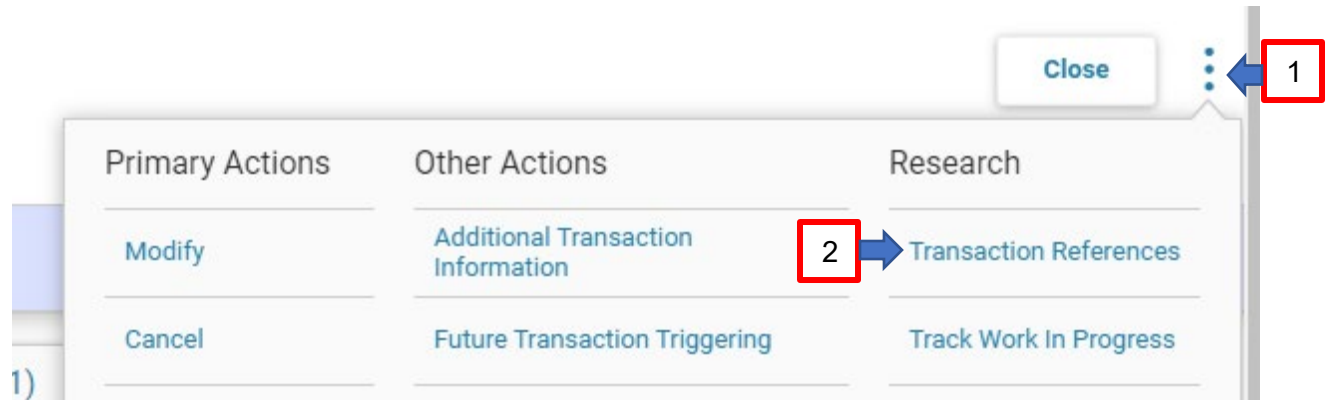


Transaction References

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

Forward Reference Query ☆

Filters

Transaction Code: RQS

Transaction Dept: 035

Transaction ID: 01062200000000044937

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.

Forward Reference Query ☆

Filters

Transaction Code: RQS

Transaction Dept: 035

Transaction ID: 01062200000000044937

Forward Backward Reset

Grid Actions

1 - 2 of 2 Records

View per Page: 20 50 100

Referencing Transaction	Function	Modified By	Modified On	
<input checked="" type="checkbox"/> PO,035,01072200000000037318,1	New	pwilford	01/07/2022	Next Reference Step
<input type="checkbox"/> RQS,035,01062200000000044937,1	New	mgunther	01/06/2022	Next Reference Step

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

Forward Reference Query ☆ ← Back

Filters

Transaction Code

RQS

Transaction Dept

061

Transaction ID

02012200000000044962

Forward

Backward

Reset

Grid Actions

1 - 1 of 1 Records

View per Page: 20 50 100

Page 1 of 1

Referencing Transaction	Function	Modified By	Modified On	
RQS,061,02012200000000044962,1	New	sbrice	02/01/2022	<div>Next Reference Step</div>

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

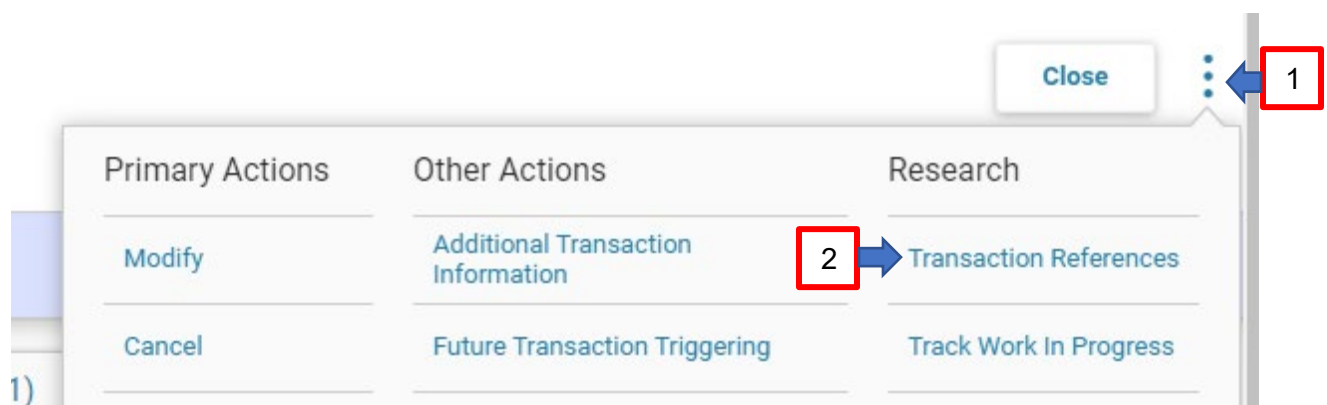
5. Click the Back button until you return to your transaction



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



Transaction Code: Transaction Dept: Transaction ID:

- | | | | | | | | |
|-------------------------------------|-------------------------------|---------------------------|-------------|-------------|---------------------|-------------|--|
| Grid Actions | | | | | | | |
| 1 - 2 of 2 Records | | View per Page - 20 50 100 | | | | Page 1 of 1 | |
| <input type="checkbox"/> | Referencing Transaction | Function | Modified By | Modified On | | | |
| <input checked="" type="checkbox"/> | PD,060,415096,1 | New | jleonard | 01/06/2022 | Next Reference Step | | |
| <input type="checkbox"/> | RC,060,01072200000000499744,1 | New | jtrent | 01/07/2022 | Next Reference Step | | |

- | Commodity Line | Referenced Commodity Line | Line Type | Commodity | Received Quantity | Received Service Contract |
|---|---------------------------|--|-----------|---|---------------------------|
| 1 | 1 | Item | 45019 | 3.00000 | |
| <div>General InformationTolerances</div> | | | | | |
| Commodity Line Description
Hardware: Chain Hooks, Links, Cold Shuts, Slips, Etc. | | Commodity Description
Hardware: Chain Hooks, Links, Cold Shuts, Slips, Etc. | | | |
| Shipment Indicator
Final | | Commodity Match Type
3 | | Ordered Service Contract Amount
\$0.00 | |
| Unit
EA | | Rejected Quantity
0.00000 | | Total Quantity Received
3.00000 | |
| Stock Item Suffix
- | | Inventory Location
- | | Location Structure
- | |

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 screenshot shows a purchasing transaction interface. At the top, there are tabs: Summary, Header, Award Details, Accounting Distribution (1), Vendor (1), Commodity (1), and Accounting. A red box labeled '1' is over the 'Commodity (1)' tab, with a blue arrow pointing to it. Below this, the 'Vendor (1)' section shows 'Legal Name: AMAZON COM LLC'. The main area is a table with columns: Commodity Line, Commodity, Commodity Line Description, Line Amount, Modified, Attachments, and Quantity. A red box labeled '2' is over the drop-down arrow for commodity line 1, with a blue arrow pointing to it. Below the table, there are sub-tabs: General Information, Open/Closed Details, References, Shipping/Billing, Specifications, Matching, Retainage, Tolerance, Discount, and Worksites. A red box labeled '3' is over the 'Matching' sub-tab, with a blue arrow pointing to it. The 'Matching' sub-tab displays a table with three rows of information: Invoiced, Received, and Paid. The 'Invoiced' row shows 'Invoiced Quantity: 1.00000', 'Invoiced Contract Amount: \$0.00', 'Invoiced Amount: \$129.99', and 'Invoiced Final: Yes'. The 'Received' row shows 'Received Quantity: 1.00000', 'Received Contract Amount: \$0.00', 'Received Final: Yes', and 'Paid Final: Yes'. The 'Paid' row shows 'Paid Quantity: 1.00000', 'Paid Contract Amount: 0.00', 'Paid Amount: 129.99', and 'Paid Final: Yes'.

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.

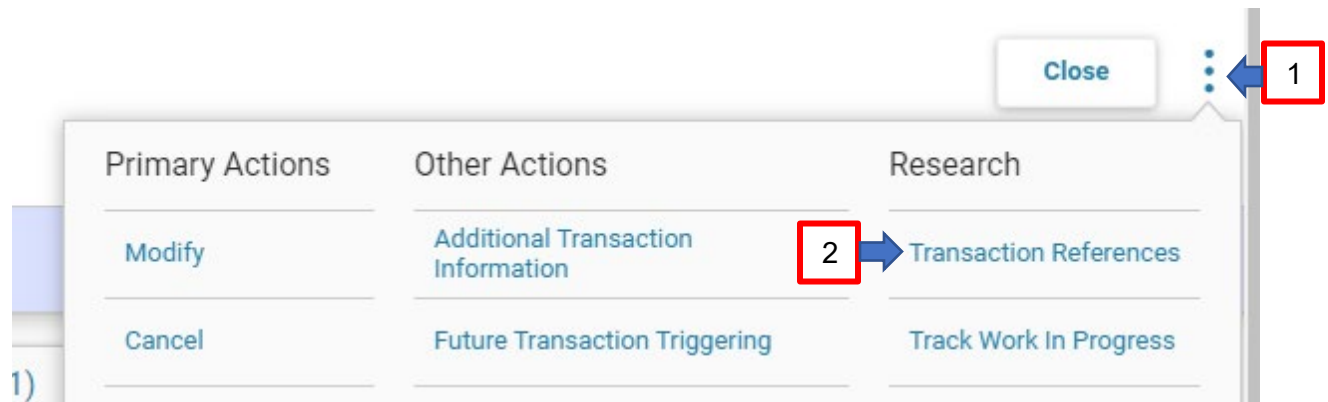
The second row in the matching tab displays receiver information. If a receiver has been entered, the Received Quantity or Received Contract Amount field will be populated. If the receiver has been finalized the Received Final flag will be checked.

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

Forward Reference Query ☆

Filters

Transaction Code: GAX1

Transaction Dept: 035

Transaction ID: 04000103220000003865

Forward

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

Referencing Transaction	Function	Modified By	Modified On	
<input checked="" type="checkbox"/> AD,055,0010622000000755215,1	New	sballi	01/06/2022	Next Reference Step
<input type="checkbox"/> GAX1,035,04000103220000003865,1	New	wscypfers	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	Modified On	
<input type="checkbox"/> IN,050,21122909982000456042,1	New	gjimerson	12/29/2021	Next Reference Step
<input type="checkbox"/> PD,050,456042,1	New	mmarks	12/27/2021	Next Reference Step
<input checked="" type="checkbox"/> PRM,050,01052200000000445776,1	New	sballi	01/05/2022	Next Reference Step
<input type="checkbox"/> 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.

<input type="checkbox"/> Referencing Transaction	Function	Modified By	Modified On	
<input checked="" type="checkbox"/> AD,055,00106220000000755239,1	New	sball	01/06/2022	Next Reference Step
<input type="checkbox"/> PRM,050,01052200000000445776,1	New	sball	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
99

Check/EFT Number
000000000740494

Check/EFT Issue Date
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.