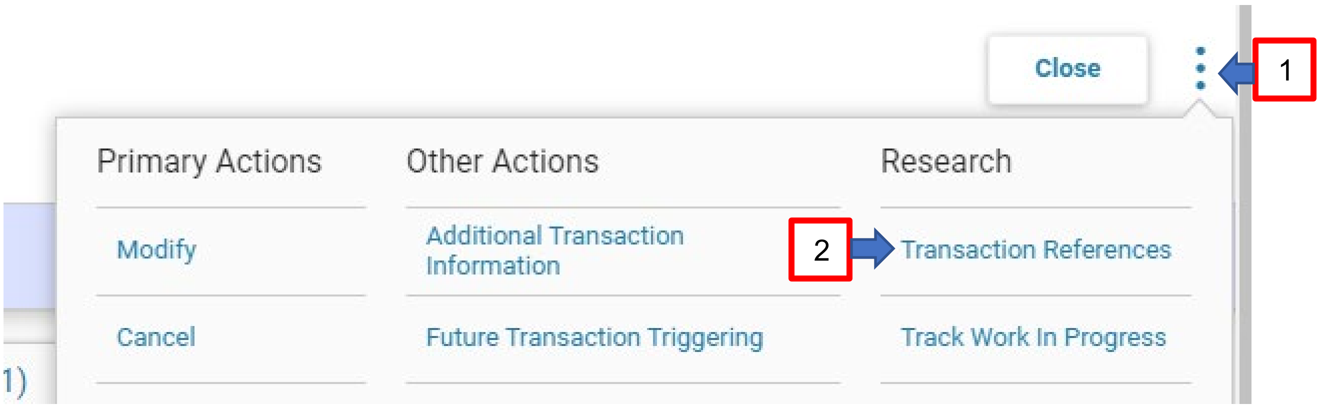
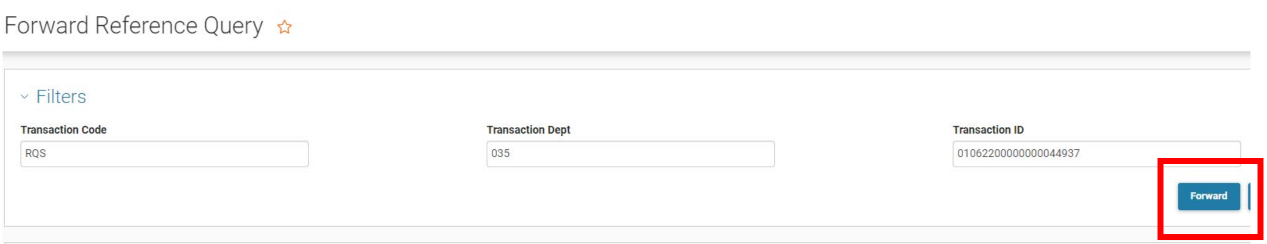
Transaction References

Has a PO created from my RQS?

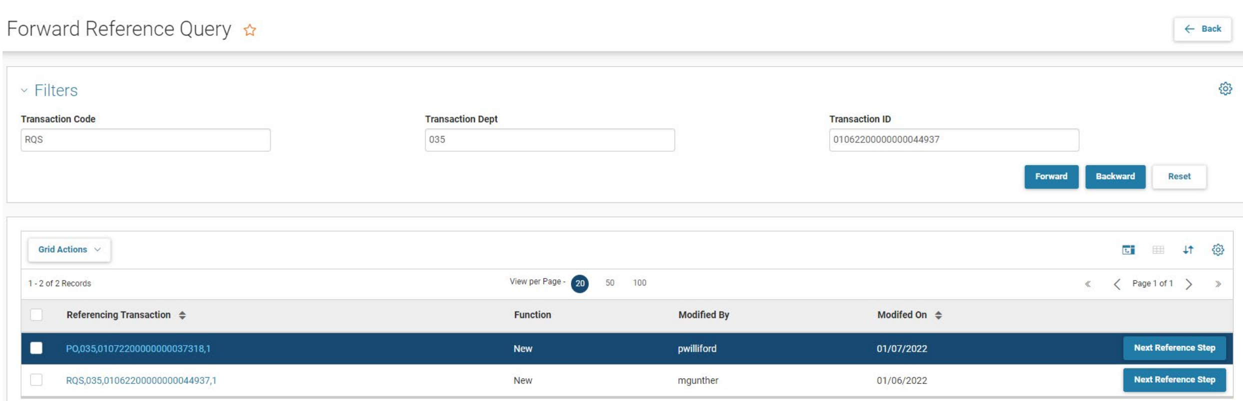
1. Open the RQS in the Transaction Catalog
2. Click on the 3 dots on the top right of the screen and select Transaction References



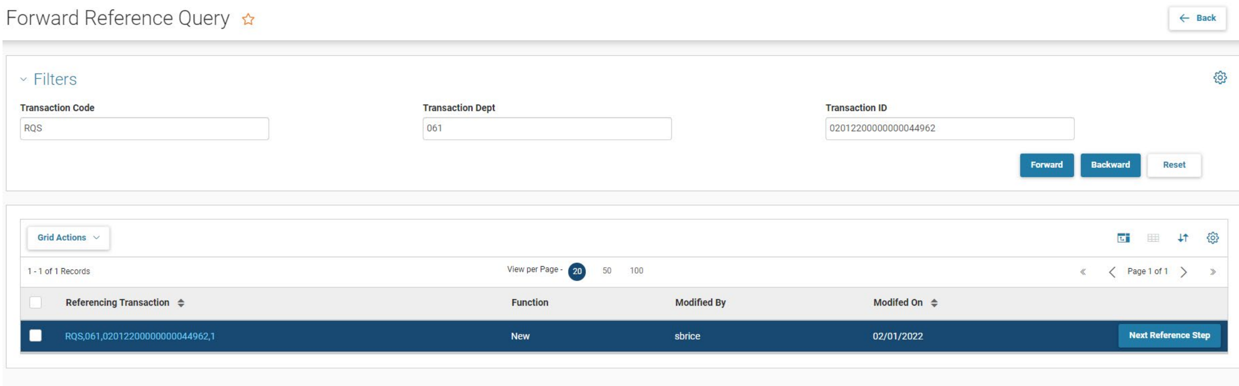
3. Click Forward



4. If a PO has been created the PO number will be listed. You can click on the PO number to open the PO and view it.



If a PO has not been created, the screen will only show the original RQS.



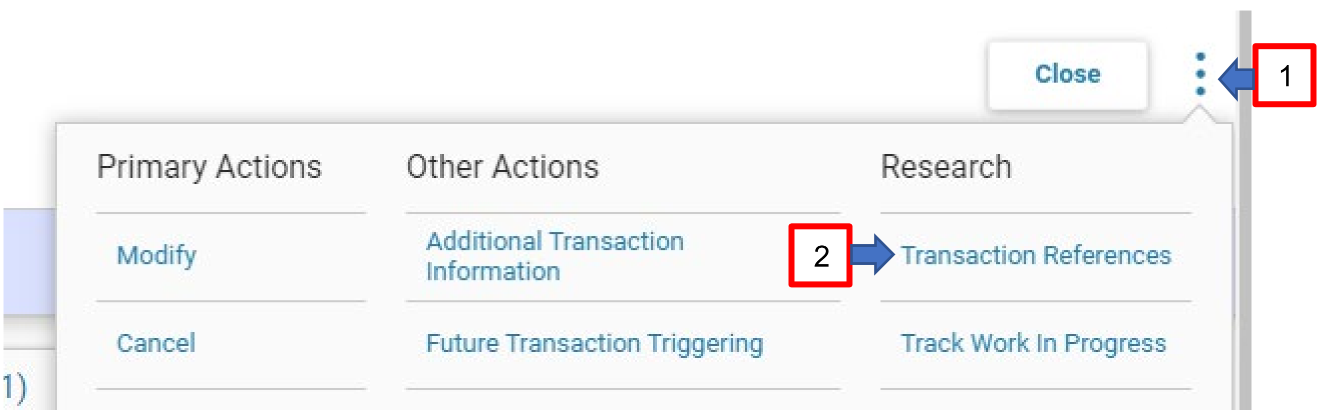
If a PO has not been created and you feel it should, contact the Purchasing Department.

5. Click the Back button until you return to your transaction

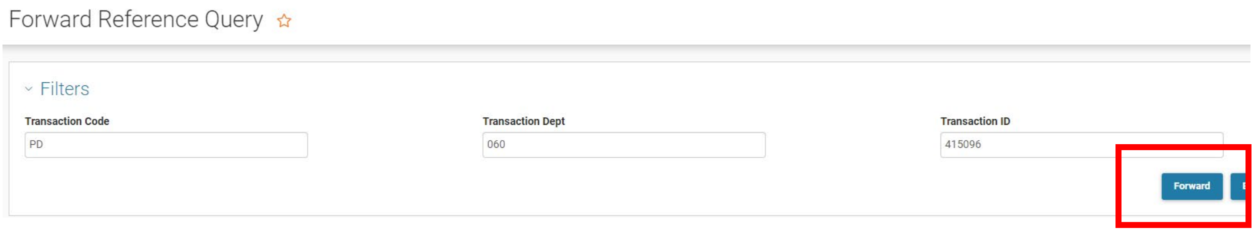
Has a RC been entered against my purchasing transaction?

There are several ways to see if a RC has been entered against a purchasing transaction. One of the easiest ways is to use Transaction References from the Transaction Catalog.

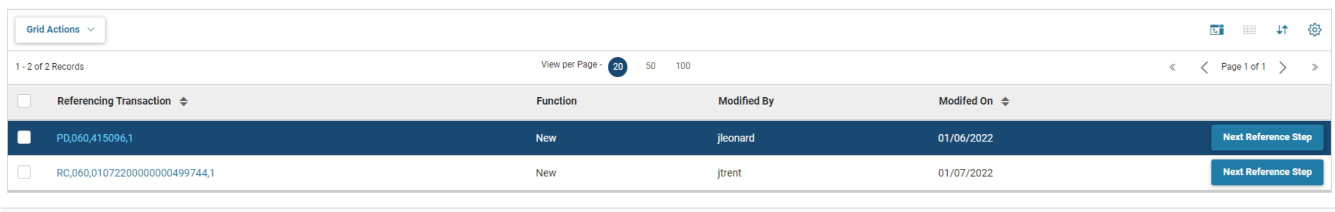
1. Search for the transaction in the Transaction Catalog and open it.
2. Click on the 3 dots on the top right of the screen and select Transaction References



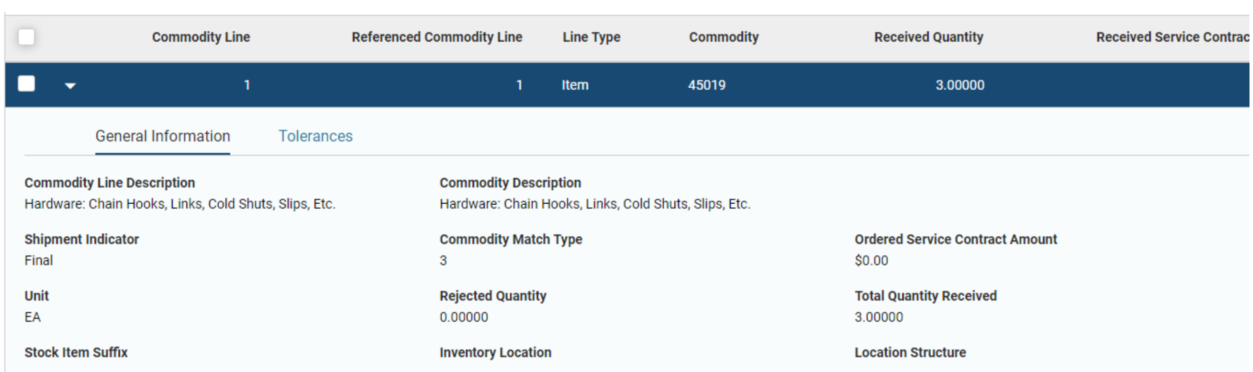
3. Click Forward



4. If a RC has been entered it will be listed. You can click on the transaction number to open and view it.

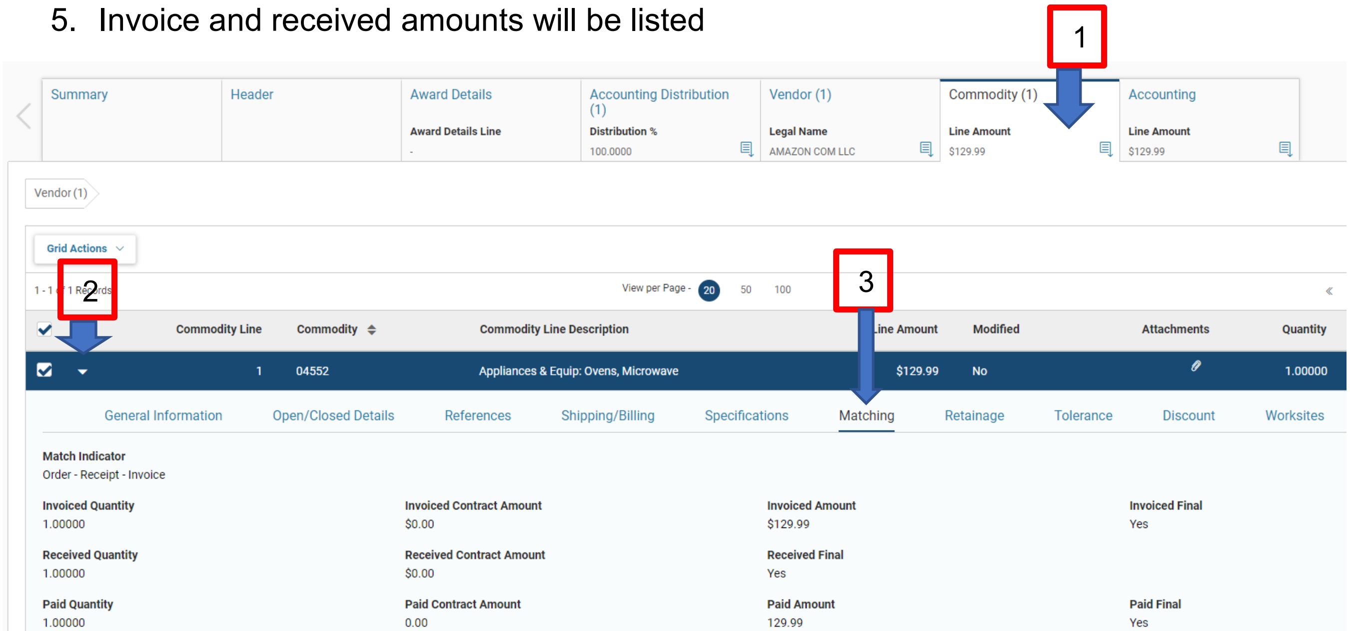


5. To view details of the RC, open the RC and then go to the Commodity Tab in the transaction. You can then compare the Received Quantity with the Ordered Quantity, or for a service line, compare the Received Service Contract Amount with the Ordered Service Contract amount. You can also view Shipment Indicator. If it is Final, that means that a final RC has been done for the commodity and no other Receivers are necessary.



Another way to check on a receiver is to view the commodity lines of the purchasing transaction. All purchasing transaction have a Matching tab in the Commodity tab with receiver and invoice information.

1. Open the transaction from the Transaction Catalog
2. Click the Commodity Tab
3. Click the drop-down arrow on the commodity line to view details
4. Click on the Matching Tab
5. Invoice and received amounts will be listed



The first row in the matching tab displays invoice information. If an invoice has been entered, the Invoiced Quantity, Invoiced Contract Amount, and Invoice Amount fields will be populated. If the invoice has been finalized, the Invoiced Final will have Yes listed.

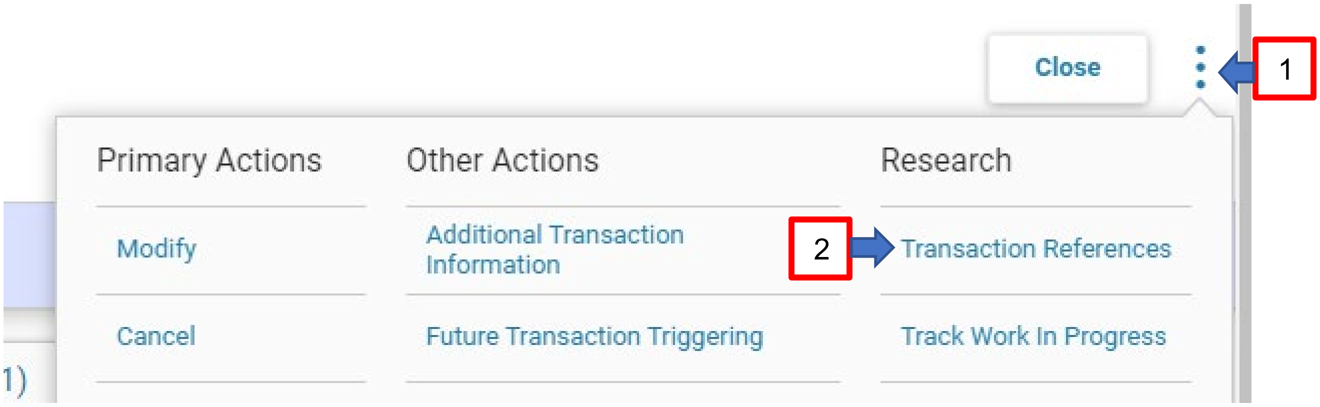
The second row in the matching tab displays receiver information. If a receiver has been entered, the Received Quantity or Received Contract Amount field will be populated. If the receiver has been finalized the Received Final flag will be checked.

The third row in the matching tab is the paid row. When fields in this row are populated, it does not necessarily mean that the vendor has been paid. These fields are populated when the transaction is ready to be paid.

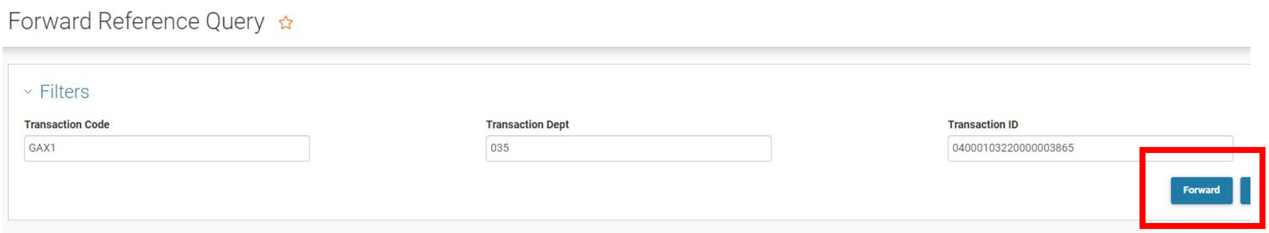
When looking at the matching tab, you must look at each commodity line in the purchasing transaction separately. The view another commodity, click on the drop-down menu next to the commodity you wish to view.

Has my transaction been paid?

1. Search for the transaction in the Transaction Catalog and open it.
2. Click on the 3 dots on the top right of the screen and select Transaction References



3. Click Forward



4. If an AD, MD, EFT, or EPY transaction appears, a check or electronic payment has been created

Referencing Transaction	Function	Modified By	Modifed On	
AD,055,00106220000000755215,1	New	sballi	01/06/2022	Next Reference Step
GAX1,035,04000103220000003865,1	New	wscyphers	01/03/2022	Next Reference Step

5. If a PRM transaction appears, and you want to see if a check has been created, highlight the line with the PRM and click Next Reference Step

Referencing Transaction	Function	Modified By	Modifed On	
IN,050,21122909382000456042,1	New	gjimerson	12/29/2021	Next Reference Step
PD,050,456042,1	New	mmarks	12/27/2021	Next Reference Step
PRM,050,01052200000000445776,1	New	sballi	01/05/2022	Next Reference Step
RC,050,12302100000000499373,1	New	mnix	12/30/2021	Next Reference Step

6. If an AD, MD, EFT, or EPY transaction appears, a check or electronic payment has been created for this transaction.

Referencing Transaction	Function	Modified By	Modifed On	
AD,055,00106220000000755239,1	New	sballi	01/06/2022	Next Reference Step
PRM,050,01052200000000445776,1	New	sballi	01/05/2022	Next Reference Step

7. You can click on the AD, MD, EFT, or EPY to get more details of the payment, such as the check number or issue date.

Disbursement Details

Bank Account	Check/EFT Number	Check/EFT Issue Date
99	000000000740494	01/06/2022
Routing ID Number	**Transit Routing Number**	**Check/EFT Amount**
-	-	$2,265.01

8. Click Close to close out of the transaction, and then click Back until you return to your original transaction.