Created By' field and a 'Created On' date of '08/31/2021'. The 'General Information' section contains fields for 'Transaction Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Transaction Short Description', and 'Transaction Description'. The 'Open/Closed Details' section shows 'Closed Date', 'Closed Amount', 'Referenced Amount', 'Total Tax Amount', and 'Open Amount'.

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

Standard Requisition (RQS) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1

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

General Information

Transaction Name:

Record Date:

Budget FY:

Fiscal Year: Period:

Transaction Short Description:

Transaction Description:

Actual Amount: \$0.00

Accounting Profile:

Warehouse:

Procurement Folder:

Procurement Type ID: **Enter Procurement Type**

PCard ID:

PCard Expiration Date:

Tracking Number:

Reporting 1:

Reporting 2:

Reporting 3:

Roll Indication 1: No

Tax Profile:

Show Less

Open/Closed Details

Closed Date:

Closed Amount:

Open Amount:

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.

Standard Requisition (RQS) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1

Open/Closed Details

Closed Date:

Closed Amount: \$0.00

Open Amount: \$0.00

Referenced Amount: \$0.00

Total Tax Amount: \$0.00

Contact

Buyer:

Requestor ID: **Enter Requestor ID**

Requestor Name:

Requesting Department:

Team ID:

Phone Number:

Phone Extension:

Vendor Lists

Vendor List Template Code:

New Vendor List Template Code:

Prequalified List: ☐

New Vendor List Template Name:

New Vendor List Template Department:

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.

Standard Requisition (RQS) | Draft

Department: 061 | Unit: 0910 | Transaction ID: 083121000000004240

Default Shipping/Billing

Shipping Location
PUR
Purchasing
770-528-4400
122 Waddell Street
Marietta
GA 30066
More

Shipping Method

Free On Board

Delivery Date
MM/DD/YYYY

Delivery Type
- Select -

Shipping Additional Information

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

Additional Information

Select Delivery Type

Click Save

Enter 5 in Free on Board

Enter Shipping Method

Enter Delivery Date

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

Standard Requisition (RQS) | Draft

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1

Header

Accounting Distribution	Vendor	Commodity Group (1)	Commodity	Accounting	Special Instructions
Distribution %	Legal Name	Description	Commodity	Line Amount	Special Instructions Code

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

General Information

Transaction Name

Record Date
MM/DD/YYYY

Fiscal Year **Period**

Transaction Short Description

Transaction Description

Actual Amount
\$0.00

Open/Closed Details

Closed Date

Referenced Amount
\$0.00

Closed Amount
\$0.00

Total Tax Amount
\$0.00

Open Amount
\$0.00

Click Commodity

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

Standard Requisition (RQS) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1

Required fields

Header	Accounting Distribution	Vendor	Commodity Group (1)	Commodity	Accounting	Special Instructions
Distribution %	Legal Name	Description	Default Commodity Group	Commodity	Line Amount	Special Instructions Code

Commodity Group (1)

0 Records

View per Page: 20 50 100

Page 0 of 0

Commodity Line	Commodity	Commodity Line Description	Item Total Amount	Attachments
No Records Found				

Click **+** sign

About | Privacy | Important Links | Accessibility

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17. Click the **▶** to expand the section.

Standard Requisition (RQS) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1

Required fields

Header	Accounting Distribution	Vendor	Commodity Group (1)	Commodity (1)	Accounting	Special Instructions
Distribution %	Legal Name	Description	Default Commodity Group	Commodity	Line Amount	Special Instructions Code

Commodity Group (1)

1 - 1 of 1 Records

View per Page: 20 50 100

Page 1 of 1

Commodity Line	Commodity	Commodity Line Description	Item Total Amount	Attachments
▶				

Click the **▶** to expand

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18. Click **Show More**.

Standard Requisition (RQS) | Draft | Version: 1
 Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406

Commodity Group (1)

1 - 1 of 1 Records

View per Page: 20 50 100

Page 1 of 1

Commodity Line: 1

Commodity: 42506

Commodity Line Description: Global High Rise Task Chair #ABC123

Item Total Amount: \$4,500.00

Attachments

General Information | Open/Closed Details | References | Shipping/Billing | Specifications | Tolerance

* Line Type: - Select -

* Quantity: 9.00000

Unit of Measure: EA

Unit Price: \$500.00

List Price: \$900.00

Discounted Unit Price: \$900.00

Contract Amount: \$500.00

Service From: MM/DD/YYYY

Service To: MM/DD/YYYY

Accounting Profile: 33-4000

Extended Description: Global High Rise Task Chair #ABC123

PCard ID: 33-4000

PCard Expiration Date: 33-4000

Allow Partial Receipts

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**.

Standard Requisition (RQS) | Draft | Version: 1
 Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406

Commodity Line: 1

Commodity: 42506

Commodity Line Description: Global High Rise Task Chair #ABC123

Item Total Amount: \$4,500.00

Attachments

General Information | Open/Closed Details | References | Shipping/Billing | Specifications | Tolerance

* Line Type: Item

* Quantity: 9.00000

Unit of Measure: EA

Unit Price: \$500.00

List Price: \$900.00

Discounted Unit Price: \$900.00

Contract Amount: \$500.00

Service From: MM/DD/YYYY

Service To: MM/DD/YYYY

Accounting Profile: 33-4000

Extended Description: Global High Rise Task Chair #ABC123

PCard ID: 33-4000

PCard Expiration Date: 33-4000

Allow Partial Receipts

Select Line Type

Enter Commodity

Enter Quantity

Enter Unit Price

Enter Unit of Measure

Enter Extended Description

Click Save

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

- Select Line Type **Service**.
- Enter **Contract Amount**.
- Enter **Service From** and **Service To** dates.
- Enter **Extended Description**.
- Click **Save**.

Note: Shipping or freight charges are considered a service.

The screenshot shows the 'Standard Requisition (RQS)' form in a 'Draft' state. The top navigation bar includes buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. A callout box points to the 'Save' button with the text 'Click Save'. The main form area is divided into several tabs: 'General Information', 'Open/Closed Details', 'References', 'Shipping/Billing', and 'Specification'. The 'General Information' tab is active, showing fields for 'Line Type' (set to 'Service'), 'Contract Amount' (100.00), 'Service From' (10/01/2021), 'Service To' (10/21/2021), 'Extended Description' (Shipping), and 'Accounting Profile'. Callout boxes point to these fields with the following instructions: 'Select Line Type' points to the 'Line Type' dropdown; 'Enter Contract Amount' points to the 'Contract Amount' field; 'Enter Service From and Service To' points to the date fields; and 'Enter Extended Description' points to the 'Extended Description' field. The bottom of the form shows a table with one line item, 'Commodity Line 1', with a total amount of \$4,500.00.

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

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

The screenshot shows the 'Standard Requisition (RQS)' form with the 'Accounting Distribution' tab selected. The top navigation bar remains the same. The 'Accounting Distribution' tab shows a table with columns for 'Commodity Group (1)', 'Commodity (1)', 'Accounting', and 'Special Instructions'. Below the table, there are fields for 'Unit of Measure', 'Discounted Unit Price' (\$900.00), and 'Accounting Profile'. A callout box points to the 'Accounting Distribution' tab with the text 'Click Accounting Distribution'. The bottom of the form shows the same table with one line item, 'Commodity Line 1', with a total amount of \$4,500.00.

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

Standard Requisition (RQS) | Draft | Version: 1
 Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406

Accounting Distribution

Accounting Distribution Line	Distribution %	Fund	Department	Unit	Object	Activity	Attachments
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) | Draft | Version: 1
 Department: 061 | Unit: 0910 | Transaction ID: 1122210000000044390

Accounting Distribution (1)
 Distribution % 0.0000

Enter Accounting Template

Click Save

Accounting Distribution Line	Distribution %	Accounting Template	Fund	Department	Unit	Object	Activity	Attachments
0	100	0910				6116		

Enter Distribution %

Enter Object Code

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

Standard Requisition (RQS) ☆ | Draft | ⋮

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | 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

Special Instructions Special Instructions Code

Click 3 Dots

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

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

General Information COA

Accounting Template 0910 Event Type PR02 Total % 100.0000

Debit ID

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33. Click **Distribute Accounting Lines**.

Standard Requisition (RQS) ☆ | Draft | ⋮

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | 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

Special Instructions Special Instructions Code

Click Distribute Accounting Lines

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

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

General Information COA

Accounting Template 0910 Event Type PR02 Total % 100.0000

Debit ID

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This will create an accounting line for each commodity entered.

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

Standard Requisition (RQS) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1

Required fields

Header | Accounting Distribution (1) | Vendor | Commodity Group (1) | Commodity (1) | Accounting | Special Instructions

Distribution % | Legal Name | Description | Commodity | Line Amount

100.0000 | - | Default Commodity Group | 96286 | \$100.00

Commodity Group (1) | Commodity (1)

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

Accounting Line	Line Amount	Fund	Department	Unit	Object
1	\$100.00				6116

Click Accounting

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

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34. Click the **Header** tab.

Standard Requisition (RQS) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1

Validate Submit Save Save & Close

Required fields

Header | Accounting Distribution (1) | Vendor | Commodity Group (1) | Commodity (1) | Accounting | Special Instructions

Distribution % | Legal Name | Description | Commodity | Line Amount | Special Instructions Code

100.0000 | - | Default Commodity Group | 96286 | \$100.00 | -

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

Accounting Line	Line Amount	Fund	Department	Unit	Object	Activity	Attachments
1	\$100.00				6116		

Click Header

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35. Click 3 Dots (Related Actions).

The screenshot shows the 'Standard Requisition (RQS)' form. At the top right, there are buttons for 'Submit', 'Save', and 'Save & Close'. Below these, a '3 dots' menu icon is highlighted with a callout box labeled 'Click 3 dots'. The form contains several sections: 'Header' with fields for Accounting Distribution, Vendor, Commodity Group, Commodity, Accounting, and Special Instructions; 'General Information' with fields for Transaction Name, Record Date, Budget FY, Fiscal Year, Period, Transaction Short Description, and Transaction Description; and 'Open/Closed Details' with fields for Closed Date, Closed Amount, Open Amount, Referenced Amount, and Total Tax Amount. The 'Attachments' button is also visible.

36. Click Ship/Bill To Lines.

The screenshot shows the 'Standard Requisition (RQS)' form. At the top right, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below these, a '3 dots' menu icon is highlighted with a callout box labeled 'Click Ship/Bill To Lines'. The form contains several sections: 'Header' with fields for Accounting Distribution, Vendor, Commodity Group, Commodity, Accounting, and Special Instructions; 'General Information' with fields for Transaction Name, Record Date, Budget FY, Fiscal Year, Period, Transaction Short Description, and Transaction Description; and 'Open/Closed Details' with fields for Closed Date, Closed Amount, Open Amount, Referenced Amount, and Total Tax Amount. The 'Attachments' button is also visible. A 'Related Actions' menu is open, showing options: 'Load Accounting Profile', 'Load Vendor List', 'Ship/Bill To Lines', and 'Apply Tax Profile'.

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

- Click the **Vendor** tab.
- Click on the **+** sign to add a new line.
- Enter the vendor number (**Vendor Customer**) or select one using the pick list.
- Click **Save**. The vendor information will populate after you click save.
- Click the **▶** to expand the section, if you would like to view the vendor's information.

Standard Requisition (RQS) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0831210000000042406 | Version: 1

Click Vendor

Click Save

Click + sign

Enter Vendor Customer

Click the ▶ to expand

Vendor Customer: 0003312

Legal Name: CARITHERS WALLACE-COURTENAY HOLDINGS INC

Address Code: P

4043 NORTHEAST EXPRESSWAY

ATLANTA

GA

30340

USA

Phone: 770-621-6649

Extension:

Vendor Contact Email: JOHN.PIDGEON@C-W-C.COM

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37. Click **Validate**.

Standard Requisition (RQS) ☆ Draft

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

Click Validate

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

Show More

Open/Closed Details

Closed Date: -

Closed Amount: \$0.00

Open Amount: \$2,000.00

Referenced Amount: \$0.00

Total Tax Amount: \$0.00

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

The screenshot shows the 'Standard Requisition (RQS)' form in a 'Draft' state. The top navigation bar includes buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. A status bar at the top indicates '1 of 1: Transaction validated successfully'. A callout box with the text 'Click Submit' points to the 'Submit' button. The form contains several sections: 'Header' with fields for Accounting Distribution, Vendor, Commodity Group, Commodity, Accounting, and Posting; 'General Information' with fields for Transaction Name, Record Date, Budget FY, Fiscal Year, Period, Transaction Short Description, and Transaction Description; and 'Open/Closed Details' with fields for Closed Date, Closed Amount, Open Amount, and Total Tax Amount. The 'Actual Amount' is displayed as \$2,000.00.


This message will appear when your transaction is submitted successfully.

The screenshot shows the 'Standard Requisition (RQS)' form in a 'Pending' state. The top navigation bar includes buttons for 'Approve', 'Reject', and 'Close'. A status bar at the top indicates '1 of 1: Transaction submitted successfully - Pending Approval by Purchasing Approval 1'. A callout box with the text 'This message will appear when your transaction is submitted successfully.' points to the status bar. The form structure is identical to the previous screenshot, but the 'Actual Amount' is now \$0.00, and the 'Closed Amount' is \$0.00. The 'Open Amount' remains \$2,000.00.

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)


Filter by "Message Code" or "Message text"

 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)

Filter by "Message Code" or "Message text"

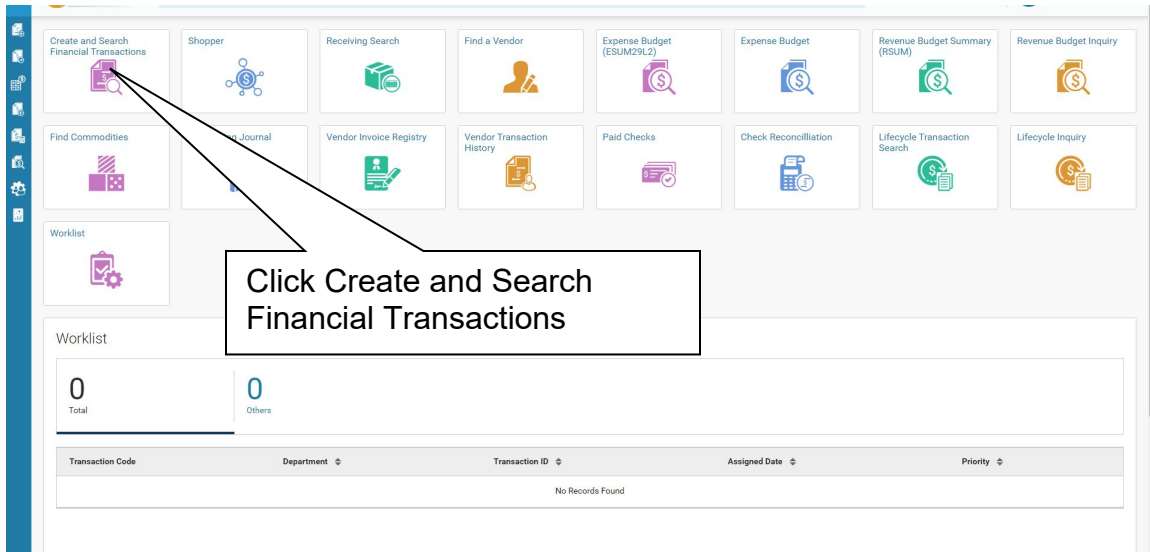
  Fatal security error:
AMSSecurity::fieldValueSecurity:Error
during field comparison lookup.

  Not authorized to open selected
transaction.

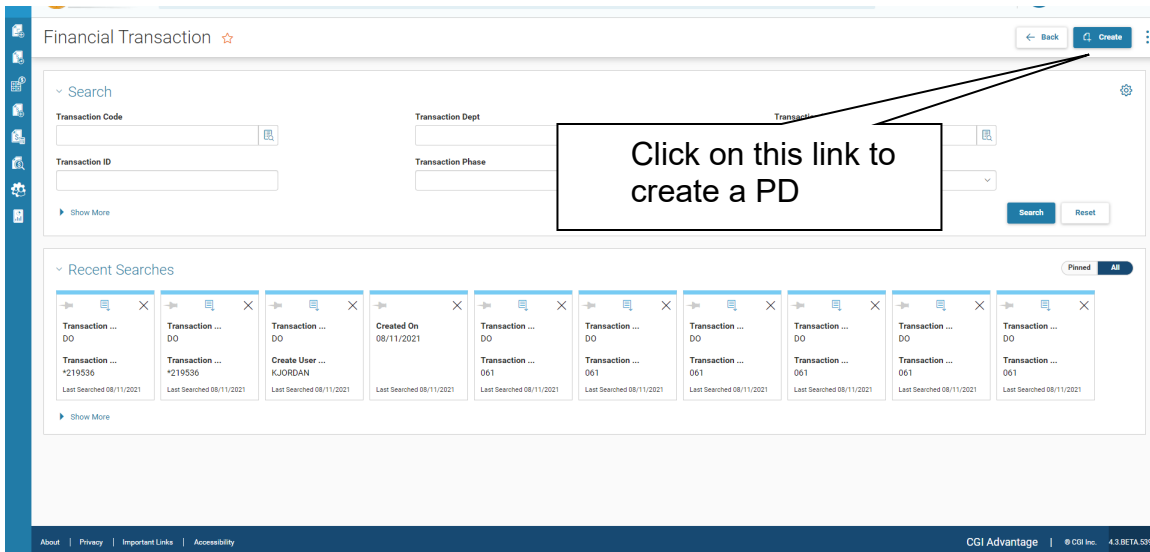
If you need a requisition modified or canceled, contact the Purchasing Department.

Departmental Purchase Order (PD)

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



2. Click **Create**.



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

The screenshot shows the 'Create Transaction' form. It has four main input fields: 'Transaction Code' (with a dropdown menu), 'Transaction Dept' (with a dropdown menu), 'Transaction Unit' (with a dropdown menu), and 'Transaction ID' (a text field). There is also an 'Auto Numbering' checkbox. Callout boxes point to each of these fields with the following text: 'Enter PD' points to the Transaction Code dropdown, 'Enter your PD Number' points to the Transaction ID text field, 'Enter your Department' points to the Transaction Dept dropdown, and 'Enter your Unit' points to the Transaction Unit dropdown. A 'Continue' button is in the top right corner, with a callout box saying 'Click Continue'. The bottom of the page has a footer with 'About | Privacy | Important Links | Accessibility' and 'CGI Advantage | © CGI Inc. 4.4.60'.

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

The screenshot shows the 'Departmental Purchase Order (PD)' form. It has a header with 'Department: 061 | Unit: 0910 | Transaction ID: 425100 | Version: 1'. Below the header are sections for 'General Information', 'Open/Closed Details', and 'Procurement Details'. The 'Procurement Details' section has a 'Procurement Type ID' dropdown menu. A callout box points to this dropdown with the text 'Enter 3 in Procurement Type ID'. Other fields in the 'Procurement Details' section include 'Procurement Folder', 'Begin Date', 'Expiration Date', 'Authorization Date', and 'PCard ID'. The bottom of the page has a footer with 'About | Privacy | Important Links | Accessibility' and 'CGI Advantage | © CGI Inc. 4.4.60'.

5. Scroll down to **Procurement Personnel** and enter **Requestor ID** using the pick list. Or, if the requestor is not on the pick list, enter **Name, Phone Number and Email (optional)**. A name and phone number are required whether populated from the pick list or entered manually.
6. Click **Save**. The contact information will populate after you click Save.

Departmental Purchase Order (PD) | Draft | [Icons]

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

PCard Expiration
Show More

Procurement Personnel

Issuer ID
sbrice

Requestor ID
sbrice

Requestor Name
Stephanie Brice

Phone
770-528-8439

Extension
770-528-8439

Email
stephanie.brice@cobbcountry.org

Buyer Team

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) | Draft | [Icons]

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

Award Officer Name

Transaction Defaults

Shipping Location
PUR

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

Click Save

Enter Shipping Method

Enter 5 in Free on Board

Enter Delivery Date

Select Delivery Type

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

The screenshot shows the 'Departmental Purchase Order (PD)' form. The 'Commodity' tab is selected in the top navigation bar. A callout box with the text 'Click Commodity' points to the 'Commodity' tab. The form includes sections for 'General Information' and 'Open/Closed Details'. The 'General Information' section contains fields for 'Transaction Name', 'Transaction Description', 'Record Date' (MM/DD/YYYY), 'Actual Amount' (\$0.00), and 'Period'. The 'Open/Closed Details' section contains fields for 'Closed Date', 'Closed Amount' (\$0.00), 'Open Amount' (\$0.00), and 'Referenced Amount' (\$0.00). The form also has a 'Created By' field (sbrice) and a 'Created On' field (11/22/2021).

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

The screenshot shows the 'Departmental Purchase Order (PD)' form with the 'Vendor (1)' tab selected. A callout box with the text 'Click + sign' points to the '+' sign in the 'Vendor (1)' tab. The form includes a table with columns: 'Commodity Line', 'Commodity', 'Commodity Line Description', 'Line Amount', 'Modified', and 'Attachments'. The table is currently empty, and a message 'No Records Found' is displayed. The form also has a 'View per Page' dropdown set to 20, and a 'Page 0 of 0' indicator.

15. Click the ► to expand the section.

The screenshot shows the 'Departmental Purchase Order (PD)' form. The 'Vendor (1)' section is expanded, showing a table with columns: Commodity Line, Commodity, Commodity Line Description, Line Amount, Modified, and Attachments. A callout box points to the expand arrow (►) in the 'Vendor (1)' header, with the text 'Click the ► to expand'.

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

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

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

18. Enter **Quantity**.

19. Enter **Unit of Measure**.

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

20. Enter **Unit Price**.

21. Enter **Extended Description**.

22. Click **Save**.

The screenshot shows the 'Departmental Purchase Order (PD)' form with several callouts indicating where to enter data:

- Enter Commodity Number**: Points to the 'Commodity' field in the 'Commodity (1)' section.
- Enter Line Type**: Points to the 'Line Type' dropdown menu.
- Enter Quantity**: Points to the 'Quantity' field.
- Enter Unit of Measure**: Points to the 'Unit of Measure' field.
- Enter Unit Price**: Points to the 'Unit Price' field.
- Enter Extended Description**: Points to the 'Extended Description' field.
- Click Save**: Points to the 'Save' button in the top right corner.

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

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

Note: Shipping or freight charges are considered a service.

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

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

1 - 2 of 2 Records

Commodity Line

View per Page: 20 50 100

Page 1 of 1

Click Save

Select Line Type

Enter Service From and Service To

Enter Contract Amount

Enter Extended Description.

General Information Open/Closed Details References Shipping/Billing Specifications Matching Retainage Tolerance Discount Workites

Commodity Description

Unit of Measure

List Price

Contract Amount 75.00

Tax Profile

Warehouse

Line Type Service

Unit Price

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

Extended Description Shipping

Supplier Part Number

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

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

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

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

1 - 2 of 2 Records

Commodity Line

View per Page: 20 50 100

Page 1 of 1

Click Accounting Distribution

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

Award Details Line

Distribution %

Legal Name

Line Amount \$75.00

Line Amount

Commodity Line

Commodity 42506

Commodity Line Description

Line Amount Modified Attachments

Furniture: Office Chairs, Metal \$638.00 No

Shipping/Fr \$75.00 No

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

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

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

Required fields

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

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

0 Records

View per Page: 20 50 100

Page 0 of 0

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

Click **+** sign

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

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

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

29. Click **Save**.

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

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

Required fields

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

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

1 - 1 of 1 Records

View per Page: 20 50 100

Page 1 of 1

Accounting Distribution Line	Distribution %	Accounting Template	Fund	Department	Unit	Object	Activity	Attachments
0	100	0910				6116		

Enter Accounting Template

Enter Distribution %

Enter Object Code

Click Save

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

Departmental Purchase Order (PD) ☆ Draft

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

Accounting Distribution (1)

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

View per Page: 20 50 100

Page 1 of 1

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31. Click **Distribute Accounting Lines**.

Departmental Purchase Order (PD) ☆ Draft

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

Accounting Distribution (1)

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

View per Page: 20 50 100

Page 1 of 1

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This will create an accounting line for each commodity entered.

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

Departmental Purchase Order (PD) ☆ Draft | ☰

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

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

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

100.0000 | - | \$75.00 | \$75.00

Vendor (1) Commodity (2)

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

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

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32. Click the **Vendor** tab.

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

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

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

Departmental Purchase Order (PD) ☆ Draft | ☰

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

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

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

100.0000 | - | \$638.00 | \$638.00

Vendor Customer | Legal Name | Modified | Attachments

9009312 | CARITHERS WALLACE COURTENAY HOLDINGS INC | No

Vendor Discount

Address ID

P

4343 NORTHEAST EXPRESS

ATLANTA

GA

30340

USA

Vendor Contact Name

JOHN PIDGEON

Click the ► to expand

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36. Click the **Header** tab.

Departmental Purchase Order (PD) ☆ Draft

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

Validate Submit Save Save & Close

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

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

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

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

Click Header

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

Departmental Purchase Order (PD) ☆ Draft

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

Submit Save Save & Close

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

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

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

General Information

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

Show More

Open/Closed Details

Closed Date
Closed Amount \$0.00
Open Amount \$713.00
Referenced Amount \$0.00
Show More

Click 3 dots

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

Departmental Purchase Order (PD) ☆ Draft

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

Buttons: Validate Submit Save Save & Close

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

Award Details Line | Distribution %: 100.0000 | Actual Amount: \$713.00

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

General Information

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

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

Show More

Open/Closed Details

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

Referenced Amount: \$0.00

Show More

Related Actions

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

Related Pages

- Procurement Folder
- Matching Status
- View Assembly Request

39. Click **Validate**.

Departmental Purchase Order (PD) ☆ Draft

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

Buttons: Validate Submit Save Save & Close

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

Award Details Line | Distribution %: 100.0000 | Legal Name: CARITHERS-WALLACE-COU... | Actual Amount: \$713.00

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

General Information

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

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

Show More

Open/Closed Details

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

Referenced Amount: \$0.00

Show More

Click Validate

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

Departmental Purchase Order (PD) ☆ Draft

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

1 of 1: Transaction validated successfully

Click Submit

Validate Submit Save Save & Close

Header	Award Details	Accounting Distribution (1)	Vendor (1)	Commodity (2)	Accounting	Posting (1)
Award Details Line	Distribution %	100.0000	Legal Name	Line Amount	Line Amount	
			CARRITHERS-WALLACE-COU...	\$638.00	\$638.00	

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

General Information

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

Transaction Description: Actual Amount: \$713.00

Show More

Open/Closed Details

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

Referenced Amount: \$0.00

Show More

This message will appear when your transaction is submitted successfully.

Departmental Purchase Order (PD) ☆ Pending

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

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

Approve Reject Close

Header	Award Details	Accounting Distribution (1)	Vendor (1)	Commodity (2)	Accounting	Posting (1)
Award Details Line	Distribution %	100.0000	Legal Name	Line Amount	Line Amount	
			CARRITHERS-WALLACE-COU...	\$638.00	\$638.00	

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

General Information

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

Transaction Description: Actual Amount: \$713.00

Show More

Open/Closed Details

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

Referenced Amount: \$0.00

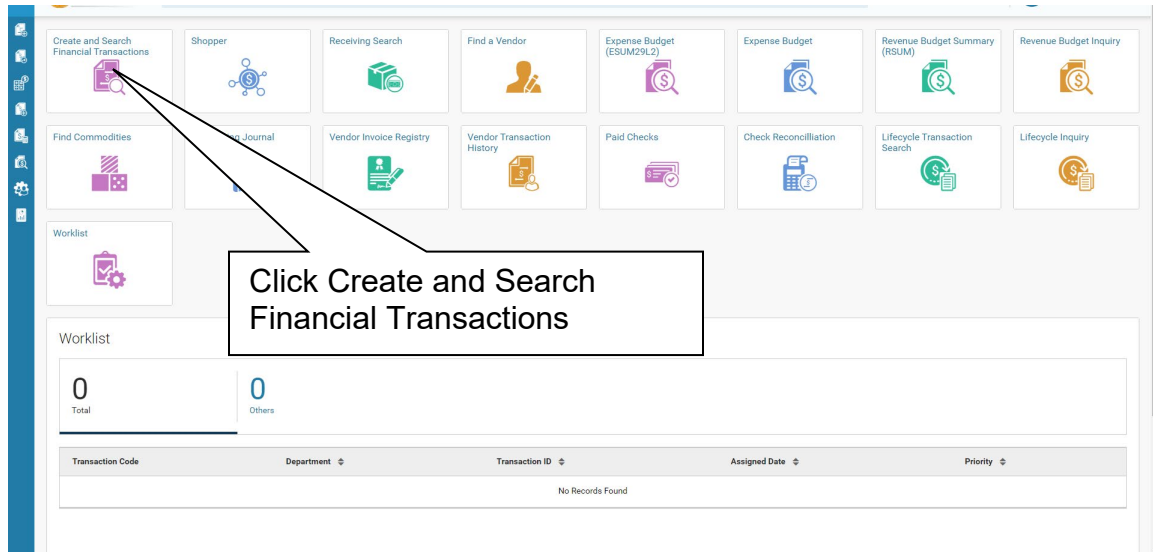
Show More

This message will appear when your transaction is submitted successfully.

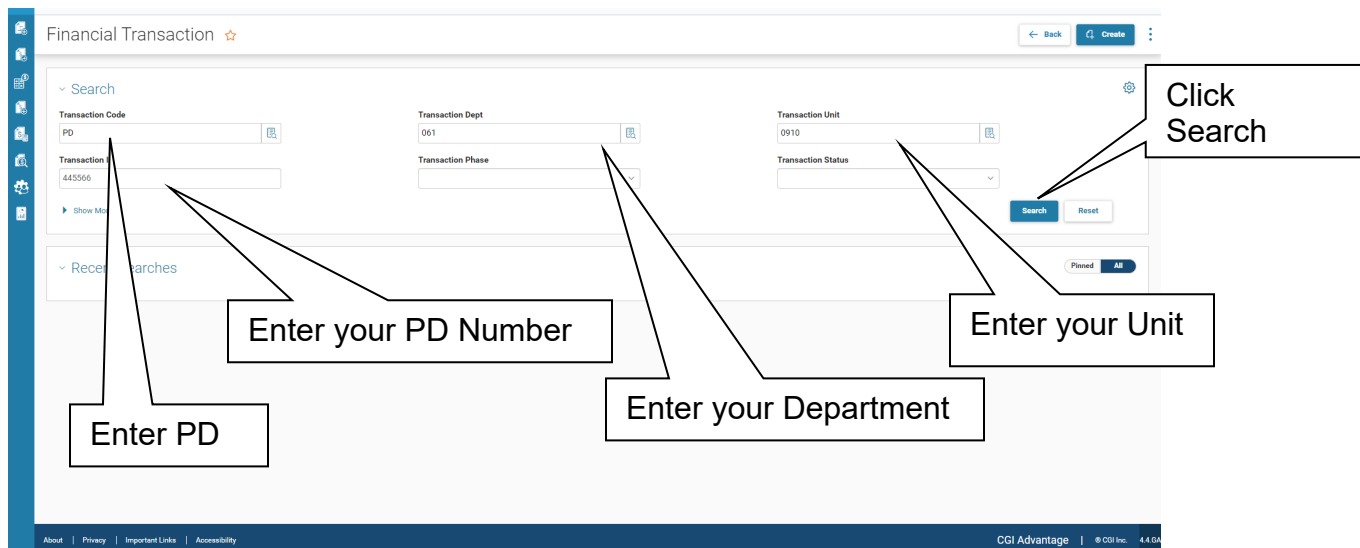
Departmental Purchase Order (PD) Cancellation

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

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



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



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

Financial Transaction

Search

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

Click PD Number to open

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

4. Click 3 Dots (Related Actions).

Departmental Purchase Order (PD)

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

1 of 1: Approve action completed.

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

Click 3 Dots

Header

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

Vendor

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

5. Click **Cancel**.

Departmental Purchase Order (PD)

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

1 of 1: Approve action completed.

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

Click Cancel

Header

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

Vendor

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

Primary Actions

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

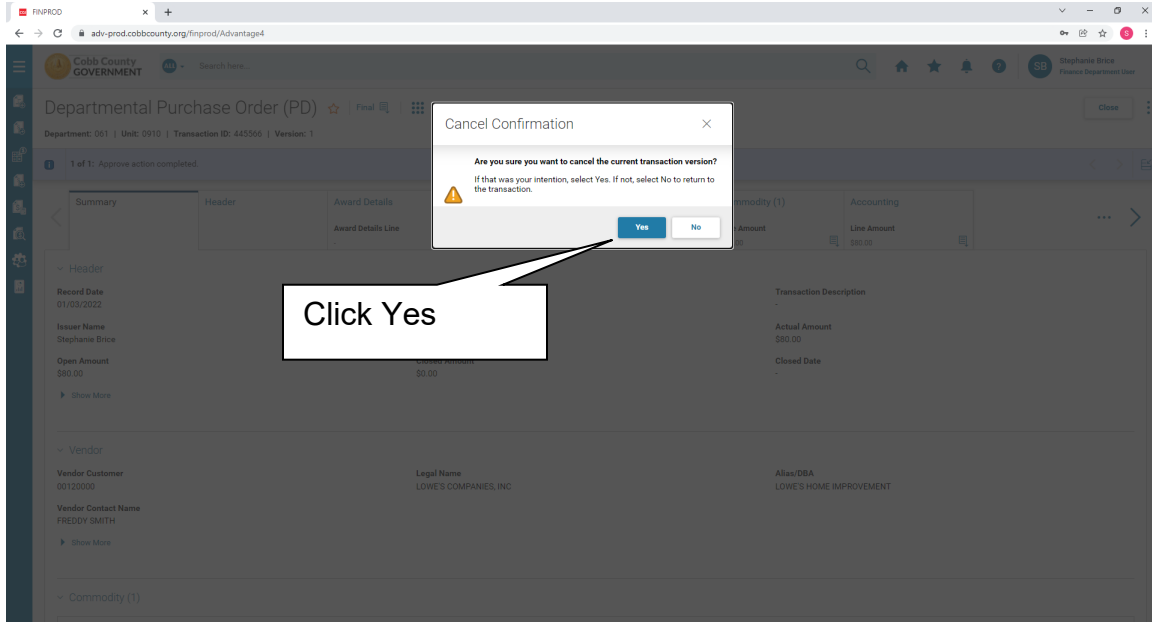
Other Actions

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

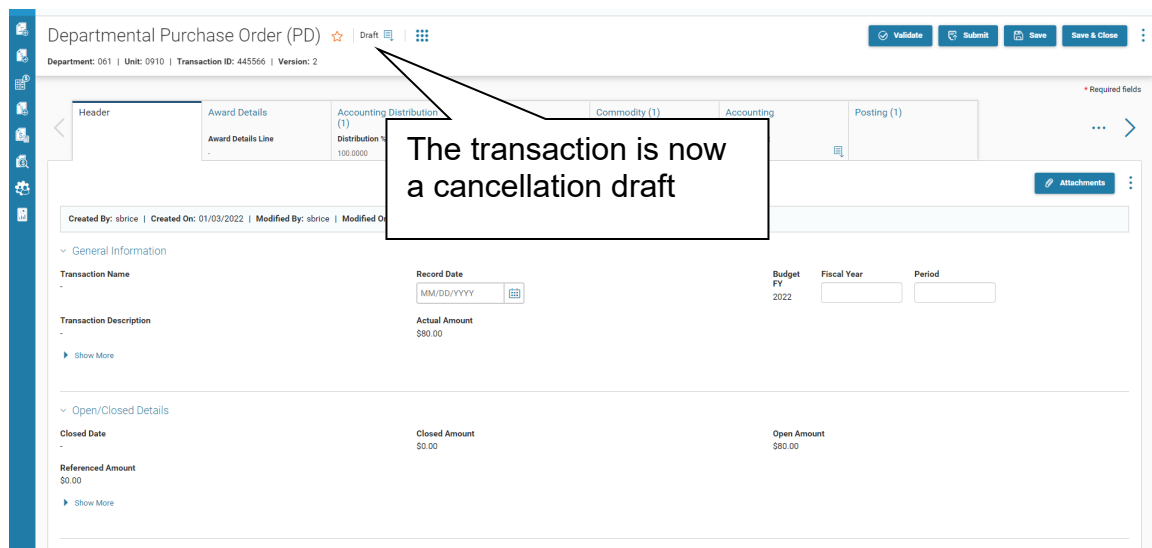
Research

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

6. Click **Yes**.



A cancellation draft will appear.



7. Click **Validate**.

Departmental Purchase Order (PD) ☆ Draft

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

Buttons: Validate, Submit, Save, Save & Close

Header

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

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

Click Validate

General Information

Transaction Name

Record Date

Budget FY

Fiscal Year

Period

Transaction Description

Actual Amount

Open/Closed Details

Closed Date

Closed Amount

Open Amount

Referenced Amount

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

Departmental Purchase Order (PD) ☆ Draft

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

Buttons: Validate, Submit, Save, Save & Close

1 of 1: Transaction validated successfully

Header

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

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

Click Submit

General Information

Transaction Name

Record Date

Budget FY

Fiscal Year

Period

Transaction Description

Actual Amount

Open/Closed Details

Closed Date

Closed Amount

Open Amount

Referenced Amount

Departmental Purchase Order (PD) ☆ Pending

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

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

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

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

This message will appear when your transaction is submitted successfully

General Information

Transaction Name

Transaction Description

Show More

Open/Closed Details

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

Referenced Amount
\$0.00

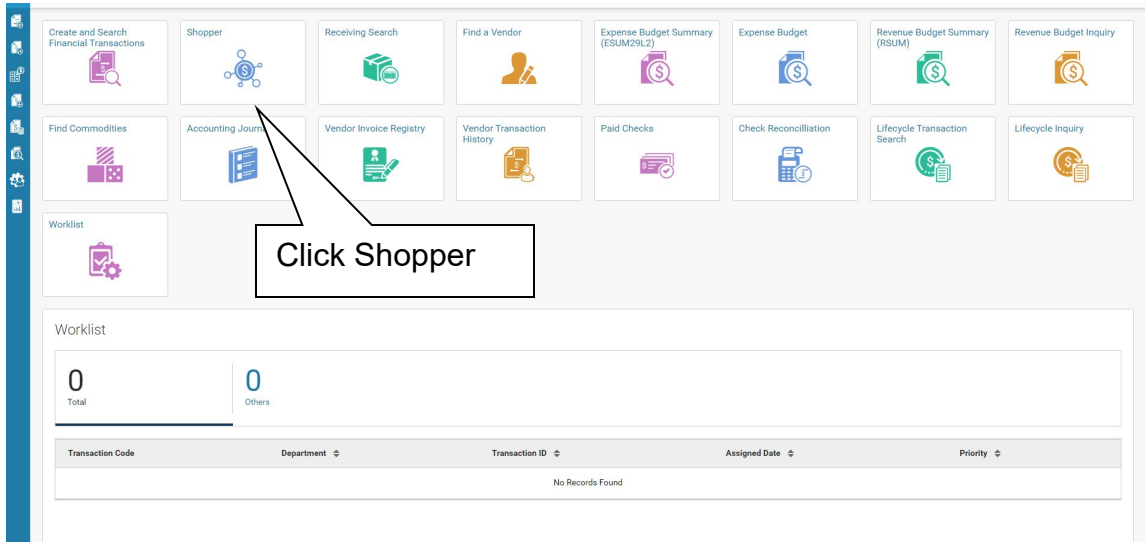
Show More

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

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)

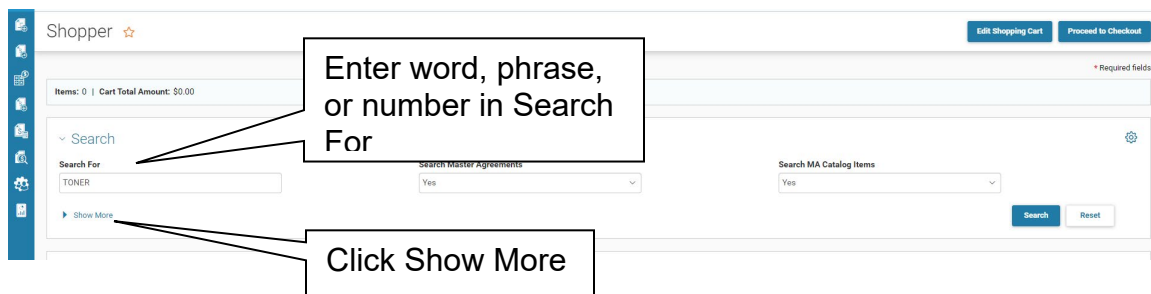
1. Click **Shopper**.



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**.



Shopper ☆

Items: 0 | Cart Total Amount: \$0.00

Search

Search For:

Department:

Part Number:

Expiration Date:

Include Substitute Stock Items: ☐

Search Agreements

Yes ☐

Commodity:

Price (from):

Price (to):

Include Expired Agreements: ☐

Transaction Description:

Search MA Catalog Items

Yes ☐

Vendor:

Warehouse:

Mandatory Source Enabled: ☐

Enter Commodity Code in Commodity

Enter Vendor Customer ID in Vendor

Click Search

Search Reset

- 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.

Shopper ☆

Available From Master Agreements

1 - 20 of 20+ Records

View per Page: 20 50 100

	Mandatory Source	Quantity	Service Contract Amount	Unit	Unit Price	Commodity	Commodity Line Description	Transaction Description	Vendor	
<input type="checkbox"/>	No	1	-	EA	\$8.00	20552-C820	Toner Cartridge: OEM BRTLC103M	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="Add to Cart"/>
<input type="checkbox"/>	No	<input type="text"/>	-	EA	\$10.00	20552-C344	Toner Cartridge: Brother BRTLC51C LC51 CN	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="Add to Cart"/>
<input type="checkbox"/>	No	-	-	EA	\$56.00	20552-C353	Toner Cartridge: Brother BRTN350 F/HL2040	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="Add to Cart"/>
<input type="checkbox"/>	No	-	-	EA	\$38.00	20552-C1062	Toner Cartridge: OEM Canon CLJ-251 (4 pack)	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="Add to Cart"/>
<input type="checkbox"/>	No	-	-	EA	\$16.50	20552-C1274	Toner: OEM, IP2800, CNM8278B001, BK	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="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

Click Add to Cart

Click Add to Cart

- 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.

Shopper ☆

Available From Master Agreements

1 - 20 of 20+ Records

View per Page: 20 50 100

	Mandatory Source	Quantity	Service Contract Amount	Unit	Unit Price	Commodity	Commodity Line Description	Transaction Description	Vendor	
<input type="checkbox"/>	No	1	-	EA	\$8.00	20552-C820	Toner Cartridge: OEM BRTLC103M	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="Add to Cart"/>
<input type="checkbox"/>	No	<input type="text"/>	-	EA	\$10.00	20552-C344	Toner Cartridge: Brother BRTLC51C LC51 CN	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="Add to Cart"/>
<input type="checkbox"/>	No	-	-	EA	\$56.00	20552-C353	Toner Cartridge: Brother BRTN350 F/HL2040	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="Add to Cart"/>
<input type="checkbox"/>	No	-	-	EA	\$44.00	20552-C355	Toner Cartridge: Brother BRTN450 HY F/HL2270DW BK	A/C - Purchase of Printer/Toner Cartridges	TREE HOUSE INC	<input type="button" value="Add to Cart"/>

Click > to go to the next page

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.

The screenshot shows the 'Shopper' interface. At the top right, there are two buttons: 'Edit Shopping Cart' and 'Proceed to Checkout'. A callout box points to 'Edit Shopping Cart' with the text 'Click Edit Shopping Cart (if needed)'. Another callout box points to 'Proceed to Checkout' with the text 'Click Proceed to Checkout (if finished)'. Below the buttons, there is a search bar with 'TONER' entered. A table titled 'Available From Master Agreements' lists various toner cartridges with columns for Mandatory Source, Quantity, Service Contract Amount, Unit, Unit Price, Commodity, Commodity Line Description, Transaction Description, and Vendor. The table shows three items with quantities of 1.00000.

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**.

The screenshot shows the 'Shopping Cart' interface. At the top right, there are buttons: 'Continue Shopping', 'Proceed to Checkout', 'Update', 'Undo', and 'Empty Cart'. A callout box points to the 'Continue Shopping' button with the text 'Enter Shipping Location, Unit, and Delivery Date'. Another callout box points to the 'Proceed to Checkout' button with the text 'Click Proceed to Checkout (when finished) or Continue Shopping'. Below the buttons, there are input fields for 'Department' (061), 'Billing Location' (001), 'Shipping Location' (PUR), and 'Delivery Date' (01/26/2022). A table lists three items with columns for Quantity, Service Contract Amount, Unit, Unit Price, Commodity, Description, Primary Source, and Secondary Source. The table shows three items with quantities of 1.00000. Callout boxes point to the 'Quantity' column with the text 'Change Quantities' and to the 'Delete' buttons with the text 'Delete Lines'.

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**.

The screenshot shows the 'Checkout' page in the CGI Advantage system. The page has a blue sidebar on the left with icons for various functions. The main content area is white with a light blue header. The header includes the 'Checkout' title, a 'Items: 3 | Cart Total Amount: \$26.00' status bar, and three buttons: 'Checkout' (highlighted in blue), 'Continue Shopping', and 'Edit Shopping Cart'. Below the header, there are several sections for data entry. The 'Transaction Identifier' section includes a 'Transaction Code' dropdown (set to 'DO'), an 'ID' text field, a 'Department' dropdown (set to '001'), and a checked 'Auto Numbering' checkbox. The 'Additional Information' section includes a 'Shipping Location' dropdown (set to '001'), a 'Billing Location' dropdown (set to '001'), and a 'Delivery Date' dropdown (set to 'MM/DD/YYYY'). A 'Group Purchases By' dropdown is set to 'Allow System to Choose Grouping'. Callout boxes with arrows point to the 'Auto Numbering' checkbox, the 'Unit' dropdown, the 'Click Checkout' button, the 'Shipping Location' dropdown, and the 'Delivery Date' dropdown.

10. Click **Yes**.

The screenshot shows the 'Checkout' page with a 'Checkout Confirmation' dialog box open in the center. The dialog box has a title bar with a close button, a warning icon, and the text 'Do you want to checkout?'. It has two buttons: 'Yes' (highlighted in blue) and 'No'. A callout box with an arrow points to the 'Yes' button. The background page is dimmed, showing the same 'Checkout' page as the previous screenshot, with the 'Checkout' button still highlighted in blue.

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

Procurement Personnel

Issuer ID: ebrice
Requestor Name: Stephanie Brice
Requestor ID: ebrice
Phone: 770-528-8439
Extension:
Email: stephanie.brice@cobbcounty.org
Requesting Department:
Buyer Team:
Buyer:
Show More

Transaction Defaults

Shipping Location: PUR
Shipping Method: 5
Free On Board: 5
Purchasing: 770-528-8400
122 Waddell Street
Marietta
GA
30066
Show More
Vendor Delivery
FOB Dest, Freight Prepaid
Show all

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 | Version: 1

Transaction Defaults

Shipping Location: PUR
Shipping Method: 5
Free On Board: 5
Purchasing: 770-528-8400
122 Waddell Street
Marietta
GA
30066
Show More
Vendor Delivery
FOB Dest, Freight Prepaid
Show all

Delivery Date: 01/26/2022
Delivery Type: Standard Ground
Additional Shipping Information:
Billing Location: 001
Additional Billing Information:
Accounting Profile:
Finance: 770-528-1900
100 Cherokee St.
Marietta
GA
30090
US
Show More

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

Delivery Order (DO) | Draft | Version: 1

Department: 061 | Unit: 0910 | Transaction ID: 0119220000000223719 | Version: 1

Header | Accounting Distribution | Vendor (1) | **Commodity (3)** | Accounting | Posting | Special Instructions

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

General Information

Transaction Name | Record Date: MM/DD/YYYY | Actual Amount: \$26.00

Fiscal Year | Period | Transaction Description | Closed Amount: \$0.00 | Open Amount: \$26.00

Open/Closed Details

Closed Date | Referenced Amount: \$0.00

Click Commodity

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**.

Delivery Order (DO) | Draft | Version: 1

Department: 061 | Unit: 0910 | Transaction ID: 0119220000000223719 | Version: 1

Header | Accounting Distribution | Vendor (1) | **Commodity (3)** | Accounting | Posting | Special Instructions

Distribution % | Legal Name: TREE HOUSE INC | Commodity: 20552-C820 | Line Amount | Special Instructions Name

Vendor (1)

Commodity Line

Commodity Line	Commodity	Commodity Line Description	Line Amount	Modified	Attachments
1	20552-C820	Toner Cartridge: OEM BRTL103M	\$8.00	No	
2	20552-C820	Toner Cartridge: OEM BRTL103M	\$8.00	No	
3	20552-C344	Toner Cartridge: Brother BRTLCS1C LC51 CN	\$10.00	No	

Click the ► to expand

Delivery Order (DO) ☆ Draft [Grid Icon] [Menu Icon]

Department: 061 | Unit: 0910 | Transaction ID: 0119220000000223719 | Version: 1

Required fields

Header | Accounting Distribution | Vendor (1) | Commodity (3) | Accounting | Posting | Special Instructions

Distribution % | Legal Name: TREE HOUSE INC | Commodity: 20552-C820 | Line Amount | Special Instructions Name

Vendor (1)

1 - 3 of 3 Records

View per Page: 20 50 100

Commodity Line	Commodity	Commodity Line Description	Line Amount	Modified
1	20552-C820	Toner Cartridge: OEM BRTL103M	\$8.00	No

General Information | Open/Closed Details | References | Shipping/Billing | Specifications | Matching | Retainage | Tolerance | Discount

Commodity Description: Toner Cartridge: OEM BRTL103M

Unit of Measure: EA

* List Price: \$0.00

* Contract Amount: \$0.00

Service From: MM/DD/YYYY | Service To: MM/DD/YYYY

Quantity: 1.00000

Discounted Unit Price: \$8.00

Extended Description

Verify Quantity

Enter List Price (if necessary)

Enter Extended Description (if necessary)

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

Delivery Order (DO) ☆ Draft [Grid Icon] [Menu Icon]

Department: 061 | Unit: 0910 | Transaction ID: 0119220000000223719 | Version: 1

Required fields

Header | Accounting Distribution | Vendor (1) | Commodity (3) | Accounting | Posting | Special Instructions

Distribution % | Legal Name: TREE HOUSE INC | Commodity: 20552-C820 | Line Amount | Special Instructions Name

Vendor (1)

1 - 3 of 3 Records

View per Page: 20 50 100

Commodity Line	Commodity	Commodity Line Description	Line Amount	Modified	Attachments
1	20552-C820	Toner Cartridge: OEM BRTL103M	\$8.00	No	
2	BRTL103M		\$8.00	No	
3	er BRTL103M LC51 CN		\$10.00	No	

Click Accounting Distribution

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

Delivery Order (DO) ☆ Draft [Grid Icon] [Menu Icon]

Department: 061 | Unit: 0910 | Transaction ID: 0119220000000223719 | Version: 1

Required fields

Header | Accounting Distribution | Vendor (1) | Commodity (3) | Accounting | Posting | Special Instructions

Distribution % | Legal Name: TREE HOUSE INC | Commodity: 20552-C820 | Line Amount | Special Instructions Name

Vendor (1)

0 Records

View per Page: 20 50 100

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

Click + sign

18. Click the ► to expand the section.

The screenshot shows the 'Delivery Order (DO)' form. The 'Accounting Distribution (1)' section is expanded, revealing a table with columns: Accounting Distribution Line, Distribution %, Fund, Department, Unit, Object, Activity, and Attachments. A callout box points to the right-pointing arrow (►) next to the 'Accounting Distribution Line' header, with the text '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**.

The screenshot shows the 'Delivery Order (DO)' form with the 'Accounting Distribution (1)' section expanded. Three callout boxes provide instructions for data entry:

- 'Enter Distribution %' points to the 'Distribution %' field in the table.
- 'Enter Accounting Template' points to the 'Accounting Template' field in the 'General Information' section.
- 'Enter Object Code' points to the 'Object' field in the table.

23. Click **Distribute Accounting Lines**.

The screenshot shows the 'Delivery Order (DO)' form. At the top, there are tabs for 'Header', 'Accounting Distribution (1)', 'Vendor (1)', 'Commodity (3)', and 'Accounting (1)'. The 'Accounting Distribution (1)' tab is active, showing a table with columns: Accounting Distribution Line, Distribution %, Fund, Department, Unit, Object, Activity, and Attachments. A callout box points to the 'Distribute Accounting Lines' button in the 'Related Actions' menu.

Accounting Distribution Line	Distribution %	Fund	Department	Unit	Object	Activity	Attachments
1	100.0000				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.

The screenshot shows the 'Delivery Order (DO)' form with the 'Accounting (1)' tab active. A callout box points to the 'Accounting' tab. Another callout box points to the 'Object' field in the table, with the text 'Enter an object code for each line if using multiple object codes'.

Accounting Line	Line Amount	Fund	Department	Unit	Object	Activity
1	\$8.00				6116	No

24. Click the **Header** tab.

Delivery Order (DO) ☆ Draft

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

Validate Submit Save Save & Close

Header Accounting Distribution (1) Vendor (1) Commodity (3) Accounting (1) Posting Special Instructions

Distribution % 100.0000 Legal Name TREE HOUSE INC Commodity 20552-CR20 Line Amount \$8.00 Special Instructions Name

Vendor (1) > Commodity (3)

1 - 1 of 1 Records

View per Page: 50 100

Accounting Line Line Amount Fund Department Unit Object Activity Modified Attachments

\$8.00 6116 No

Click Header

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

Delivery Order (DO) ☆ Draft

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

Validate Submit Save Save & Close

Header Accounting Distribution (1) Vendor (1) Commodity (3) Accounting (1) Posting Special Instructions

Distribution % 100.0000 Legal Name TREE HOUSE INC Commodity 20552-CR20 Line Amount \$8.00 Special Instructions Name

Vendor (1) > Commodity (3)

1 - 1 of 1 Records

View per Page: 50 100

Accounting Line Line Amount Fund Department Unit Object Activity Modified Attachments

\$8.00 6116 No

Click 3 dots

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

General Information

Transaction Name Record Date Budget FY

Fiscal Year Period Transaction Description Actual Amount

\$26.00

Show More

Open/Closed Details

Closed Date Closed Amount Open Amount

\$0.00 \$26.00

Referenced Amount \$0.00

Show More

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

Delivery Order (DO) ☆ Draft

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

Header | Accounting Distribution (1) | Vendor (1) | Commodity (3) | Accounting (1) | Posting | Special Instructions

Distribution % 100.0000 | Legal Name TREE HOUSE INC | Commodity 20552-CE20 | Line Amount \$8.00 | Special Instructions Name

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

Show More

Open/Closed Details

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

Referenced Amount \$0.00

Click Ship/Bill To Lines

Related Actions

- Ship/Bill To Lines
- Load Accounting Profile
- Apply Tax Profile

Related Pages

- Matching Status
- View Assembly Request

Vendor Name will default from the Master Agreement.

Delivery Order (DO) ☆ Draft

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

Header | Accounting Distribution (1) | Vendor (1) | Commodity (3) | Accounting (1) | Posting | Special Instructions

Distribution % 100.0000 | Legal Name TREE HOUSE INC | Commodity 20552-CE20 | Line Amount \$8.00 | Special Instructions Name

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

Show More

Open/Closed Details

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

Referenced Amount \$0.00

View Vendor Name

27. Click **Validate**.

Delivery Order (DO) ☆ Draft

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

Header | Accounting Distribution (1) | Vendor (1) | Commodity (3) | Accounting (1) | Posting | Special Instructions

Distribution % 100.0000 | Legal Name TREE HOUSE INC | Commodity 20552-CE20 | Line Amount \$8.00 | Special Instructions Name

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

Show More

Open/Closed Details

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

Referenced Amount \$0.00

Click Validate

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

The screenshot shows the 'Delivery Order (DO)' form in a 'Draft' state. At the top, a blue banner displays the message: '1 of 1: Transaction validated successfully'. Below this, the form is divided into sections: 'Header', 'Accounting Distribution (1)', 'Vendor (1)', 'Commodity (3)', 'Accounting (1)', and 'Posting (1)'. A callout box with the text 'Click Submit' points to the 'Submit' button in the top right corner. The form also includes fields for 'Created By', 'Created On', 'Modified By', and 'Modified On'. The 'General Information' section contains fields for 'Transaction Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', and 'Transaction Description'. The 'Open/Closed Details' section shows 'Closed Date', 'Closed Amount', 'Open Amount', and 'Referenced Amount'.

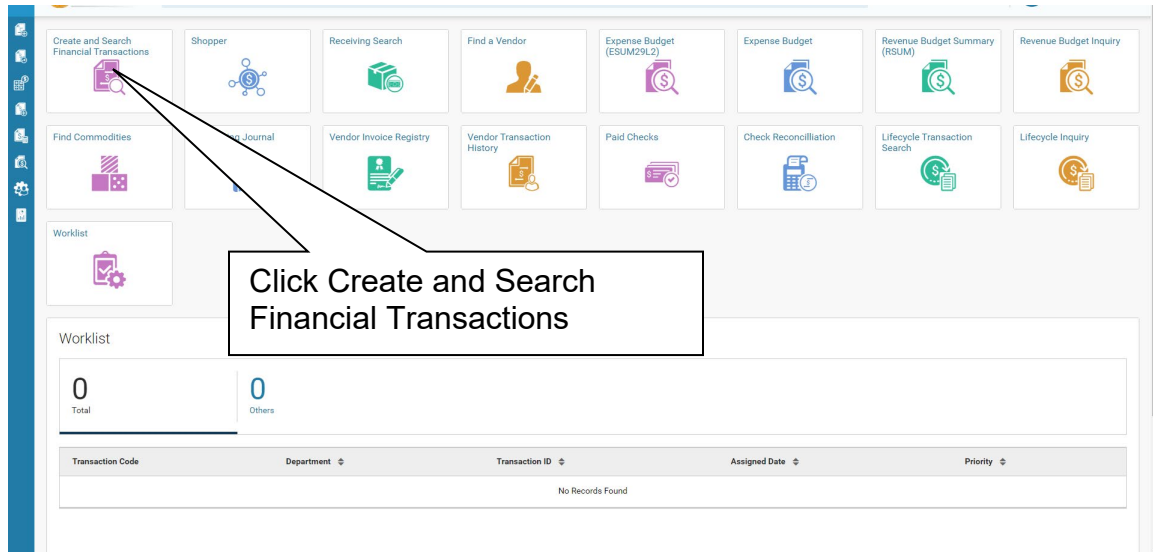
This message will appear when your transaction is submitted successfully.

The screenshot shows the 'Delivery Order (DO)' form in a 'Pending' state. A blue banner at the top displays the message: '1 of 1: Transaction submitted successfully - Pending Approval by Purchasing Approval 1'. A callout box with the text 'This message will appear when your transaction is submitted successfully.' points to the banner. The form structure is similar to the previous screenshot, but the 'Submit' button is replaced by 'Approve', 'Reject', and 'Close' buttons. The 'General Information' and 'Open/Closed Details' sections are also visible.

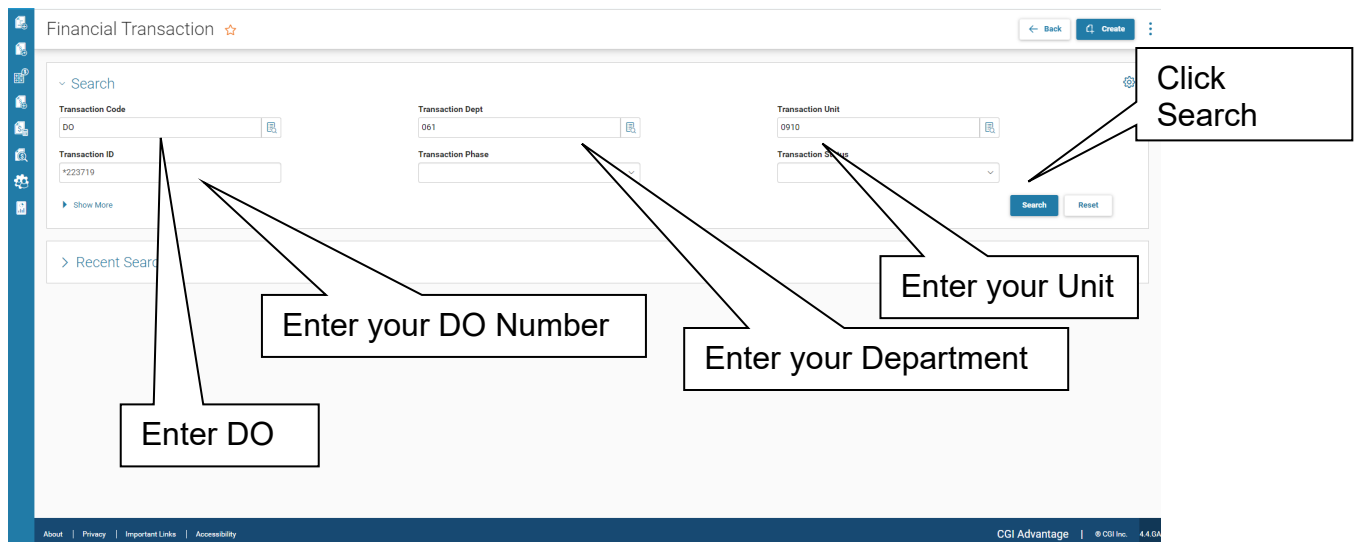
Delivery Order Cancellation

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**.



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



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

Financial Transaction ☆

← Back Create

Search

Transaction Code: DO Transaction Dept: 061 Transaction Unit: 0910

Transaction ID: *223719 Transaction Phase: Transaction Status:

Show More Search Reset

Grid Actions

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	0119220000000223719	Final	Submitted	New

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4. Click 3 Dots (Related Actions).

Delivery Order (DO) ☆ Final

Department: 061 | Unit: 0910 | Transaction ID: 0119220000000223719 | Version: 1

1 of 1: Approve action completed.

Summary Header Accounting Distribution (1) Vendor (1) Commodity (3) Accounting (1)

Distribution % 100.0000 Legal Name TREE HOUSE INC Commodity 20552-CE20 Line Amount \$8.00

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 -

Show More

Vendor

Vendor Customer 0020448 Legal Name TREE HOUSE INC Alias/DBA TREE HOUSE INC

Address ID P PO BOX 413 NORWOOD MA 02062 USA

Show More

Click 3 Dots

5. Click **Cancel**.

The screenshot shows the 'Delivery Order (DO)' interface. At the top, there's a header with 'Department: 061 | Unit: 0910 | Transaction ID: 0119220000000223719 | Version: 1'. Below this is a status bar indicating '1 of 1: Approve action completed.' The main content area is divided into sections: 'Header', 'Accounting Distribution (1)', 'Vendor (1)', 'Commodity (3)', and 'Accounting (1)'. A callout box labeled 'Click Cancel' points to the 'Cancel' button in the 'Primary Actions' menu on the right. The 'Vendor' section shows details for 'TREE HOUSE INC' with a line amount of \$26.00. The 'Commodity' section shows three items with line amounts of \$8.00, \$8.00, and \$10.00.

6. Click **Yes**.

The screenshot shows the 'Delivery Order (DO)' interface with a 'Cancel Confirmation' dialog box open. The dialog box asks: '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.' A callout box labeled 'Click Yes' points to the 'Yes' button in the dialog. The background interface is dimmed, showing the same 'Delivery Order (DO)' details as in the previous screenshot.

A cancellation draft will appear.

Delivery Order (DO) ☆ Draft

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

Buttons: Validate Submit Save Save & Close

Accounting Distribution (1)
Distribution %
100.0000

Commodity (3)
Accounting (1)
Posting (1)
Special Instructions

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

Show More

Open/Closed Details

Closed Date
Closed Amount
\$0.00
Open Amount
\$26.00

Referenced Amount
\$0.00

Show More

Attachments

The transaction is now a cancellation draft

4. Click **Validate**.

Delivery Order (DO) ☆ Draft

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

Buttons: Validate Submit Save Save & Close

Accounting Distribution (1)
Distribution %
100.0000

Vendor (1)
Legal Name
TREE HOUSE INC

Commodity (3)
Commodity
20552 CR20

Accounting (1)
Line Amount
\$8.00

Posting (1)
Special Instructions

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

Show More

Open/Closed Details

Closed Date
Closed Amount
\$0.00
Open Amount
\$26.00

Referenced Amount
\$0.00

Show More

Attachments

Click Validate

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

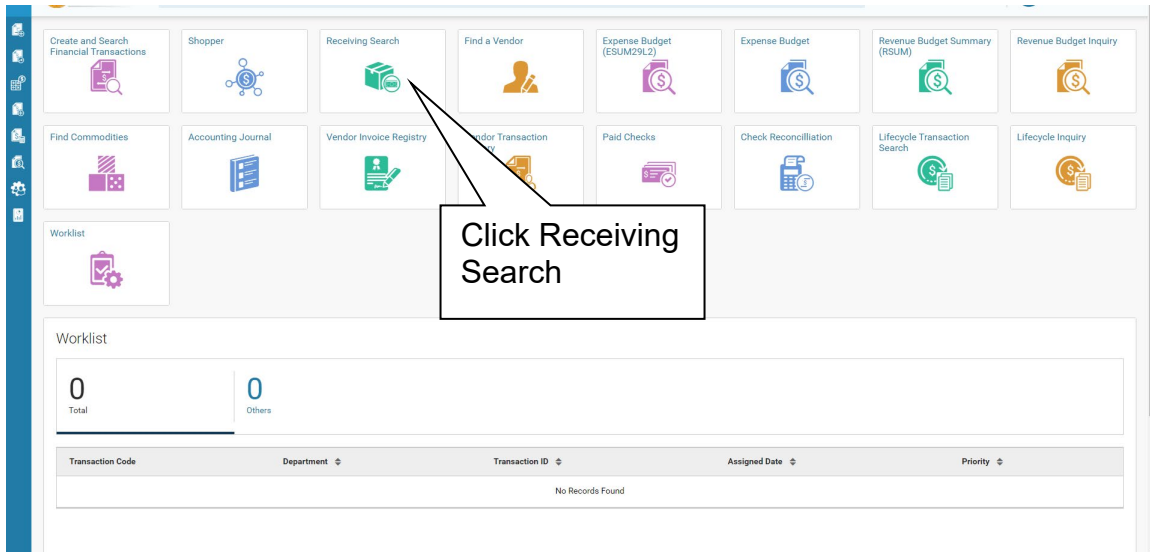
The screenshot shows the 'Delivery Order (DO)' form in a 'Draft' state. At the top right, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. A callout box with the text 'Click Submit' points to the 'Submit' button. Below the buttons, a status bar indicates '1 of 1: Transaction validated successfully'. The form contains several sections: 'Header' with fields for Accounting Distribution (1), Vendor (1), Commodity (3), Accounting (1), Posting (1), and Special Instructions; 'General Information' with fields for Transaction Name, Record Date, Budget FY, Fiscal Year, Period, Transaction Description, and Actual Amount; and 'Open/Closed Details' with fields for Closed Date, Closed Amount, Open Amount, and Referenced Amount. The 'Submit' button is highlighted with a callout box containing the text 'Click Submit'.

The screenshot shows the 'Delivery Order (DO)' form in a 'Pending Approval' state. At the top right, there are buttons for 'Approve', 'Reject', and 'Close'. A callout box with the text 'This message will appear when your transaction is submitted successfully' points to the 'Approve' button. Below the buttons, a status bar indicates '1 of 1: Transaction submitted successfully - Pending Approval by Purchasing Approval 1'. The form contains several sections: 'Header' with fields for Accounting Distribution (1), Vendor (1), Commodity (3), Accounting (1), Posting (1), and Special Instructions; 'General Information' with fields for Transaction Name, Record Date, Budget FY, Fiscal Year, Period, Transaction Description, and Actual Amount; and 'Open/Closed Details' with fields for Closed Date, Closed Amount, Open Amount, and Referenced Amount. The 'Approve' button is highlighted with a callout box containing the text 'This message will appear when your transaction is submitted successfully'.

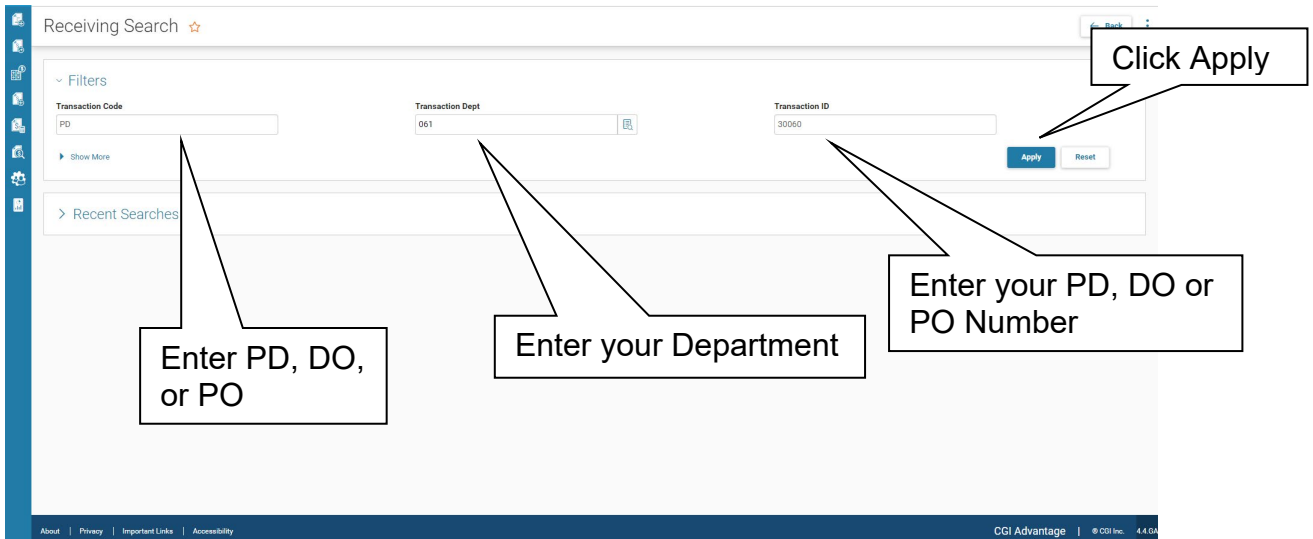
The cancellation will then be routed through the same approvals as the original. Entries will not be reversed until the cancellation is in Final Phase.

Receiver (RC)

1. Click **Receiving Search**.



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



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

Receiving Search ☆

Filters

Transaction Code: PD Transaction Dept: 061 Transaction ID: 30060

Show More Apply Reset

Grid Actions

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

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

Click 3 Dots

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4. Click **Related Pages**.

Receiving Search ☆

Filters

Transaction Code: PD Transaction Dept: 061 Transaction ID: 30060

Show More Apply Reset

Grid Actions

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

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

Click Related Pages

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

Receiving Search

Filters

Transaction Code: PD

Transaction Dept: 061

Transaction ID: 30060

Apply Reset

Grid Actions

1 - 1 of 1 Records

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

Select Lines To Receive

Click Select Lines To Receive

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

Receiving Search - Select Lines

Receive All Lines

Receive All Unselected Lines

Filters

Commodity Line

Apply Reset

Grid Actions

1 - 1 of 1 Records

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

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

Click Receive

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

7. Click the **Commodity** tab.

The screenshot shows the 'Receiver (RC)' form in a 'Draft' state. The 'Commodity (1)' tab is selected, showing a table with one row: 'Commodity' with 'Item ID' 03110. A callout box points to this row with the text 'Click Commodity'. Below the table, the 'General Information' section is expanded, showing fields for 'Transaction Name', 'Referenced Transaction Code' (PD), 'Receiving Location' (PUR), 'Name' (Stephanie Brice), 'Allow Part' (Yes), 'Referenced Transaction Department' (001), 'Received Date' (01/21/2022), 'Return Items to Vendor' (checkbox), 'Referenced Transaction ID' (30060), and 'Receiver' (sbrice). The 'Extended Description' section is also visible.

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.

The screenshot shows the 'Receiver (RC)' form with the 'Commodity Detail' tab selected. A table with one row is displayed. The row has columns: 'Commodity Line' (1), 'Referenced Commodity Line' (1), '*Line Type' (Item), 'Commodity' (03110), 'Received Quantity' (1), and 'Received Service Contract Amount' (\$0.00). A callout box points to the 'Received Quantity' field with the text 'Enter Received Quantity'. Another callout box points to the expand icon (a right-pointing triangle) in the first column with the text 'Click the ► to expand'. A third callout box points to the 'Received Service Contract Amount' field with the text 'For line type of service, enter Received Service Contract Amount'. The table has a header row with the same column names. The footer of the page shows 'About | Privacy | Important Links | Accessibility' and 'CGI Advantage | © CGI Inc. 4.4.04'.

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.

The screenshot shows the 'Receiver (RC)' interface. At the top, there are tabs for 'Header', 'Vendor', 'Commodity (1)', and 'Commodity Detail'. The 'Commodity (1)' tab is active, showing a table with columns: 'Commodity Line', 'Referenced Commodity Line', '*Line Type', 'Commodity', 'Received Quantity', 'Received Service Contract Amount', and 'Attachments'. The first row of the table has values: '1', '1', 'Item', '03110', '1', '\$0.00', and a small expand arrow (►) in the 'Attachments' column. A callout box with the text 'Click the ► to expand' points to this arrow. The interface also includes a sidebar with icons, a top bar with 'Validate', 'Submit', 'Save', and 'Save & Close' buttons, and a footer with 'About', 'Privacy', 'Important Links', 'Accessibility', 'CGI Advantage', and '© CGI Inc. 4.4.0A'.

10. Click **Show More**.

The screenshot shows the 'Receiver (RC)' interface with the 'Commodity Detail' tab active. The 'General Information' section is expanded, showing fields for 'Commodity Line Description', 'Commodity Description', 'Shipment Indicator', 'Unit', 'Ordered Quantity', 'Ordered Service Contract Amount', 'Rejected Quantity', 'Stock Item Suffix', 'Inventory Location', 'Location Structure', and 'Location Priority'. A 'Show More' button is visible at the bottom left of the 'General Information' section. A callout box with the text 'Click Show More' points to this button. The interface also includes a sidebar with icons, a top bar with 'Validate', 'Submit', 'Save', and 'Save & Close' buttons, and a footer with 'About', 'Privacy', 'Important Links', 'Accessibility', 'CGI Advantage', and '© CGI Inc. 4.4.0A'.

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: 0121220000000496514 | Version: 1

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			Commodity Match Type	Ordered Service Contract Amount		
Partial			3	\$0.00		
Unit			Ordered Quantity	Rejected Quantity		
EA			1.00000	0.00000		
Total Quantity Received				Location Structure		
1.00000						
Stock Item Suffix						
Location Priority						
Material Safety Data Sheet Required						
No						
Condition			Reason			
25			Item on backorder			
80: Back Order						

Enter Condition

Verify Shipment Indicator shows Partial

Enter Reason

14. Click **Validate**.

Receiver (RC) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000496514 | Version: 1

Header

Vendor	Commodity (1)	Commodity Detail
W W GRAINGER INC	03110	

Vendor

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

Click Validate

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

The screenshot shows the 'Receiver (RC)' form in a 'Draft' state. A blue banner at the top displays the message '1 of 1: Transaction validated successfully'. The form includes sections for 'Header', 'Vendor' (W W GRAINGER INC), 'Commodity (1)' (03110), and 'Commodity Detail'. A table below shows one record with a 'Received Quantity' of 1.00000 and a 'Received Service Contract Amount' of \$0.00. A callout box with an arrow points to the 'Submit' button in the top right corner, with the text 'Click Submit'.

Receiver (RC) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

1 of 1: Transaction validated successfully

Header Vendor Commodity (1) Commodity Detail

Name W W GRAINGER INC Commodity 03110 Item ID

Vendor

Grid Actions

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

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This message will appear when your transaction is submitted successfully.

The screenshot shows the 'Receiver (RC)' form in a 'Final' state. A blue banner at the top displays the message '1 of 1: Transaction submitted successfully'. The form fields are the same as in the previous screenshot. A callout box with an arrow points to the 'Close' button in the top right corner, with the text 'This message will appear when your transaction is submitted successfully'.

Receiver (RC) ☆ Final

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

1 of 1: Transaction submitted successfully

Header Vendor Commodity (1) Commodity Detail

Name W W GRAINGER INC Commodity 03110 Item ID

Vendor

Grid Actions

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	

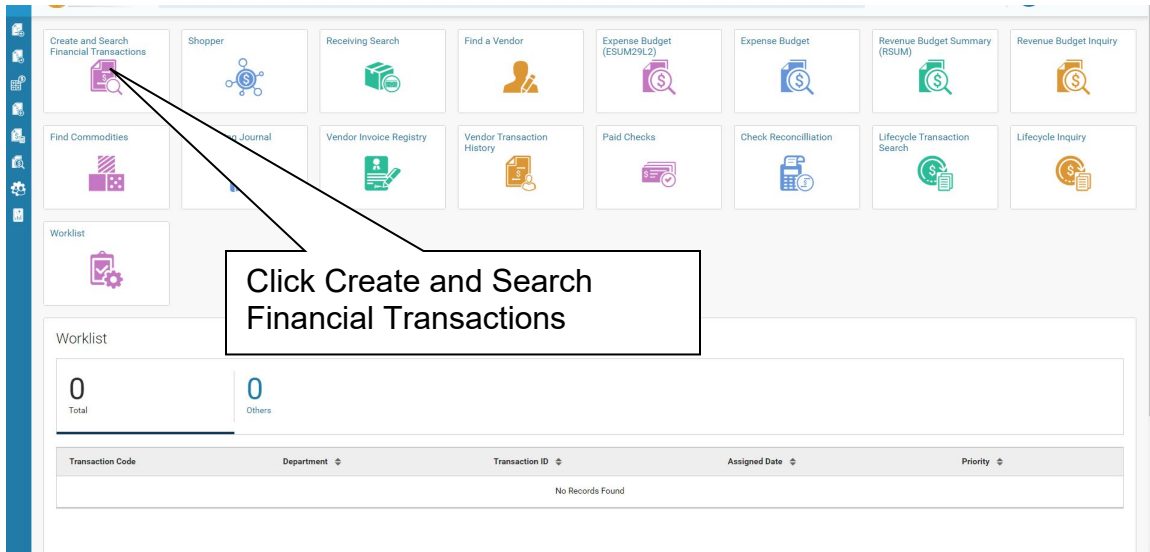
This message will appear when your transaction is submitted successfully

Close

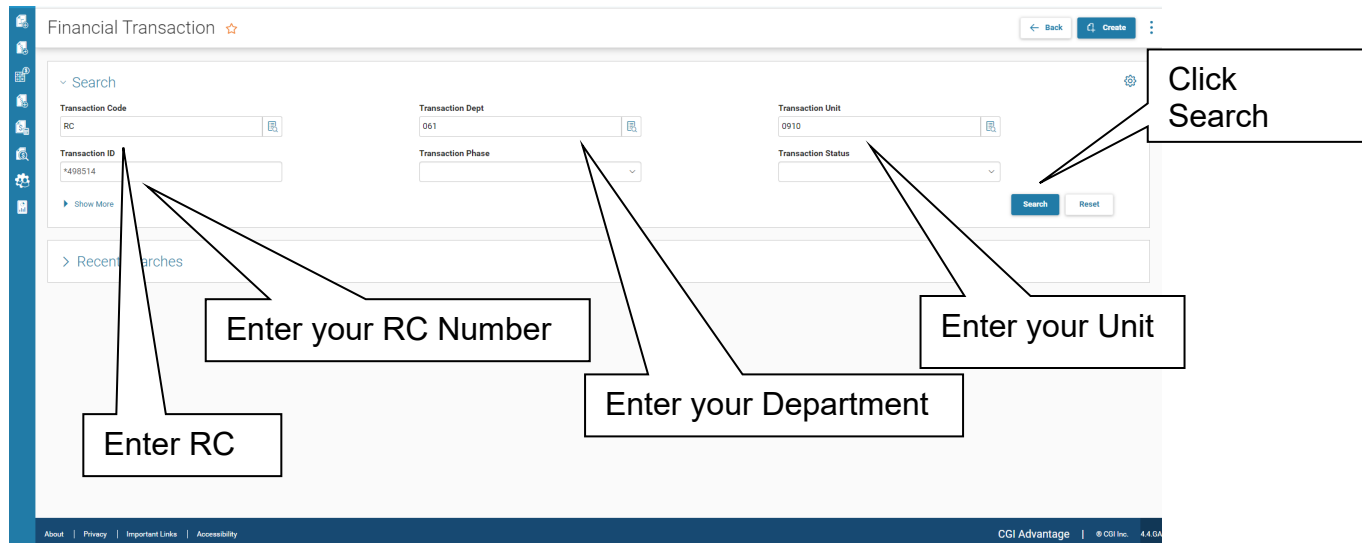
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Receiver Cancellation

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



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



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

Financial Transaction ☆

← Back Create

Search

Transaction Code: RC Transaction Dept: 061 Transaction Unit: 0910

Transaction ID: *498514 Transaction Phase: Transaction Status:

Show More Search Reset

Grid Actions

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

Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Transaction Phase	Transaction Status	Transaction Function
RC	061	0910	0121220000000498514	Final	Submitted	New

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4. Click 3 Dots (Related Actions).

Receiver (RC) ☆ Final

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

Close

Required fields

Header

Vendor	Commodity (1)	Commodity Detail
Name: W W GRANGER INC	Commodity: 03110	Item ID: -

Attachments

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

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5. Click **Cancel**.

The screenshot shows the 'Receiver (RC)' form in the CGI Advantage system. The form is titled 'Receiver (RC)' and includes a 'Final' status indicator. The header section shows 'Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1'. The form is divided into sections: 'Header', 'Vendor', 'Commodity (1)', and 'Commodity Detail'. The 'Vendor' section shows 'Name: W W GRAINGER INC' and 'Commodity: 03110'. The 'Commodity Detail' section shows 'Item ID: -'. Below these sections, there is a 'Created By: sbrice | Created On: 01/21/2022 | Modified By: sbrice | Modified On: 01/21/2022' line. The 'General Information' section includes fields for 'Transaction Name', 'Referenced Transaction Code', 'Receiving Location', 'Name', 'Allow Partial Receipts', 'Referenced Transaction Department', 'Received Date', 'Return No', 'Referenced Transaction ID', and 'Receiver'. The 'Extended Description' section is also visible. A callout box with the text 'Click Cancel' points to the 'Cancel' button in the 'Primary Actions' menu.

Receiver (RC) ☆ Final

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

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 -

Referenced Transaction Code PD

Receiving Location PUR

Name Stephanie Brice

Show More

Allow Partial Receipts Yes

Referenced Transaction Department 061

Received Date 01/21/2022

Return No

Referenced Transaction ID 30060

Receiver sbrice

Primary Actions

Modify

Cancel

Collaborate

Comments

Copy

Other Actions

Additional Transaction Information

Future Transaction Triggering

Schedule

Send Page

Print

View PDF

Download Transaction

Activate

Deactivate

Archive

Research

Transaction References

Track Work in Progress

Transaction History

Forms

Click Cancel

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6. Click **Yes**.

The screenshot shows the 'Receiver (RC)' form in the CGI Advantage system. A 'Cancel Confirmation' dialog box is displayed, asking 'Are you sure you want to cancel the current transaction version?'. The dialog box includes a warning icon and the text 'If that was your intention, select Yes. If not, select No to return to the transaction.' Below the dialog box, there are 'Yes' and 'No' buttons. A callout box with the text 'Click Yes' points to the 'Yes' button. The background shows the same 'Receiver (RC)' form as in the previous screenshot.

Receiver (RC) ☆ Final

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 1

Header Vendor Commodity (1)

Name W W GRAINGER INC Commodity 03110

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

General Information

Transaction Name -

Referenced Transaction Code PD

Receiving Location PUR

Name Stephanie Brice

Show More

Allow Partial Receipts Yes

Referenced Transaction Department 061

Received Date 01/21/2022

Return Items to Vendor No

Referenced Transaction ID 30060

Receiver sbrice

Cancel Confirmation

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

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

Yes No

Click Yes

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A cancellation draft will appear.

The screenshot shows the 'Receiver (RC)' form in a web application. The form is titled 'Receiver (RC)' and has a status of 'Draft'. A callout box points to the 'Transaction ID' field, stating: 'The transaction is now a cancellation draft'. The form includes a header section with 'Department: 061 | Unit: 0910 | Transaction ID: 01212200000000498514 | Version: 2'. Below the header, there are tabs for 'Header', 'Vendor', 'Commodity (1)', and 'Commodity Detail'. The 'Vendor' tab is active, showing 'Name: W W GRAINGER INC'. The 'Commodity (1)' tab shows 'Commodity: 03110'. The 'Commodity Detail' tab shows 'Item ID: -'. The form also includes a 'Created By: sbrice | Created On: 01/21/2022' field. The 'General Information' section contains fields for 'Transaction Name', 'Allow Partial Receipts', 'Return Items to Vendor', 'Referenced Transaction Code', 'Referenced Transaction Department', 'Referenced Transaction ID', 'Receiving Location', 'Received Date', and 'Receiver'. The 'Extended Description' section is also visible. The footer of the form includes 'About | Privacy | Important Links | Accessibility' and 'CGI Advantage | © CGI Inc. 4.4.0A'.

7. Click **Validate**.

The screenshot shows the 'Receiver (RC)' form in a web application. The form is titled 'Receiver (RC)' and has a status of 'Draft'. A callout box points to the 'Validate' button in the top right corner, stating: 'Click Validate'. The form includes a header section with 'Department: 061 | Unit: 0910 | Transaction ID: 01212200000000498514 | Version: 2'. Below the header, there are tabs for 'Header', 'Vendor', 'Commodity (1)', and 'Commodity Detail'. The 'Vendor' tab is active, showing 'Name: W W GRAINGER INC'. The 'Commodity (1)' tab shows 'Commodity: 03110'. The 'Commodity Detail' tab shows 'Item ID: -'. The form also includes a 'Created By: sbrice | Created On: 01/21/2022 | Modified By: sbrice | Modified On: 01/21/2022' field. The 'General Information' section contains fields for 'Transaction Name', 'Allow Partial Receipts', 'Return Items to Vendor', 'Referenced Transaction Code', 'Referenced Transaction Department', 'Referenced Transaction ID', 'Receiving Location', 'Received Date', and 'Receiver'. The 'Extended Description' section is also visible. The footer of the form includes 'About | Privacy | Important Links | Accessibility' and 'CGI Advantage | © CGI Inc. 4.4.0A'.

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

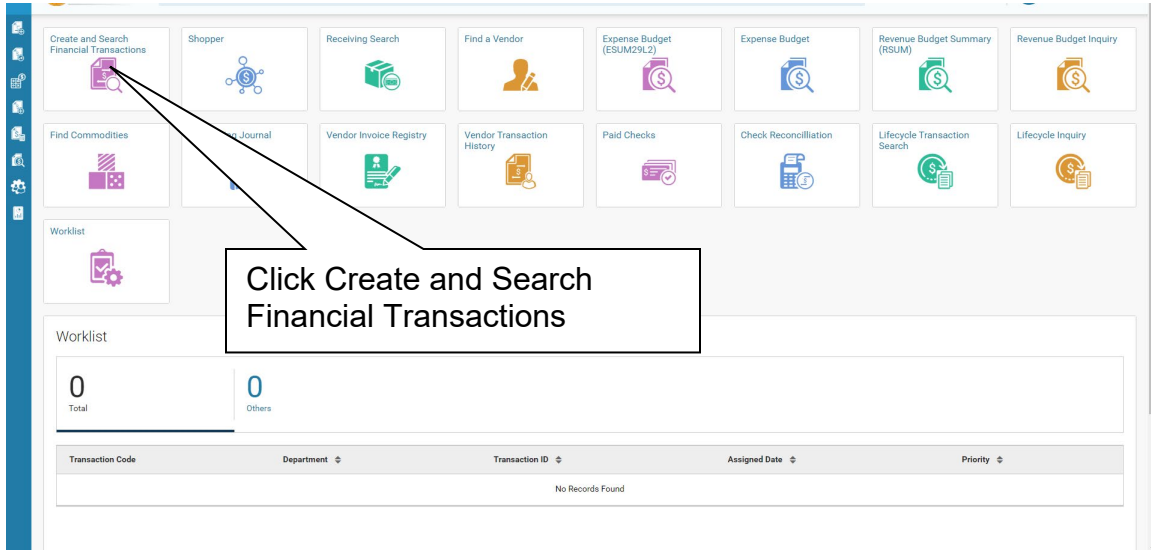
The screenshot shows the 'Receiver (RC)' form in a 'Draft' state. At the top right, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. A callout box with the text 'Click Submit' points to the 'Submit' button. The form header indicates '1 of 1: Transaction validated successfully'. Below the header, there are sections for 'General Information' and 'Extended Description'. The 'General Information' section includes fields for 'Transaction Name', 'Referenced Transaction Code', 'Receiving Location', 'Name', 'Allow Partial Receipts', 'Referenced Transaction Department', 'Received Date', 'Return Items to Vendor', 'Referenced Transaction ID', and 'Receiver'. The 'Extended Description' section is currently empty.

The screenshot shows the 'Receiver (RC)' form in a 'Final' state. At the top right, there is a 'Close' button. The form header indicates '1 of 1: Transaction submitted successfully'. A callout box with the text 'This message will appear when your transaction is submitted successfully' points to the 'Submitted successfully' message. The form header also shows 'Department: 061 | Unit: 0910 | Transaction ID: 0121220000000498514 | Version: 2'. Below the header, there are sections for 'General Information' and 'Extended Description'. The 'General Information' section includes fields for 'Transaction Name', 'Referenced Transaction Code', 'Receiving Location', 'Name', 'Return Items to Vendor', 'Referenced Transaction ID', and 'Receiver'. The 'Extended Description' section is currently empty.

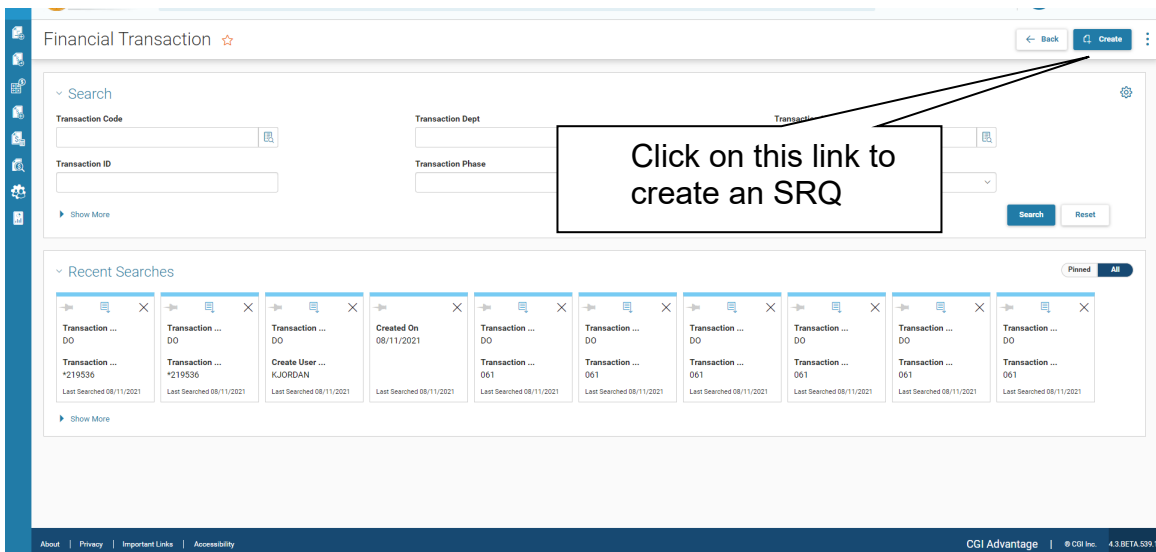
The cancellation will then be routed through the same approvals as the original. Entries will not be reversed until the cancellation is in Final Phase.

Stock Room Requisition (SRQ)

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



2. Click **Create**.



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

The screenshot shows the 'Create Transaction' form. It has a header bar with 'Continue' and 'Cancel' buttons. The form contains several input fields: 'Transaction Code' (with 'SRQ' entered), 'Transaction Dept' (with '061' entered), and 'Transaction Unit' (with '0910' entered). There is a checkbox for 'Auto Numbering' which is checked. A 'Show More' link is visible under 'Transaction ID'. Callout boxes point to these fields with the following text: 'Enter SRQ' points to the Transaction Code field; 'Enter your Department' points to the Transaction Dept field; 'Check Auto Numbering' points to the Auto Numbering checkbox; 'Enter your Unit' points to the Transaction Unit field; and 'Click Continue' points to the Continue button. The footer of the form includes links for 'About', 'Privacy', 'Important Links', and 'Accessibility', along with 'CGI Advantage' and '© CGI Inc. 4.4.0'.

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**.

The screenshot shows the 'Stock Request (SRQ)' form. The header bar includes 'Validate', 'Submit', 'Save', and 'Save & Close' buttons. The form is divided into several tabs: 'Header', 'Accounting Distribution', 'Commodity', 'Accounting', and 'Posting'. The 'Header' tab is active. It contains fields for 'Record Date' (01/21/2022), 'Transaction Description', 'Requesting Unit' (0910), 'Name' (Stephanie Brice), 'Current Fiscal Year', 'Current Period', 'Warehouse' (CTL1), 'Issuer ID' (sbrice), 'Current Budget FY', and 'Actual Amount' (\$0.00). Callout boxes point to these fields with the following text: 'Enter Warehouse' points to the Warehouse field; and 'Enter Requesting Unit' points to the Requesting Unit field. The footer of the form includes a 'Show More' link and a section for 'Open/Closed Details' with 'Closed Date' and 'Closed Amount' (\$0.00).

Stock Request (SRQ) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000010578 | Version: 1

Validate Submit Save Save & Close

Shipping

Shipping Location

PUR

Purchasing
770-529-4400
122 Waddell Street
Marietta
GA
30066... More

Delivery Date

01/26/2022

☐ Ship Whole Indicator

Shipping Additional Information

0/1000

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: 0121220000000010578 | Version: 1

Validate Submit Save Save & Close

Header Accounting Distribution Commodity Accounting Posting

Distribution % Stock Item Line Amount

Attachments

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

General Information

Transaction Name

Current Fiscal Year

Current Period

Warehouse

CTL1

Central Warehouse

Issuer ID

sbrice

Show More

Transaction Description

Requesting Unit

0910

Name

Stephanie Brice

Current Budget FY

Actual Amount

\$0.00

Open/Closed Details

Closed Date

Closed Amount

\$0.00

Click Commodity

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

Stock Request (SRQ) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000010578 | Version: 1

Required fields

Header	Accounting Distribution	Commodity	Accounting	Posting
	Distribution %	Stock Item	Line Amount	

Commodity

0 Records

View per Page: 20 50 100

Page 0 of 0

Commodity Line	Stock Item	Description	Unit Price	Item Total Amount	Attachments
No Records Found					

Click **+** sign

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11. Click the **▶** to expand the section.

Stock Request (SRQ) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000010578 | Version: 1

Required fields

Header	Accounting Distribution	Commodity (1)	Accounting	Posting
	Distribution %	Stock Item	Line Amount	

Commodity (1)

1 - 1 of 1 Records

View per Page: 20 50 100

Page 1 of 1

Commodity Line	Stock Item	Description	Unit Price	Item Total Amount	Attachments
1					

Click the **▶** to expand

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11. Click **Show More**.

The screenshot shows the 'Stock Request (SRQ)' form in a 'Draft' state. The form has a header section with tabs for 'Header', 'Accounting Distribution', 'Commodity (1)', 'Accounting', and 'Posting'. Below these is a table with columns for 'Commodity Line', 'Stock Item', 'Description', 'Unit Price', 'Item Total Amount', and 'Attachments'. The 'Commodity (1)' tab is active, showing a 'General Information' section with fields for 'Stock Item', 'Stock Item Suffix', 'Requested Quantity', 'Issue Unit', and 'Fixed Asset Number'. A 'Show More' link is visible at the bottom left of the 'General Information' section. A callout box points to this link with the text 'Click Show More'.

12. Enter **Stock Item** or use pick list to select a stock item.

13. Enter **Requested Quantity**.

14. Click **Save**.

This screenshot shows the 'Stock Request (SRQ)' form after some data has been entered. The 'Stock Item' field is populated with '640754003', and the 'Requested Quantity' field is populated with '1.00000'. The 'Save' button is highlighted in the top right corner. Three callout boxes provide instructions: one pointing to the 'Stock Item' field with the text 'Enter Stock Item', one pointing to the 'Requested Quantity' field with the text 'Enter Requested Quantity', and one pointing to the 'Save' button with the text 'Click Save'.

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

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

The screenshot shows the 'Stock Request (SRQ)' form with the 'Accounting Distribution' tab selected. A callout box points to the 'Accounting Distribution' tab with the text 'Click Accounting Distribution'. The form displays a table with one record for 'PAPER TOWELS - ROLL (P-30)' with a unit price of \$17.016991 and a total amount of \$17.02. The 'Requested Quantity' is 1.00000. The 'Accounting Template' field is empty.

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

General Information

Stock Item: 640754003

Issue Unit: CASE

Fixed Asset Number:

Requested Quantity: 1.00000

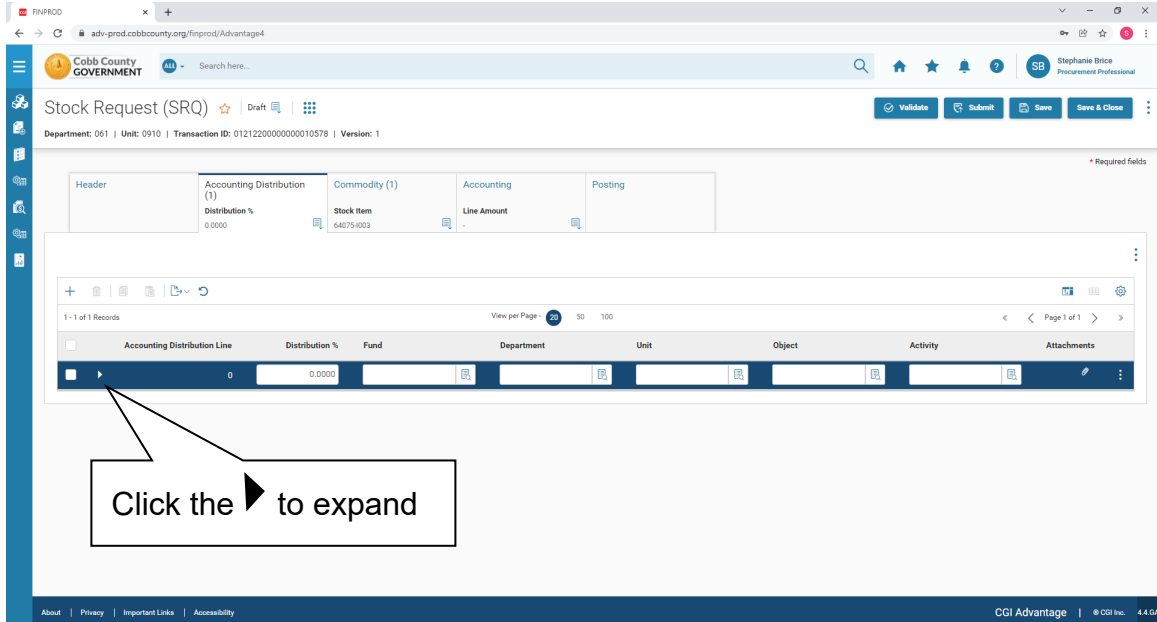
Accounting Template:




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

The screenshot shows the 'Stock Request (SRQ)' form with the 'Accounting Distribution' tab selected. A callout box points to the '+' sign in the table header with the text 'Click + sign'. The table is empty, showing '0 Records' and 'No Records Found'.

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

17. Click the  to expand the section.



Stock Request (SRQ)   


Department: 061 | Unit: 0910 | Transaction ID: 0121220000000010578 | Version: 1

Required fields

Header	Accounting Distribution (1)	Commodity (1)	Accounting	Posting
	Distribution % 0.0000	Stock Item 64075-0003	Line Amount -	

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

Accounting Distribution Line	Distribution %	Fund	Department	Unit	Object	Activity	Attachments
0	0.0000						

Click the  to expand

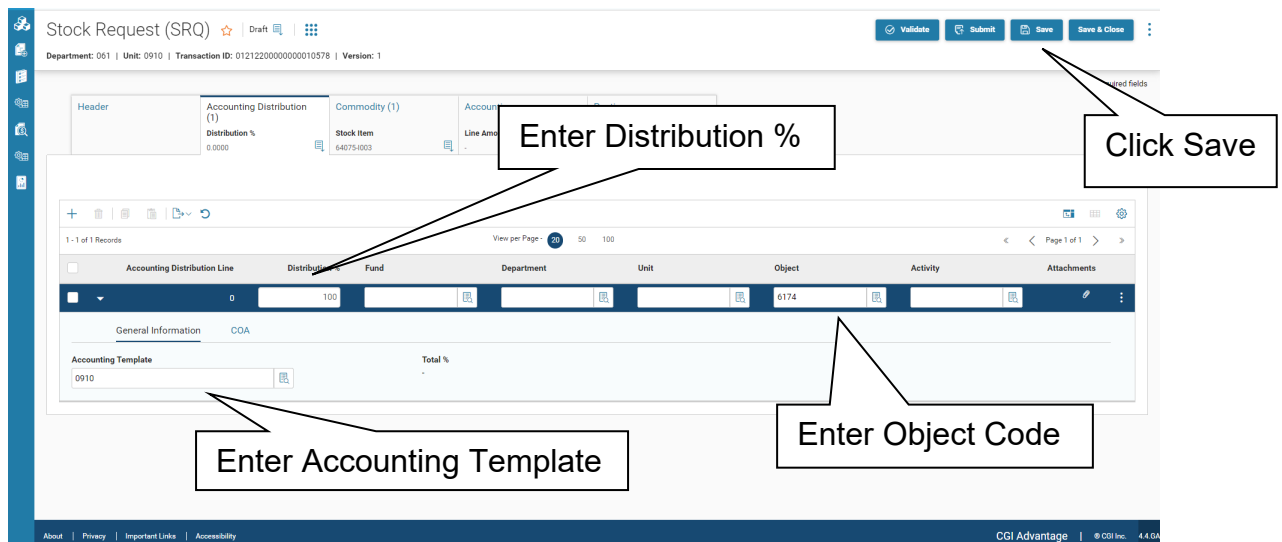
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18. Enter **Distribution %** (100).

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: 0121220000000010578 | Version: 1

Required fields

Header	Accounting Distribution (1)	Commodity (1)	Accounting	Posting
	Distribution % 0.0000	Stock Item 64075-0003	Line Amount -	

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

Accounting Distribution Line	Distribution %	Fund	Department	Unit	Object	Activity	Attachments
0	100				6174		

General Information COA

Accounting Template
0910

Total %
-

Enter Distribution %

Click Save

Enter Object Code

Enter Accounting Template

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22. Click 3 Dots (Related Actions).

Stock Request (SRQ) | Draft | [Menu Icon]

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000010578 | Version: 1

Header	Accounting Distribution (1)	Commodity (1)	Accounting	Posting
	Distribution % 100.0000	Stock Item 640754003	Line Amount -	

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

Accounting Distribution Line	Distribution %	Fund	Department	Unit	Object	Attachments
1	100.0000				617	

Click 3 Dots

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23. Click Distribute Accounting.

Stock Request (SRQ) | Draft | [Menu Icon]

Department: 061 | Unit: 0910 | Transaction ID: 0121220000000010578 | Version: 1

Header	Accounting Distribution (1)	Commodity (1)	Accounting	Posting
	Distribution % 100.0000	Stock Item 640754003	Line Amount -	

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

Accounting Distribution Line	Distribution %	Fund	Department	Unit	Object	Attachments
1	100.0000					

Click Distribute Accounting

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This will create an accounting line for each commodity entered.

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

The screenshot shows the 'Stock Request (SRQ)' form. At the top, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below the header, there are tabs for 'Header', 'Accounting Distribution (1)', 'Commodity (1)', 'Accounting (1)', and 'Posting'. The 'Accounting (1)' tab is selected, showing a table with columns for 'Accounting Line', 'Line Amount', 'Fund', 'Object', 'Department', 'Unit', 'Activity', and 'Attachments'. A callout box points to the 'Accounting' tab with the text 'Click Accounting'. Another callout box points to the 'Object' column with the text 'Enter an object code for each line if using multiple object codes'. The table shows one row with a line amount of \$17.02 and an object code of 9174.

24. Click **Validate**.

The screenshot shows the 'Stock Request (SRQ)' form. At the top, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below the header, there are tabs for 'Header', 'Accounting Distribution (1)', 'Commodity (1)', 'Accounting (1)', and 'Posting'. The 'Accounting (1)' tab is selected, showing a table with columns for 'Accounting Line', 'Line Amount', 'Fund', 'Object', 'Department', 'Unit', 'Activity', and 'Attachments'. A callout box points to the 'Validate' button with the text 'Click Validate'. The table shows one row with a line amount of \$17.02 and an object code of 9174.

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

Stock Request (SRQ) | Draft | Transaction ID: 01212200000000010578 | Version: 1

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

1 of 1: Transaction validated successfully

Click Submit

Header	Accounting Distribution (1)	Commodity (1)	Accounting (1)	Posting (1)
Distribution %	100.0000	Stock Item	Line Amount	
		64075-003	\$17.02	

Commodity(1)

1 - 1 of 1 Records

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

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Stock Request (SRQ) | Final | Transaction ID: 01212200000000010578 | Version: 1

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

Header	Accounting Distribution	Commodity (1)	Accounting (1)	Posting (1)
Distribution %		Stock Item	Line Amount	
		64075-003	\$17.02	

Commodity(1)

Grid Actions

1 - 1 of 1 Records

Department	Unit	Activity	Attachments
061	0910	0910	

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