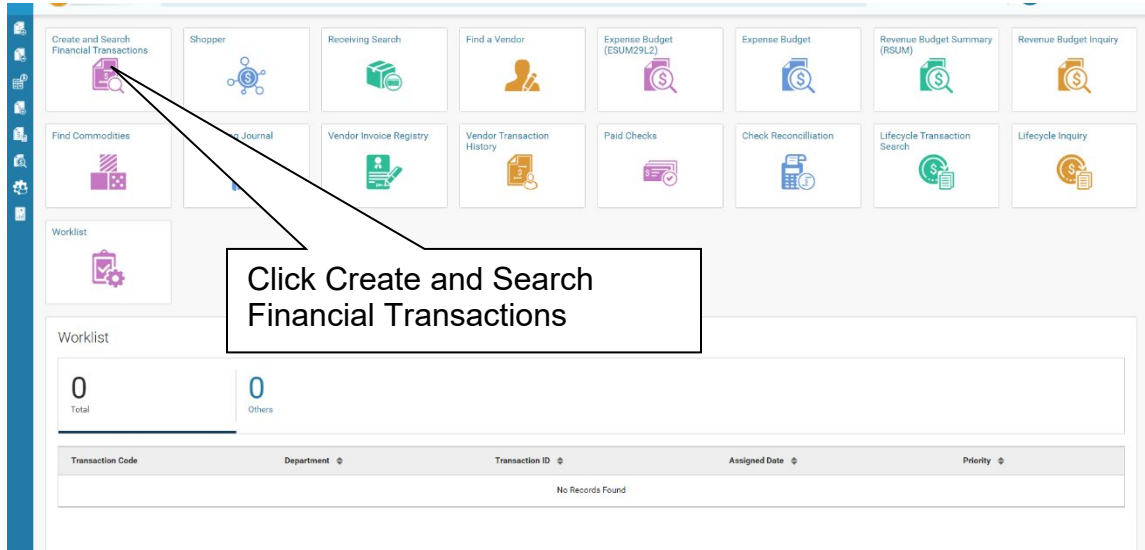
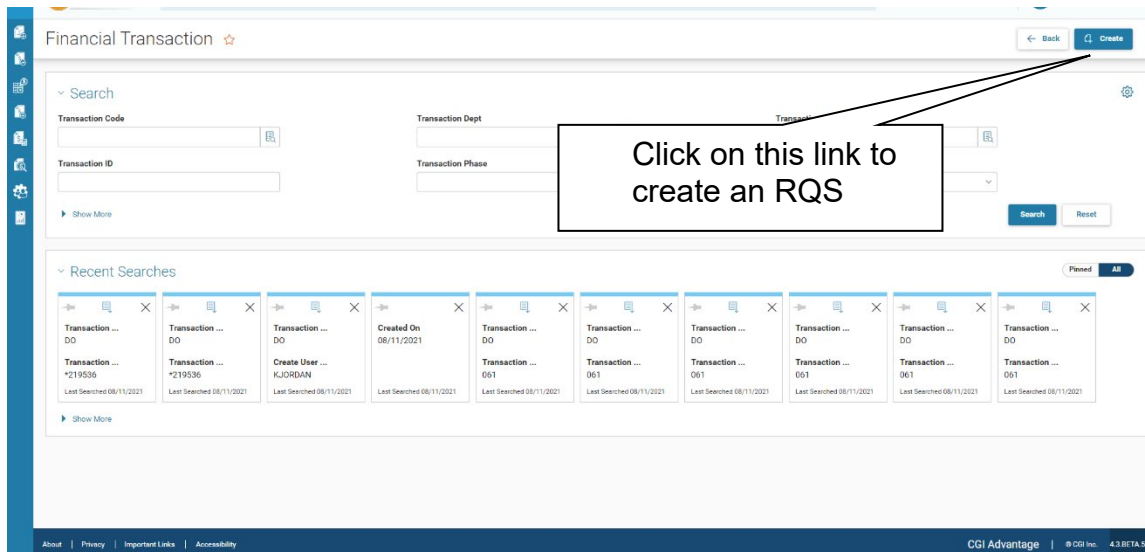


# Requisition (RQS)

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. The 'Transaction Code' field contains 'RQS'. The 'Transaction Dept' field contains '061'. The 'Transaction Unit' field contains '0910'. The 'Auto Numbering' checkbox is checked. A 'Continue' button is in the top right corner. Annotations with callout boxes point to the 'Transaction Code' field (labeled 'Enter RQS'), the 'Transaction Dept' field (labeled 'Enter your Department'), the 'Auto Numbering' checkbox (labeled 'Check Auto Numbering'), the 'Transaction Unit' field (labeled 'Enter your Unit'), and the 'Continue' button (labeled 'Click Continue').

Enter RQS

Enter your Department

Check Auto Numbering

Enter your Unit

Click Continue

5. Click **Show More**.

The screenshot shows the 'Standard Requisition (RQS)' form. The 'Show More' link is located under the 'Actual Amount' field. An annotation with a callout box points to the 'Show More' link (labeled 'Click Show More').

Click Show More

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

Standard Requisition (RQS) ☆ Draft

Validate Submit Save Save & Close

Department: 061 | Unit: 0910 | Transaction ID: 083121000000004006 | Version: 1

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

General Information

Transaction Name

Fiscal Year

Actual Amount

\$0.00

Procurement Folder

PCard ID

Tracking Number

Reporting 3

Record Date

MM/DD/YYYY

Transaction Short Description

Accounting Profile

Procurement Type ID

1

PCard Expiration Date

Reporting 1

Roll Indication 1

No

Budget FY

Transaction Description

Warehouse

Reporting 2

Tax Profile

Enter Procurement Type

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 同 ☰

Department: 061 | Unit: 0910 | Transaction ID: C831210000000042406 | Version: 1

Buttons: Validate Submit Save Save & Close

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

Requestor Name

Requesting Department

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

Annotations:

- Enter Requestor ID (points to Requestor ID field)
- Click Save (points to Save button)

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: 0831210000000042406

Shipping Location: PUR  
Purchasing  
770-528-1400  
122 Waddell Street  
Marietta  
GA  
30066 - More

Shipping Method: [Pick List]

Free On Board: [Pick List]

Delivery Date: MM/DD/YYYY [Calendar]

Delivery Type: - Select -

Shipping Additional Information: [Text Area]

Billing Location: 001  
Finance  
770-528-1300  
100 Cherokee St.  
Marietta  
GA  
30090  
US - More

Additional Information: [Text Area]

Extended Description: [Text Area]

Buttons: Validate, Submit, Save, Save & Close

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

Commodity: [Pick List]

Transaction Name: [Text Field]

Record Date: MM/DD/YYYY [Calendar]

Fiscal Year: [Text Field] | Period: [Text Field]

Transaction Short Description: [Text Field]

Transaction Description: [Text Field]

Actual Amount: \$0.00

Open/Closed Details: Closed Date, Closed Amount, Open Amount, Referenced Amount, Total Tax Amount

Buttons: Attachments

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

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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
1				

Click the ▶ to expand

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18. Click **Show More**.

The screenshot shows the 'Standard Requisition (RQS)' form. At the top, there are tabs for 'Header', 'Accounting Distribution', 'Vendor', 'Commodity Group (1)', 'Commodity (1)', 'Accounting', and 'Special Instructions'. Below these, there is a table with columns: 'Commodity Line', 'Commodity', 'Commodity Line Description', 'Item Total Amount', and 'Attachments'. The 'Commodity Line' column has a dropdown menu. The 'Commodity' column has a text input field. The 'Commodity Line Description' column has a text input field. The 'Item Total Amount' column has a text input field. The 'Attachments' column has a text input field. Below the table, there are tabs for 'General Information', 'Open/Closed Details', 'References', 'Shipping/Billing', 'Specifications', and 'Tolerance'. The 'General Information' tab is active. It contains fields for 'Line Type' (a dropdown menu), 'Quantity' (a text input field), 'Unit of Measure' (a text input field), 'Unit Price' (a text input field), 'List Price' (a text input field), 'Discounted Unit Price' (a text input field), 'Contract Amount' (a text input field), 'Service From' (a date input field), and 'Service To' (a date input field). A callout box points to the 'Show More' button located below the 'Contract Amount' field.

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**.

The screenshot shows the 'Standard Requisition (RQS)' form with several callout boxes pointing to specific fields: 'Select Line Type' points to the 'Line Type' dropdown menu; 'Enter Commodity' points to the 'Commodity' text input field; 'Enter Quantity' points to the 'Quantity' text input field; 'Enter Unit Price' points to the 'Unit Price' text input field; 'Enter Unit of Measure' points to the 'Unit of Measure' text input field; 'Enter Extended Description' points to the 'Extended Description' text input field; and 'Click Save' points to the 'Save' button in the top right corner. The form also shows the 'General Information' tab with fields for 'Contract Amount', 'Service From', 'Service To', 'Tax Profile', and 'Accounting Profile'.

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. The top navigation bar includes buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. The form 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'. Annotations with callout boxes point to the following fields: '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 'Service From' and 'Service To' date fields; 'Enter Extended Description' points to the 'Extended Description' field; and 'Click Save' points to the 'Save' button in the top right corner.

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 form displays a table with columns for 'Commodity Line', 'Commodity', 'Commodity Line Description', 'Item Total Amount', and 'Attachments'. The first row shows 'Commodity Line 1' with a 'Commodity' of '96286' and a 'Item Total Amount' of '\$4,500.00'. The 'Accounting Distribution' tab is active, showing fields for 'Distribution %', 'Legal Name', 'Commodity Group (1)', 'Commodity (1)', 'Accounting', 'Special Instructions', 'Unit of Measure', 'Discounted Unit Price', and 'Accounting Profile'. An annotation with a callout box points to the 'Accounting Distribution' tab, with the text 'Click Accounting Distribution'.

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

Standard Requisition (RQS) | Draft | [Icons]

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

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 | [Icons]

Department: 061 | Unit: 0910 | Transaction ID: 1122210000000044390 | Version: 1

Accounting Distribution

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

Enter Accounting Template

Enter Distribution %

Enter Object Code

Click Save



### 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

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

Related Actions  
Distribute Accounting Lines

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

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

CGI Advantage | CGI Inc. 4.3 BETA 509

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 'Standard Requisition (RQS)' form. At the top, there are tabs for 'Header', 'Accounting Distribution (1)', 'Vendor', 'Commodity Group (1)', 'Commodity (1)', and 'Accounting'. The 'Accounting' tab is highlighted. Below the tabs, there is a table with columns: 'Accounting Line', 'Line Amount', 'Fund', 'Department', 'Unit', and 'Object'. 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 line with a line amount of \$100.00 and an object code of 6116.

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

34. Click the **Header** tab.

The screenshot shows the 'Standard Requisition (RQS)' form with the 'Header' tab selected. The 'Header' tab is highlighted in the top navigation bar. A callout box points to the 'Header' tab with the text 'Click Header'. The form displays various fields including 'Department', 'Unit', 'Transaction ID', and 'Version'. Below the tabs, there is a table with columns: 'Accounting Line', 'Line Amount', 'Fund', 'Department', 'Unit', 'Object', 'Activity', and 'Attachments'. The table shows one line with a line amount of \$100.00 and an object code of 6116.

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

### 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'. A callout box labeled 'Click 3 dots' points to a three-dot menu icon located to the right of the 'Special Instructions' field. The form contains several sections: 'Header' with fields for Accounting Distribution, Vendor, Commodity Group, Commodity, and Accounting; '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 'Actual Amount' is displayed as \$100.00.

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

This screenshot shows the same 'Standard Requisition (RQS)' form, but with the three-dot menu open. A callout box labeled 'Click Ship/Bill To Lines' points to the 'Ship/Bill To Lines' option in the 'Related Actions' dropdown menu. The menu also includes options for 'Load Accounting Profile', 'Load Vendor List', and 'Apply Tax Profile'. The form fields and layout are identical to the previous screenshot.

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.

The screenshot shows the 'Standard Requisition (RQS)' form. The 'Vendor' tab is selected. A table lists the vendor information for 'CARITHERS-WALLACE-COURTENAY HOLDINGS INC'. Annotations with arrows point to specific elements: 'Click Vendor' points to the 'Vendor' tab; 'Click Save' points to the 'Save' button; 'Click + sign' points to the '+' icon in the table header; 'Enter Vendor Customer' points to the 'Vendor Customer' field; and 'Click the ▶ to expand' points to the expand/collapse arrow in the table header.

37. Click **Validate**.

The screenshot shows the 'Standard Requisition (RQS)' form after validation. The 'Validate' button is highlighted with an annotation 'Click Validate'. The form displays the 'General Information' section, including fields for 'Transaction Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Transaction Short Description', and 'Transaction Description'. The 'Actual Amount' is \$2,000.00, and the 'Open/Closed Details' section shows a 'Closed Amount' of \$0.00 and an 'Open Amount' of \$2,000.00.

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

Standard Requisition (RQS) ☆ Draft

Department: 061 | Unit: 0910 | Transaction ID: 1122210000000044390 | Version: 1

1 of 1: Transaction validated successfully

Click Submit

Buttons: Validate, Submit, Save, Save & Close

Header	Accounting Distribution (1)	Vendor	Commodity Group (1)	Commodity (1)	Accounting	Posting (1)
	Distribution % 100.0000	Legal Name CARITHERS-WALLACE COL...	Description Default Commodity Group	Commodity 42506	Line Amount \$2,000.00	

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

Attachments

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	Open Amount
-	\$0.00	\$2,000.00
Referenced Amount	Total Tax Amount	
\$0.00	...	

This message will appear when your transaction is submitted successfully.

Standard Requisition (RQS) ☆ Pending

Department: 061 | Unit: 0910 | Transaction ID: 1122210000000044390 | Version: 1

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

Buttons: Approve, Reject, Close

Header	Accounting Distribution (1)	Vendor	Commodity Group (1)	Commodity (1)	Accounting	Posting (1)
	Distribution % 100.0000	Legal Name CARITHERS-WALLACE COL...	Description Default Commodity Group	Commodity 42506	Line Amount \$2,000.00	

11/22/2021

Record Date:

Budget FY:

Transaction Short Description:

Transaction Description:

Open/Closed Details


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

This message will appear when your transaction is submitted successfully.

# 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.