Cobb County...Expect the Best!

ADVANTAGE Financial System User Guide

September 2015

ADVANTAGE Financial System

User Guide

County Manager

David Hankerson

*This page is fully linked. Please click the page you wish to view.

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Navigation

Introduction

Welcome to Advantage Financial! The Advantage Financial system is used by Cobb County to record and monitor all financial activity.

Advantage Financial is a web based system. You do not have to have internet to access the system. You do need to have the county intranet.

To use Advantage Financial you must have a valid user ID and password. If you do not have one, your department head must request one for you. To do this, they can send an email to the System Administration division of the Finance Department.

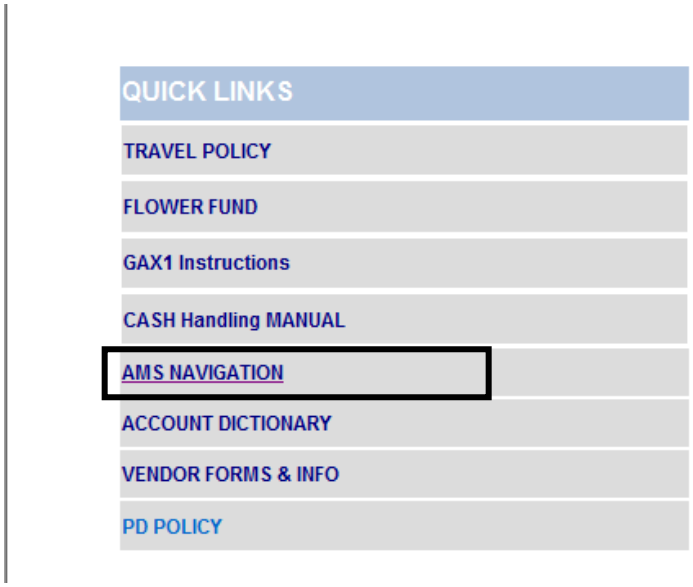
System Administration consists of:

Roxane Rush	770-528-1523	roxane.rush@cobbcounty.org
Felicia Wright	770-528-1534	felicia.wright@cobbcounty.org

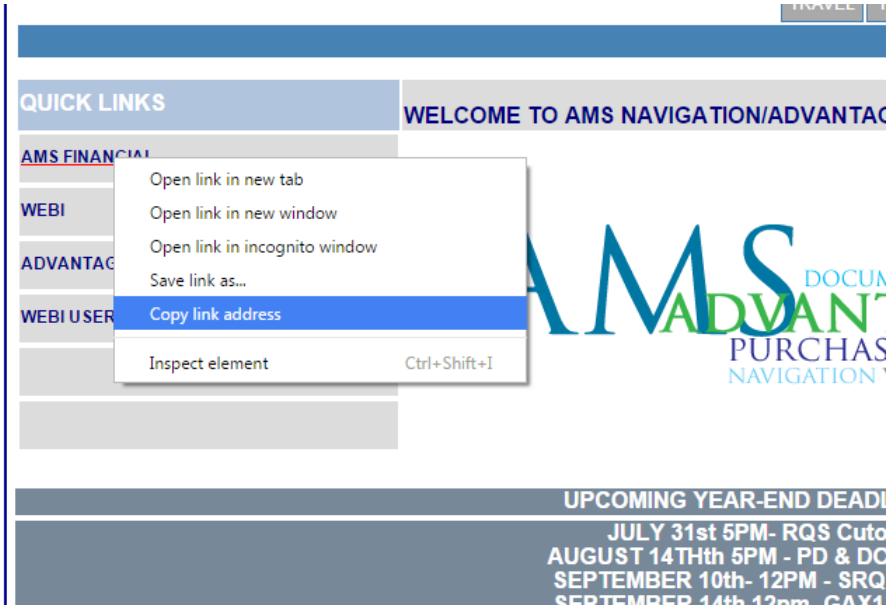
Accessing Advantage

1. From iCobb, under Department Resources, click on Finance & Economic Development. NOTE: Advantage Financial only works in Internet Explorer. If you are using Google Chrome to reach iCobb, you will need to copy the link and paste it into an Internet Explorer window to use it.

2. Click on the AMS NAVIGATION link under the heading QUICK LINKS.



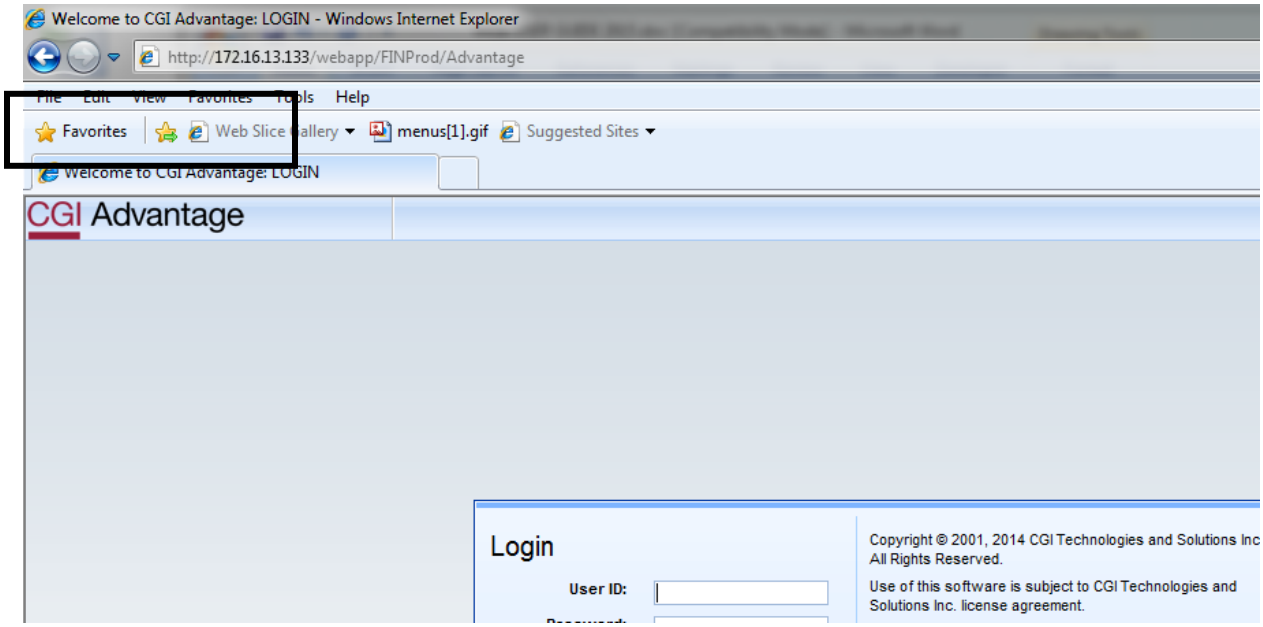
3. Right click on the AMS FINANCIAL link under the heading QUICK LINKS and select Copy Link Address. You can then paste the link into an Internet Explorer window.



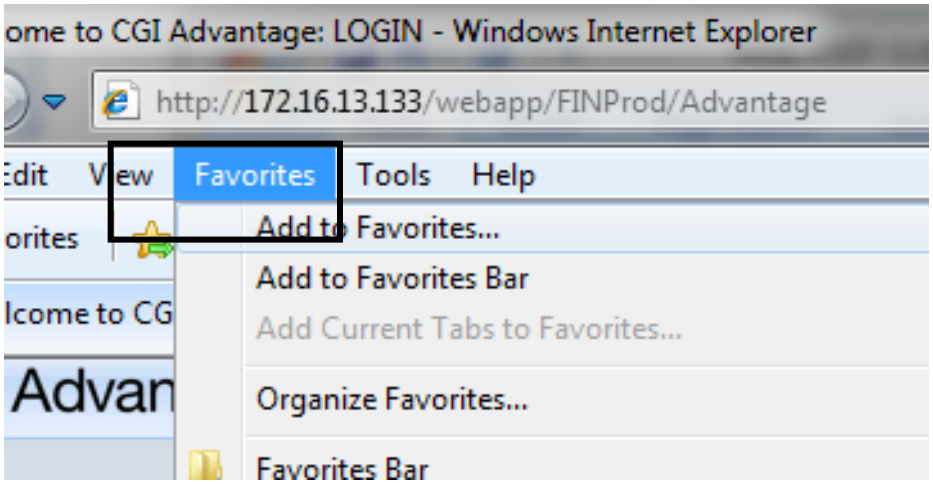
It is recommended that you save Advantage as one of your favorites, or create an icon on your desktop for Advantage. This will save you steps in accessing Advantage. It will also allow you to access the system if iCobb is unavailable.

To save advantage as your favorite:

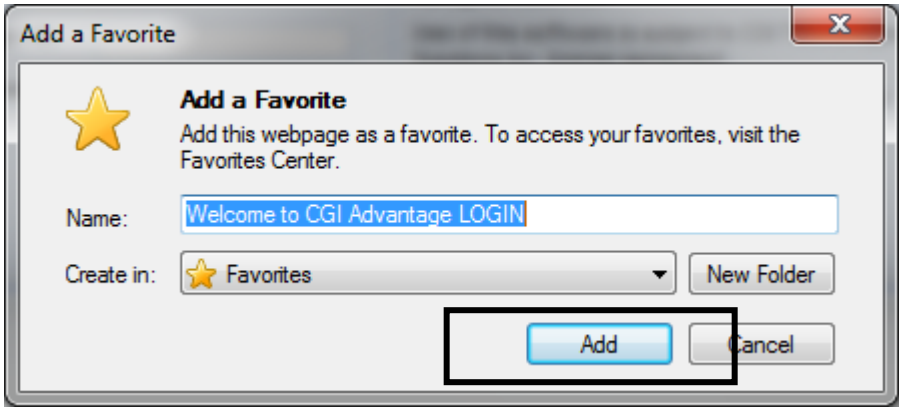
1. From the Log in page, click Favorites.



2. Click Add to Favorites.



3. Enter a name, or let it default. Click Add or OK.

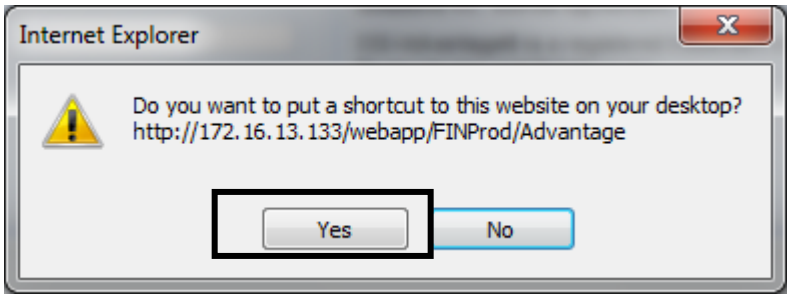


A link will then be placed in your favorites list.

To create an icon on your desktop:

1. From the login page, *right* click on your mouse button.
2. Select Create Shortcut.

3. Click Yes when this message appears.



The AMS Financial link will be placed on your desktop.

Log in to Advantage

1. Type your User ID in the designated field.
2. Type your Password in the designated field.
3. Either press enter or click Login.

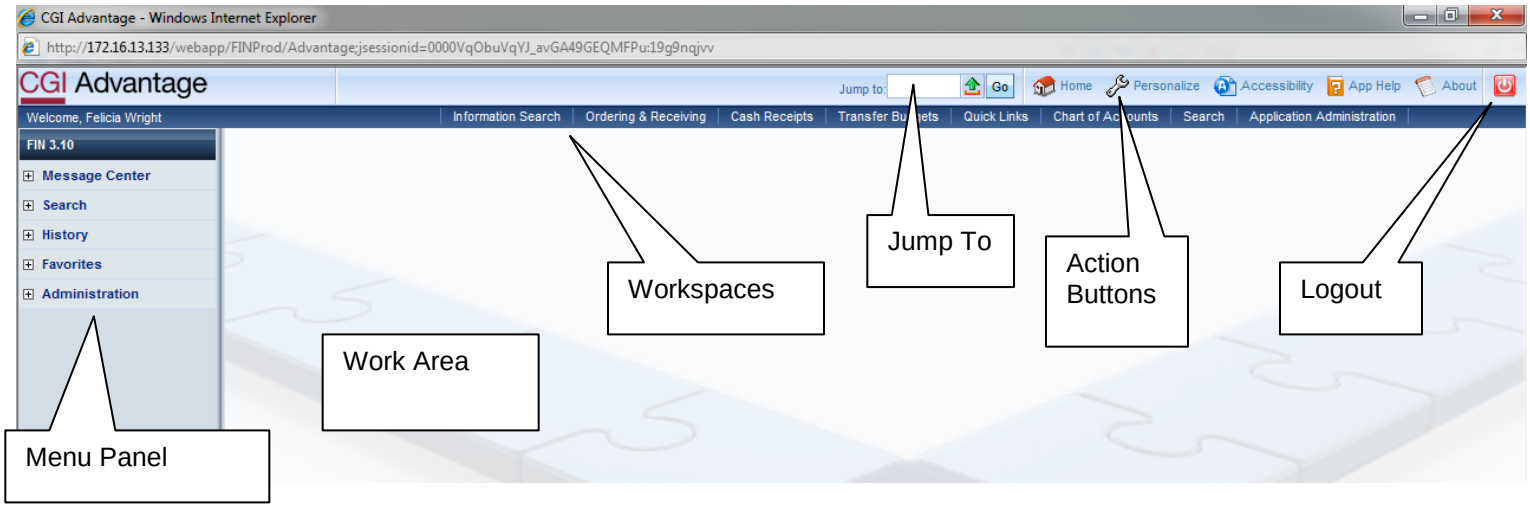
The user name and password are both case sensitive.

If you make a mistake, an error message will appear on the page. You can click the Reset button to clear the user name and password fields and try again.

Navigating Advantage

The Advantage home page consists of the following areas:

- Action Buttons
- Jump To
- Workspaces
- Work Area
- Menu Panel



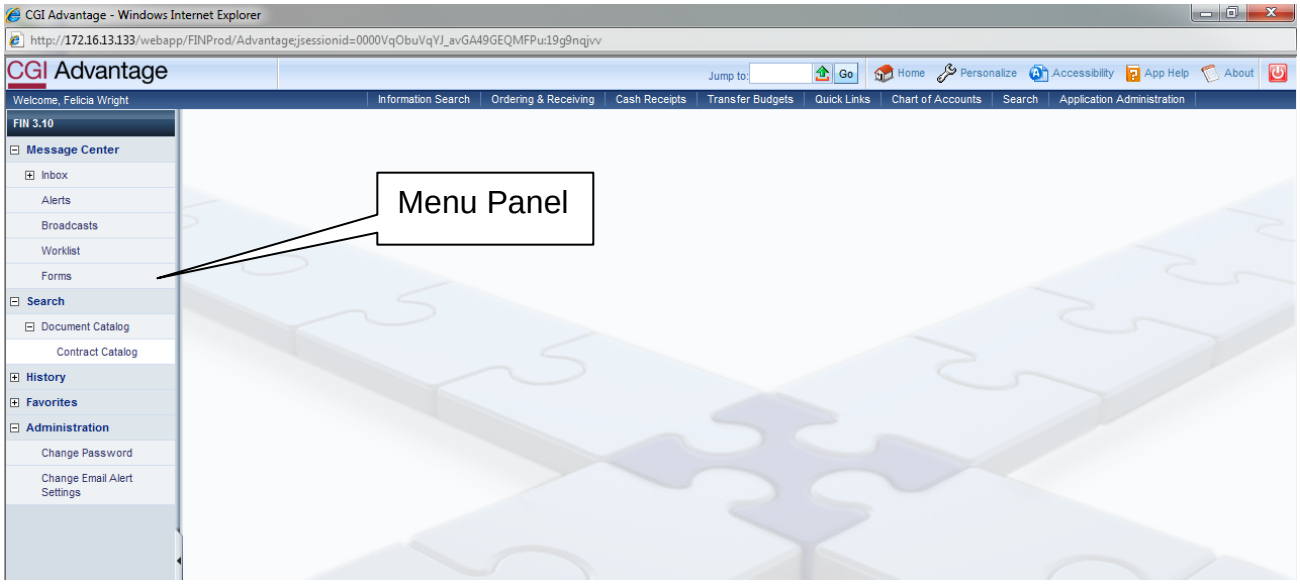
Action Buttons

Action Buttons Include:

- **Home:** Returns you to the home page from any page in Advantage.
- **Personalize:** Only specialty users will use this link to receive specialized workspaces.
- **Accessibility:** Opens a new browser window with information about features in Advantage.
- **App Help:** Opens a new browser window with online help
- **About:** Information about Advantage Financial software
- **Red Button:** Logout, ends your Advantage session.

Menu Panel

The menu panel is the left of the screen. The menu panel changes when you are in a workspace, or in a document.



From the home page, the menu panel consists of:

Message Center: Contains the worklist.

- **Worklist**-displays work assigned to you according to the approval rules established in Advantage.

Search: Contains the Document Catalog

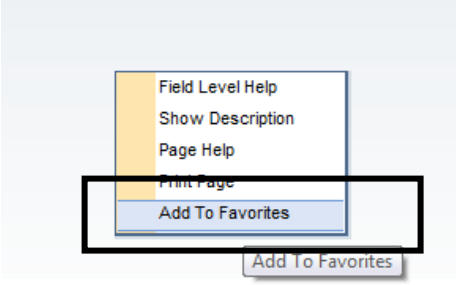
- **Document Catalog**-a listing of all documents. The document catalog is used to search for a document or create documents.
- **Contract Catalog**-allows a limited search of Master Agreement (MA) documents

History: History lists all pages and documents opened during the current session of Advantage. The pages are listed with the most recent page at the top. The history list needs to be refreshed (collapsed and then re-expanded) to display any pages opened since the last refresh of the list.

Favorites: Allows you to quickly access commonly used pages.

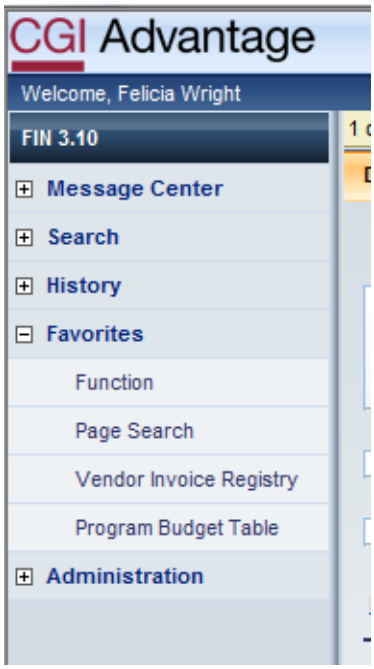
To add a page or a document to your favorites list:

1. Open the page or document.
2. *Right* click on the mouse.
3. Select Add to Favorites.



4. Enter the name of the favorite and then click OK.

The page will then appear in your favorites list.

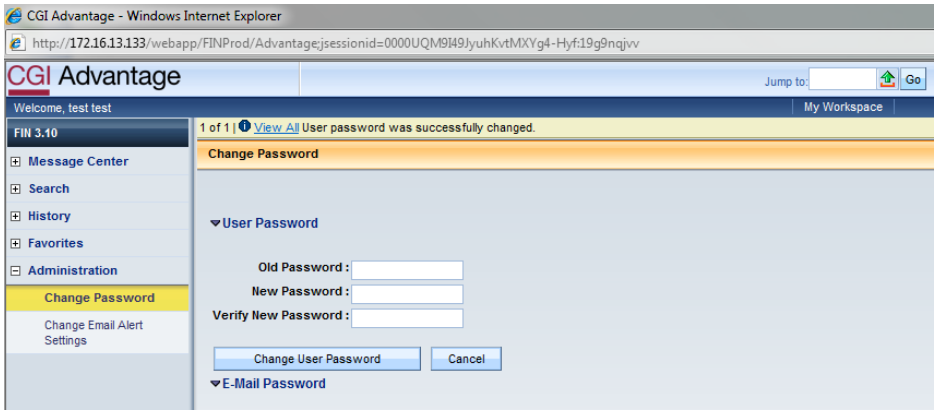


Administration: Allows you to change your password.

To change your password:

1. Click on Administration
2. Click Change Password
3. Type in your old password.
4. Type in a new password.
5. Retype the new password.
6. Click on Change User Password.

A message will appear that the password has successfully changed.



About passwords:

- Passwords in Advantage do not expire.
- Change your password as often as you would like.
- Passwords must be 2-16 characters.
- Passwords are case sensitive.
- Passwords can be any combination of numbers, symbols, or letters.

Workspaces

The system has 5 standard workspaces. The workspaces contain links to various tables and documents. Some links are listed in several workspaces. For example a link to the Vendor/Customer table can be found in the Information Search, Ordering and Receiving and Quick Links workspaces.

Information Search: This workspace allows authorized users to search for data in various tables.

Ordering and Receiving: With authorization all purchasing documents can be created here. There are also links to various search tables.

Cash Receipts: Authorized users can create Cash Receipt (CR) documents.

Transfer Budgets: Authorized users can create Transfer Budget (TB) documents from this workspace.

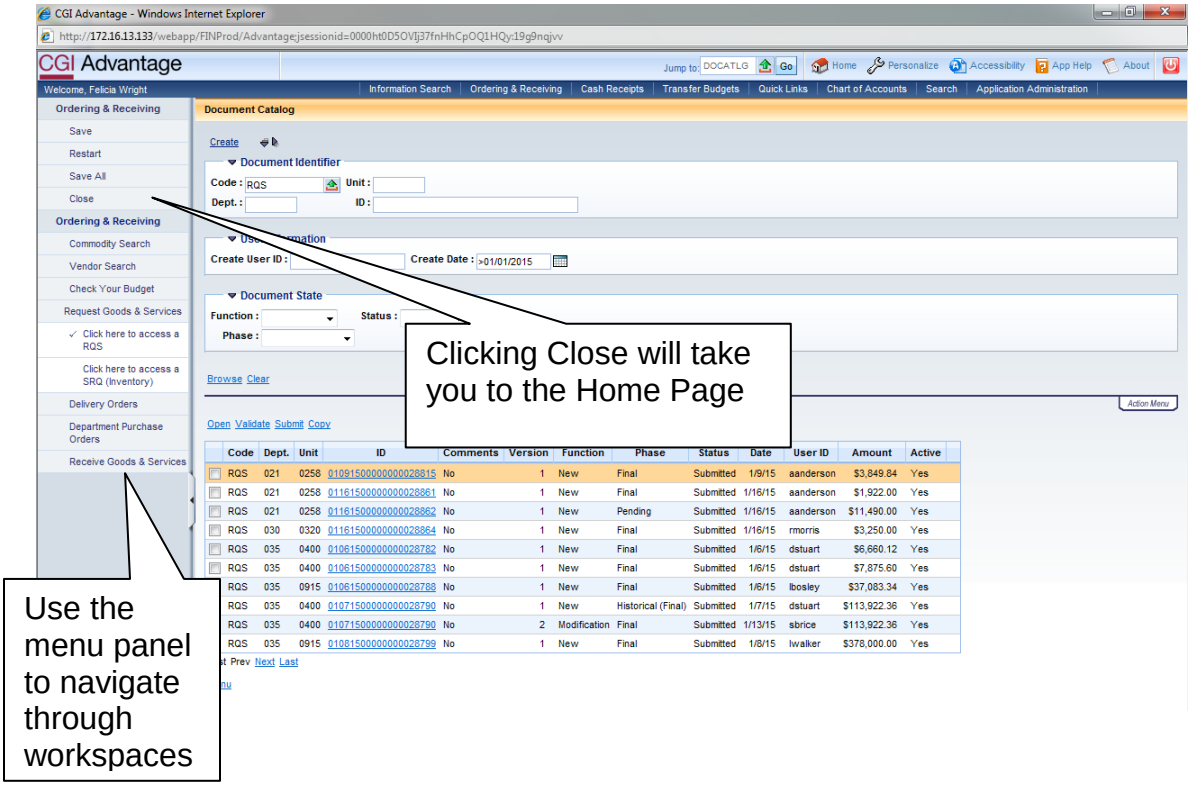
Quick Links: Contains links to various tables and documents.

Navigating through Workspaces

Workspaces are designed so you will be able to look up any information relevant to the task you are performing without having to leave the workspace. For example, if you are creating a PD, you will be able to look up the vendor, your budget, and commodities without having to leave the Ordering and Receiving workspace. There are several ways to navigate within the workspaces.

Menu Panel: Each workspace has different options listed on the menu panel. Once inside a workspace you can click on links in the menu panel to get to another component of the workspace.

Close: Clicking Close will take you completely out of your workspace and back to the home page.

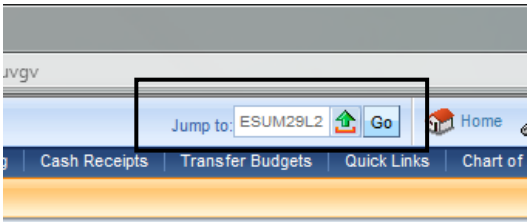


Jump To

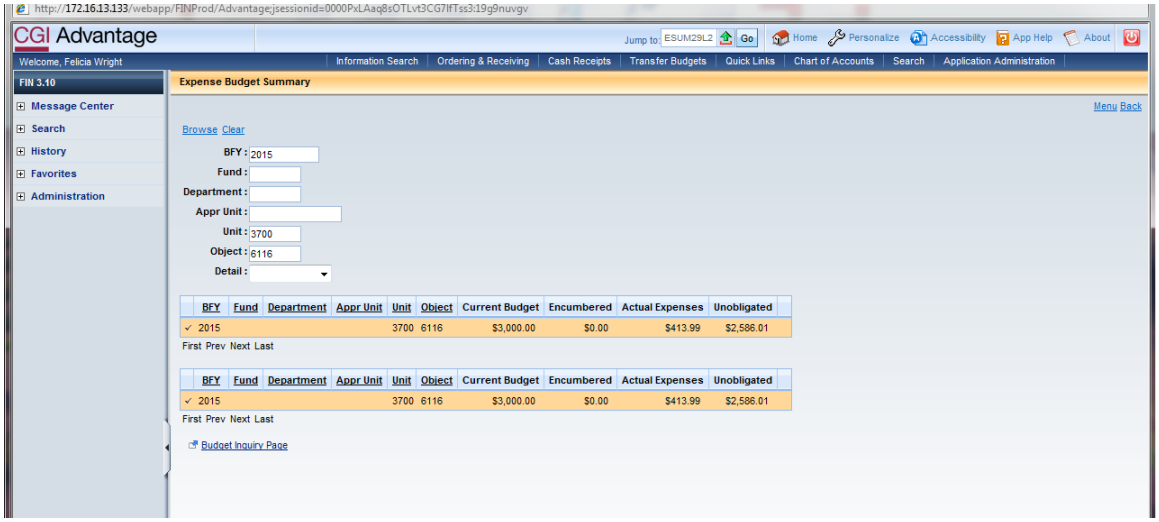
The Jump To link appears throughout the system whether you are at the home page, in a document or in a table. The Jump To allows you to enter in a page code for a page, link to that page, and then click the back link to return to where you were. For example, if you are in a document and you want to check your budget, you can enter the page code for the budget table in the Page Code box and you will be taken to the budget table. After you are done viewing the budget table, click on the back link on that table, and you will be taken back to where you were in your document.

To use the page linking feature:

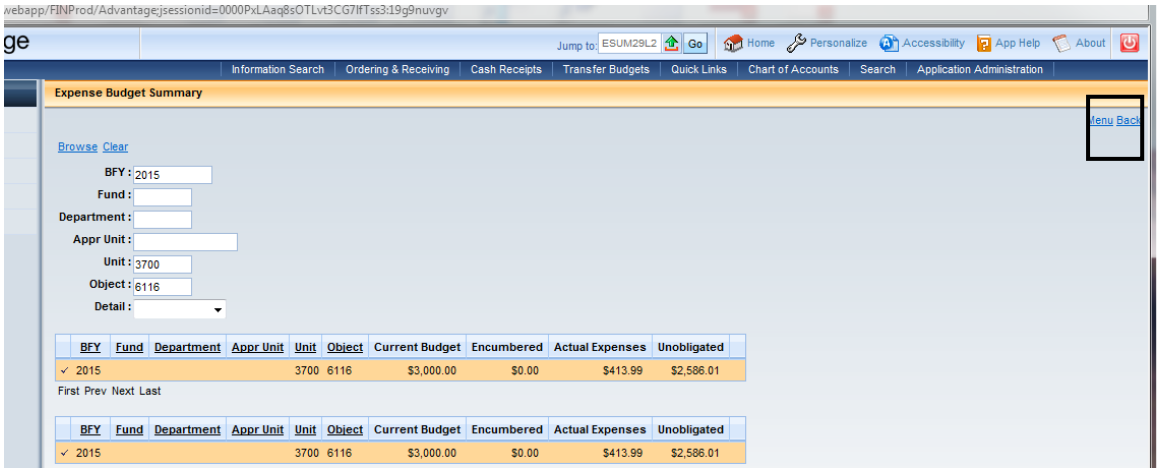
If you are in your document, enter the page code for the expense budget summary table in the Jump To box. Then click Go.



This will take you to the budget table, where you can search for your expense budget.



When you are ready to return to your document click on the Back link listed on the page.

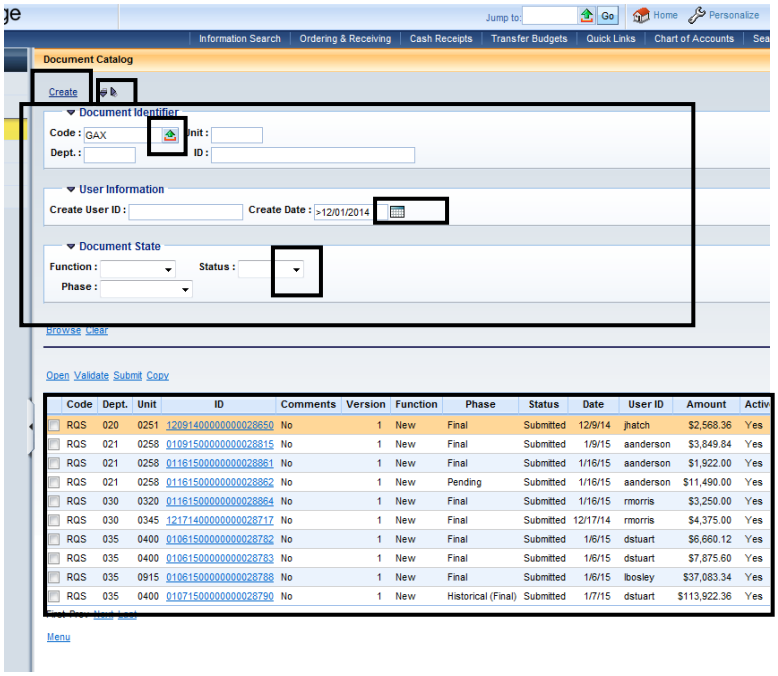


Some common page codes that you might use to link are listed below.

Page Code	Page Name
VCUST	Vendor Search
COMM	Commodity Code Search
ESUM29L2	Expense Budget Summary
BQ29LV2	Expense Budget
BQ29LV1	Appropriation Budget
VIR	Vendor Invoice Registry
PDCHK	Paid Check
CHREC	Check Reconciliation
VTH	Vendor Transaction History
LFDOCSCH	Lifecycle Document Search
LINQ	Lifecycle Inquiry

Document Catalog

The document catalog is used to search for a document or to create a document. There are seven important elements in the document catalog that are highlighted.



A) Document Catalog Mode

B) Expand All/Collapse All arrows

C) Search Criteria

D) Pick List

E) Calendar

F) Drop down arrows

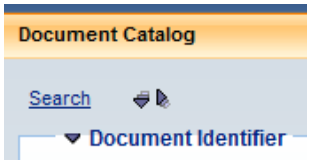
G) Search Results

Document Catalog Mode: The document catalog has two modes. The search mode and the create mode.

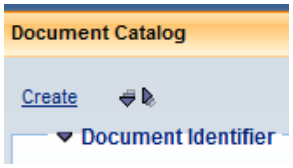
- **Create Mode**-Click *Create* to create a new document. (When the document catalog is in the Create mode, a link will be listed at the top to switch to Search mode).

- **Search Mode**-Click *Search* to search for a document. (When the document catalog is in search mode a link is listed at the top to switch to Create mode)

Create Mode

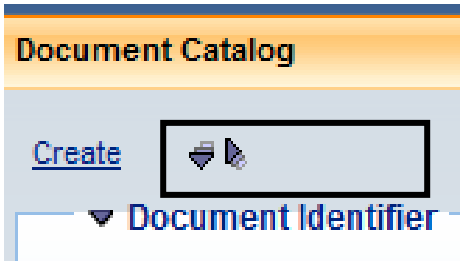


Search Mode



Expand All/Collapse All Arrows

These arrows appear often in Advantage Financial and allow you to expand all of the fields listed on a page, or collapse all of the fields.

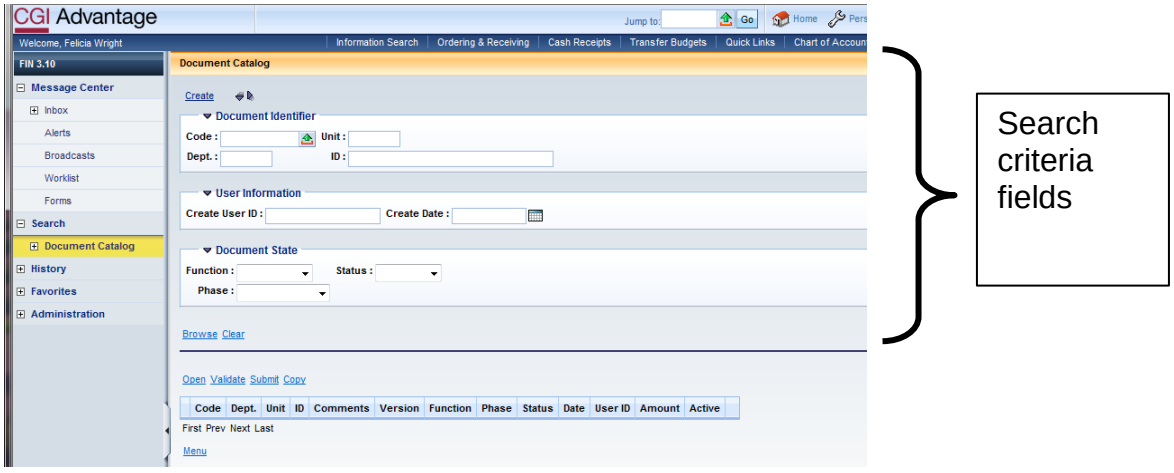


Search Criteria: The search criteria are grouped into three sections. Search criteria can be entered in each of these fields. Entering multiple search options creates a more restrictive search. Advantage will look for documents that meet all search criteria entered.

- **Document Identifier**
  - **Code-**Document Code (PD, DO, etc)
  - **Dept-**Department number of the document
  - **Unit-**Unit code entered when the document was created
  - **ID-**ID number of the document.

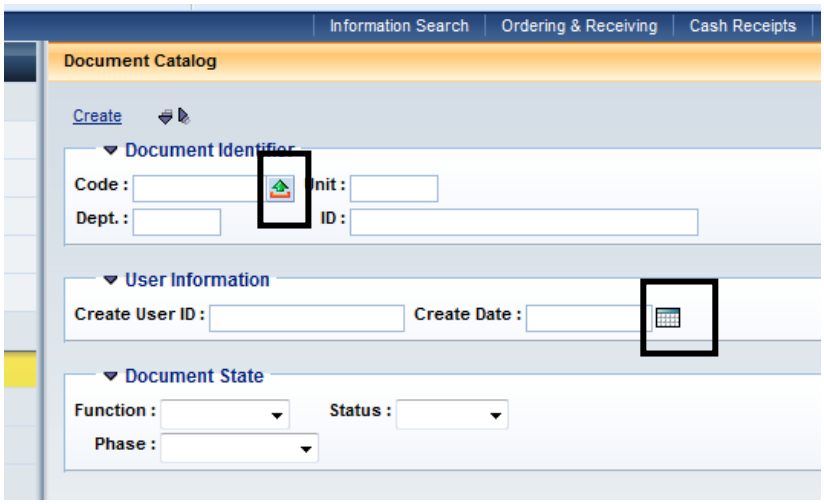
- **User Information**
  - **Create User ID**-The user ID of the person who created the document
  - **Create date**-the date the document was created.

- **Document State**
  - Search by the **Function**, **Status**, or **Phase** of a document.



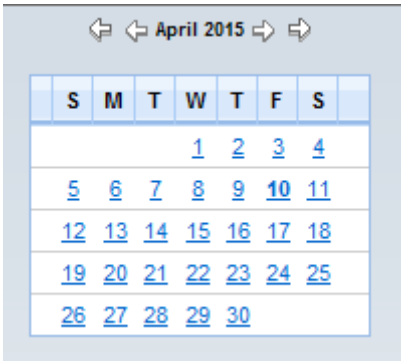
Pick List and Calendar Tools

The Pick list and Calendar tools appear often in Advantage Financial. Both tools help you in selecting values for the search criteria.



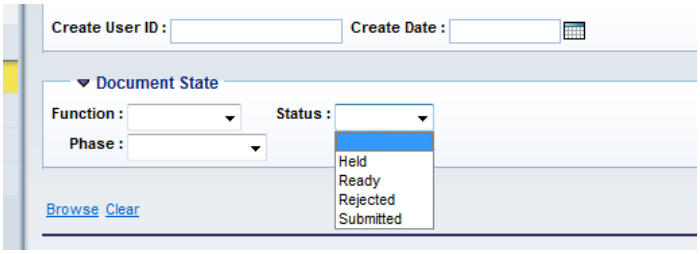
Pick List: Clicking the pick list will display a table with all available options for the field. You can either select one of the options by clicking select, or you can return to the previous page by clicking cancel.

Calendar: Clicking the calendar will open up a pop up box that contains a calendar. The calendar has arrows to allow you to scroll to future and previous months and years. Clicking a date on the calendar will populate the create date field with the date you have selected.



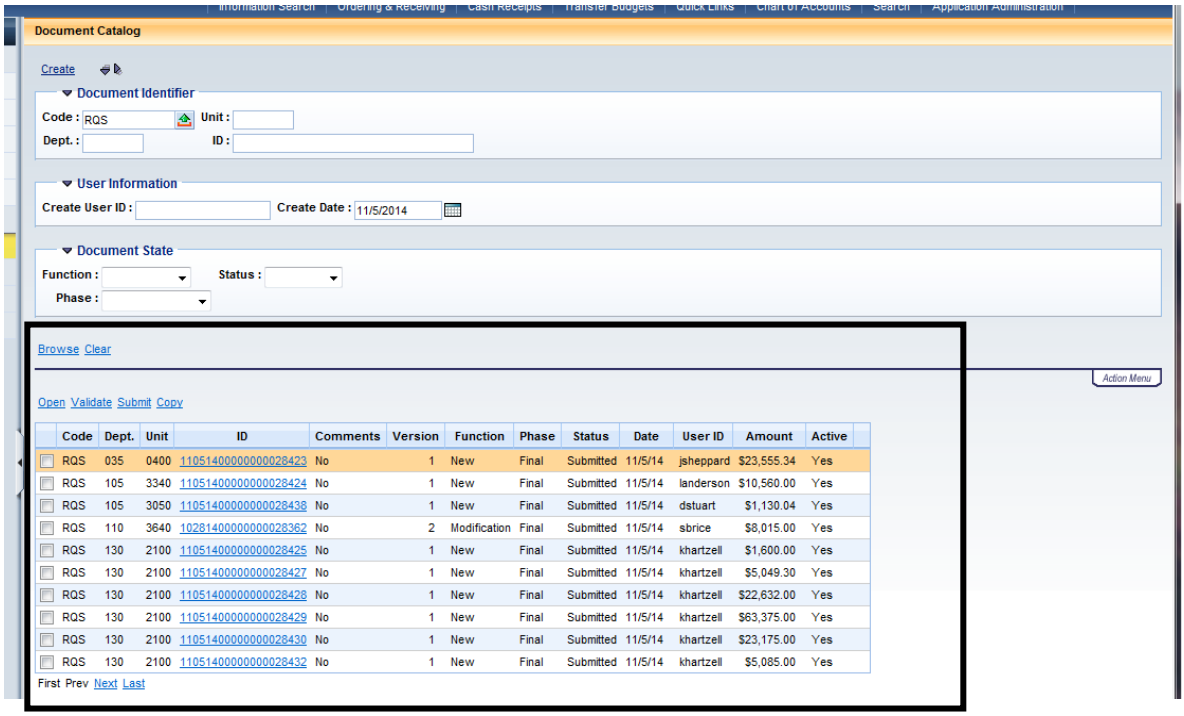
Drop Down Arrows

Drop down arrows appear often in Advantage Financial in tables and documents. Clicking on the arrow will display all selections available for the field.

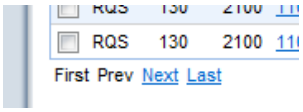


Search Results

The results of the document catalog search are displayed in the grid at the bottom of the page. All documents that match the search criteria are displayed.



The results section for the document catalog displays up to ten documents. If there are more than ten documents that match the search criteria, the Next and Last movement links will be underlined.



The movement links are located below the results section. The movement links are:

- **First:** Takes you to the first window of the results section
- **Prev:** Takes you to the previous window of the results section
- **Next:** Takes you to the next window of the results section
- **Last:** Takes you to the last window of the results section

Search Using the Document Catalog

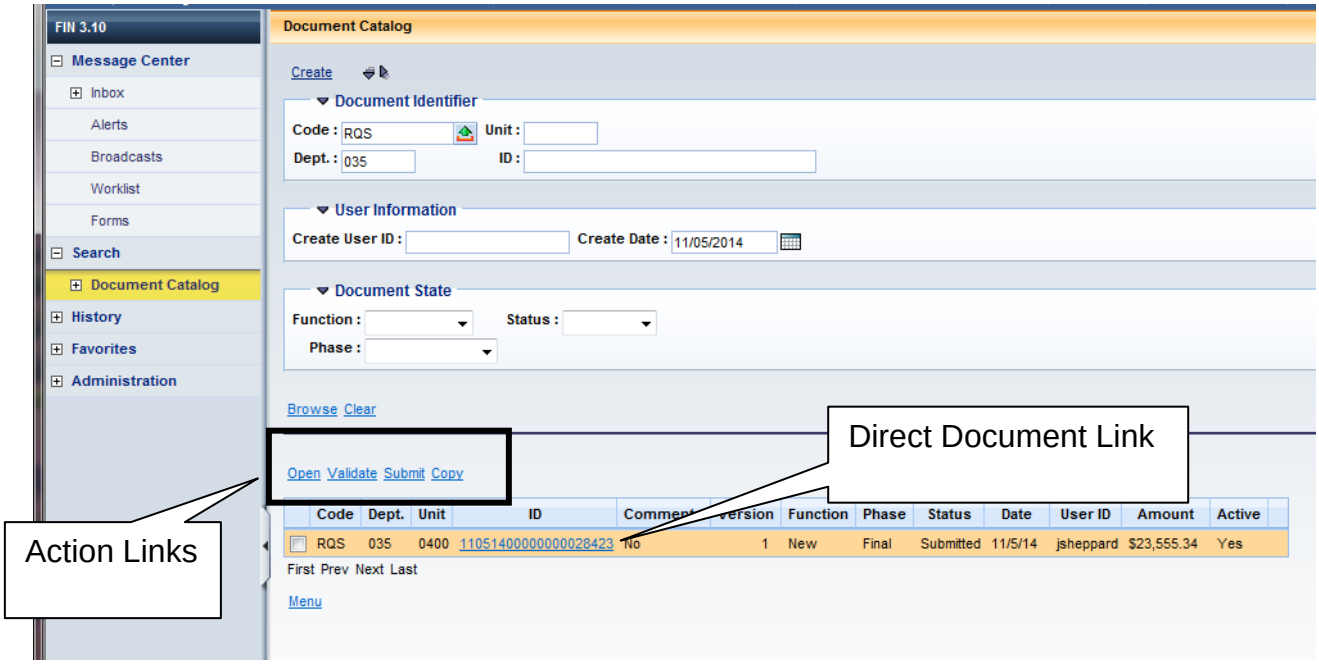
To find a specific document or group of documents, search criteria will have to be entered on the Document Catalog. To search using the Document Catalog, complete the following actions:

1. Click on **Search** from the menu panel
2. Click on **Document Catalog**
3. Enter search criteria in the search fields
4. Do one of the following
    a) Click on **Browse**, or
    b) Press **Enter**

Your search results will appear in the results section.

To open a document listed in the grid:

- Click the document ID link (underlined), OR
- Select the check box next to the document and click the Open link.

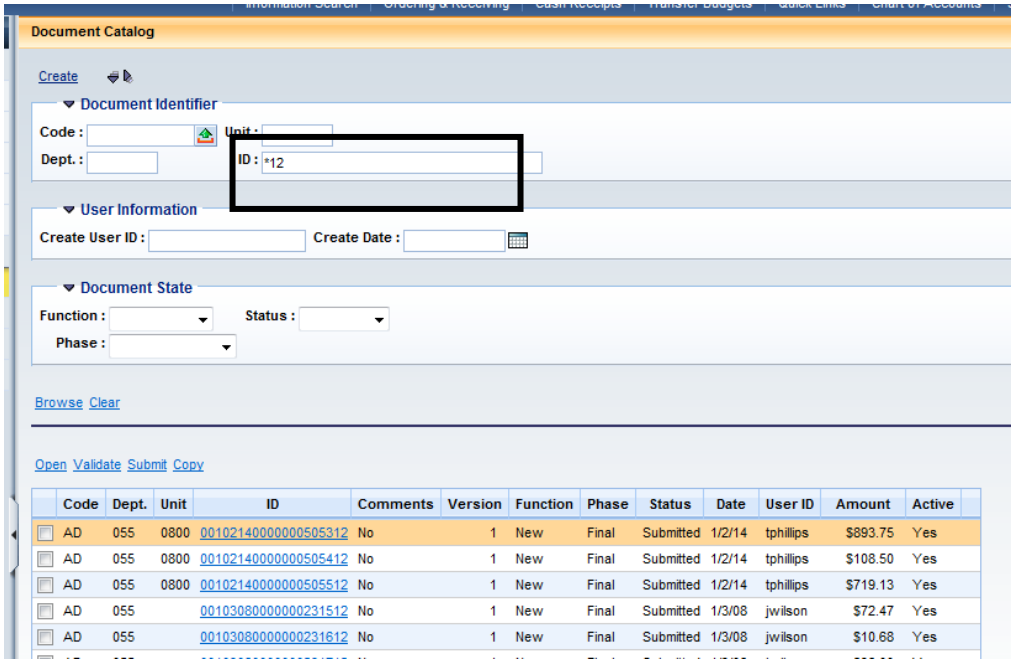


Wildcards

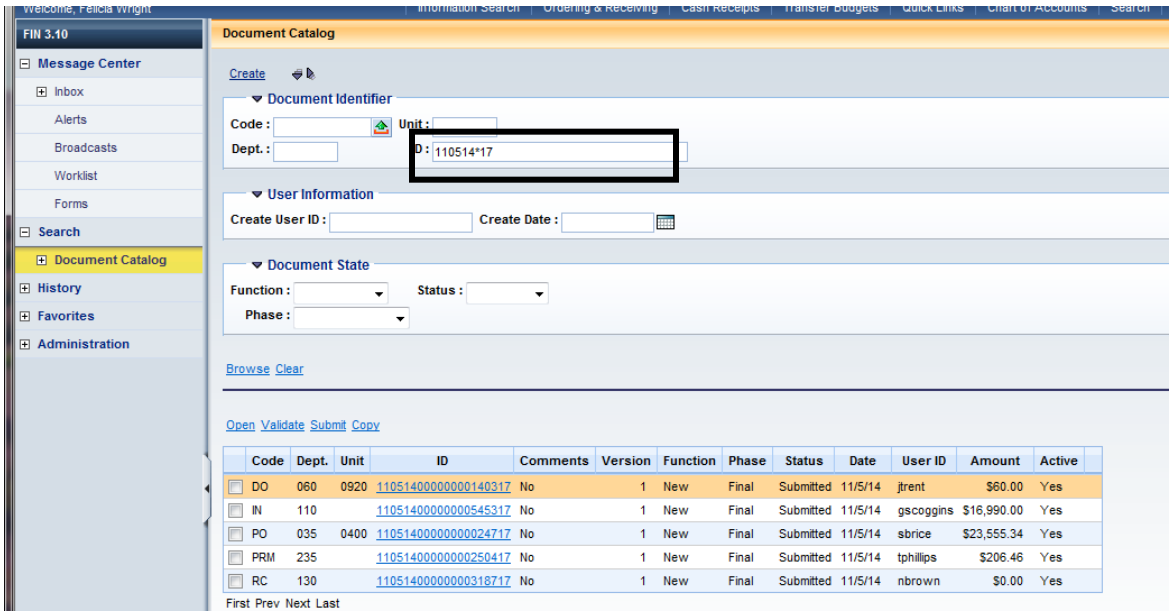
Wildcards are characters that will assist you in searching on any table in Advantage Financial.

The most commonly used wildcard is an **Asterisk (*).** The asterisk allows you to perform a search when all of the criteria is not known. The placement of the asterisk is very important when searching.

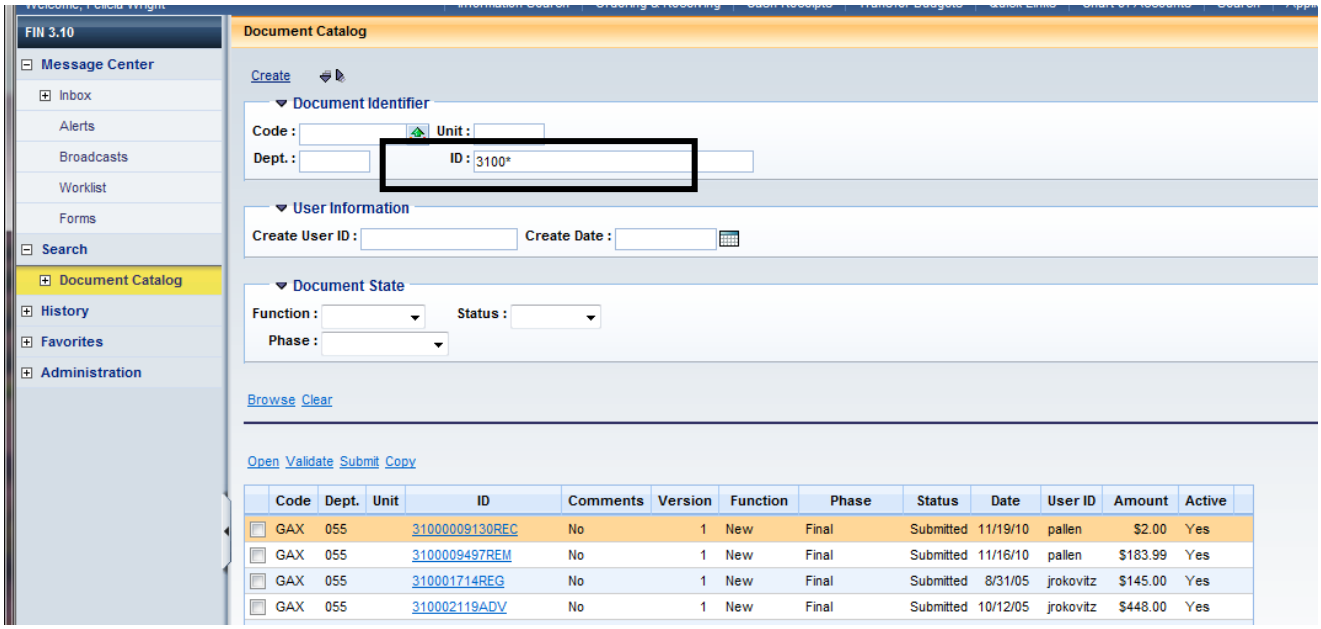
For example, if you are searching for a document, and you do not know the entire document number but know it ends in 12. Type *12 in the ID on the document catalog. The results section shows all documents that end in 12.



The asterisk may be included in the middle of your search criteria. For example, if you are searching for a document that begins with 110514 and ends in 17, you can include the wildcard in the middle of your search criteria.



The asterisk may also appear at the end of your search criteria. For example, if you are searching for a document that begins with 3100, you would enter 3100* on the document catalog.



There are other wild cards that you can use when entering your search criteria to help you locate the desired information. They are listed below:

Wildcard	Description	Uses and Example
>	Greater than sign	Use to search for information greater than a specific item. For example, if you wanted to view documents created after August 1, 2014, type >8/1/2014 in Create Date on the Document Catalog.
>=	Greater than or equal to sign	Use to search for information greater than or equal to a specific item. For example, if you wanted to view documents created on or after August 1, 2014, type >=8/1/2014 in Create Date on the Document Catalog
<	Less than sign	Use to search for information less than a specific item. For example, if you wanted to view documents created before August 1, 2014, type <8/1/2014 in Create Date on the Document Catalog
<=	Less than or equal to sign	Use to search for information less than or equal to a specific item. For example, if you wanted to view documents created on or before August 1, 2014, type <=8/1/2014 in Create Date on the Document Catalog
,	Comma	Use to search for more than one item. For example if you wanted to view PD's and DO's type PD,DO in Document Code on the Document Catalog

Documents

Document Phases

Draft: A document always begins in the draft phase. In the draft phase, a document causes no updates. When a draft document is submitted, if there are any errors, the error messages will be displayed and the document will stay in the draft phase. In order to proceed to the next phase, the errors must be corrected, and the document re-submitted.

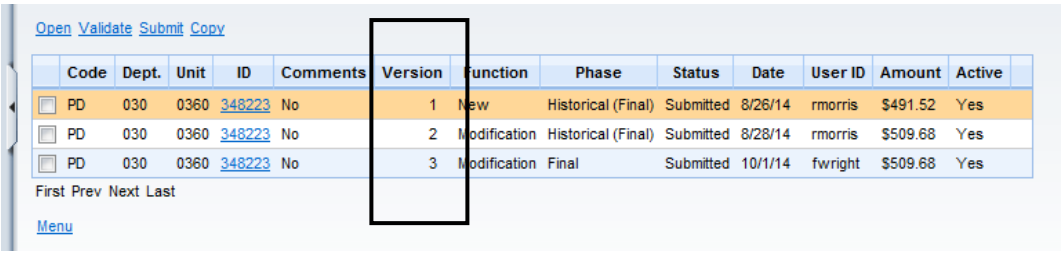
Pending: If a document requires additional approvals, it changes from draft, to pending phase upon submission. The document will stay in pending phase until all necessary approvals are completed.

Final: The document will reach final phase if no (more) approvals are required on the document. The document is then considered complete.

Historical (Final): After a document is in the final phase, it may be necessary to modify the final document to change or add information. When this happens, the final version of the document changes to a historical phase to make way for the latest version.

Document Versions

After a document reaches the final phase, the document can still be modified or cancelled. When the document is modified or cancelled, a new version of the document is created to allow the original document to remain, while the subsequent document progresses to the final phase. Version numbers begin at one for new documents, and increase by one each time a new version of the same document is created. All versions of the document appear in the document catalog.


Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
☐	PD	030	0360	348223	No	1	New	Historical (Final)	Submitted	8/26/14	rmorris	$491.52	Yes
☐	PD	030	0360	348223	No	2	Modification	Historical (Final)	Submitted	8/28/14	rmorris	$509.68	Yes
☐	PD	030	0360	348223	No	3	Modification	Final	Submitted	10/1/14	fwright	$509.68	Yes

First Prev Next Last

Menu

Document Function

The document function indicates your intention for creating the document. The functions are:

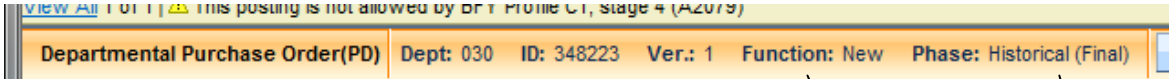
New: Indicates that the document does not already exist in Advantage Financial. The intention is to create a new document and not to modify an existing document.

Modification: Indicates that your intention is to change the information on a previously final document.

Cancellation: Indicates that you intend to cancel (reverse entries) a previously final document.

Document IDs

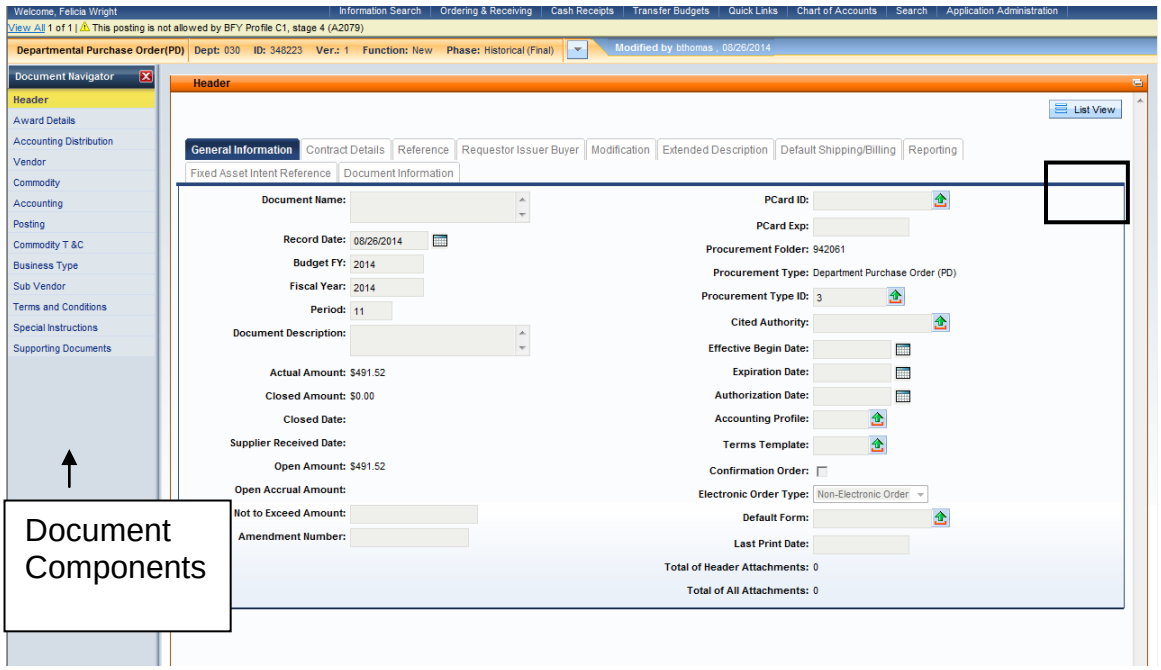
Each document has a unique identification number. The document ID appears in the document catalog and at the top of the screen when a document is opened.



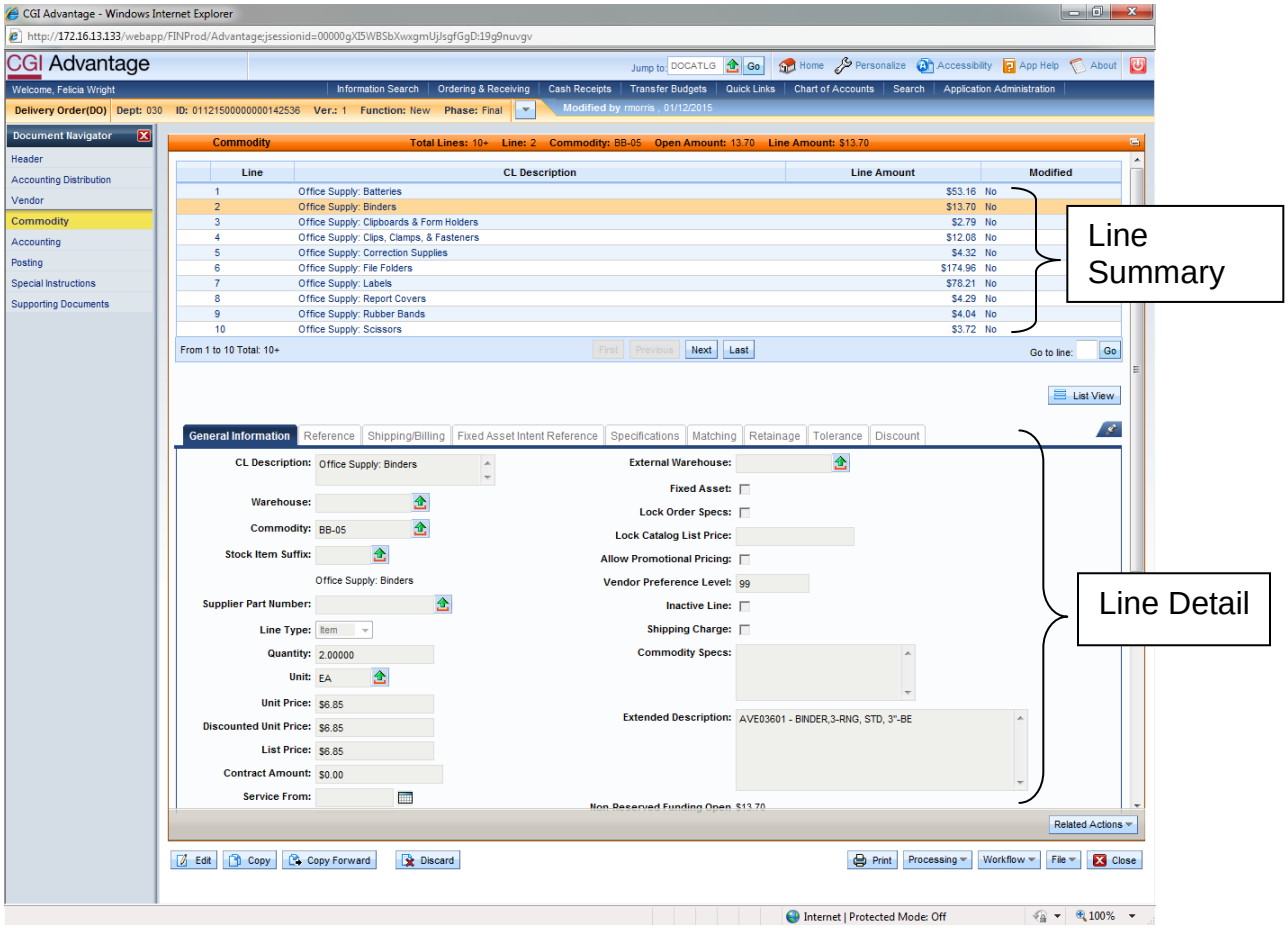
Document Code	Department Code	Unique ID	Version	Function	Phase

Document Layout

All documents have a header section and detail line components. The menu panel of a document displays the available document components. When a document is first opened, the header component is displayed by default. On the document menu panel, the component you are in is highlighted in yellow. To display the contents of specific components, click the component name on the left. The contents will display in the white space to the right under different tabs. Click on List View to view the contents in a list instead of under Tabs.

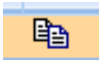


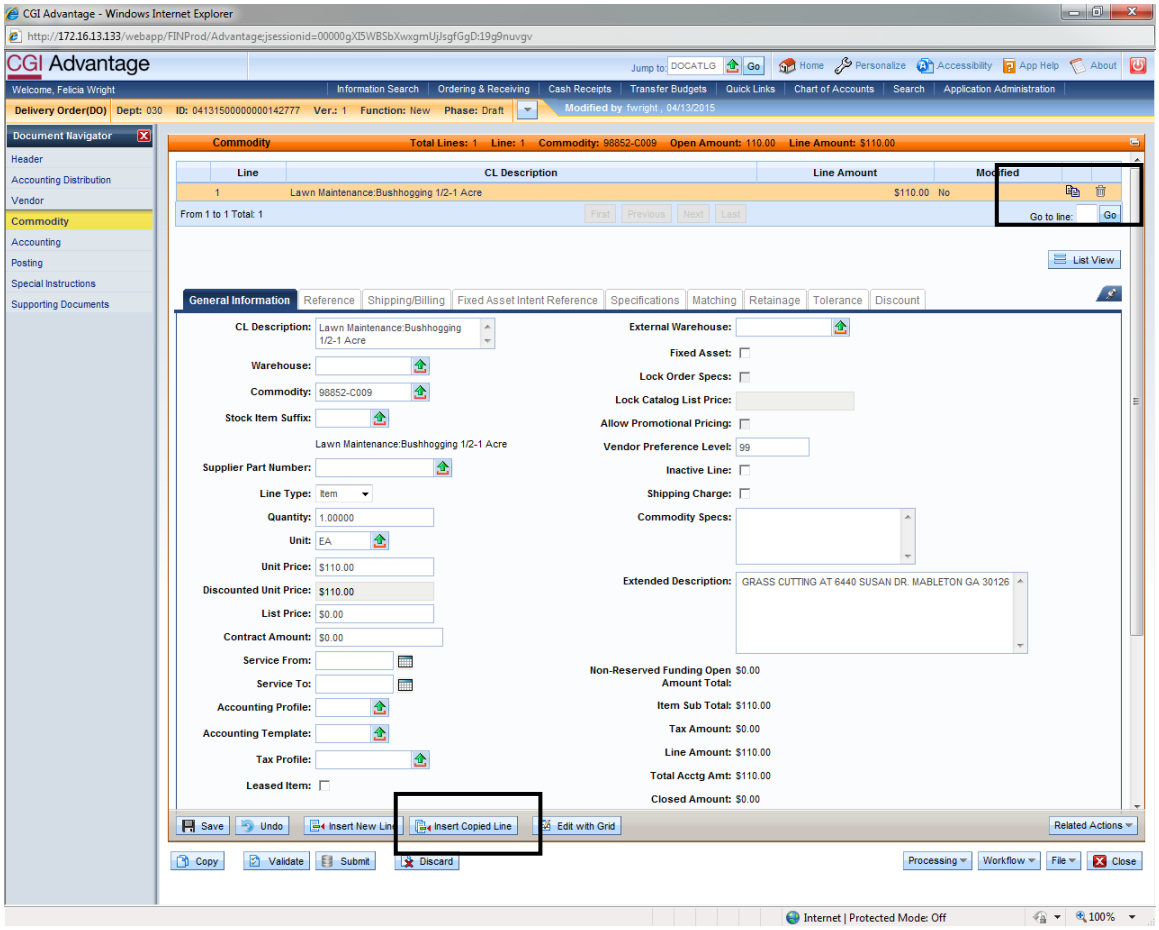
When you click a component all of the lines contained in that component of the document appear at the top of your screen in the line summary. The detail information for the highlighted line will appear in the line detail section.



Copy and Paste within a document

When you are creating a document with many lines, you can copy one of those lines, and paste it into the document. Then you only need to change parts of the line that are different.

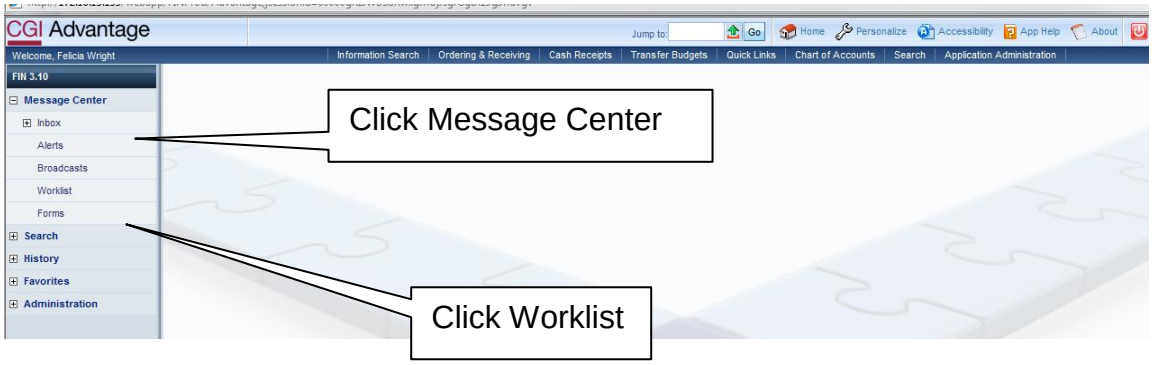
- Use the trash can icon to remove lines from a document.
- Use the copy icon  to copy a line. Then paste it by clicking Insert copied line.



Approving Documents Using Worklist

When a document is submitted successfully and goes to *Pending* phase, the document is routed through worklist to be approved. Documents that go to *Final* phase will need no further approvals. Depending on your level of security, you may or may not be authorized to approve documents. If you are not authorized to approve a document, you will not use the worklist. The following steps illustrate how to approve documents using worklist.

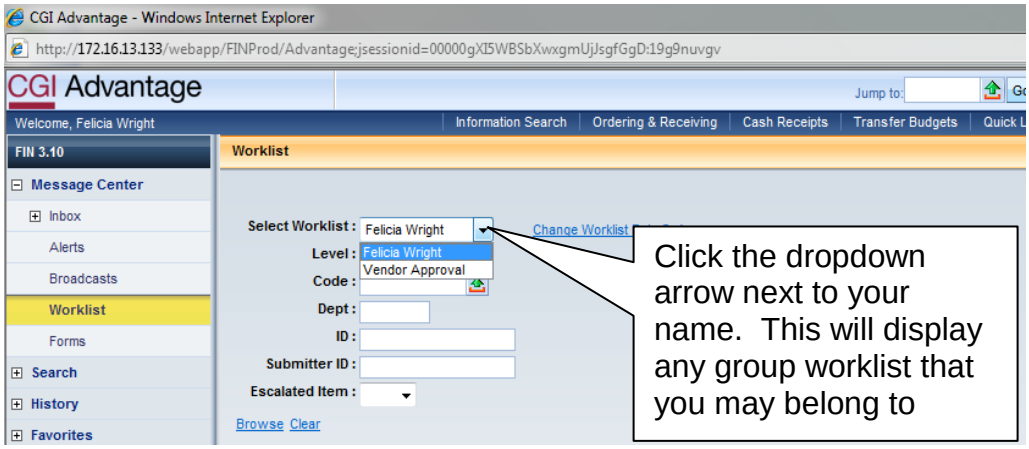
1. Click on Message Center
2. Click on Worklist



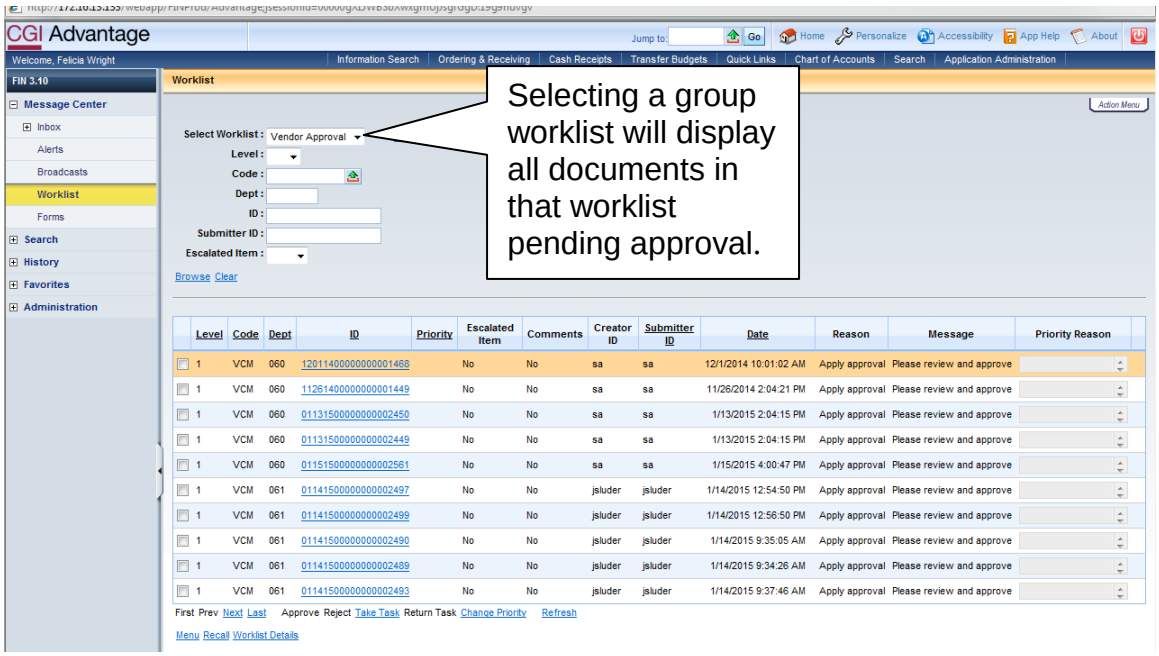
The Worklist displays your personal worklist, and any group worklist that you may belong to. Your personal Worklist is your name. Click the down arrow to view any other worklist that you may belong to. When a document is approved it will be directed to the group worklist first. When approving a document, you must first "take" the document from the group worklist, "taking" the document will move it into your personal worklist.

Follow these steps to approve a document through worklist.

1. Click the drop down arrow, next to your name.

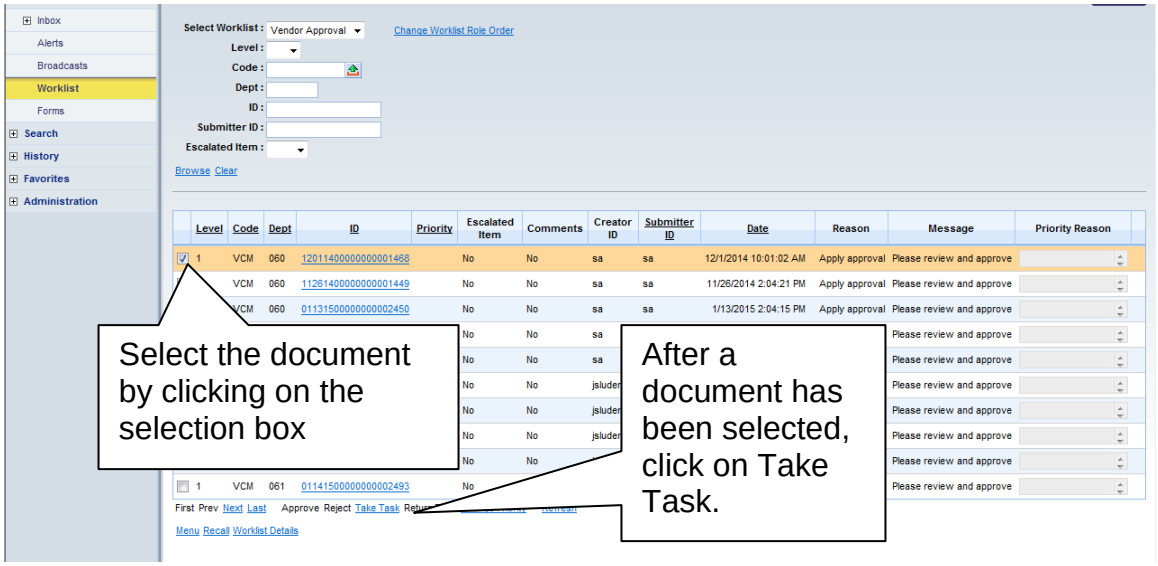


2. Select a group worklist.



This will display all documents in the group worklist that are pending approval.

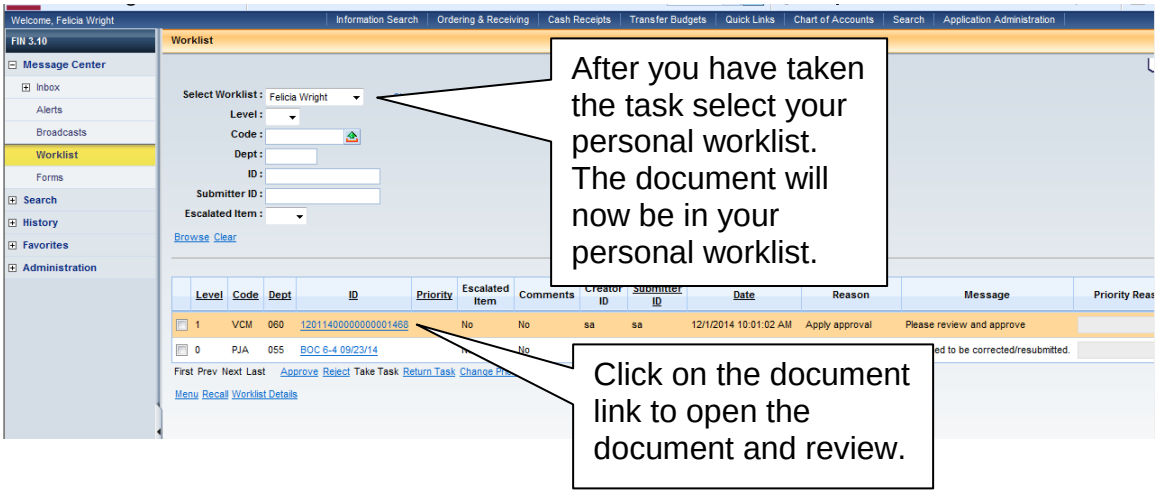
3. Select the document you want to approve by clicking the selection box. A check mark will appear.
4. Click on Take Task



Once you have clicked on Take Task, the document will be removed from the group worklist and placed in your personal worklist.

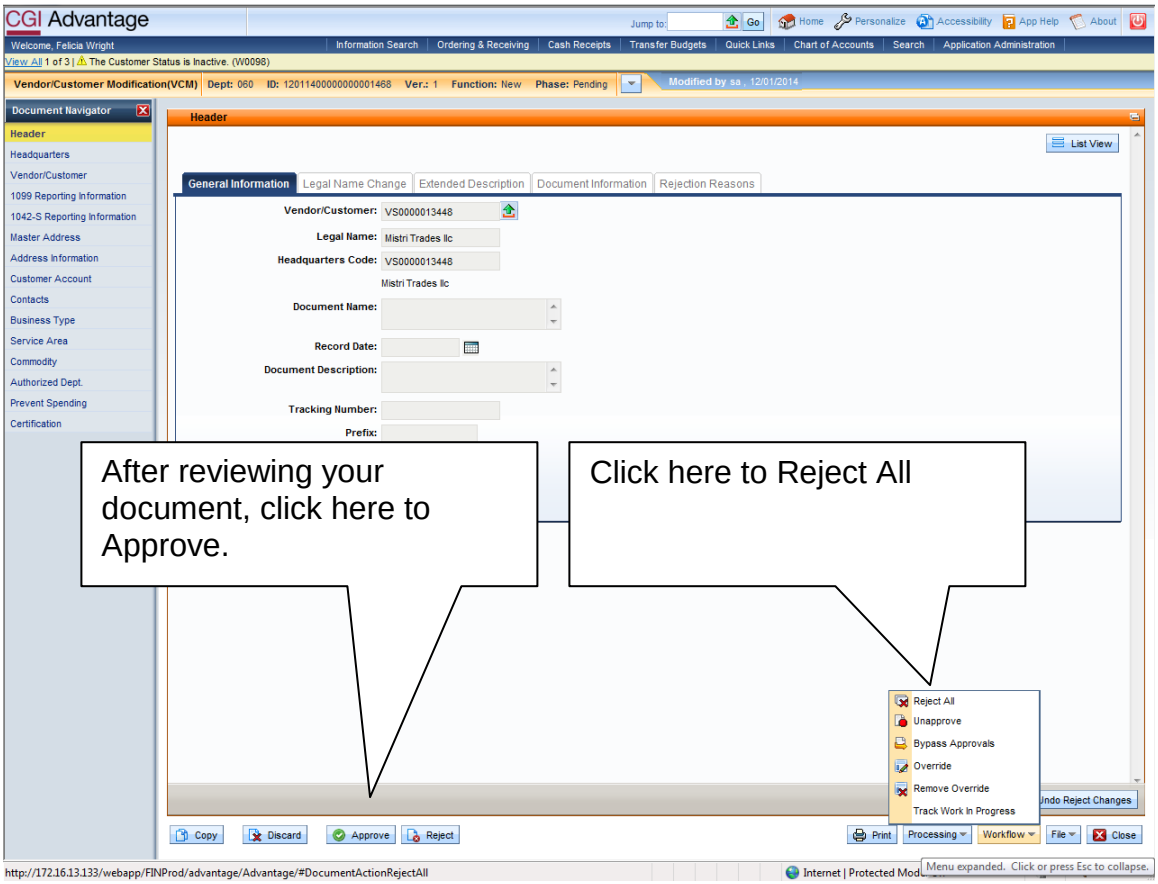
Note: It is possible that more than one user will have access to a group worklist.

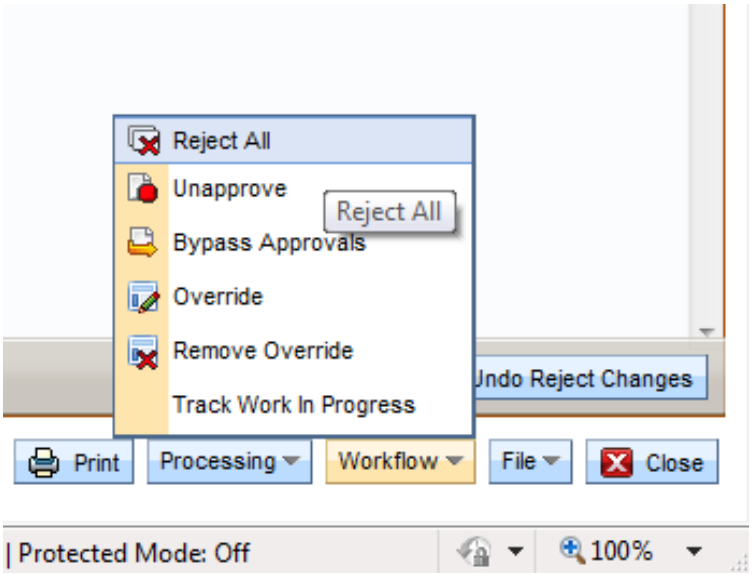
5. Click the drop down arrow, and select your name. You will see that the document is now in your personal worklist.



6. Click on the Document Link. This will open the document.
7. Review the document.

8. Approve or Reject the document
    a. Scroll to the bottom of the document
    b. Click **Approve** or **Reject All**





Approving a document will either take the document to final status, or place it in another Worklist for further approvals. Each department head determines the levels of approvals for their department.

Rejecting a document will take it out of the worklist, and places the document in Draft status on the Document Catalog. The document can be edited, and then re-submitted for approval. If the document remains in pending phase after it is rejected, the person or people who previously approved it will have to unapprove it to return it to the draft status, or reject all.

Reject All: The reject all action is used to reject all levels of approval on a pending document, even if the document has been approved. Applying this action will change the document from Pending to Draft status. The Reject All action can be applied from inside the document or from the worklist.

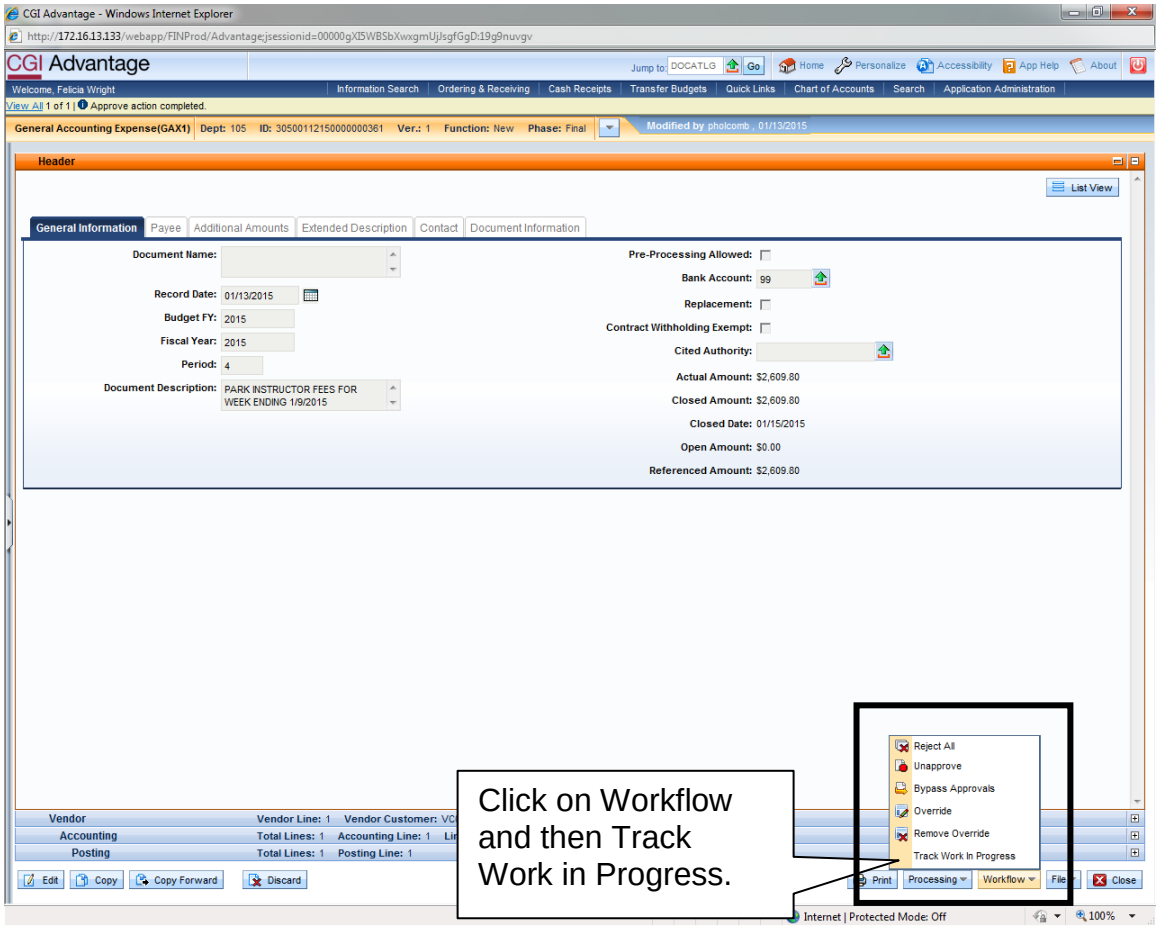
To perform the reject all action, complete the following steps:

From the work list, open the document. On the Workflow Menu select Reject All.

Track Work in Progress

All documents have an option to “Track Work in Progress”. Selecting this option on a document that is pending will display all the approval levels the document must go through in order to become final. Selecting this option on a Final document will display all the approvals the document needed to become final. To Track Work in Progress, you must open the document. Once the document in question is opened complete the following steps.

1. Click on **Workflow**.
2. Select **Track Work in Progress**



The Track Work in Progress screen appears. Below is a listing of the fields listed on this page with a description of each field.

The **Approval Rule ID** section displays the ID of the approval path the document will follow.

The **Seq No** section displays the sequence in which the document will be approved.

The **Approval Level** section displays the approval level needed to approve the document.

The **Assignment Date** displays the date the document was assigned for that level of approval.

The **Initial Assignee Name** displays the name of the group the document is at to be approved.

The **Approval Status** displays if the document is approved or still pending.

The **Approval User Name** displays the name of the person who applied the approval.

If you click on the **View Log** link, the Track Work in Progress Log will appear. This displays the date and time the approval took place, as well as the user who approved the document.

Clicking on the **View Visual** link, the approval path information will appear in a visual flowchart.

If you click on **Back**, you will be returned back to your document

Modifying Documents

When a document reaches the final phase, it is possible to make certain changes to the final document.

To modify a document there cannot be any documents referencing the document. For example, if a PD needs to be modified, and there is a RC against the PD, the RC would need to be cancelled before the modification can be completed.

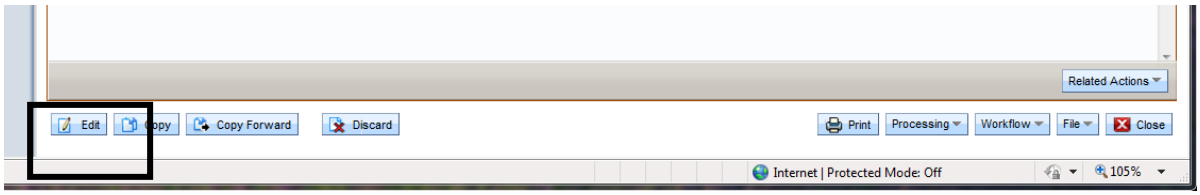
There are certain things you **cannot** do on a modification document. Some examples of these are:

- Change the vendor code
- Delete a commodity or accounting line
- Distribute Accounting lines

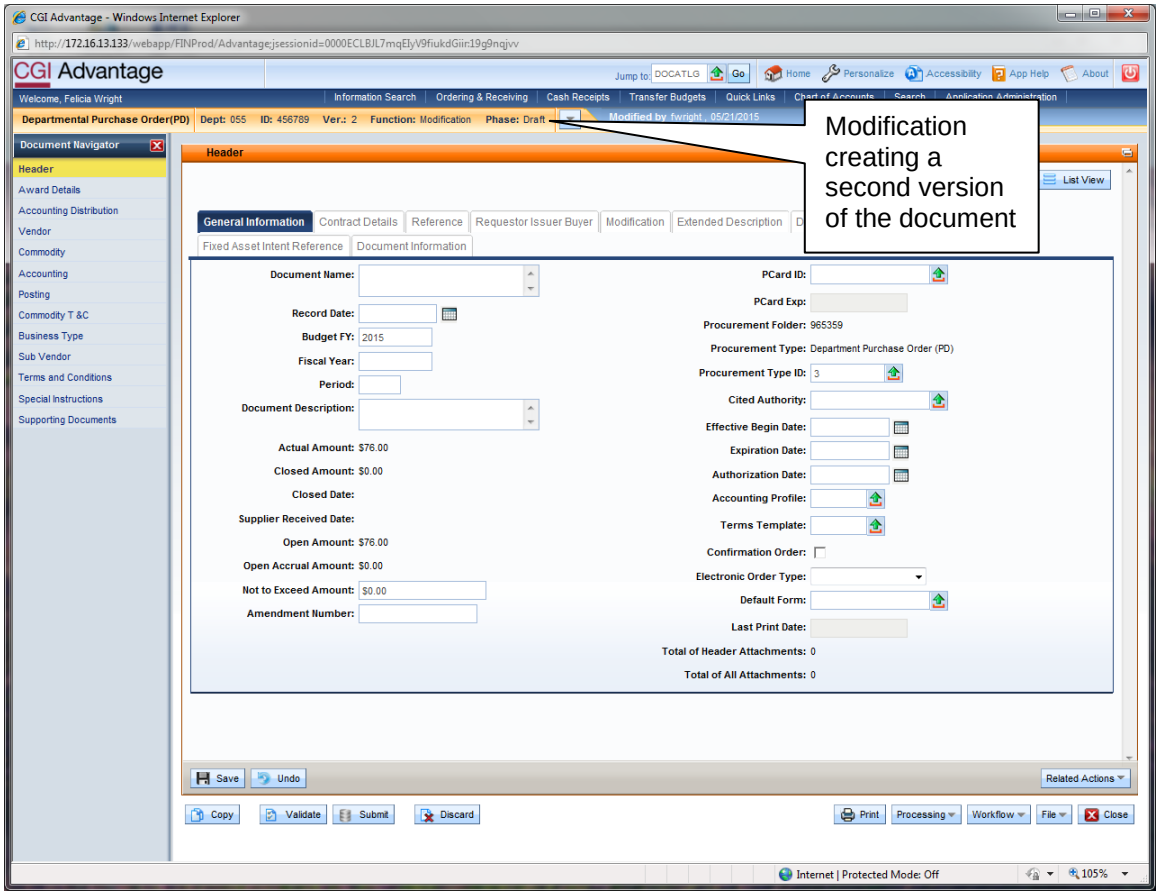
Because modifications to documents can vary greatly, if you have any specific questions about modifying a document, contact the Purchasing Department.

To modify a document:

1. Locate the original document using the document catalog.
2. Open the original document.
3. Click Edit at the bottom of the document.



This will create a modification version of the final document. The document's gray fields will become white, indicating that you are in edit mode.

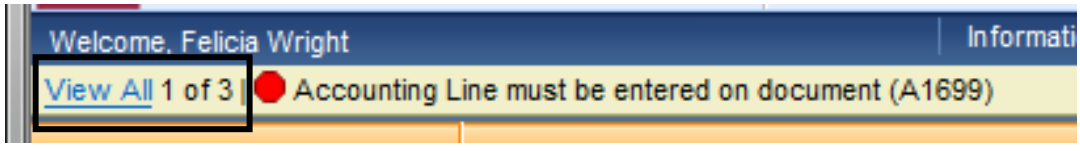


4. Make all necessary changes.
5. Validate and Submit the document.

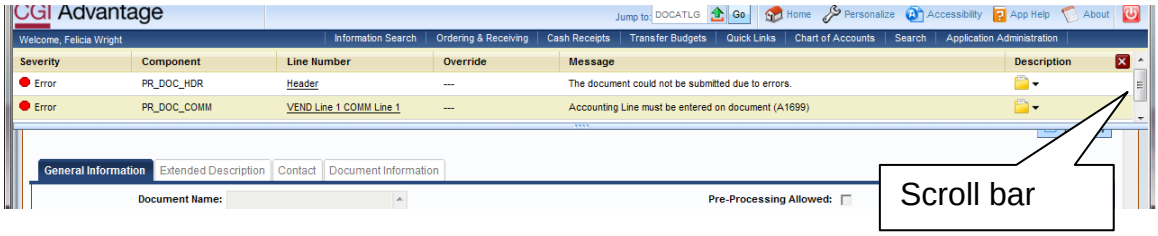
The modification document will then go through the same approval processes as the original document.

Error Messages

When editing any of the documents, error messages may appear. Depending on the type of message returned, the action chosen (Save, Validate, Submit) may or may not be successful. The document below has 3 error messages. Click on View All link to view error messages.



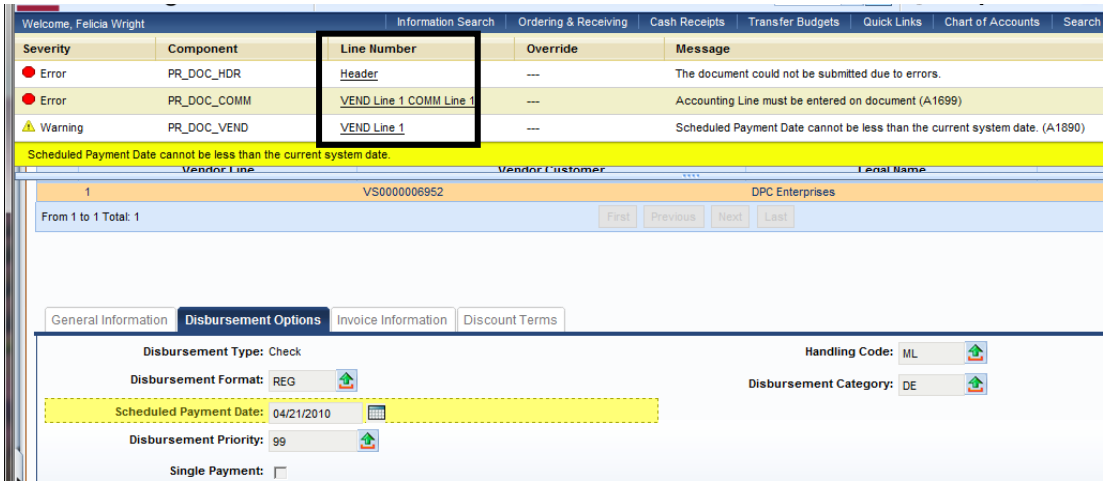
When you click on view all, a drop down screen will display all the errors. You can scroll down if you need to. This section will show details for all messages.



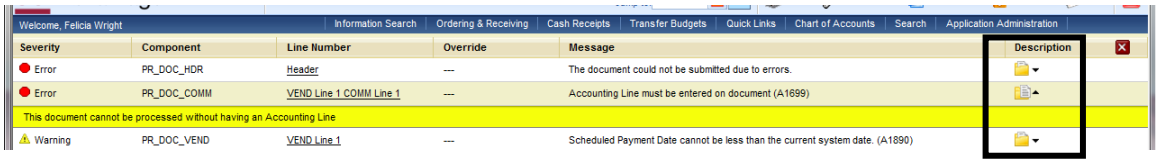
Severity: Tells you the severity of your error. For example if the severity is Error, the document will not submit until the errors are corrected. The Information and Warning messages will not prevent the document from submitting.

Component: Tells which part of the document the error is in.

Line Number: If you click on the link (underlined portion) it will take you to the component of the document where the error is. Some (not all) errors will be highlighted in the document.

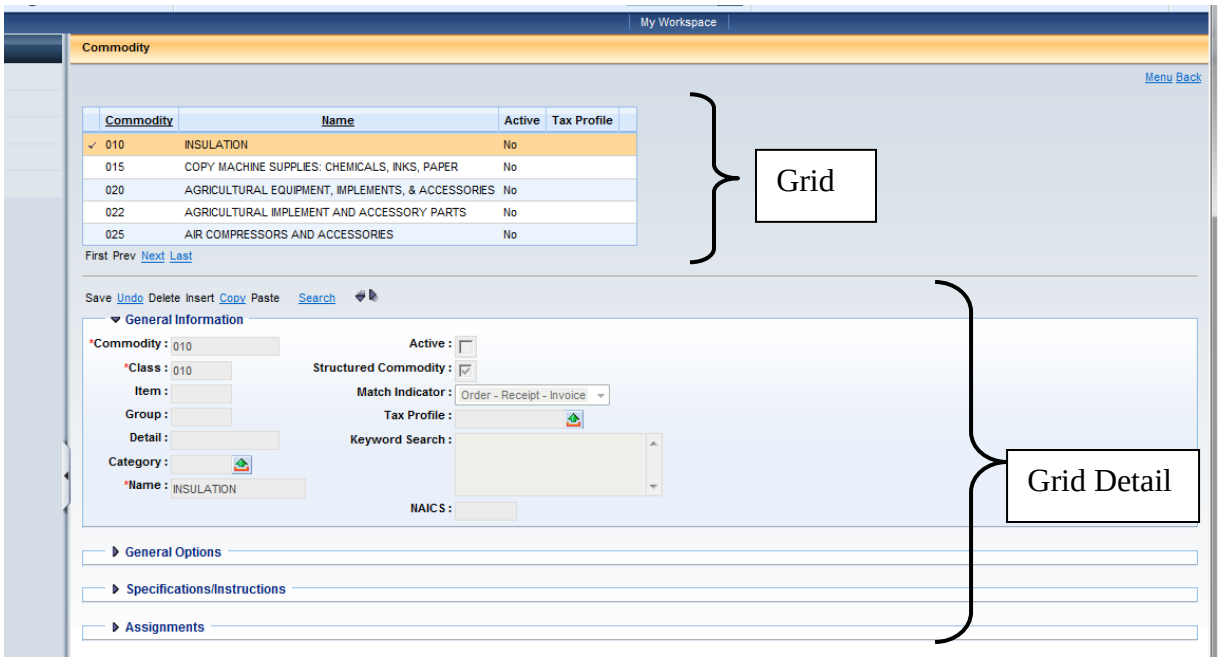


Description: Click on the folder icon under Description for more information about the error.



Inquiry Tables

There are several inquiry tables in Advantage Financial that you can access to view information. All of the inquiry tables have the same layout. Below is an example of an inquiry table.



Grid: displays a list of:

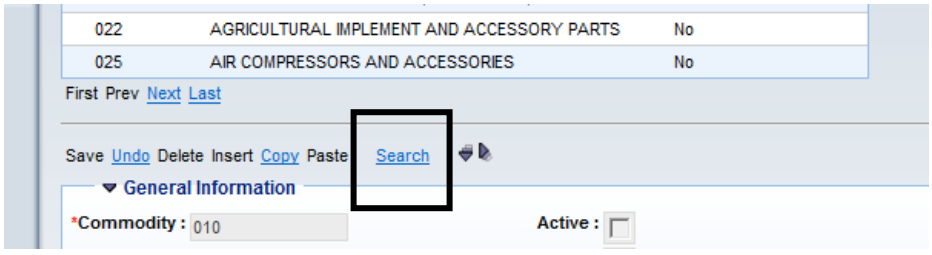
- All records in the table OR
- All records returned after the search function is used.

To move through the grid, use the First, Prev, Next and Last movement links.

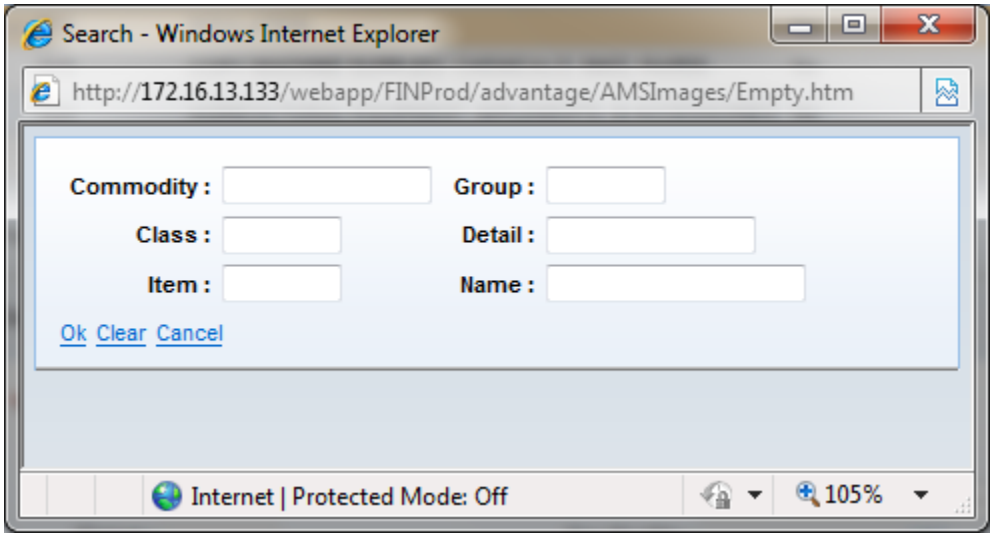
Grid Detail: displays the detail of the selected record (highlighted in orange) in the grid. These fields are gray indicating that they are display only. You cannot change the information in these tables.

Search:

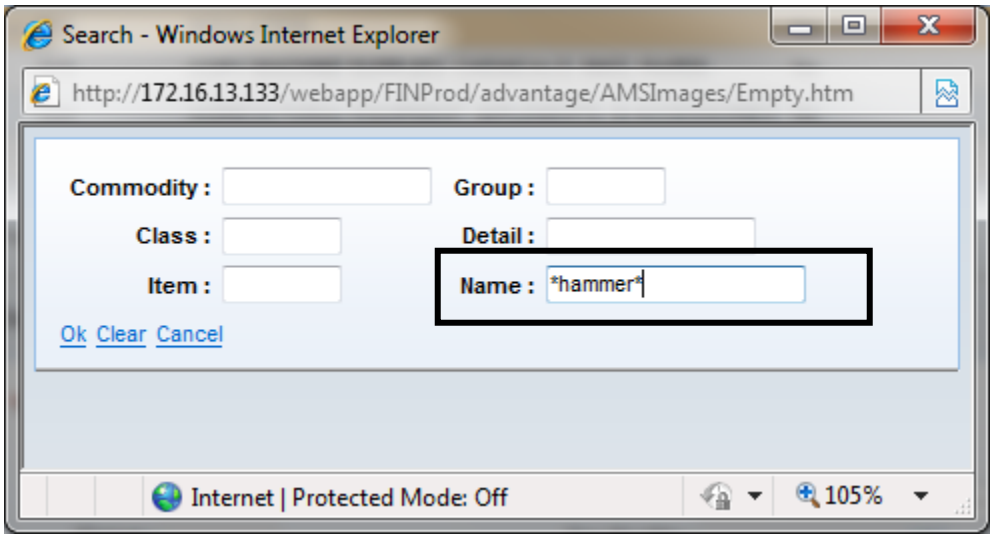
1. Click Search.



This will open a search window for the table you are on.

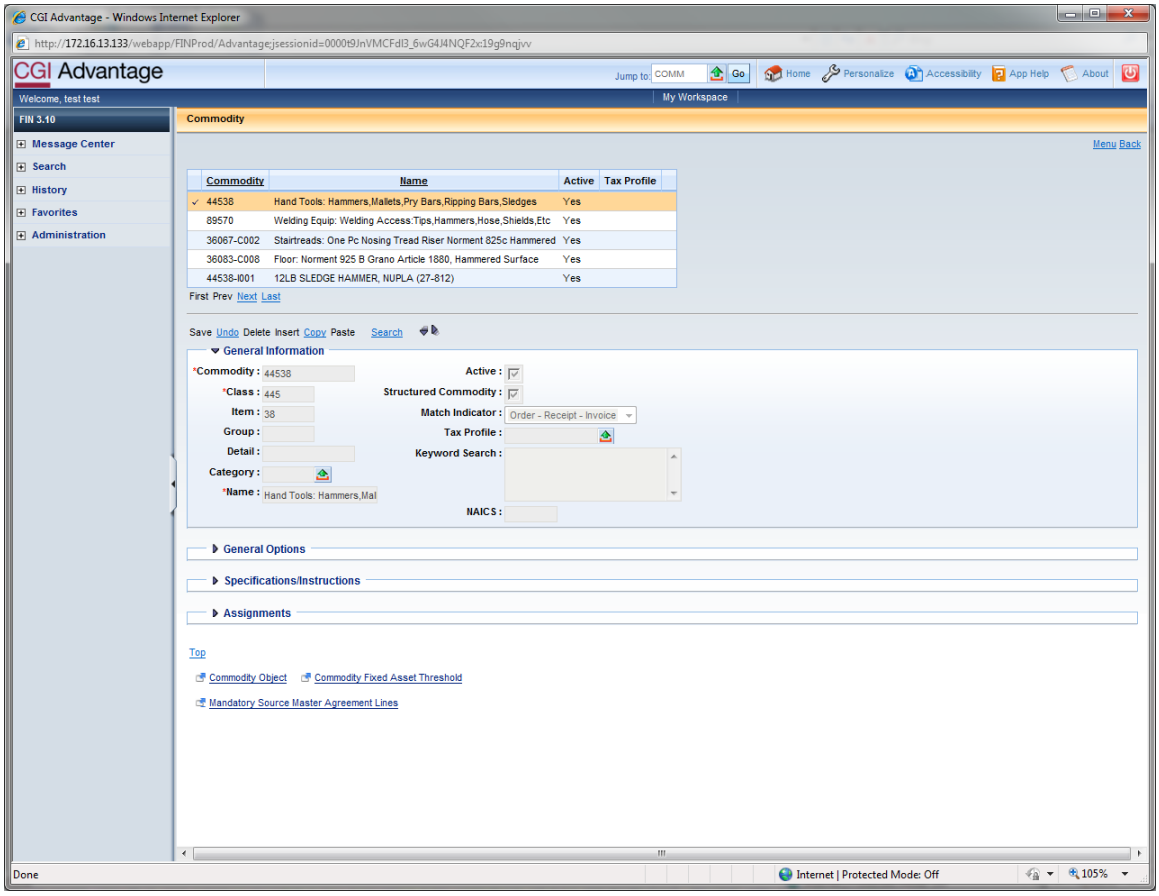


2. Enter search criteria in the desired fields.



3. Either Click OK, or press Enter on your keyboard.

Commodities with *hammer* in the name will be displayed.



Helpful Hints:

- Remember to use wild cards in your search criteria.
- If no results return, or if you want to start another search, just click on the Search link again.

Some examples of inquiry tables are:

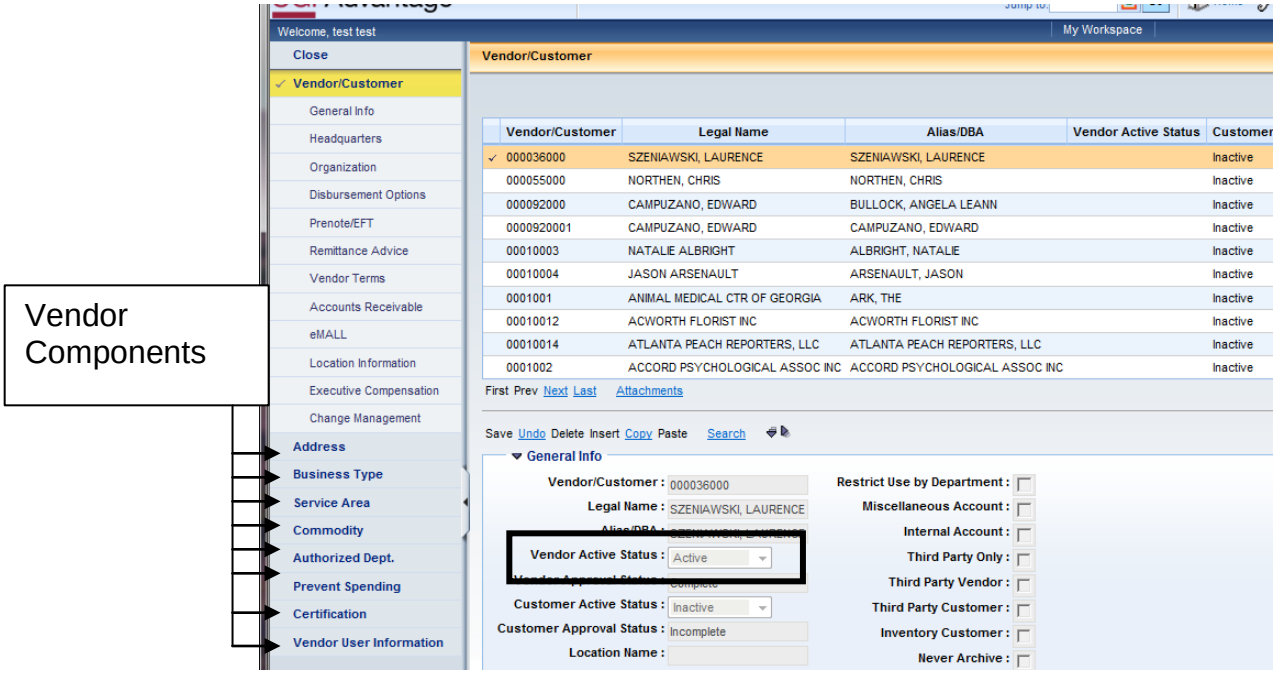
- Commodity
- Fund
- Department
- Unit
- Sub Unit

Vendor Table

The vendor table contains all companies registered as vendors with Cobb County. Vendors can register online using Vendor Self Service (VSS) or they can fill out a vendor application form and return it to the Finance Department. The vendor table is listed in the following workspaces in Advantage Financial:

- Information Search
- Ordering and Receiving
- Quick Links

The vendor table has the same layout as other inquiry tables in Advantage Financial; however it is a little bit different. Because the table contains so much information, the table has several components to it, just like a document.

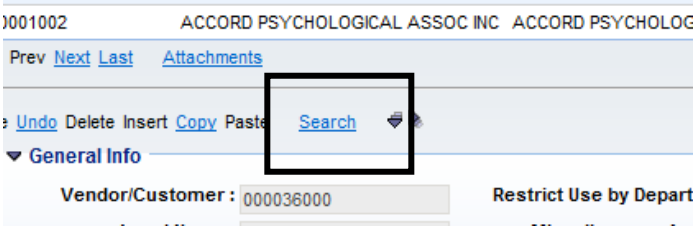


The detail for the vendor selected (highlighted in orange) will appear in the detail section and in the various components of the vendor table.

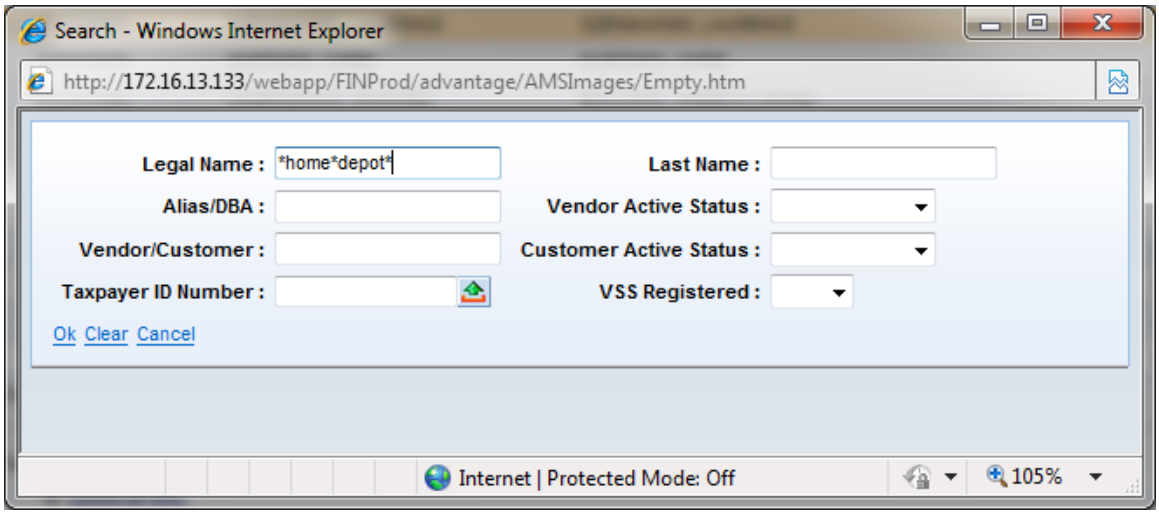
Only vendors with a Vendor Active Status of "Active" will be displayed and are available to be used.

Search for a Vendor

1. Click Search on the Vendor Table.

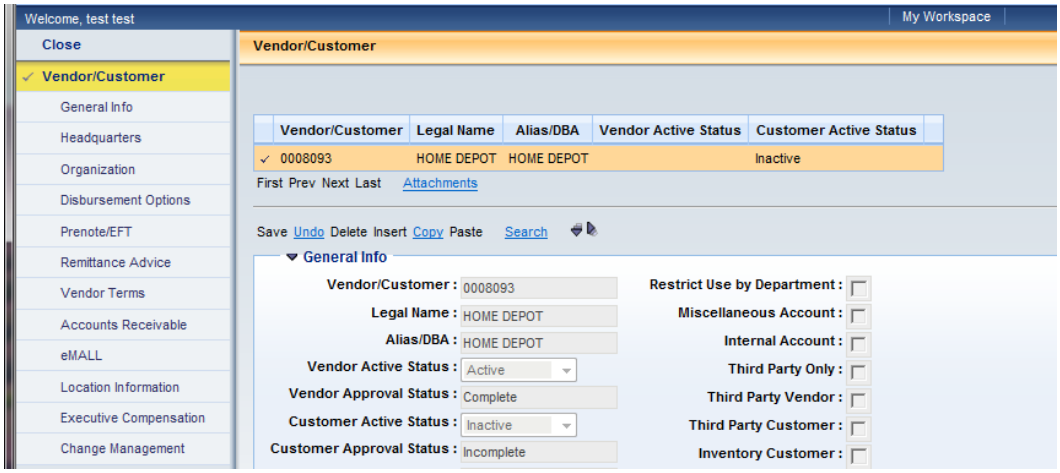


2. Enter search criteria in the search box.



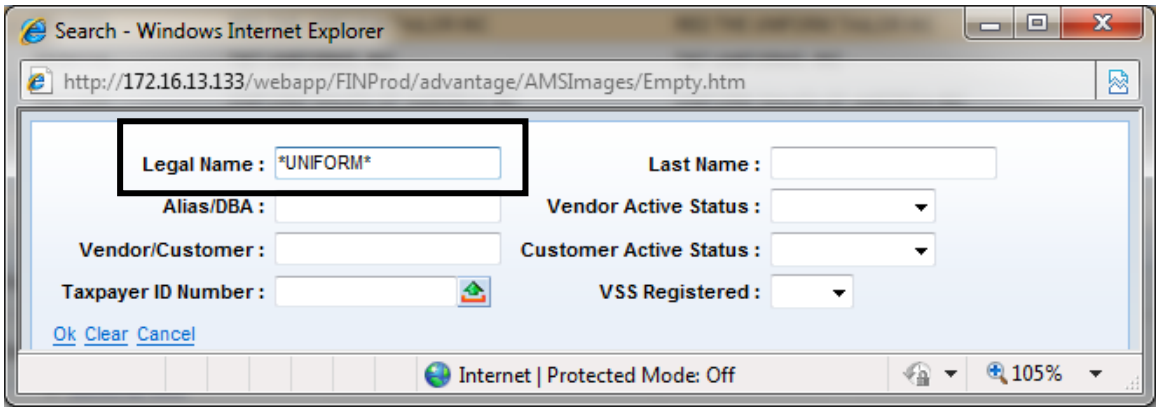
3. Click OK or press enter.

All vendors matching the search criteria will be displayed.

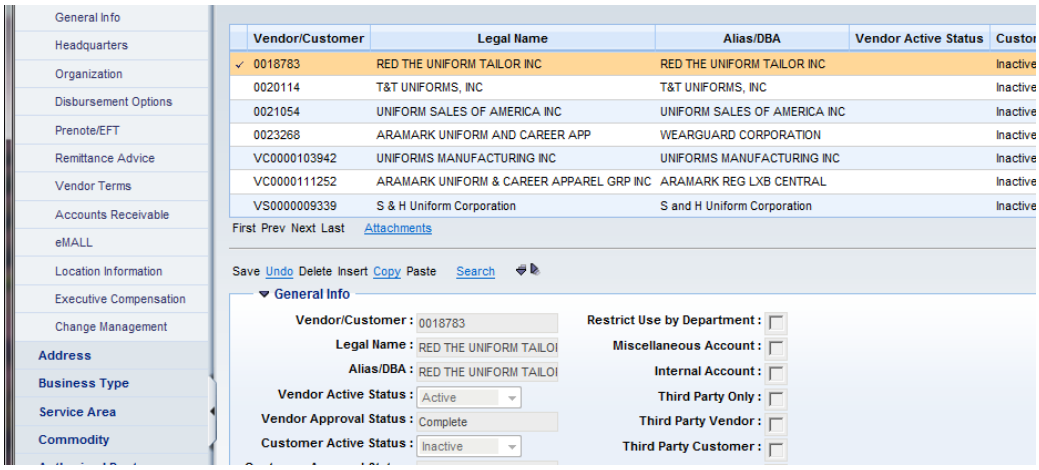


When entering search criteria to locate a vendor, start by searching in the **Legal Name** field. For example:

If you are searching for the vendor number for Red the Uniform Tailor, enter *uniform* in the Legal Name field, and then press enter.

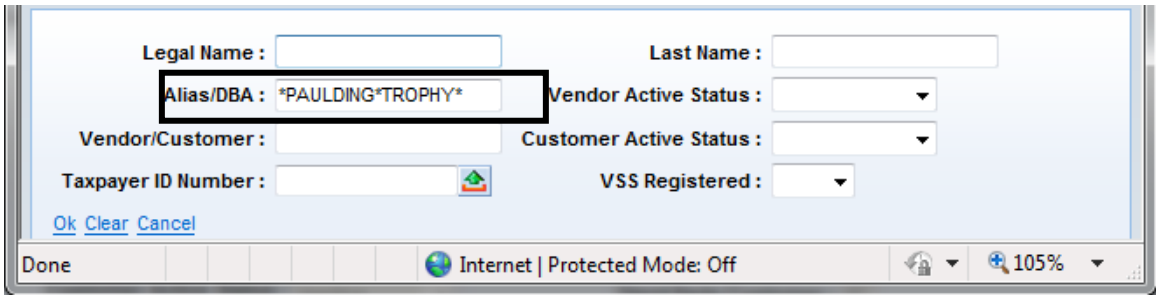


The vendor information for all vendors that have *uniform* in their name will return in the results.

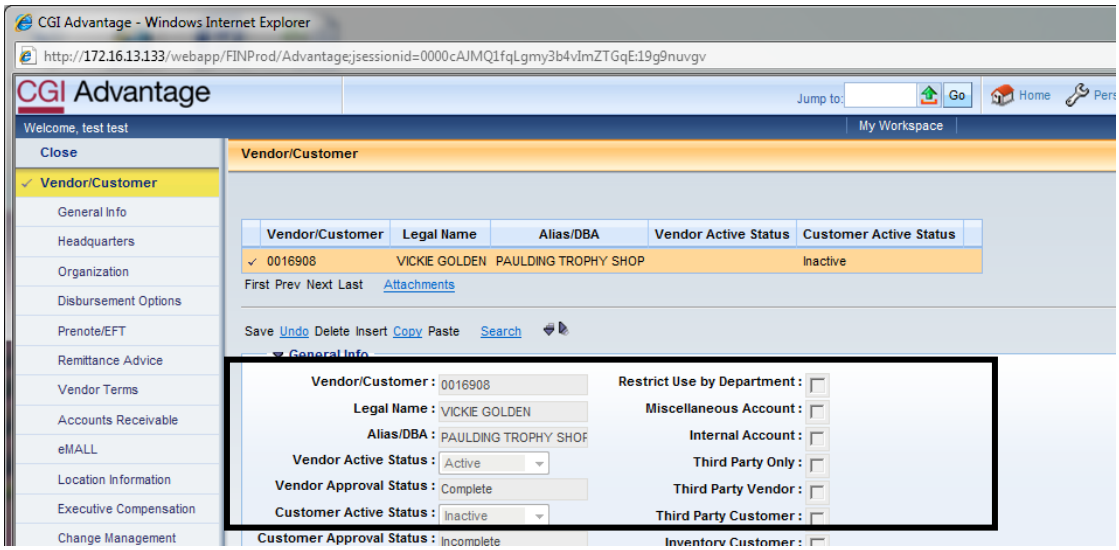


If no results are returned when you search by Legal Name, click Search again and search by putting information in the **Alias/DBA** field. For Example:

You are searching for the vendor number for Paulding Trophy. You have tried to search for the vendor number using the legal name field and no results are returned. Click Search again, remove Paulding Trophy from the legal name field and type it in the **Alias/DBA** field.



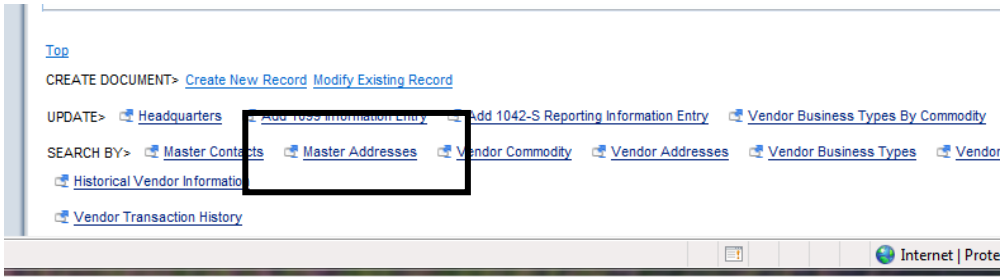
Click OK, or hit enter. The vendor information is then returned.



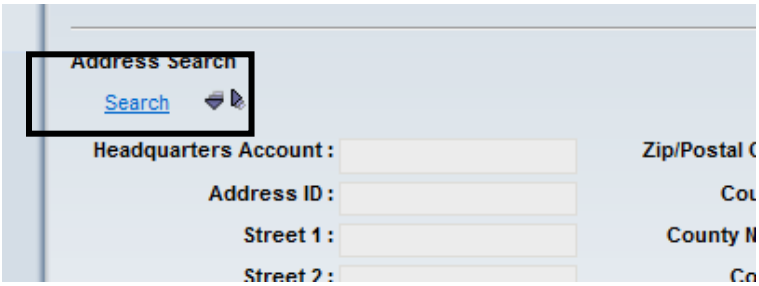
Search for a Vendor by address

Locating a vendor in Advantage Financial can be tough because of all of the different ways vendors can be listed. Searching for a vendor by their address is one additional way to find a vendor in the system.

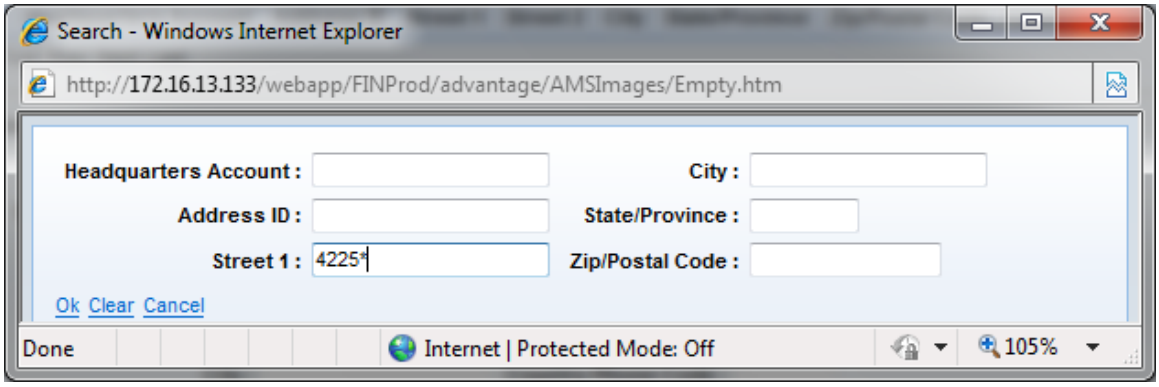
1. From the Vendor/Customer table, scroll to the bottom and click on Master Addresses.



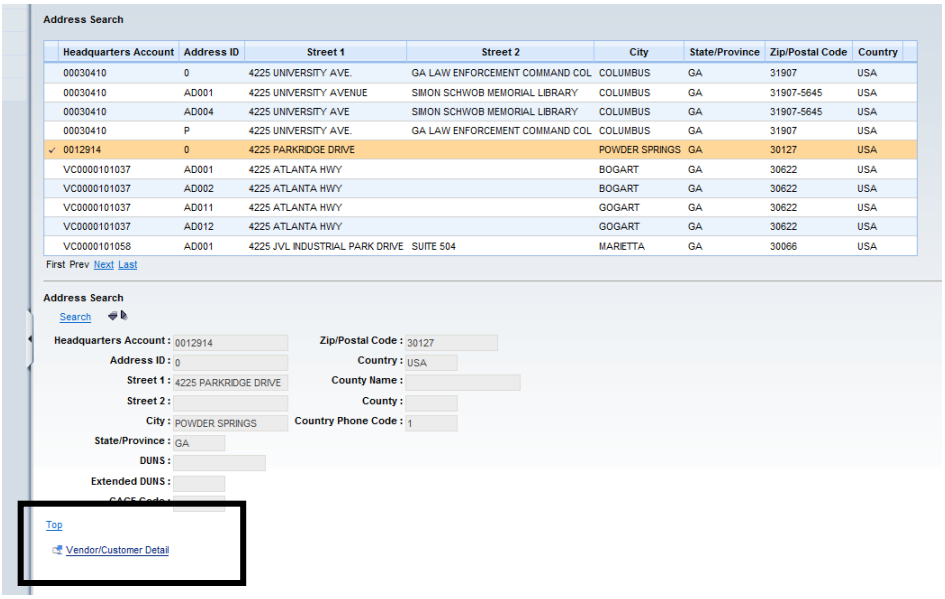
2. Click on Search.



3. Enter the address, or a portion of the address in the Street 1 field. Remember to use wildcards! Then click OK.
4.



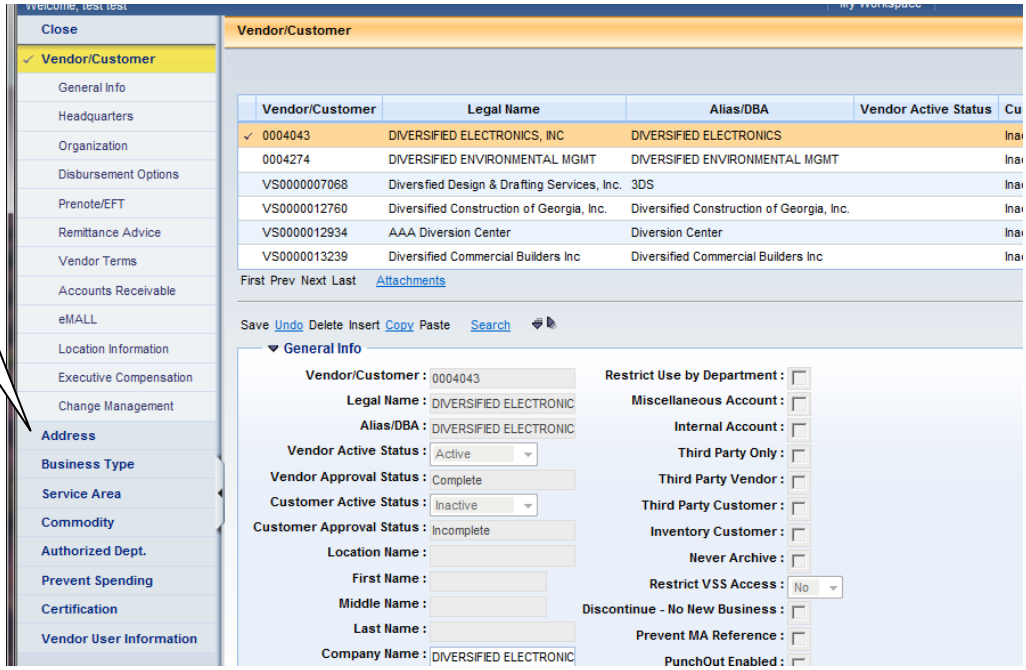
5. Any vendors that have that address will appear at the top of the table. Find the address you are looking for and highlight it, then click Vendor/Customer Detail to verify it is the correct vendor.



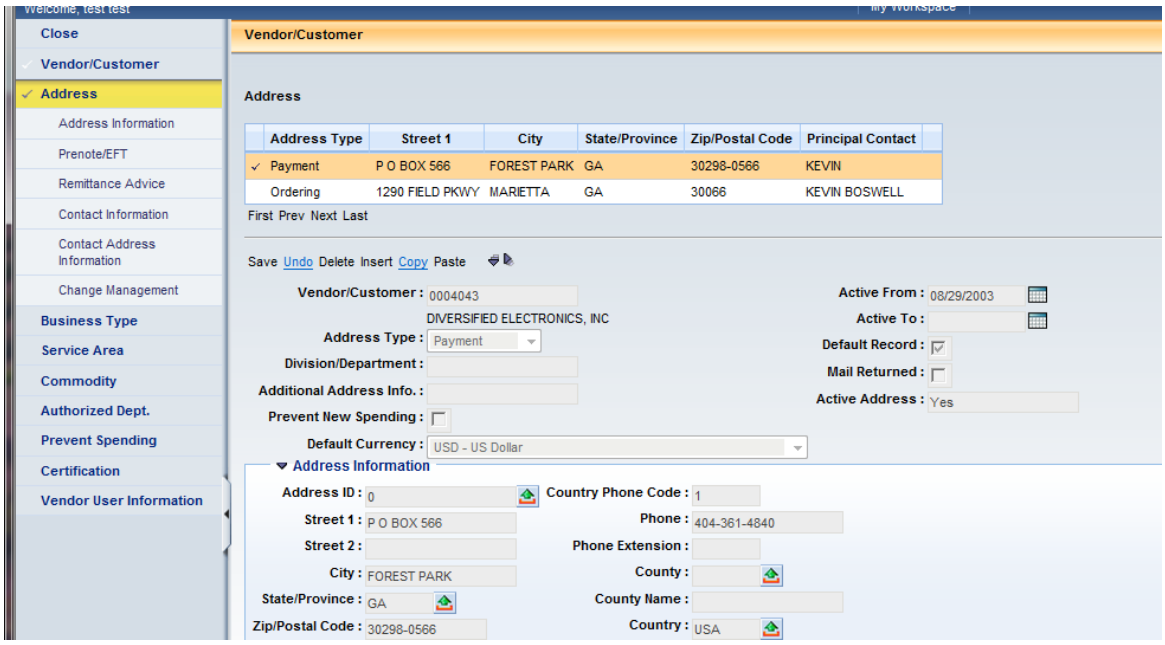
Locate a Vendor's phone number or address

1. Search for the vendor using the search function.
2. Once located, highlight the active vendor.
3. Click on the Address section on the menu panel

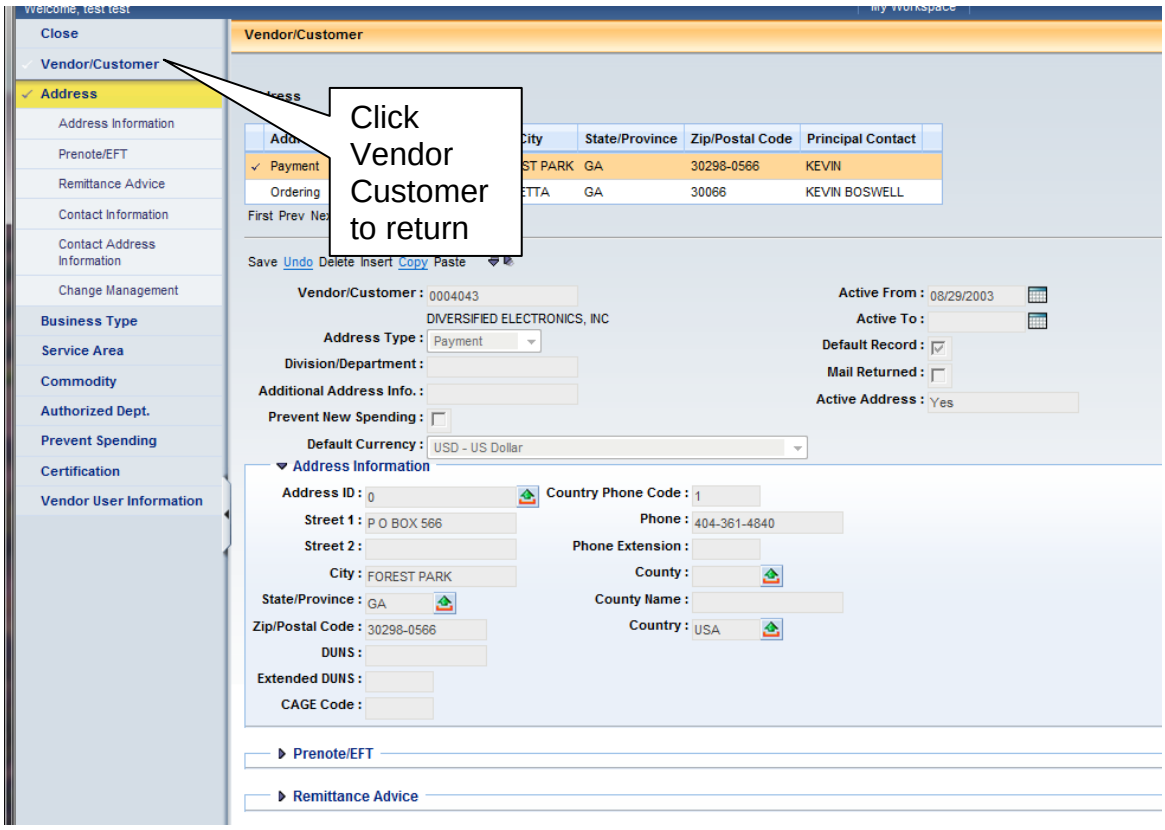
Highlight vendor you are looking for, then click on the Address component



All of the available addresses will be listed. The address highlighted will have the detail listed on the detail section of the screen. The phone number is also listed in the address component for each vendor.



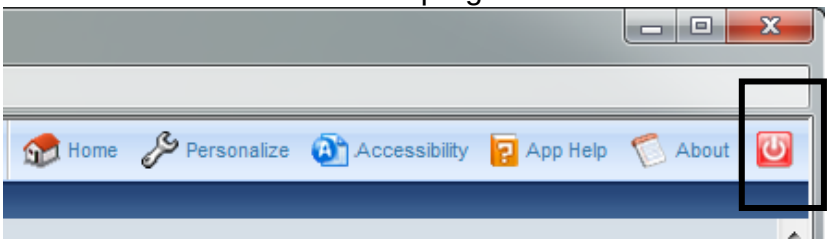
To return to the Vendor Table, click on Vendor/Customer on the menu panel.



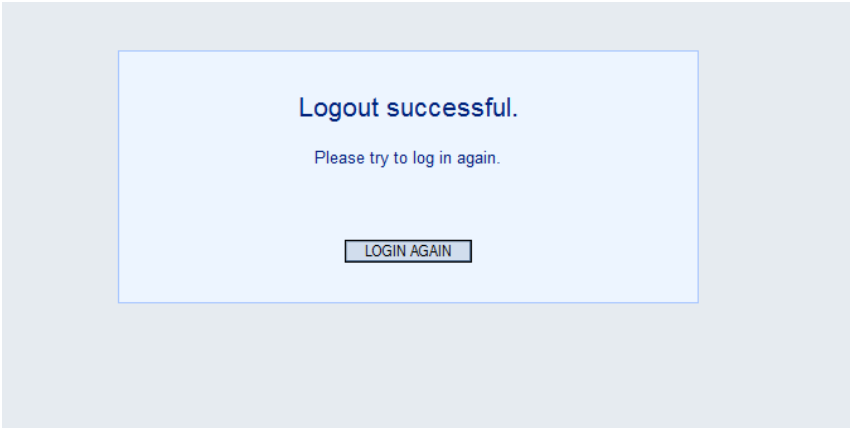
Log Out

It is important that when you are finished working in the system, that you logout properly. To logout perform the following task.

1. Click the red icon at the top right of the screen.



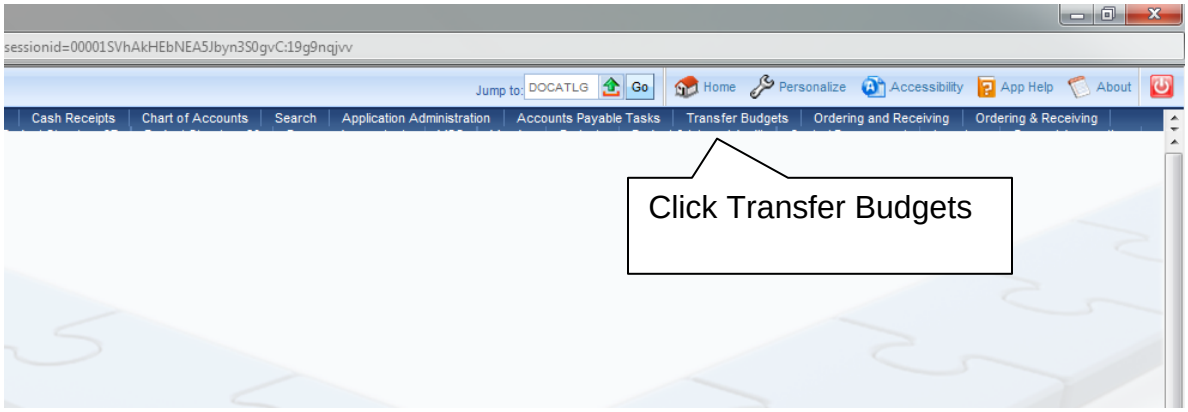
You will receive a message stating Logout Successful.



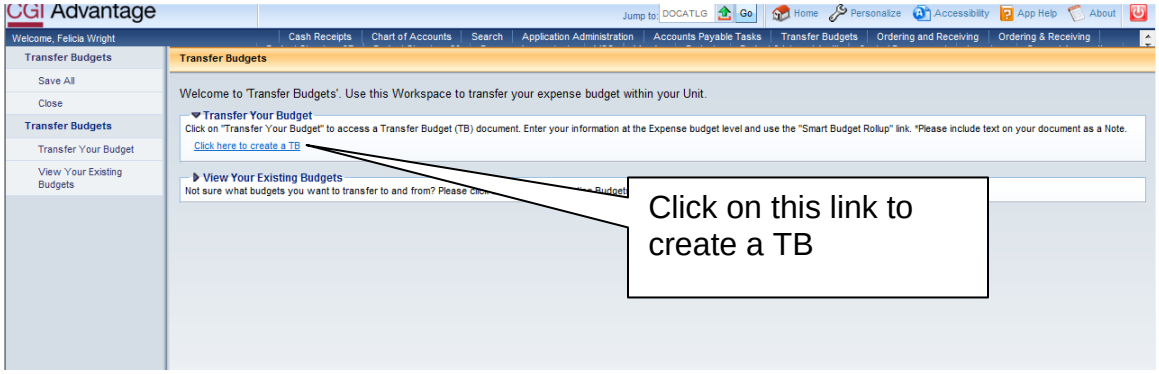
Budget

Transfer Budget (TB)

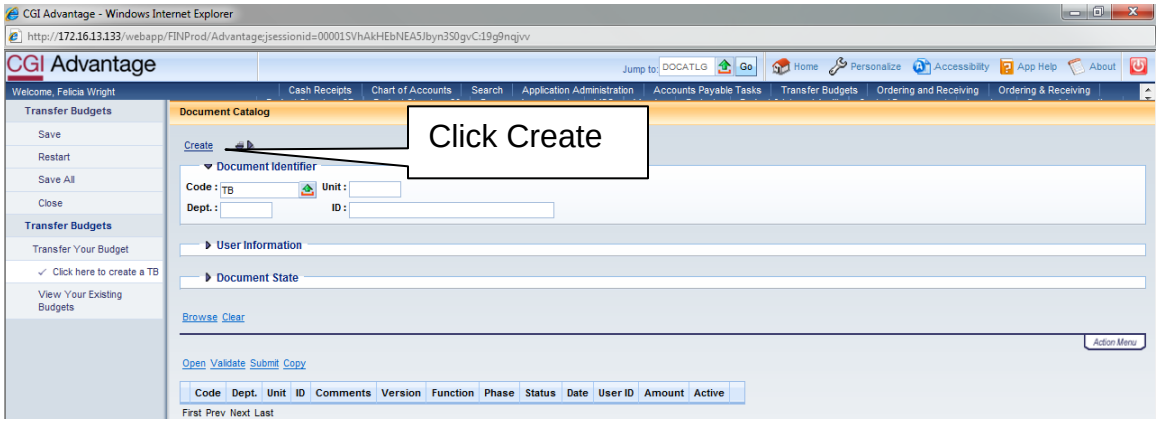
1. Click **Transfer Budgets**.



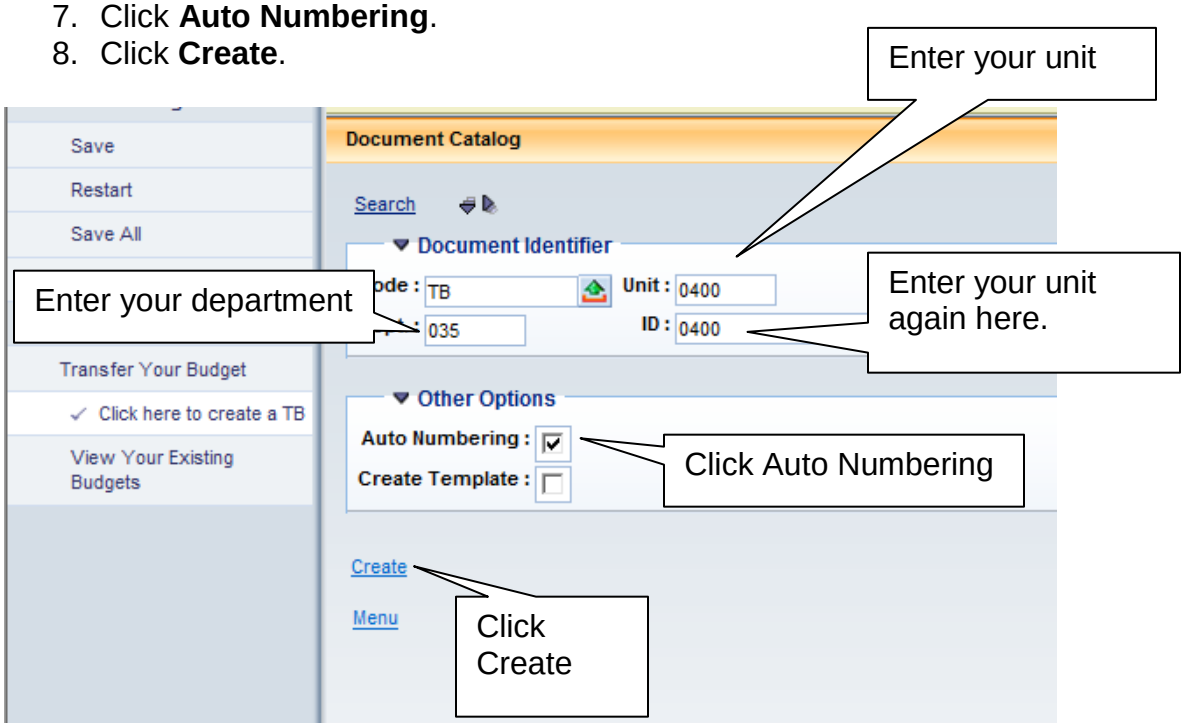
2. Click **Transfer Your Budget**.
3. Click on **Click here to create a TB**.



4. Click **Create**.



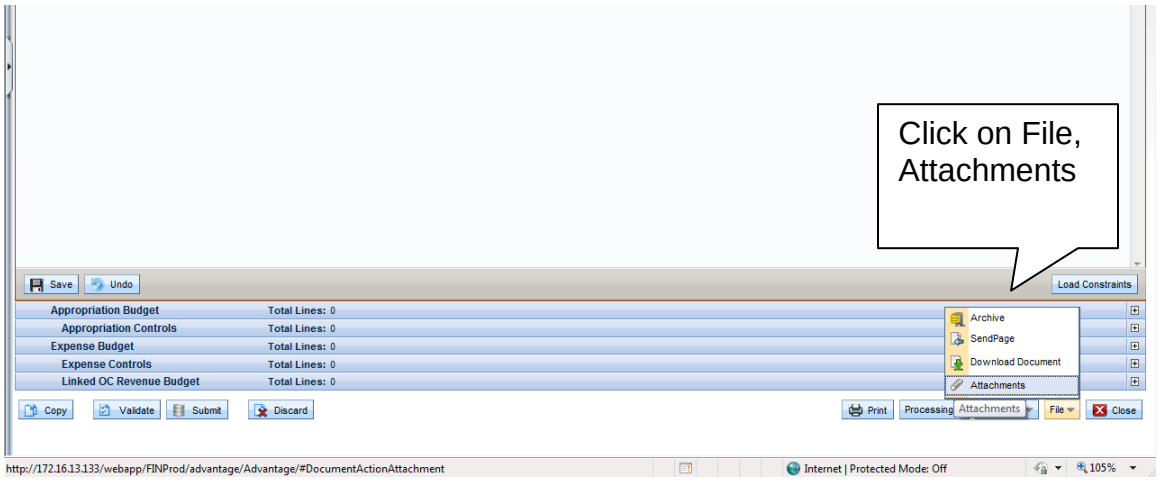
5. Enter **Department** and **Unit**.
6. In **ID** enter your unit again.
7. Click **Auto Numbering**.
8. Click **Create**.



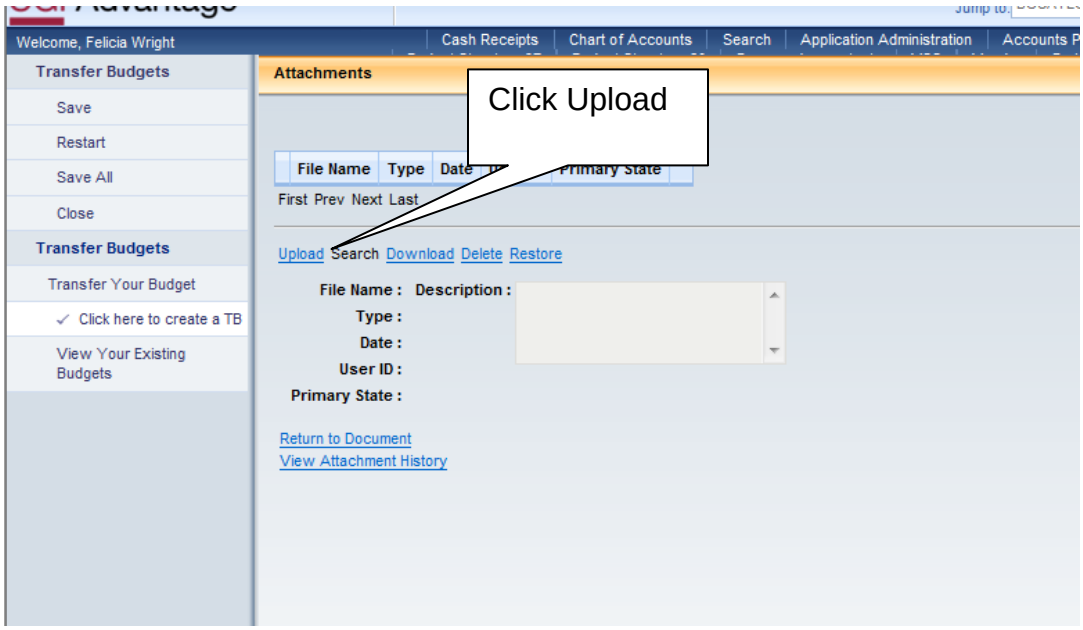
This will take you to the Header of the TB document.

Justification for the budget transfer must be attached to the header of the document. It is recommended that you write your "NOTE" or justification for the budget transfer after creating the TB so you will have the transaction ID# to put in your file, preferably at the top. A Word file may be best suited to justify the budget transfer, however other files can be used for the same purpose (i.e., Excel, Agenda Items, etc.).

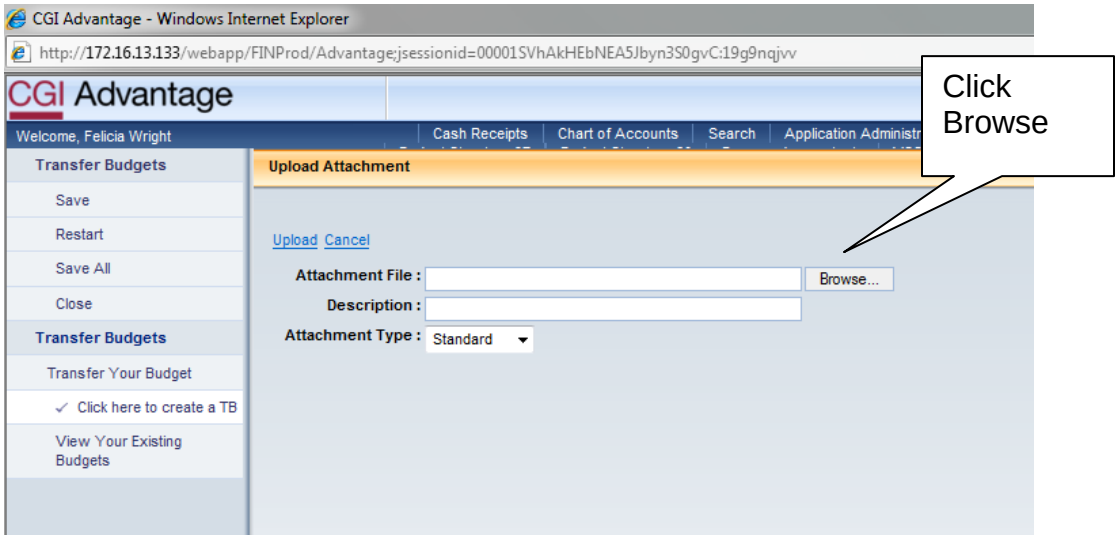
9. Click on **File** at the bottom, then choose **Attachments**.



10. Click **Upload.**

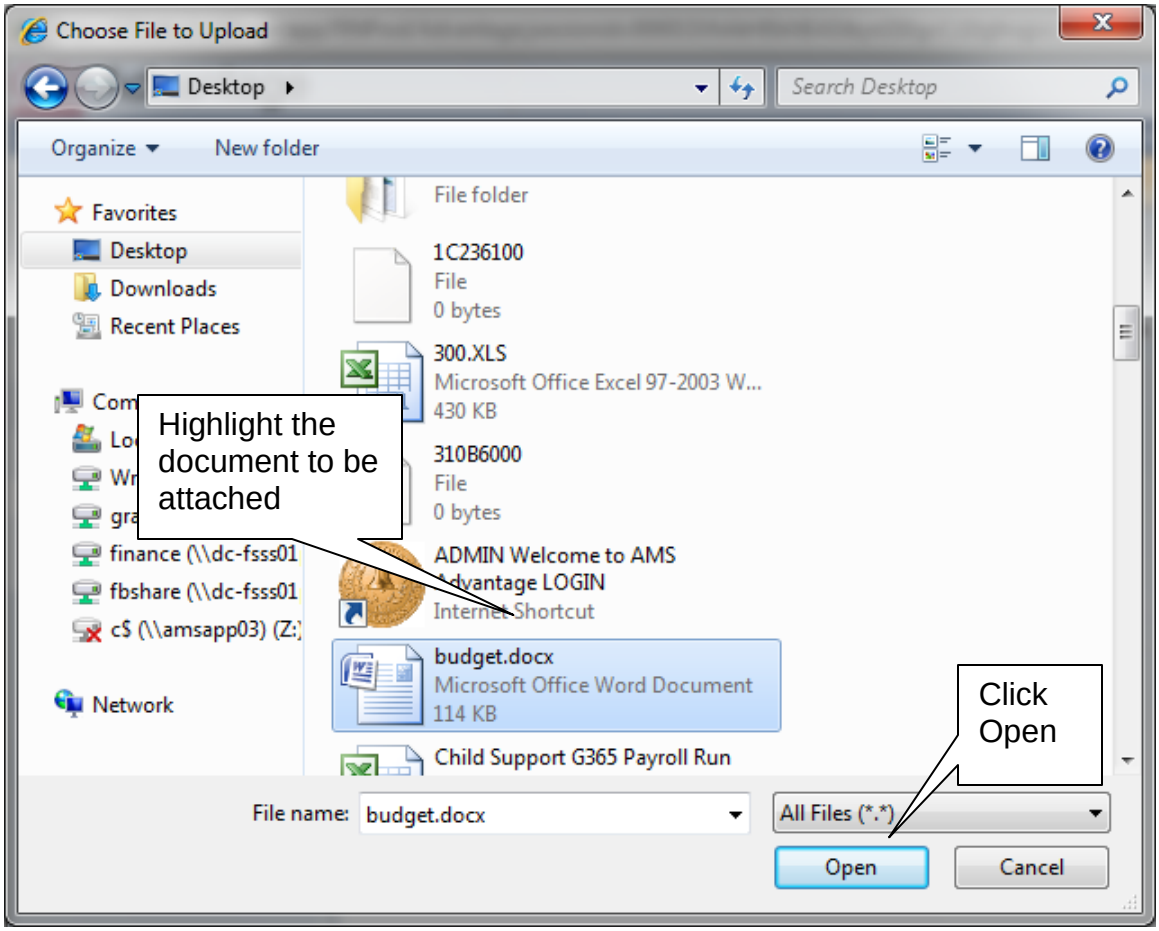


11. Click **Browse**.

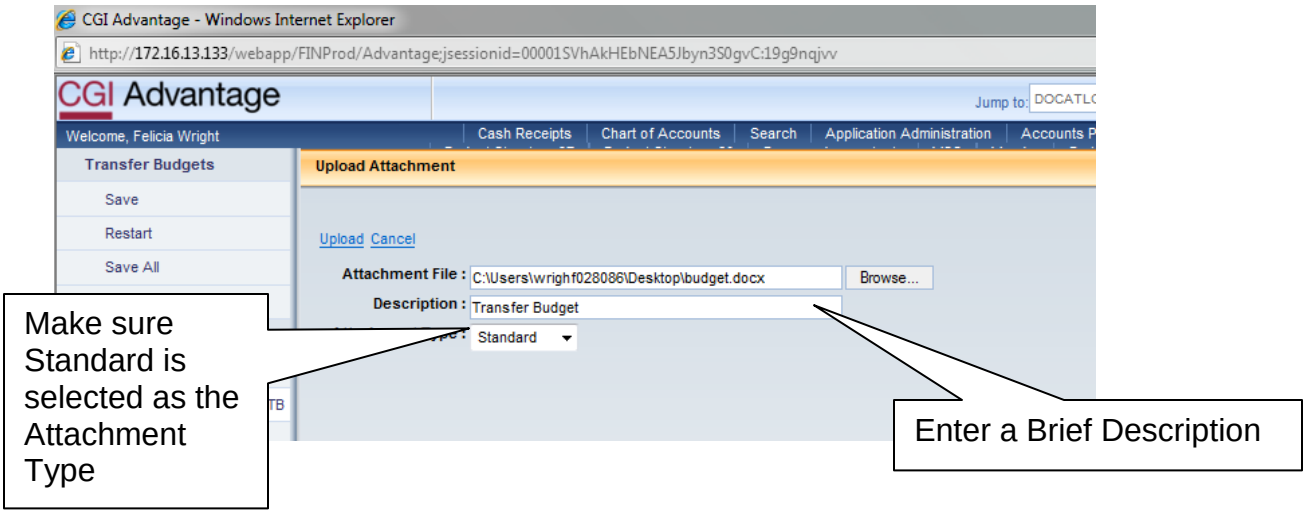


A “Choose File” window will open for you to search for your file. It is recommended that you create a file for your budget transfer attachments to help locate notes.

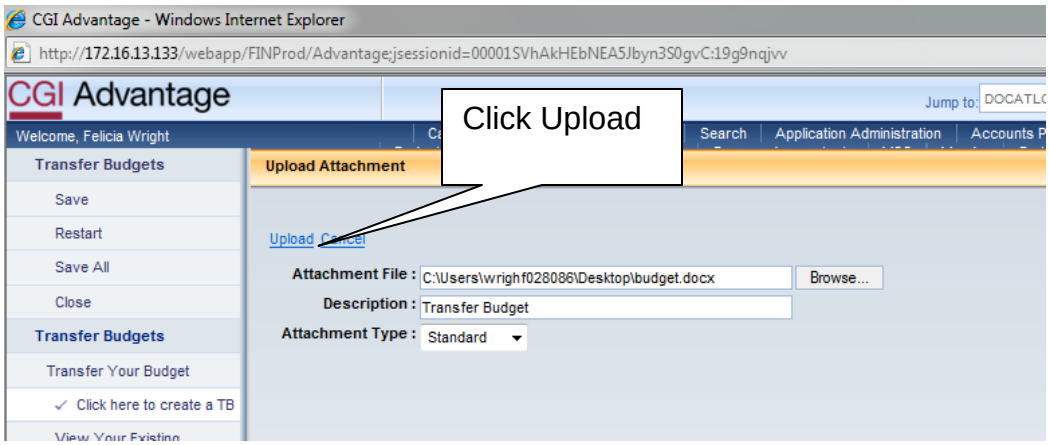
12. Highlight the document you wish to attach.
13. Double click the document or click **Open**.



14. In **Description** enter a short description of your attachment.
15. Select **Standard** for the **Attachment Type**.

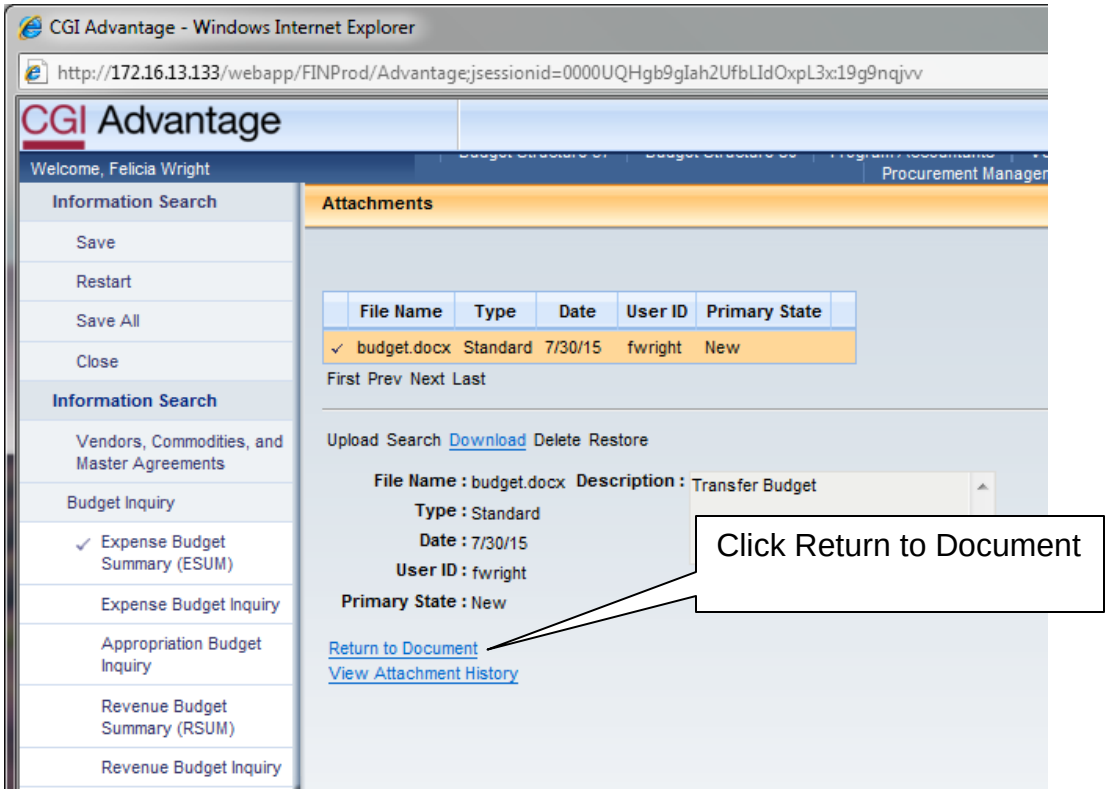


16. Click **Upload**.

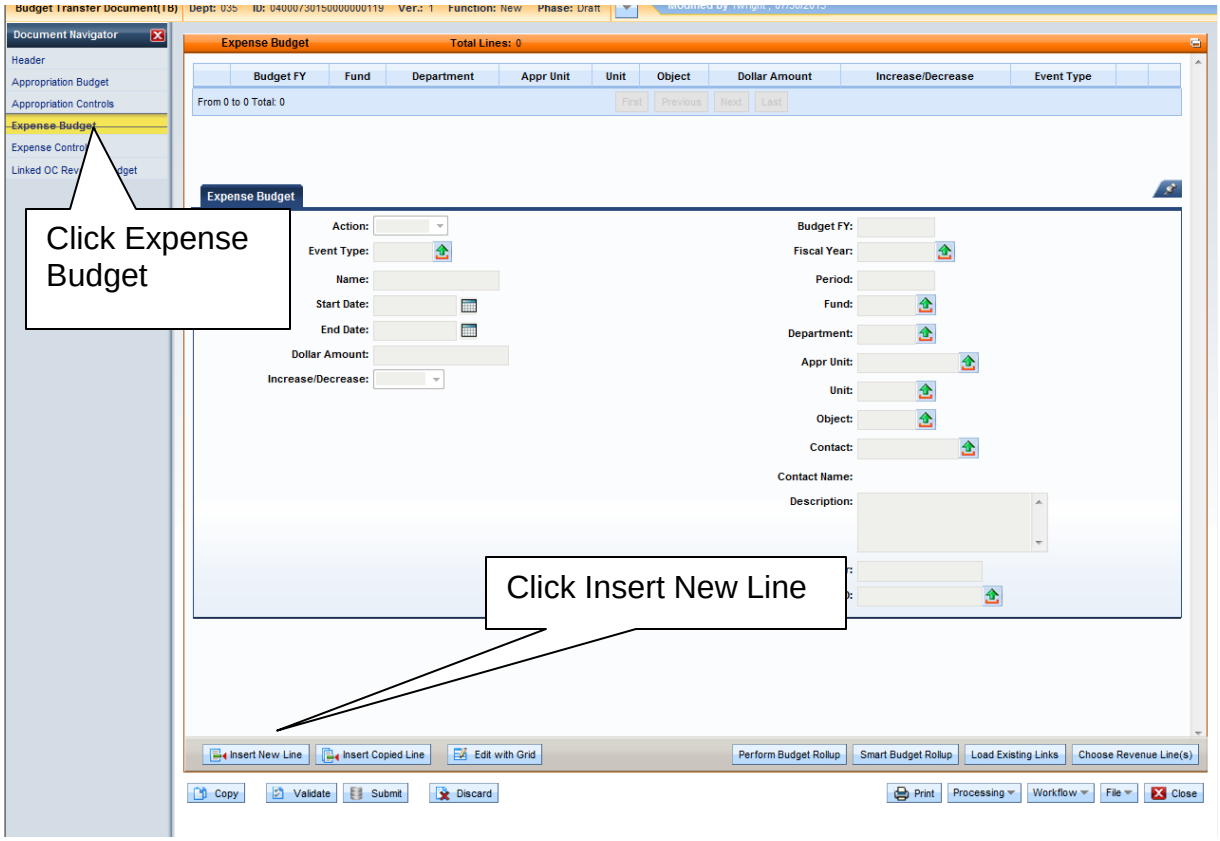


To attach another file follow steps 12-16.

17. Click **Return to Document**. This will take you back to the Header of your TB.

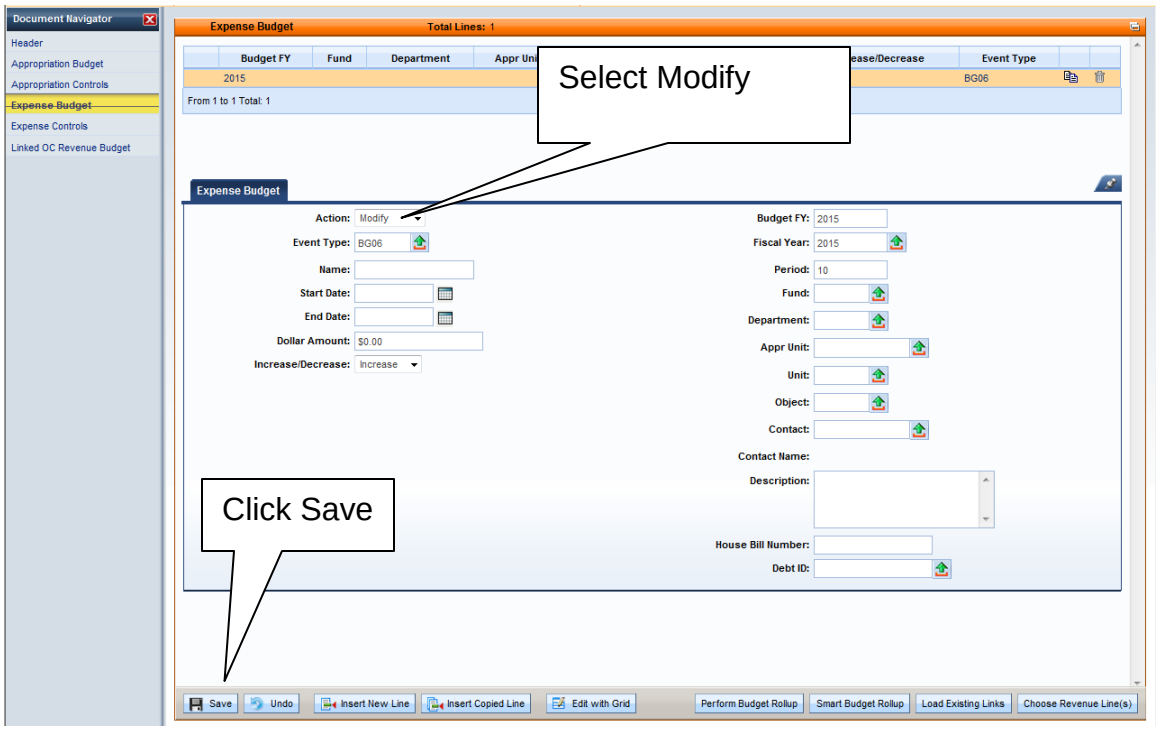


18. Click **Expense Budget** component.
19. Click **Insert New Line**.

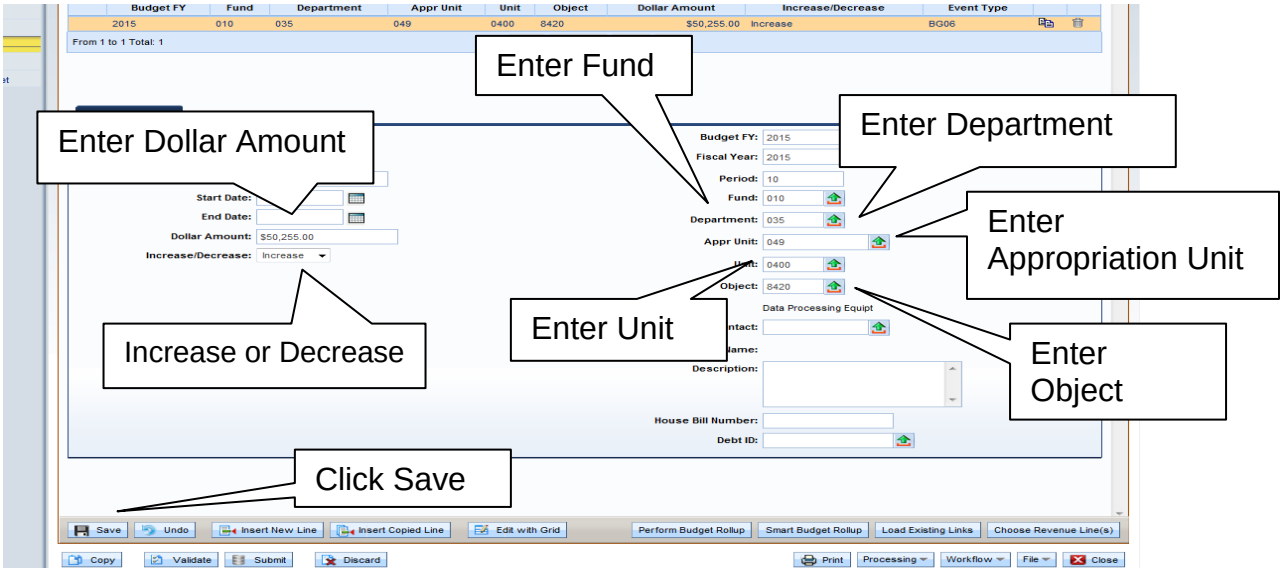


20. In **Action** select Modify.
21. Scroll Down and click **Save**.

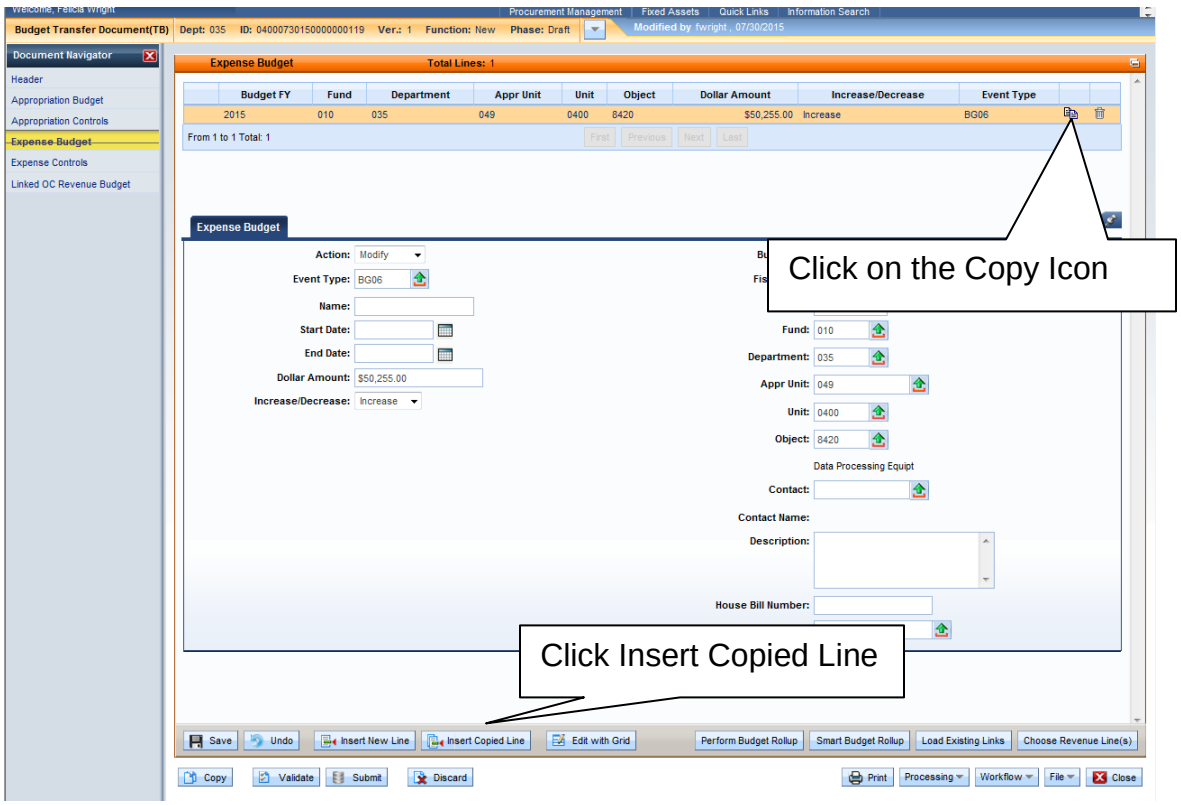
When the document has saved, information will infer into the document.



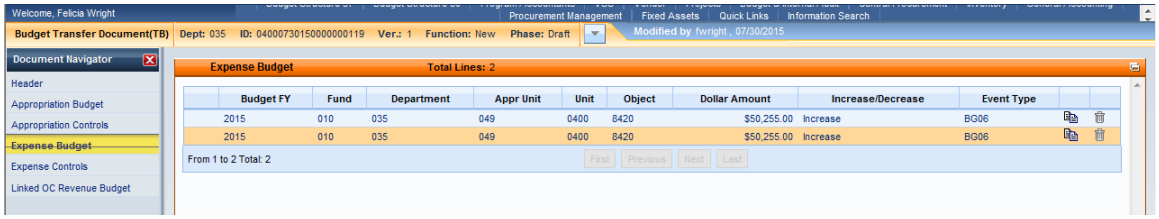
22. In **Dollar Amount** enter the budget amount to be transferred.
23. In **Increase/Decrease**, click on the drop down menu and click on **Decrease**.
24. Enter **Fund**, **Department**, **Appropriation Unit**, **Unit**, and **Object**.
25. Click **Save**



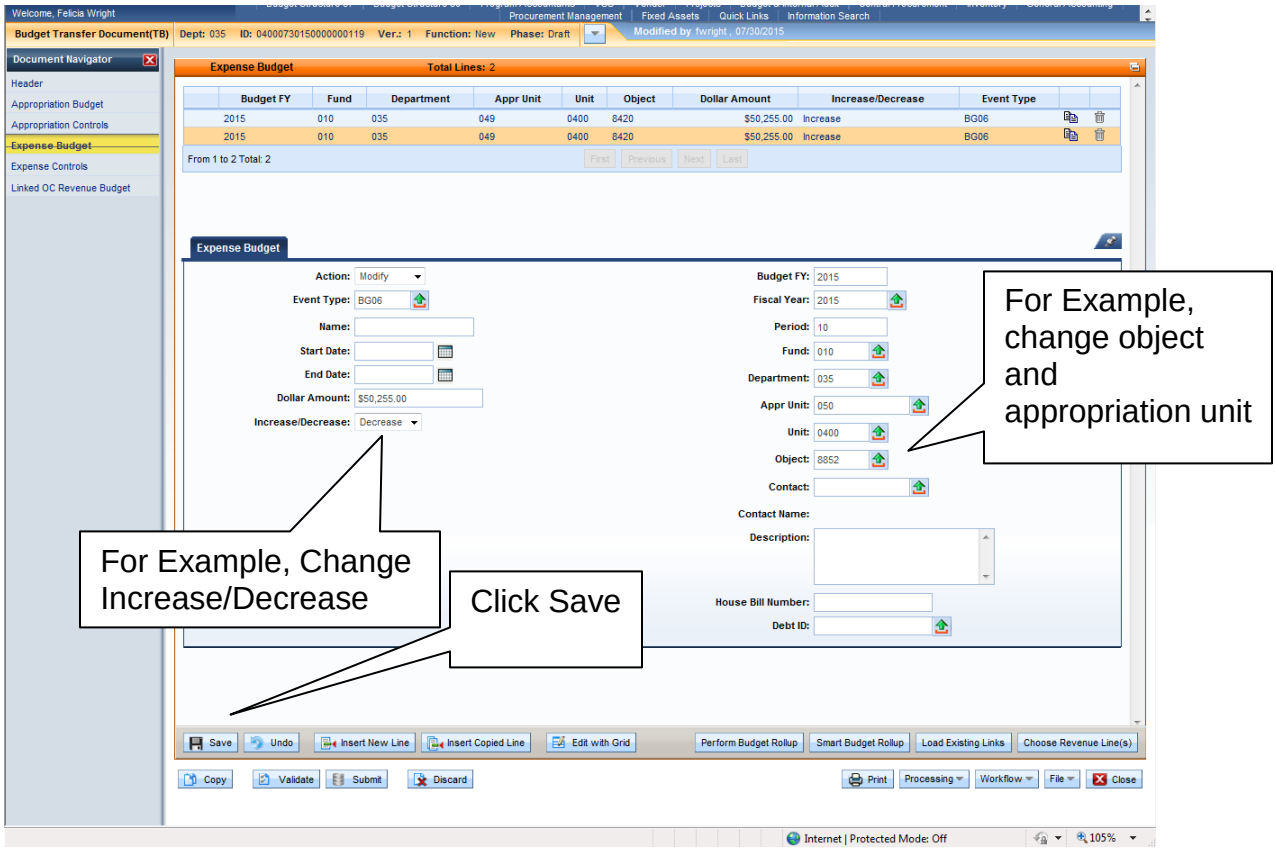
26. Click on the **Copy Icon**.
27. Click on **Insert Copied Line**.



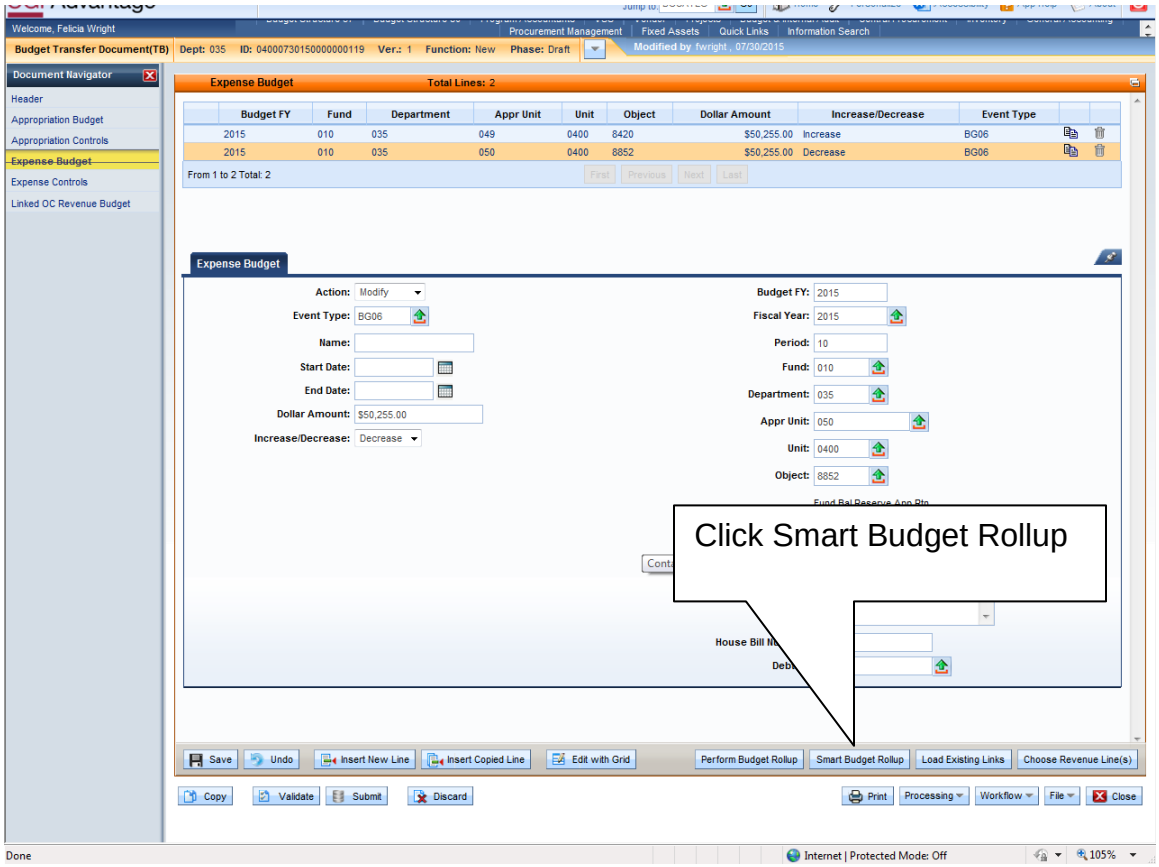
This will create a duplicate line directly below the line you copied from. This will prevent you from having to re-enter every field.



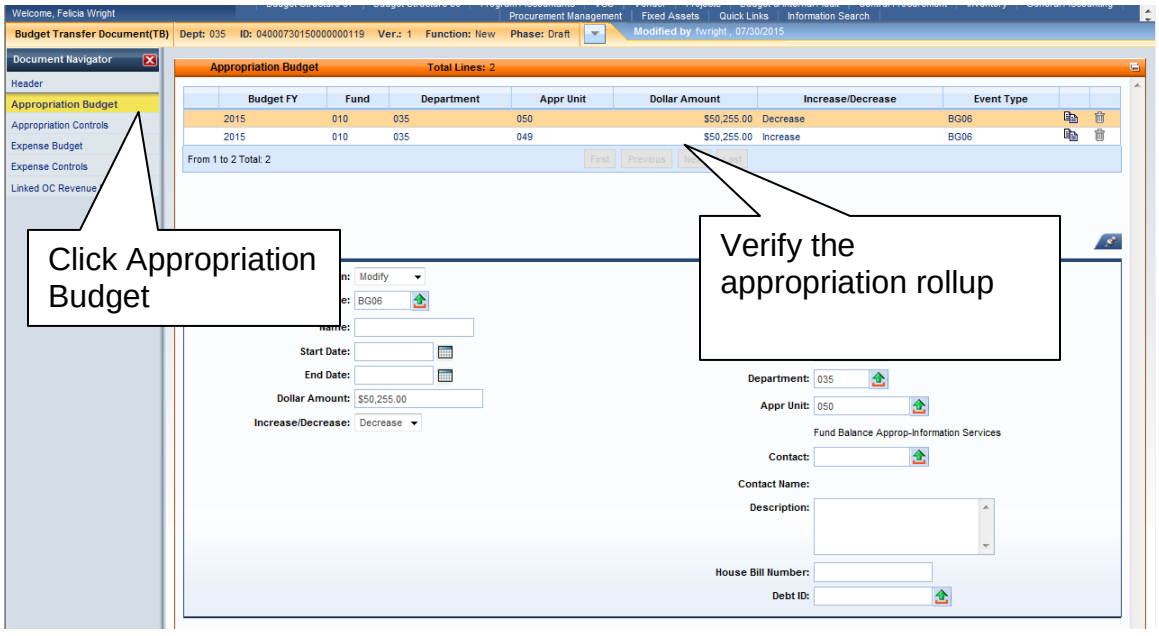
28. Highlight the second line, select the correct information for **Dollar Amount**, **Increase/Decrease**, **Fund**, **Department**, **Appropriation**, **Unit**, and **Object**.
29. Scroll down and click **Save**.
30. Repeat steps 26 through 29 for any additional transfer lines that need to be entered.



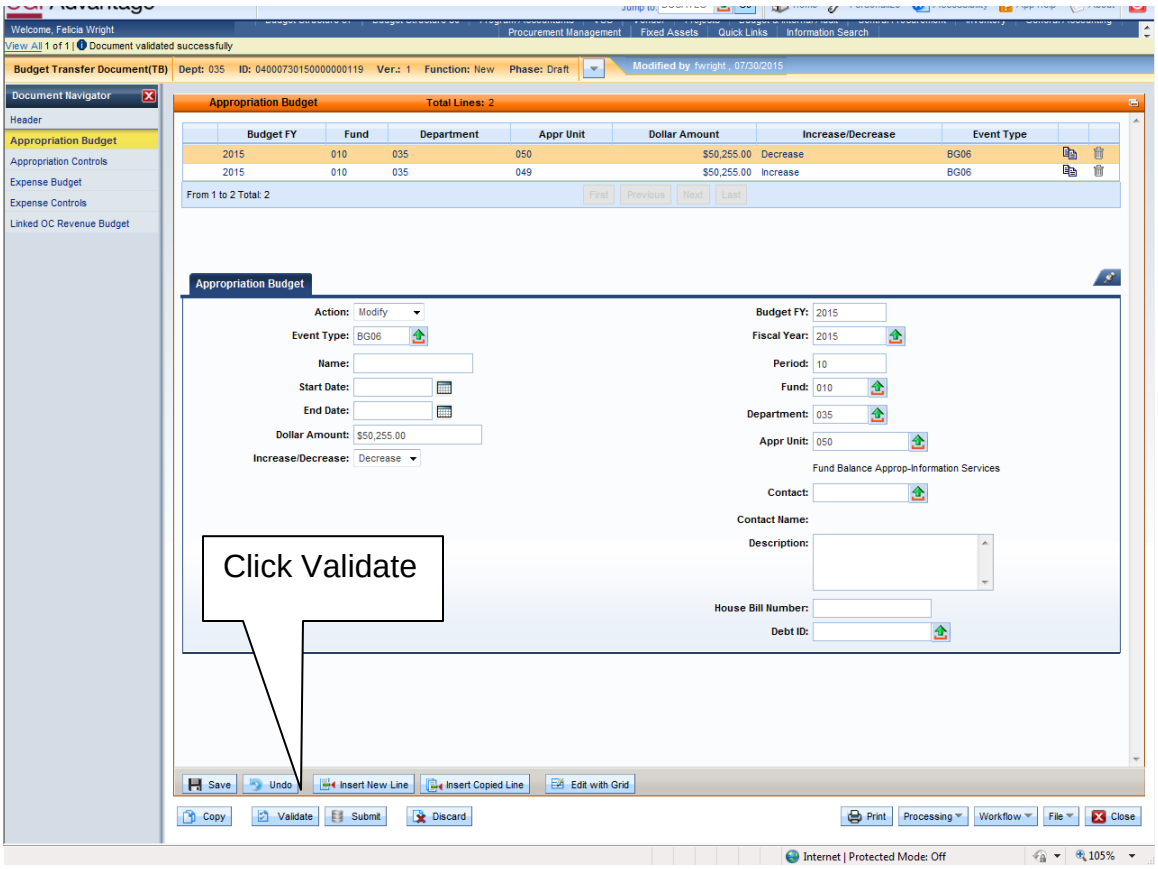
31. Click **Smart Budget Rollup**.



32. Click on **Appropriation Budget** component and verify rollup.



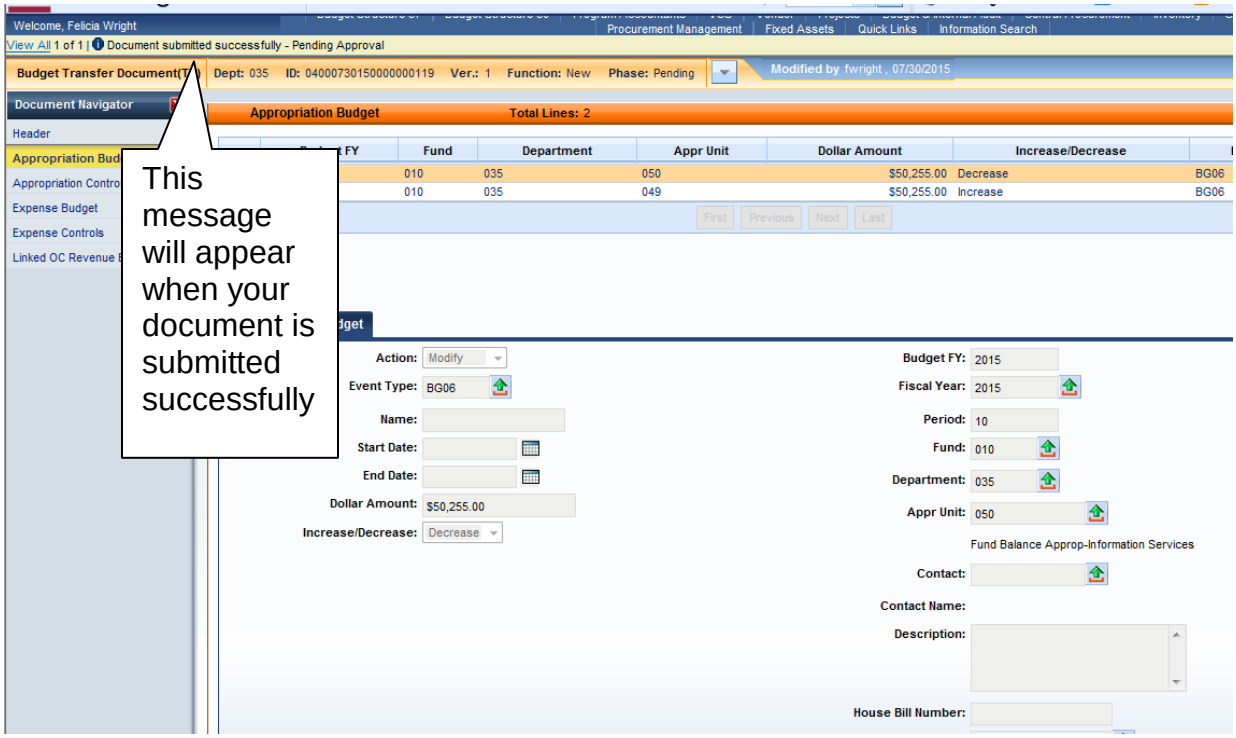
33. Click **Validate**.



If your document **does not** validate successfully follow the below steps:

1. Correct the errors on the Expense Budget lines.
2. Once corrected, click on **Appropriation Budget**.
3. Highlight the appropriation line affected by any edits entered, and delete the line, by clicking on the scissors icon.
4. Click on **Expense Budget**.
5. Click on **Smart Budget Rollup**.
6. Click **Validate**.
7. Repeat steps 1 through 7 until your document is validated successfully.

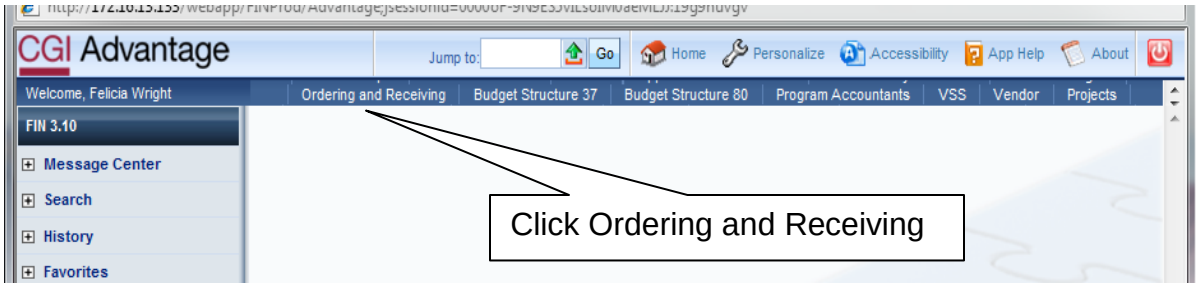
34. Click **Submit**.



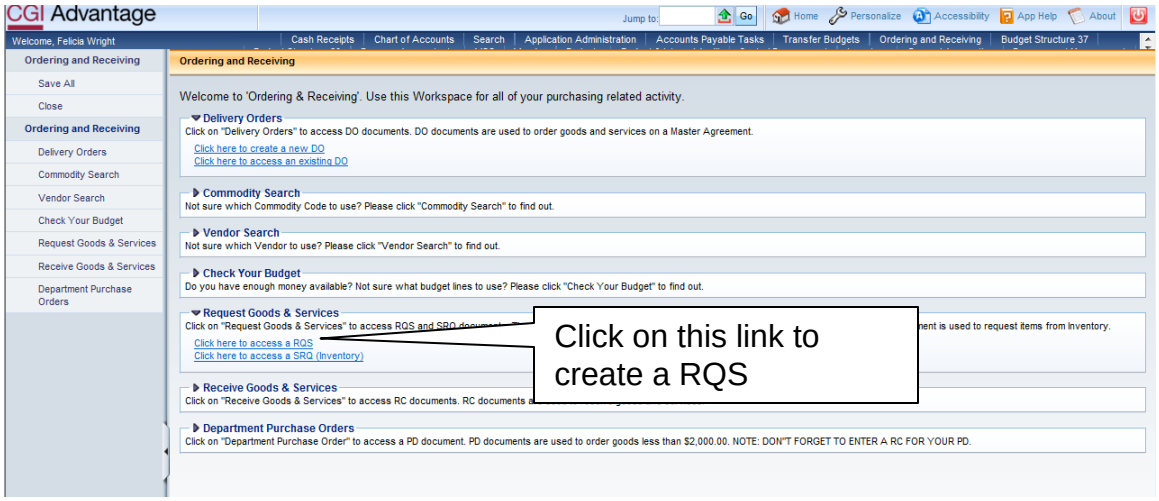
Procurement

Requisition (RQS)

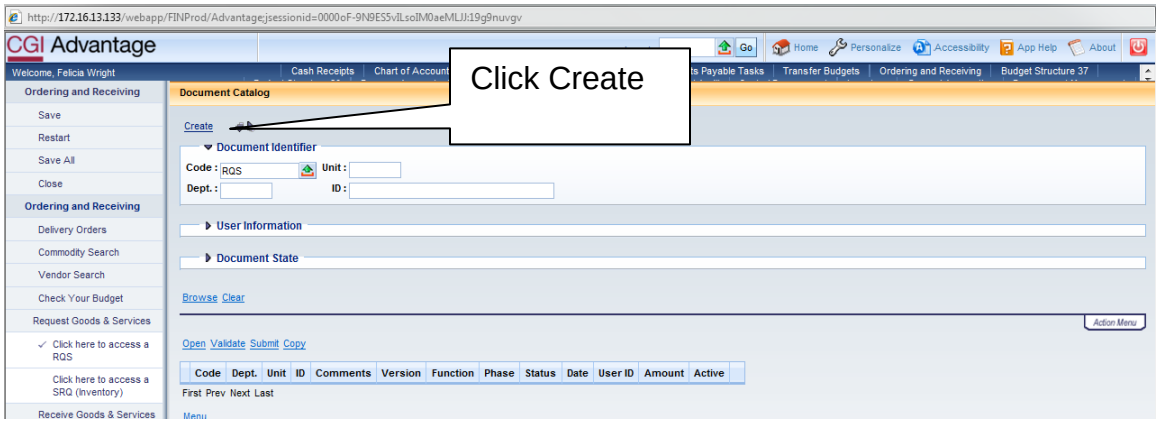
1. Click on **Ordering and Receiving**.



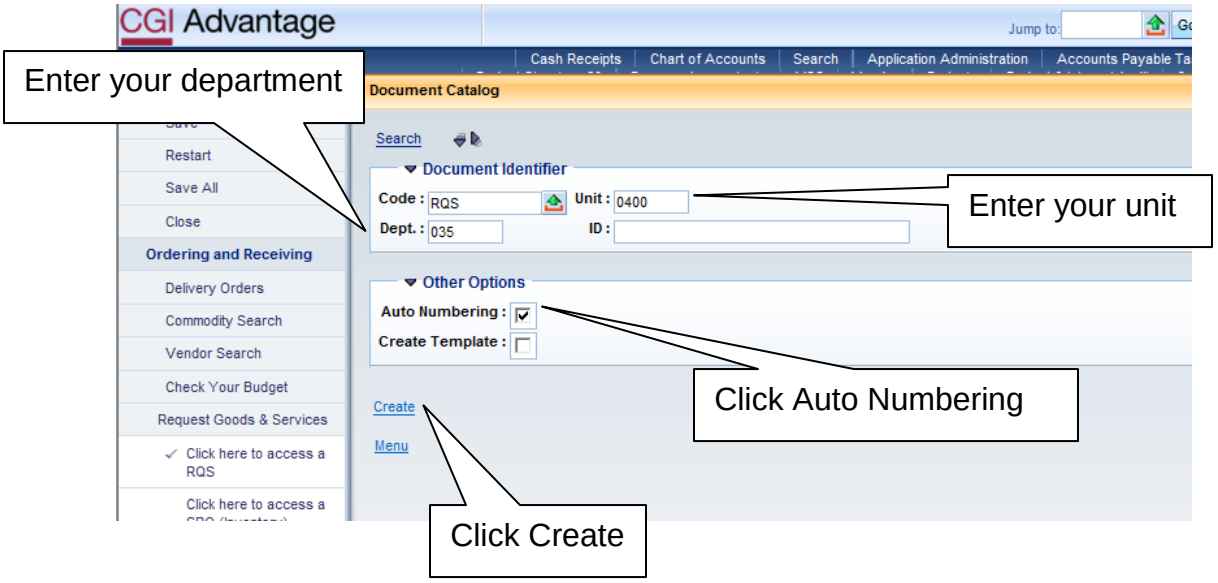
2. Click on **Request Goods & Services**.
3. Click on **Click here to access a RQS**.



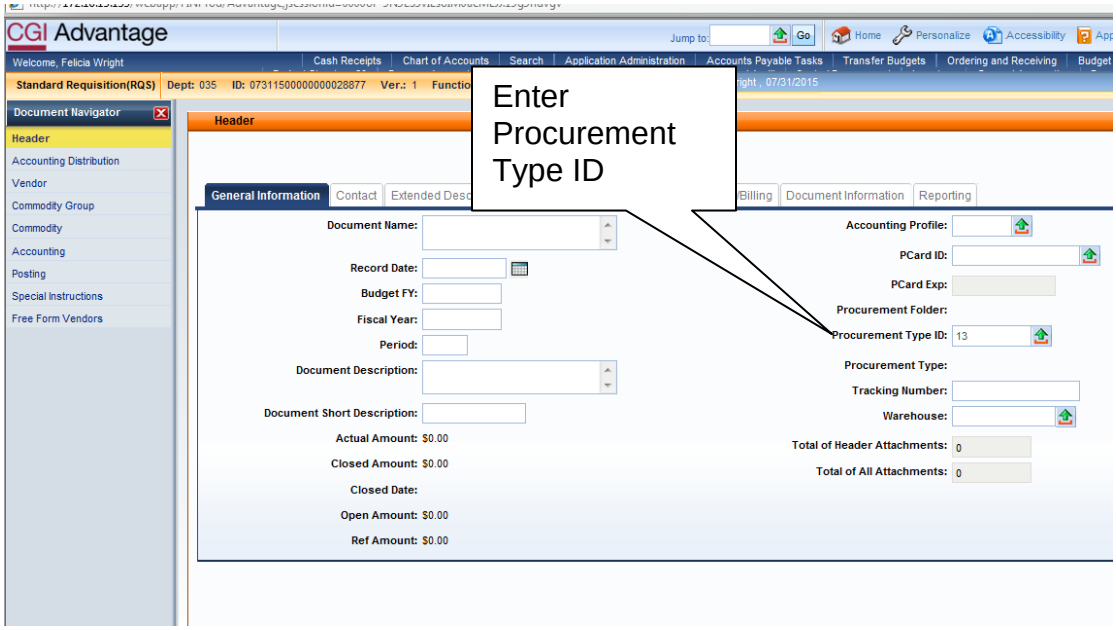
4. Click **Create**



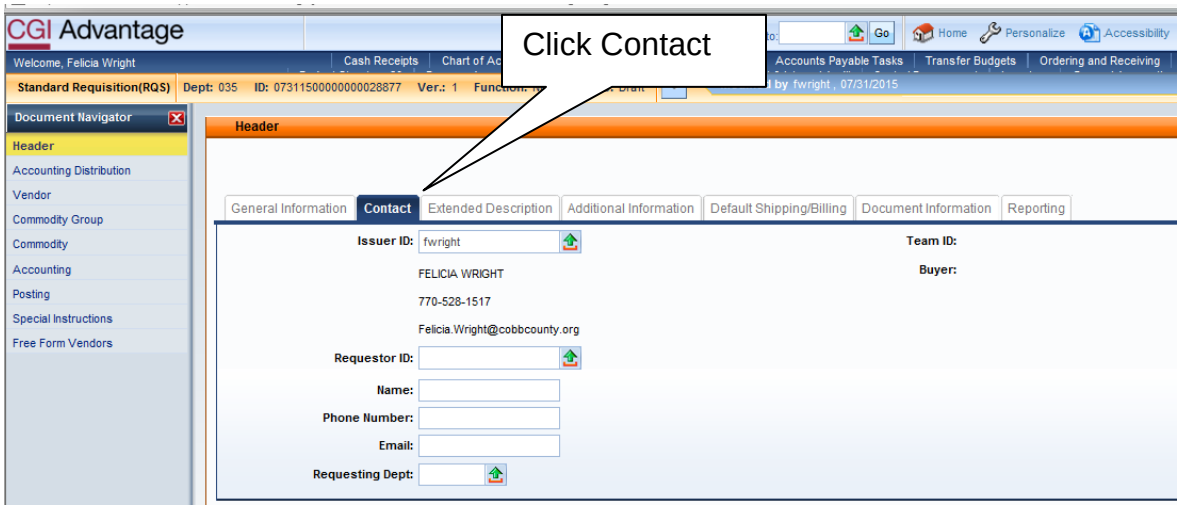
5. Enter your **Department**, **Unit**, and check **Auto Numbering**.
6. Click **Create**.



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

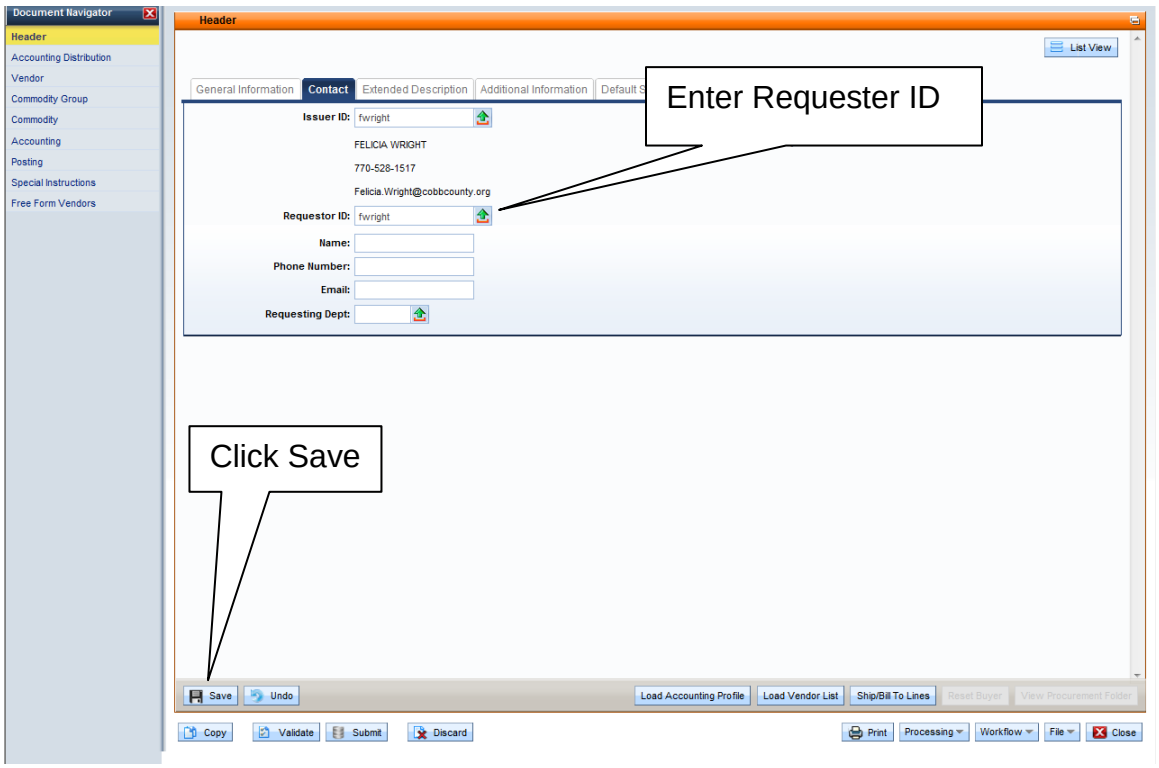


8. Scroll down and click on **Contact**.



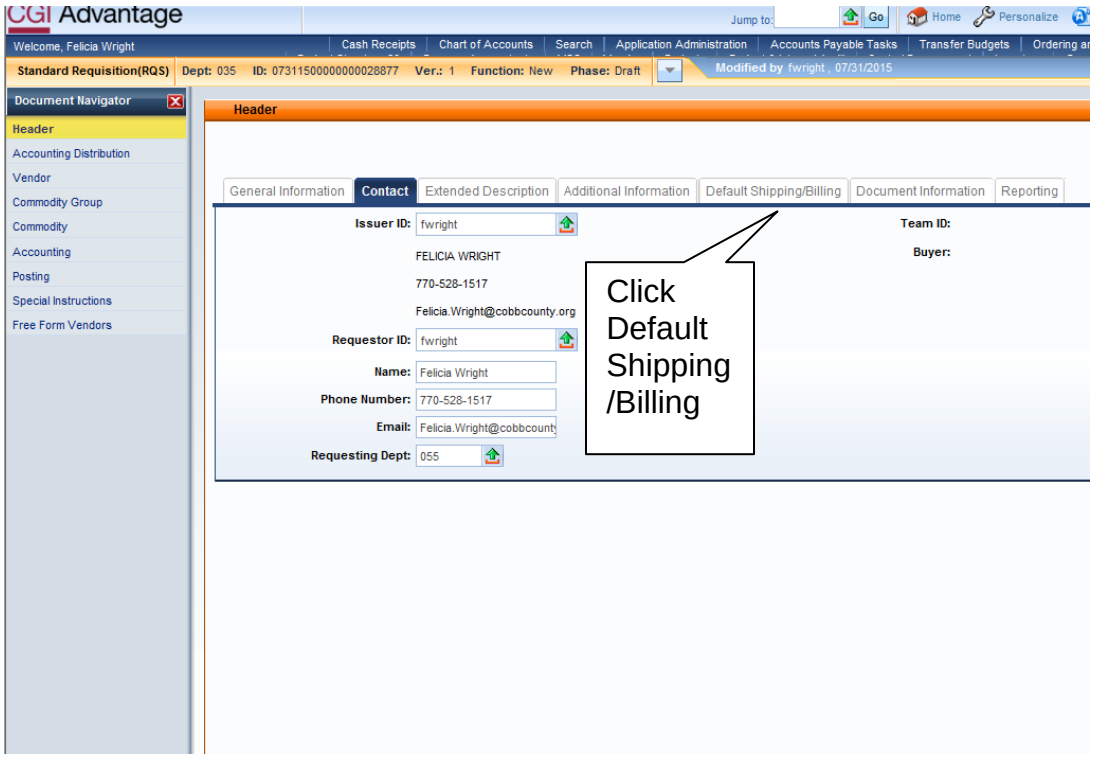
9. Enter **Requester ID**, using the pick list. **OR**
If the Requester is not on the pick list, enter the following information:
Name
Phone Number
Email (Optional)

10. Click **Save**.



Contact Information will infer after you click save.

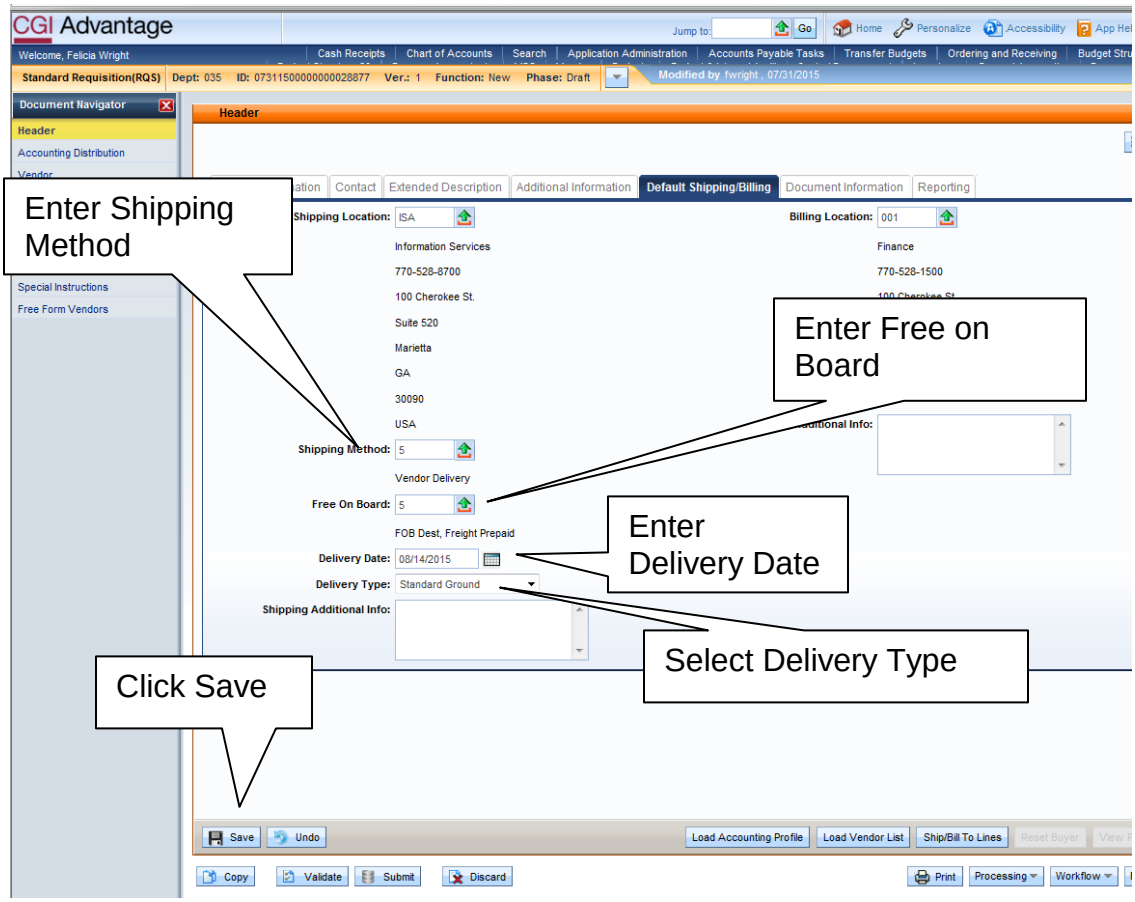
11. Click on **Default Shipping/Billing**.



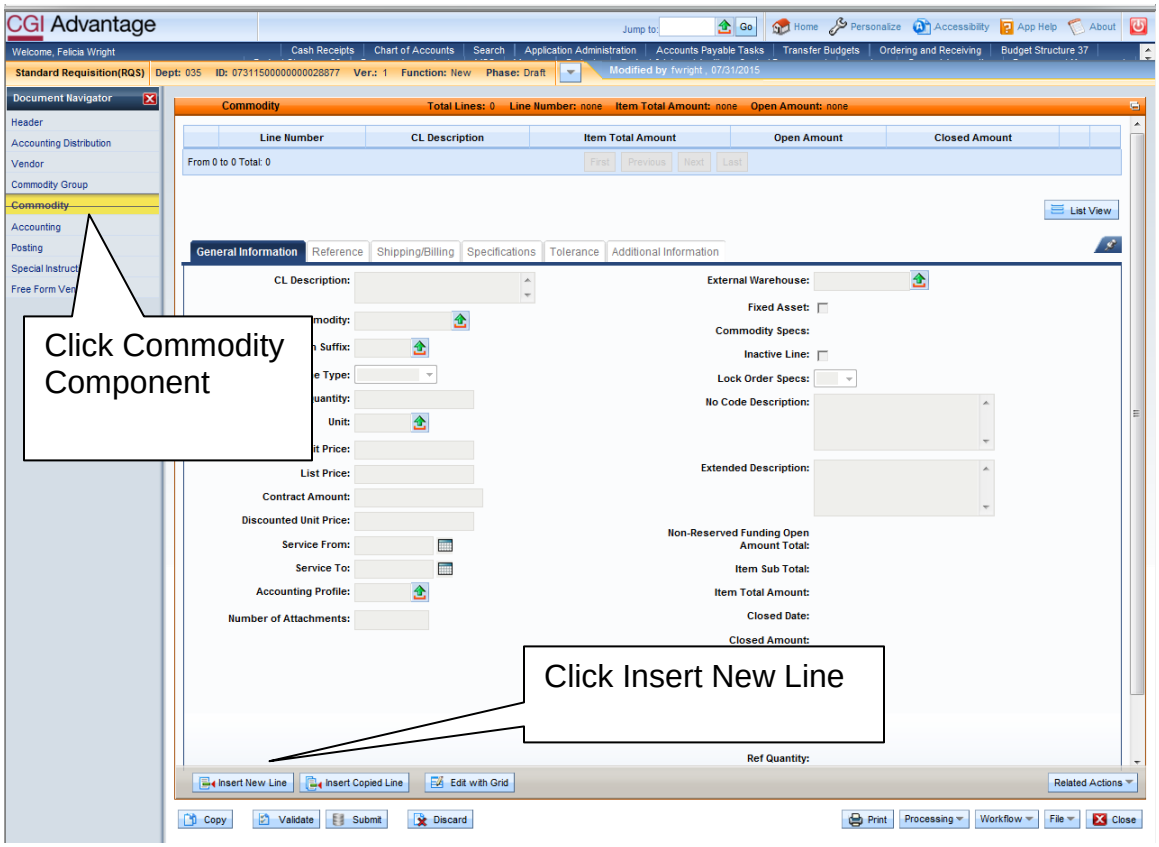
The Shipping and Billing locations will default from your user ID. Verify that your shipping location is correct; you can use the pick list to change shipping location if necessary.

12. Enter **Shipping Method**, or select one using the pick list.
13. Enter (5) on **Free on Board**.
14. Enter **Delivery Date** or click on the calendar to specify date.
15. Specify **Delivery Type**.
16. Click **Save**.

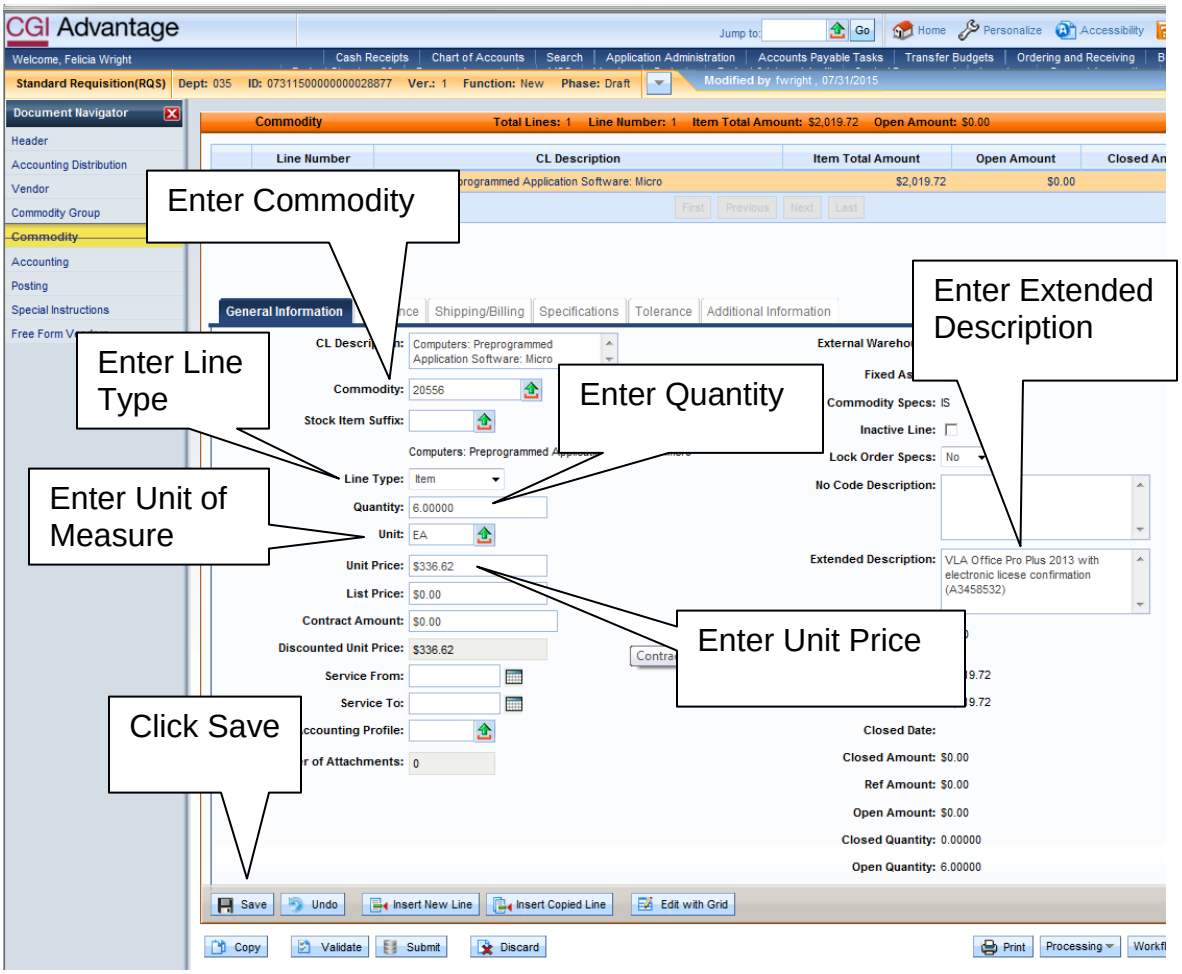
Note: The majority of all deliveries will be Standard Ground and the majority of all Shipping Methods will be Vendor Delivery (5).



17. Click on **Commodity** component.
18. Click **Insert New Line**.



19. Enter **Commodity**, or select a commodity using the pick list.
20. Specify **Line Type** (Item or Service). For line type **Service** see note below.
21. Enter **Quantity**.
22. Enter unit of measure in **Unit**. If you are not sure of the abbreviation use the pick list to select a unit of measure.
23. Enter **Unit Price**.
24. Enter **Extended Description**. **Important Note: A detailed description of the item you are requesting is required**.
25. **Click** Save**.**

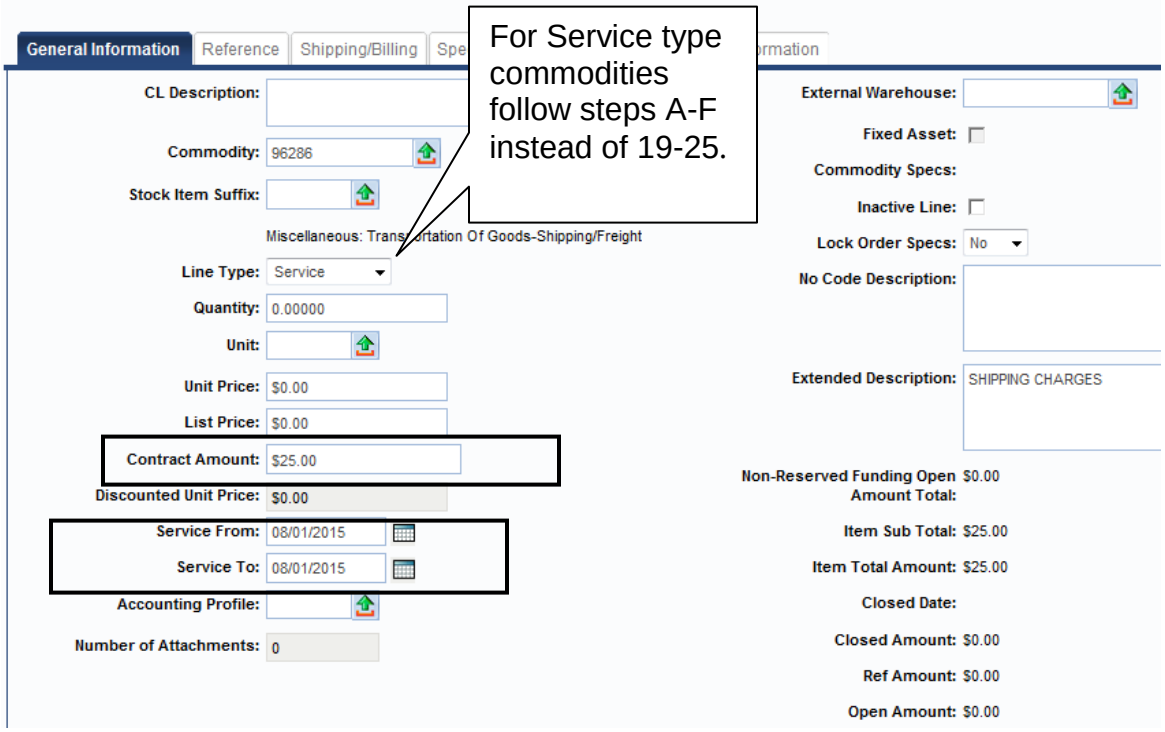


Repeat steps 18-25 for each additional commodity you are requesting.

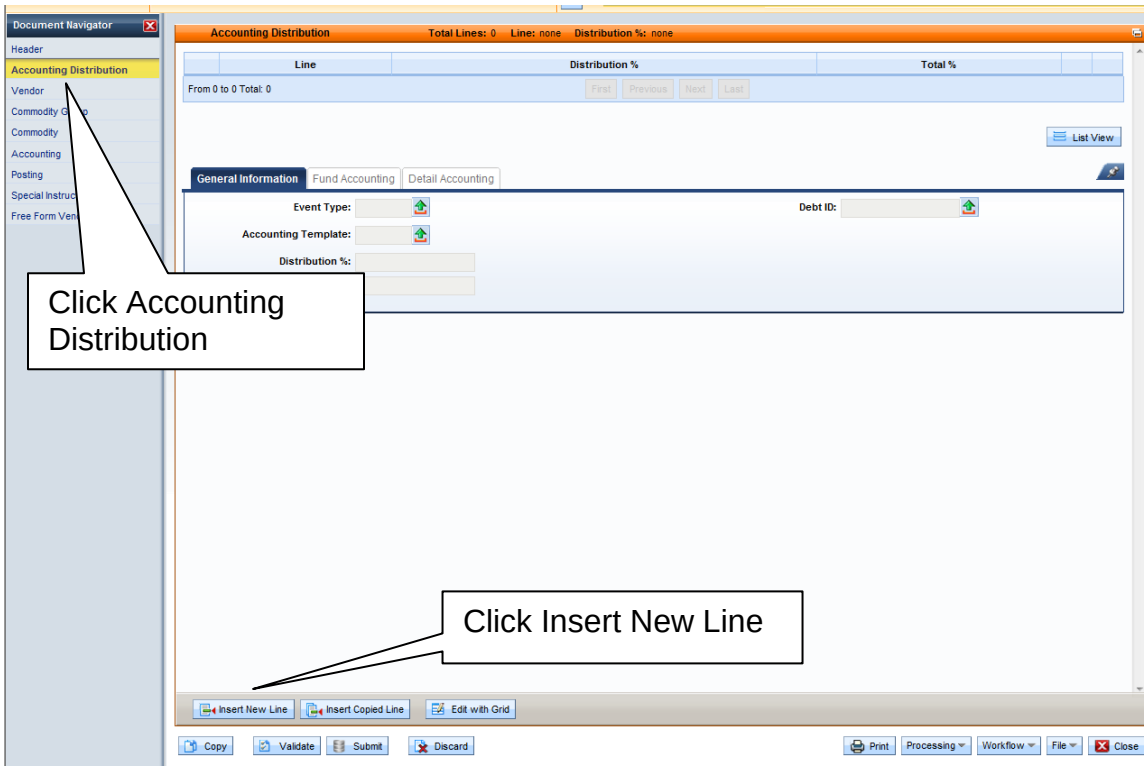
To enter a **Service** line type, follow these steps instead of steps 20-25:

a. Select **Line Type** Service.
b. Enter **Contract Amount**.
c. Enter **Service From** and **Service to Date**.
d. Enter **Extended Description**.
e. Click **Save**.
f. **Remove** shipping details from any service commodities after clicking Ship/Bill To (Step #36).

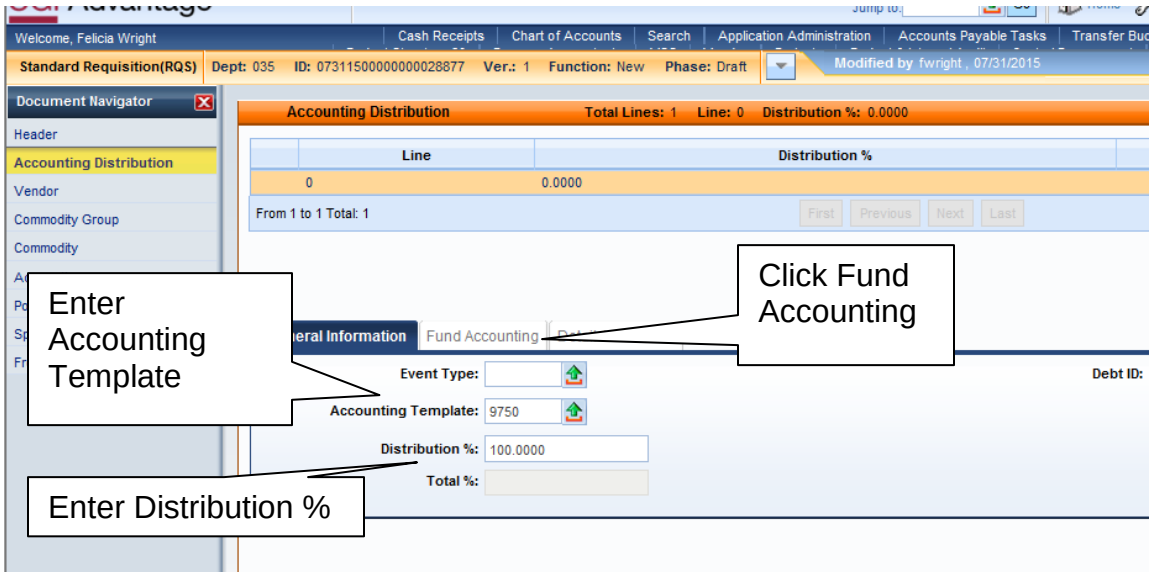
NOTE: A freight line or shipping charge is considered a Service line type. Be sure to follow steps a-f when adding a freight line.



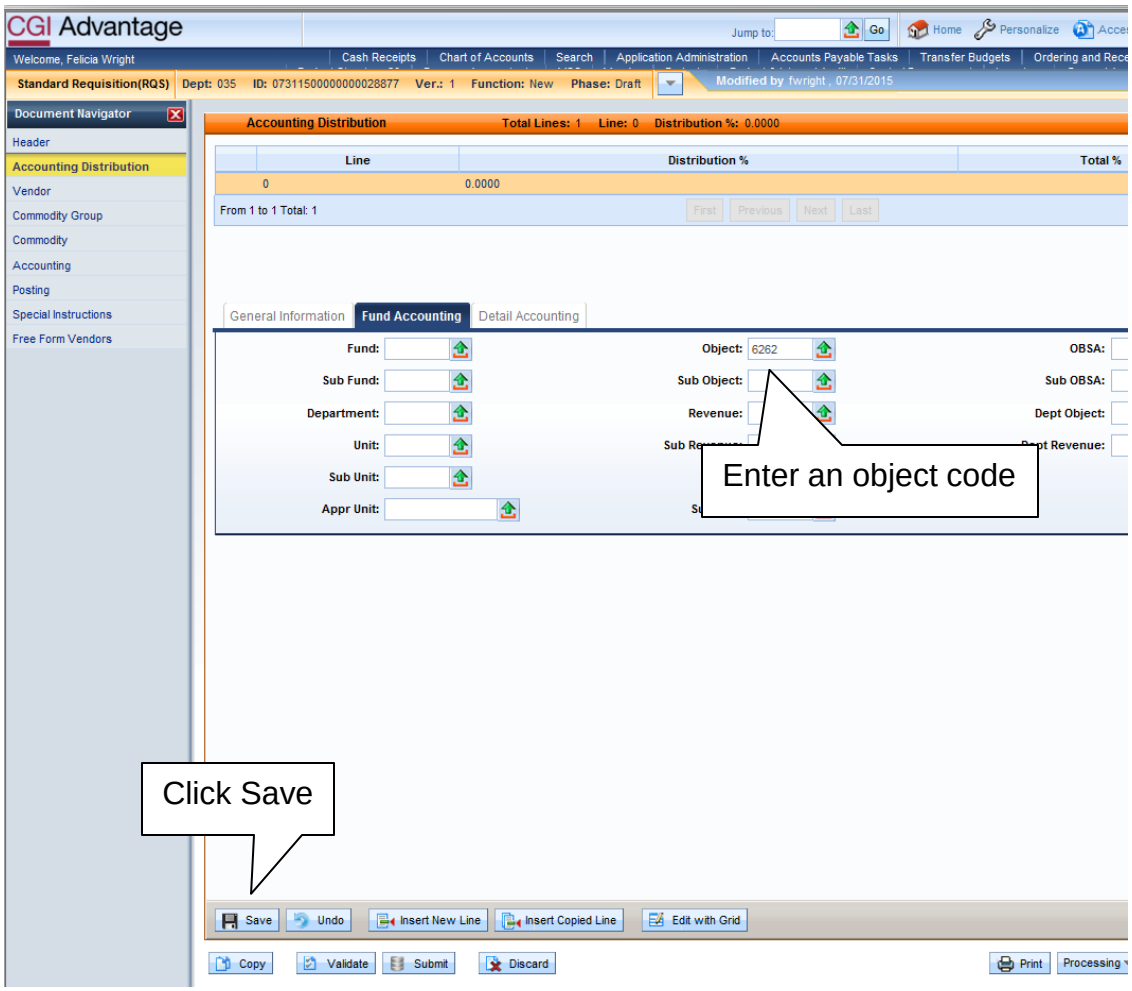
26. Click **Accounting Distribution**.
27. Click **Insert New Line**.



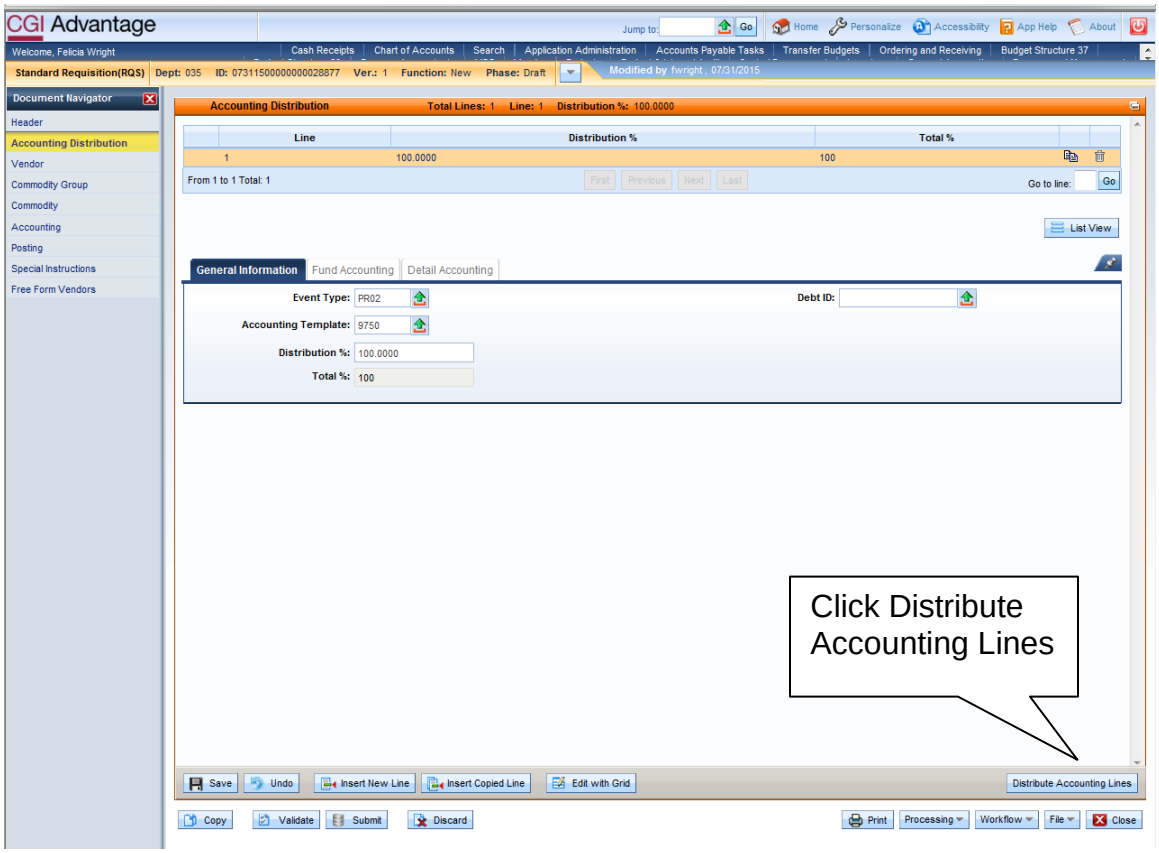
28. Enter **Accounting Template** (Sub Unit).
29. Enter **Distribution %**. The percentage will always be 100% when you have the same Unit number for different lines. You may want to build your own accounting lines if you have more than one Unit to charge your document to.



30. Click **Fund Accounting**.
31. Enter **Object Code** if all commodities are going to be charged to one object code. If multiple object codes are to be used, skip step 31, and follow step 35.
32. Click **Save**.

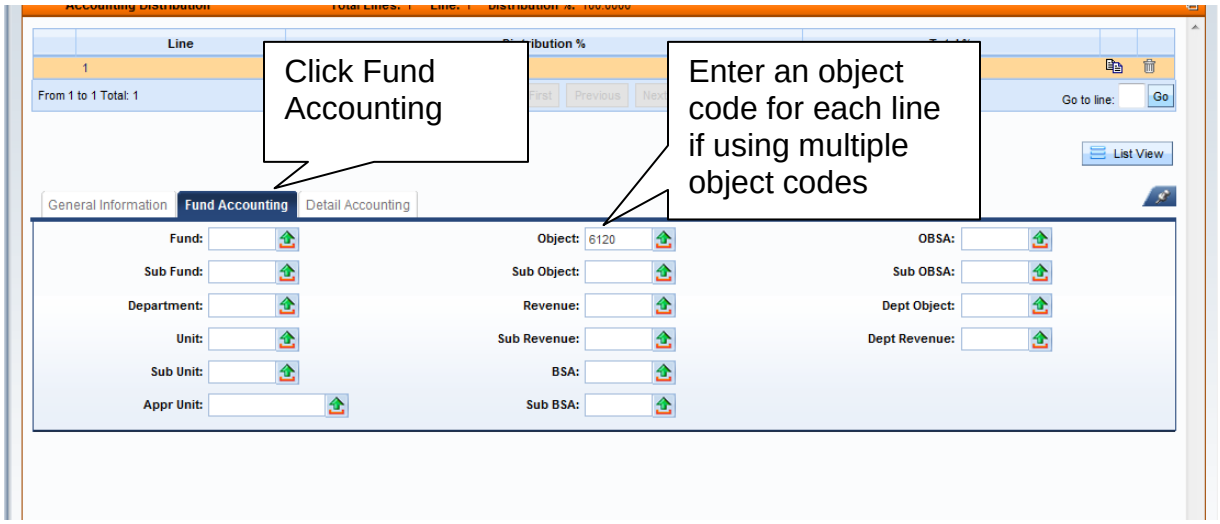


33. Click **Distribute Accounting Lines**.



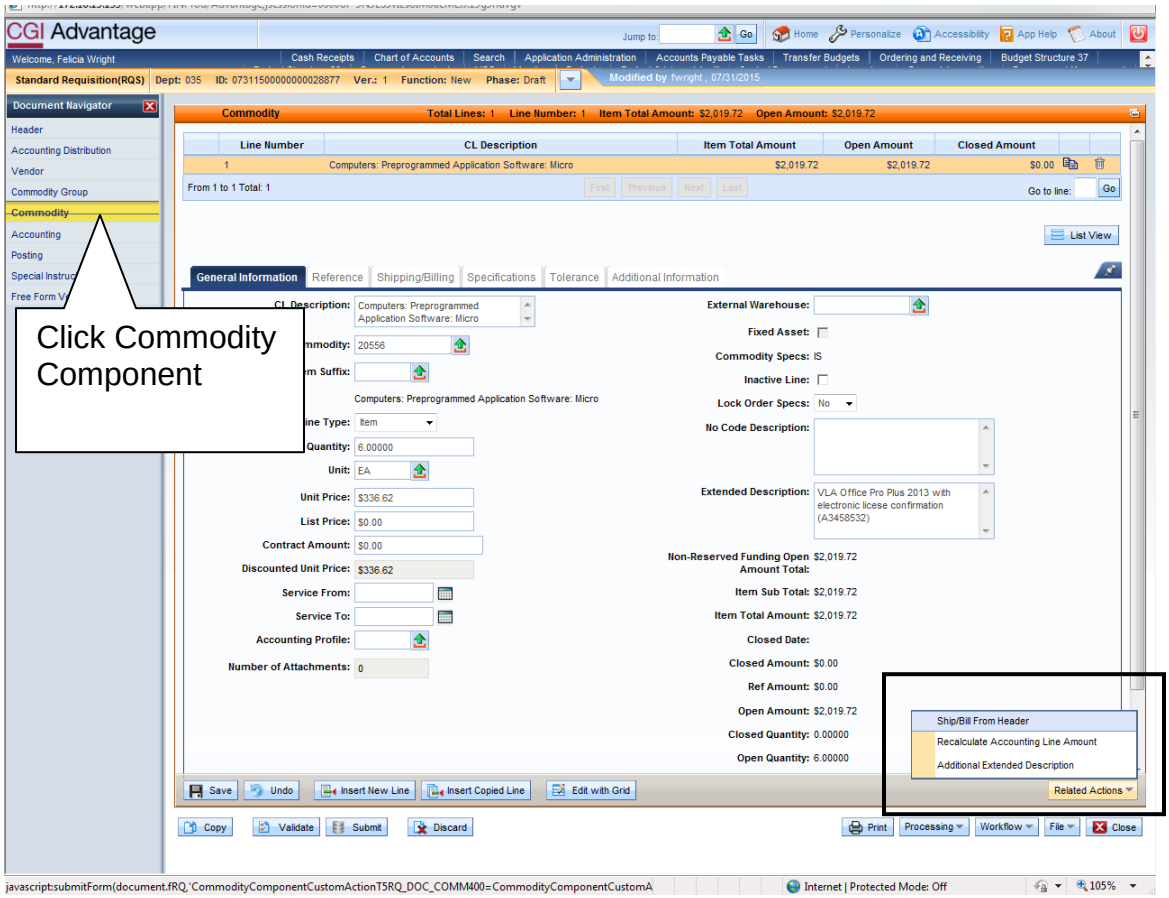
This will create an accounting line for each commodity entered. If you are charging all commodity lines to the same object code, skip step 34, and continue with step 35.

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



35. Click on the **Commodity** Component. Click **Related Actions** and **Ship/Bill From Header.**

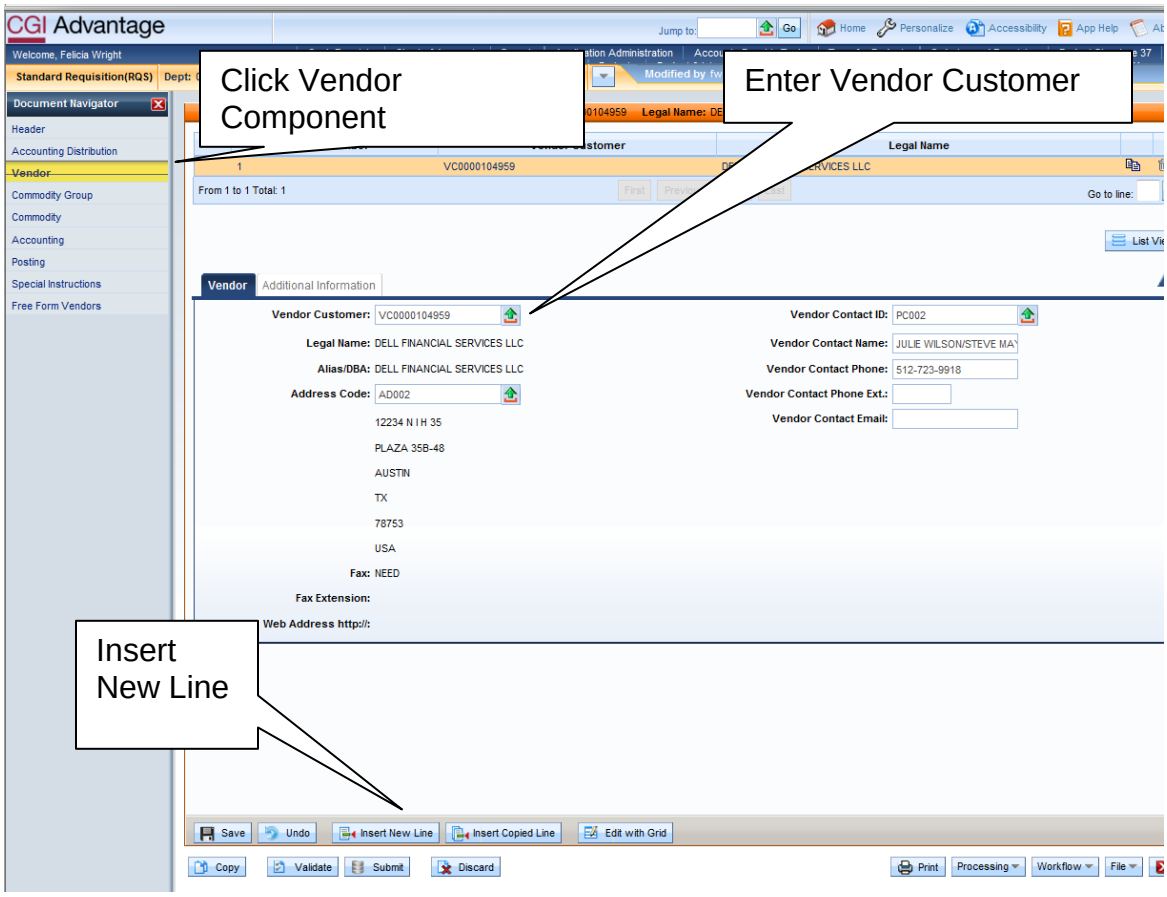
NOTE: Remove shipping details from any service line type commodities



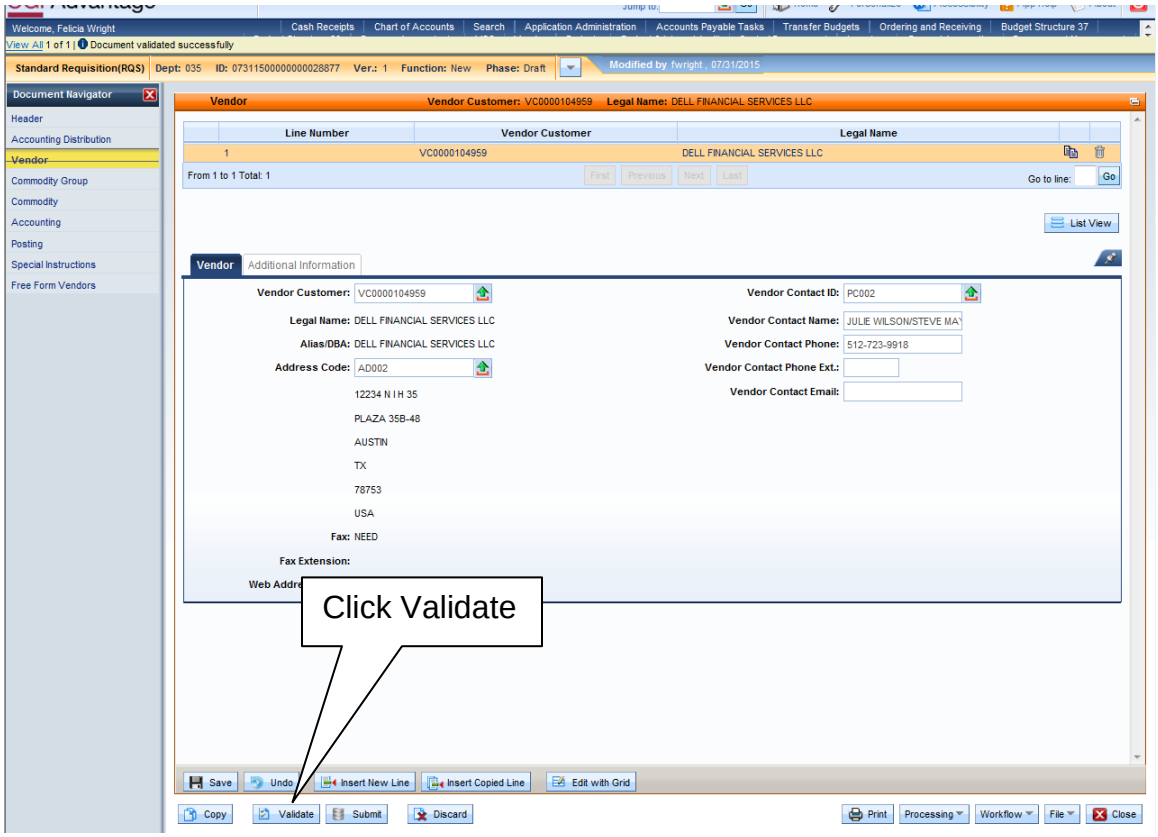
Adding a vendor is not required for a requisition. If you wish to add a vendor to the requisition complete the following steps.

1. Click on **Vendor** component.
2. Click **Insert New Line**.
3. Enter **Vendor Customer**, or select a vendor using the pick list.
4. Click **Save**. The vendor information will infer. If needed the vendor contact information can be changed, but the fields can not be blank.

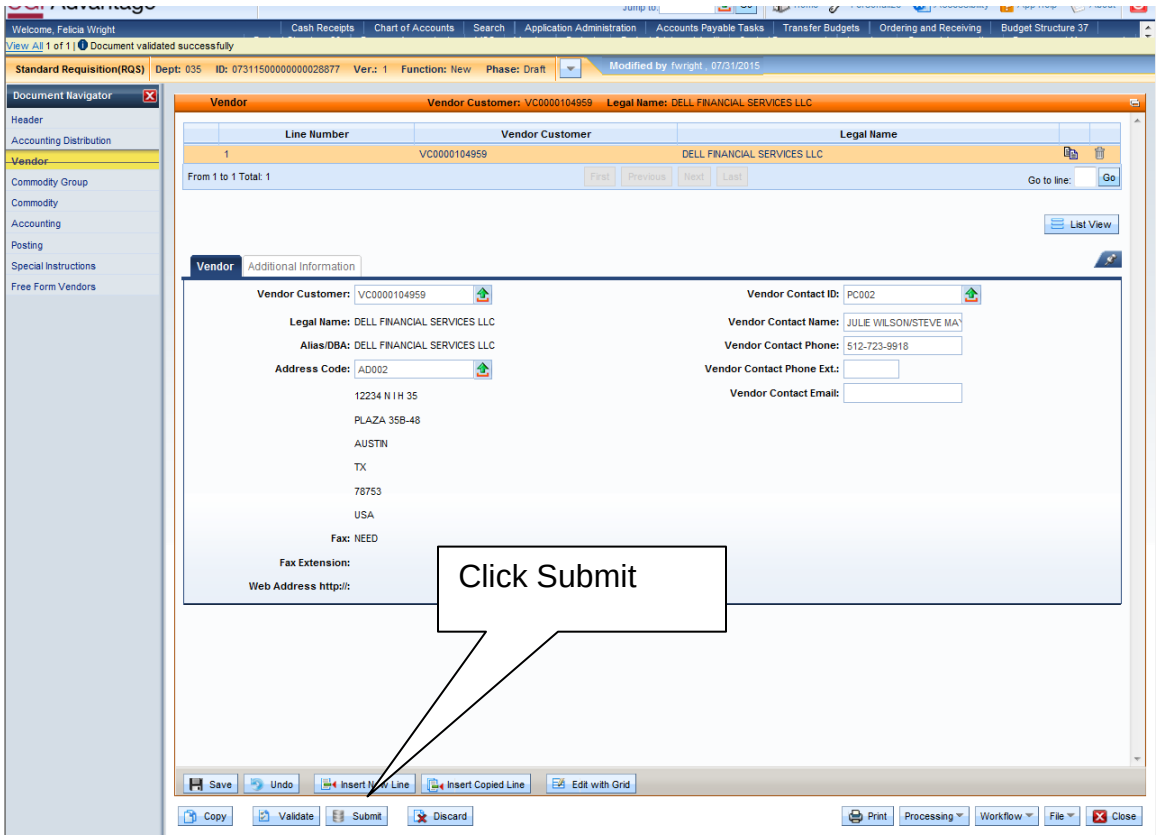
Note: Only select a vendor with an active status of '2'



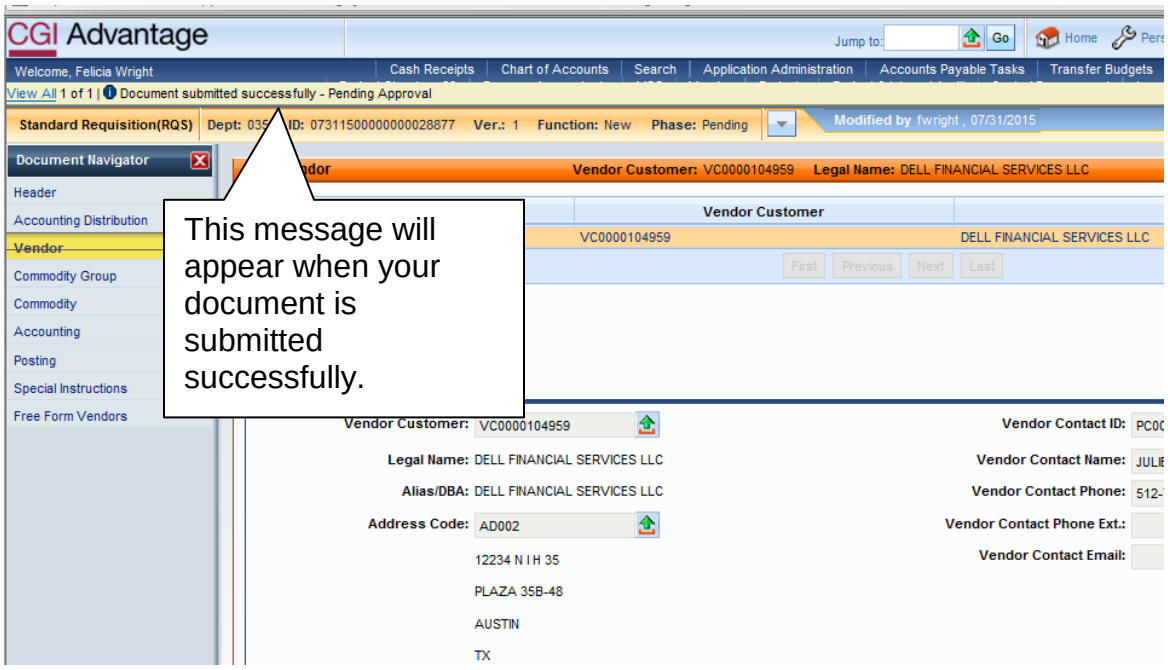
36. Click **Validate**.



37. When the document validates successfully, click **Submit**.



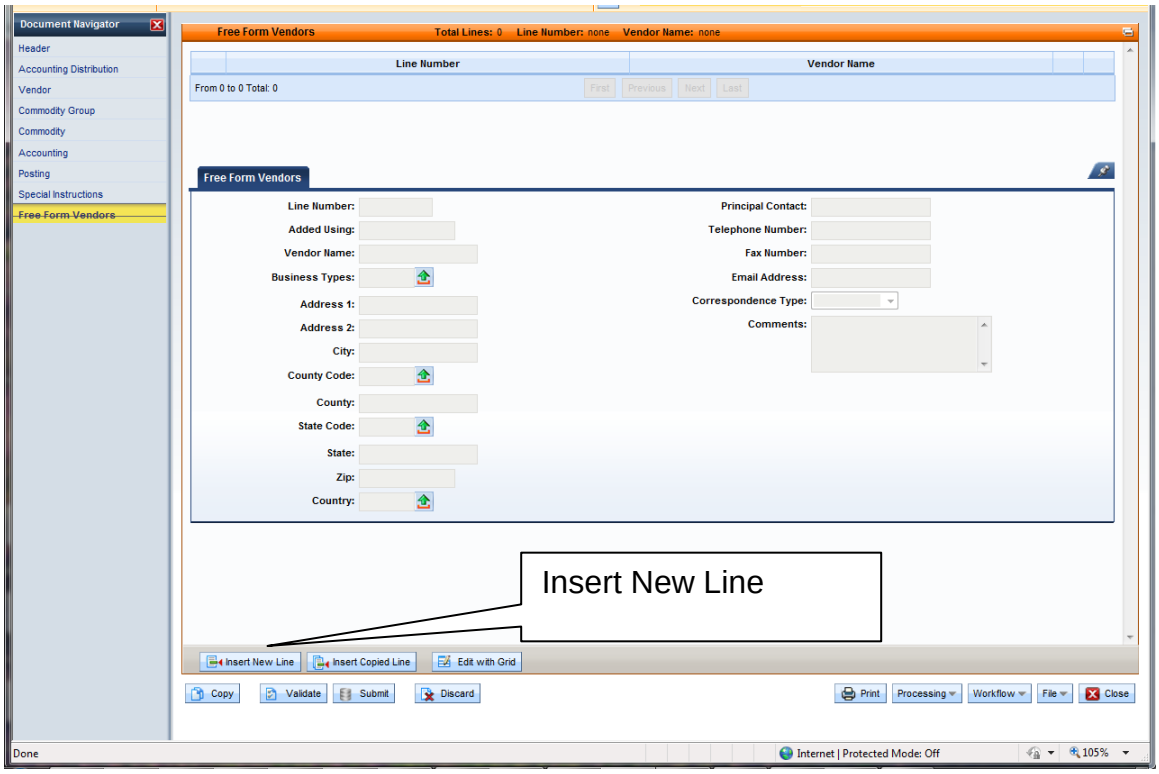
This message will appear when your document is submitted successfully.



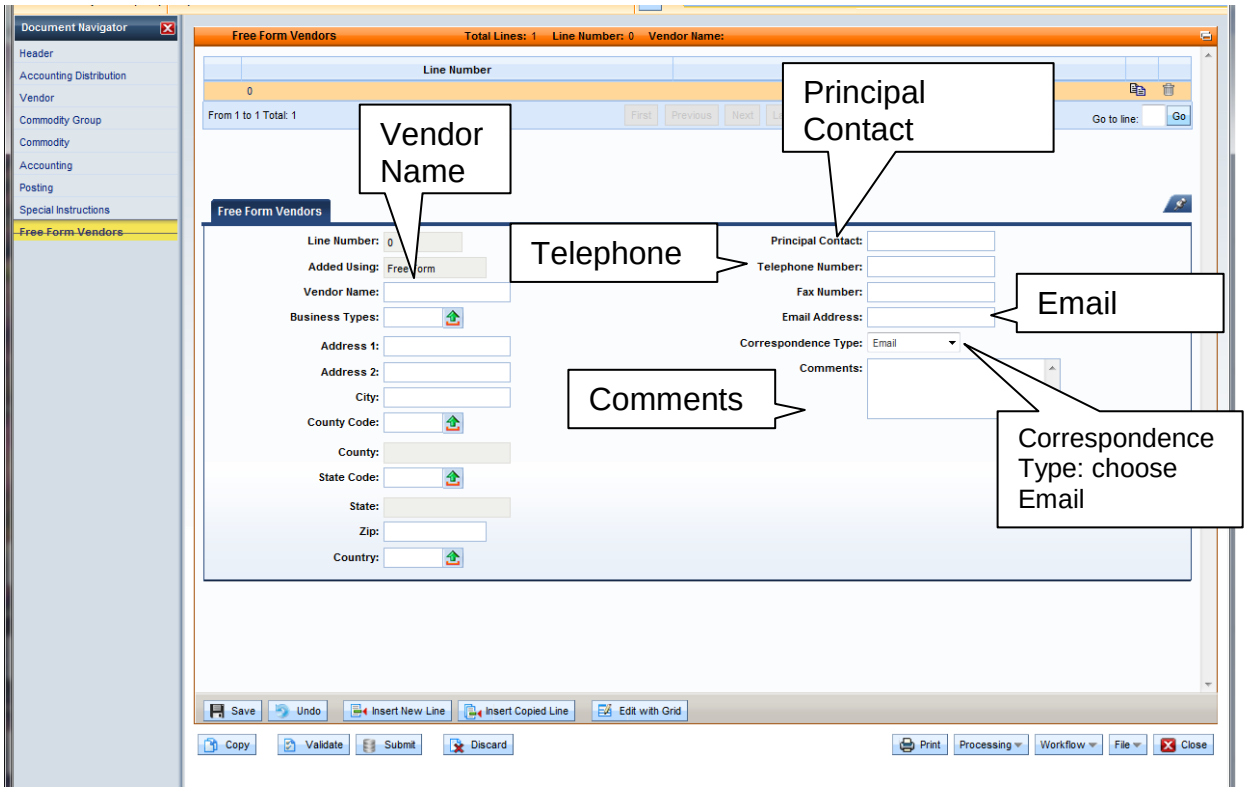
Free Form Vendors for a Requisition

The Free Form Vendor on the Requisition is an optional section which allows you to suggest vendors Purchasing can obtain quotes from. You are able to enter vendors who are not current, active Cobb County vendors.

To enter a suggested vendor on the Requisition, click on Insert New Line.

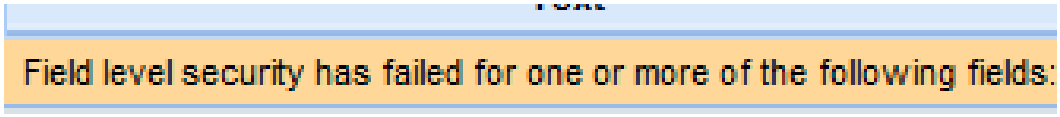


Enter the vendor name, principal contact, telephone number, email address, and choose Correspondence Type Email. You can add additional information in the Comments box. There is no place for a vendor number on this screen. If the vendor you are suggesting is a current Cobb County vendor, please enter their vendor number in the Comments box.



Requisition Cancellation

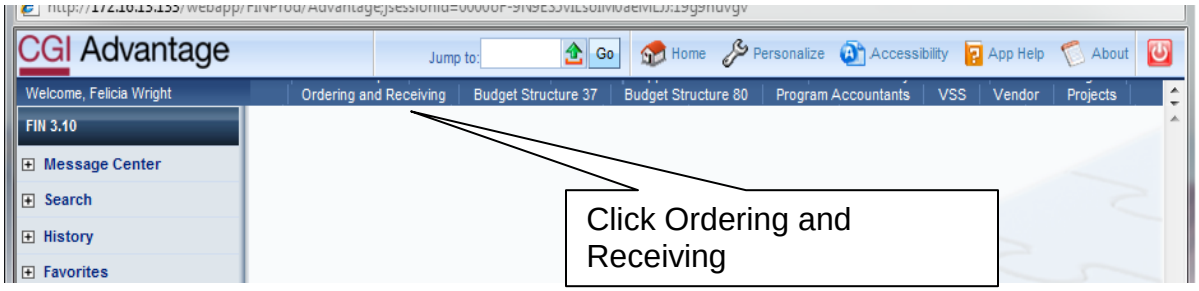
You are not authorized to cancel a requisition. If you try to perform a requisition cancellation you will receive the following error message.



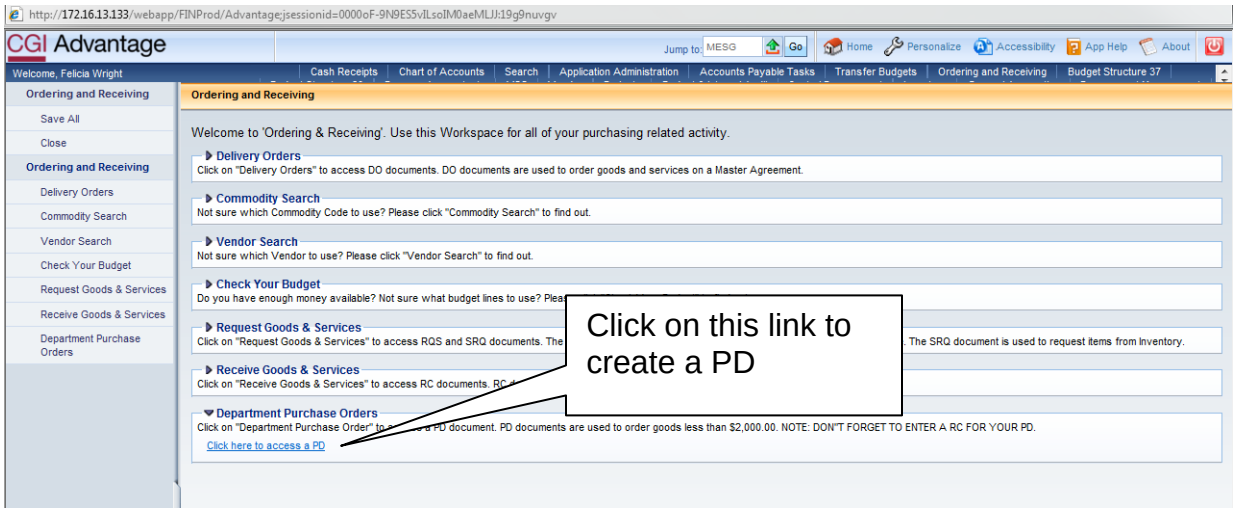
If you need a requisition cancelled, contact the Purchasing Department.

Department Purchase Order (PD)

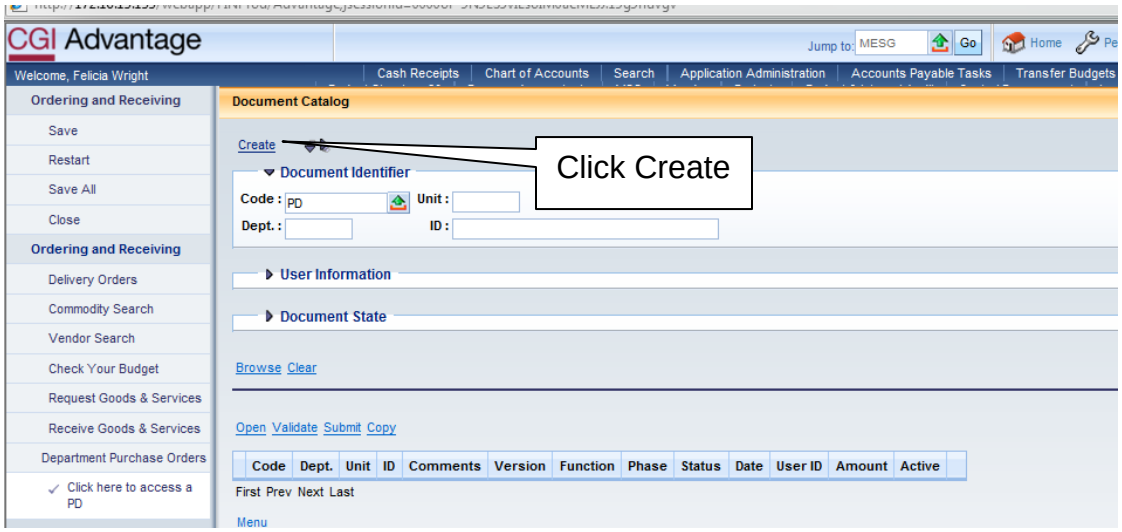
1. Click **Ordering and Receiving**.



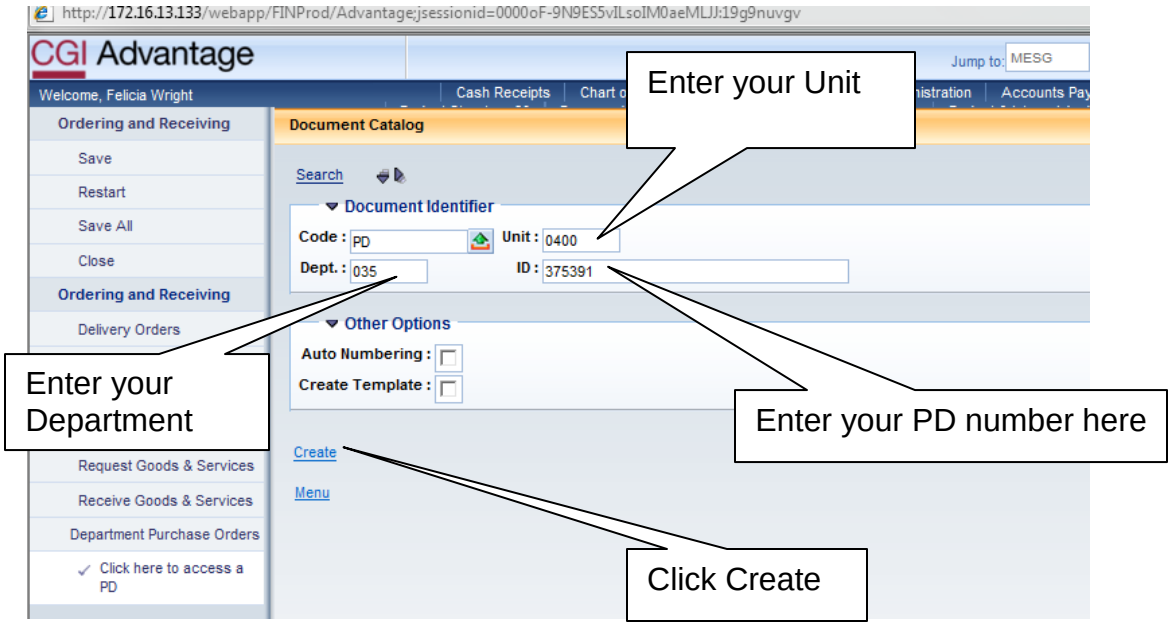
2. Click on **Department Purchase Orders**.
3. Click on **Click here to access a PD**.



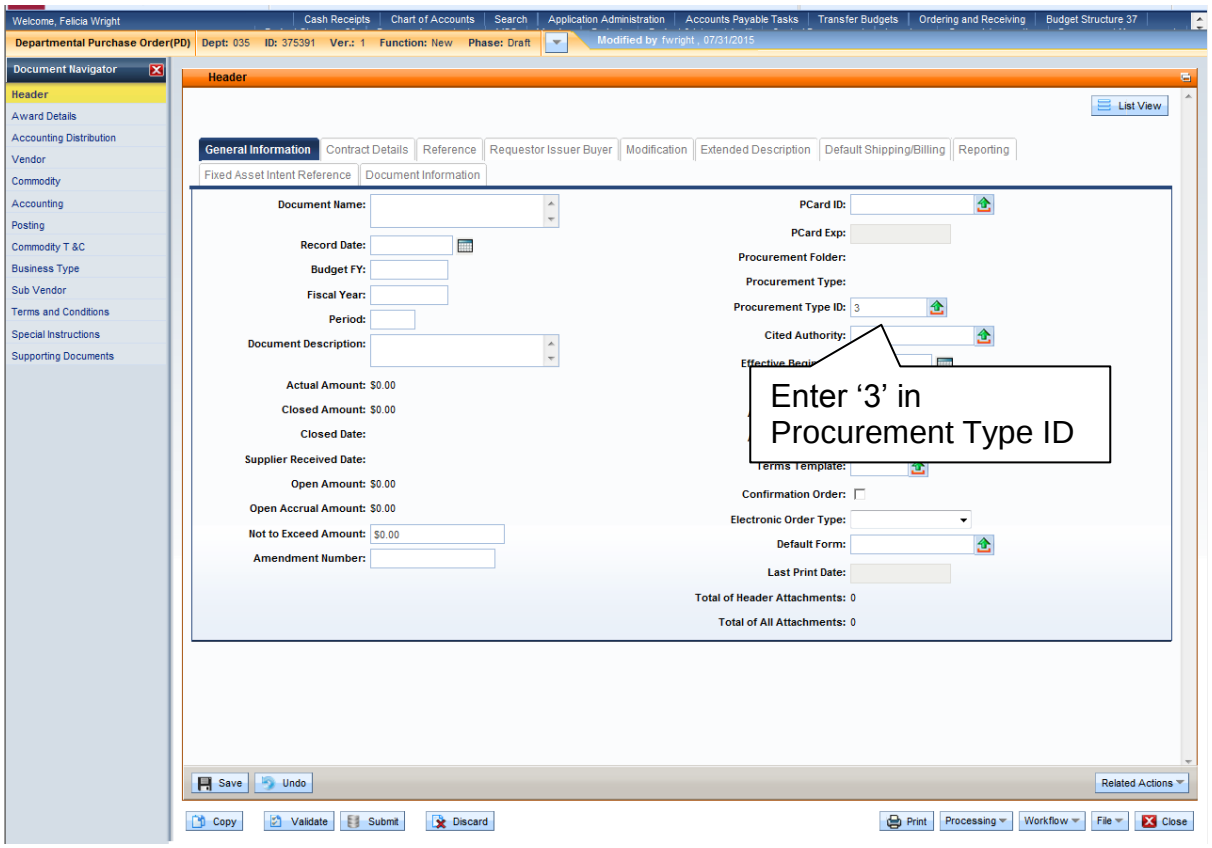
4. Click **Create** at top of page.



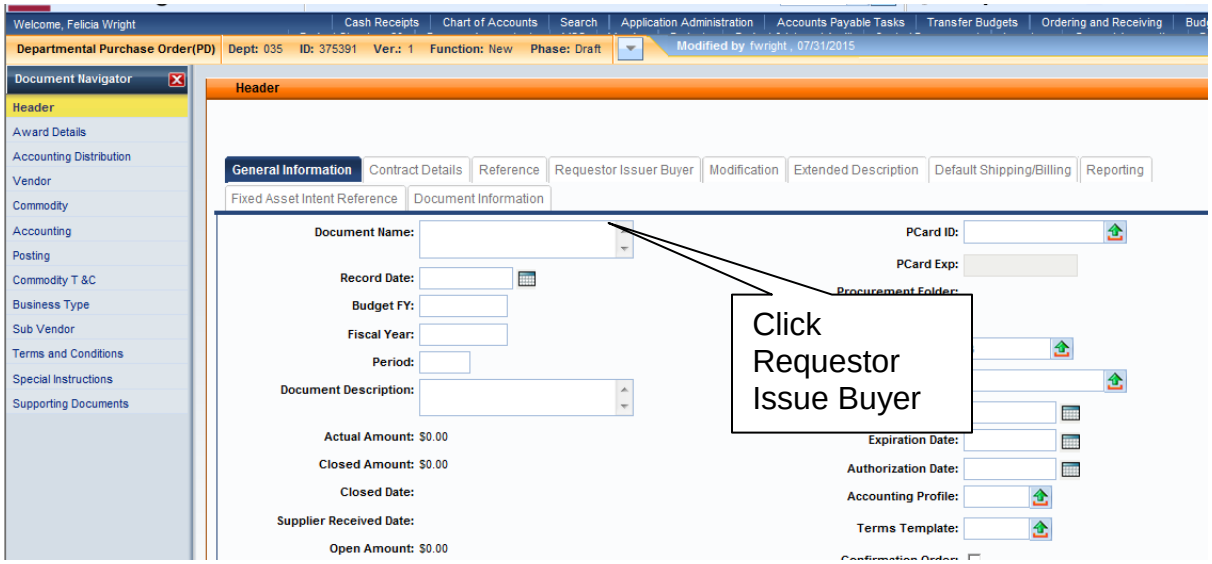
5. Enter your **Department**, **Unit** and enter your PD number in **ID**.
6. Click on **Create**.



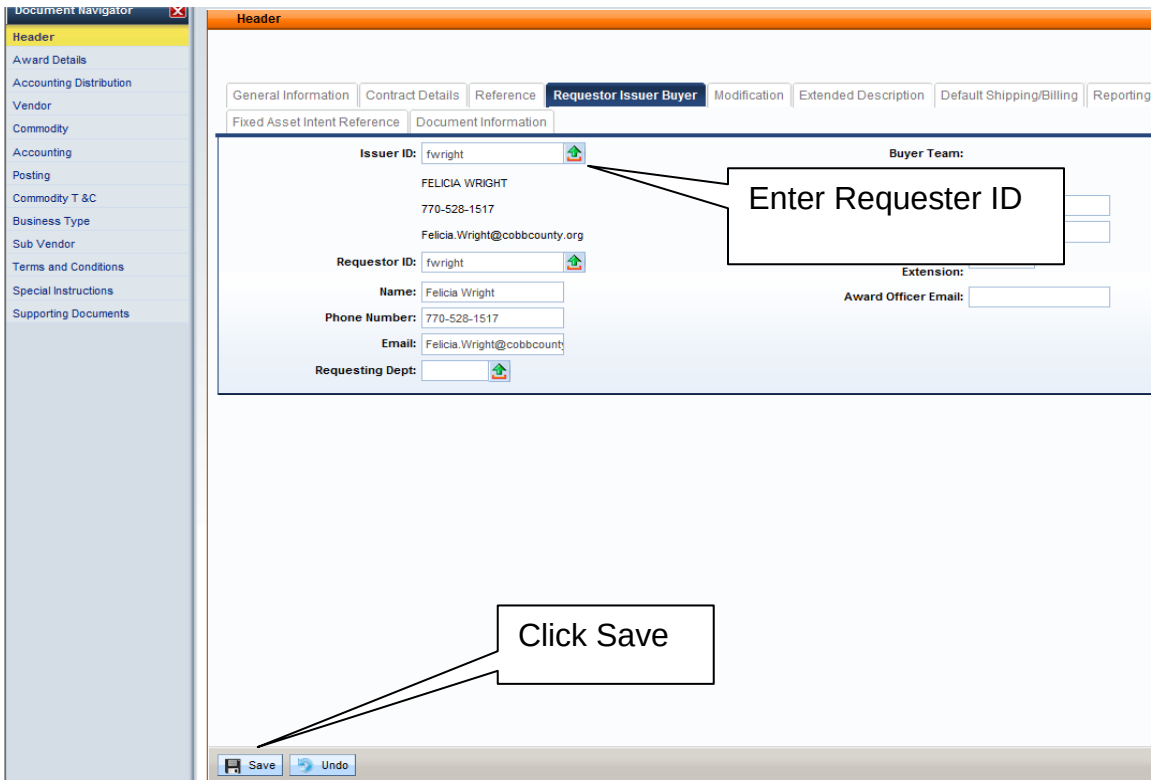
7. Enter 3 in **Procurement type ID**.



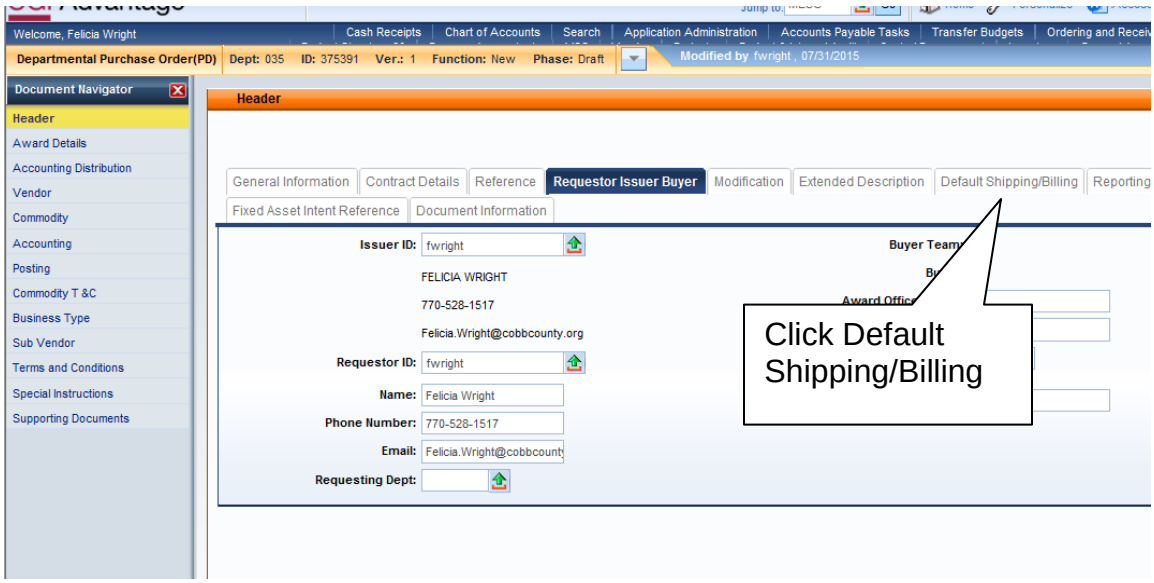
8. Click on **Requestor Issue Buyer**.



9. Enter **Requester ID** using the pick list. OR
   If the Requester is not on the pick list, enter the following information:
   Name
   Phone Number
   Email (Optional)
10. Click **Save.** If you used the pick list the name, and phone will default at this time.



13. Click on **Default Shipping/Billing**

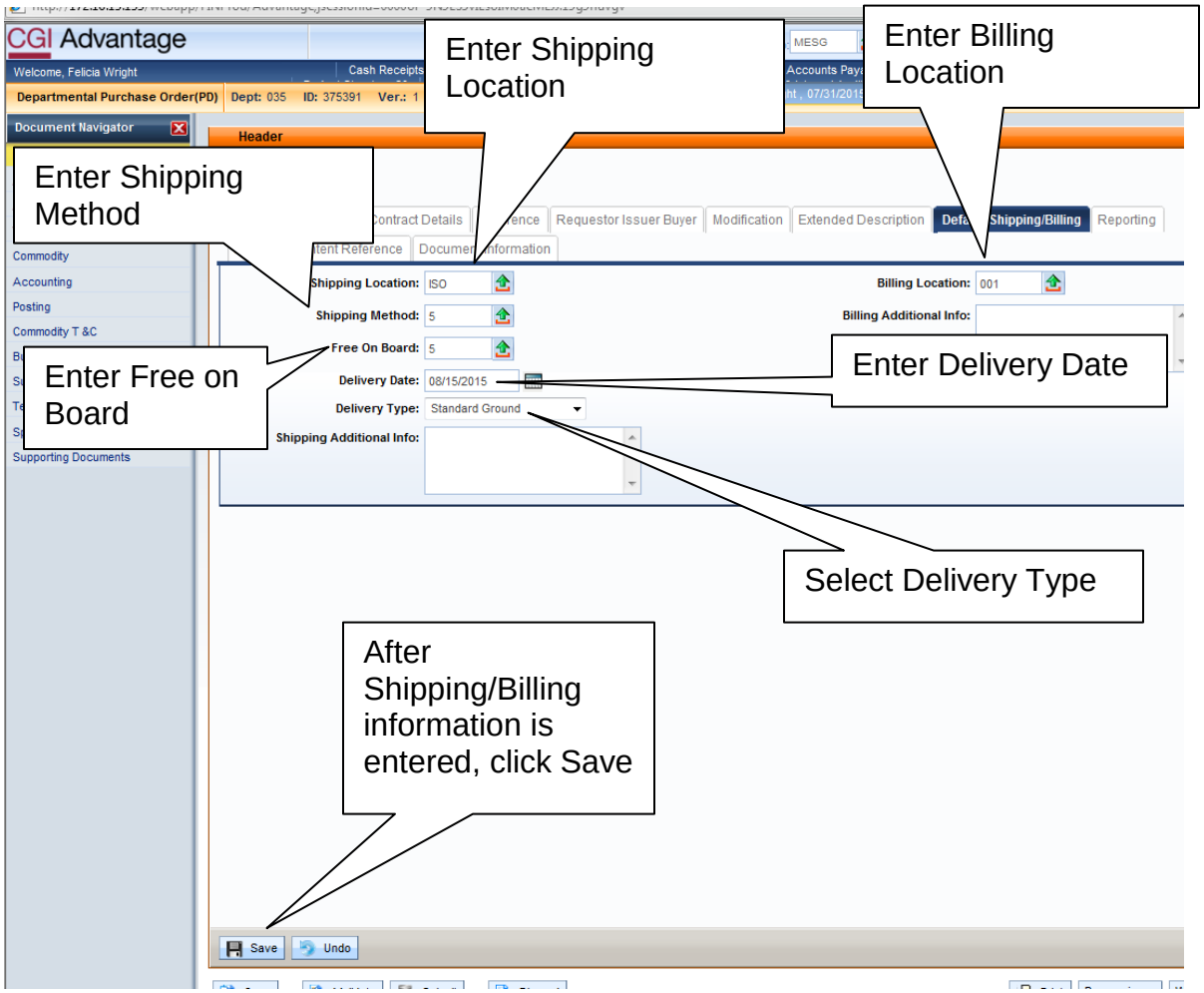


14. Enter **Shipping Location Code**, or select from pick list.
15. Enter **001** in **Billing Location**.
16. Enter **Shipping Method**, or select from pick list.

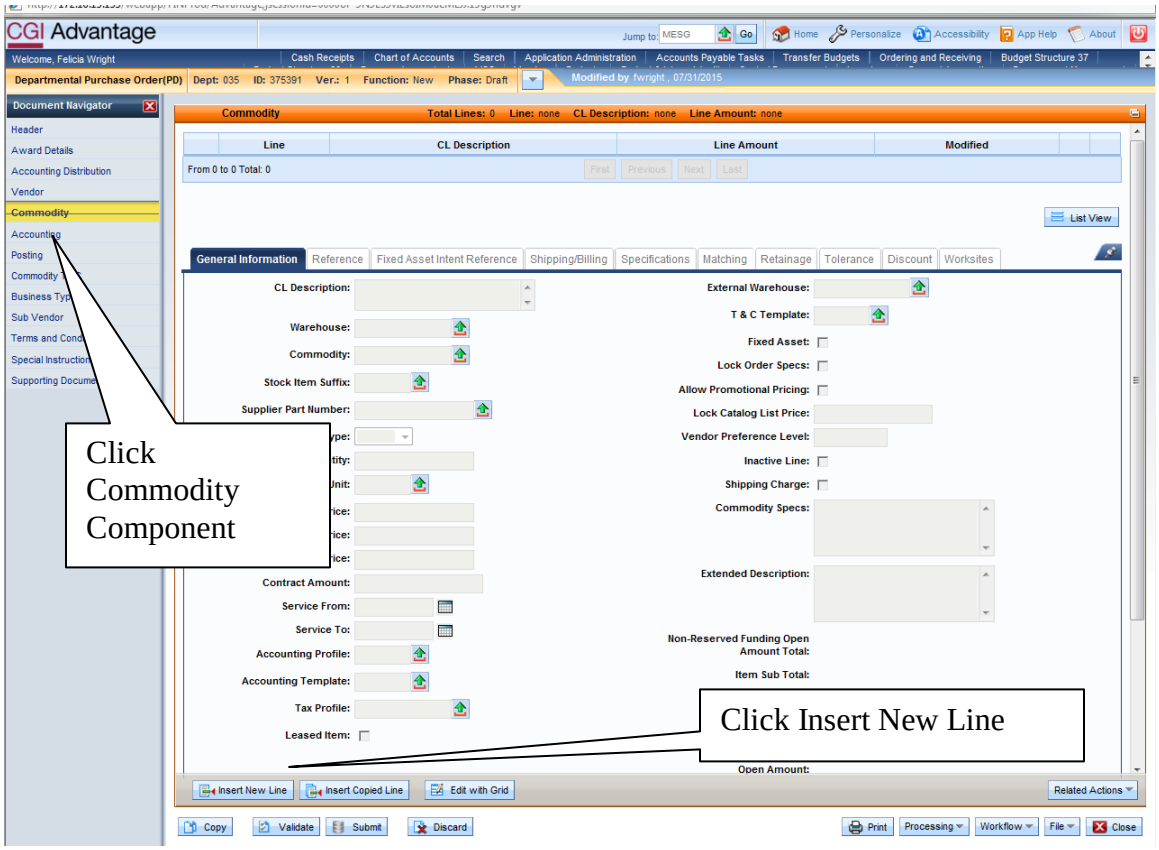
Note: Most PD's will be Customer Pick Up (11). Some will be Vendor Delivery (5).

17. Enter **(5)** in **Free on Board**
18. Enter **Delivery Date** or use Calendar to specify date.
19. Specify **Delivery Type**.

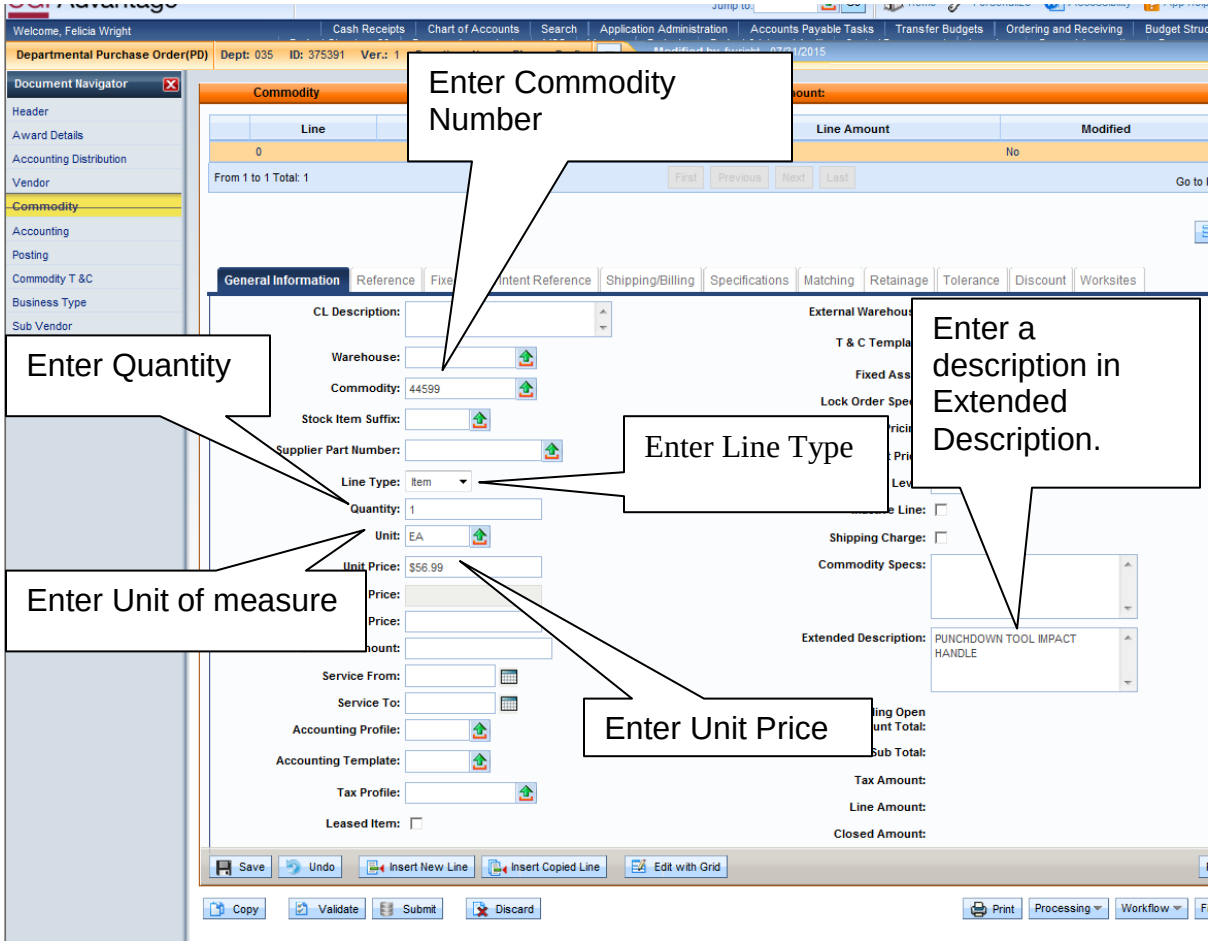
    Note: The majority of all deliveries will be Standard Ground, or Customer Pick Up.
20. Click **Save**.



21. Click on **Commodity** component.
22. Click **Insert New Line**



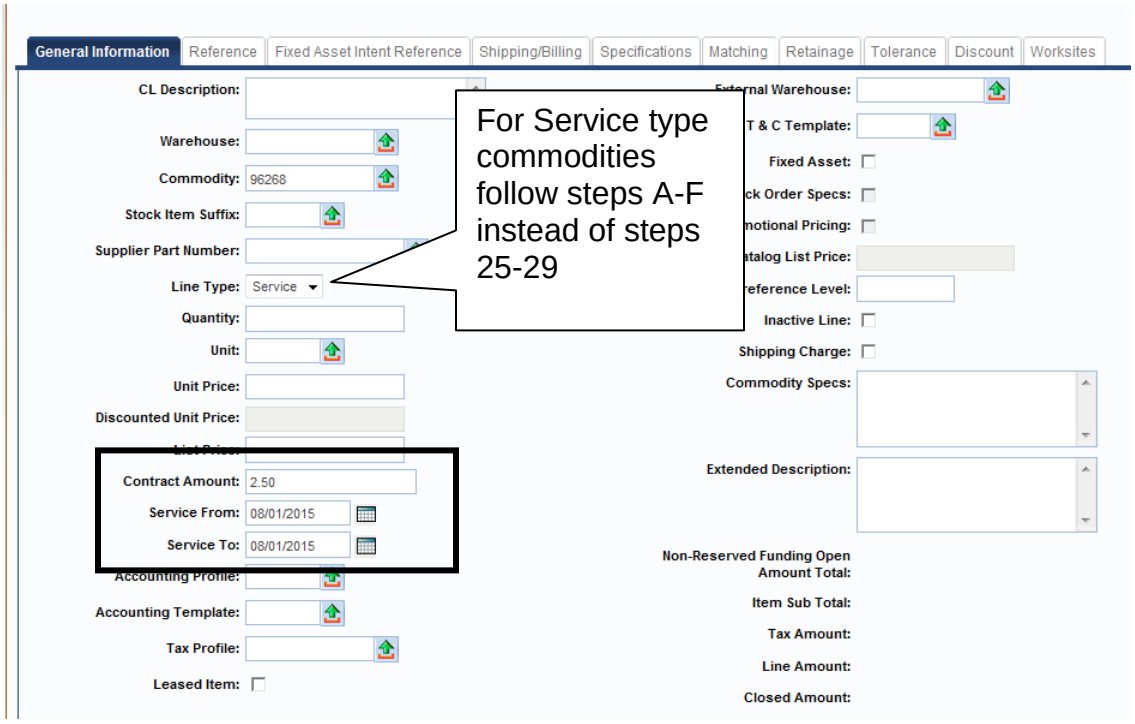
23. Enter **Commodity** number, or select a commodity using the pick list. Be sure the commodity you select has an active status of “True”.
24. Specify **Line Type** (Item or Service). For line type **Service** see note below.
25. Enter **Quantity**.
26. Enter unit of measure in **Unit**, or select a unit of measure using the pick list.
27. Enter a unit price in **Unit Price**.
28. Enter a description in **Extended Description**.
29. Click **Save**.
30. Repeat steps 22 through 29 for each additional commodity.



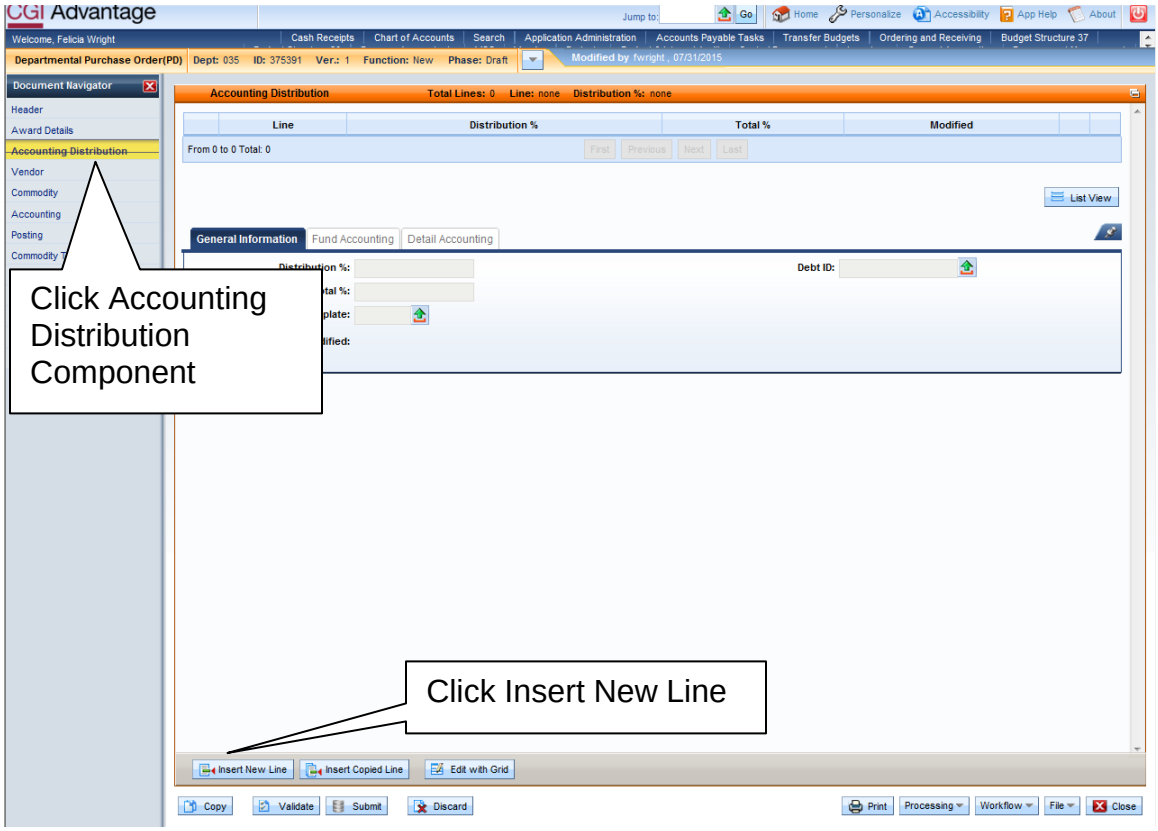
To enter a **Service** line type, follow these steps instead of steps 25-29:

a. Select **Line Type** Service.
b. Enter **Contract Amount**.
c. Enter **Service From** and **Service To Date**.
d. Enter **Extended Description** if required.
e. Click **Save**.
f. **Remove** shipping details from any service commodities after clicking Ship/Bill To (Step #40).

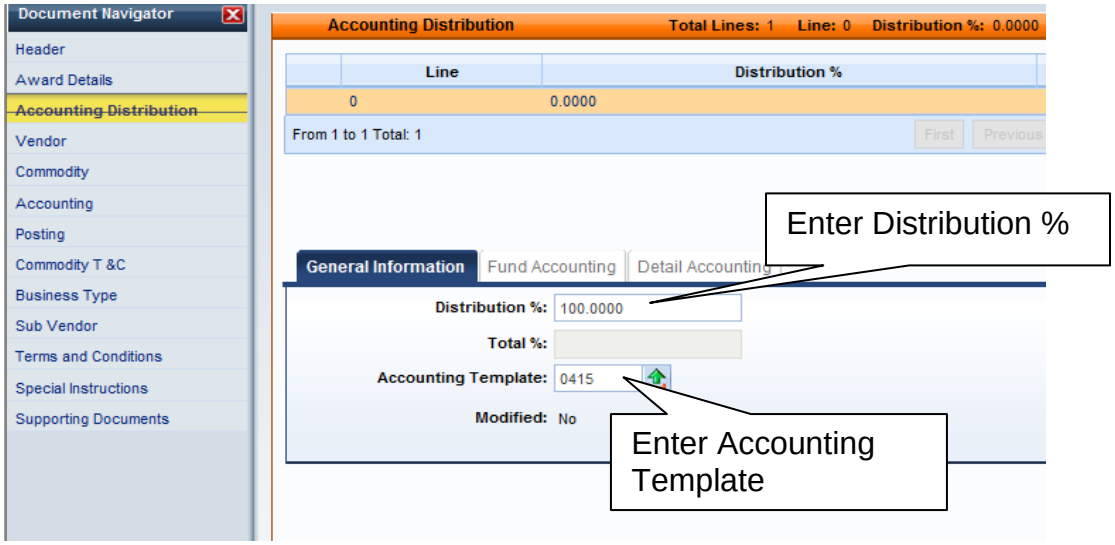
NOTE: A freight line or shipping charge is considered a Service line type. Be sure to follow steps a-f when adding a freight line.



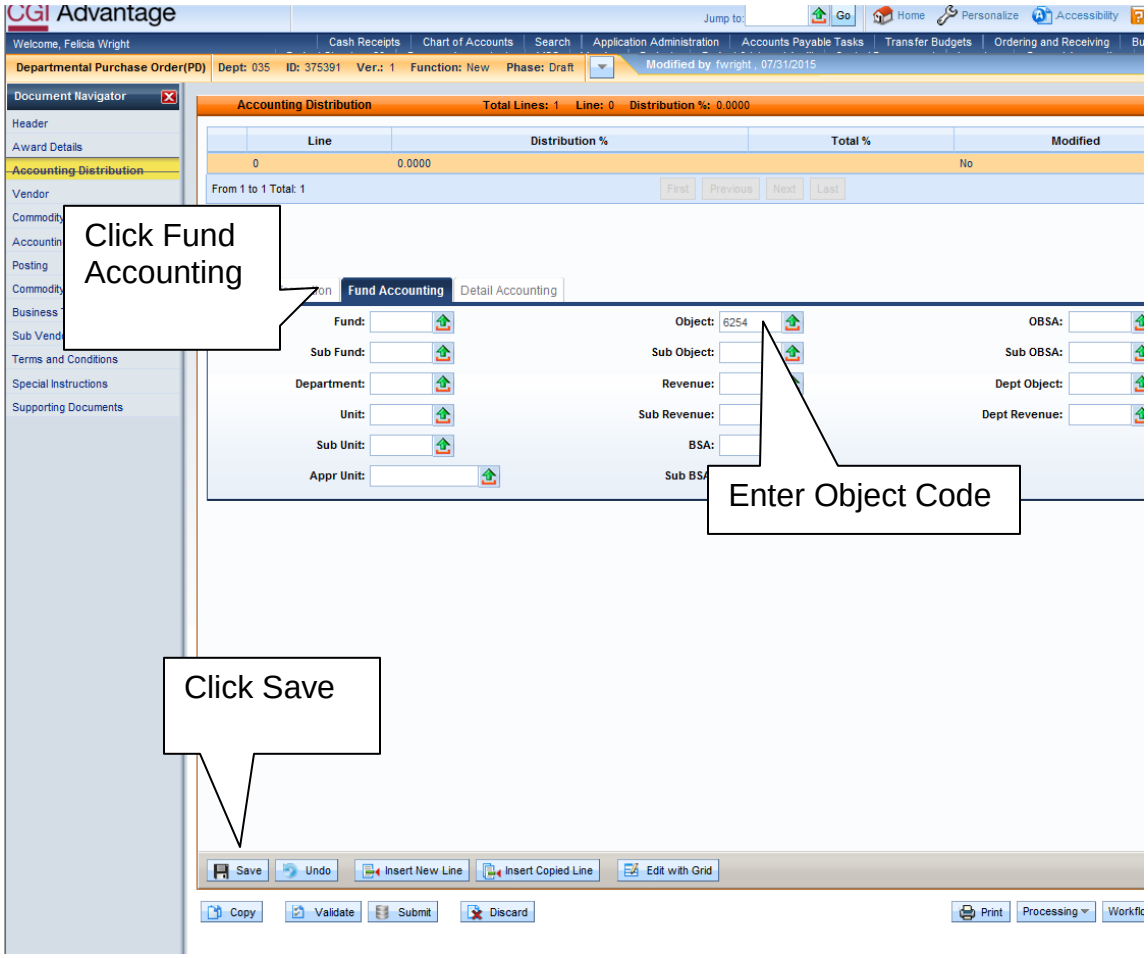
31. Click on **Accounting Distribution** component.
32. Click **Insert New Line**.



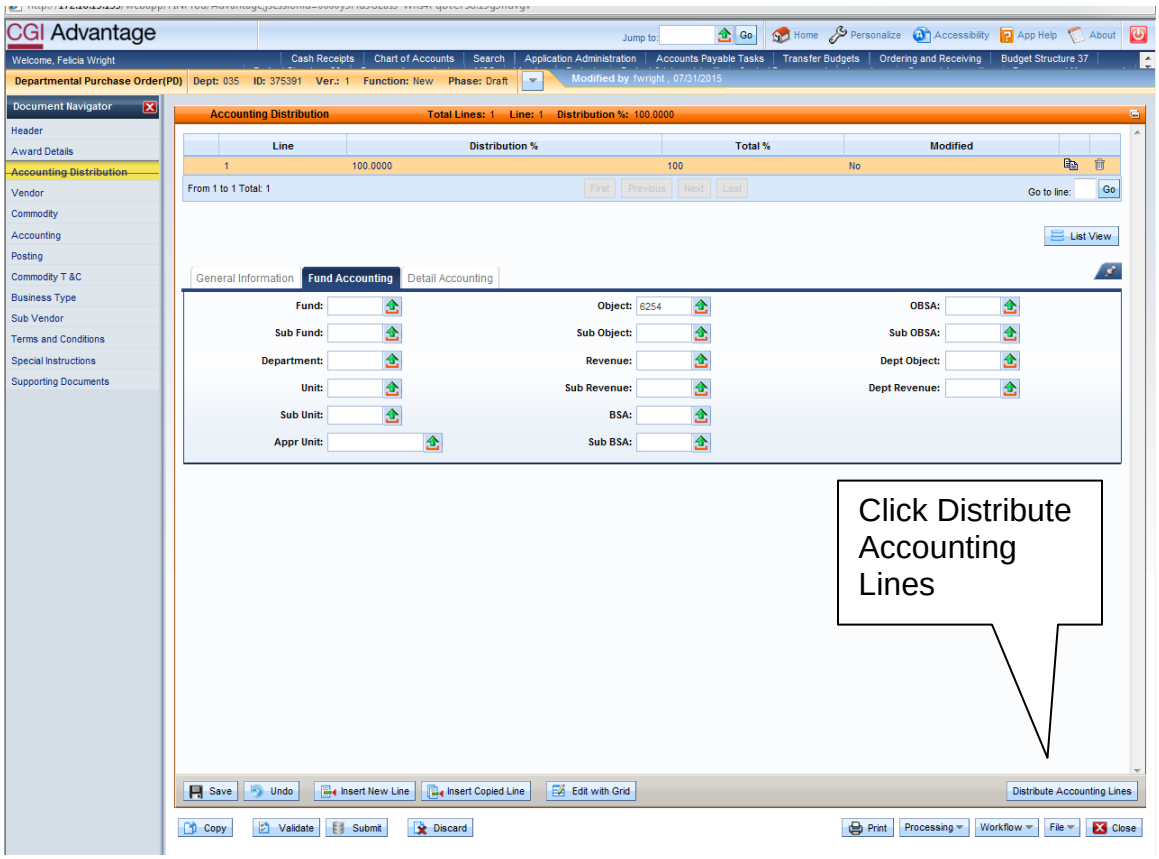
33. Enter **Distribution %**. The percentage will always be 100% when you have the same Unit number for different lines. You may want to build your own accounting lines if you have more than one Unit to charge your document to.
34. Enter **Accounting Template** (Sub Unit).



35. Click **Fund Accounting**.
36. Enter **Object Code** if all commodities are going to be charged to one object code. If multiple object codes are to be used, skip step 36.
37. Click **Save**.

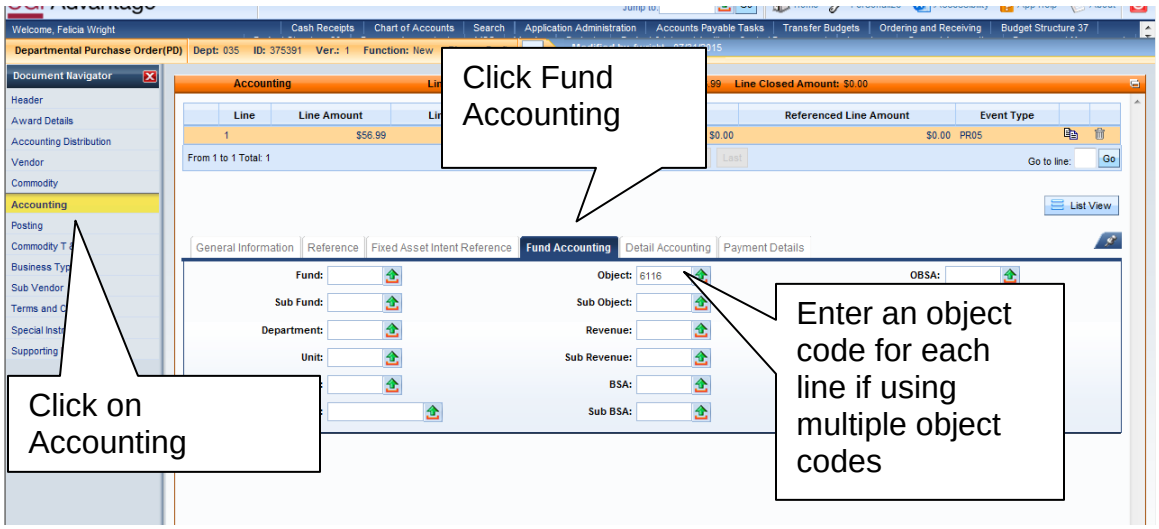


38. Click on **Distribute Accounting Lines**.

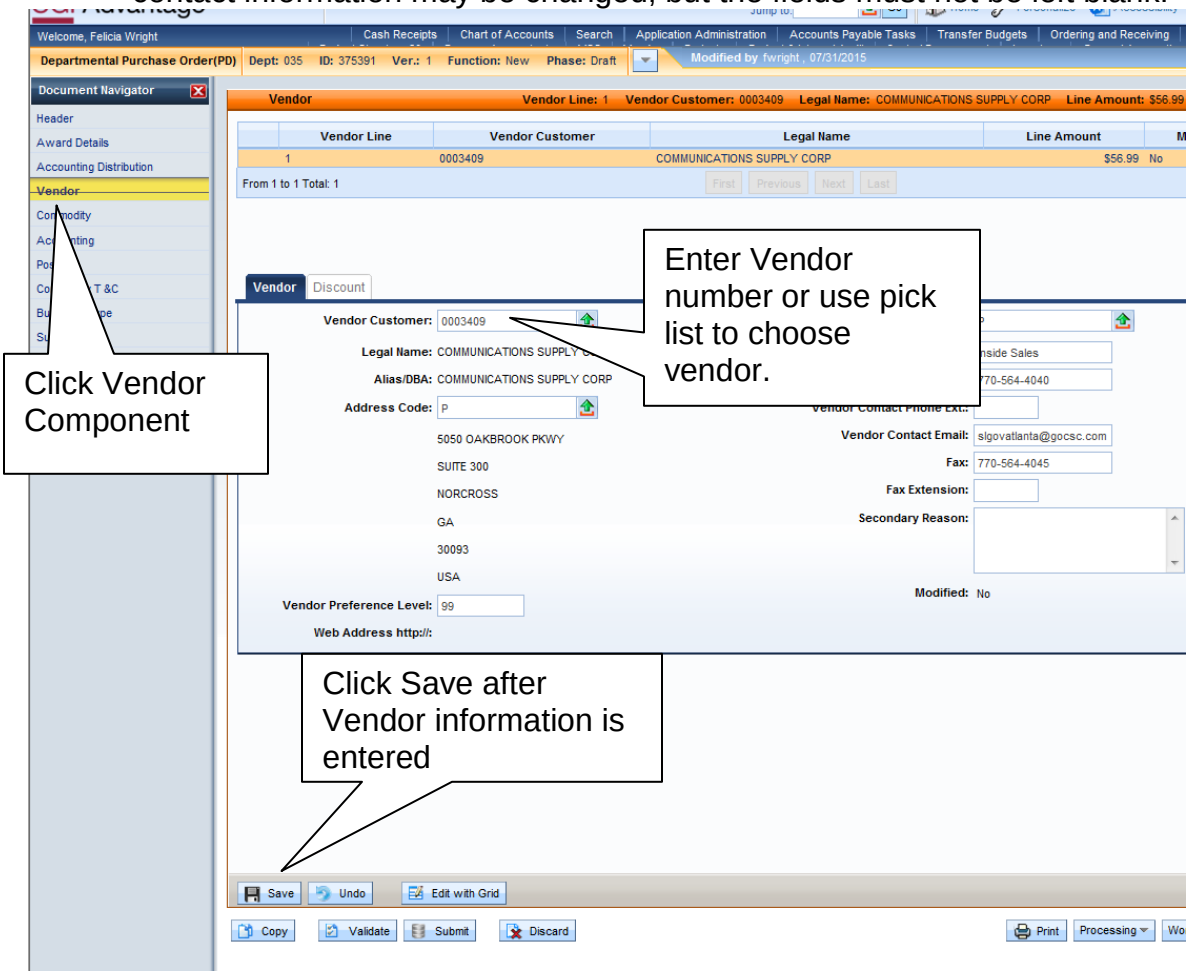


This will create an accounting line for each commodity entered. If you are charging all commodity lines to the same object code skip steps 39-40.

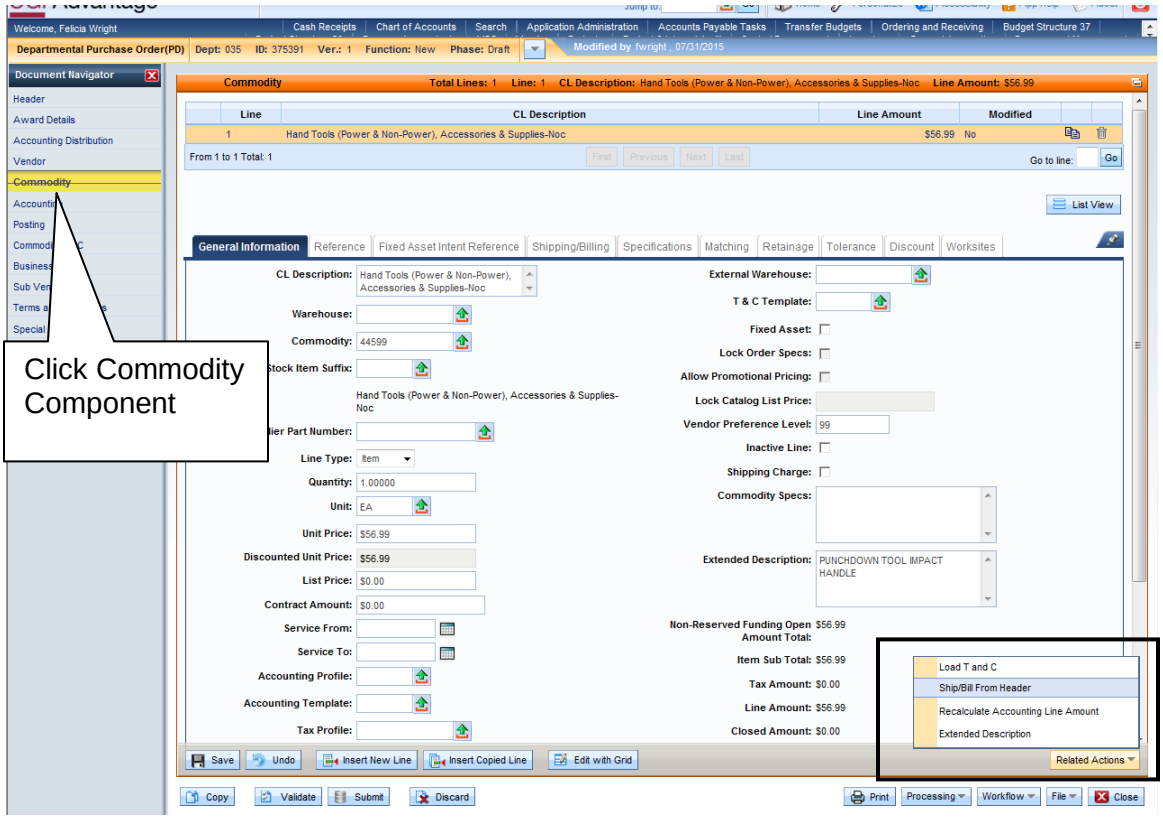
39. If you are charging commodity lines to different object codes, click on **Accounting Component**.
40. Click **Fund Accounting** and enter an **Object Code** for each line.



41. Click on **Vendor** component.
42. Enter vendor number in **Vendor Customer**, or select a vendor using the pick list
    Note: Only select a vendor with an active status of '2'
43. Click **Save**. The vendor information will infer. Once inferred the vendor contact information may be changed, but the fields must not be left blank.

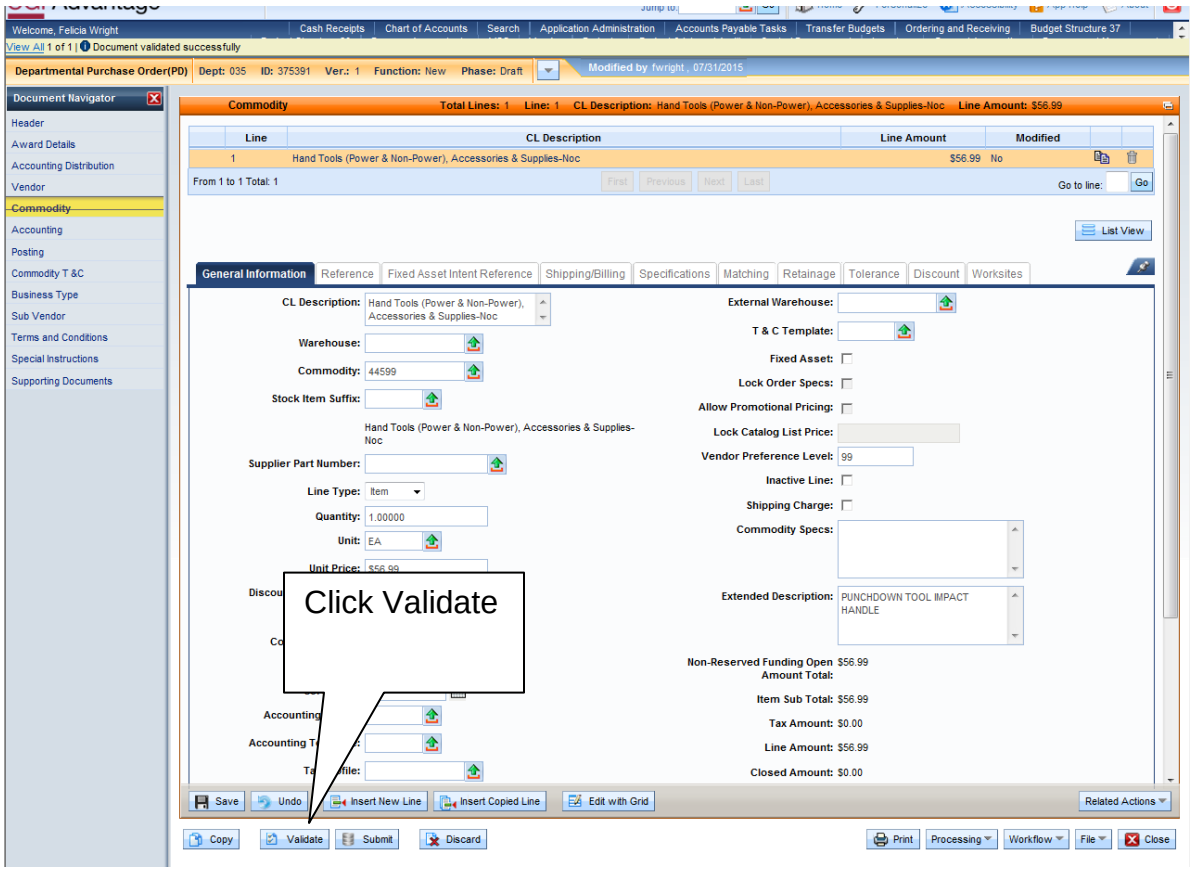


44. Click the **Commodity** Component. Click **Related Actions** and choose **Ship/Bill From Header**

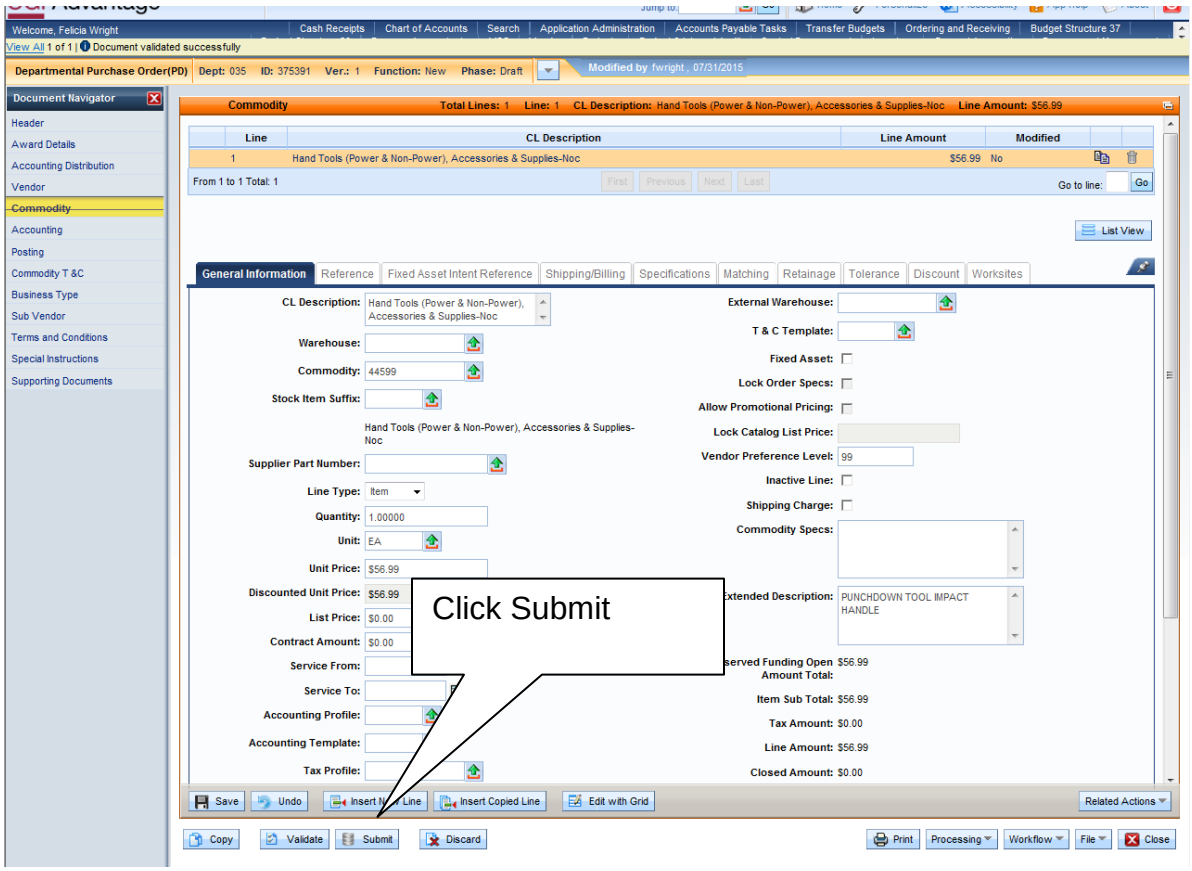


NOTE: Remove shipping details from any service line type commodities.

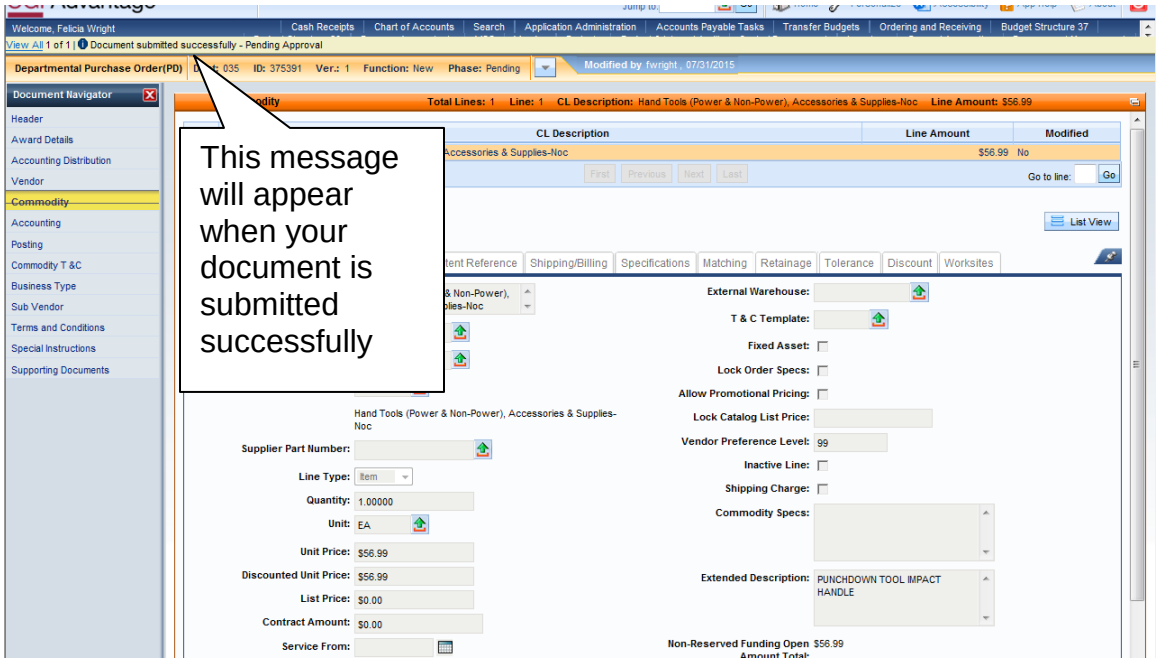
45. Click **Validate**.



46. When the document validates successfully, click **Submit**.



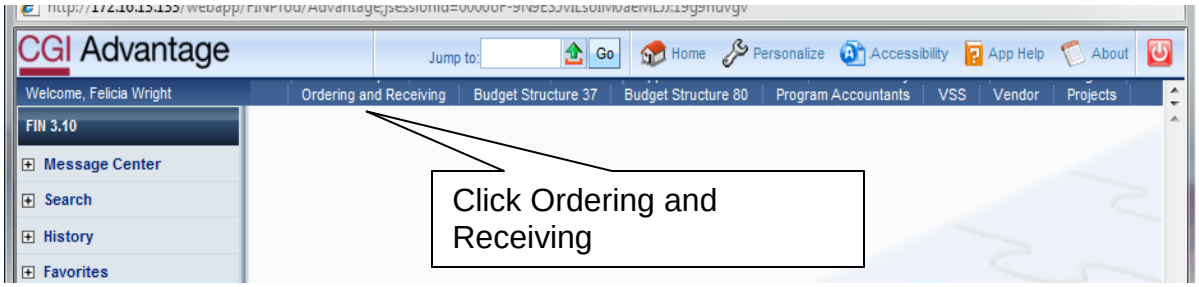
This message will appear when your document is submitted successfully.



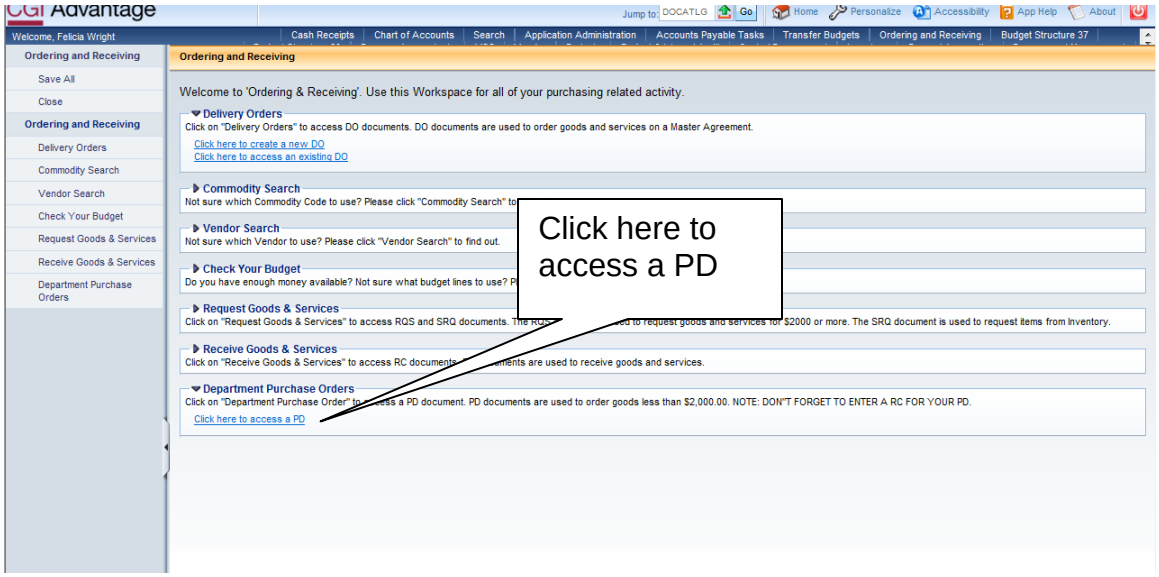
Department Purchase Order Cancellation

A PD can only be cancelled if there are no documents referencing it. If there is a RC or an IN against the PD, they must be cancelled before the PD can be cancelled. If there is a payment made on the PD, the PD cannot be cancelled.

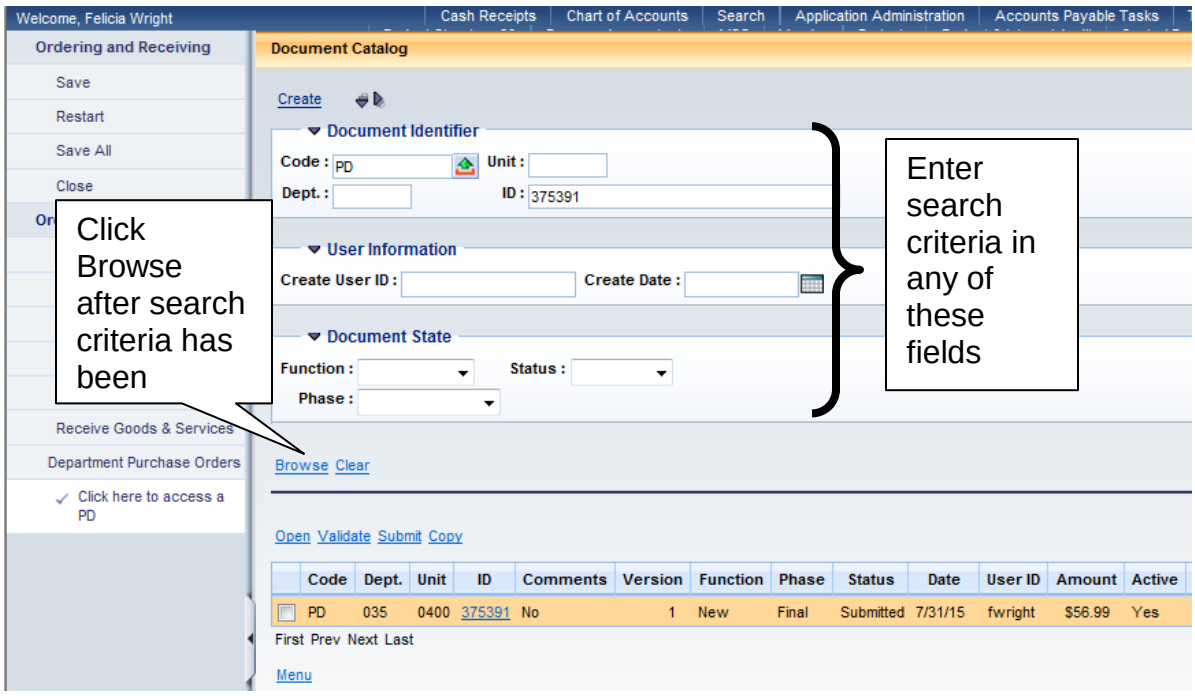
1. Click on **Ordering and Receiving**.



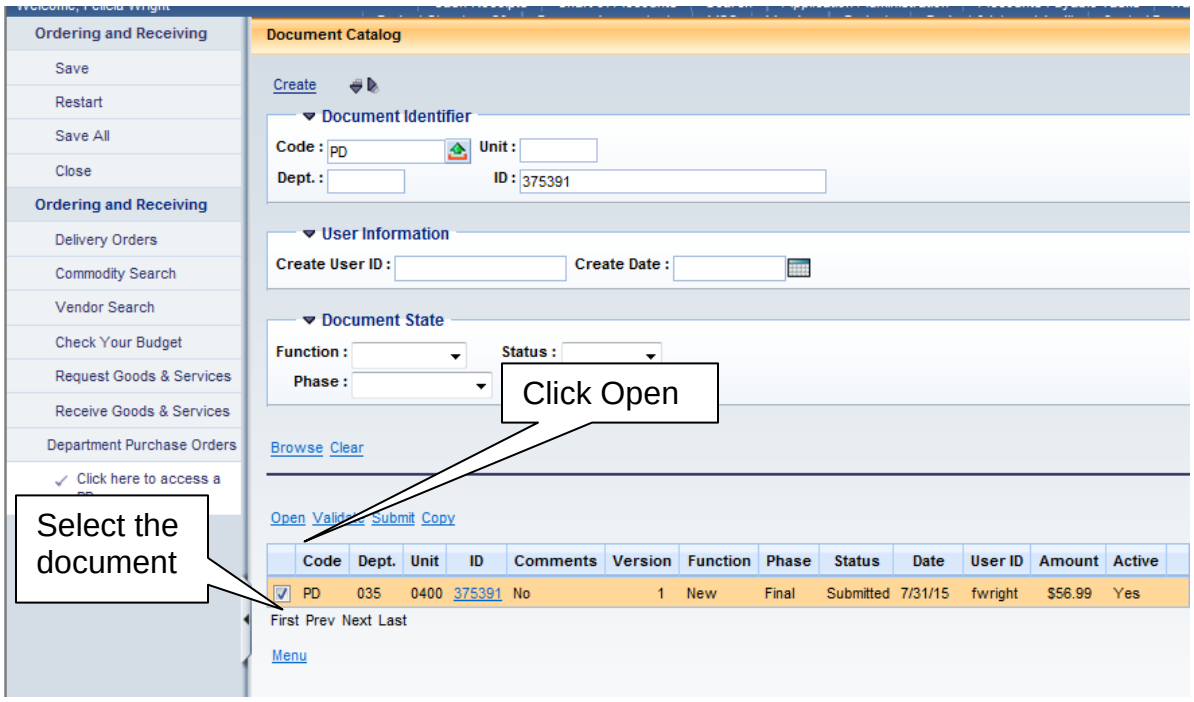
2. Click on **Department Purchase Orders**.
3. Click on **Click here to access a PD**.



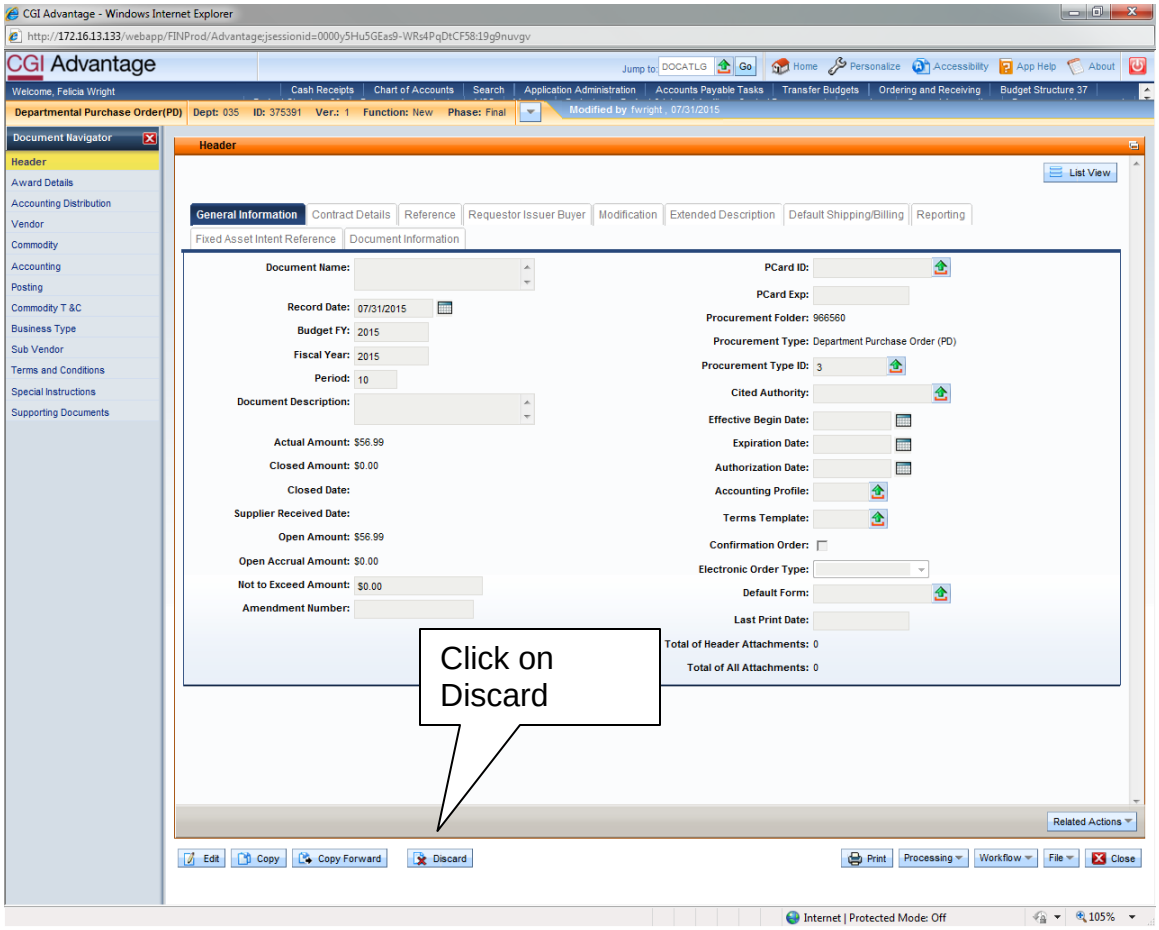
4. Search for the PD you want to cancel by entering search criteria in the fields.
5. Click **Browse**.

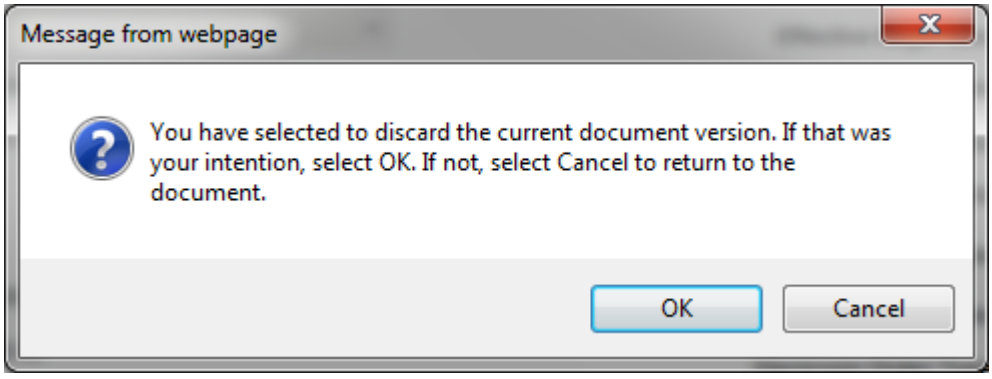


6. Open the document by performing one of the following actions:
   a) Click on the selection box, on the left, then click **Open**.
   b) Click on the document Link.

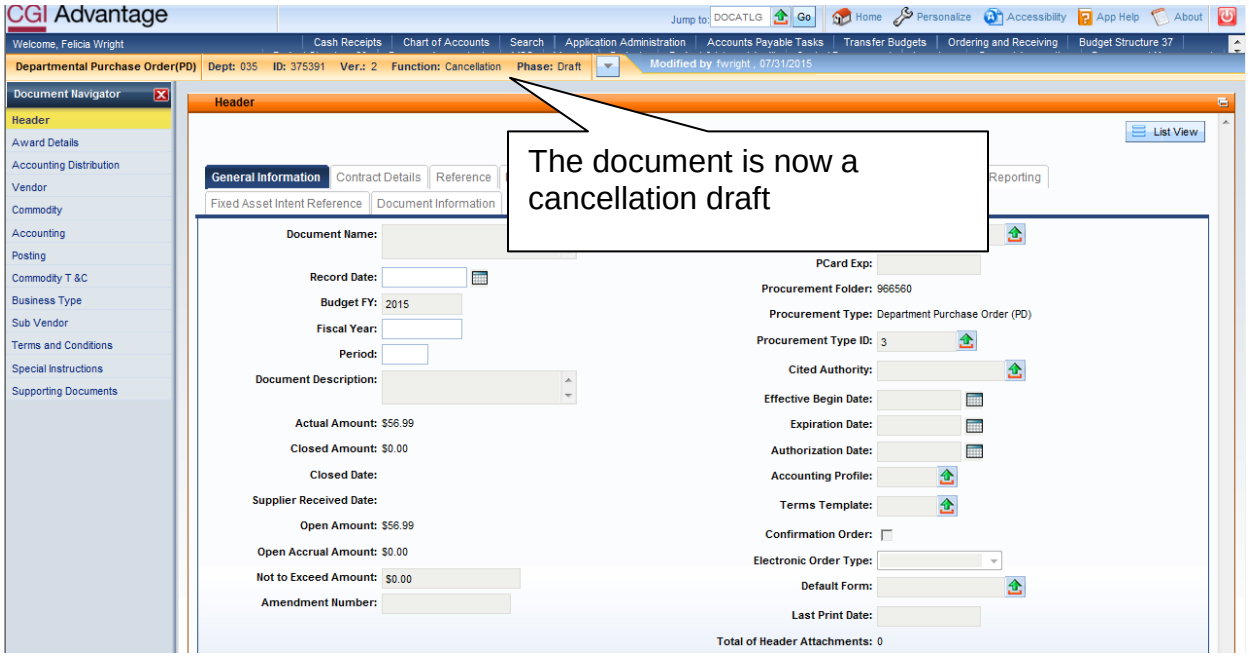


7. Click on **Discard** and click **OK** or **Cancel** on the message.

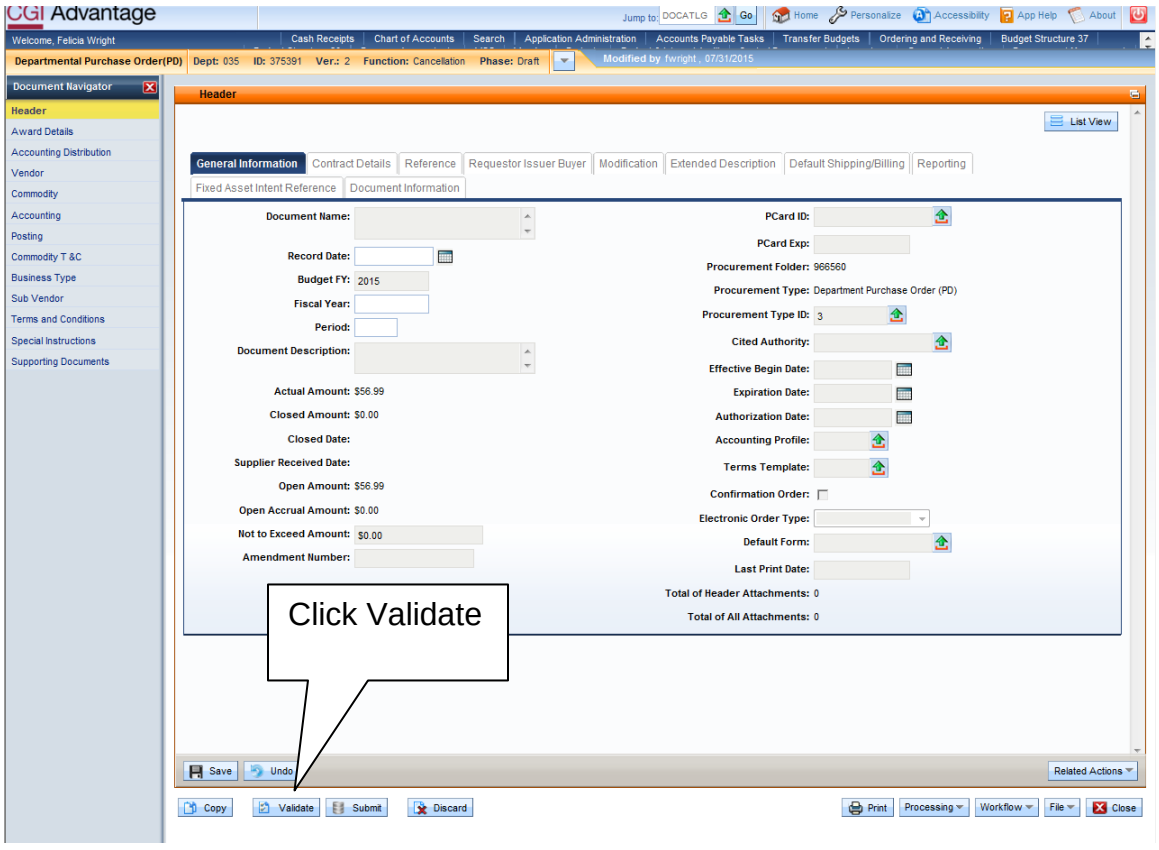




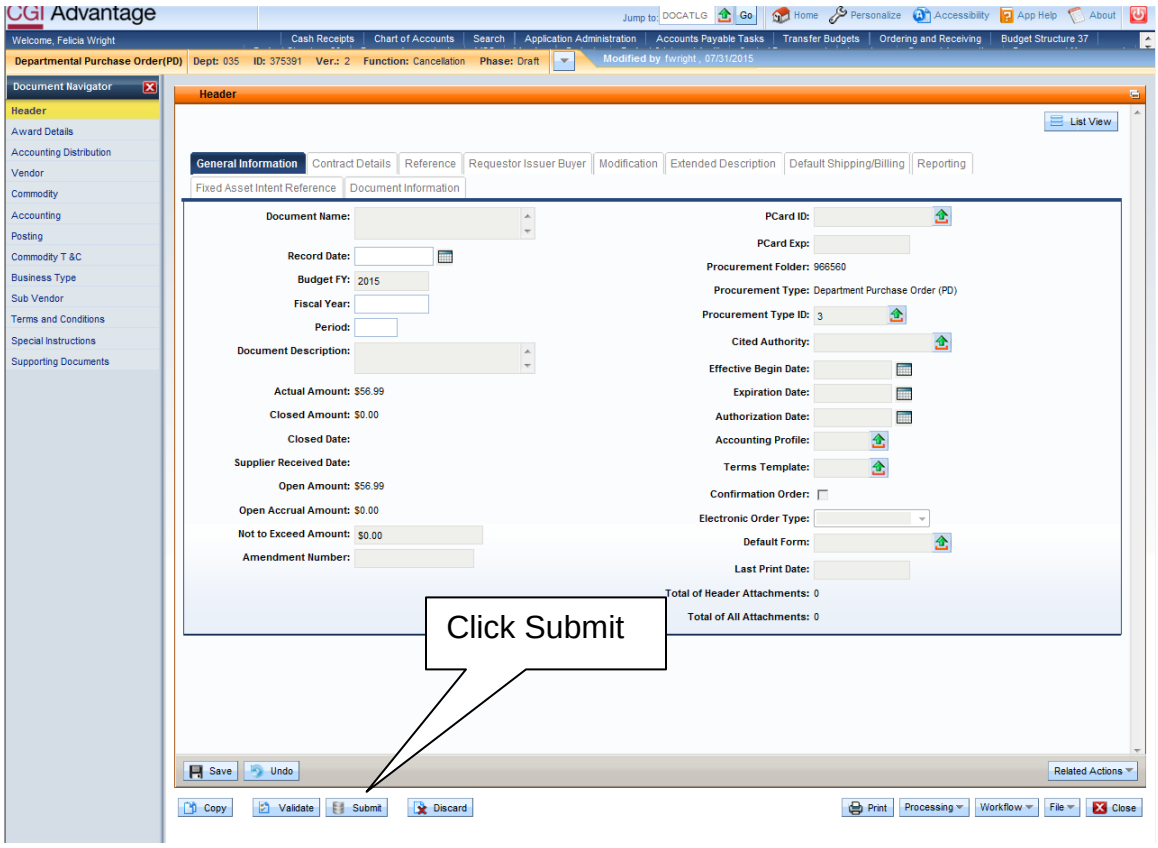
A cancellation draft will appear.

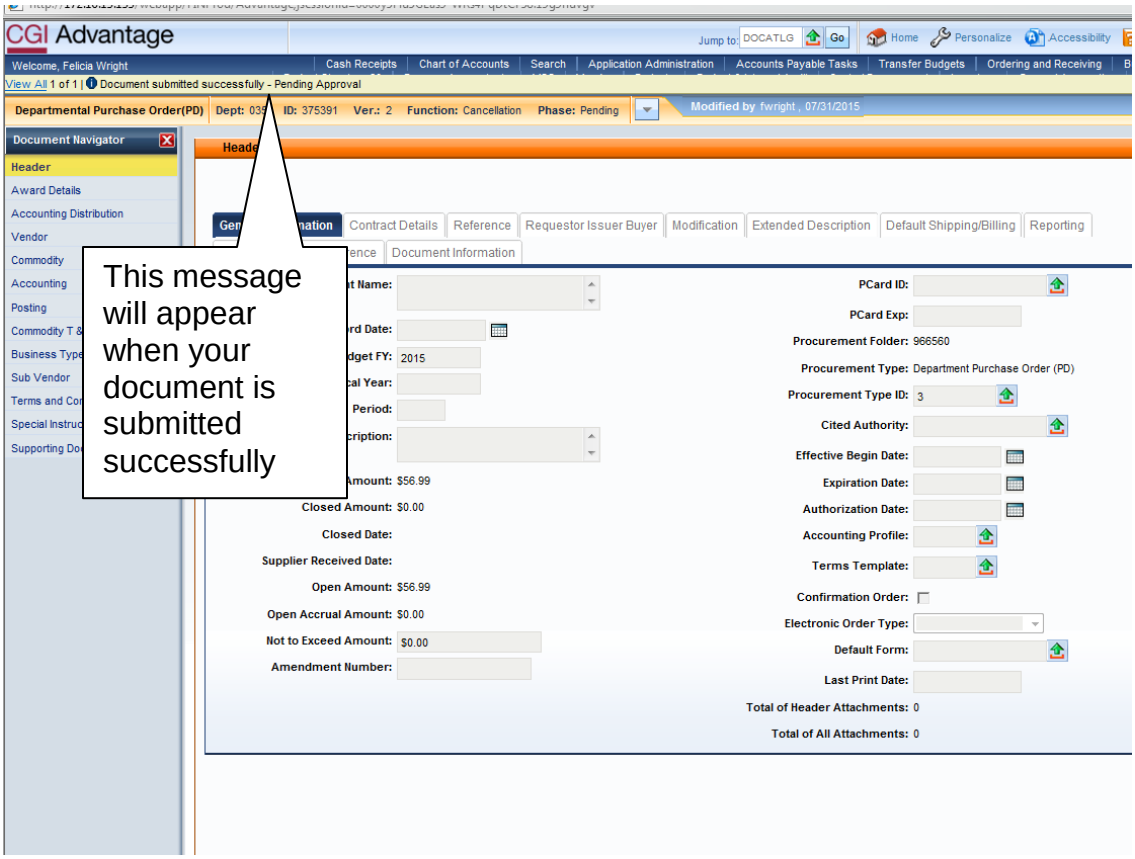


8. Click **Validate**.



9. When the document validates successfully, click **Submit**.

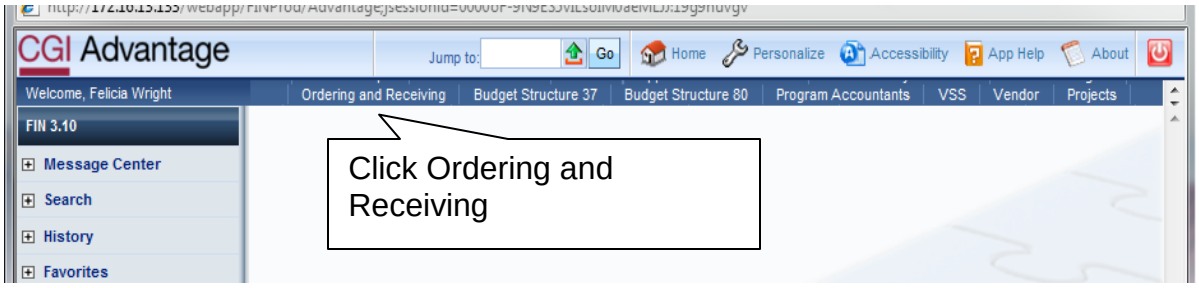




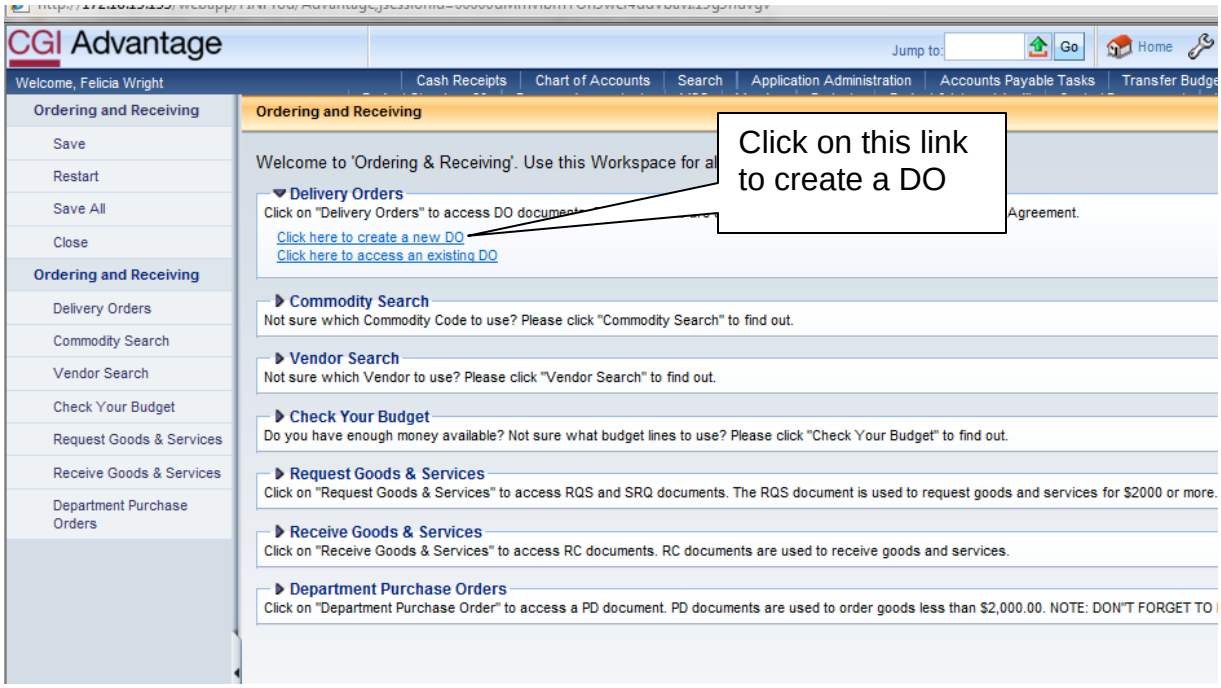
The cancellation document will then be routed through the same approvals as the original document. Entries will not be reversed until the cancellation is in Final Phase.

Delivery Order (DO)

1. Click on **Ordering and Receiving**.

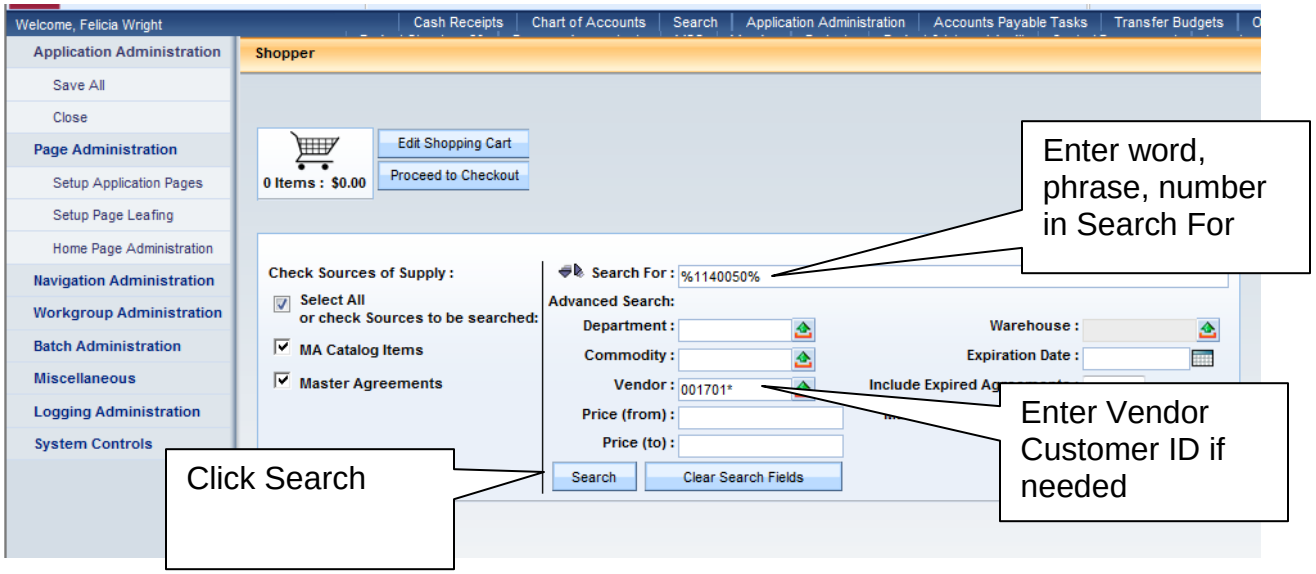


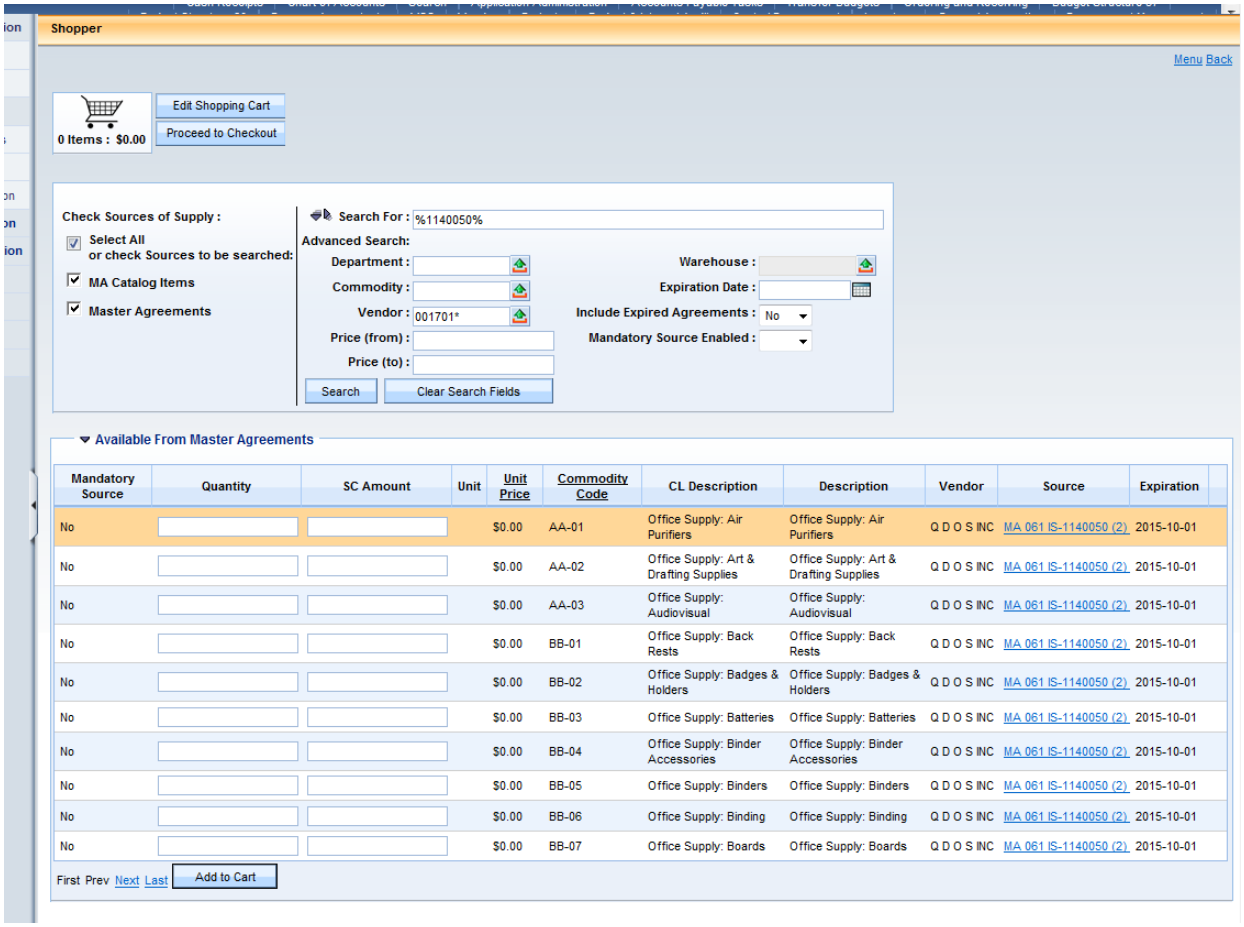
2. Click on **Delivery Orders**.
3. Click on **Click here to create a new DO**.



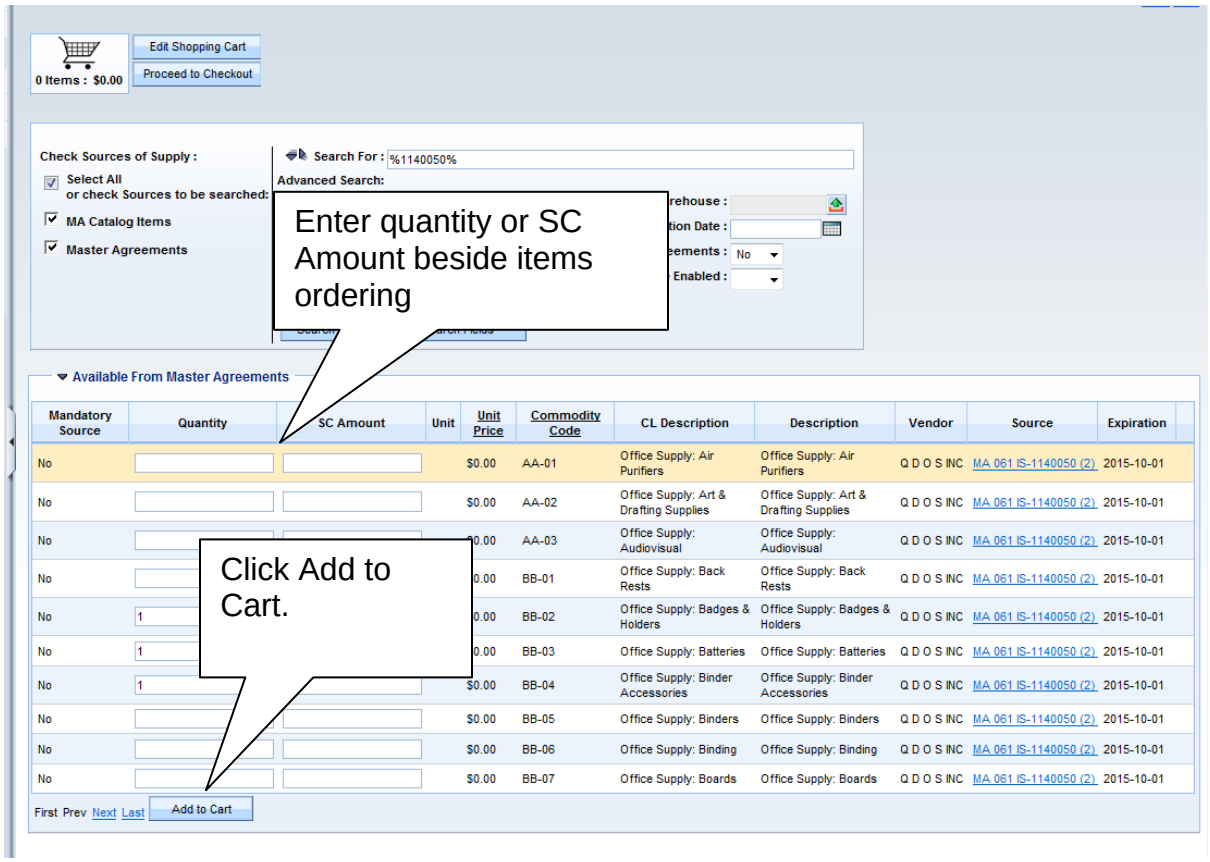
4. A search can be performed in two ways or a combination.
    - Enter in a word or phrase in **Search For**. The Search For looks in the following locations at the same time: Commodity Code, Commodity Description, Commodity Line Description, and the Master Agreement (Source). Use the percentage sign (%) as your wildcard in the **Search For**.
    - Enter the Vendor Customer ID in **Vendor**. Use the asterisk (*) as your wildcard in the **Vendor**.

5. Click **Search**.



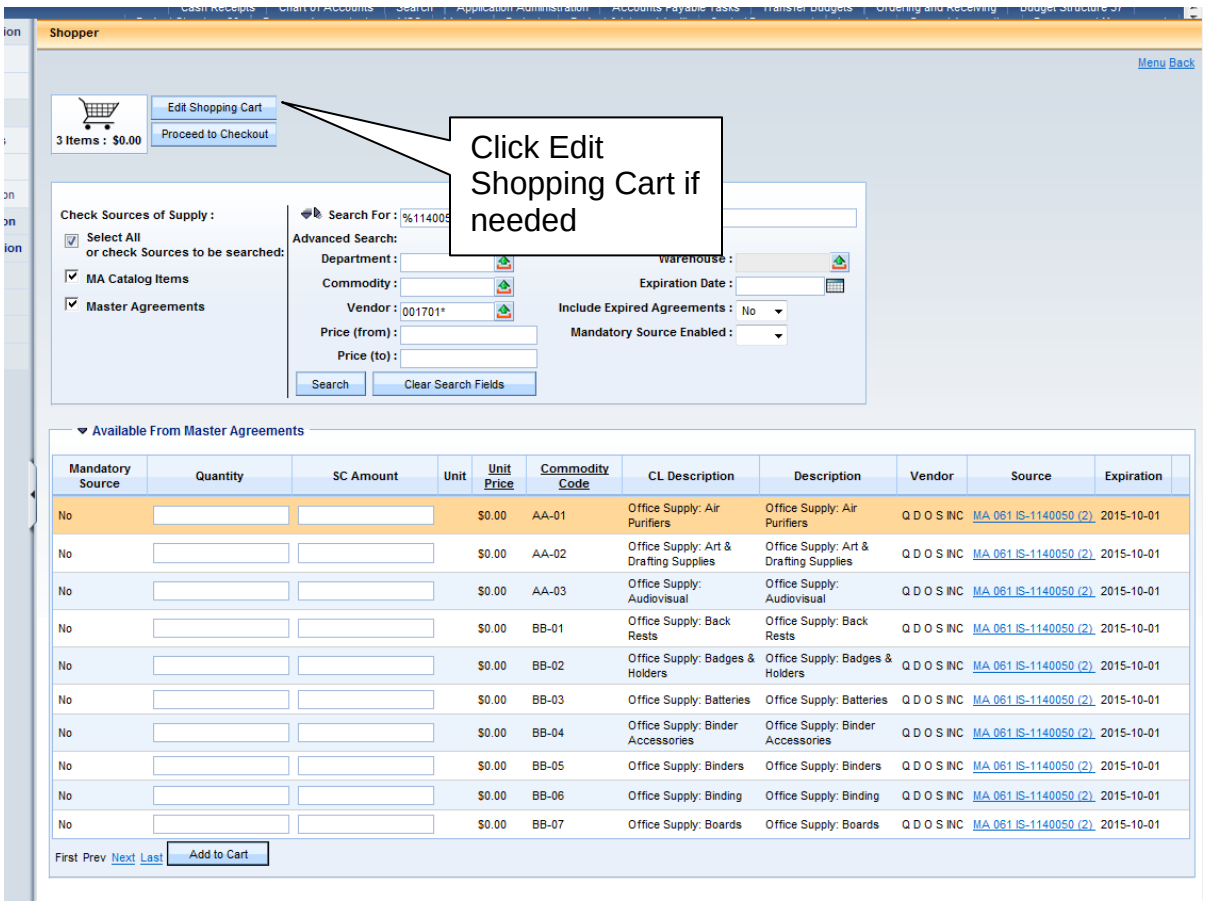


6. Select the items you wish to order by entering a **Quantity** or **SC Amount** (Service Contract) next to the desired lines. Click on **Add to Cart**.

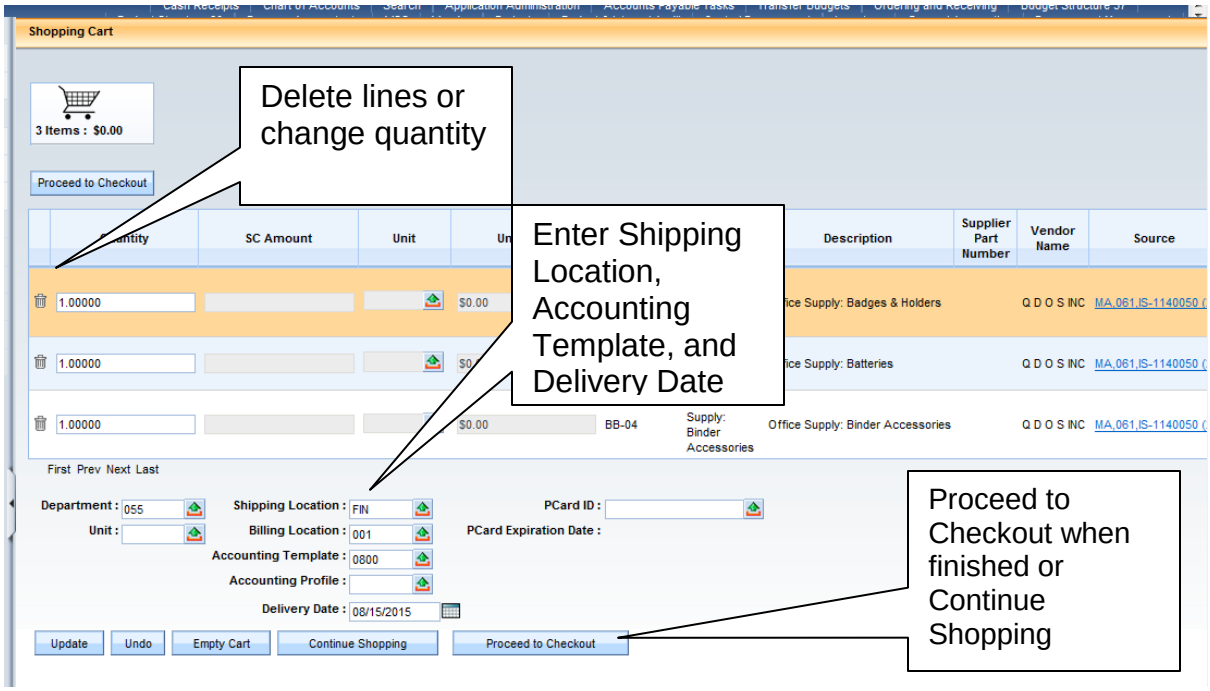


7. If ordering more items, click on the Next Link and repeat Step 7. Make sure you click **Add to Cart** after each page you choose items from.

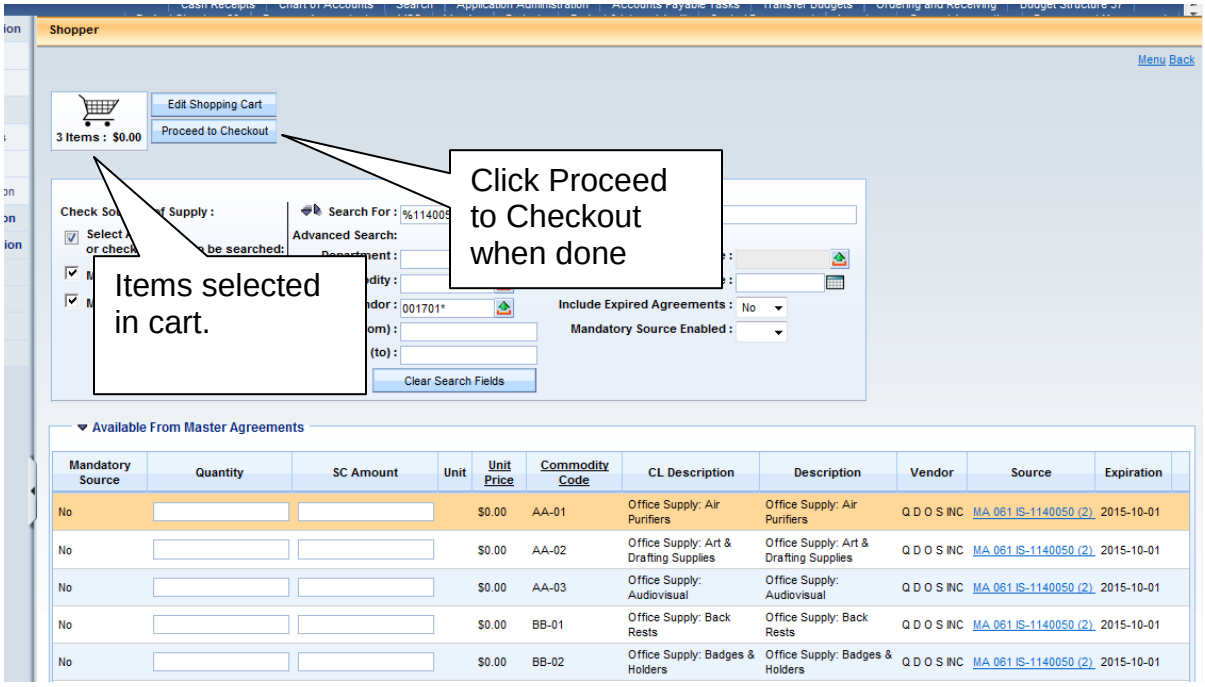
   If you want to review your Shopping Cart before checking out, click on **Edit Shopping Cart** (otherwise click **Proceed to Checkout**). It is not necessary or required to use **Edit Shopping Cart** before checking out to create a DO.



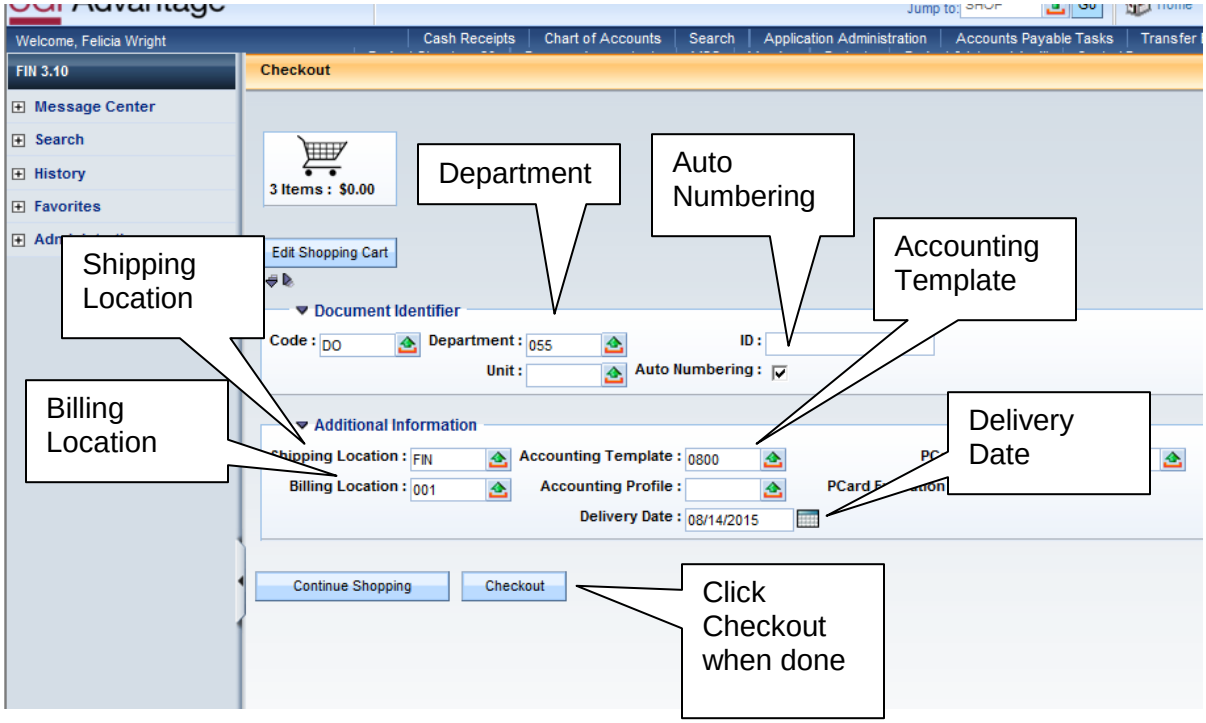
On the **Edit Shopping Cart** page, you have the option to make changes to quantities and delete lines. You can also add more lines by clicking **Continue Shopping**. From this page you can enter your **Shipping Location, Accounting Template** and **Delivery Date** and **Proceed to Checkout** if finished.



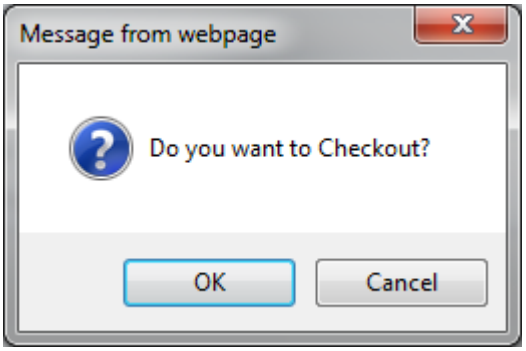
8. If you have completed your order and do not wish to edit your shopping cart, click **Proceed to Checkout**.



9. Enter the **Department** or choose from the picklist.
10. Make sure **Auto Numbering** is selected.
11. Enter **Shipping Location** code, or select from pick list.
12. Enter **001** in **Billing Location**.
13. Enter **Accounting Template**
14. Enter **Delivery Date** or use Calendar to specify date. Be sure to enter a date in the future to allow time for the document to route for approvals. (If you enter the current date, by the time the document reaches the final approver, it will most-likely be in the past and the document will automatically be rejected.)
15. Click **Checkout.**

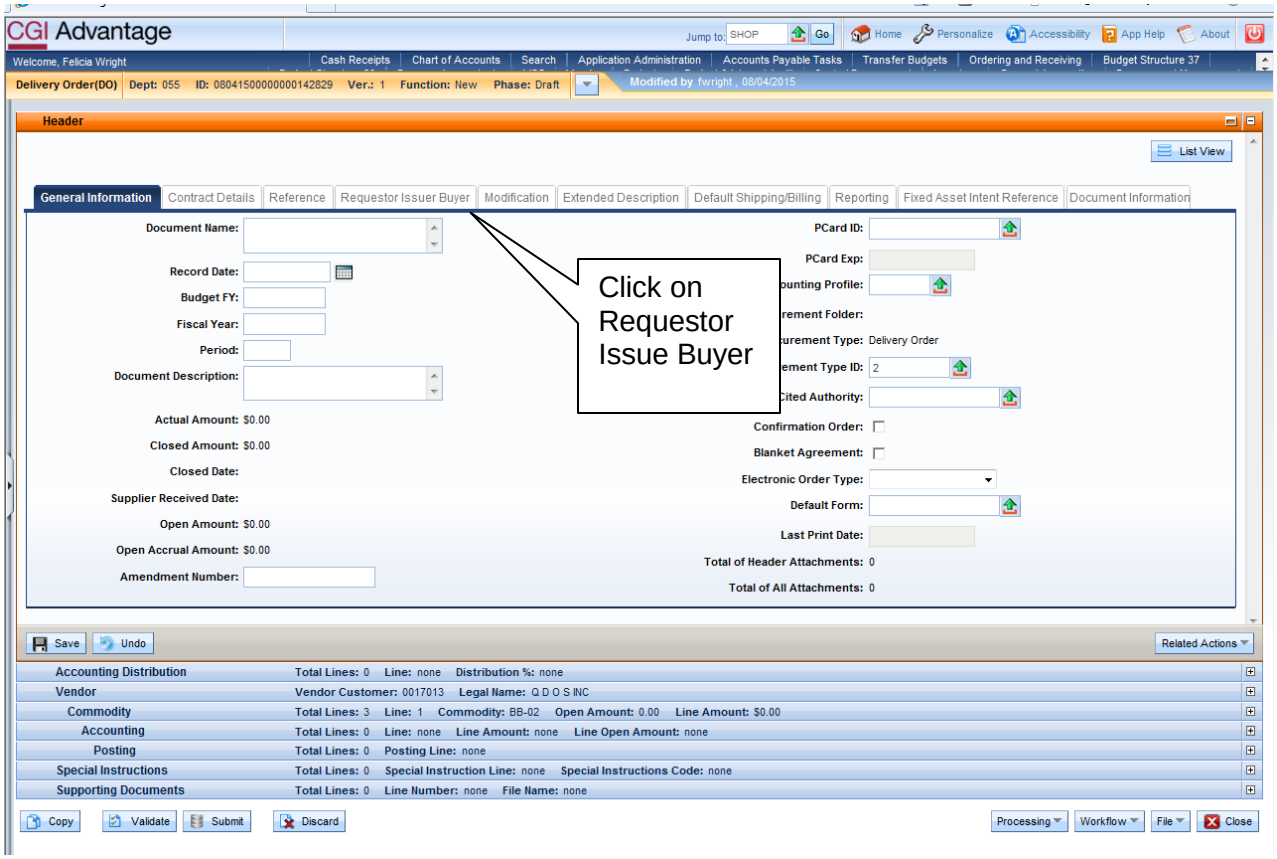


When this message pops up, click OK.

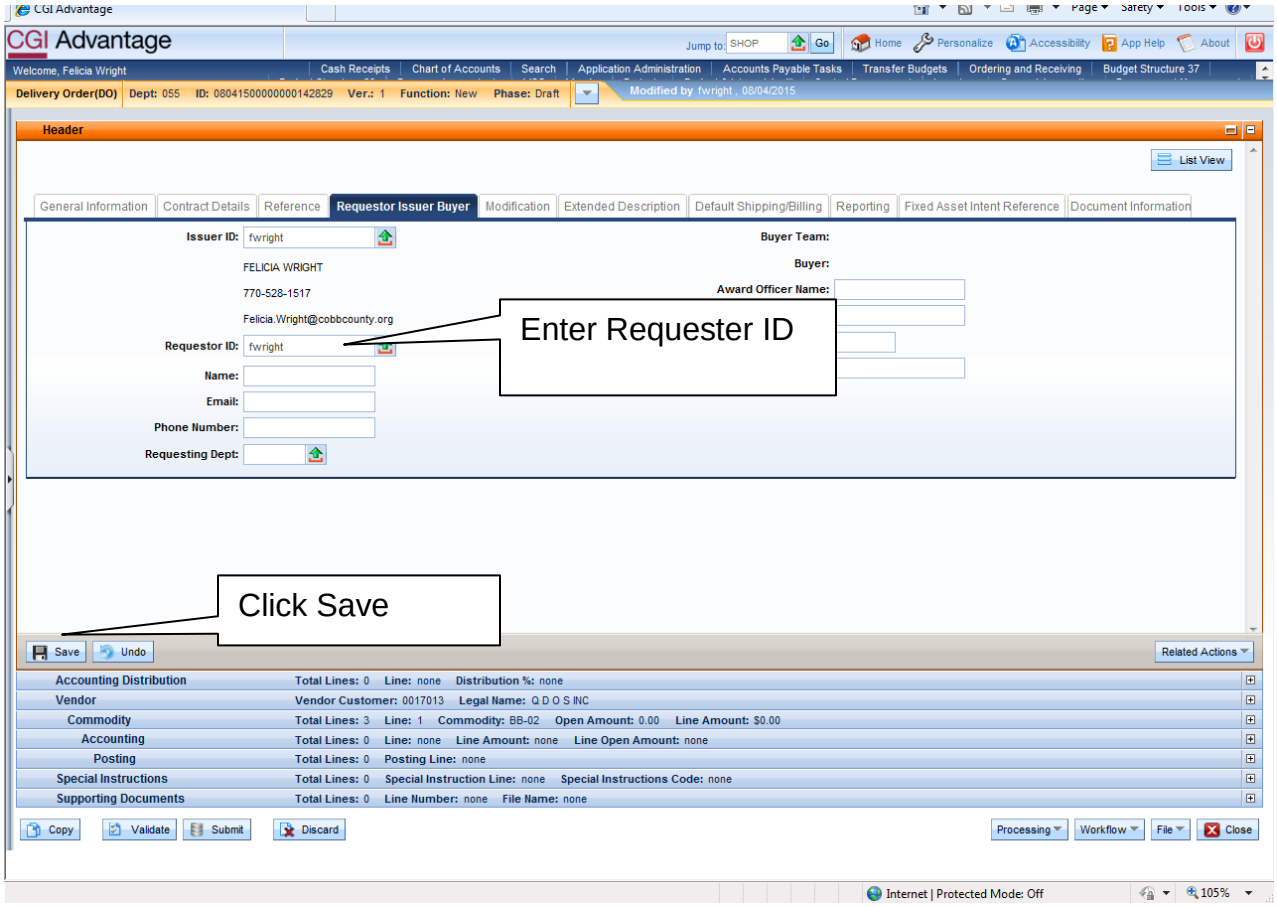


This will bring up the Header component of your DO document.

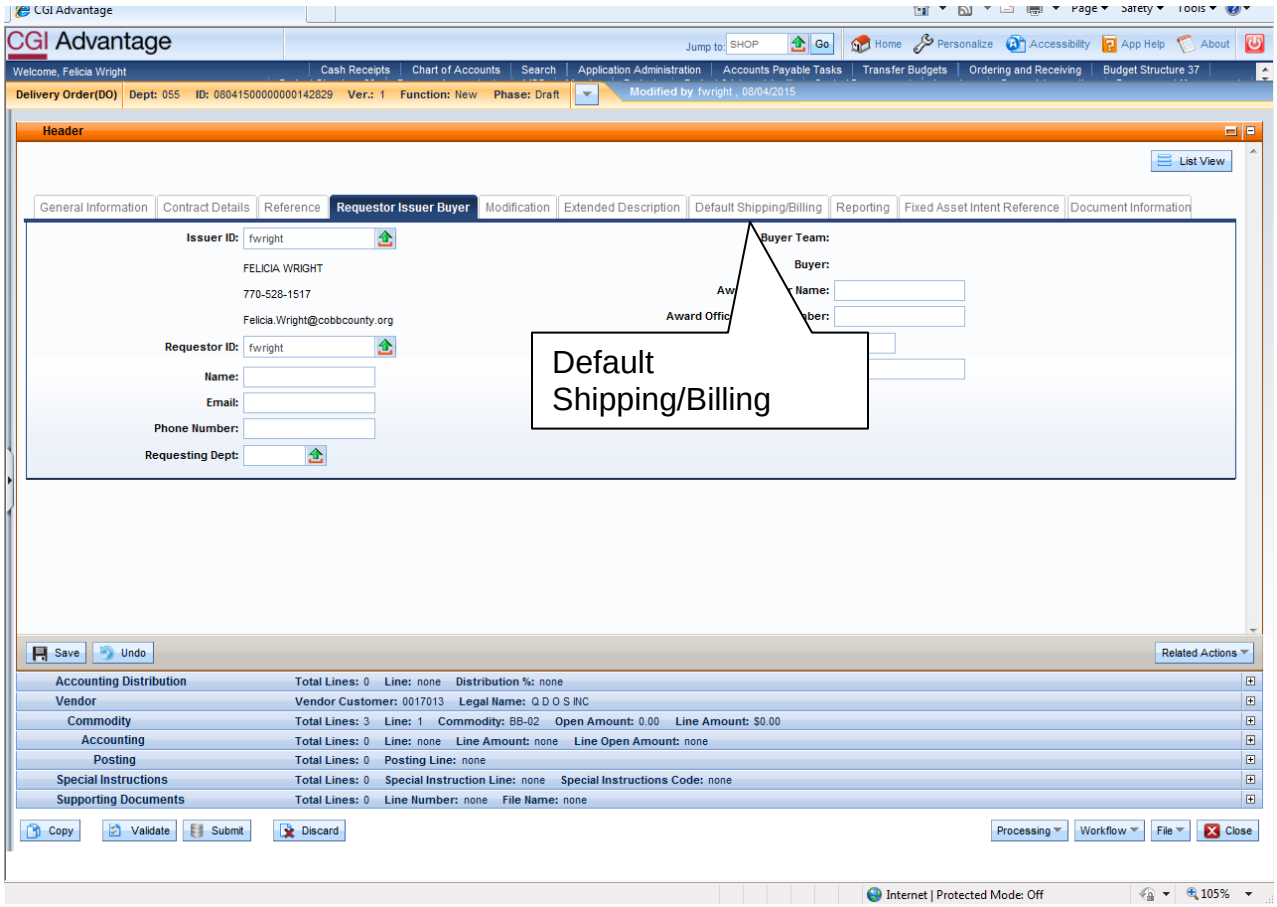
16. Click on **Requestor Issue Buyer.**



17. Enter Requester ID, using the pick list. **OR**
    If the Requester is not on the pick list, enter the following information:
    Name
    Phone Number
    Email (Optional)
    Click Save and the requestor information will populate.

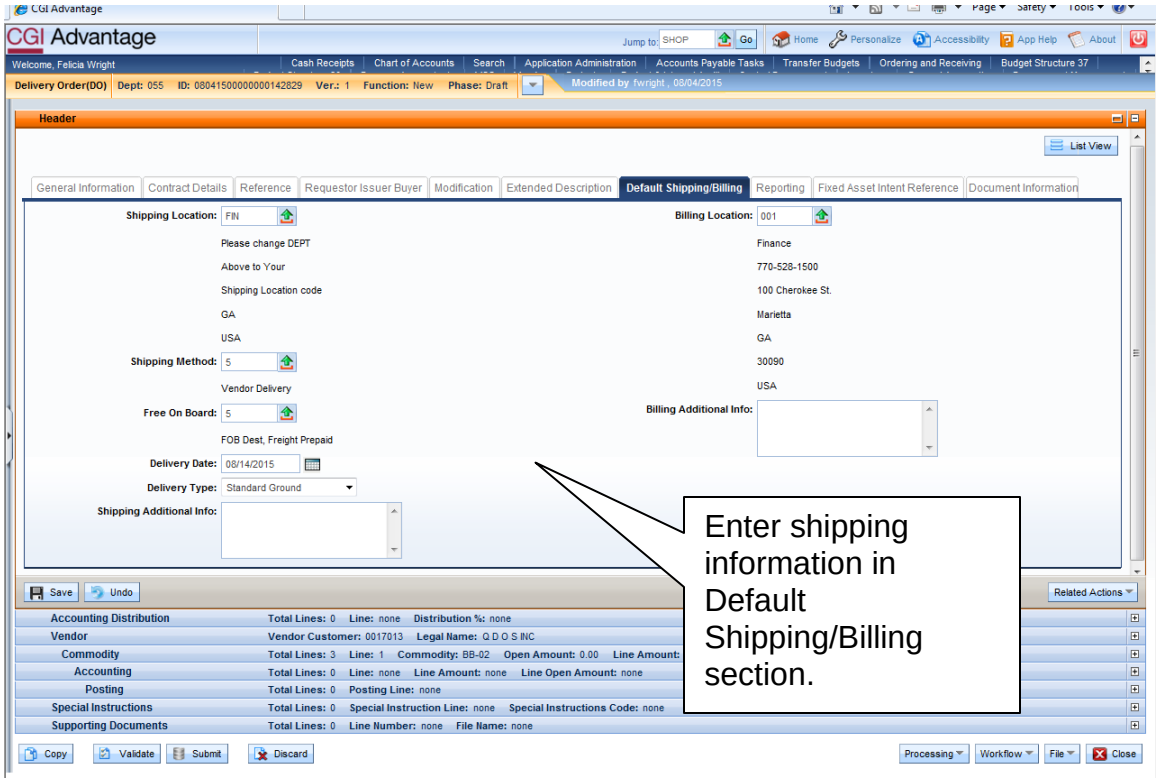


18. Click on **Default Shipping/Billing**



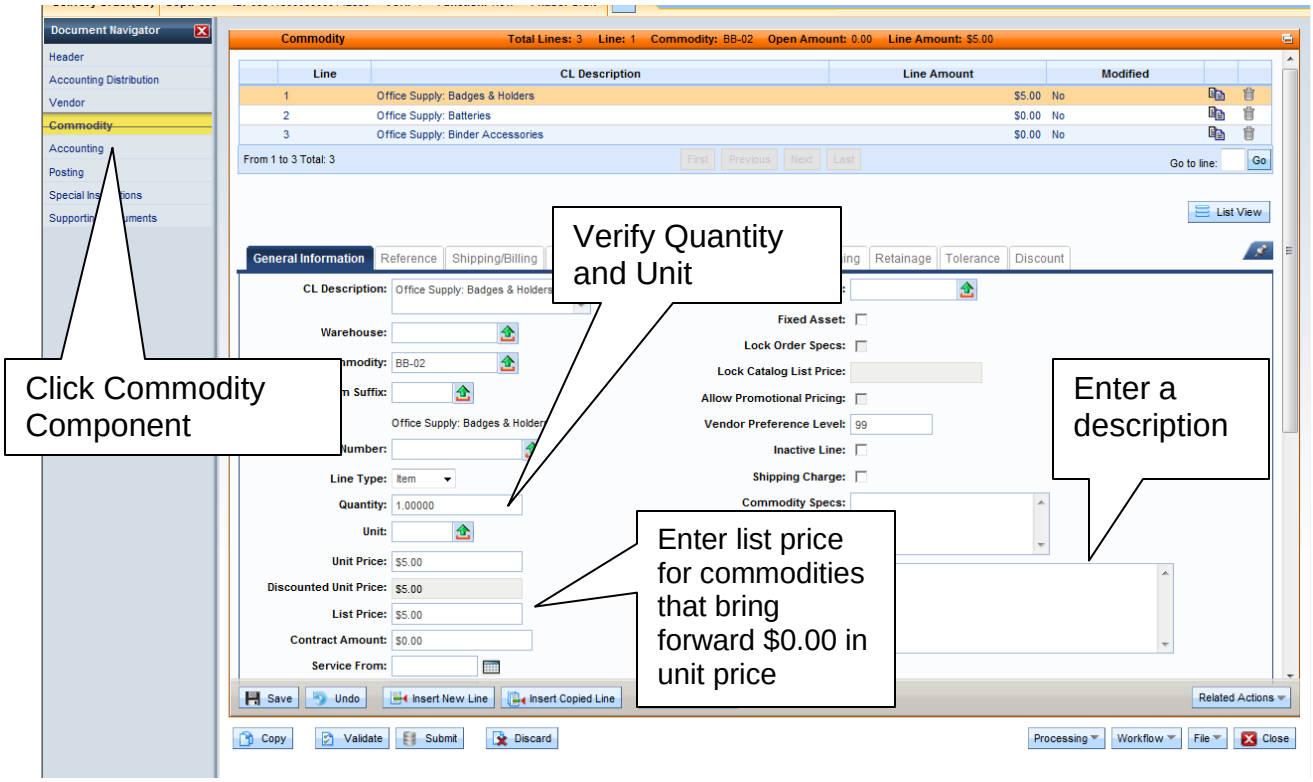
19. Review the Default Shipping/Billing to be sure it is complete. AMS requires these fields to be completed on the Commodity Section, but it does not generate an error if it is missing on the Header. It is the information entered on the Header of the document, however, that prints on the Delivery Order. Therefore, the user must be sure the Shipping/Billing fields are completed on the Header to avoid having the DO rejected for correction.

20. Enter **Shipping Location** code, or select from pick list.
21. Enter **001** in **Billing Location**.
22. Enter **5** in **Shipping Method**.
23. Enter **5** in **Free on Board**.
24. Enter **Delivery Date** or use Calendar to specify date.
25. Specify **Delivery Type**.

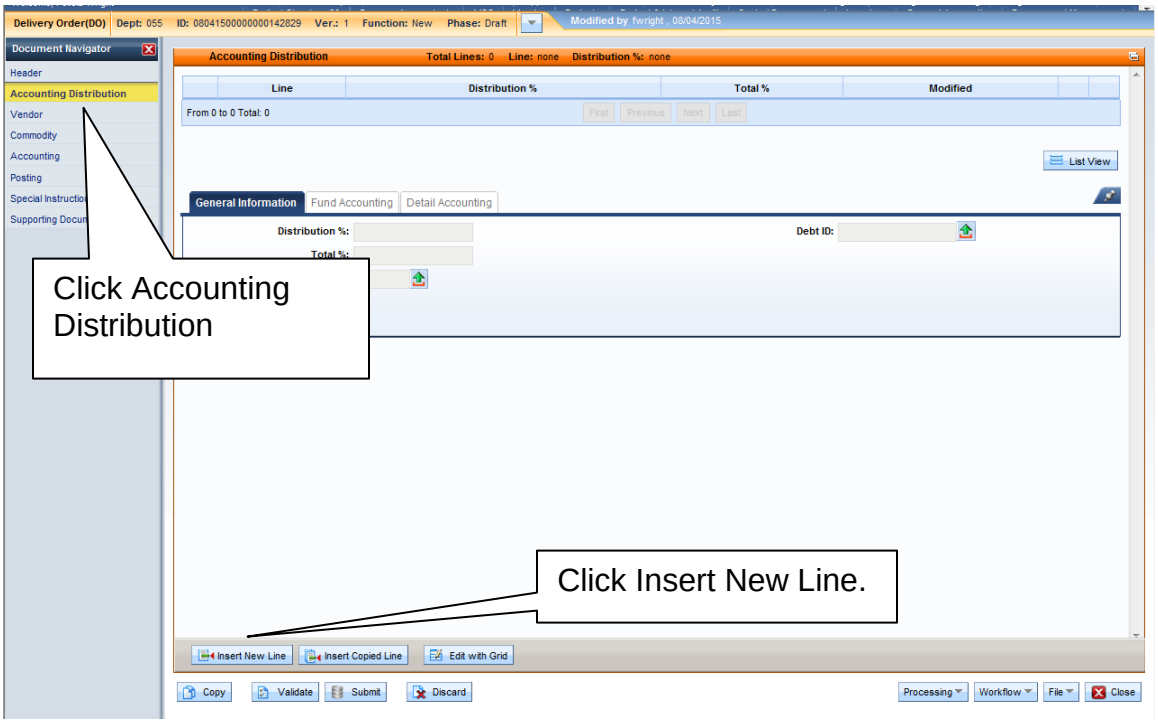


Note: The majority of all deliveries will be Standard Ground.

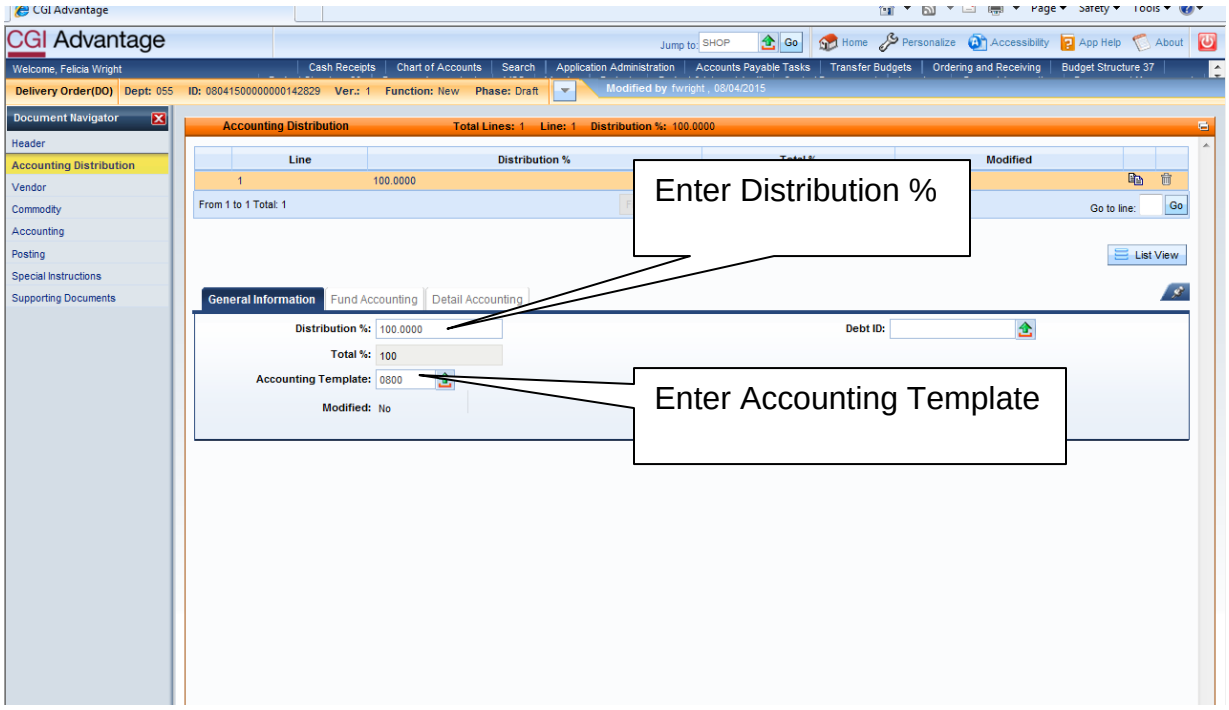
26. Click on the **Commodity** component. Commodities will infer from selected lines on the Deliver Order Search.
27. Verify **Quantity** and **Unit** on each commodity line.
    Note: Unit price and Commodity Description will infer from the Master Agreement. If unit price pulls forward $0.00, enter the price in **List Price**, and enter a description in **Extended Description**.
28. For additional information enter a description in **Extended Description**.



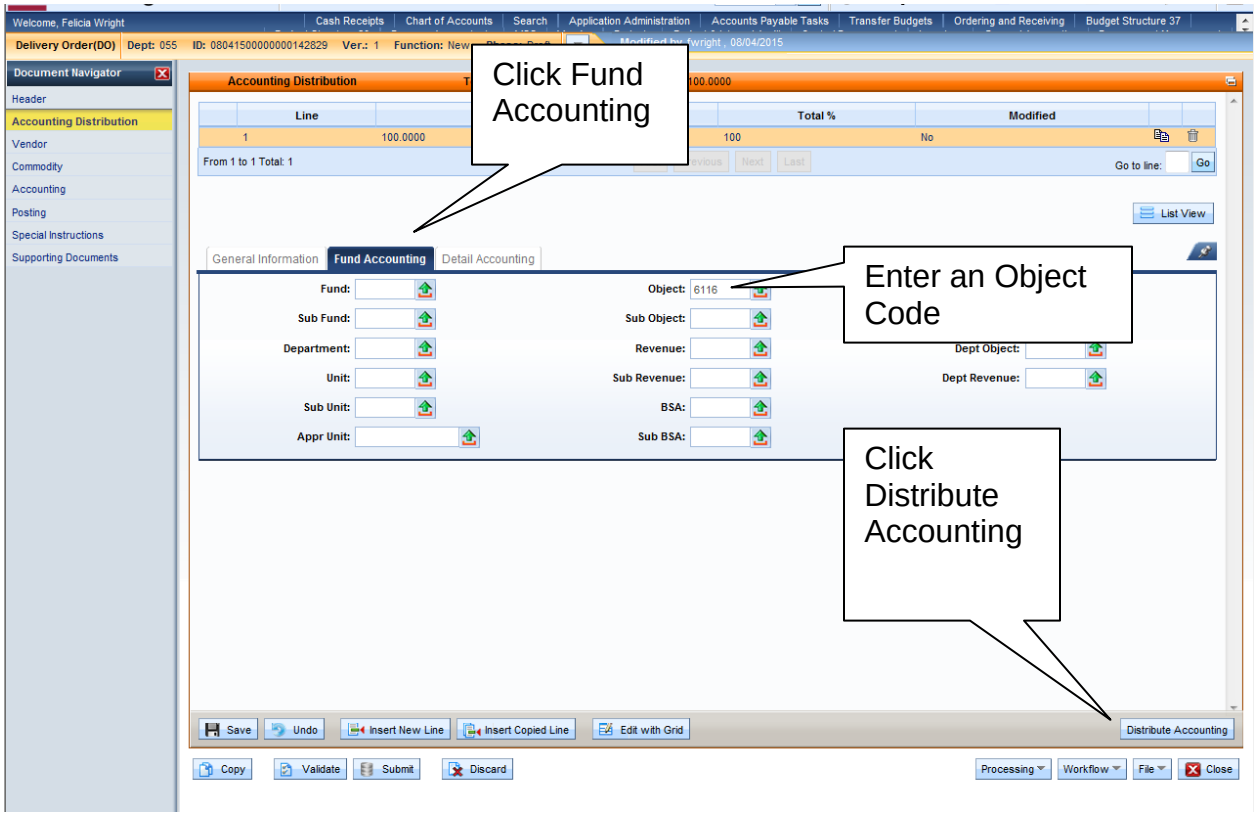
29. Click **Accounting Distribution** component.
30. Click **Insert New Line**.



31. Enter **Distribution %**. The percentage will always be 100% when you are charging all the commodity lines to the same sub unit.
32. Enter **Accounting Template** (Sub Unit).

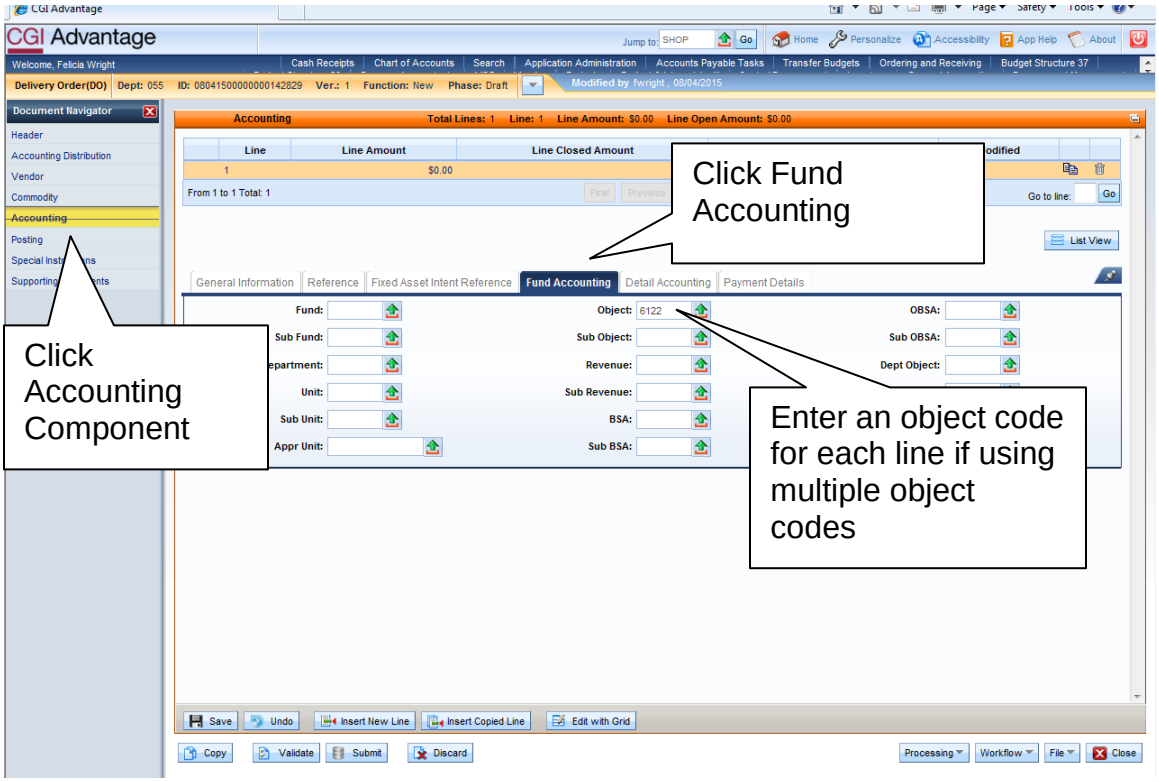


33. Click **Fund Accounting**.
34. Enter **Object Code** if all commodities are going to be charged to one object code. If multiple object codes are to be used, skip step 34.
35. Click **Save**.
36. Click **Distribute Accounting**.

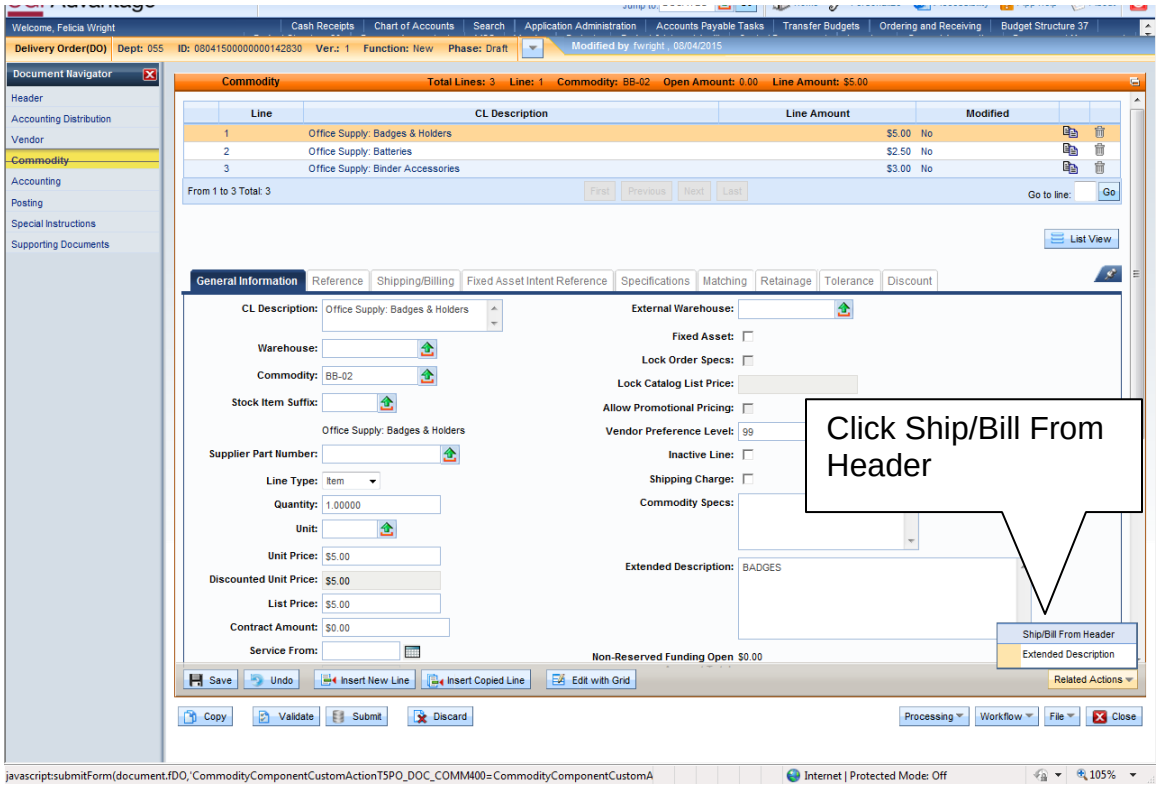


This will create an accounting line for each commodity entered. If you are charging all commodity lines to the same object code, skip steps 38-39 and continue with step 40.

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

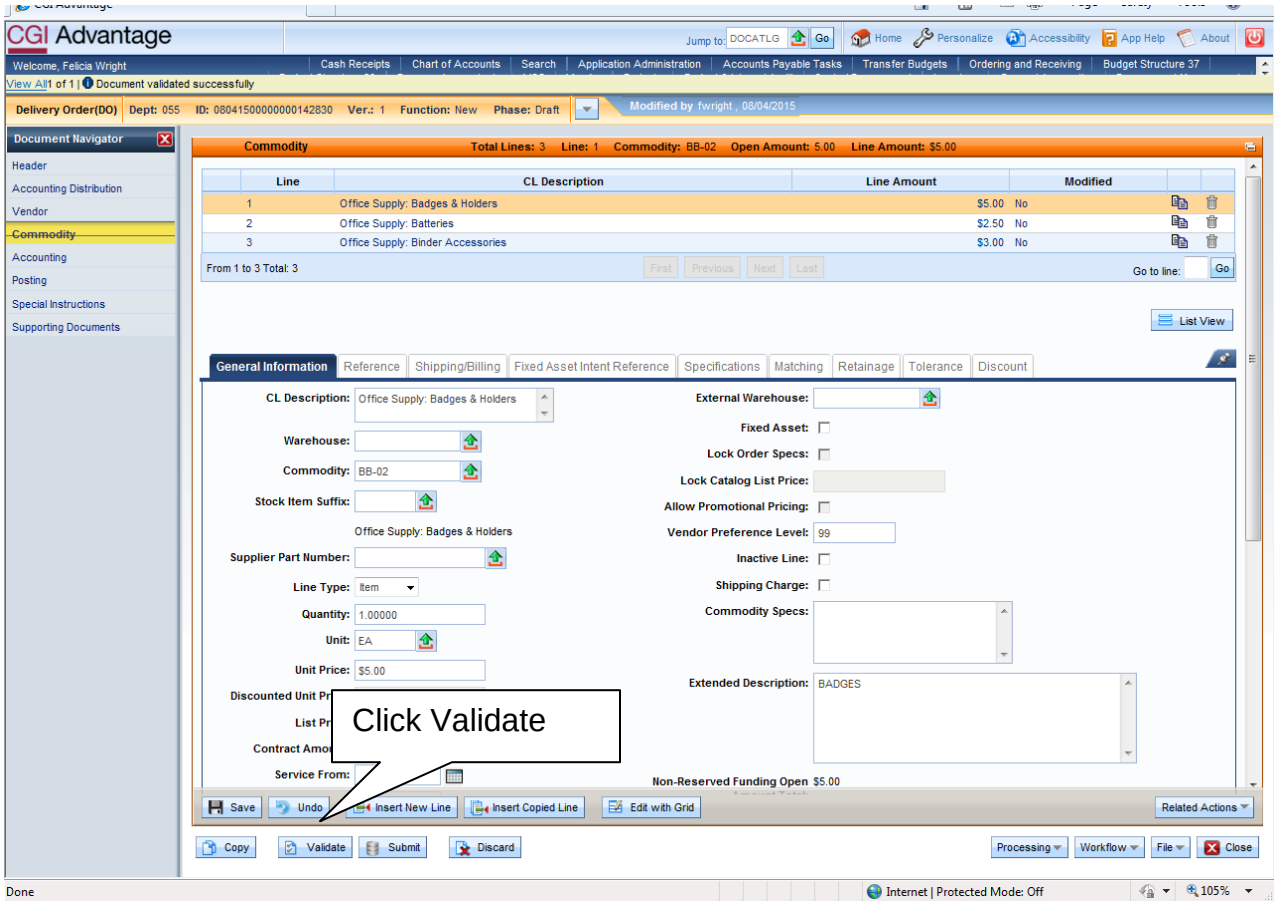


39. Click **Ship/Bill From Header** to distribute shipping information to commodity lines.

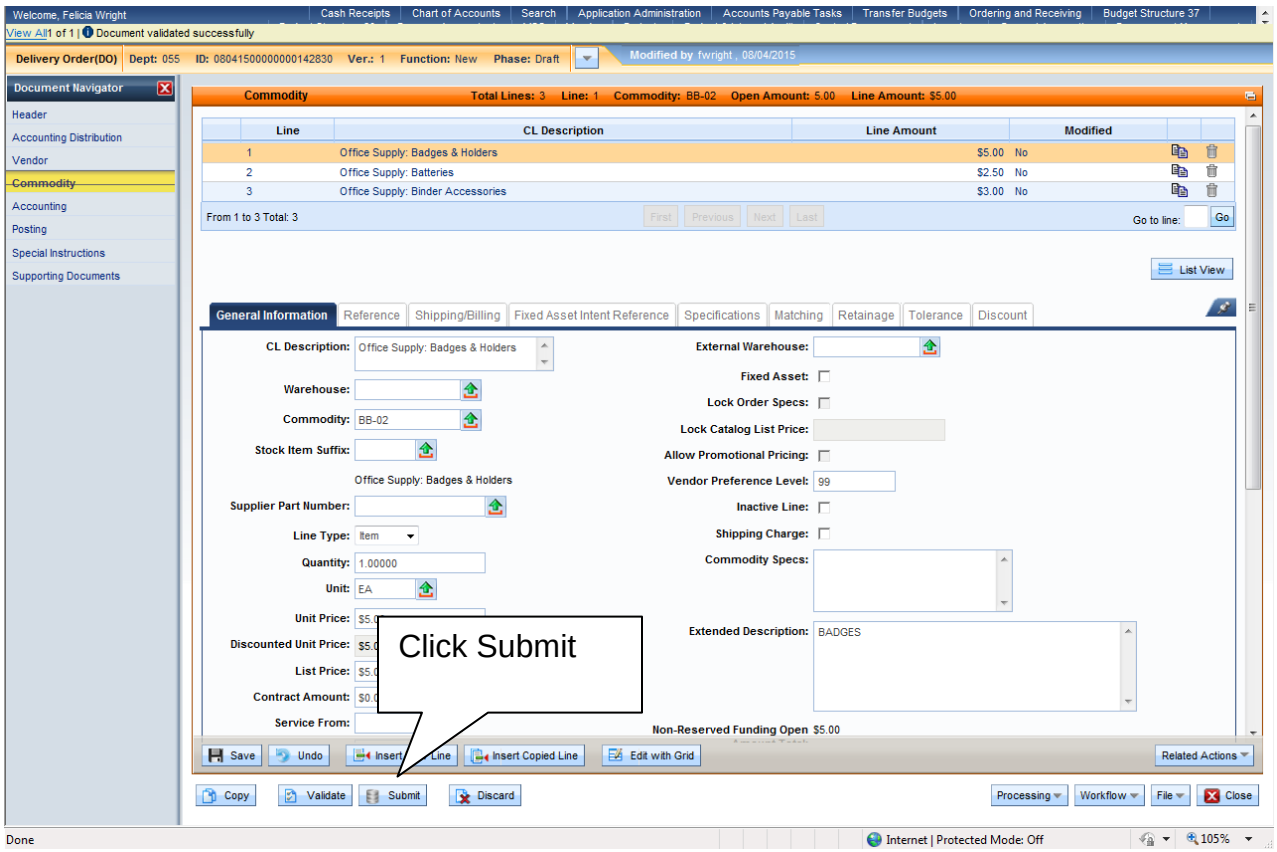


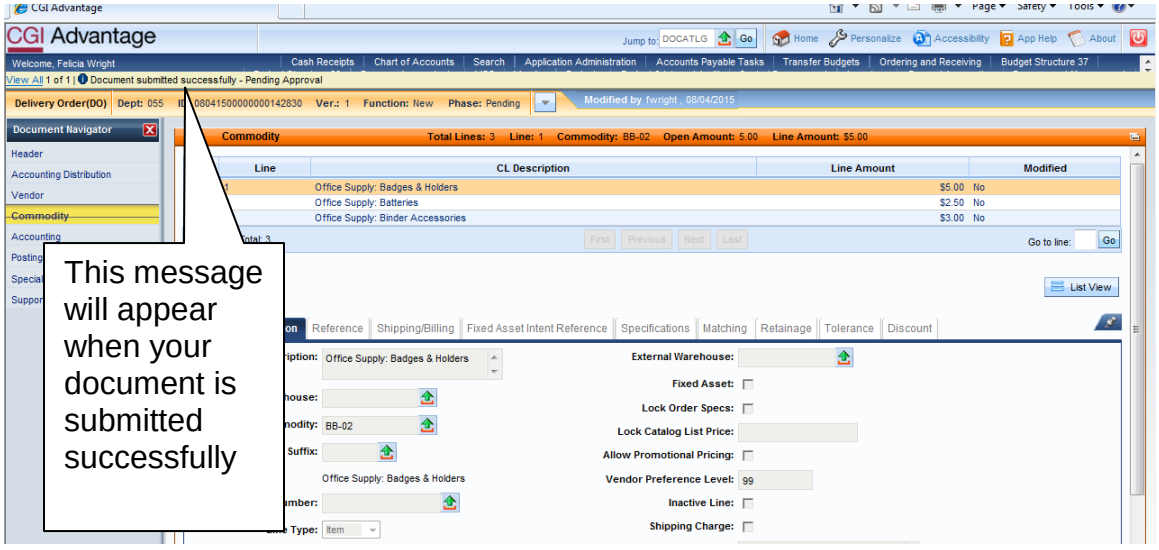
Vendor Information will default from the Master Agreement. To view vendor information click **Vendor** component.
Note: Vendor information should not be changed.

40. Click on **Validate**.



41. After your document validates successfully, click on **Submit**.

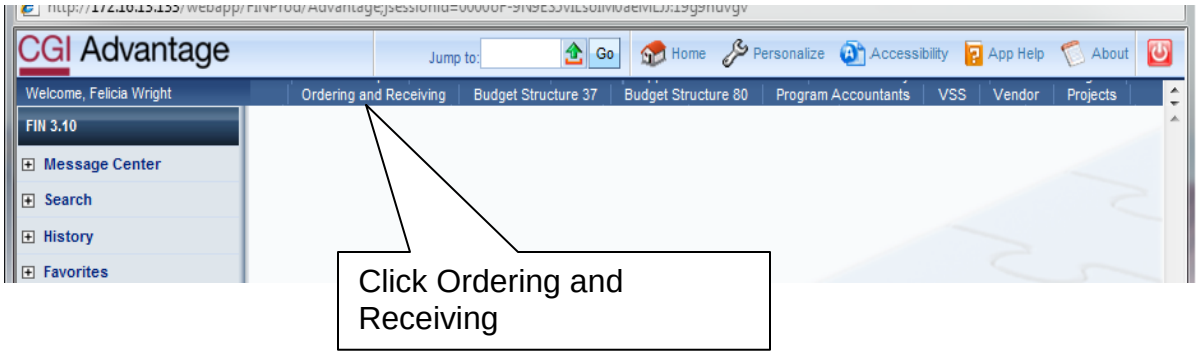




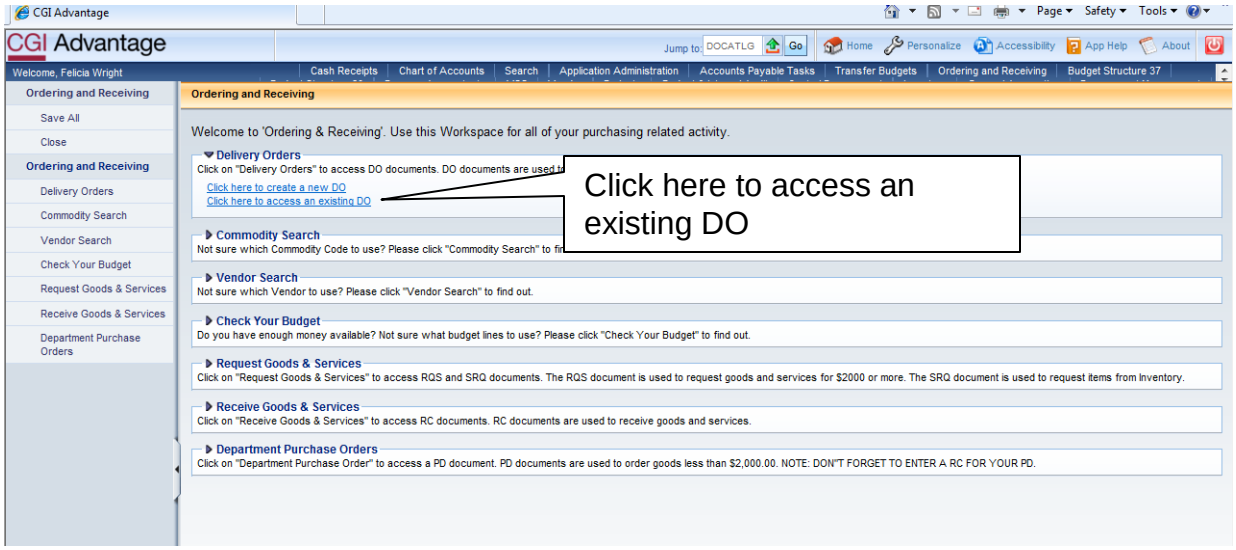
Delivery Order Cancellation

A DO can only be cancelled if there are no documents referencing it. If there is a RC or an IN against the DO, they must be cancelled before the DO can be cancelled. If there is a payment made on the DO, the DO cannot be cancelled.

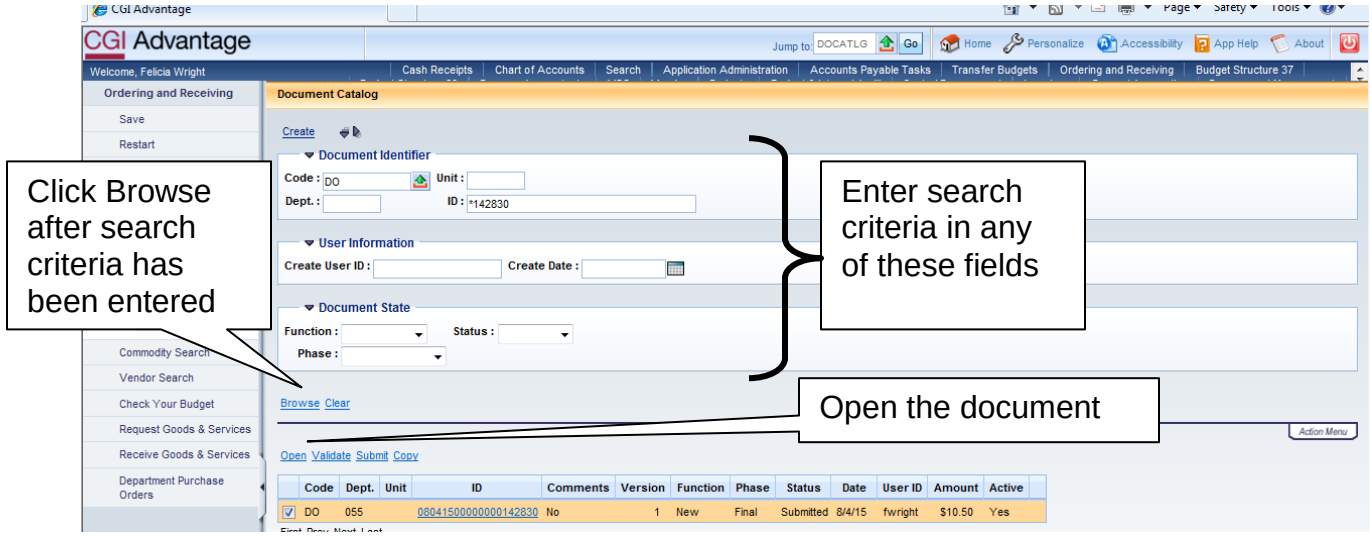
1. Click on **Ordering and Receiving**.



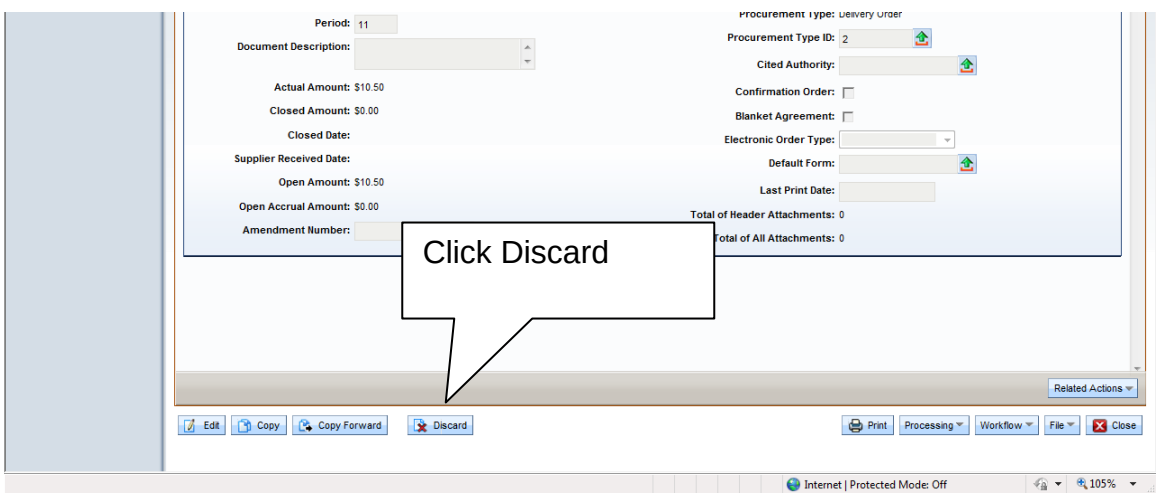
2. Click on **Delivery Orders**.
3. Click on **Click here to access an existing DO**.

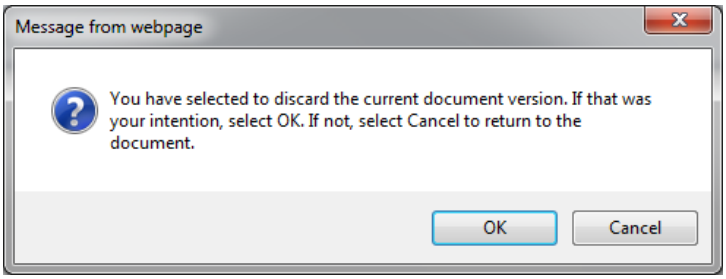


4. Search for the DO you want to cancel by entering search criteria in the fields.
5. Click **Browse**.
6. Open the document by performing one of the following actions:
    a) Click on the selection box, on the left, then click **Open**.
    b) Click on the document Link.

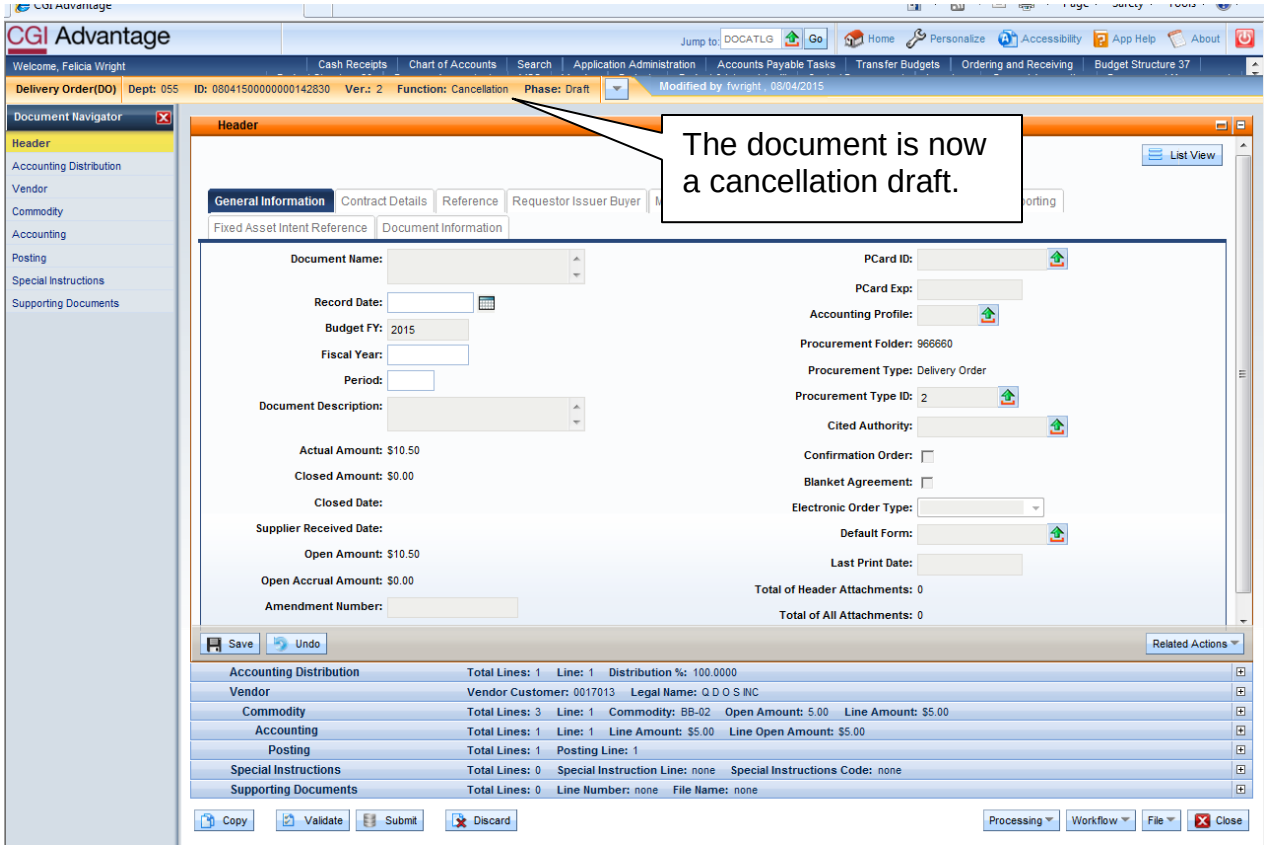


7. Click on **Discard**. Chose OK or Cancel on the message.

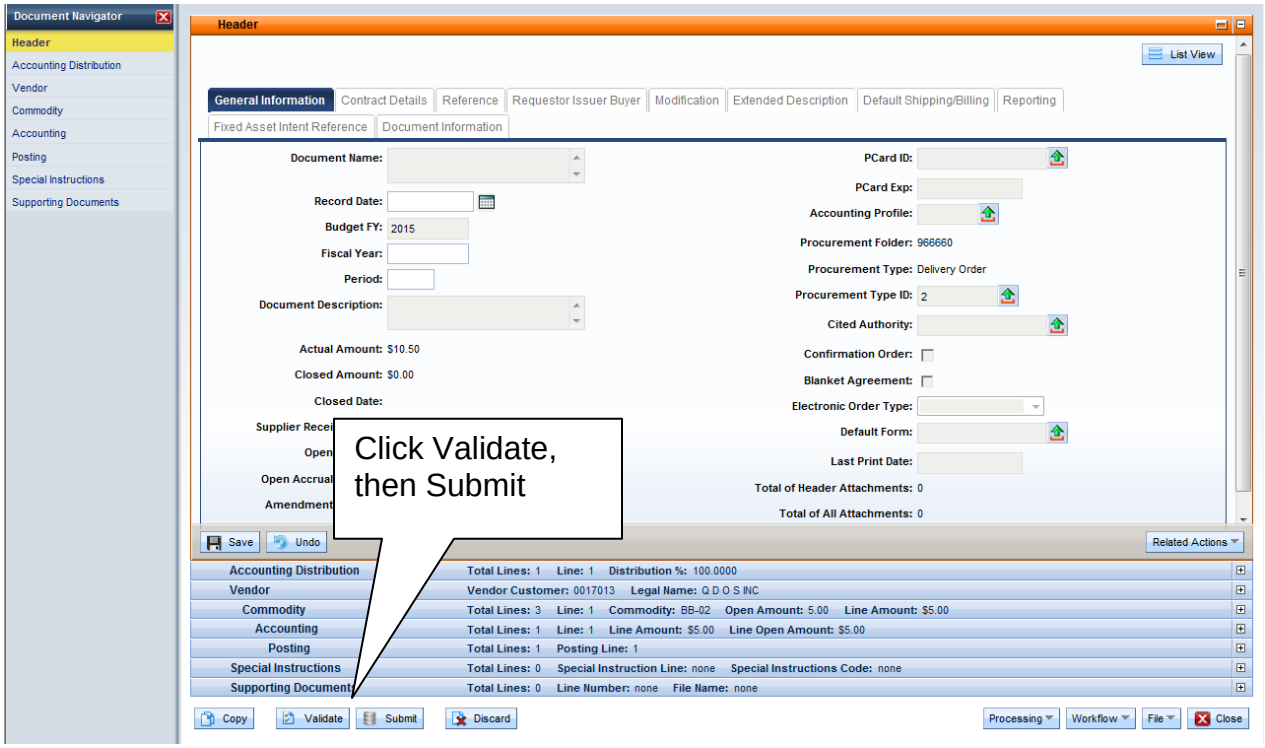




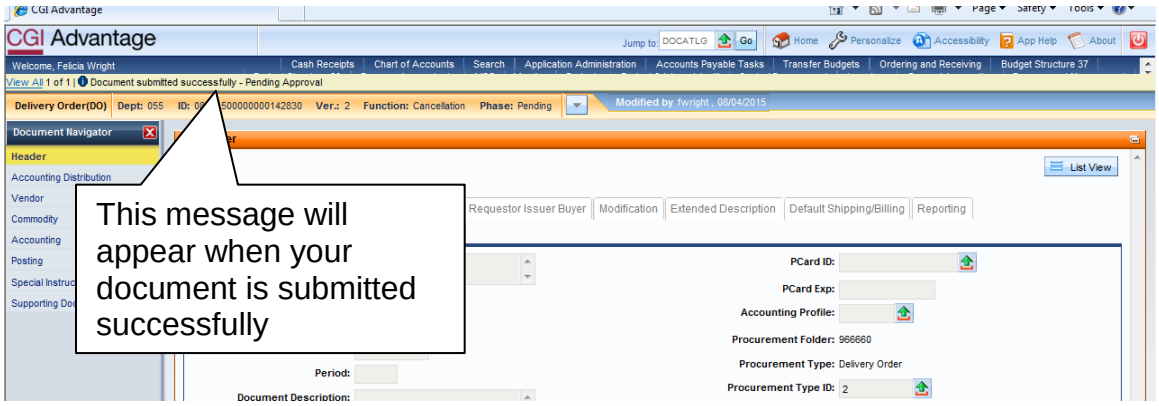
A cancellation draft will appear.



8. Click **Validate**. Once document validates successfully, it can be submitted.
9. Click **Submit**.



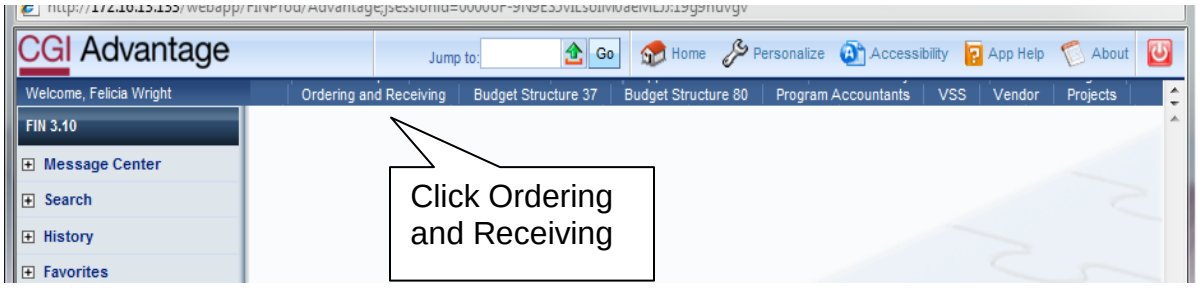
This message will appear when your document is Submitted Successfully.



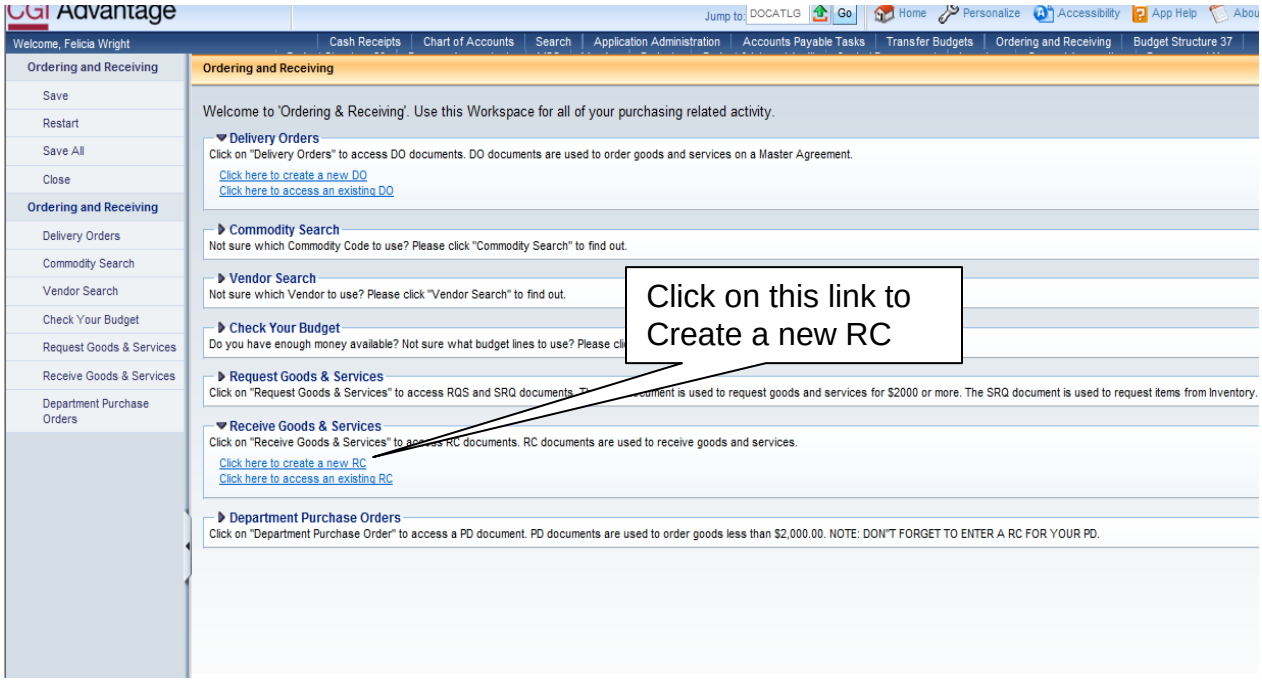
The cancellation document will then be routed through the same approvals as the original document. Then entries will not be reversed until the cancellation is in Final Phase.

Receiver (RC)

1. Click on **Ordering and Receiving**.

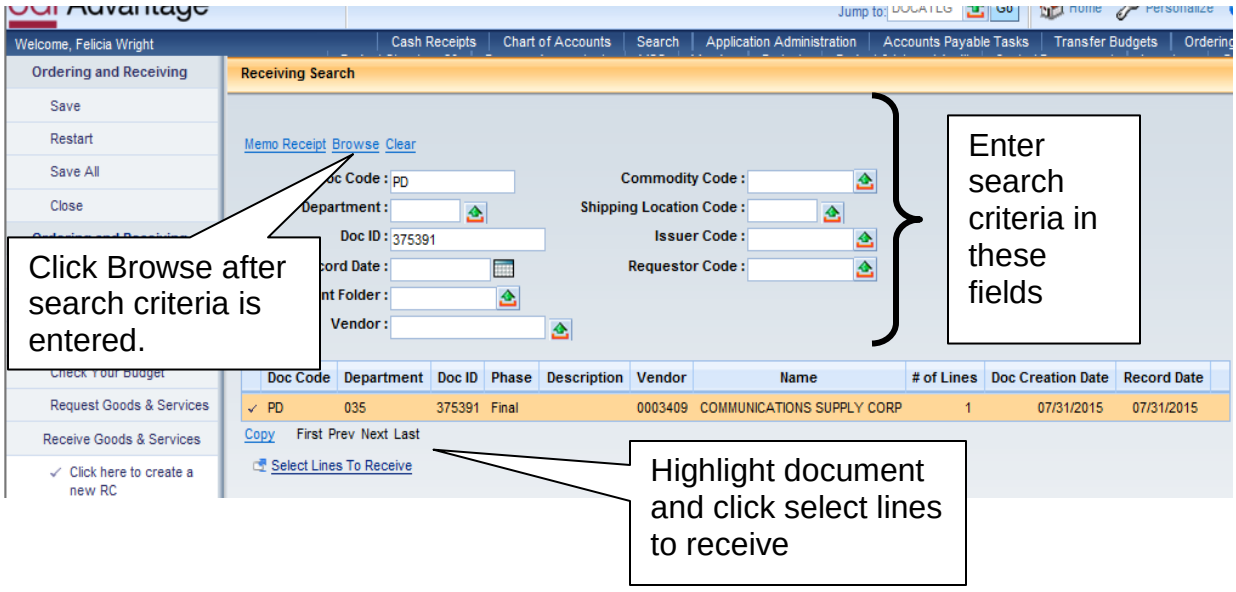


2. Click on **Receive Goods & Services**.
3. Click on **Click here to create a new RC**.



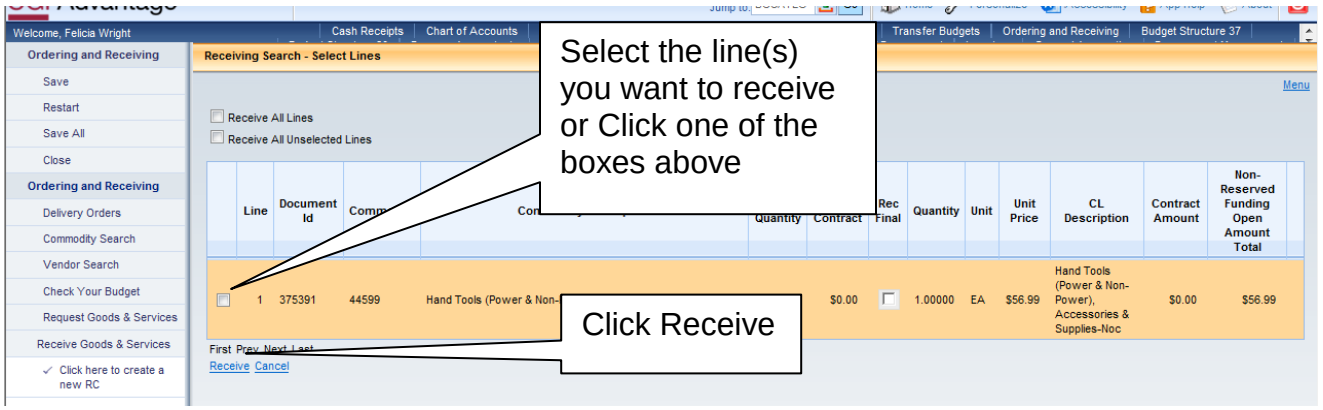
4. Search for a document to receive by one or a combination of the following:
   - **Document Code**: Enter a specific document code in document code field.
   - **Department**: Enter your department in Department.
   - **Doc ID**: Enter your document ID
   - **Vendor**: Enter the vendor number used in the document.
   - **Commodity**: Enter the commodity code used in the document.
   - **Shipping Code Location**: Enter your shipping code.
   - **Issuer Code**: Enter your user ID in this field

5. Click **Browse**
6. Highlight the document you need to receive.
7. Click on **Select lines to Receive**.



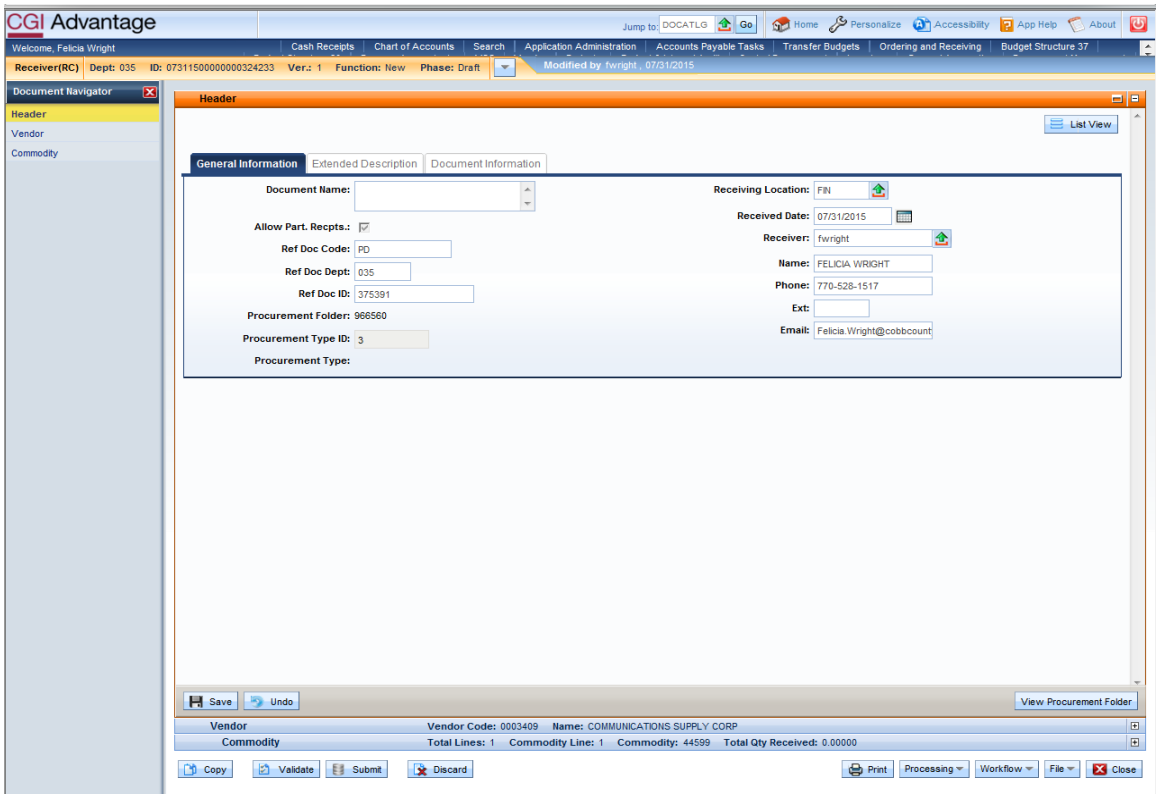
8. Do one of the following:
    a) Individually select the lines you want to receive
    b) Click **Receive All Lines**. This will select all of the lines.
    c) Click **Receive All Unselected Lines**. This will receive only those lines that you have not selected. Use this option if there are only a few lines that you did not receive.

    Note: Only select the lines you have received.

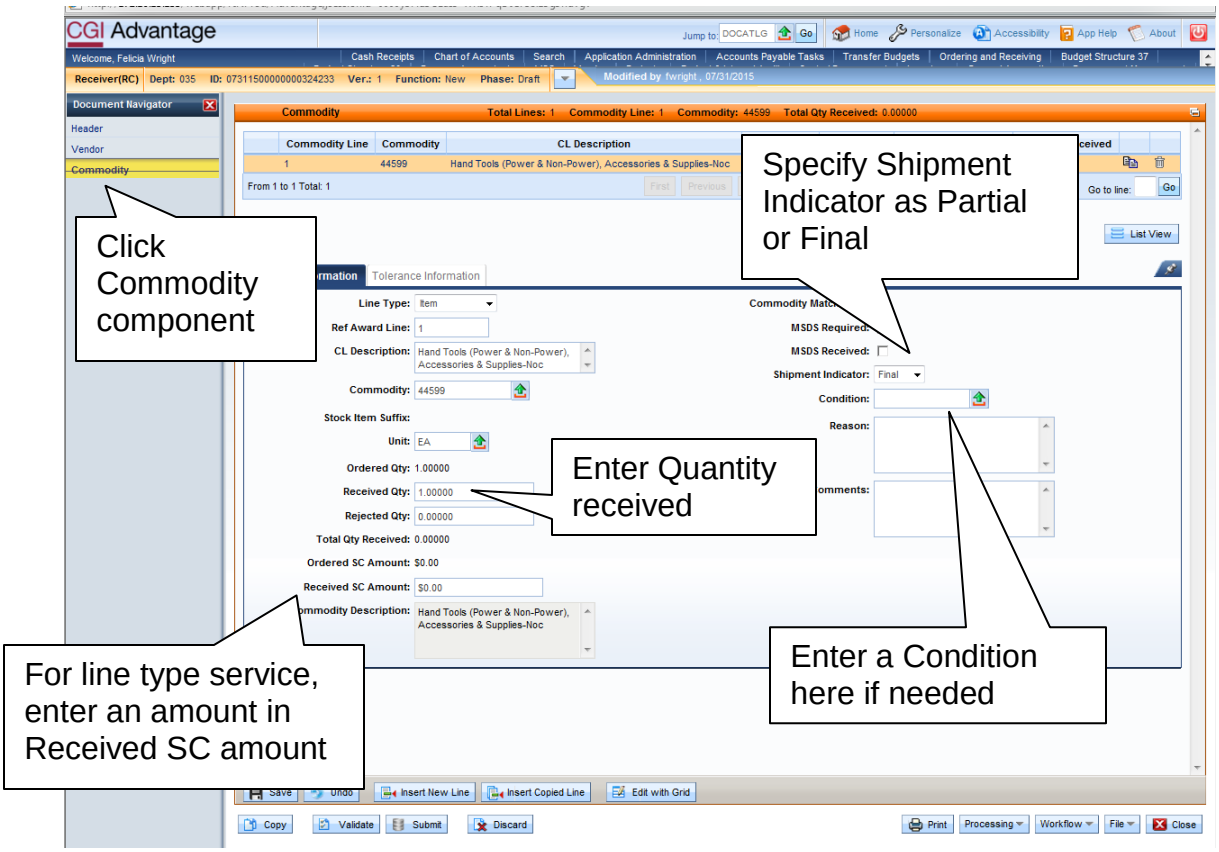


9. Click **Receive**.

This will bring up the Header component of your RC document.



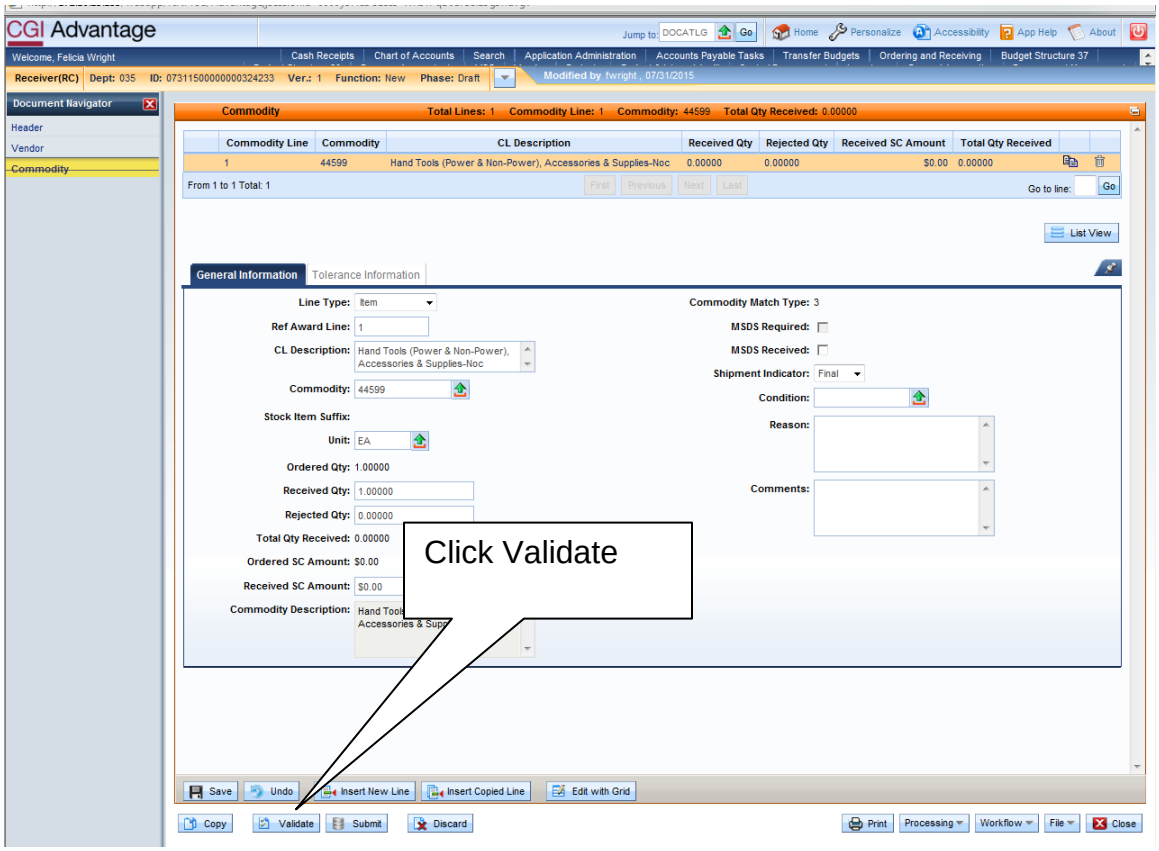
10. Click **Commodity** component.
11. Specify quantity received in **Received Qty**.
12. Specify **Ship Indicator** as partial or final.



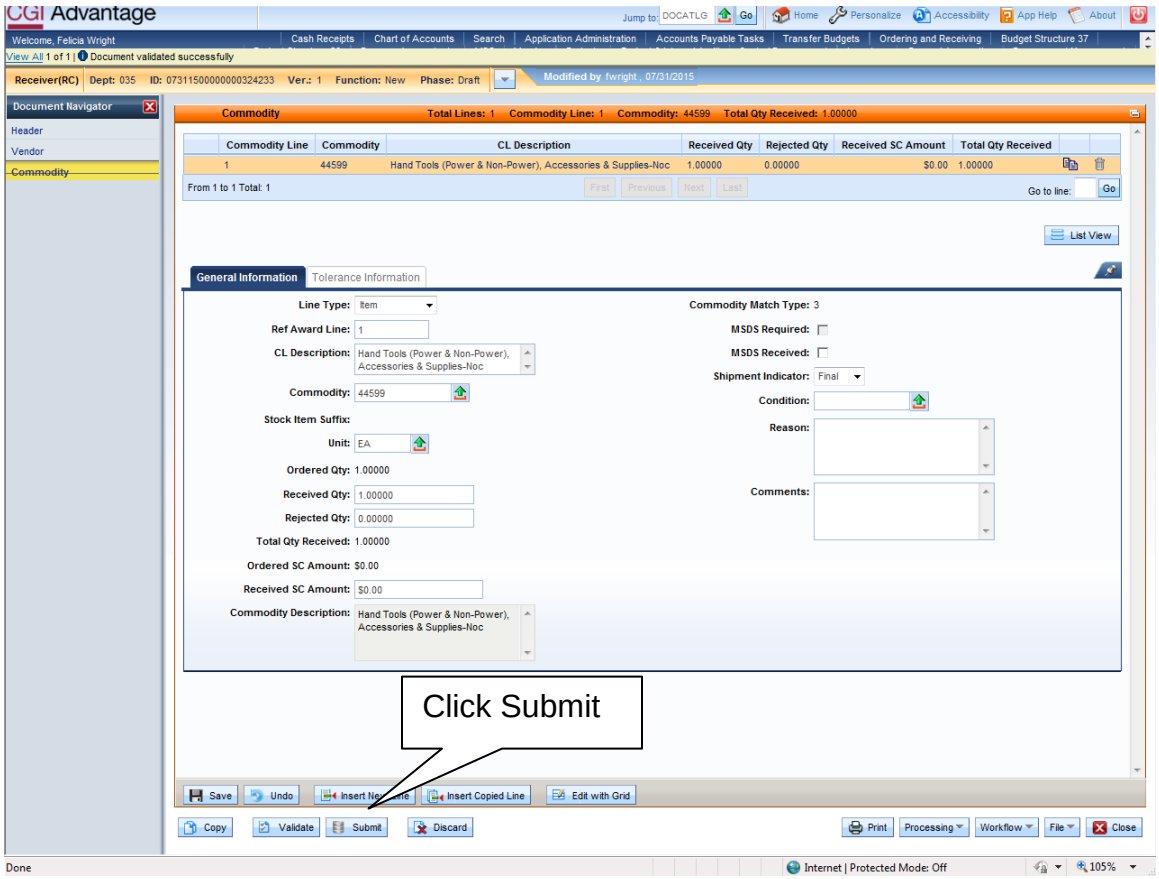
Note: If the shipment is a partial or an over shipment you are required to specify a condition in the Condition field.
Repeat steps 11 through 12 for each commodity line received.

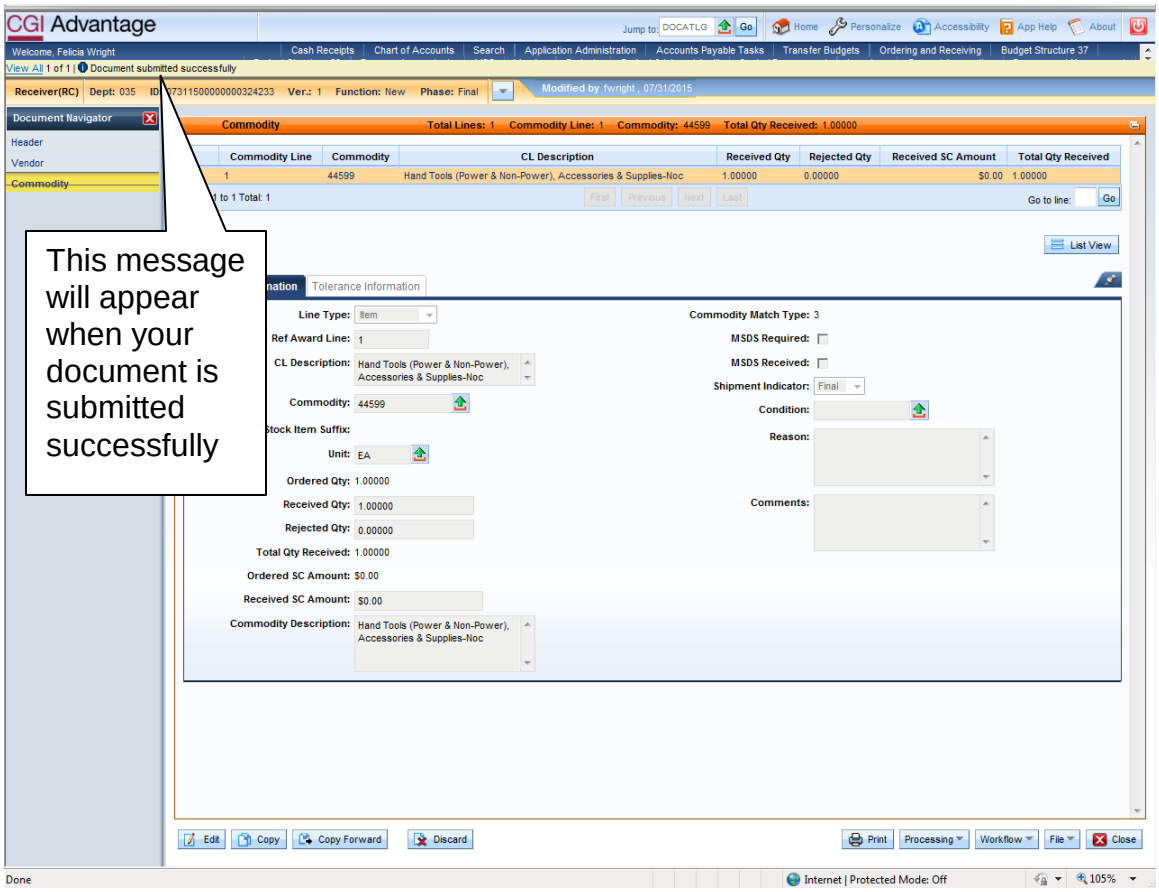
For a line type of service, do not enter a received quantity. Enter an amount in Received SC amount.

13. Click **Validate**.



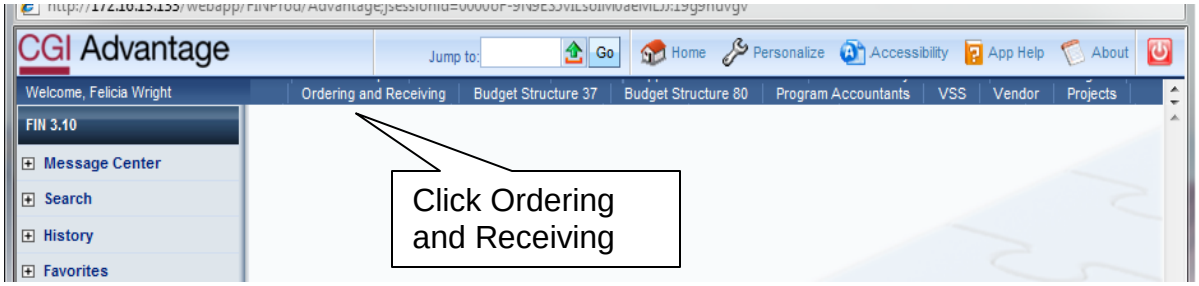
14. When document validates successfully, click **Submit**.



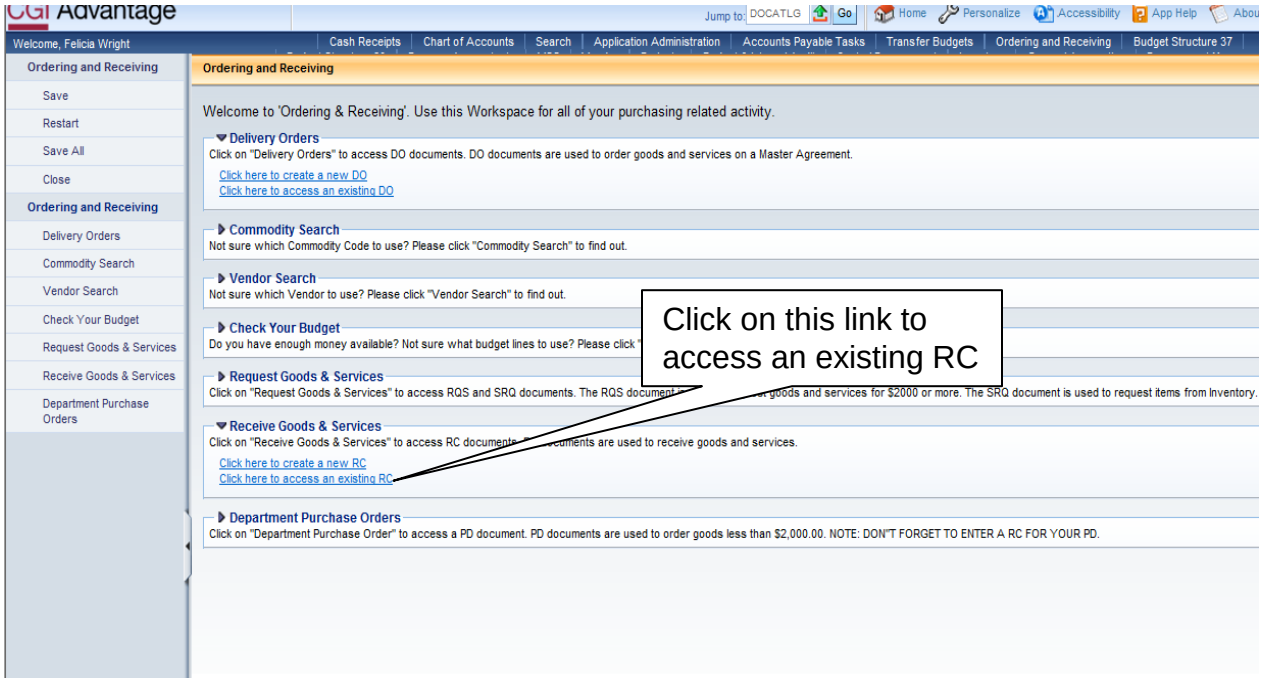

CGI Advantage
Welcome, Felicia Wright
Cash Receipts
Chart of Accounts
Search
Application Administration
Accounts Payable Tasks
Transfer Budgets
Ordering and Receiving
Budget Structure 37
View All 1 of 1
Document submitted successfully
Receiver(RC)
Dept: 035
Ver.: 1
Function: New
Phase: Final
Modified by fwright , 07/31/2015
Document Navigator
Header
Vendor
Commodity
Commodity
Total Lines: 1
Commodity Line: 1
Commodity: 44599
Total Qty Received: 1.00000
Commodity Line
Commodity
CL Description
Received Qty
Rejected Qty
Received SC Amount
Total Qty Received
1
44599
Hand Tools (Power & Non-Power), Accessories & Supplies-Noc
1.00000
0.00000
$0.00
1.00000
Go to line:
List View
Tolerance Information
Line Type:
Item
Ref Award Line:
CL Description:
Hand Tools (Power & Non-Power), Accessories & Supplies-Noc
Commodity:
44599
Unit:
EA
Ordered Qty:
1.00000
Received Qty:
1.00000
Rejected Qty:
0.00000
Total Qty Received:
1.00000
Ordered SC Amount:
$0.00
Received SC Amount:
$0.00
Commodity Description:
Hand Tools (Power & Non-Power), Accessories & Supplies-Noc
Commodity Match Type:
3
MSDS Required:
MSDS Received:
Shipment Indicator:
Final
Condition:
Reason:
Comments:
Edit
Copy
Copy Forward
Discard
Print
Processing
Workflow
File
Close
Done
Internet | Protected Mode: Off
105%
This message will appear when your document is submitted successfully

Receiver Cancellation

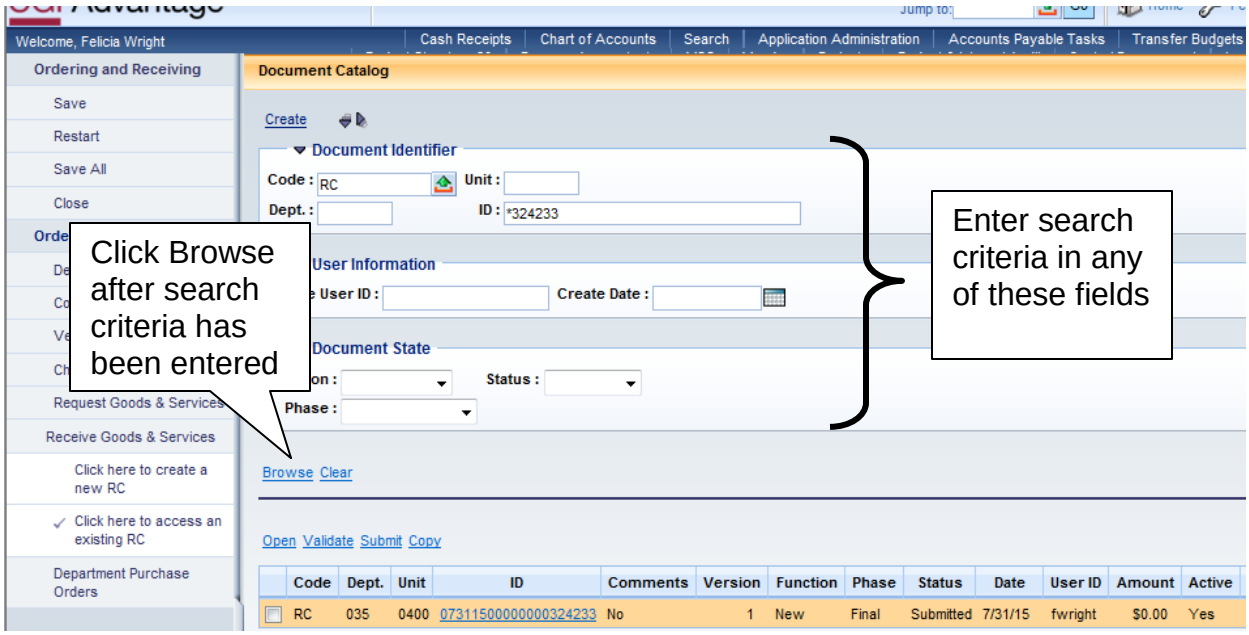
1. Click on **Ordering and Receiving**.



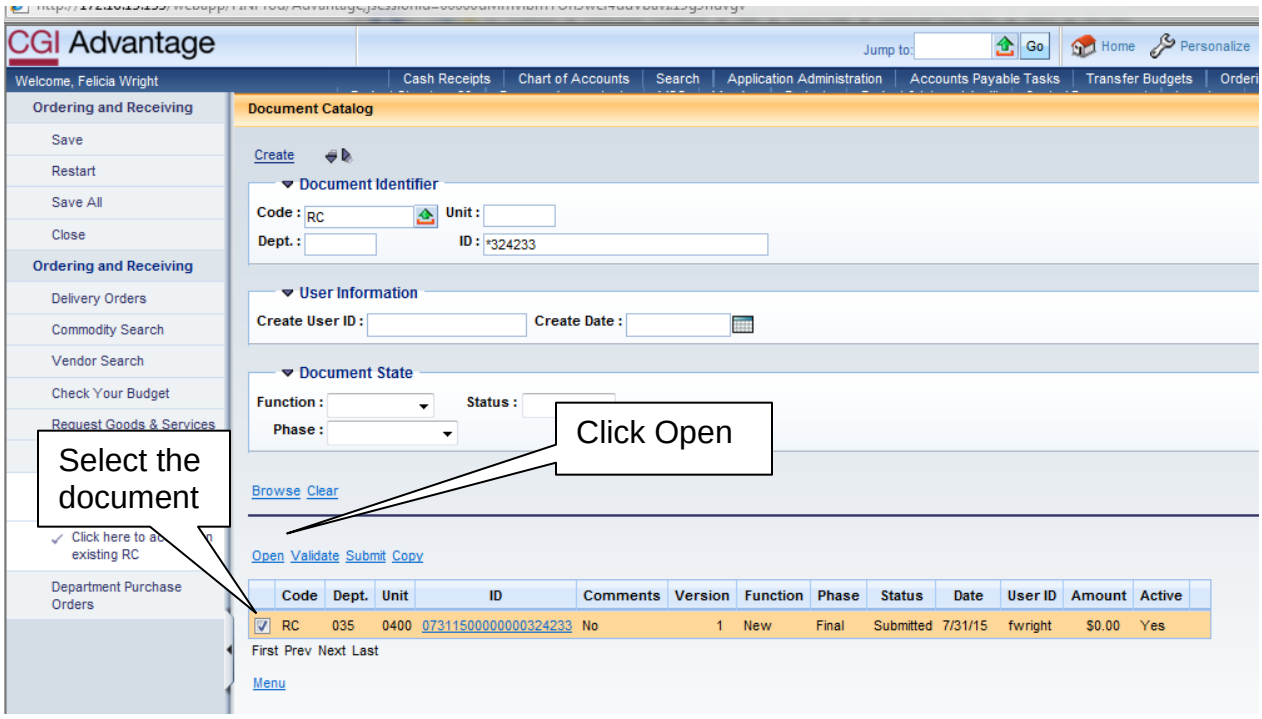
2. Click on **Receive Goods & Services**.
3. Click on **Click here to access an existing RC**.



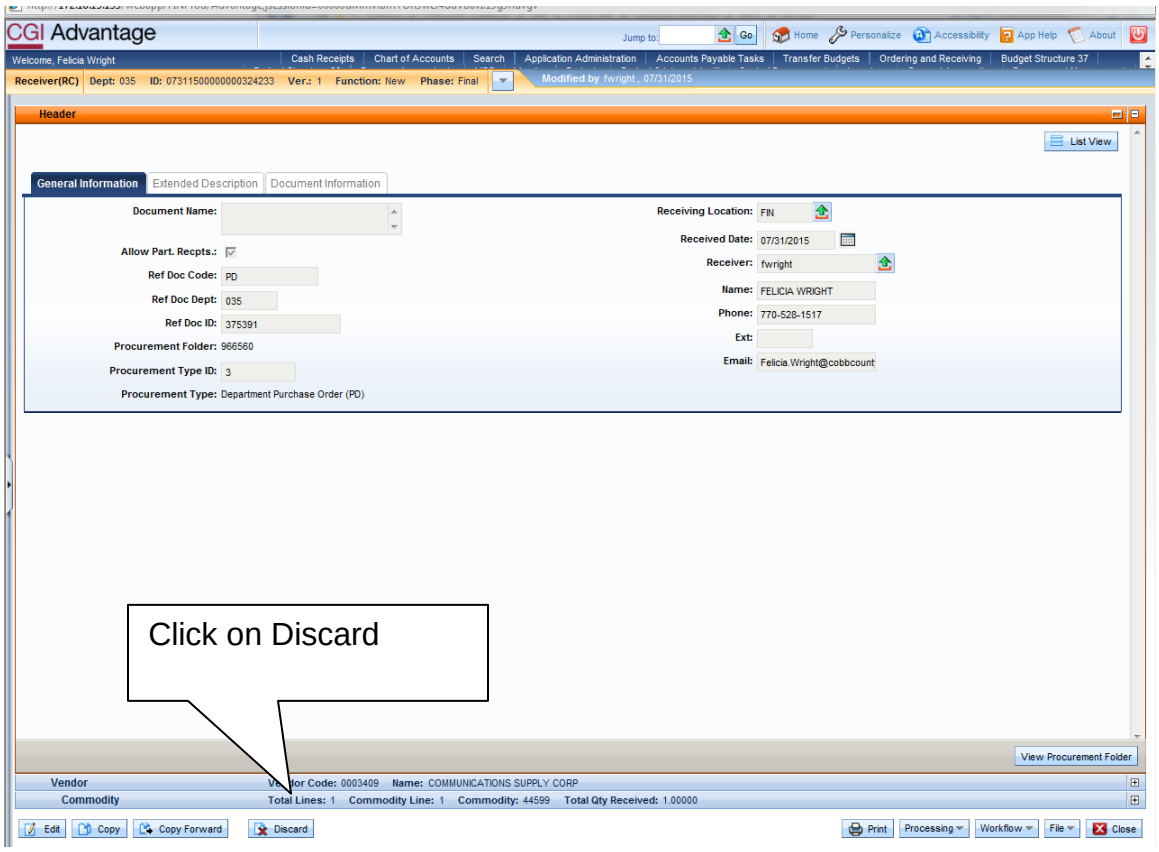
4. Search for the receiver you want to cancel by entering search criteria in the fields.
5. Click **Browse**.

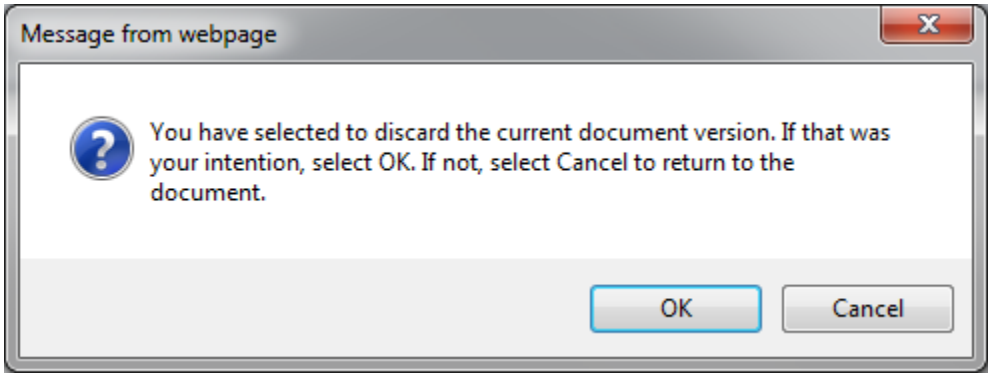


6. Open the document by performing one of the following actions:
    c) Click on the selection box, on the left, then click **Open**.
    d) Click on the document Link.

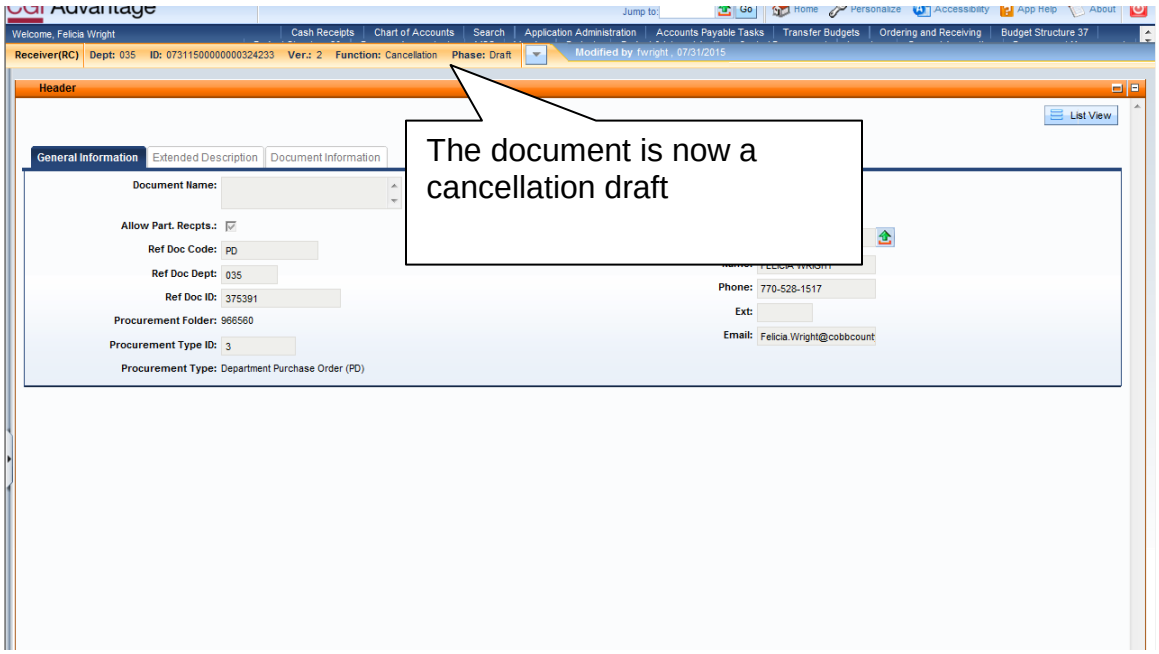


7. Click on **Discard**. Chose OK or Cancel on the message.

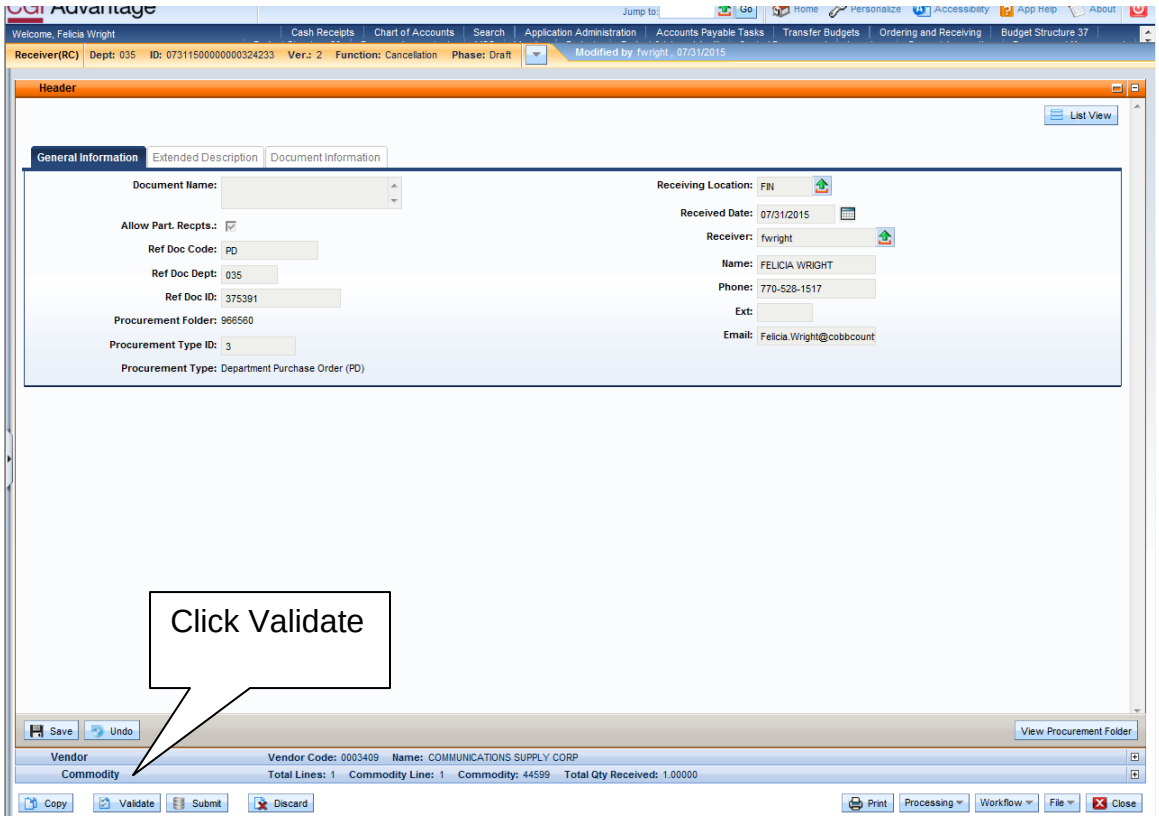




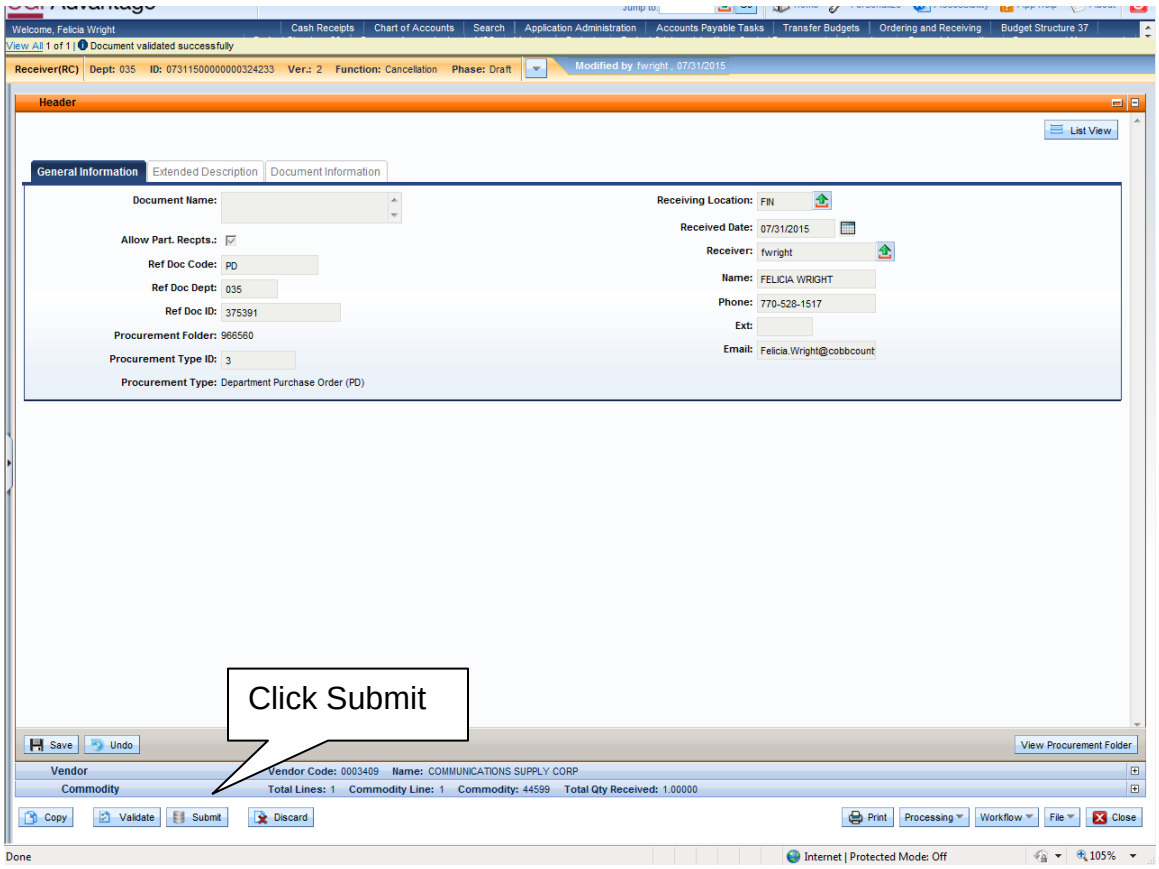
A cancellation draft will appear.

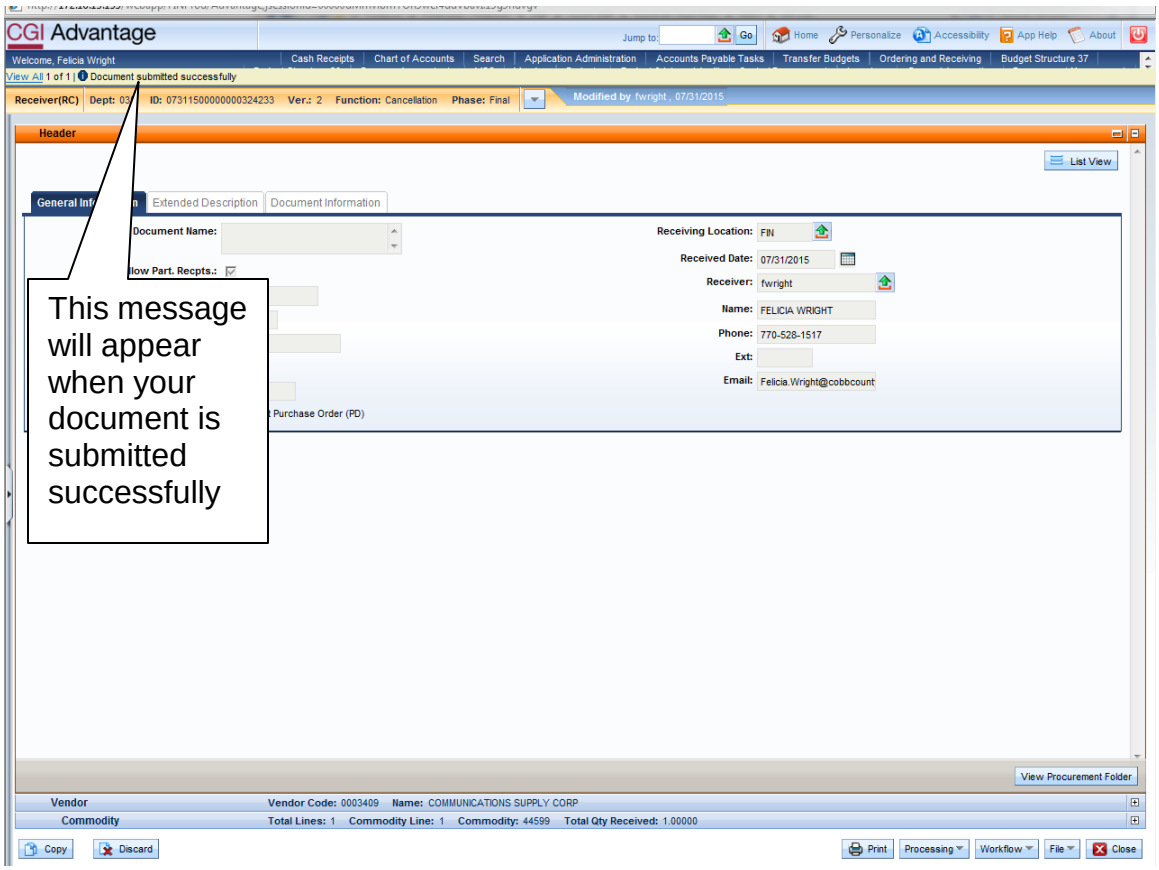


8. Click **Validate**.



9. Once document validates successfully, click **Submit**.

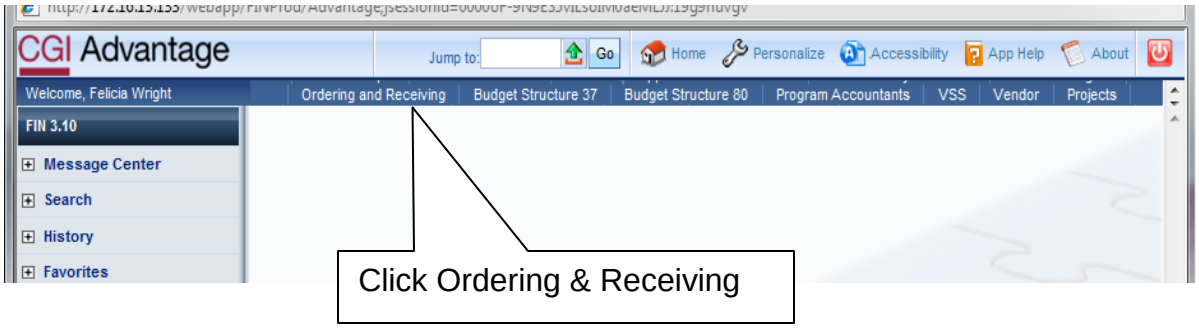




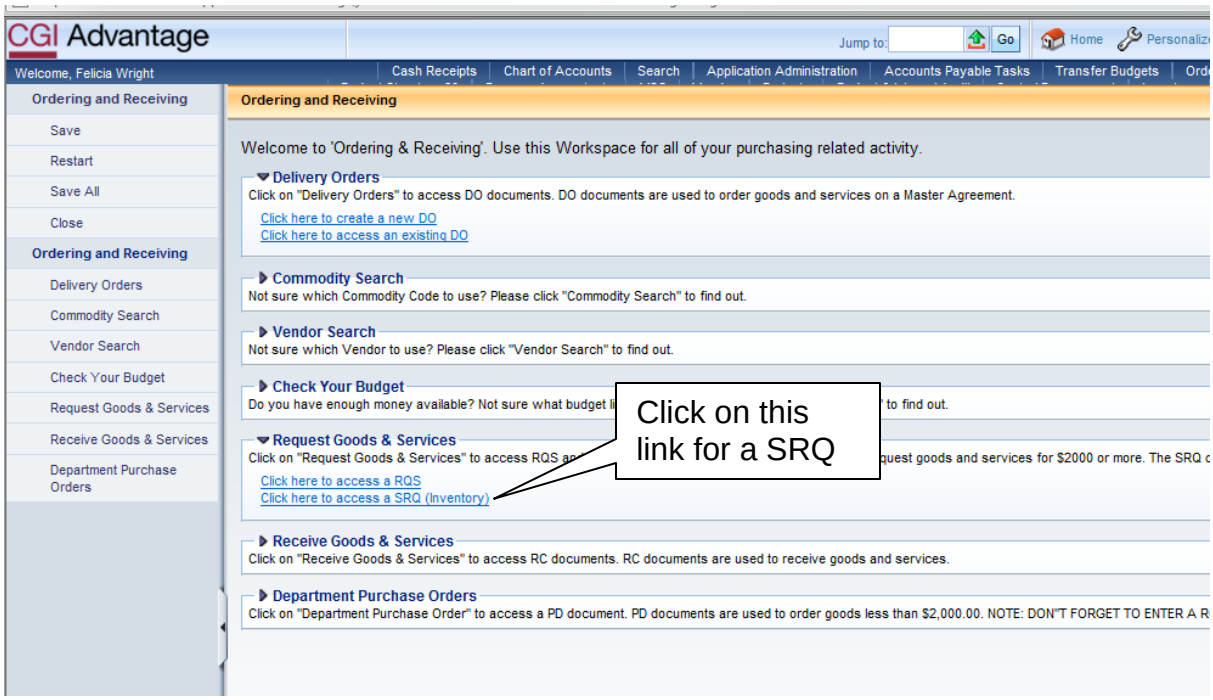
The cancellation document will then be routed through the same approvals as the original document. Then entries will not be reversed until the cancellation is in Final Phase.

Stock Room Requisition (SRQ)

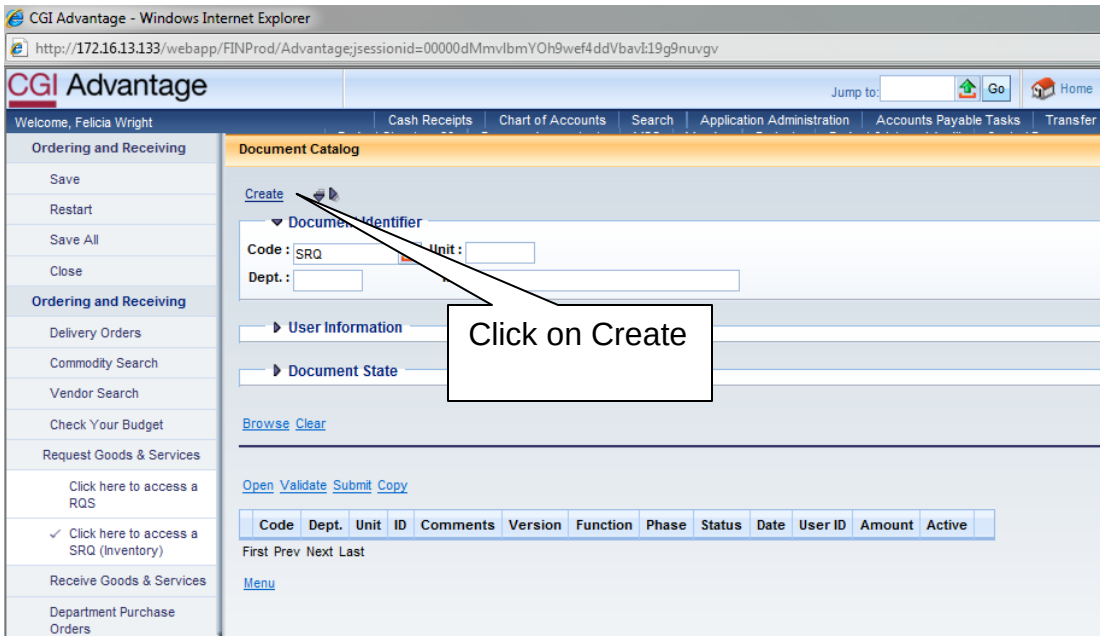
1. Click **Ordering and Receiving**.



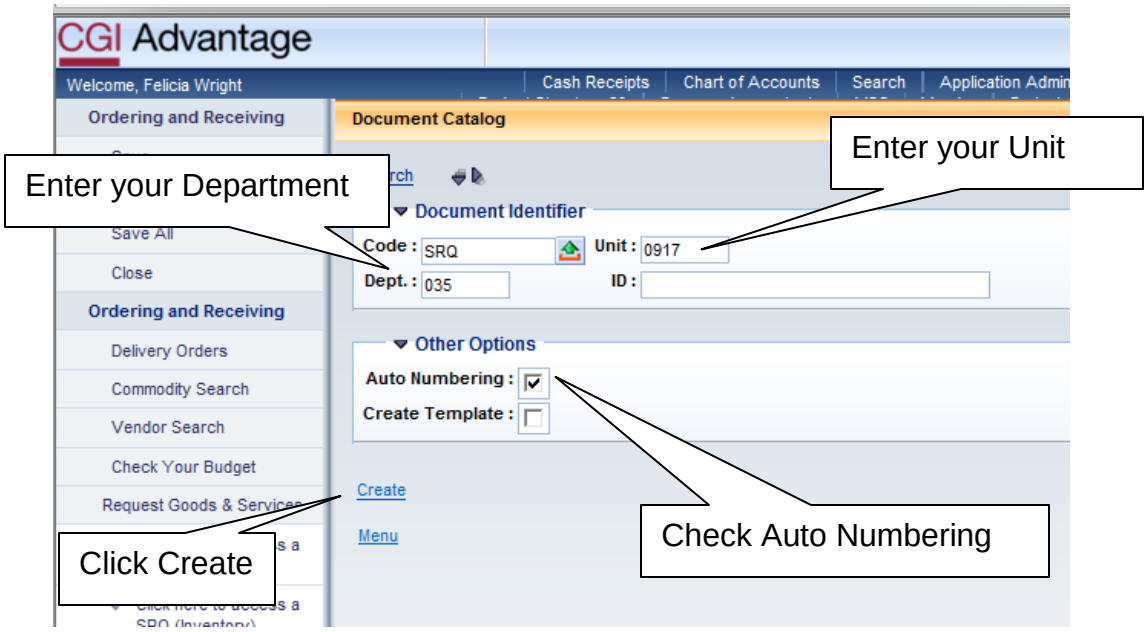
2. Click on **Request Goods and Services**.
3. Click on **Click here to access a SRQ (Inventory)**.



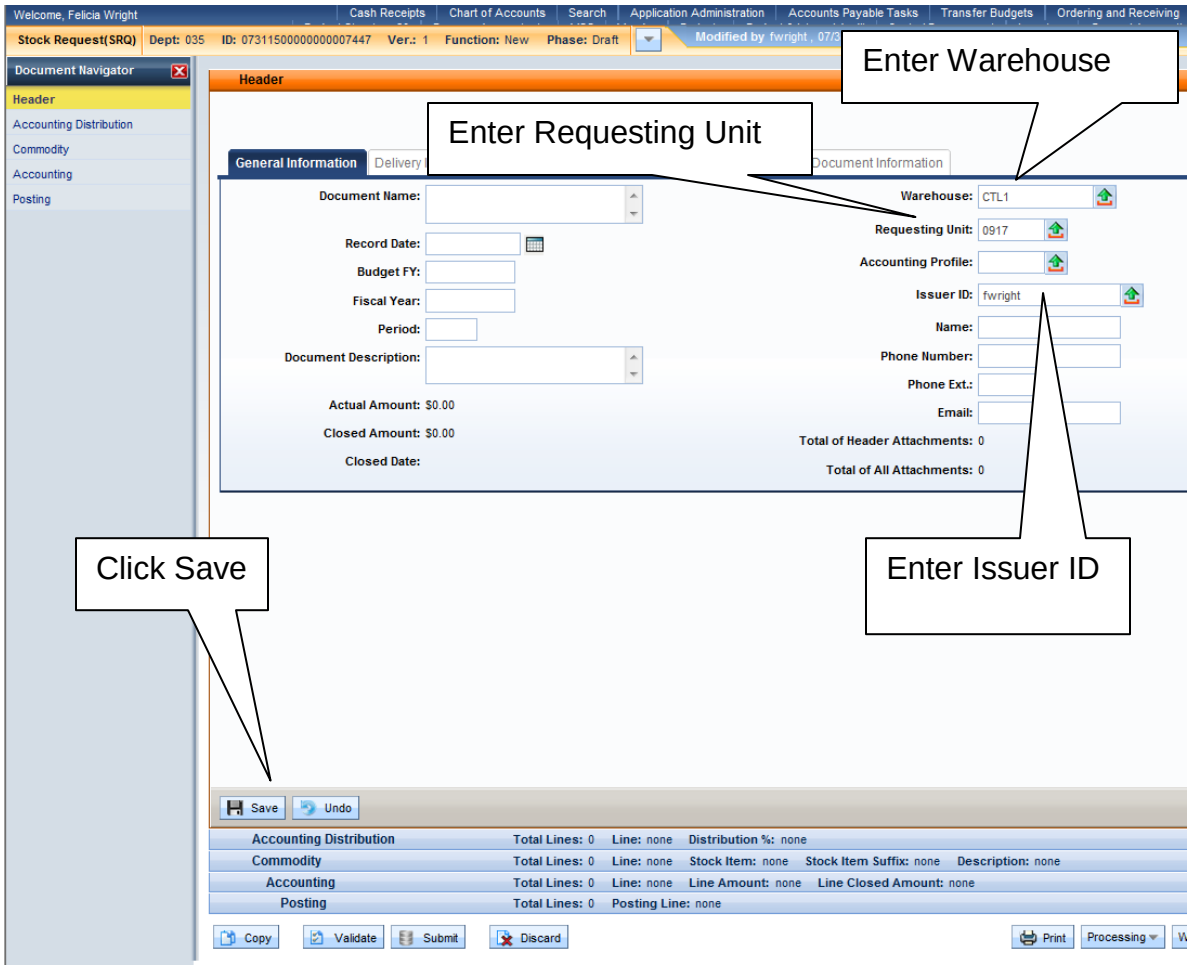
4. Click **Create** at top of page.



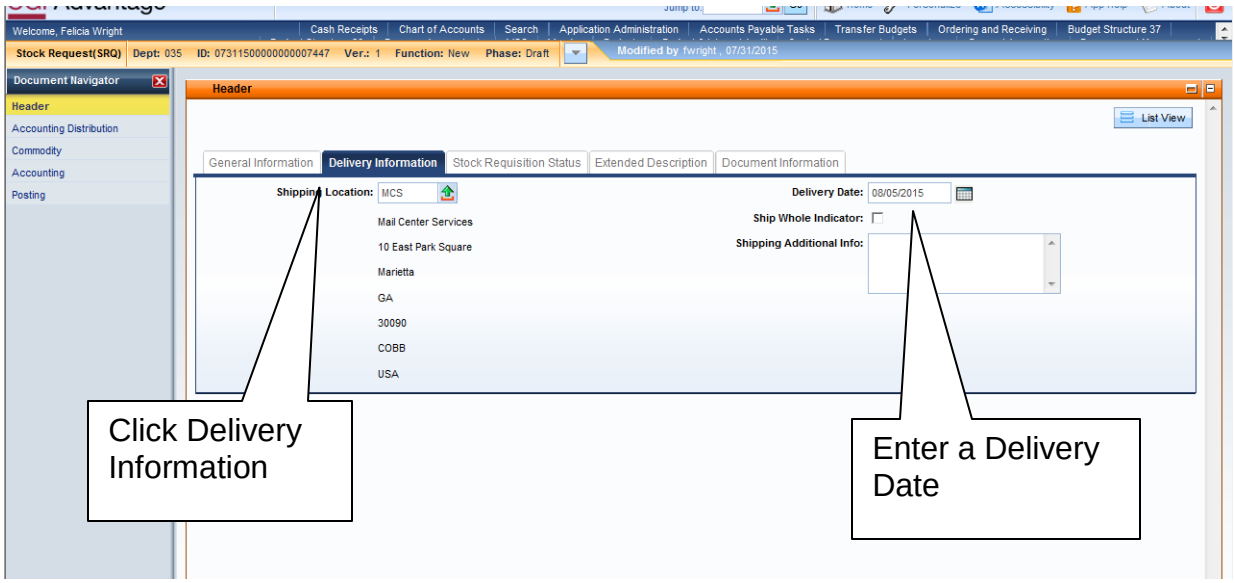
5. Enter your **Department**, **Unit** and check **Auto Numbering**.
6. Click on **Create**.



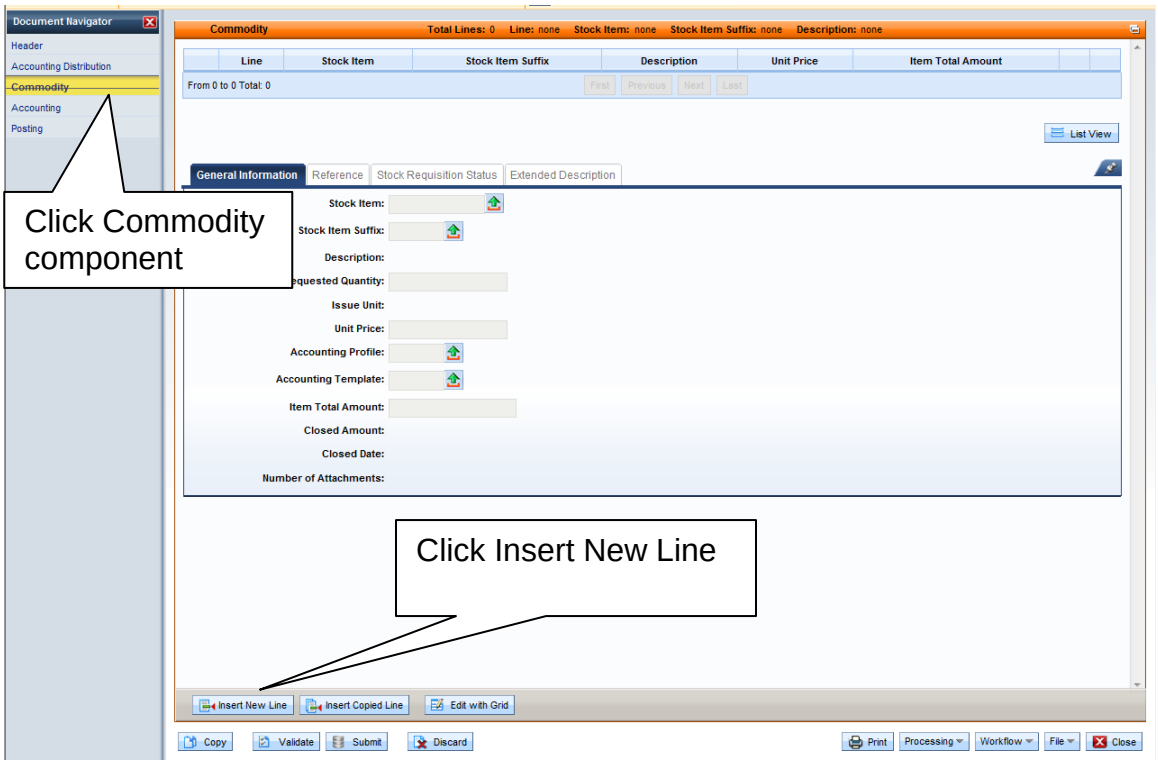
7. Enter **Warehouse Code** or use pick list to select a warehouse.
8. Enter **Requesting Unit** or use pick list to select a unit.
9. Enter **Issuer ID** or use pick list to select an Issuer ID. If the issuer ID is not in the pick list, enter their name and phone number.
10. Click **Save** at bottom of the screen.



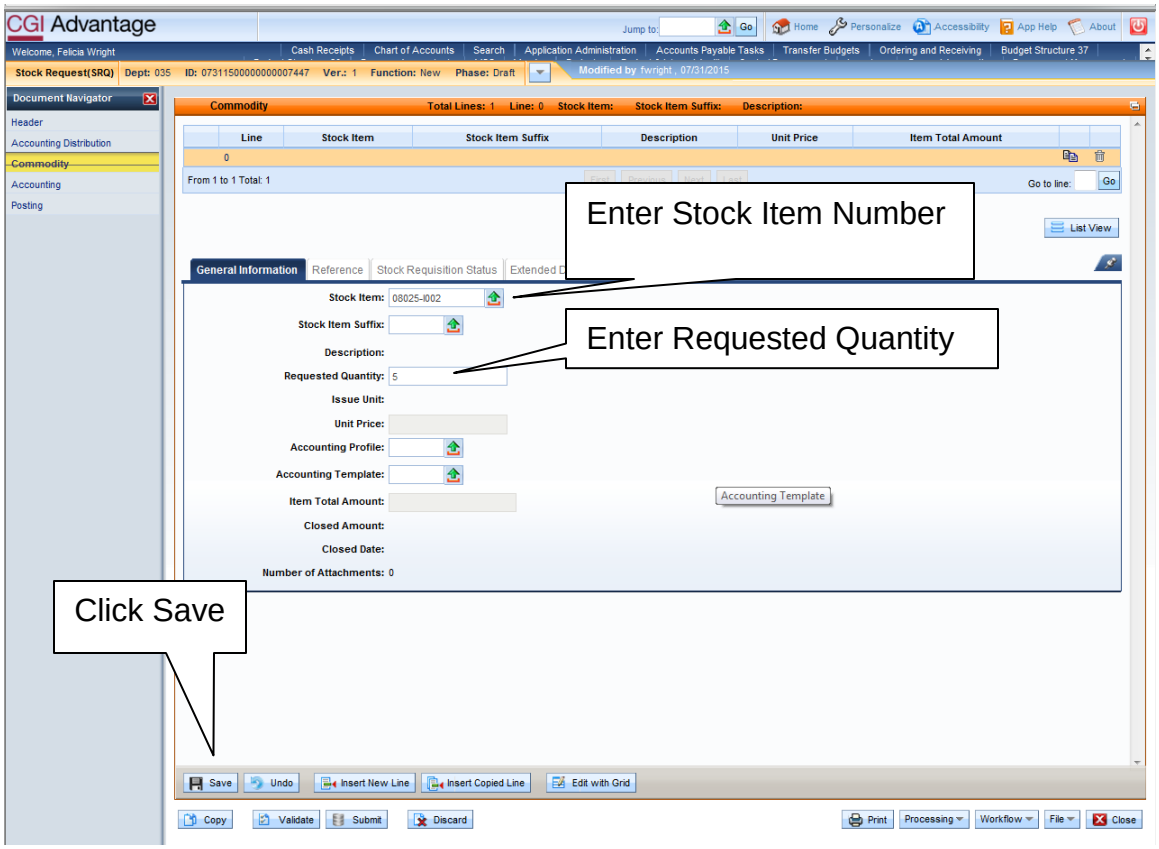
11. Click **Delivery Information**. Your shipping location will default. Verify that your shipping location is correct, you can use pick list to change shipping location if necessary.
12. Enter **Delivery Date**, or use the pick list to select a date.



13. Click on the **Commodity** component.
14. Click **Insert New Line**.

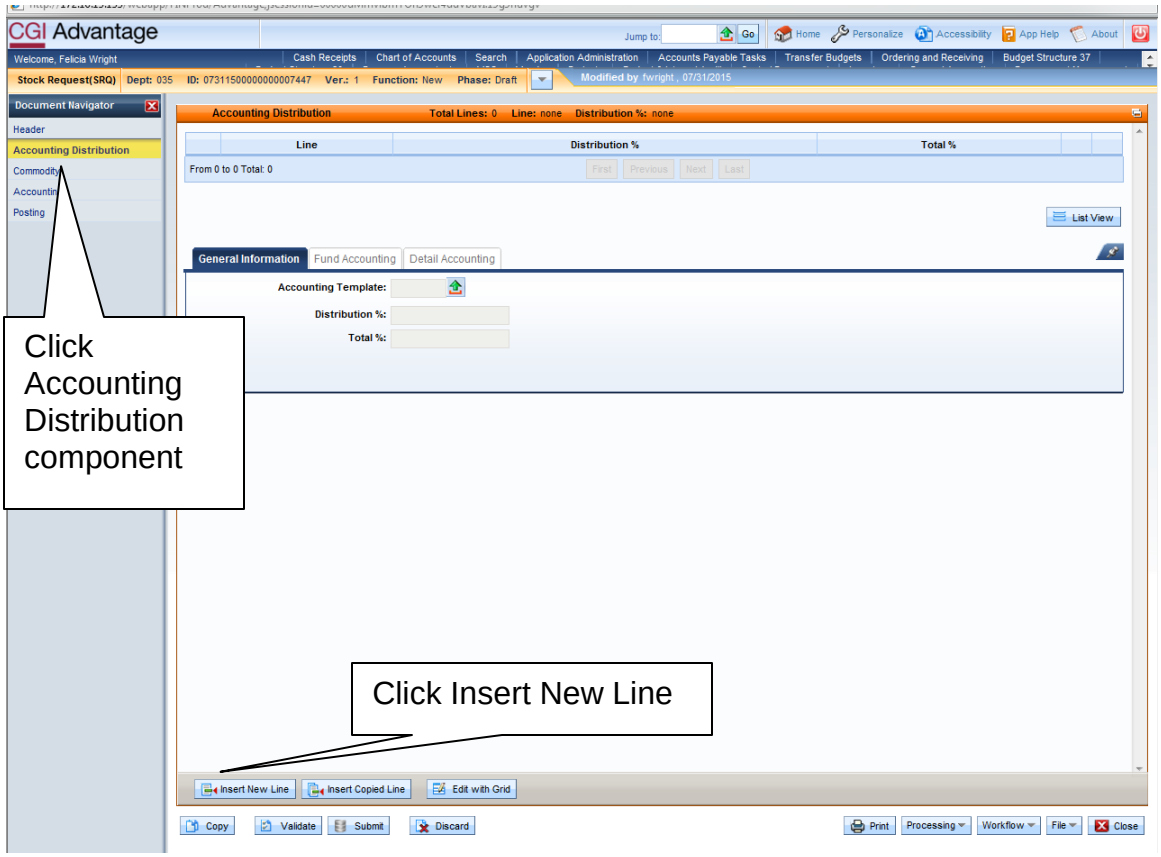


15. Enter **Stock Item** number or use pick list if you do not know stock item number.
16. Enter **Requested Quantity**.
17. Click **Save**.

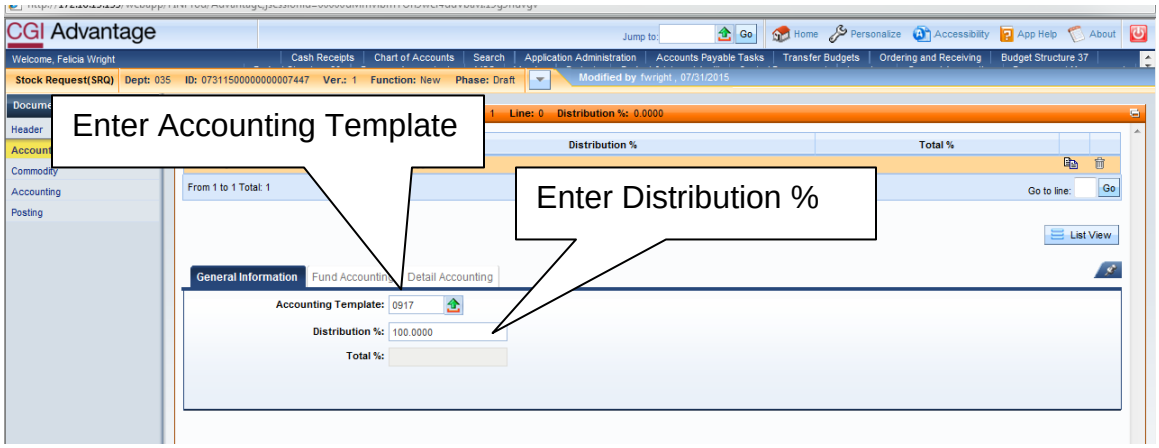


To add additional stock item lines repeat steps 14-17.

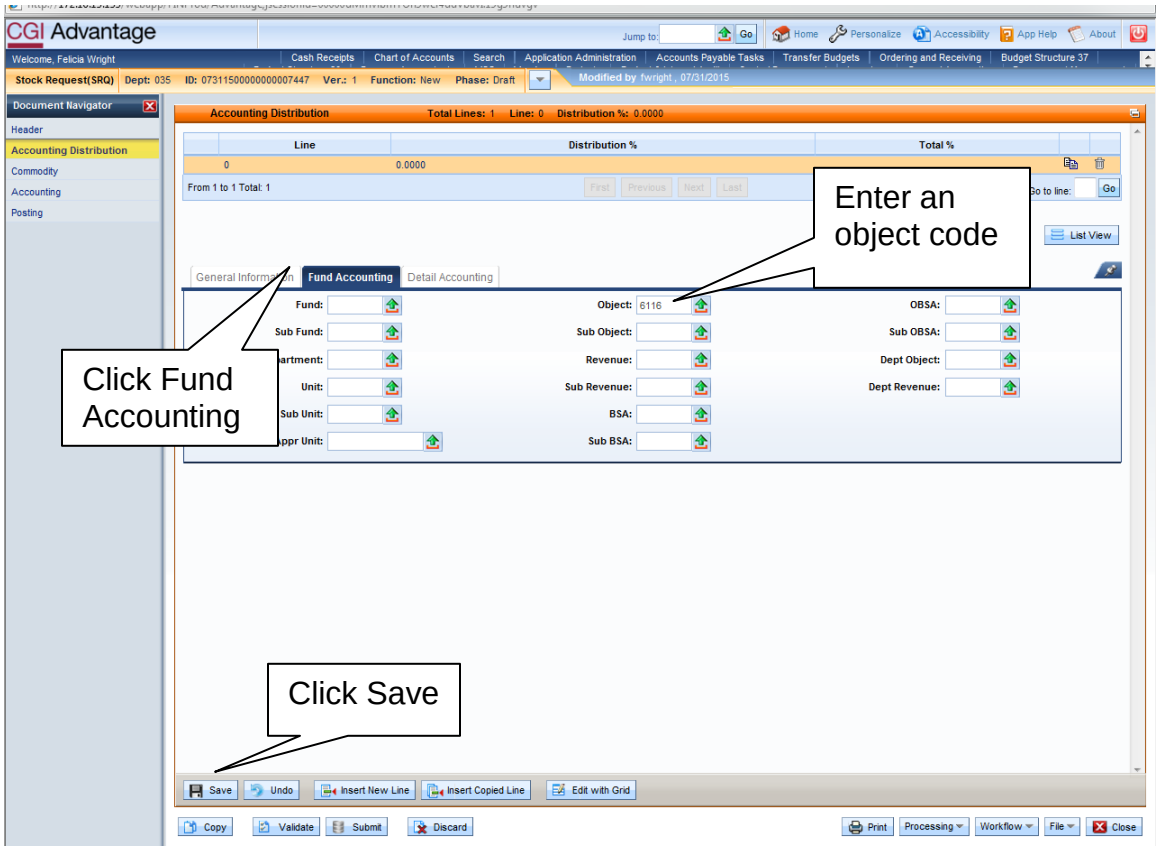
18. Click on **Accounting Distribution** component.
19. Click on **Insert New Line**.



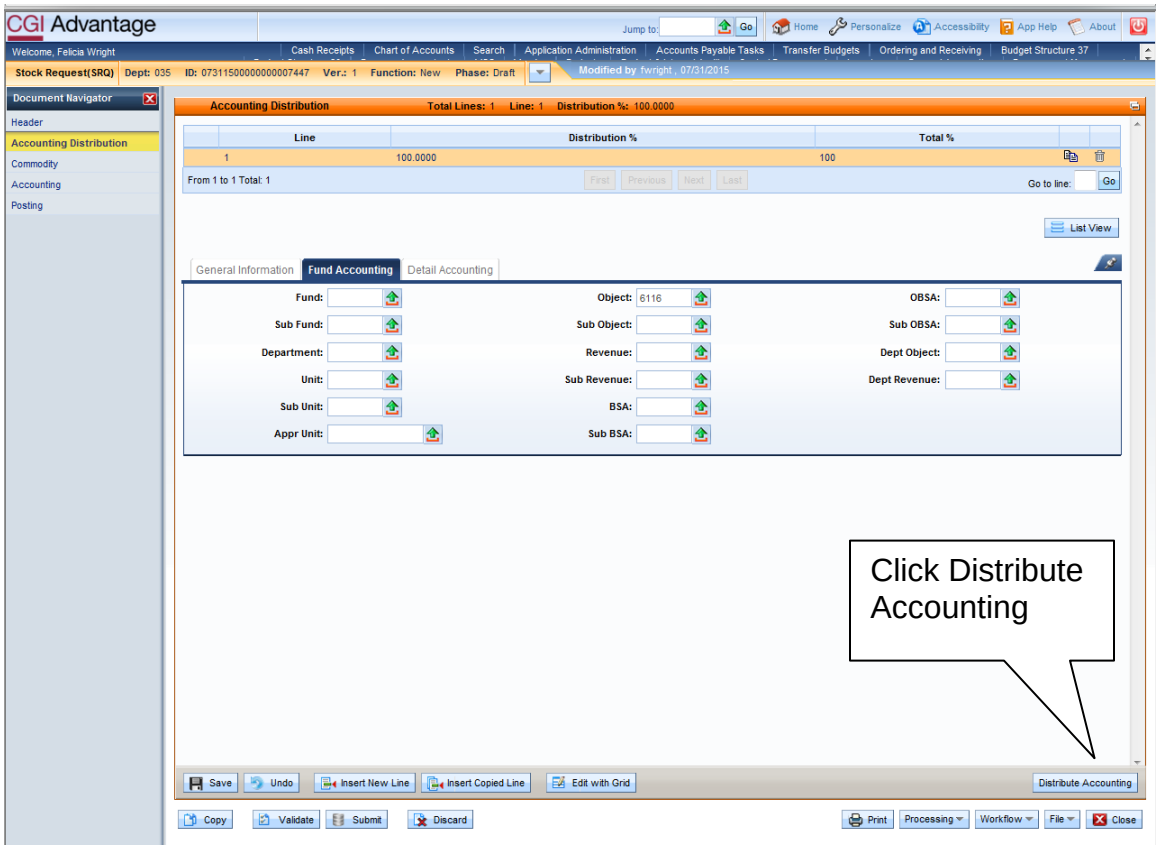
20. Enter **Accounting Template** (Sub Unit).
21. Enter **Distribution %.** The percentage will always be 100% when you have the same Unit number for different lines. You may want to build your own accounting lines if you have more than one Unit to charge your document to.



22. Click **Fund Accounting**.
23. Enter **Object Code** if all commodities are going to be charged to one object code. If multiple object codes are to be used, skip step 17.
24. Click **Save**.

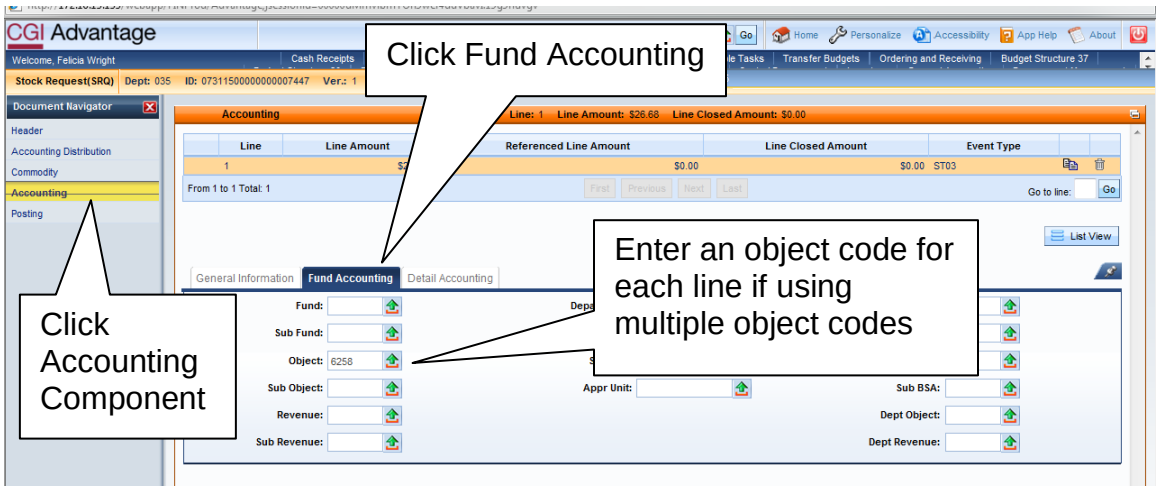


25. Click on **Distribute Accounting**.

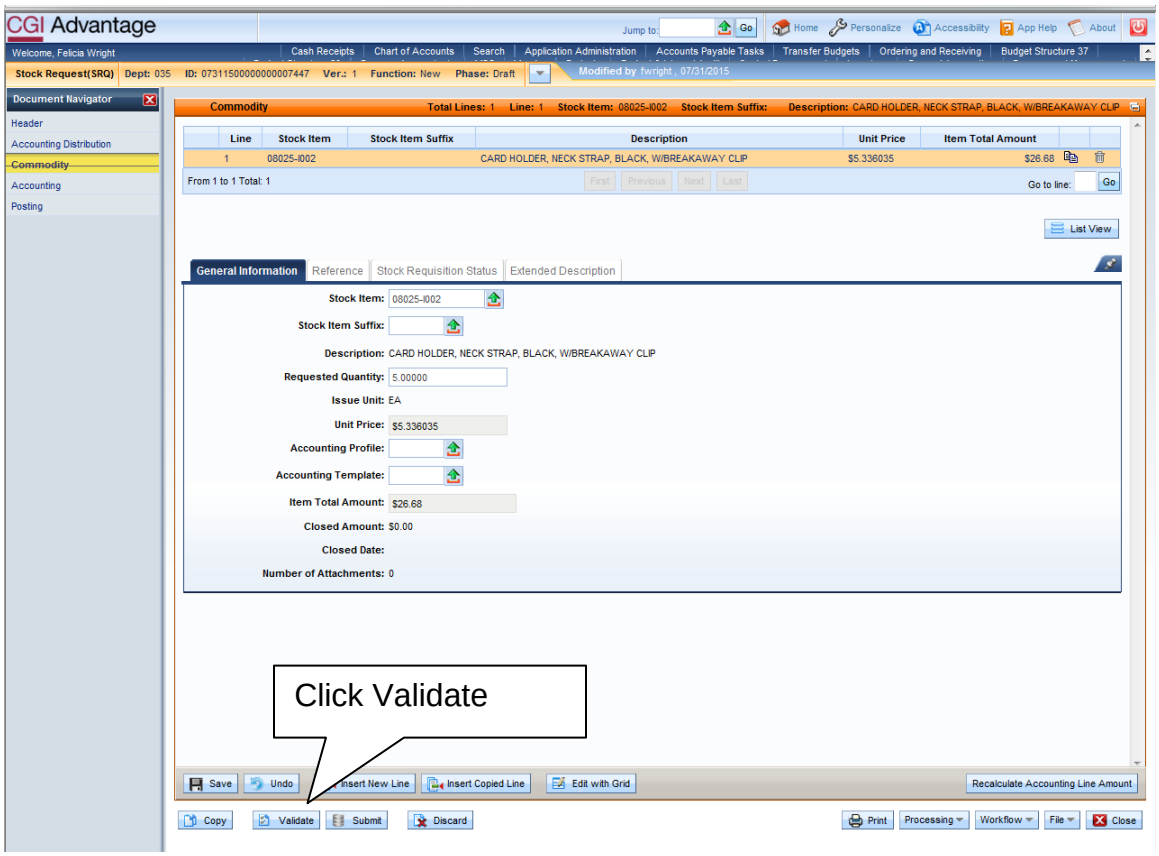


This will create an accounting line for each commodity entered. If you are charging all commodity lines to the same object code, skip steps 26-27, and continue with step 28.

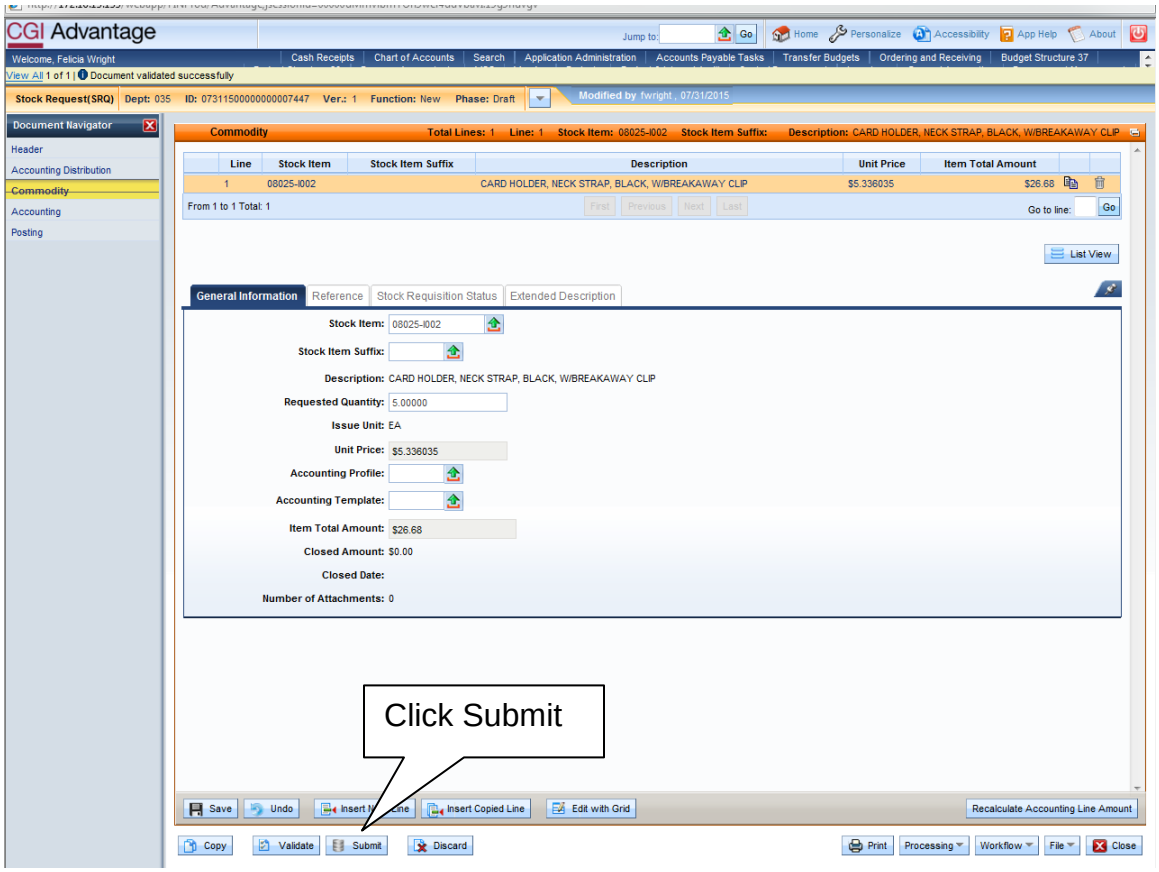
26. If you are charging commodity lines to different object codes, click the **Accounting Component**.
27. Click **Fund Accounting** and enter an **Object Code** for each line.

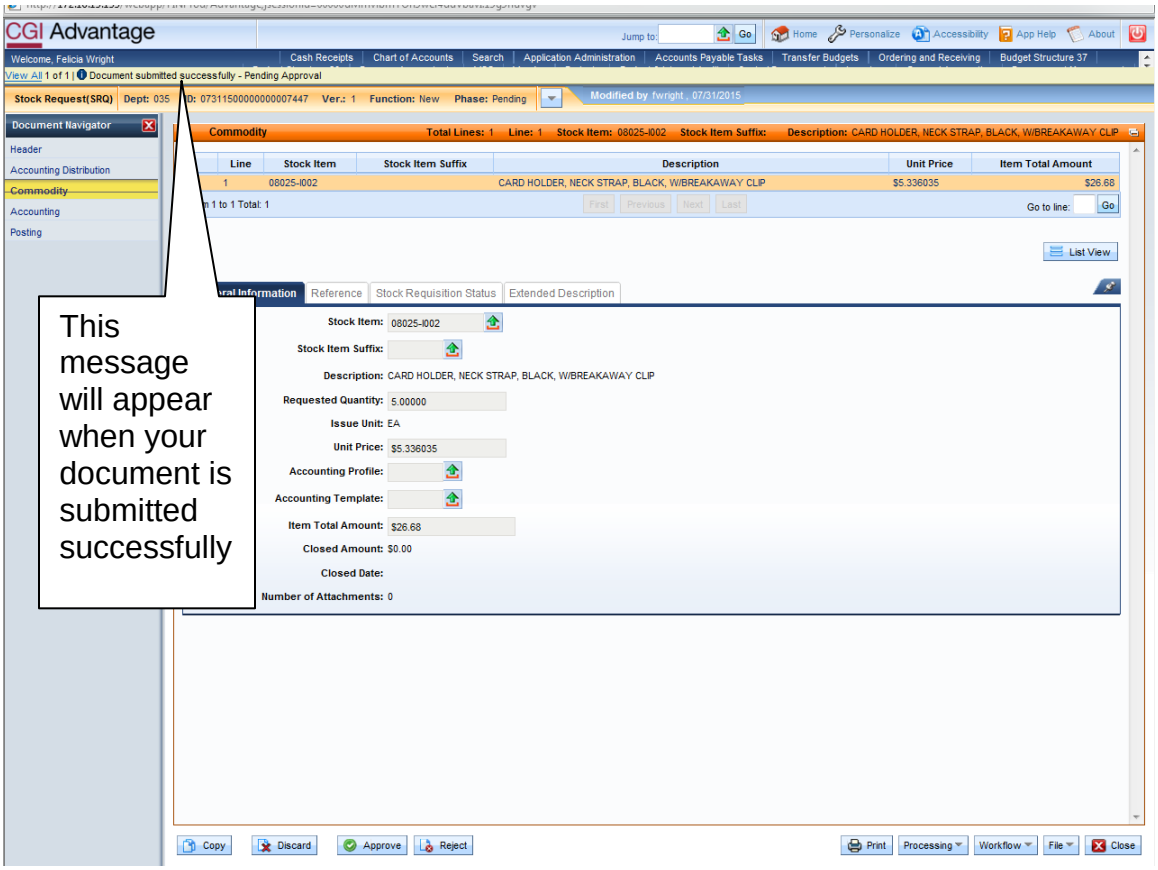


28. Click on **Validate**.



29. Once document validates successfully you can submit the document. Click **Submit**.

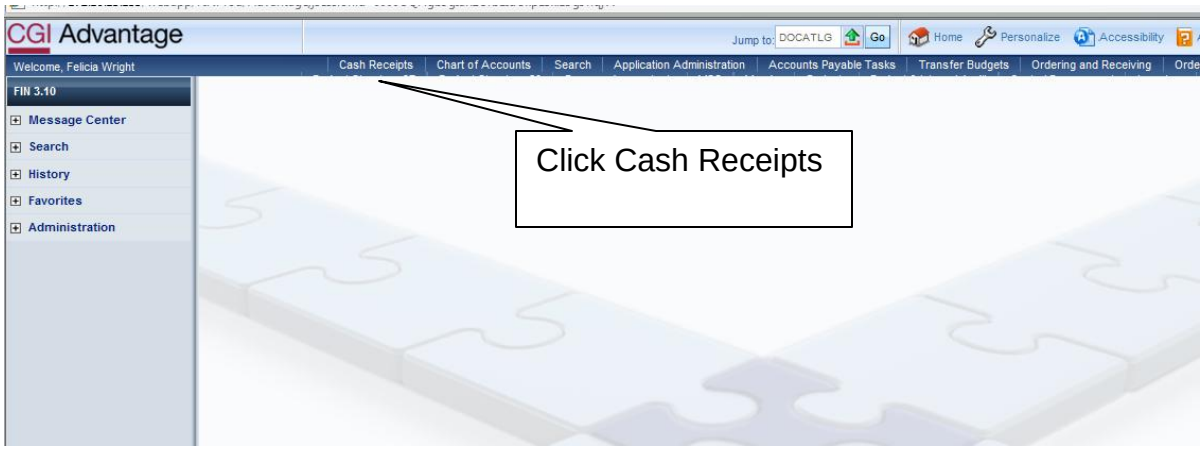



CGI Advantage
Welcome, Felicia Wright
Document submitted successfully - Pending Approval
Stock Request(SRQ)
Document Navigator
Header
Accounting Distribution
Commodity
Accounting
Posting
Commodity
Stock Item: 08025-I002
Stock Item Suffix:
Description: CARD HOLDER, NECK STRAP, BLACK, W/BREAKAWAY CLIP
Line
Stock Item
Stock Item Suffix
Description
Unit Price
Item Total Amount
1
08025-I002
CARD HOLDER, NECK STRAP, BLACK, W/BREAKAWAY CLIP
$5.336035
$26.68
Reference
Stock Requisition Status
Extended Description
Stock Item: 08025-I002
Stock Item Suffix:
Description: CARD HOLDER, NECK STRAP, BLACK, W/BREAKAWAY CLIP
Requested Quantity: 5.00000
Issue Unit: EA
Unit Price: $5.336035
Accounting Profile:
Accounting Template:
Item Total Amount: $26.68
Closed Amount: $0.00
Closed Date:
Number of Attachments: 0
Copy
Discard
Approve
Reject
Print
Processing
Workflow
File
Close
This message will appear when your document is submitted successfully

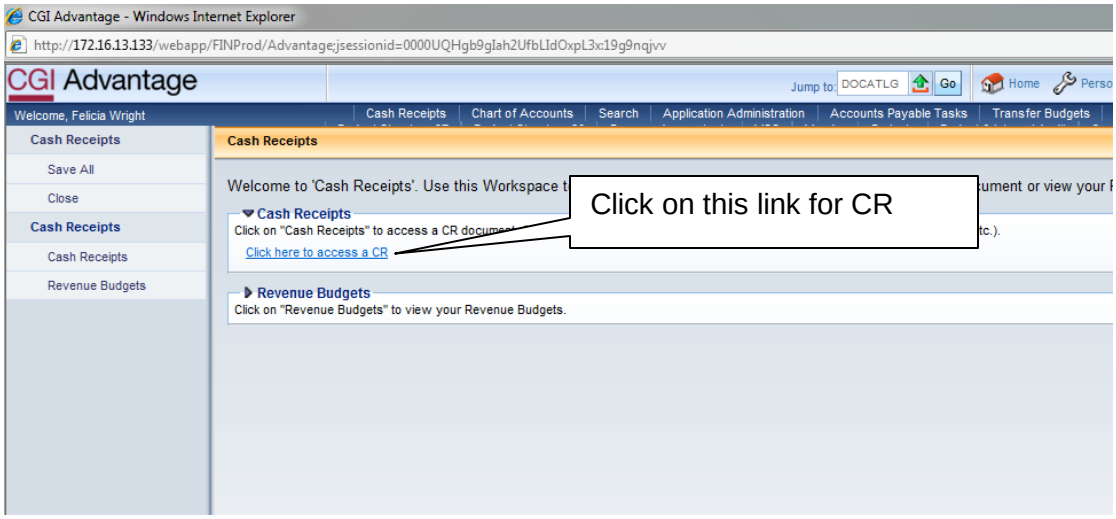
Cash Receipts

Cash Receipt (CR)

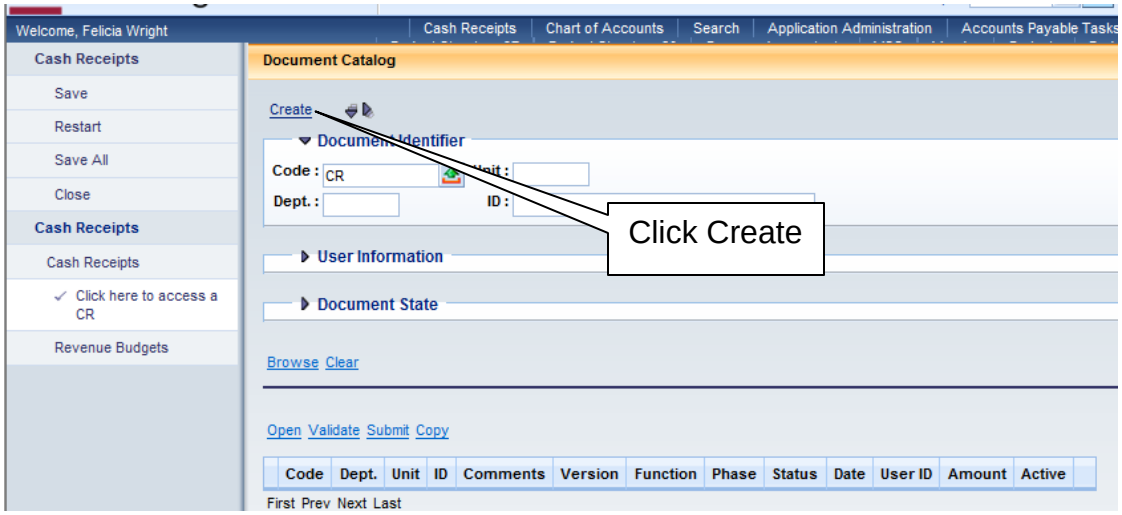
1. Click **Cash Receipts**.



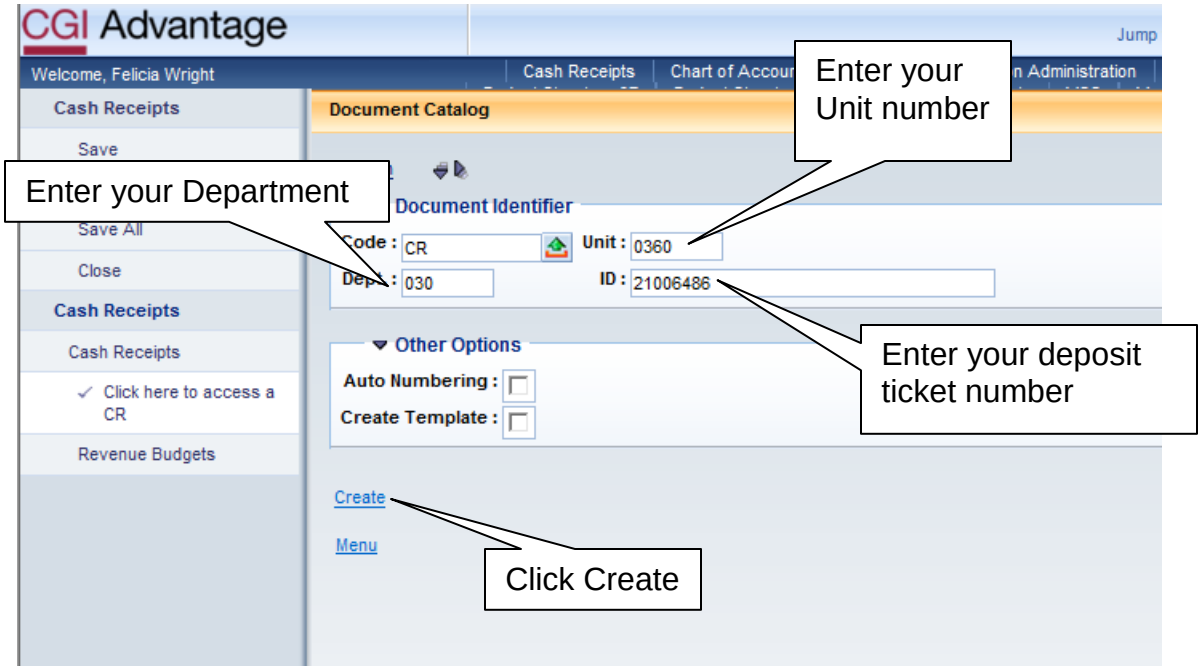
2. Click **Cash Receipts**.
3. Click on **Click here to access a CR**.



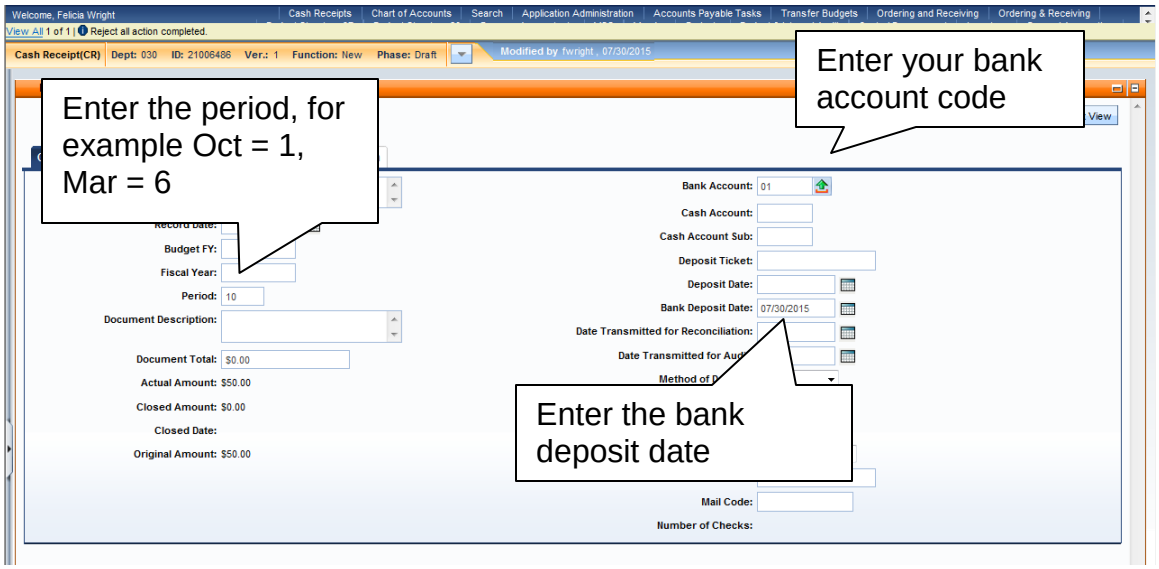
4. Click **Create**.



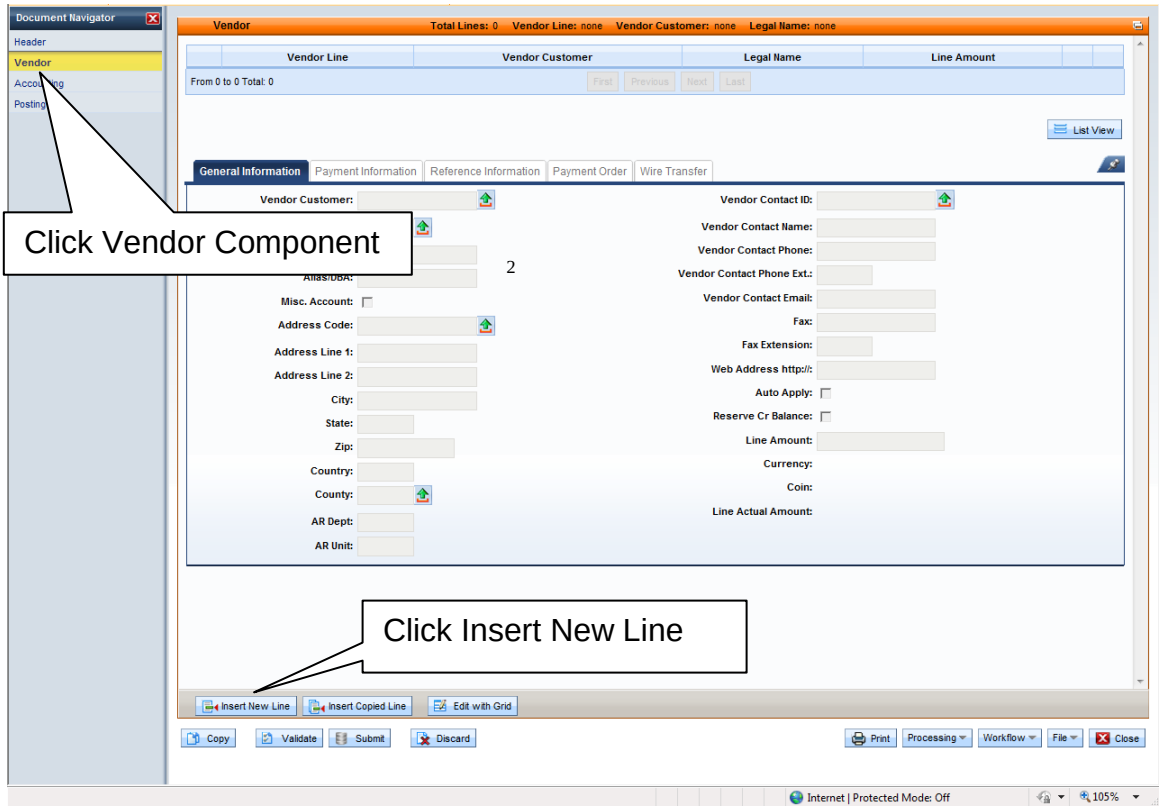
5. Enter your **Department**.
6. Enter your **Unit**.
7. Enter Deposit Slip Number in **ID**.
8. Click **Create**.



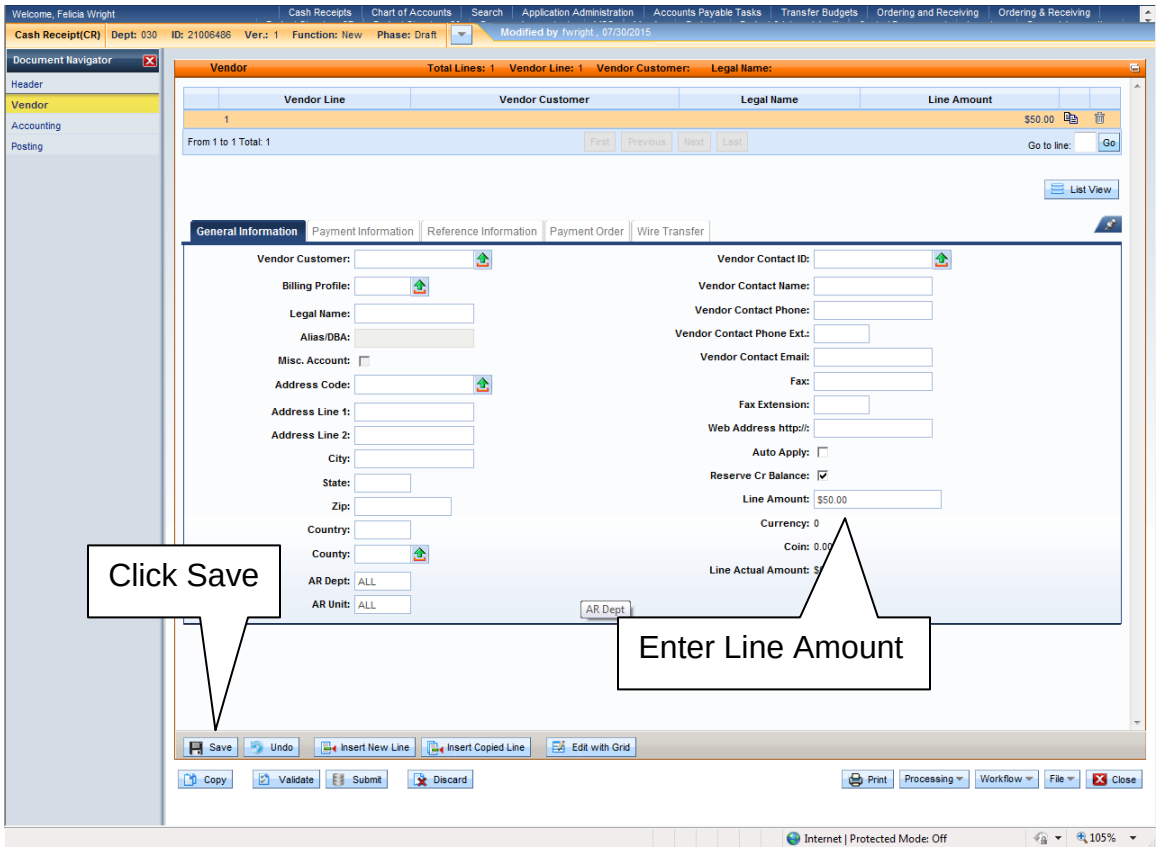
9. Enter the accounting **Period**, for example October would be 1 and March would be 6.
10. Enter your Bank Account Code in **Bank Account**, or select yours from the pick list.
11. Enter the **Bank Deposit Date**.



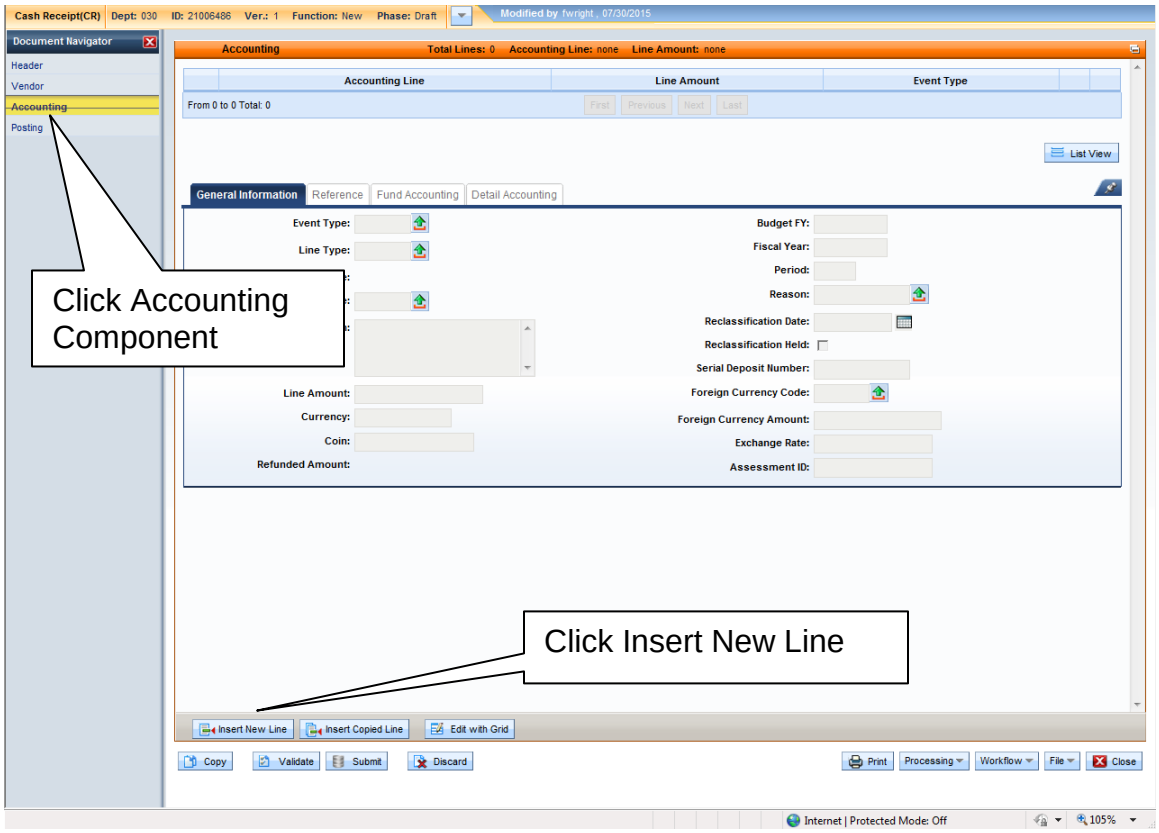
12. Click **Vendor** component.
13. Click **Insert New Line**.



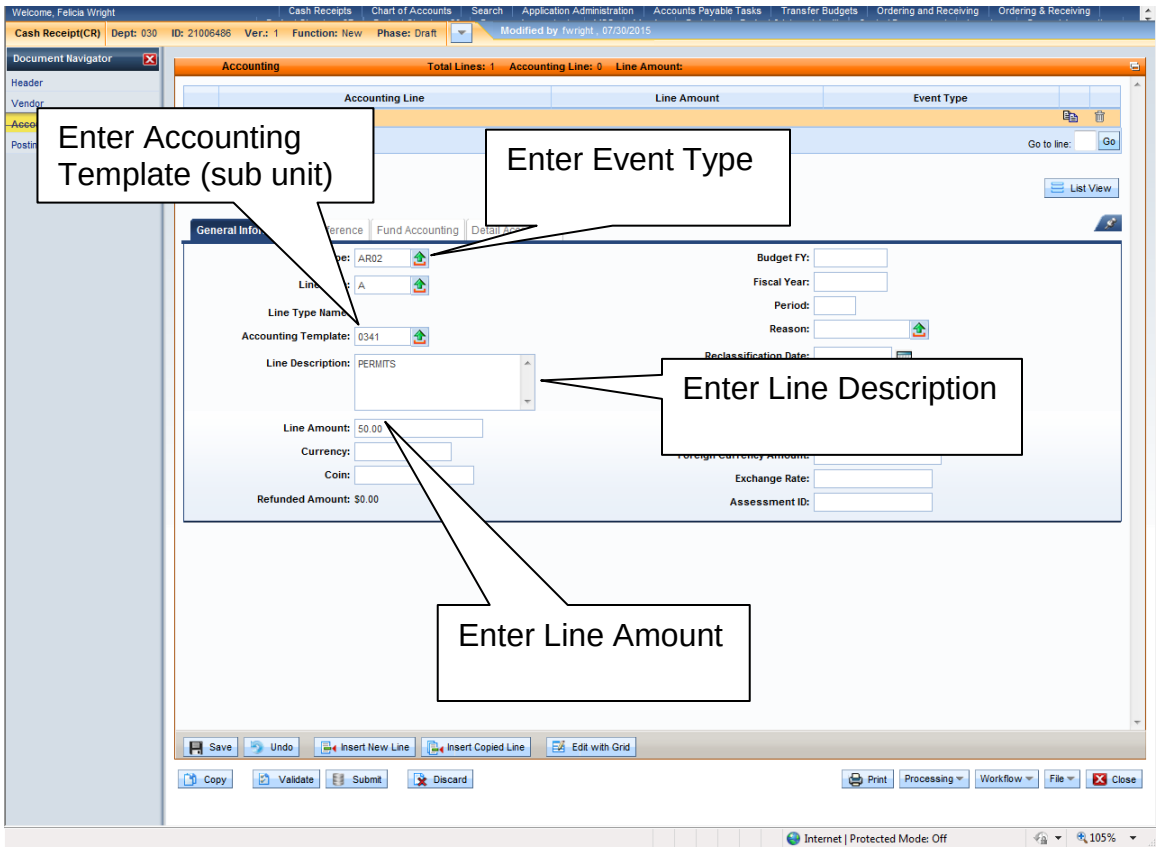
14. Enter **Line Amount**.
15. Click **Save**.



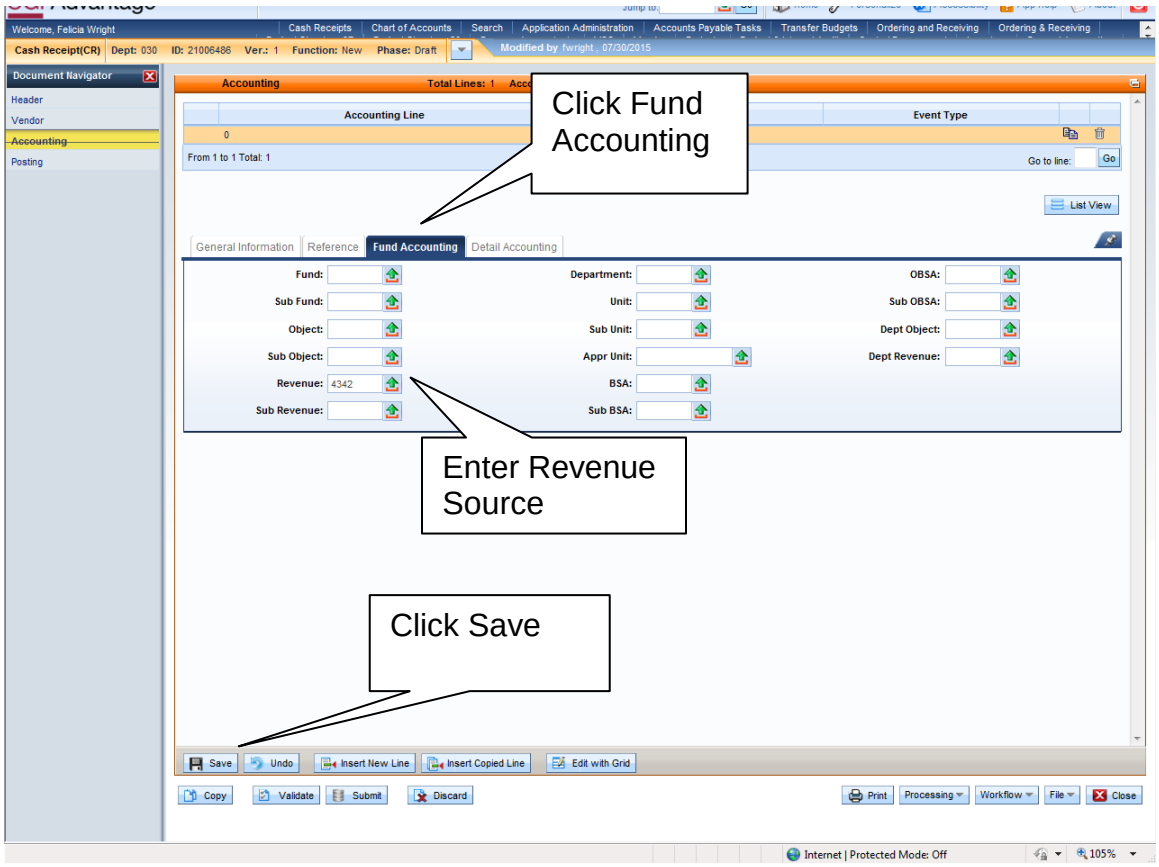
16. Click **Accounting** component.
17. Click **Insert New Line**.



18. Enter **Event Type** and **Line Type**.
19. Enter **Accounting Template** (sub unit).
20. Enter a description in **Line Description**.
21. Enter **Line Amount**.



22. Click on **Fund Accounting**.
23. Enter **Revenue Source**.
24. Click **Save**.

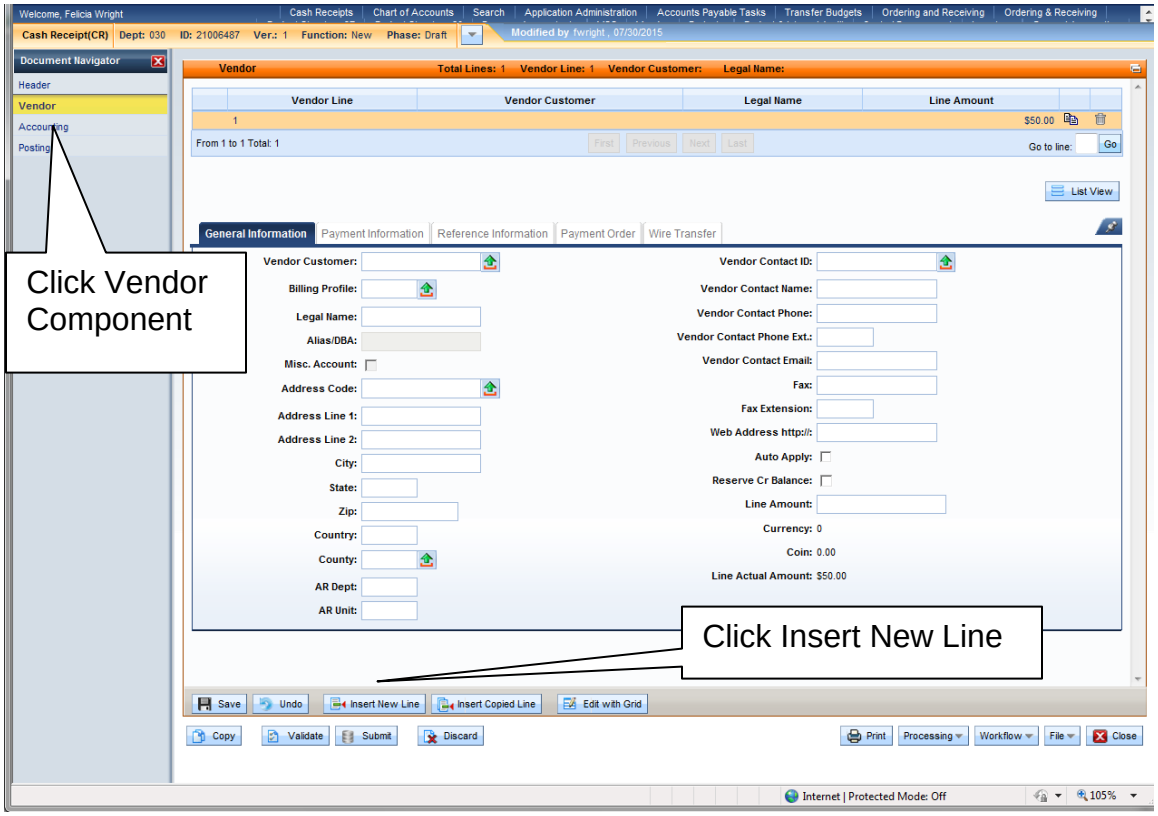


To add additional revenue lines repeat steps 17-24.
If your CR is complete, skip the following steps, and go to step 25 and 26.

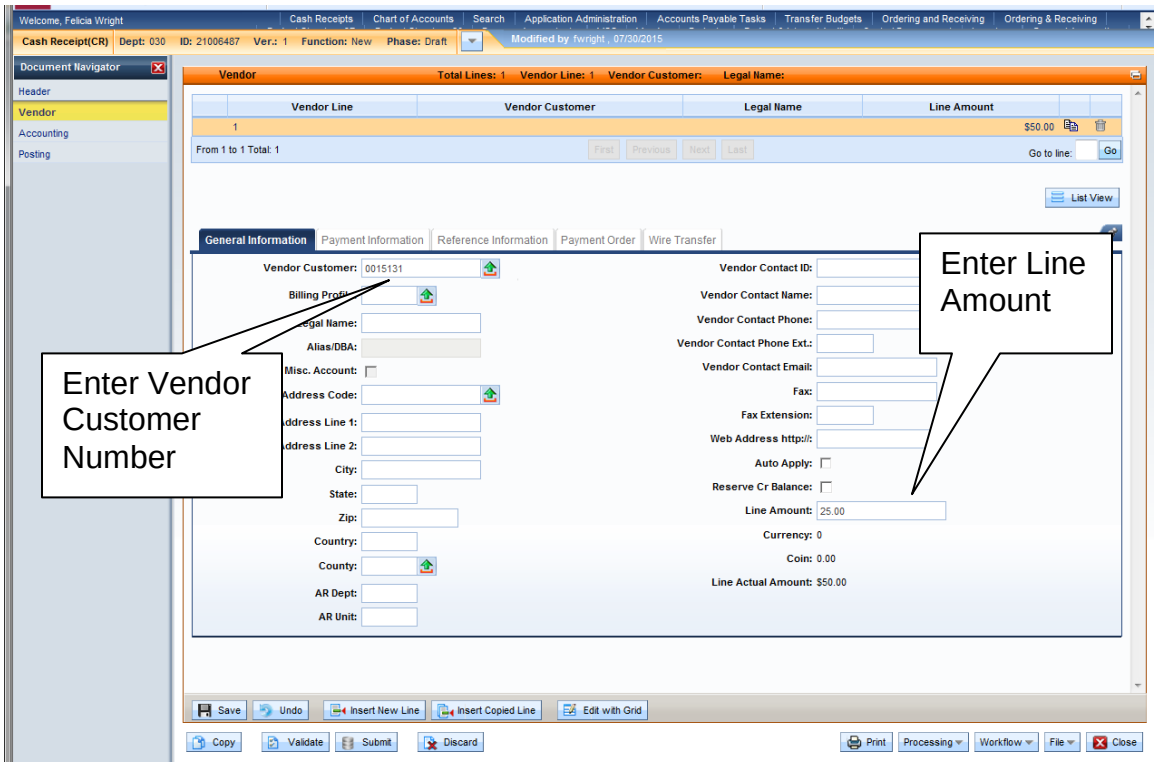
Vendor Refund

If you have a **Vendor Refund** follow the steps listed below.

1. Click on **Vendor** component.
2. Click **Insert New Line**.

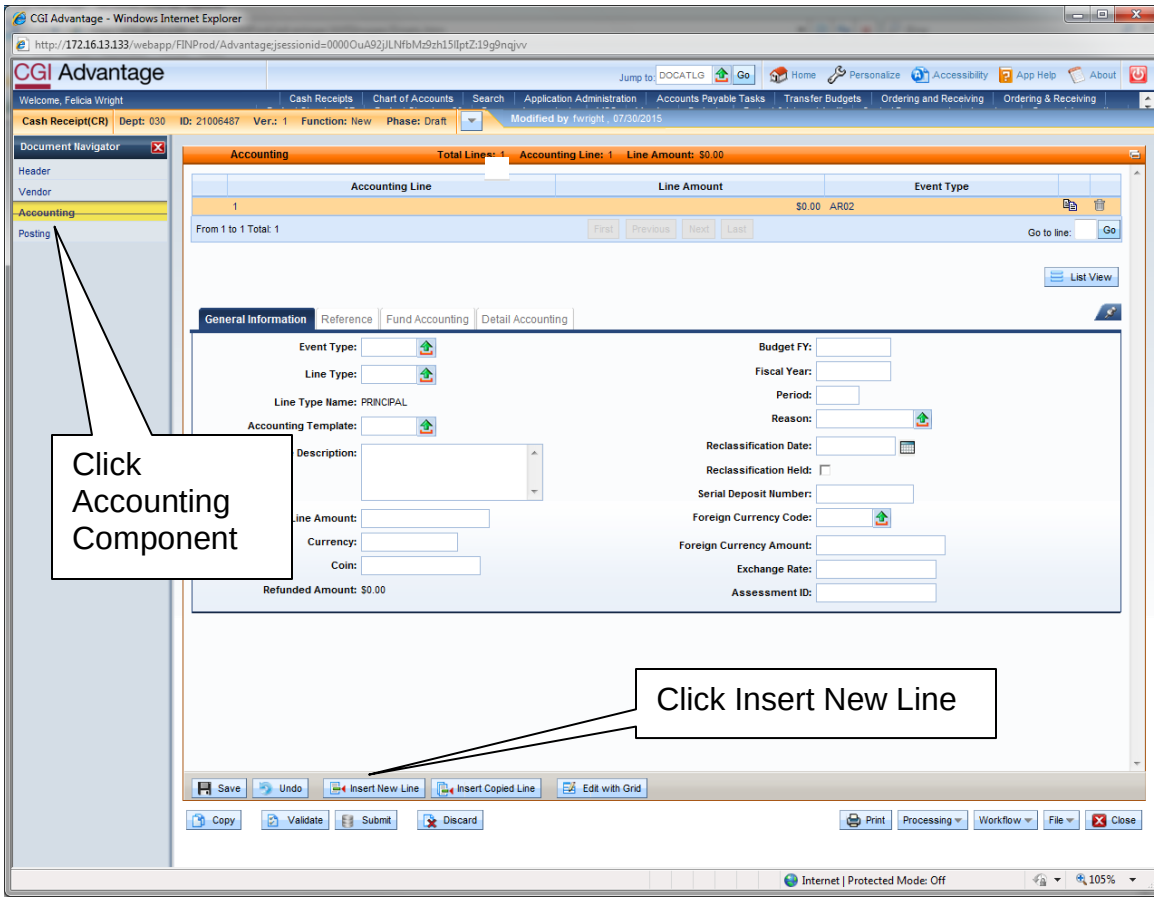


3. Enter **Vendor Customer** number, or select a vendor using the pick list.
4. Enter **Line Amount**.

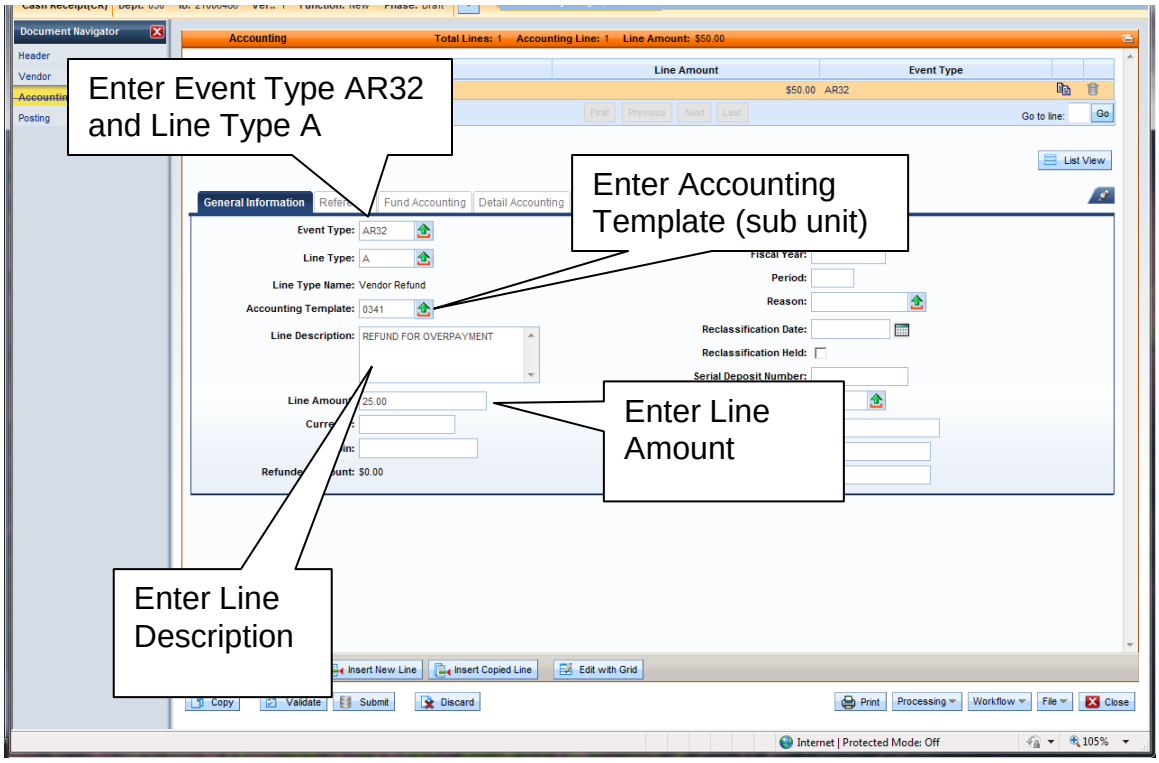


Click **Accounting Component**.

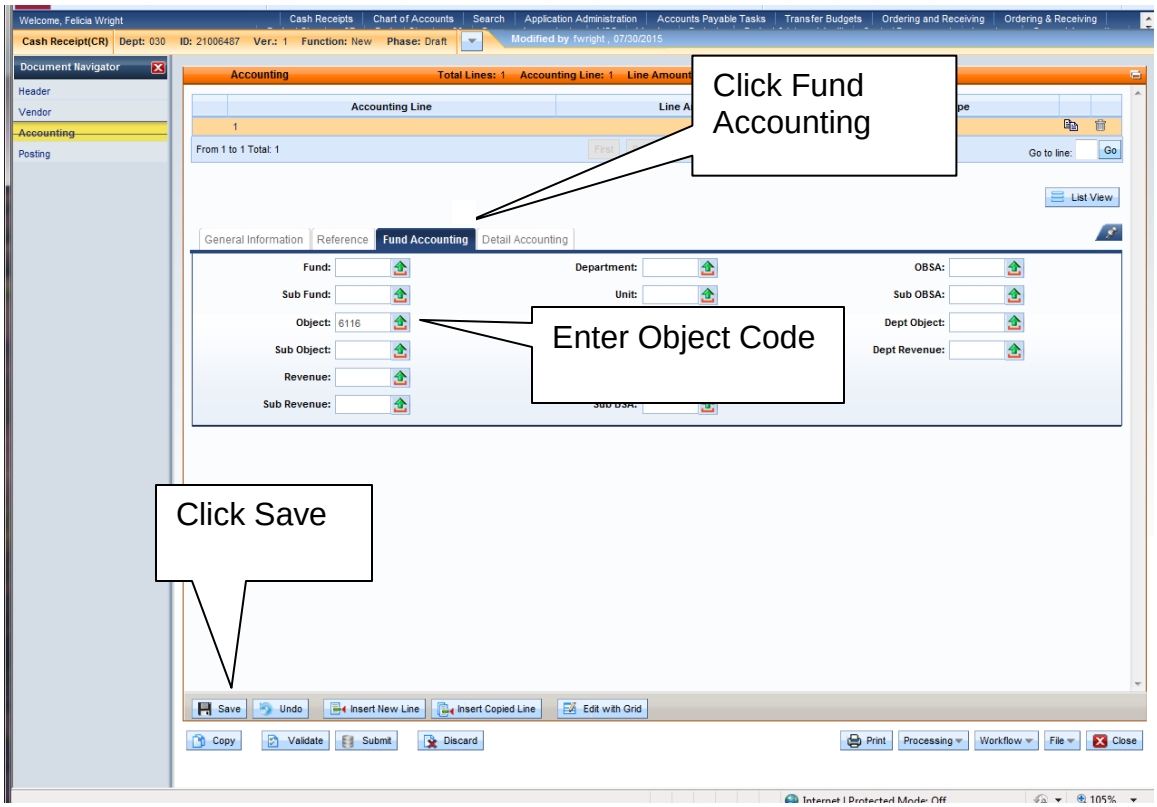
5. Click **Insert New Line**.



6. Enter **Event Type AR32** and **Line Type A** when you must use an object code.
7. Enter **Accounting Template** (sub unit).
8. Enter a description in **Line Description**.
9. Enter **Line Amount**.



10. Click **Fund Accounting**.
11. Enter **Object Code**.
12. Click **Save**.

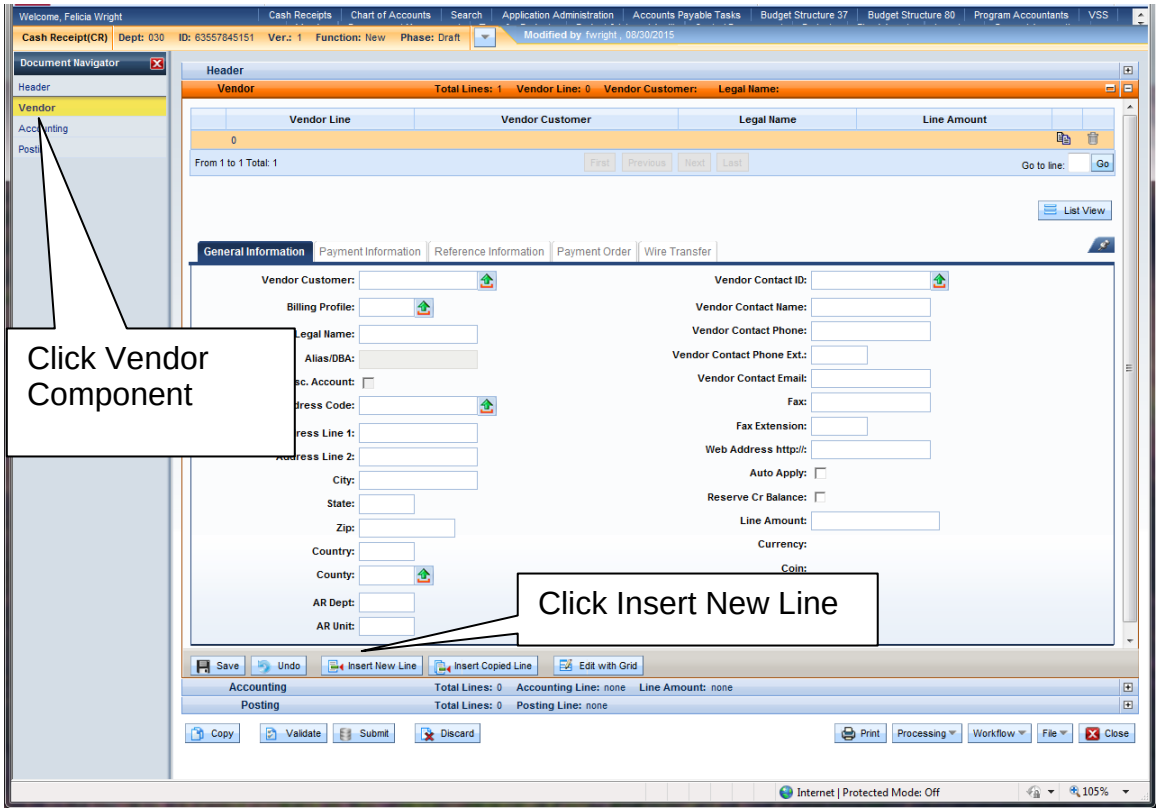


If your CR is complete, skip the following steps, and go to step 25 and 26.

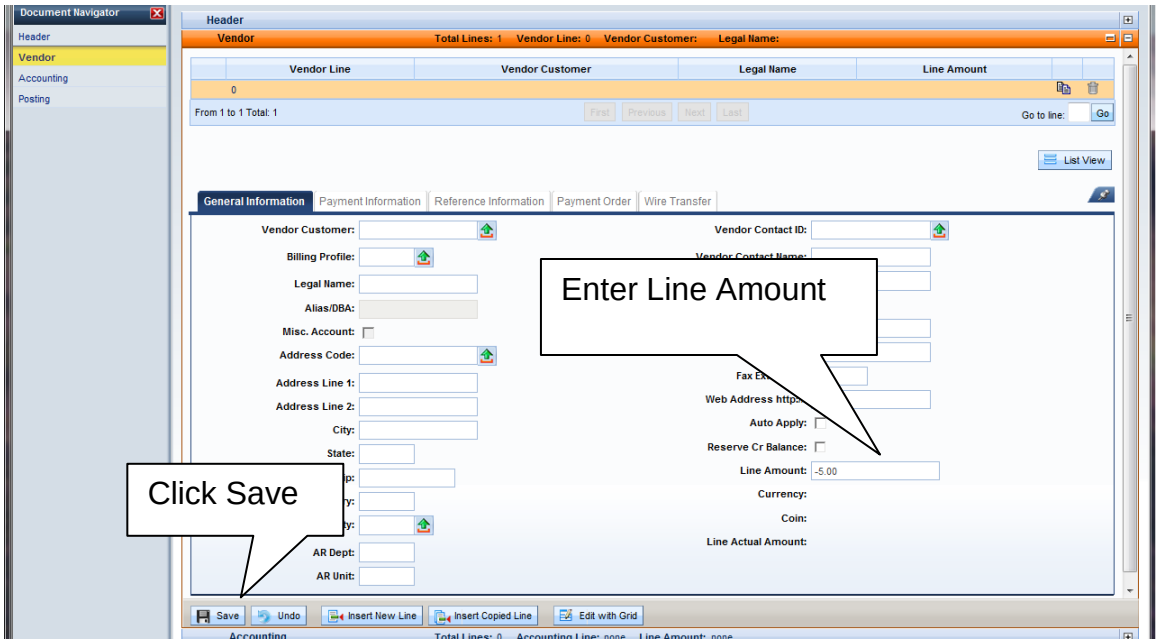
Over/Short

If you have an Over/Short follow the steps listed below.

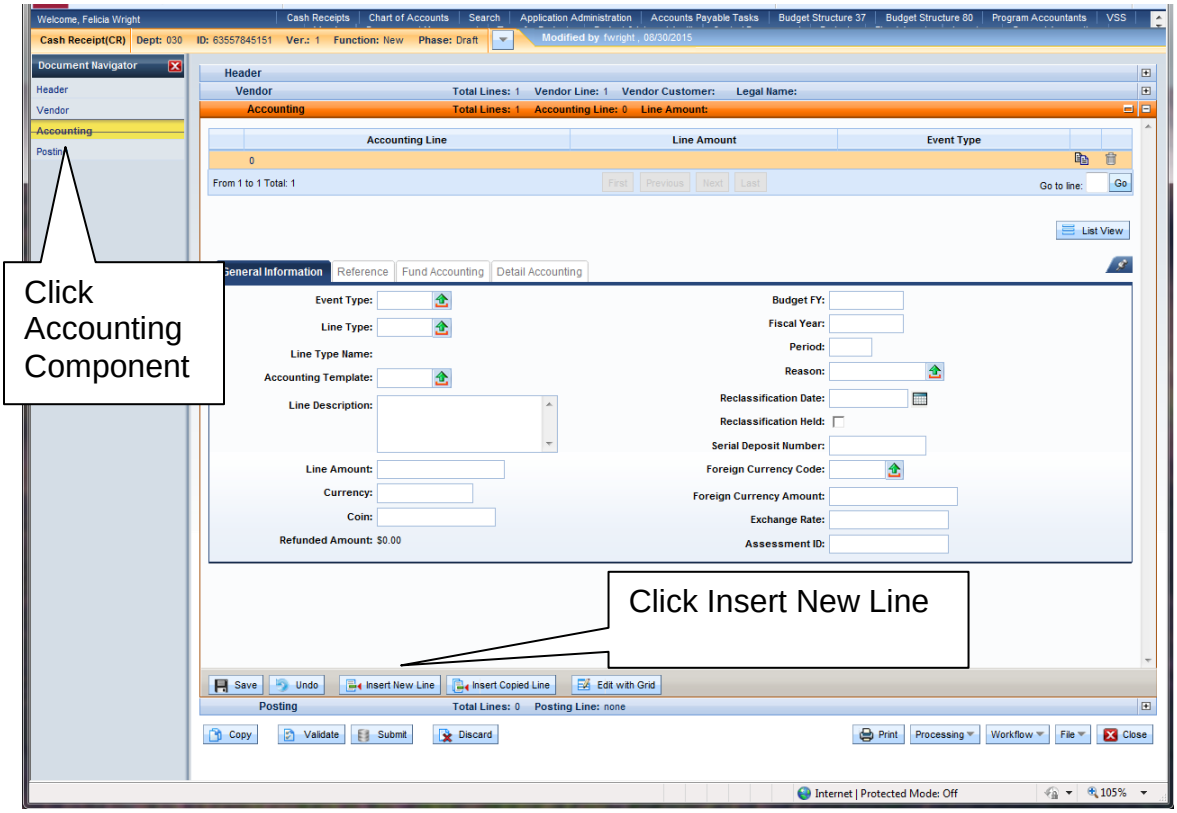
1. Click **Vendor** component.
2. Click **Insert New Line**.



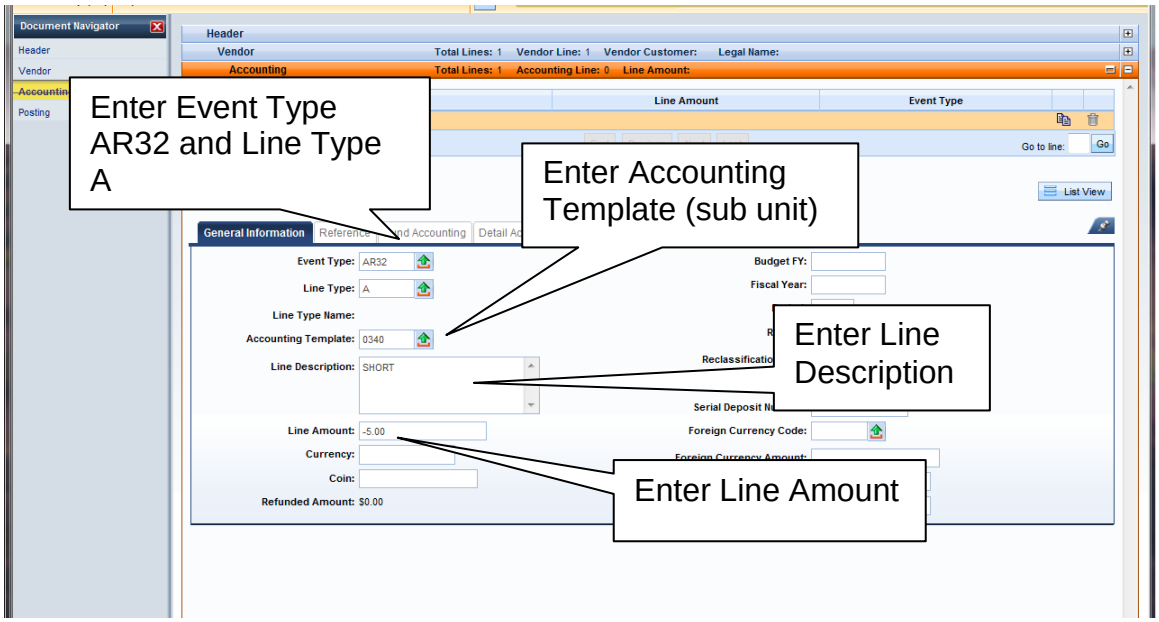
3. Enter **Line Amount**.
4. Click **Save**.



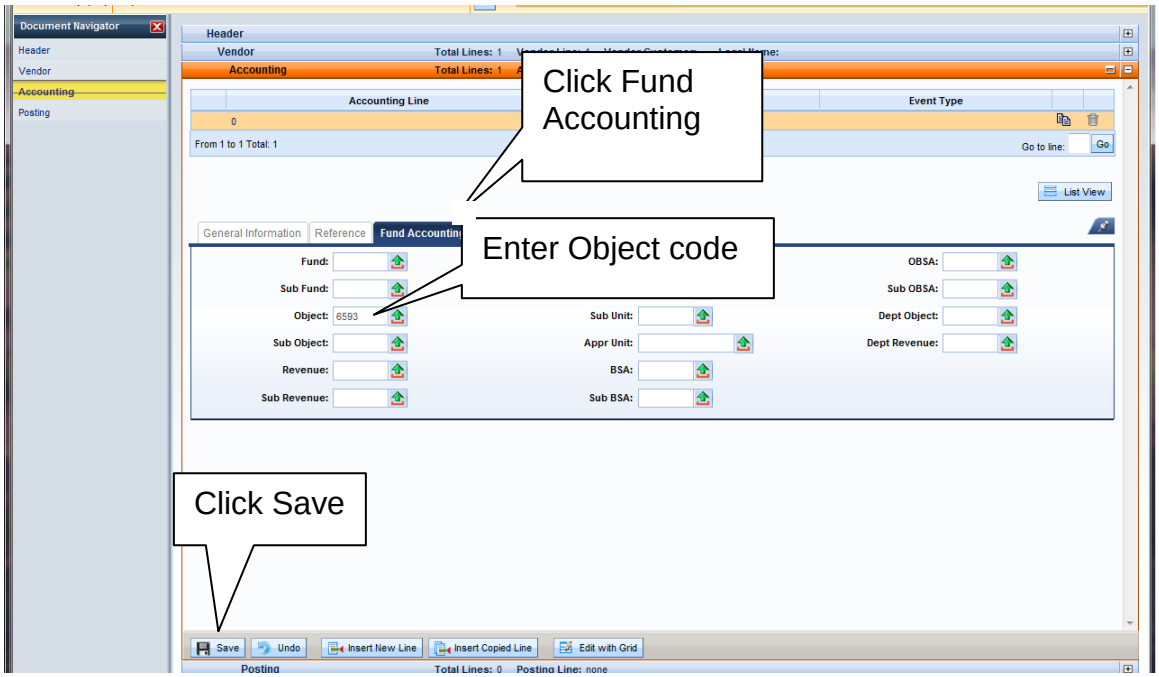
5. Click **Accounting** component.
6. Click **Insert New Line**.



7. Enter **Event Type AR32** and **Line Type A** when you use an object code.
8. Enter **Accounting Template** (sub unit).
9. Enter a description in **Line Description**.
10. Enter **Line Amount**. Enter a negative sign "-" before the number if you have a shortage.

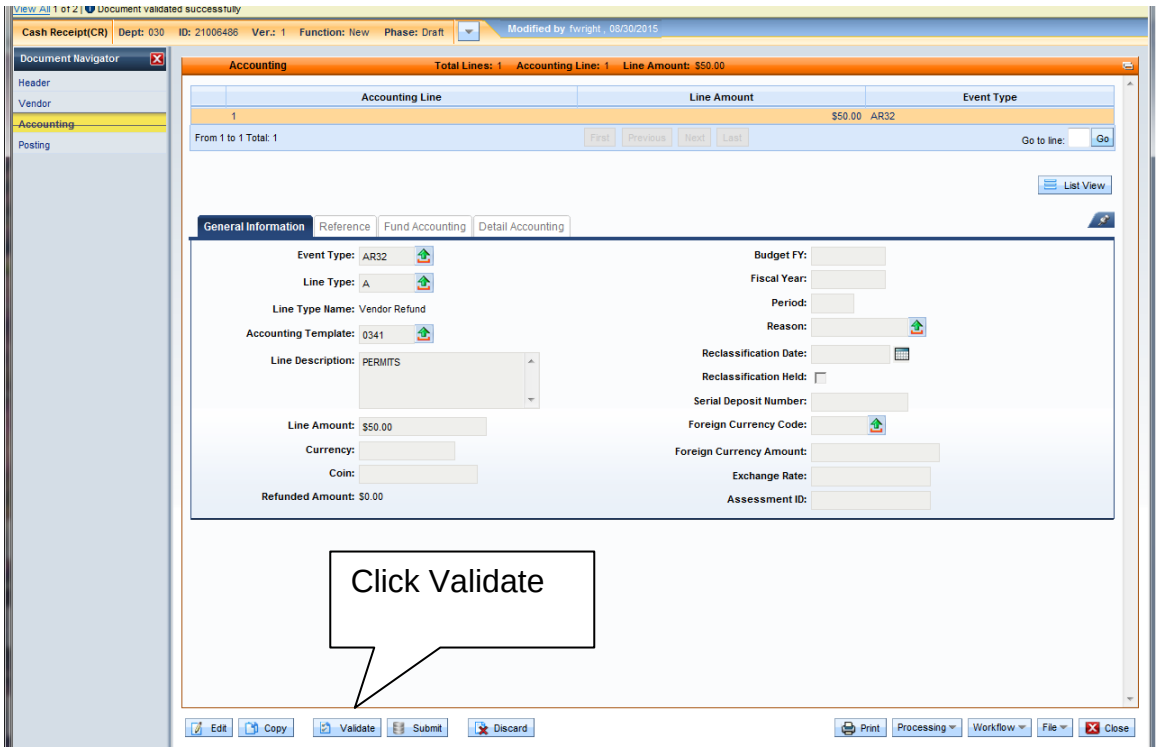


11. Click **Fund Accounting**.
12. Enter **Object Code**.
13. Click **Save**.

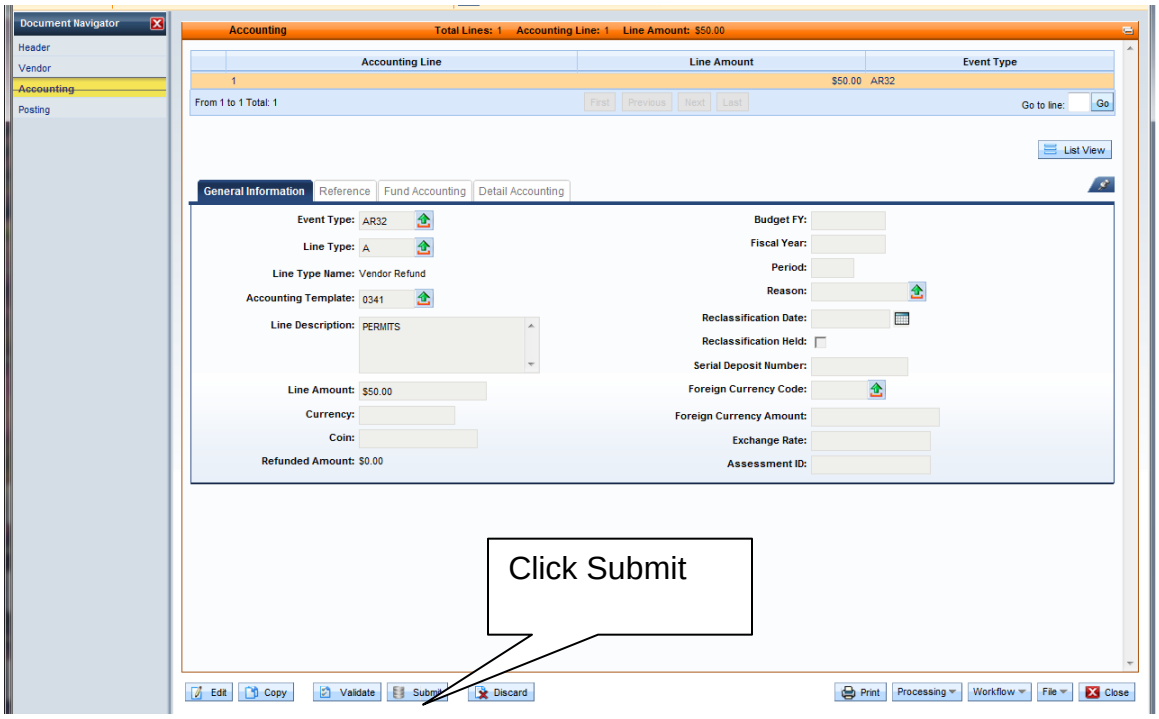


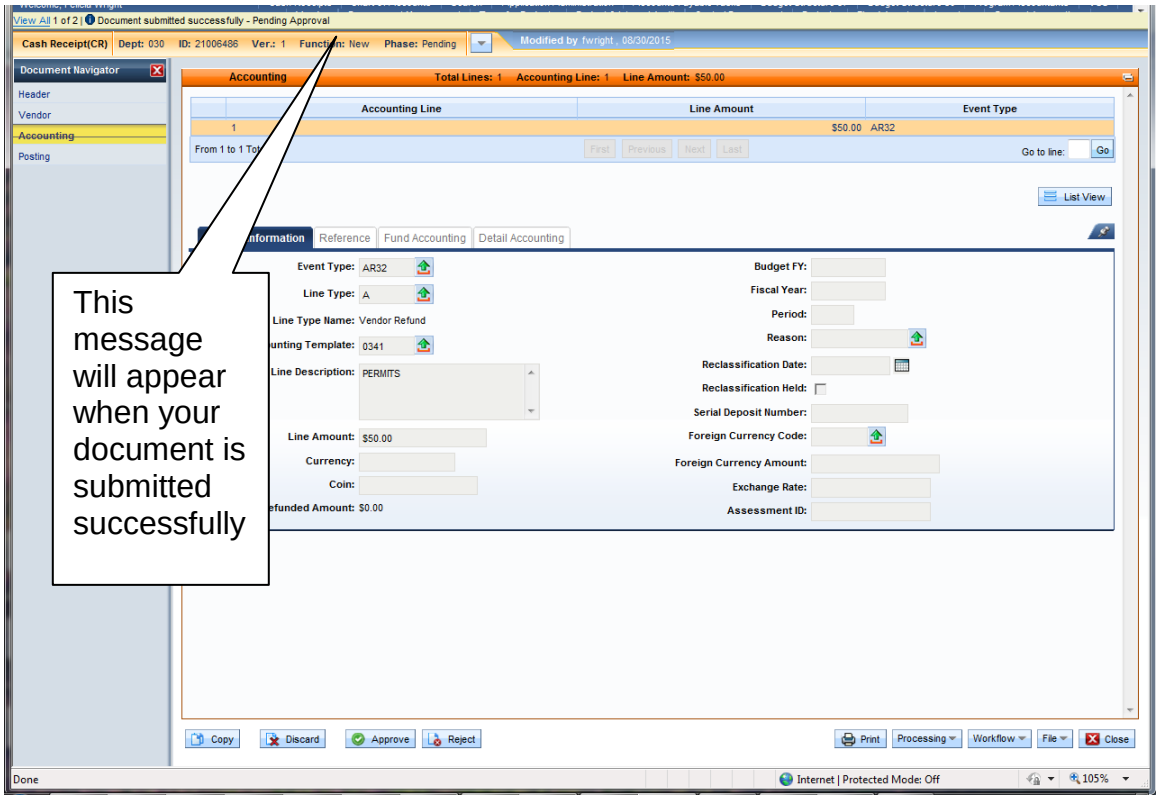
Follow steps 25 and 26 to complete your document.

25. Click **Validate**.



26. When the document validates successfully, click **Submit**.




This message will appear when your document is submitted successfully

Miscellaneous

Document List

Documents			
Code	Name	Description	Who Uses
CR	Cash Receipt	Used to record all monies received	Department
DO	Delivery Order	Used to order goods which are part of an annual contract between Cobb County and particular vendors. References an MA	Department
PD	Department Purchase Order	Used by departments to obtain "quick" purchases. May not exceed $2000.00	Department
PDL	Library PD	Used by only Library and Law Library. For purchase of books only. Can be any amount.	Department
PDR	Risk Management PD	Used by only Fleet Management. Can be any amount.	Department
RC	Receiver	Used by departments to show that goods/supplies have been received or services rendered are completed. May be partial or final.	Department
RQS	Requisition	Used to request goods or services. Purchasing receives the RQS electronically and bids out to vendors.	Department
SRQ	Stock Requisition	Used to order items which are stock items in County warehouses.	Department
TB	Transfer Budget	Used to move monies to desired accounts	Department
AD	Automated Disbursement	A document that creates the check. The check number is located within the AD.	Accounts Payable
DC	Disbursement Reclassification	Allows reclassification of money disbursed on checks, EPYs and EFTs for cancellations.	Accounts Payable
EFT	Electronic Funds Transfer	An electronic payment.	Accounts Payable
EPY	EPayables	An electronic payment, instant payment for the vendor.	Accounts Payable
GAE	General Accounting Encumbrance	Used to encumber funds to buy externally. Used frequently with grants and projects	Accounts Payable
GAX	General Accounting Expense	Used to enter Direct Payment Voucher documents. 2 way match	Accounts Payable
GAX1	GAX with Approvals	Used to pay for services	Department
GAXRE	Recurring GAX	A GAX document that can be set to recur as needed. Used mostly for utility payments	Accounts Payable
IN	Invoice	Used to record vendor's invoices that reference purchase orders	Accounts Payable
MD	Manual Disbursement	Checks that are issued immediately, not in the normal disbursement cycle.	Accounts Payable

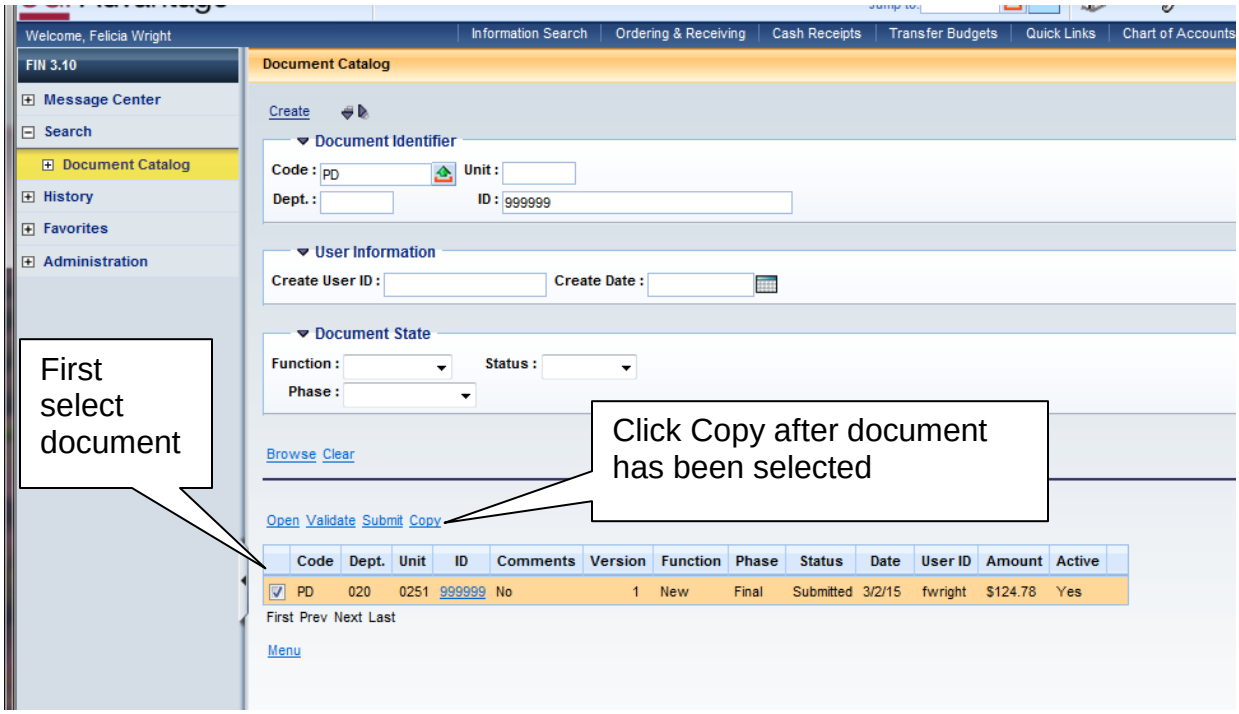
Code	Name	Description	Who Uses
PJ	Program Budget Maintenance	Used to establish or modify program budgets	Accounts Payable
PJ	Program Budget Maintenance – Agenda Item	Used to establish or modify program budgets based on Agenda Items	Accounts Payable
PRC	Payment Request-Manually Entered	Used to manually create a 3 way match (invoice-purchase order-receiver), or used to close an encumbrance	Accounts Payable
PRM	Payment Request-Matching	Computer generated matching document. The system creates a PRM document when a Receiver, Purchase Order and Invoice match	Accounts Payable
VCC	Vendor Customer Creation	Document used to create new vendors. VCC can be created in AMS or in VSS	AP/Purchasing
VCM	Vendor Customer Modification	Document used to modify existing vendors. VCM can be created in AMS or in VSS	AP/Purchasing
APEB	Expense Budget	Used to create and amend expense budgets for budget structure 80 (grants)	Budget
BGEX	Expense Budget	Used to create and amend expense budgets	Budget
BGRV	Revenue Budget	Used to create and amend revenue budgets	Budget
FA	Fixed Asset Acquisition	Used to record information about establishing newly acquired fixed assets	General Accounting
FC	Fixed Asset Cancellation	Used to cancel a wrongly entered fixed asset	General Accounting
FD	Fixed Asset Disposition	Used to record the disposition of existing assets	General Accounting
FE	Fixed Asset Depreciation Expense	Used to manually record the depreciation of an existing asset.	General Accounting
FI	Fixed Asset Increase/Decrease	Used to record changes to the actual cost of existing assets.	General Accounting
FM	Fixed Asset Modification	Allows you to record descriptive (non-accounting) changes or adjustments to existing assets	General Accounting
FT	Fixed Asset Transfer	Allows you to record the transfer of assets from one location or Responsibility Center to another	General Accounting
JV	Journal Voucher	Used to post or correct accounting activity that cannot be accomplished through any other document.	General Accounting
PREXP	Payroll Expenditure	Created by the PAM process to accrue expenditures associated with the payroll	General Accounting
PRLIA	Payroll Liability	Created by the PAM process to record liabilities associated with the payroll	General Accounting
PRLID	Payroll Internal	Created by the PAM process to post internal purchase/sale, reimbursement, or operational transfer activity to satisfy the liabilities	General Accounting

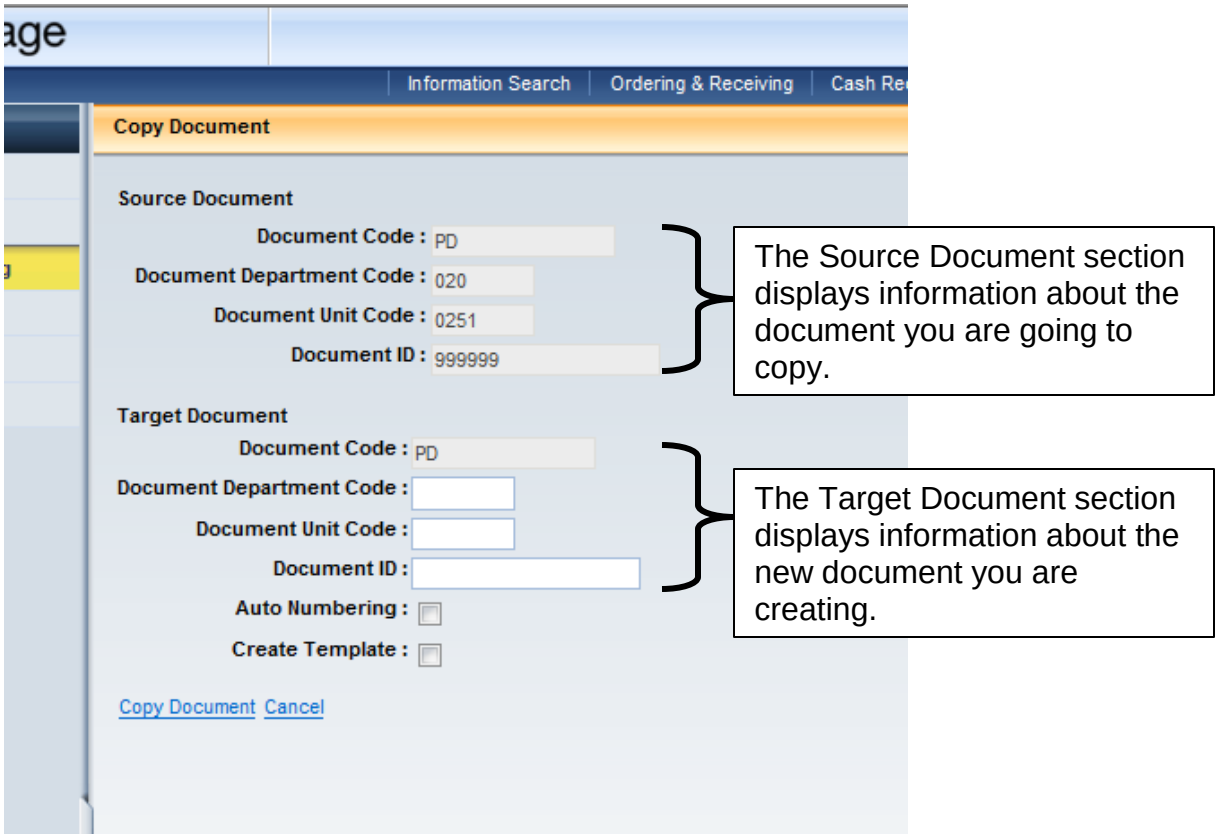
Code	Name	Description	Who Uses
PRLNP	Payroll Net Pay	Created by the PAM process to report the payout of the net pay liabilities established by the PRLIA documents	General Accounting
RE	Receivable	Used to enter a transaction to record money owed as a result of goods or services provided, overpayment to a vendor, or anticipated receipt of unearned revenue	General Accounting
CI	Stock Issue Confirmation	Document that recognizes that requisitioned items were removed from inventory and released to the requestor.	Inventory
IA	Inventory Adjustment	Used to adjust quantities or unit values of on-hand items due to a change in on-hand quantity or unit cost.	Inventory
OC	Over the Counter Stock Issue	Used only by Parks and DOT, used to order and confirm stock items.	Inventory
PI	Pick and Issue	Prints pick tickets based on SRQ documents and generates associated CI documents.	Inventory
SN	Stock Return	Used to return items previously confirmed back to the warehouse	Inventory
MA	Master Agreement	Sets prices, terms, and conditions, by which you can purchase itemized goods or services from a vendor at a negotiated price. DO's reference an MA	Purchasing
PO	Purchase Order	An award document that is a contractual agreement between Cobb County and a vendor to provide goods or services at pre-arranged prices and delivery dates. A purchase order can reference Requisitions	Purchasing

Copy Document

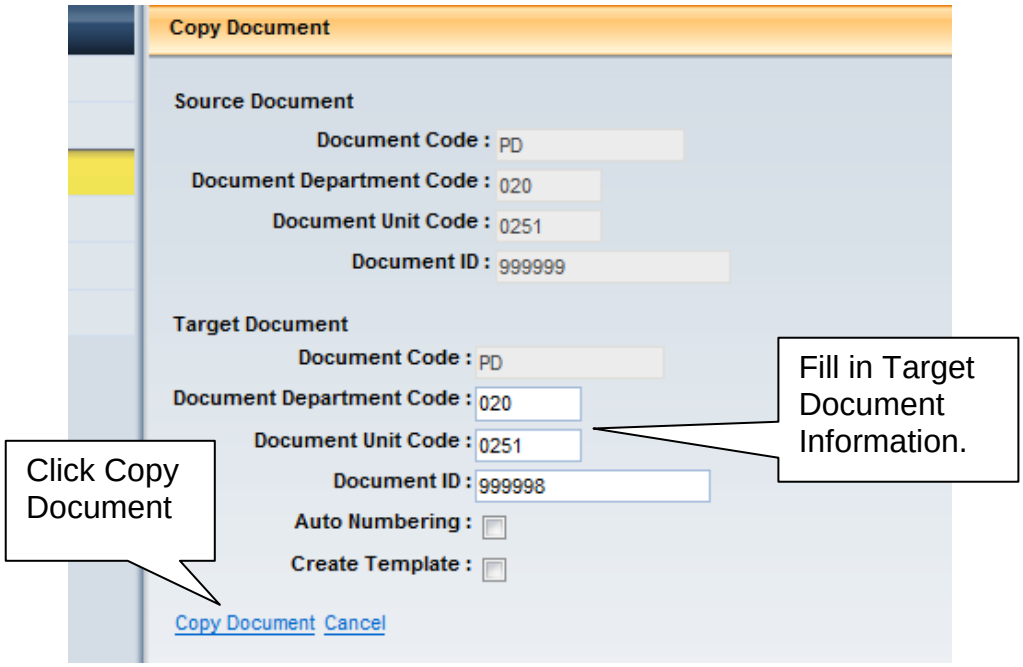
The Copy Document feature allows you to create a new document from an existing document with the same document code. Once the source document has been copied into the new document, you have the ability to change the information as needed for the new document. To copy a document, complete the following steps:

1. Select the document to be copied from.
2. Click **Copy**.

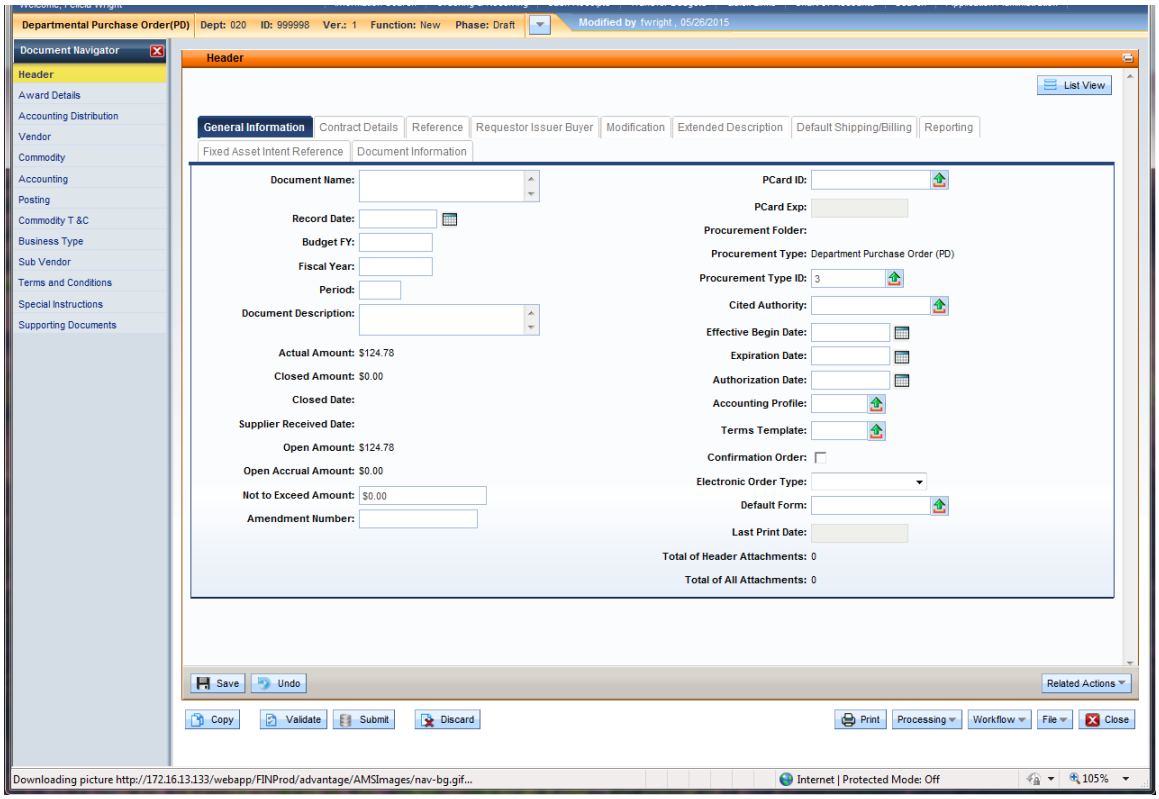




3. Fill in **Target Document** information. Such as Document Department Code, Document Unit Code, and Document ID. Check Auto Numbering if necessary.
4. Click **Copy Document.**



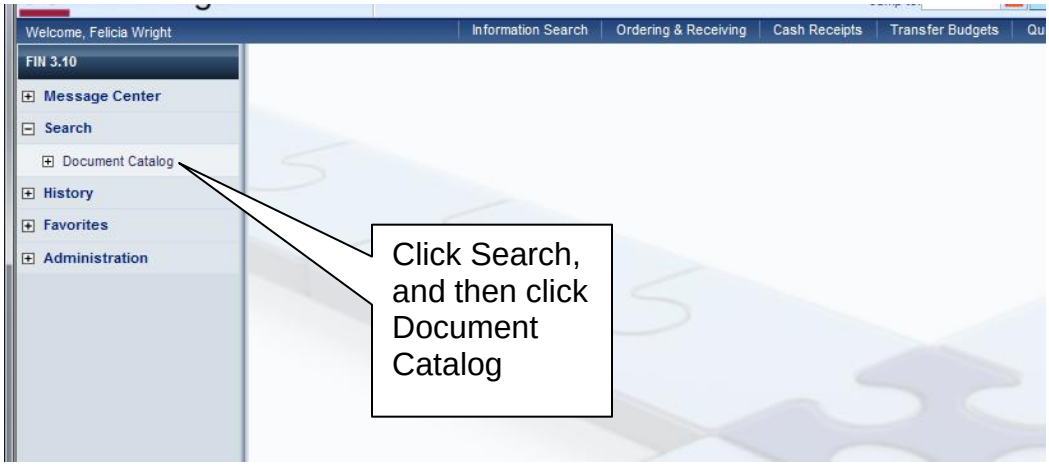
The target document has been created. The information in the document will match exactly to the document that was copied.



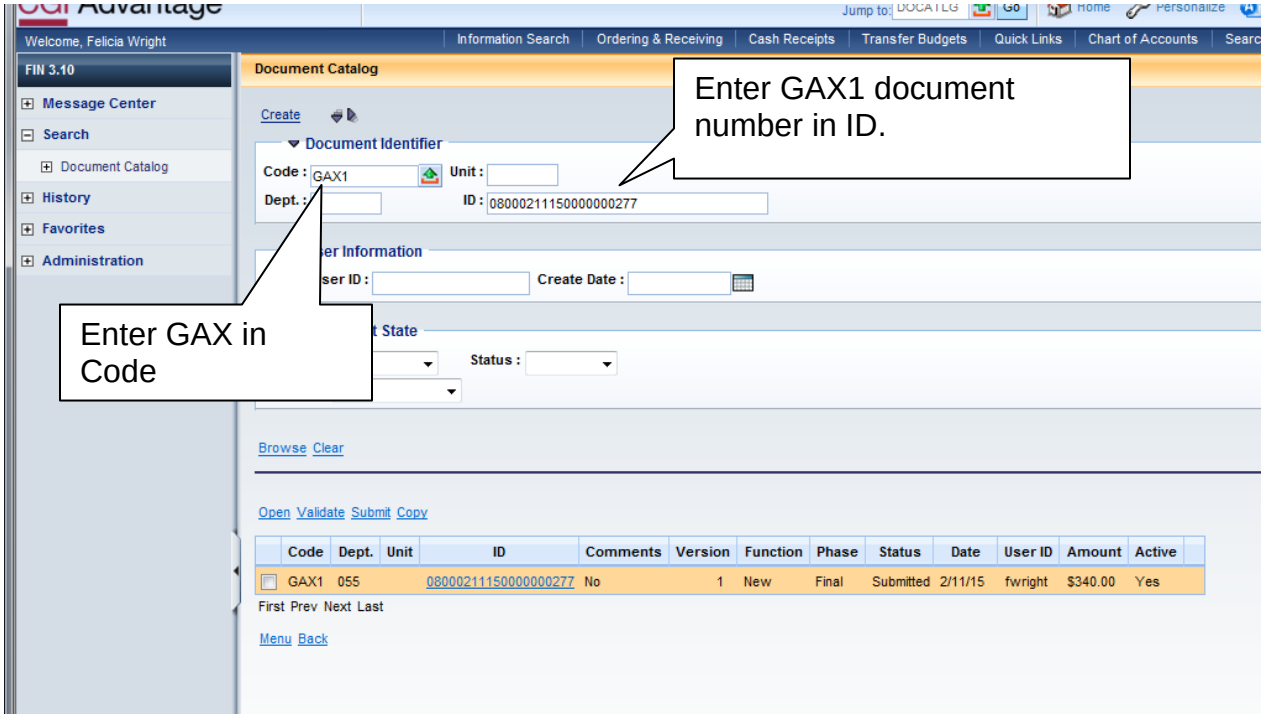
5. Change the information in the document as necessary.
6. Validate and Submit the document.

Check to see if a GAX1 has been paid

1. Click on Search.
2. Click Document Catalog.

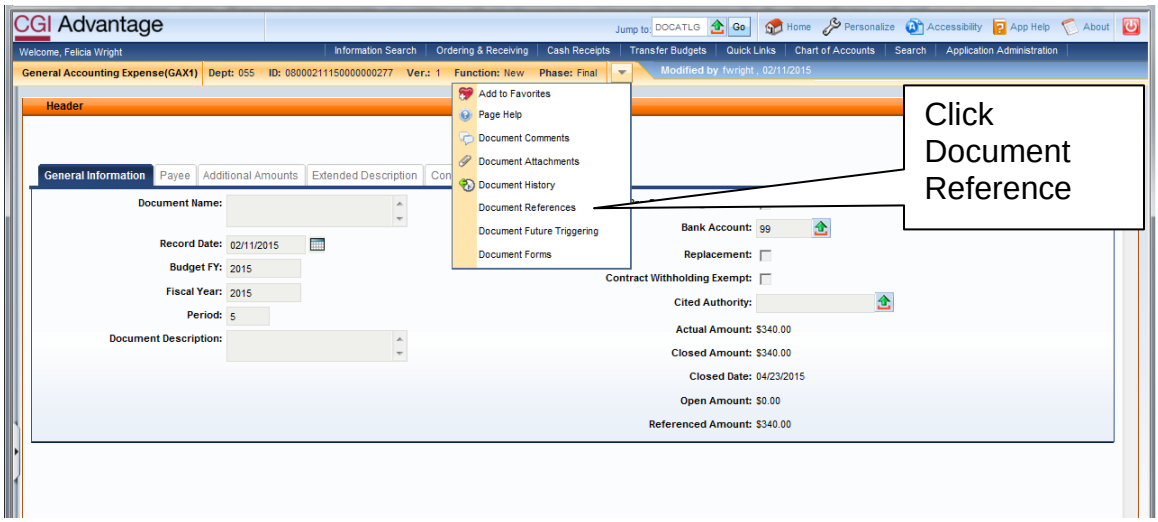


3. Enter “GAX1” in Code. The GAX1 document is used by departments to enter payments to vendors.
4. Enter GAX1 document number.
5. Click Browse or press Enter.



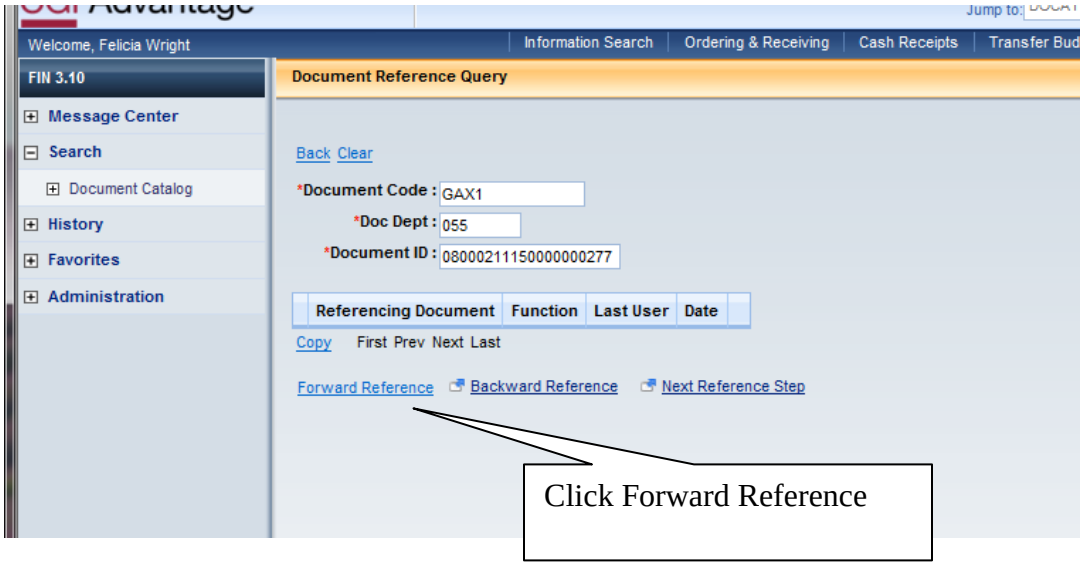
If no results are returned, try searching again by using wildcards before and after the GAX1 number. If no results are returned again, contact Accounts Payable for a status of the GAX1.

6. Open the GAX1 document by clicking on the document link, or selecting the check box and clicking Open.
7. Once inside the document, click on the drop down arrow at the top and choose Document References.

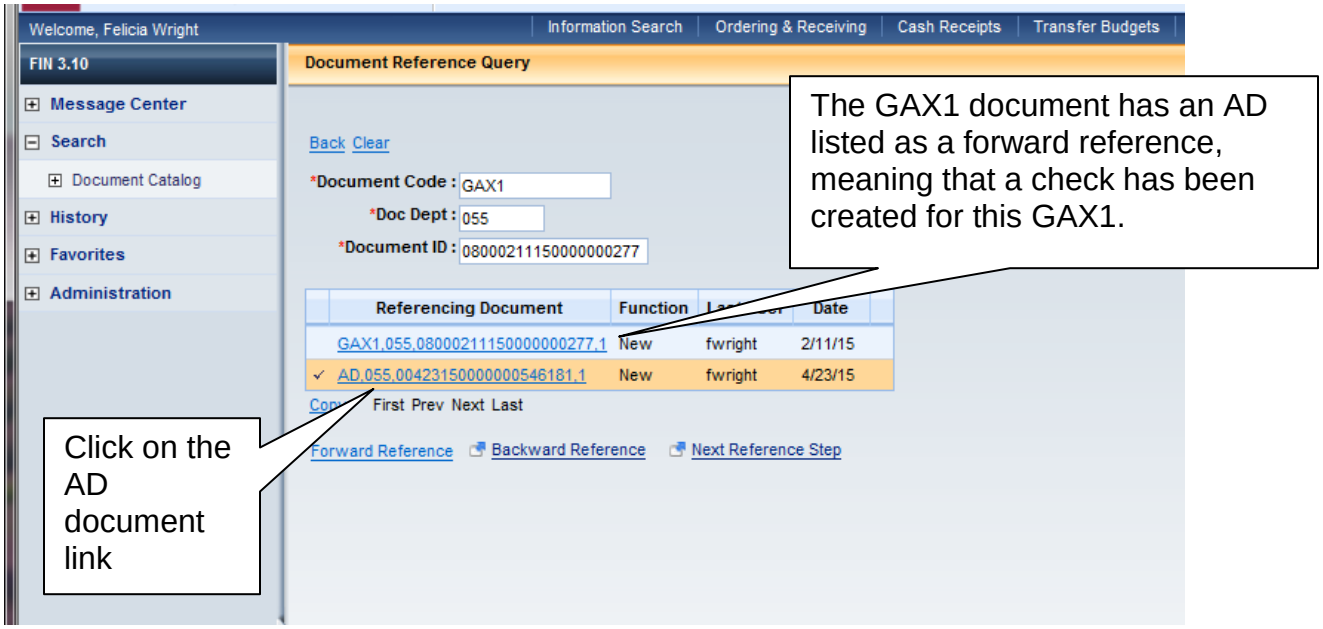


The Document Reference Query screen will appear.

8. Click Forward Reference.

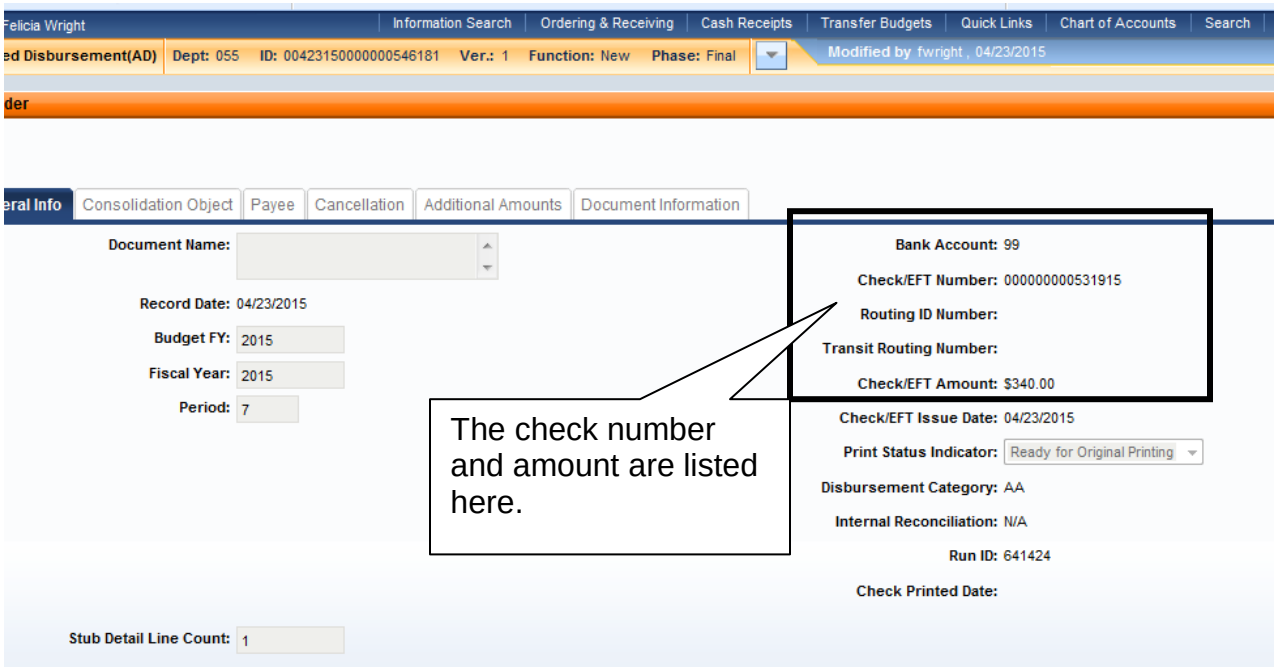


If an AD, MD, EFT or EPY document appears, a check or electronic payment has been created for the GAX1. If nothing appears, a payment has not been created. The AD, MD, EFT or EPY document is not the check number.

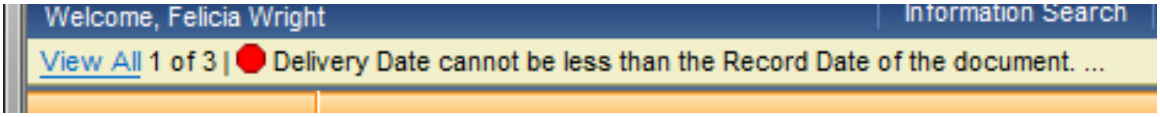


9. Click on the link to the AD, MD, EFT or EPY document. The check number or payment reference number and check amount are listed in the header of the document.

10. Click Close to exit out of the document.



Common Error Messages

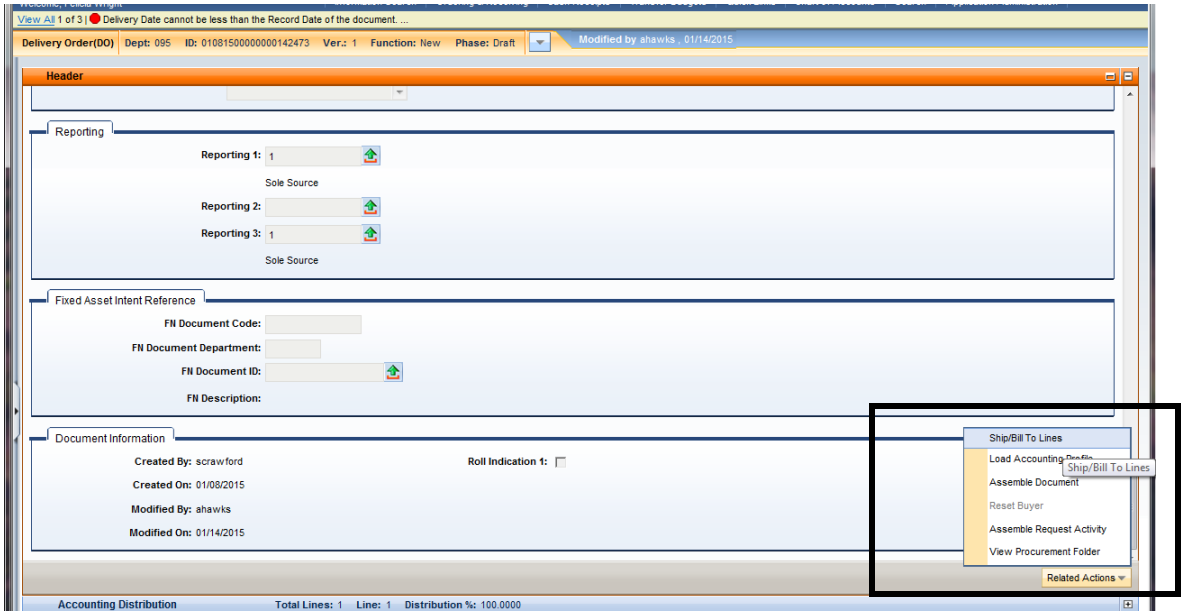


Error Message:
Delivery Date cannot be less than the Record Date of the Document.

Explanation:
The Delivery Date must be changed before the document will validate.

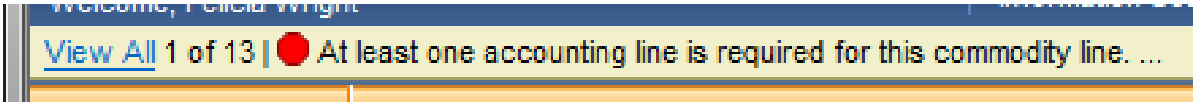
Resolution:

1. On the Header section of your document click on Default Shipping/Billing.
2. Change the Delivery Date to a date Greater than today's date.
3. Click on the Related Actions button in your document and choose Ship/Bill To Lines link.



How to avoid this error message:

1. Make sure you click on the Ship/Bill To Lines link.
2. If you add or change any commodities, click on the Ship/Bill To Lines link again.



Error Message:
At least one accounting line is required for this commodity line.

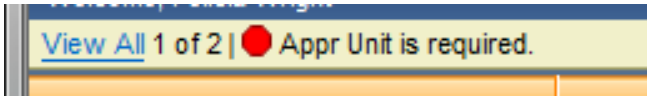
Explanation:
One or more commodity lines do not have an accounting line.

Resolution:

1. If you used Accounting Distribution, go back to the Accounting Distribution section, and click on the Distribute Accounting link.
2. If you did not use Accounting Distribution, highlight the commodity line with the error and then click the Accounting Component. Click Insert New Line, then enter the accounting template, amount and object code.

How to avoid this error message:

1. Make sure to click on the Distribute Accounting link after you add a new commodity, or change information on a commodity.



Error Message:
Appr Unit is required and Budget Line not found for Fund/Department/AU within OC Expense Budget.

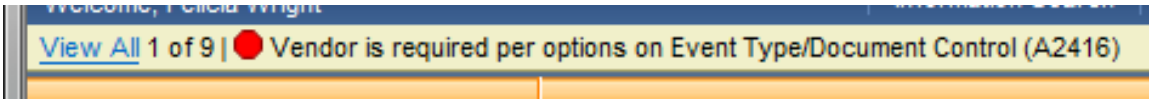
Explanation:
You do not have a budget line established for the unit and object combination you are trying to use.
NOTE: On purchasing documents you will never have to manually enter your appropriation unit.

Resolution:

1. Contact the Budget Department and have them add the budget line so you can spend out of it. OR
2. Charge the item to another unit/object combination. OR
3. You have an incorrect grouping of elements in a budget line (such as the wrong fund).

How to avoid this error message:

1. Check your budget table before entering your document to ensure that you will not receive the error.
2. Only enter the accounting template and object code. ALL other information will infer upon validation.



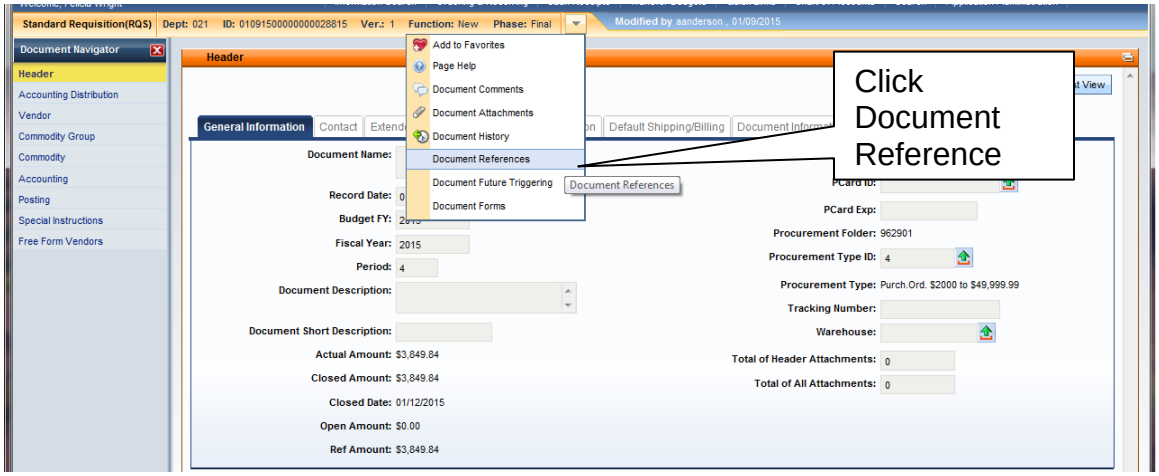
Error Message:
Vendor is required per options on Event Type/Document Control.
Explanation:
You do not have a vendor for your document, or you have selected a vendor that is not active.
Resolution:

1. Verify that you have a vendor number listed in the document.
2. If you do have a vendor listed, the vendor is inactive. The vendor could be inactive for two reasons. 1) The vendor is a new vendor and we are waiting to receive appropriate forms, or 2) The vendor's information changed requiring them to have a new number. Open the Vendor Table and look up the vendor. If the vendor is inactive due to a new vendor number, the new vendor number will be listed in the Location Name field of the vendor. If there is not a new number listed, contact Accounts Payable for the new number or a status of the vendor.

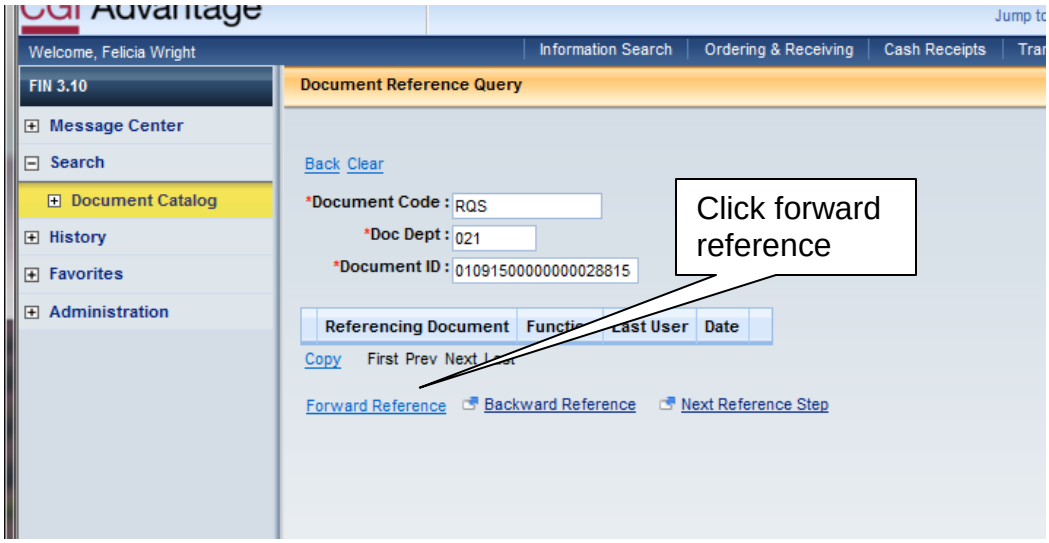
How to avoid this error message:
Check the status of the vendor before using the vendor on a document.

Has a PO created from my RQS?

1. Open the RQS in the document catalog. Once the RQS is opened, click on the drop down arrow at the top and click on Document References.

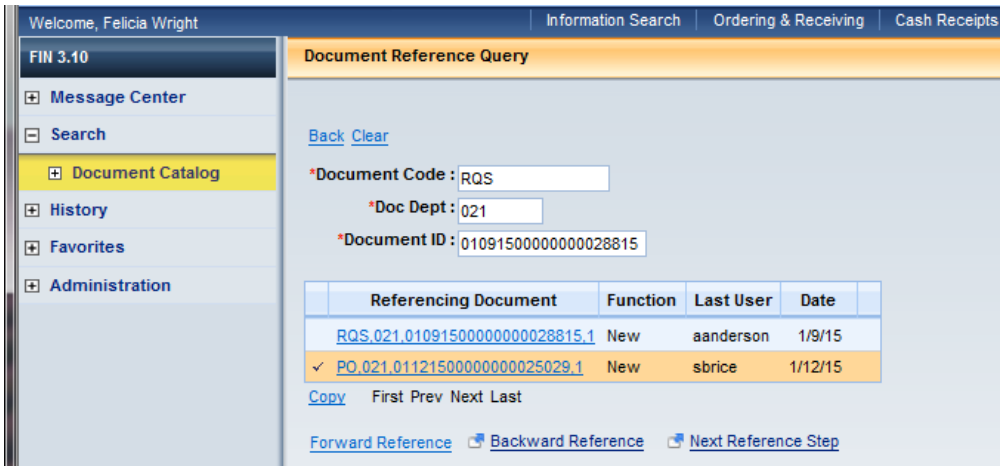


2. Click Forward Reference.

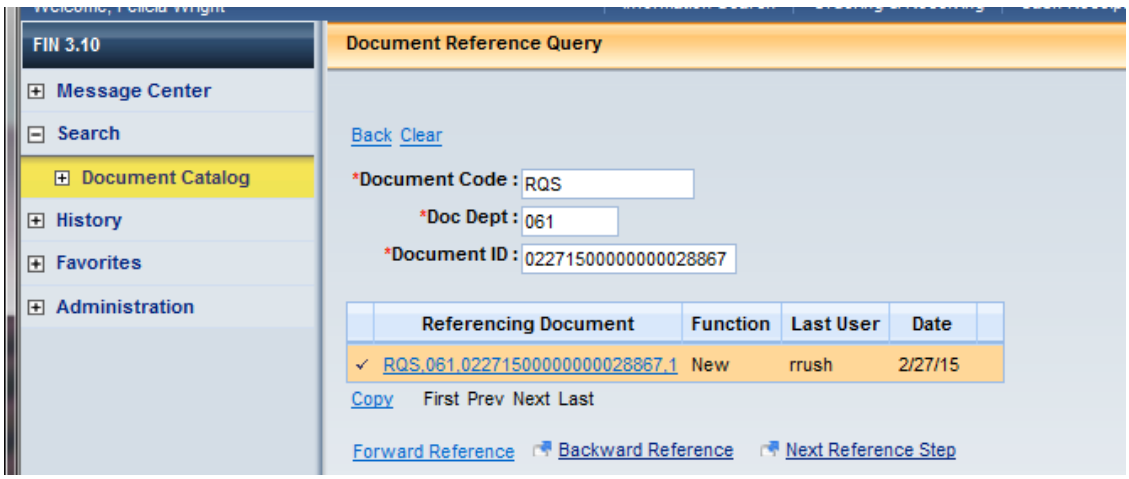


If a PO has been created the PO number will be listed. The PO number will be underlined and you can click on the PO to open the document.

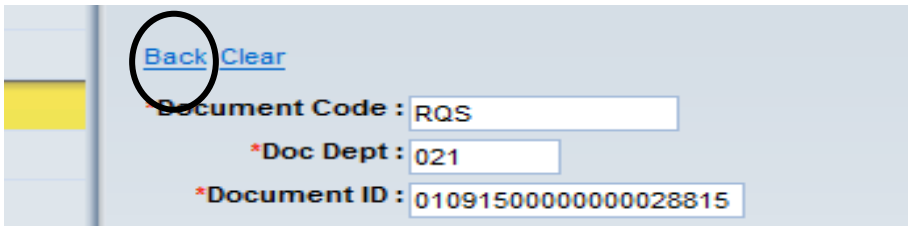
This is what the screen would look like if a PO has been created.



If a PO has not been created the screen would look like this.



Click Back to return to the RQS document.

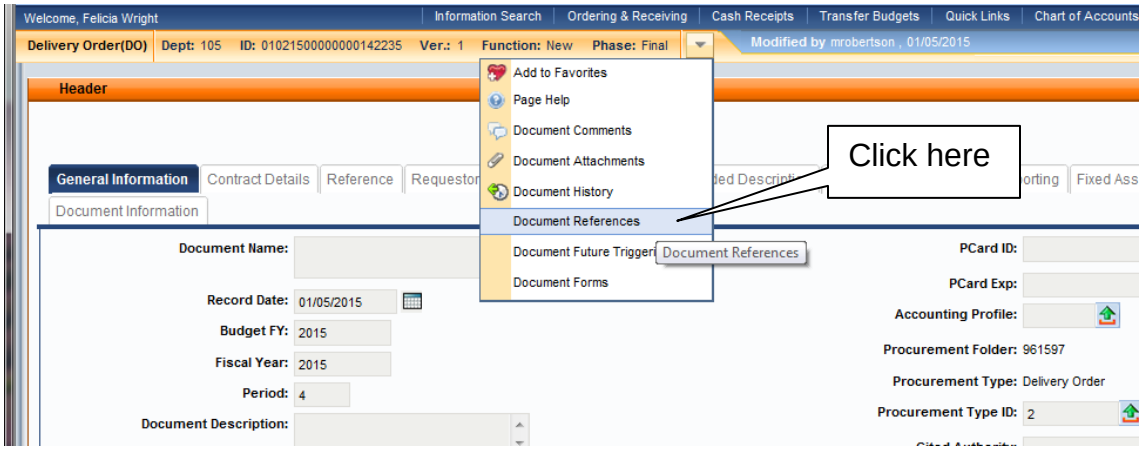


If a PO has not been created and you feel it should, contact the Purchasing Department.

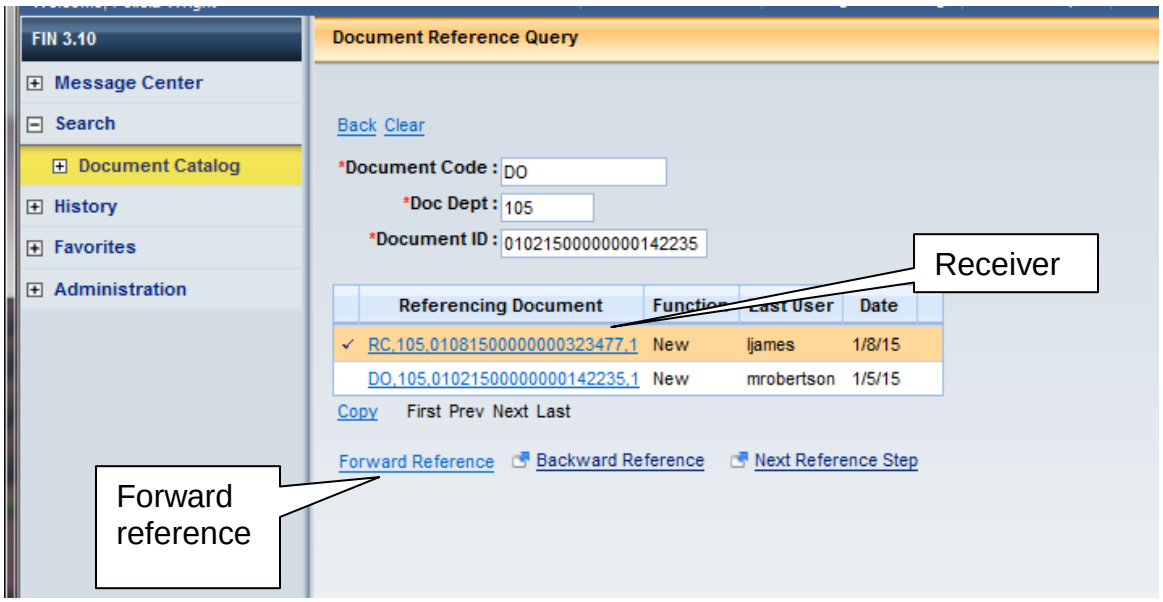
Is a receiver entered against my purchase order?

There are several ways to see if a RC has been entered against a purchase order. One of the easiest ways to find out is using the Document Reference link.

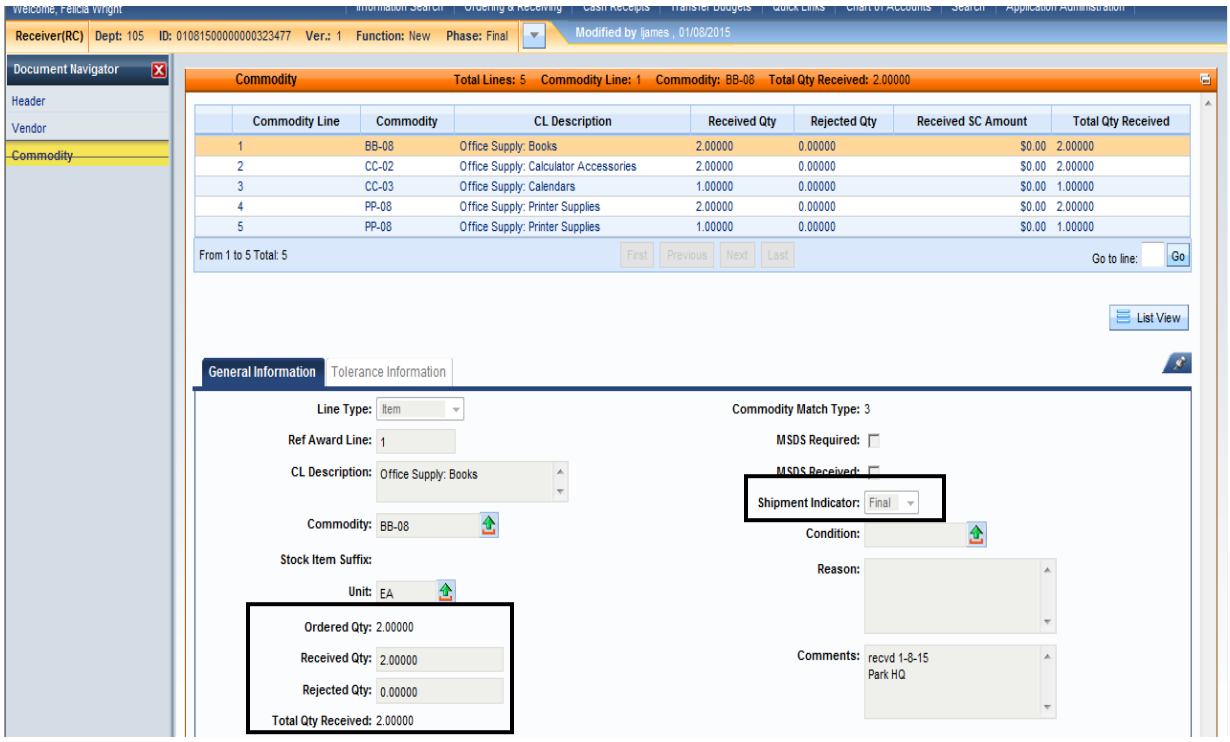
1. Search for the purchasing document in the Document Catalog and open it. Once it is opened, click on the drop down arrow at the top and click on Document References.



2. Click Forward Reference and if there is an RC entered for the purchasing document it will be displayed. (This will also display IN or PRM documents that have been created against this purchase order. These documents are underlined, so you can click any document listed and open it to get more detailed information.)

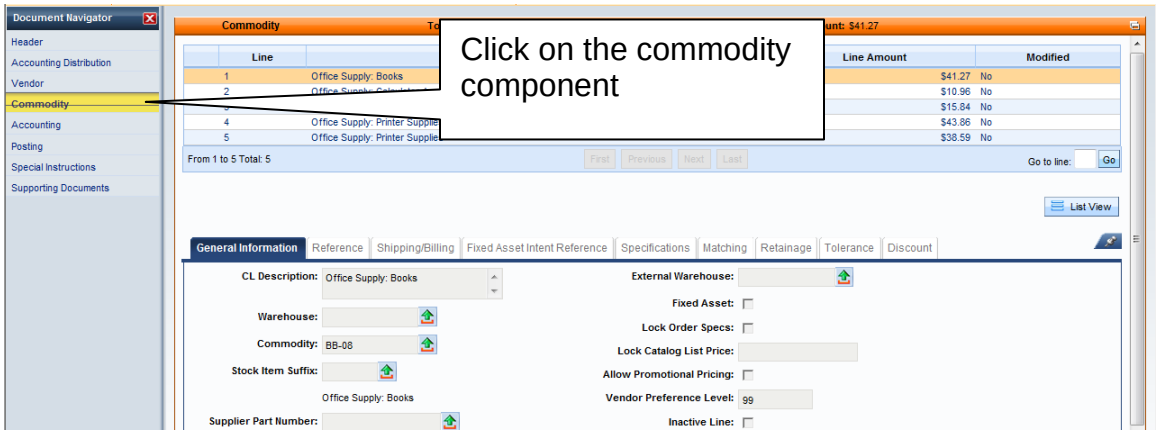


3. Click on the RC document link to view the receiver. Click on the Commodity component to view what and how much of the purchasing document has been received.

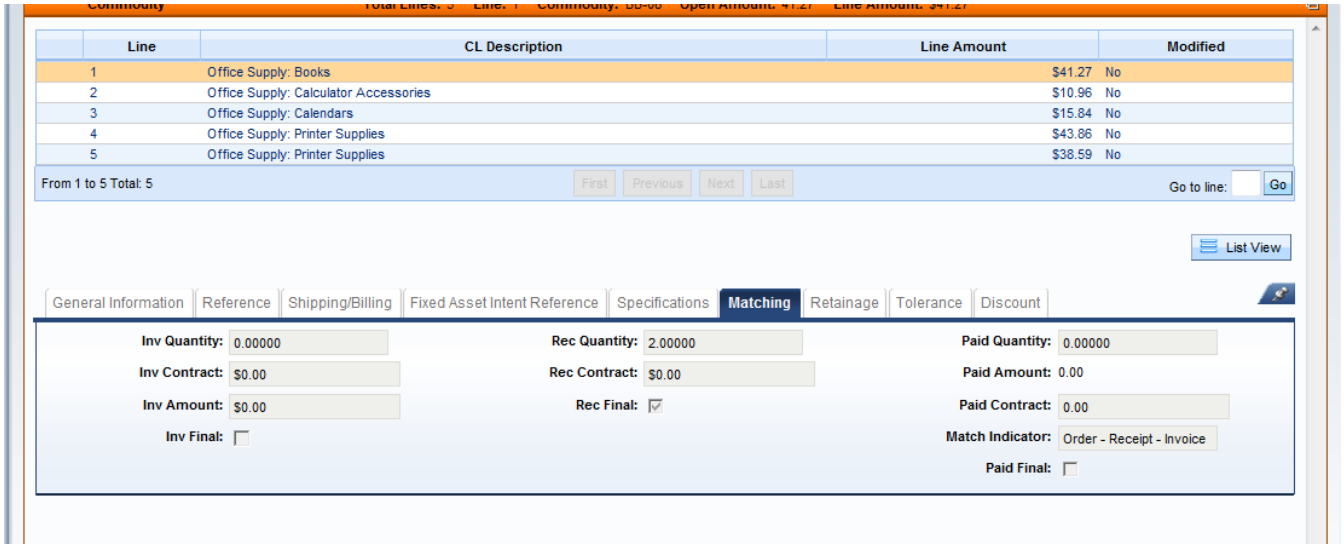


When determining if a receiver has been done, compare the Received Quantity with the Ordered Quantity. If the Received Quantity is less than the Ordered Quantity then a RC can be done. Compare the Received SC Amount and the Ordered SC Amount in the same manner. Also check the Shipment Indicator. If it is Final, it means that a final RC has been done, and no other receivers are necessary.

Another way to check on a receiver is to view the commodity lines of the purchase order. All purchase orders have a Matching tab in the Commodity component, with receiver and invoice information.
Open your document from the document catalog. Click on the Commodity component. Highlight the specific commodity you want to check.



Go to the Matching tab.



The first column in the matching tab displays invoice information. If an invoice has been entered, the Quantity, Contract, and Amount fields will be populated. If the invoice has been finalized, the Final flag will be checked.

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

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

When looking at the matching tab, you will have to look at each commodity line in the purchase order separately. To view another commodity, highlight another commodity and scroll down to the matching section. Matching is good to use when you are looking at a specific commodity line, or a document with few commodity lines.

Procurement Type Codes

When entering a procurement document, it is necessary to enter a procurement type in the header. It is important that you enter the appropriate procurement type for the item(s) you are purchasing. This information will help the Purchasing Department procure the items in a timely fashion. Purchasing also uses this information to track and report various purchases.

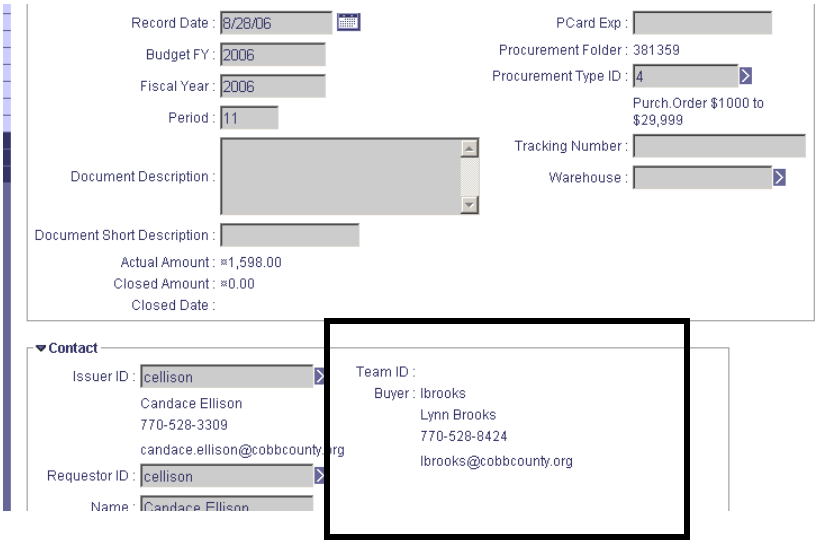
Below is a listing of the most commonly used Procurement Type Codes. If you do not know which code to use on a document or have a question about one in AMS (not on this list), contact the Purchasing Department.

Procurement Type	Name	Description
2	Delivery Order	Use on all DO documents (orders made from an established Master Agreement)
3	Departmental Purchase Order (PD)	Use on all PD documents
4	Purchase Order < $50,000	Purchase of goods or “one time” services in amounts less than $50,000 that must be processed by the Purchasing Department
5	Service Contract < $50,000	Maintenance or service contracts (renewed annually) in amounts less than $50,000
6	Sole Source < $50,000	Sole Source Purchase in amounts of less than $50,000 made upon department recommendation requiring Department Head, Purchasing Director and County Manager approval
8	Purchase Order $50,000 or >	Purchase of goods or “one time” services in amounts of $50,000 or more that must be processed by the Purchasing Department
9	Service Contract $50,000 or >	Maintenance or service contracts (renewed annually) in amounts of $50,000 or more
10	Sole Source $50,000 or >	Sole Source Purchase in amounts of $50,000 or more made upon department recommendation requiring Department Head, Purchasing Director and County Manager approval
13	State Contract/Cooperative Purchasing Agreement	Purchase of goods or services utilizing a state contract or another cooperative purchasing agreement where competitive bidding has already occurred

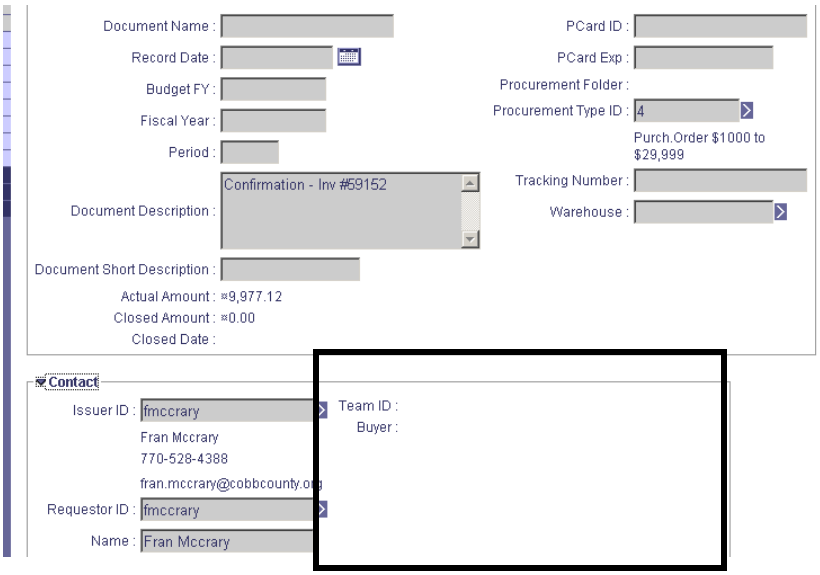
Has a buyer been assigned to my RQS?

1. Open the RQS from the document catalog.
2. Once the RQS is opened, click the Contact section. If a buyer is assigned to the RQS, the buyers information will be listed.

This RQS has a buyer:



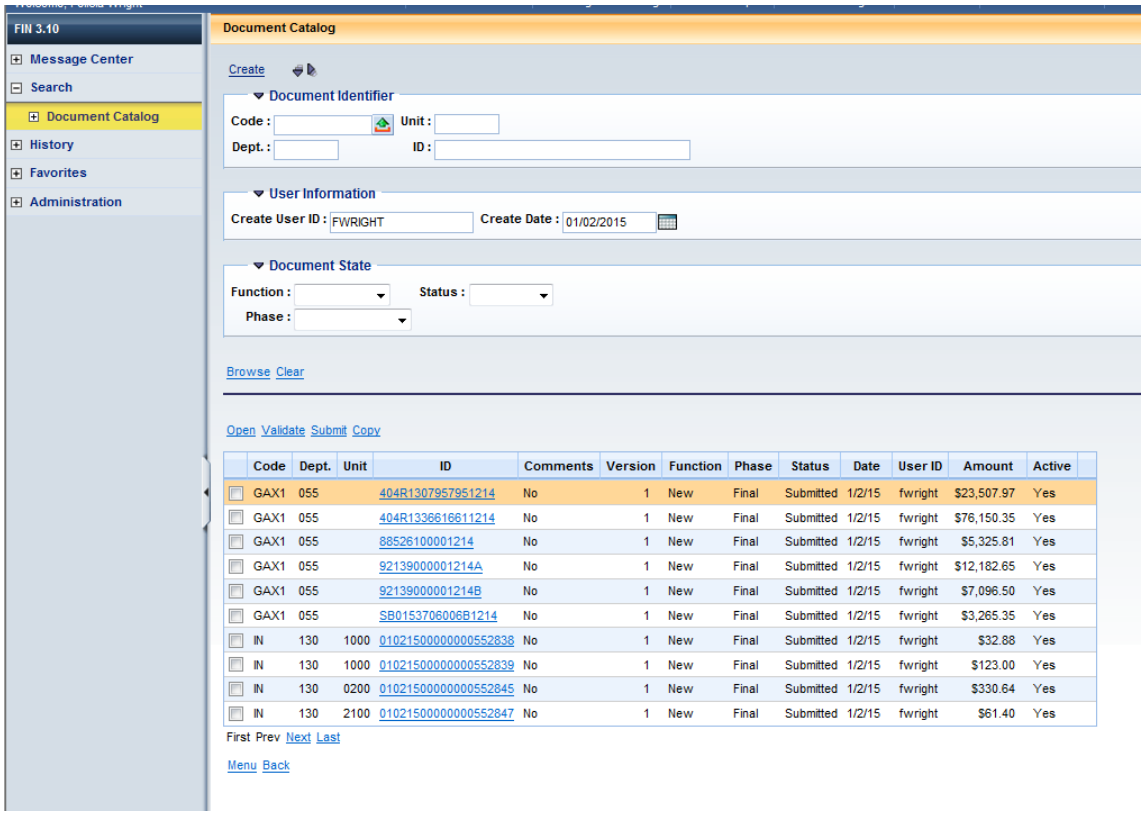
This RQS does not have a buyer:



I created a document today and I can't remember the number. How do I find it?

1. Go to the document catalog.
2. Enter your user ID, and today's date in the search criteria.
3. Hit Enter or click browse.

This will pull up all documents that you have created today.



If you have created a lot of documents and want to narrow down your search, enter additional search criteria, and then hit enter or click browse. For example, if you are searching for all documents you created today that are in draft phase, enter your user ID, create date, and select draft in Phase, and then hit enter or click browse. A listing of all documents you created today in draft phase will be listed.

Research Tables

There are several tables all users have access to that allow to research payments or documents. The tables are in the Information Search Workspace under the Research Payments tab.

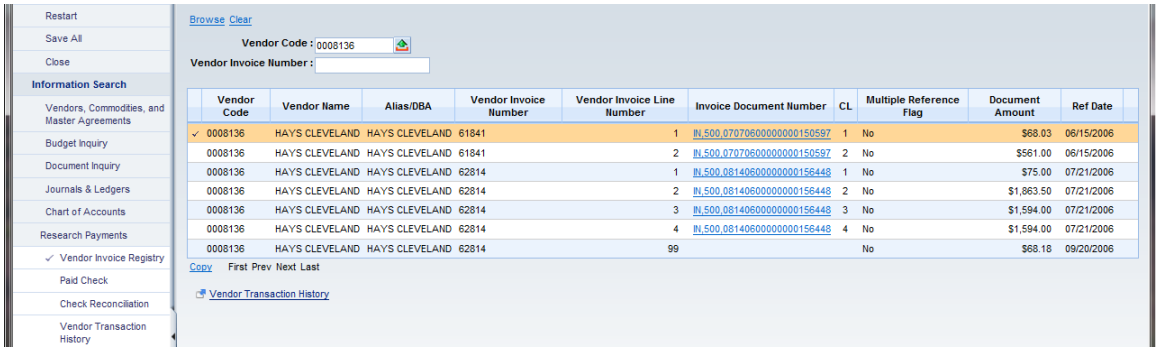
The research tables are:

- Vendor Invoice Registry
- Paid Check
- Check Reconciliation
- Vendor Transaction History
- Lifecycle Document Search
- Lifecycle Inquiry

Vendor Invoice Registry

This page displays a list of each vendor invoice recorded in the financial system. You can search by vendor number to see a listing of all of the invoices that are listed for a particular vendor, or you can search by invoice number.

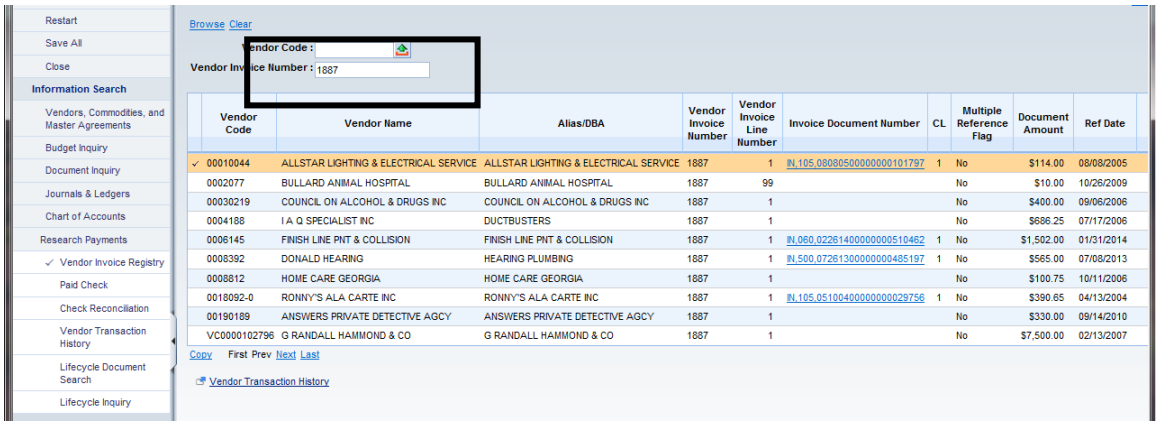
To search by a vendor, enter the vendor number in Vendor Code and then click Browse.



This will have a listing of all the invoices processed for the vendor code listed.

To search by a Vendor Invoice Number, enter the invoice number in the Vendor Invoice Number. Remember to exclude leading zeros, and leave out special characters (ex. dashes). Then click browse.

A listing of all the invoice numbers that match the entry will be listed, regardless of vendor.

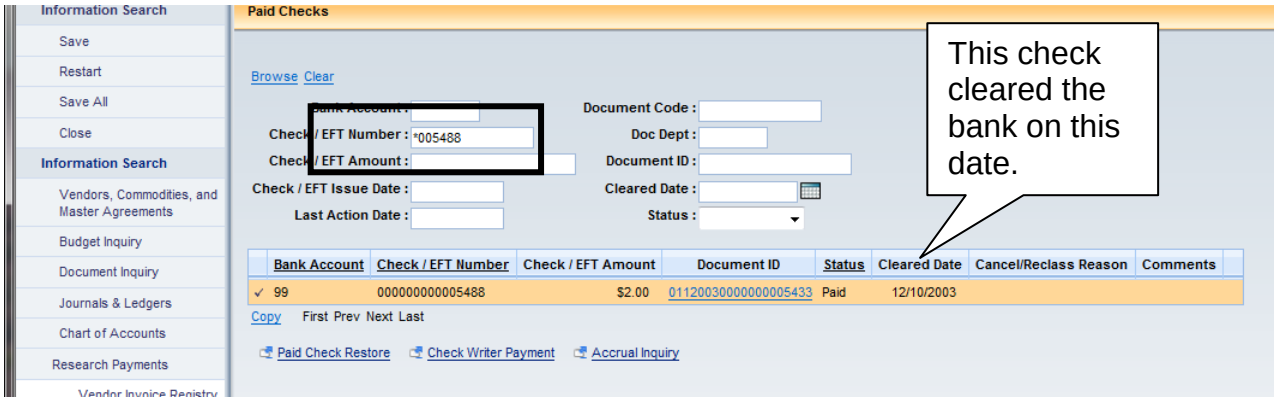


Paid Check

The Paid Check table allows you to view checks that have cleared the bank. If you know the check number, you can search by the check number, and see the date the check cleared the bank. If a check is listed on the Paid Check table, it has cleared the bank.

Each month the bank sends us a file of checks that have cleared the bank. A process called Check Reconciliation is run that takes all the checks that have cleared the bank, and lists them with the cleared date on the Paid Check table.

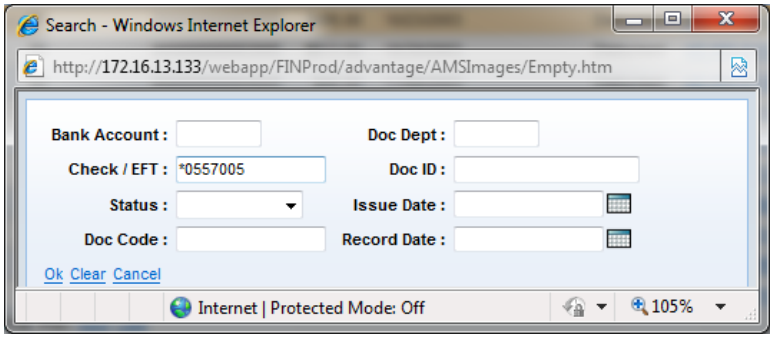
If a check is NOT listed on the Paid Check table, it is possible that it has still cleared the bank, due to a timing issue since the file is sent once a month.



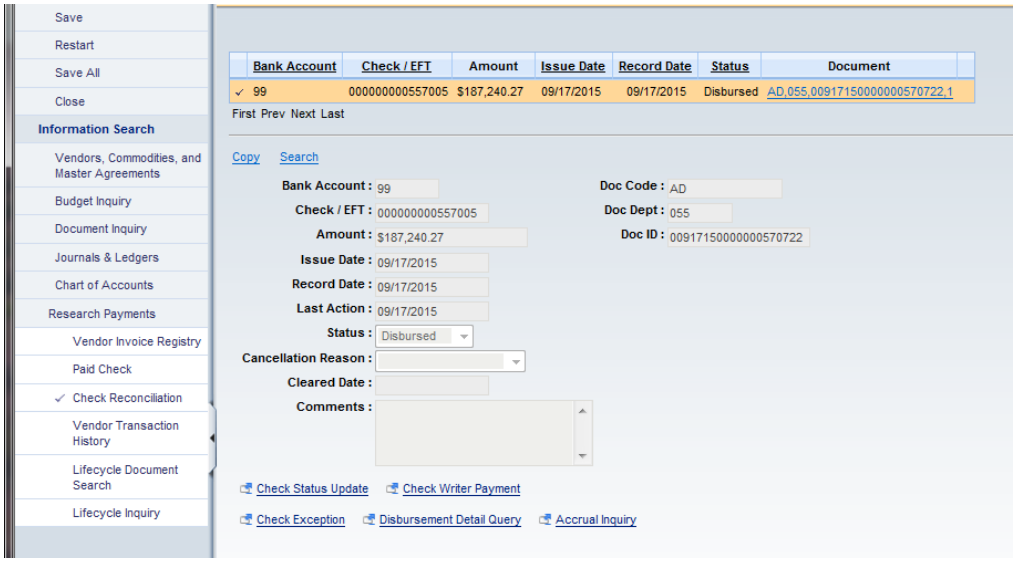
Check Reconciliation

The Check Reconciliation page has a listing for each disbursement document that has not cleared the bank. Each record contains data such as check number, amount, and status. When the Check Reconciliation process is run each month, it moves the checks that have cleared the bank off of this page and onto the Paid Check table. If a check is listed on this page, it is possible that it has cleared the bank due to a timing issue of when the process is run.

To search for a check number, click Search, then enter the check number in Check/EFT, then click OK.

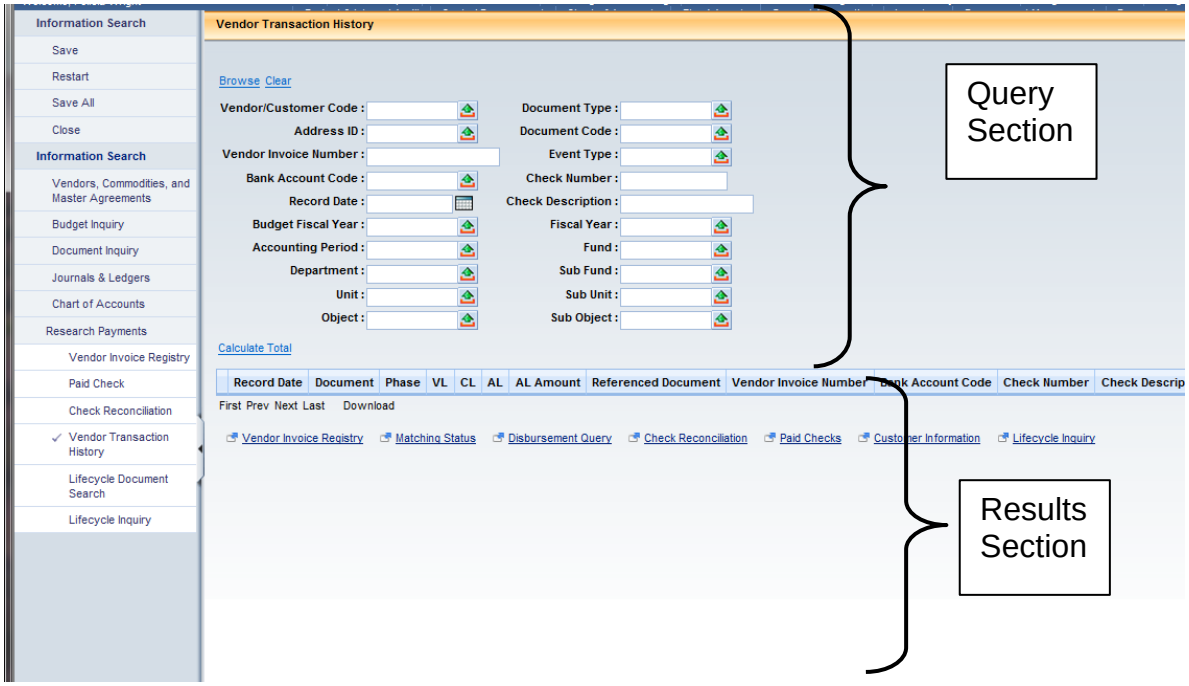


If the check has not been moved by the Check Reconciliation process, the check will be listed on the Check Reconciliation Page.



Vendor Transaction History

The Vendor Transaction History page allows you to search for specific information related to vendor transactions. You will also be able to transition to other pages for more information related to the vendor or payment that you are searching for.



About the Query Section:

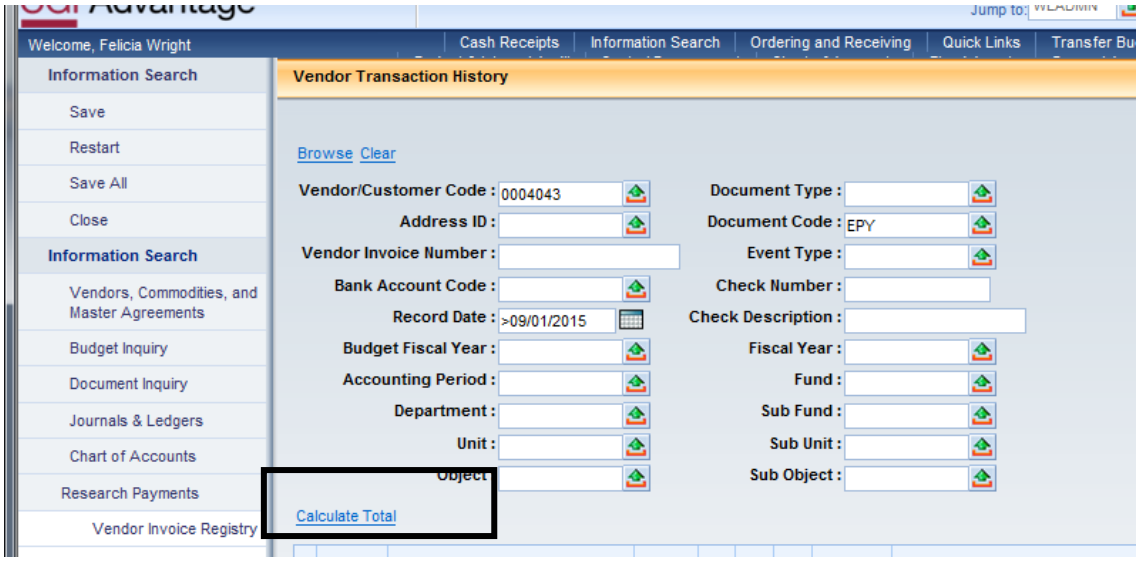
- The Vendor Code must be populated in the query section
- You can only search for a single vendor code at a time
- You cannot use a wildcard in the vendor code field
- All other fields allow the use of a wildcard.
- Multiple values can be entered in fields by separating the values with a comma
- If the Sub Unit is entered, the Unit is required
- When querying on Vendor Invoice Number, the only Document Types searched are: PR, ABS, AD, MD, DC, EFT, EPY

About the Results Section

- After you have entered your search criteria and clicked on Browse, the search results are displayed in the grid of the Results section.
- Use the First, Previous, Next and Last links to go through the data
- Initially records are sorted by Record Date
- You can sort by other columns, by clicking on the column names that are underlined.
- Certain documents will not contain all data in the results section of the page. For example, Purchase Order documents will not have Check Number or Bank Account Code.
- Only the latest final version of a document is displayed
- All documents and referenced documents contain a link to open the latest version of the document and view the document details. When you click Close on the document, you are taken back to where you were in the VTH page.

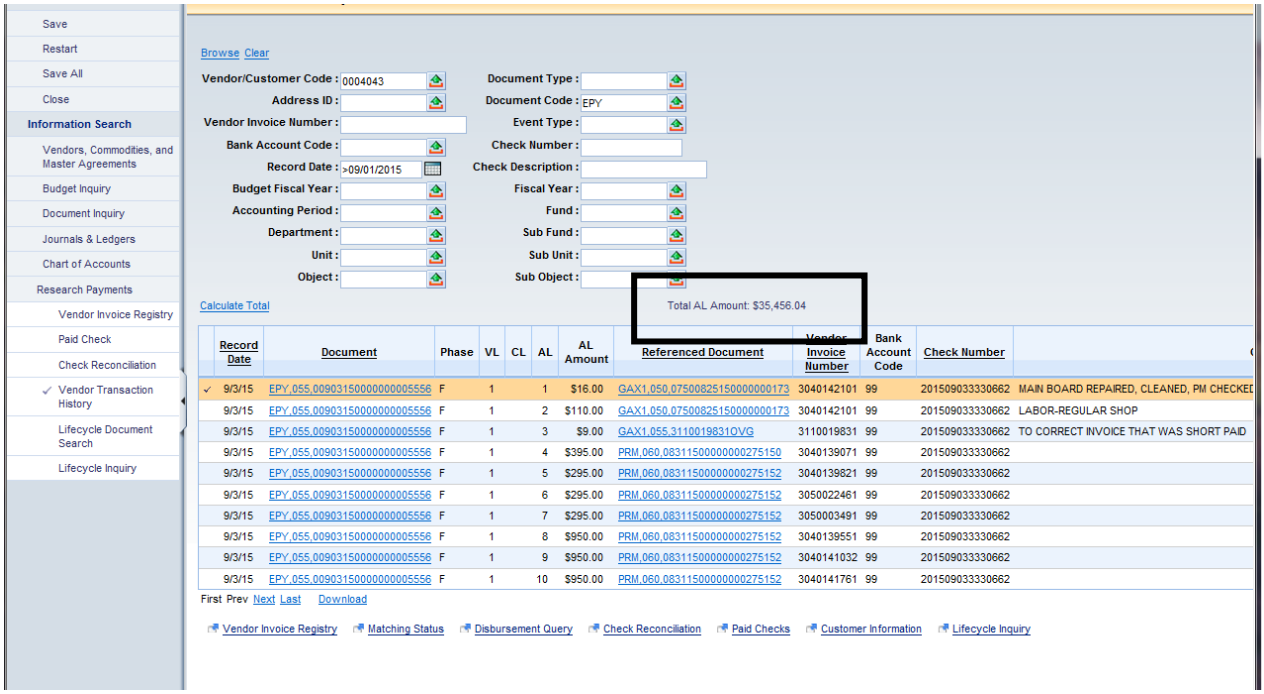
Calculate Total

There is a link on the Vendor Transaction History Table that allows you to calculate the total of the results.



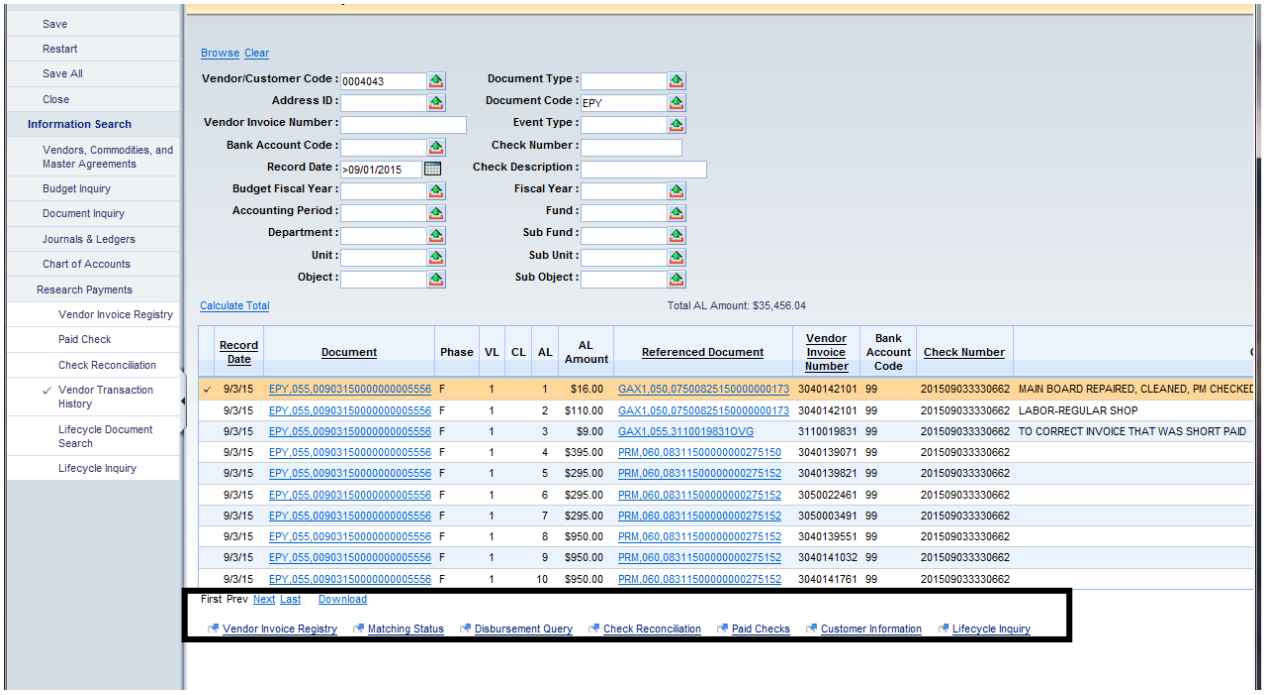
When the Calculate Total link is clicked, the line amounts of all of the result records are summed and displayed in the Result Total field.

**AD and MD documents that are cancelled are NOT included in the calculation.



Page Transitions

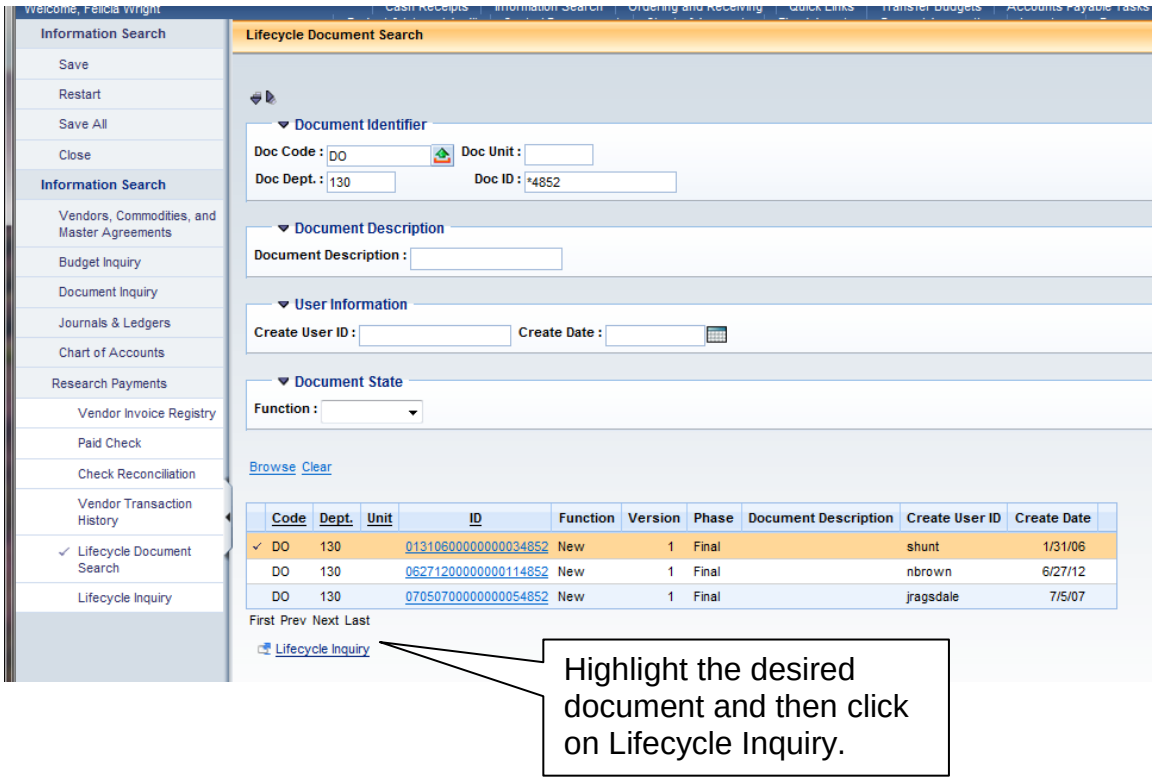
The Vendor Transaction History page contains transitions to other pages in AMS. Each page that you transition to contains a Back link. When you click on the Back link, you are taken back to where you were when you left the Vendor Transaction History Page.



You are only authorized to access the Vendor Invoice Registry, Check Reconciliation, Paid Checks, and Lifecycle Inquiry Links.

Lifecycle Document Search

This page allows you to search for a document and then link to the Lifecycle Inquiry page to view the complete chain of documents associated with it on a single page. You must enter a document code. You can use wildcards in searching for your document. After entering your search criteria, click Browse. The search results will be displayed in the results section. Select the desired record in the grid, and then click the Lifecycle Inquiry link.



Lifecycle Inquiry

This page allows you to view the complete chain of documents associated with a selected search document. This page only works for documents that have a phase of Final or Historical Final.

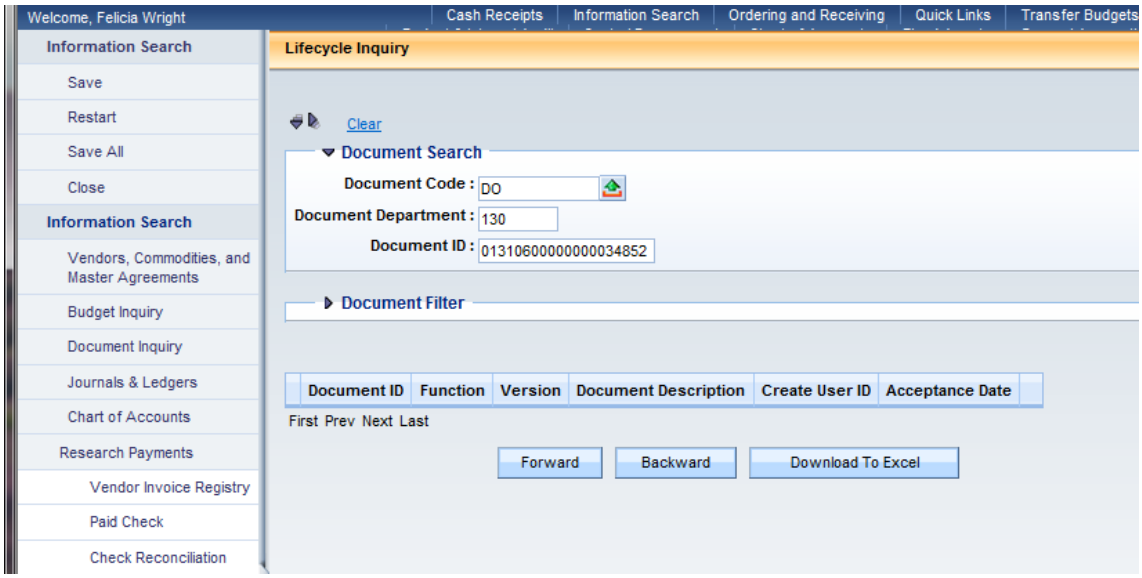
This page can be accessed directly from the Information Search workspace, or you can link to this page from the Lifecycle Document Search page.

The Lifecycle Inquiry page does NOT allow you to use wildcards to search for a document. You must know the exact number of the document, or search for it first on the Lifecycle Document Search page and then link over to this page. It is recommended that you find your document on the Lifecycle Document Search and then link over to the Lifecycle Inquiry Page.

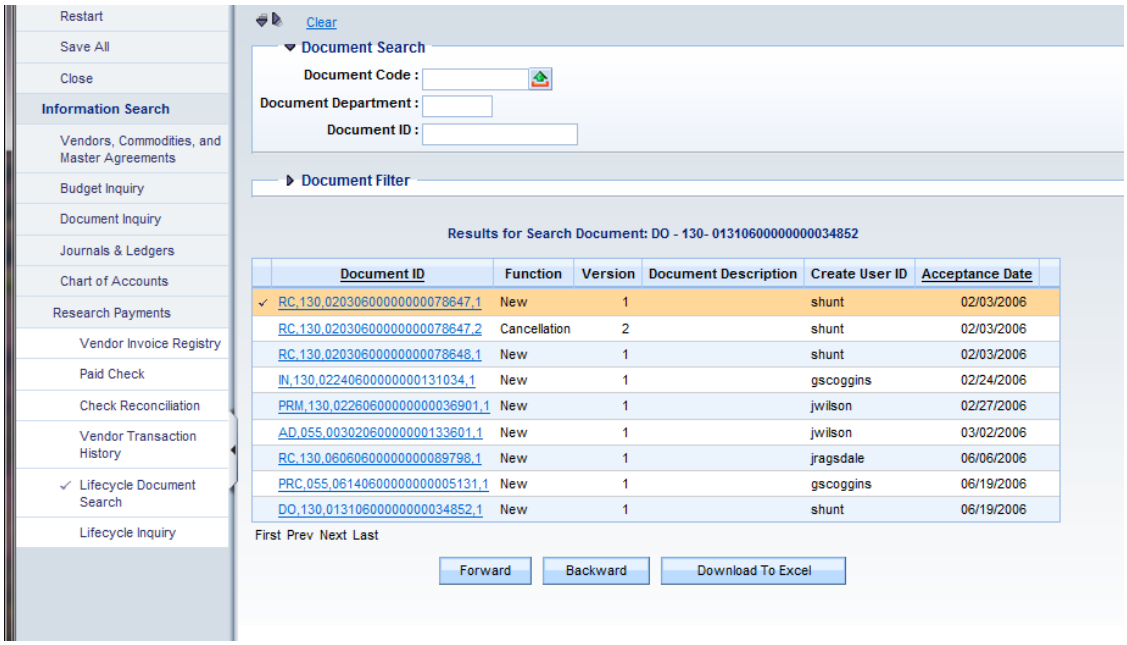
Once you have located the document you wish to inquire on The Forward or Backward search buttons can be clicked to initiate a search.

The Backward search button allows you to view all documents that reference the search document and were created on the same date or before the date of the search document.

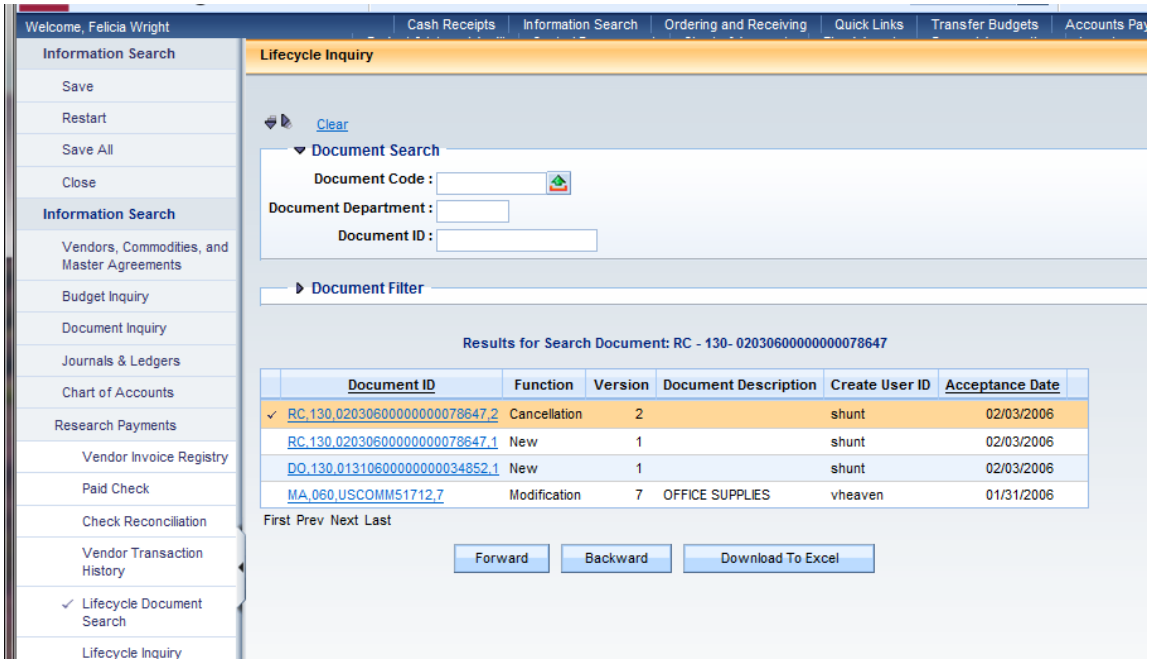
The Forward button allows you to view all documents that reference the search document and were created on the same date or after the search document.



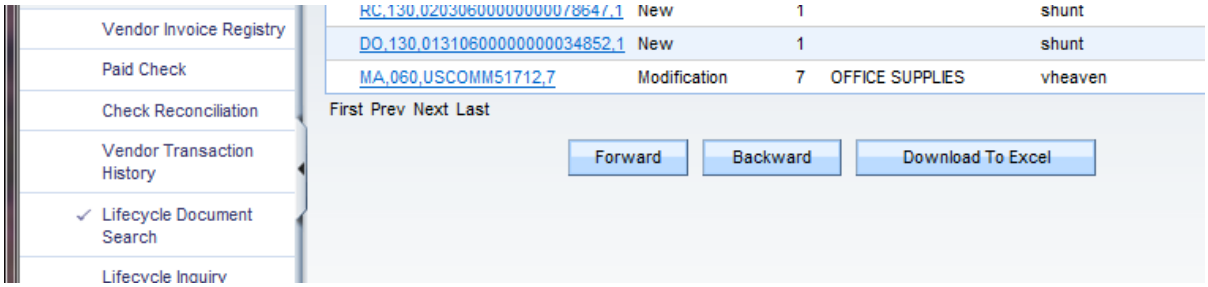
Click the Forward link and all documents that reference this document will appear in the grid.



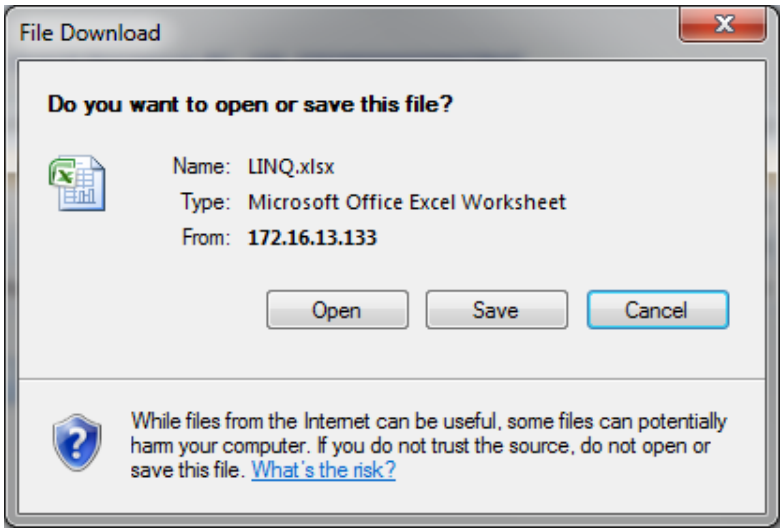
Click the Backward link and all documents that reference this document will appear in the grid.



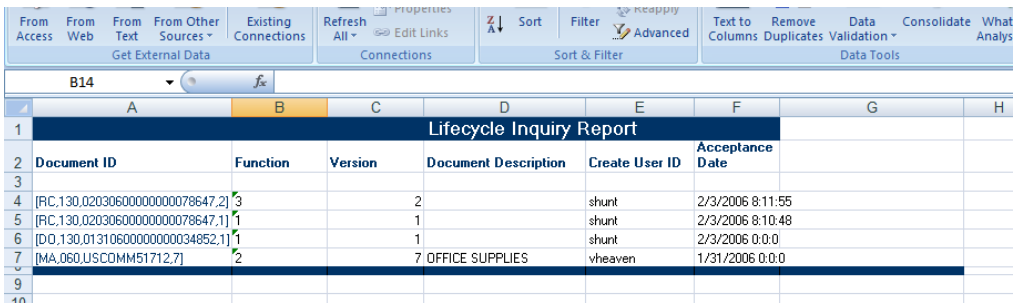
If you would like to download the results into Excel, click the Download to Excel link.



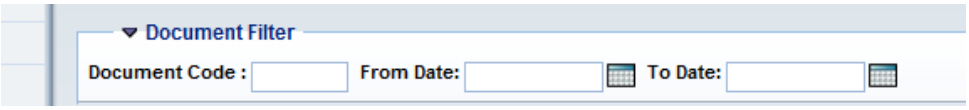
This will bring up a pop up box. Click Open.



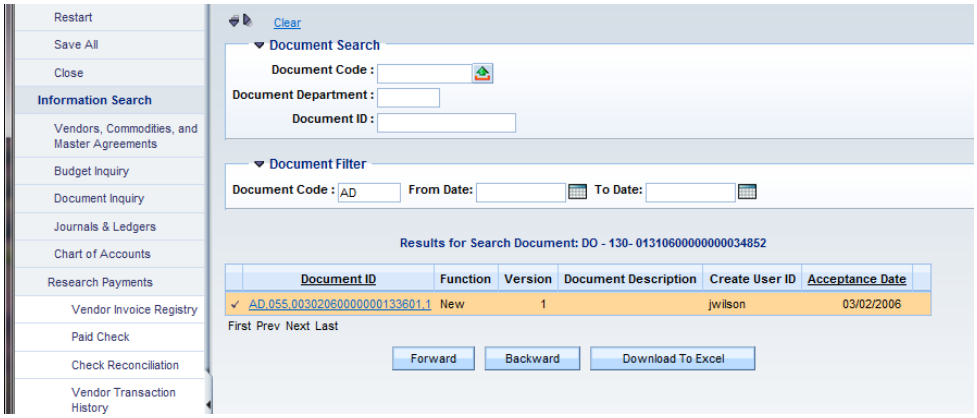
The results will then be in an Excel format.



The Document Filter section allows you to limit the values displayed in grid section for your search. You may just search for a specific document code or you can define the From and To Dates of the documents.

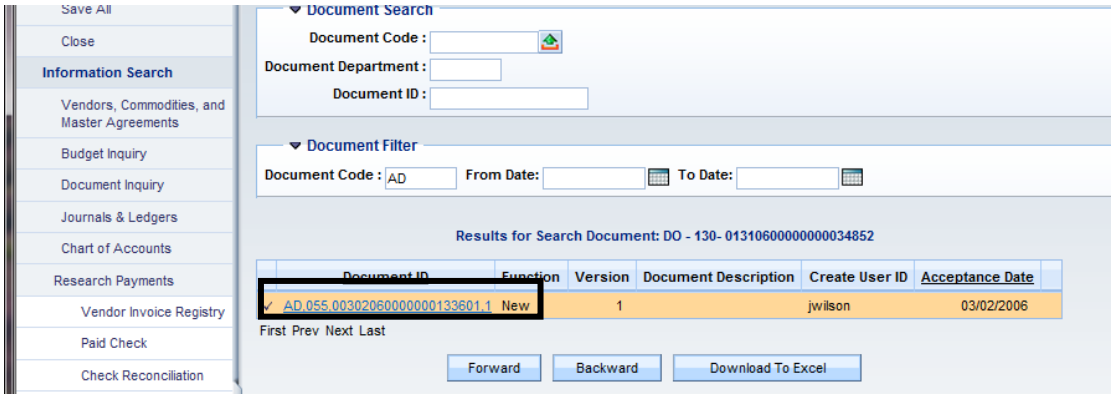


For example, if you want to filter on AD documents, enter AD in Document Code, then click Forward. Only the AD documents related to the document queried on will be returned.

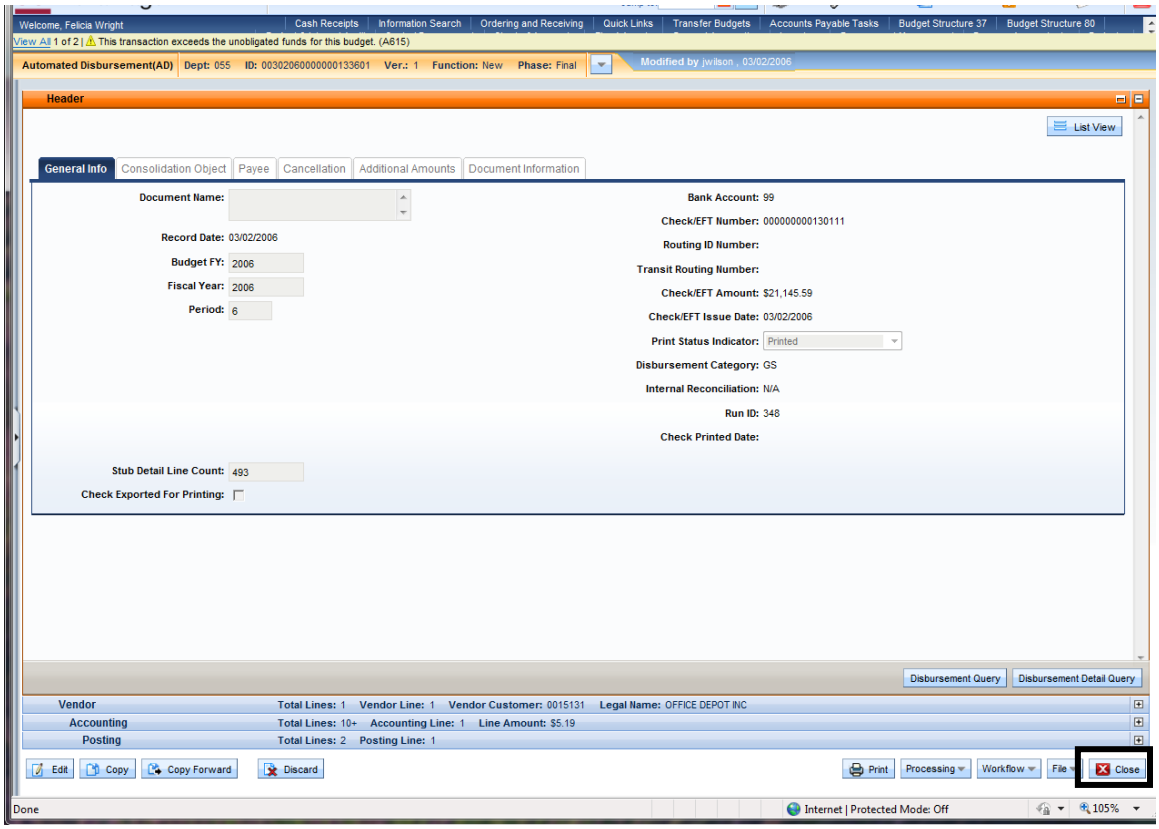


You can click on the Document ID link to transition to a document listed in the search results grid.

For example, if you would like to look inside this AD document, click on the document ID link.



The document will pull up. When you are done viewing the document, click Close at the bottom of the document. This will take you back to the Lifecycle Inquiry table.

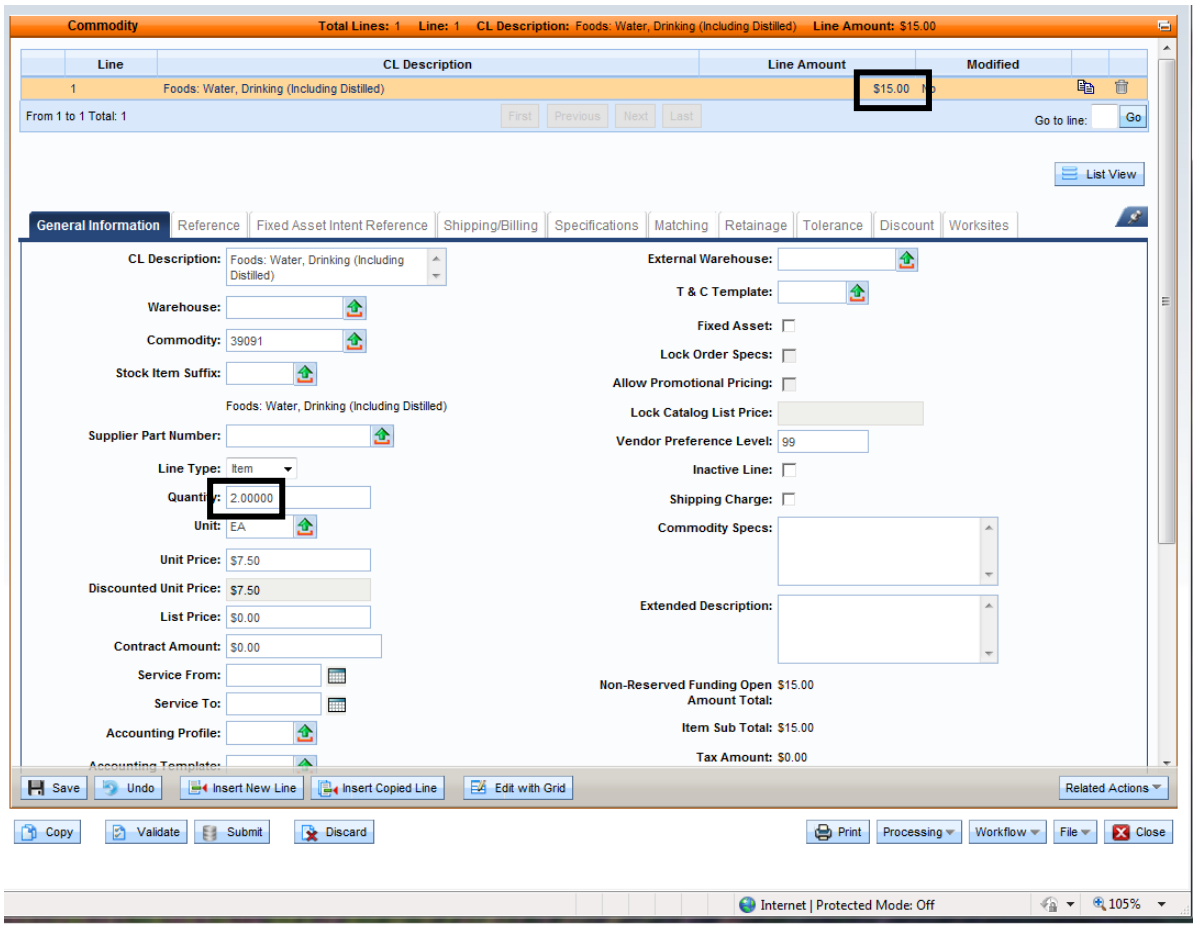


Recalculate Accounting Lines

In the Commodity section of all procurement documents there is a link called Recalculate Accounting Line Amount. This link is helpful when a quantity is changed after the Distribute Accounting Lines has been done, or on a modification document.

This PD was entered and the quantity was entered as 2 incorrectly. The Quantity should have been 1.

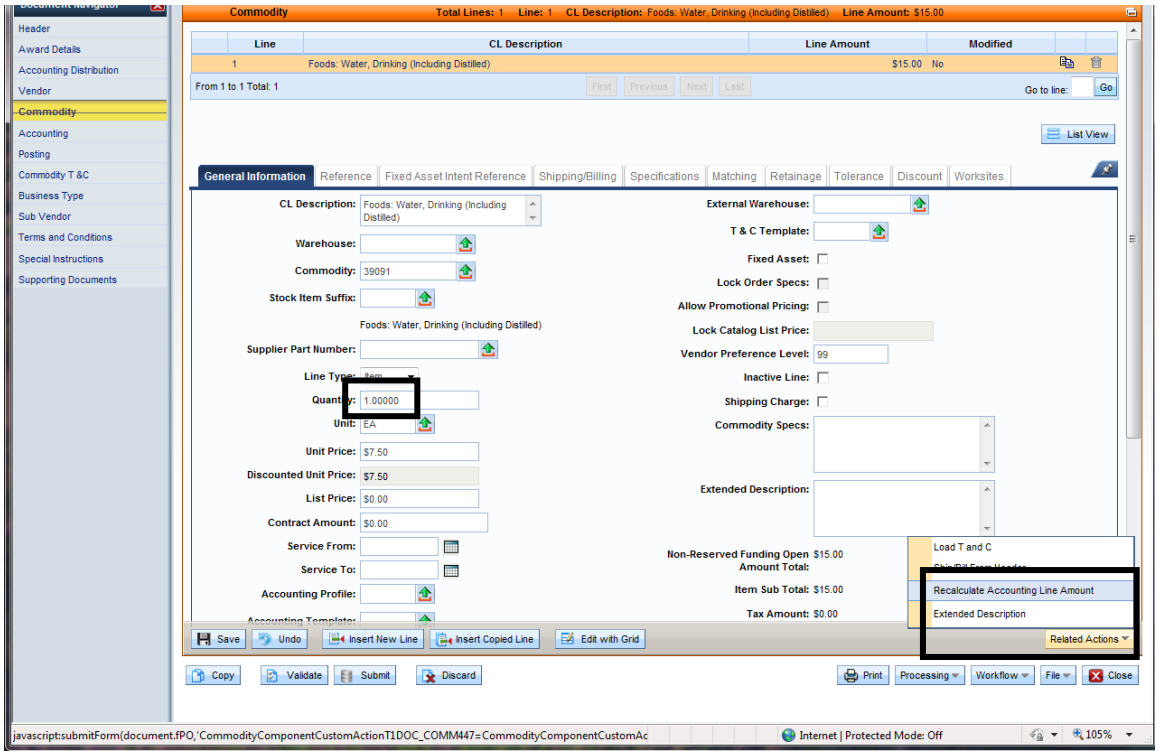
On the Commodity section, change the quantity to 1, and then click Related Actions and choose Recalculate Accounting Line Amount. This will automatically update the line amount on the Commodity section, and it will update the line amount on the accounting section.

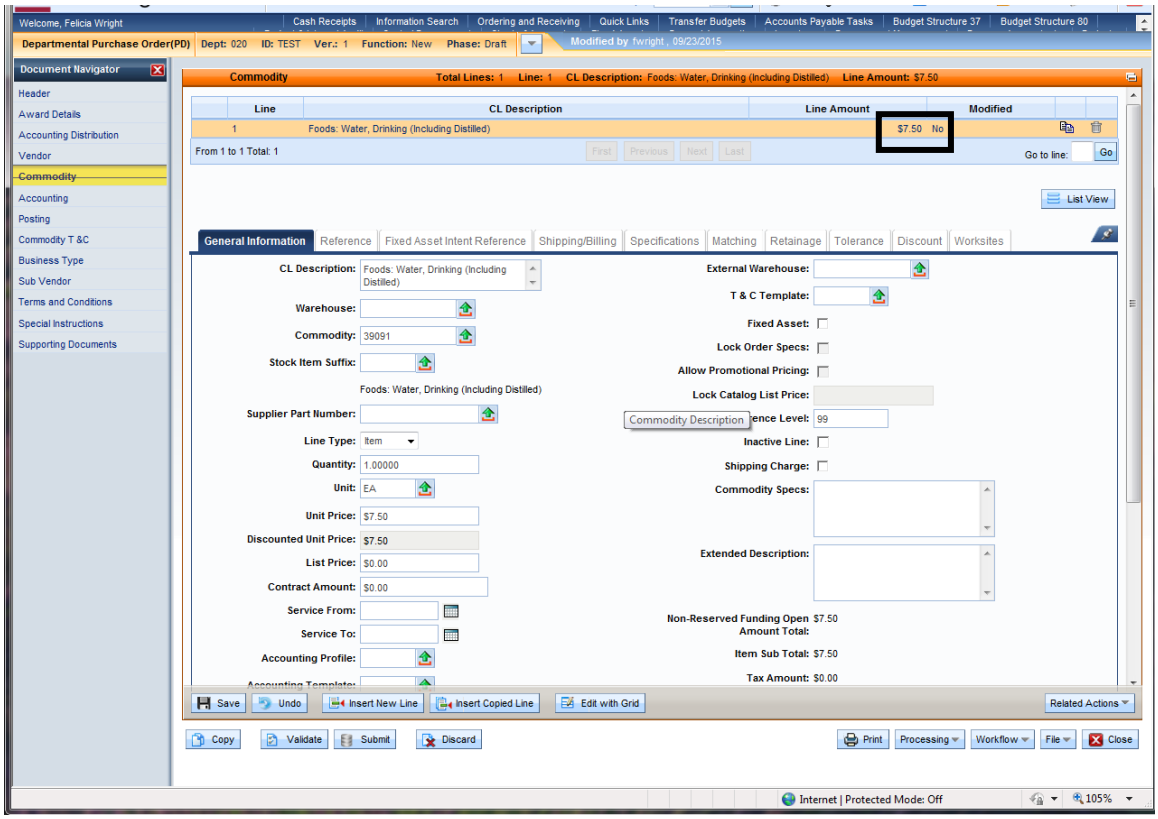


This also works on a modification document. If a quantity needs to be changed on a commodity line of a modification document, change the quantity on the commodity section and then click the Recalculate Accounting Line Amount link. Clicking on this link will update the line amount on the commodity section and on the accounting section as well.

The Line Amount on the Commodity line and Accounting line have both updated when Recalculate Accounting Lines is used.

NOTE: The Recalculate Accounting Line Amount also works when a unit price needs to be changed.


Commodity
Total Lines: 1 Line: 1 CL Description: Foods: Water, Drinking (Including Distilled) Line Amount: $15.00
Line
CL Description
Line Amount
Modified
1
Foods: Water, Drinking (Including Distilled)
$15.00 No
From 1 to 1 Total: 1
Go to line:
List View
General Information
Reference
Fixed Asset Intent Reference
Shipping/Billing
Specifications
Matching
Retainage
Tolerance
Discount
Worksites
CL Description:
Foods: Water, Drinking (Including Distilled)
Warehouse:
Commodity:
39091
Stock Item Suffix:
Foods: Water, Drinking (Including Distilled)
Supplier Part Number:
Line Type:
Item
Quantity:
1.00000
Unit:
EA
Unit Price:
$7.50
Discounted Unit Price:
$7.50
List Price:
$0.00
Contract Amount:
$0.00
Service From:
Service To:
Accounting Profile:
External Warehouse:
T & C Template:
Fixed Asset:
Lock Order Specs:
Allow Promotional Pricing:
Lock Catalog List Price:
Vendor Preference Level:
99
Inactive Line:
Shipping Charge:
Commodity Specs:
Extended Description:
Non-Reserved Funding Open Amount Total:
$15.00
Item Sub Total:
$15.00
Tax Amount:
$0.00
Load T and C
Recalculate Accounting Line Amount
Extended Description
Save
Undo
Insert New Line
Insert Copied Line
Edit with Grid
Related Actions
Copy
Validate
Submit
Discard
Print
Processing
Workflow
File
Close
Internet | Protected Mode: Off
105%


Welcome, Felicia Wright
Cash Receipts
Information Search
Ordering and Receiving
Quick Links
Transfer Budgets
Accounts Payable Tasks
Budget Structure 37
Budget Structure 80
Departmental Purchase Order(PD)
Dept: 020
ID: TEST
Ver.: 1
Function: New
Phase: Draft
Modified by fwright , 09/23/2015
Commodity
Total Lines: 1 Line: 1 CL Description: Foods: Water, Drinking (Including Distilled) Line Amount: $7.50
Line
CL Description
Line Amount
Modified
1
Foods: Water, Drinking (Including Distilled)
$7.50 No
From 1 to 1 Total: 1
Go to line:
List View
General Information
Reference
Fixed Asset Intent Reference
Shipping/Billing
Specifications
Matching
Retainage
Tolerance
Discount
Worksites
CL Description:
Foods: Water, Drinking (Including Distilled)
Warehouse:
Commodity:
39091
Stock Item Suffix:
Foods: Water, Drinking (Including Distilled)
Supplier Part Number:
Commodity Description
Line Type:
Item
Quantity:
1.00000
Unit:
EA
Unit Price:
$7.50
Discounted Unit Price:
$7.50
List Price:
$0.00
Contract Amount:
$0.00
Service From:
Service To:
Accounting Profile:
External Warehouse:
T & C Template:
Fixed Asset:
Lock Order Specs:
Allow Promotional Pricing:
Lock Catalog List Price:
99
Inactive Line:
Shipping Charge:
Commodity Specs:
Extended Description:
Non-Reserved Funding Open Amount Total:
$7.50
Item Sub Total:
$7.50
Tax Amount:
$0.00
Save
Undo
Insert New Line
Insert Copied Line
Edit with Grid
Related Actions
Copy
Validate
Submit
Discard
Print
Processing
Workflow
File
Close
Internet | Protected Mode: Off
105%

Purchasing and Payment Information

Three Way Match

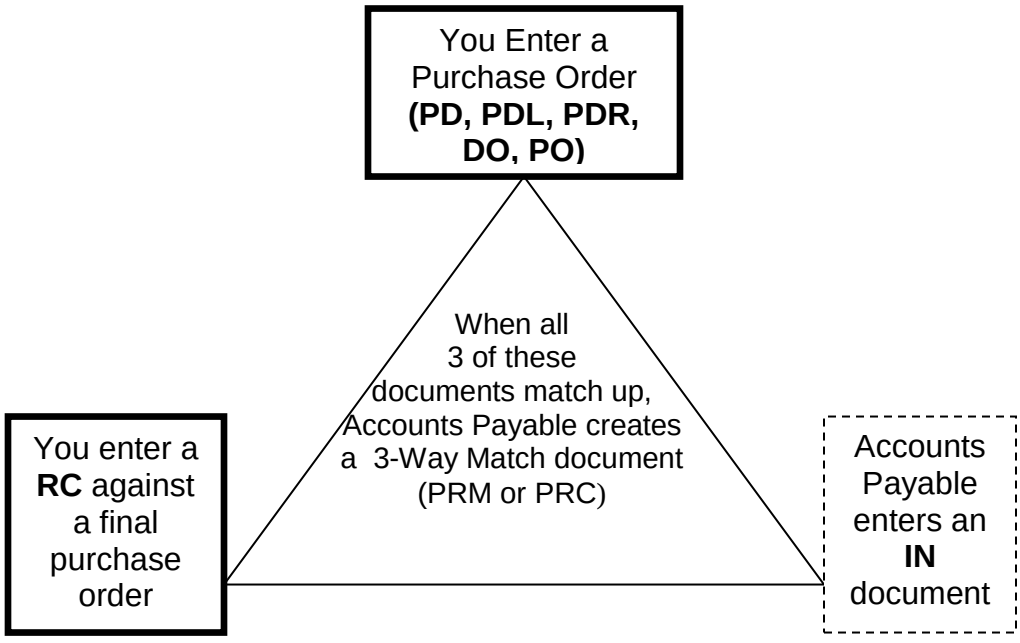
A three way match occurs when a purchasing document, an invoice and a receiver are all finalized and reference each other in Advantage Financial.

- Purchase Orders (PD, PDL, PDR, DO, PO) require a three way match before a payment can be made.
- When a three way match is entered it creates a document. That document is called a PRM or a PRC. The payment document (PRM or PRC) is the document that creates a check.
- **A GAX1is not a 3 way match document.**

Here is how it works:

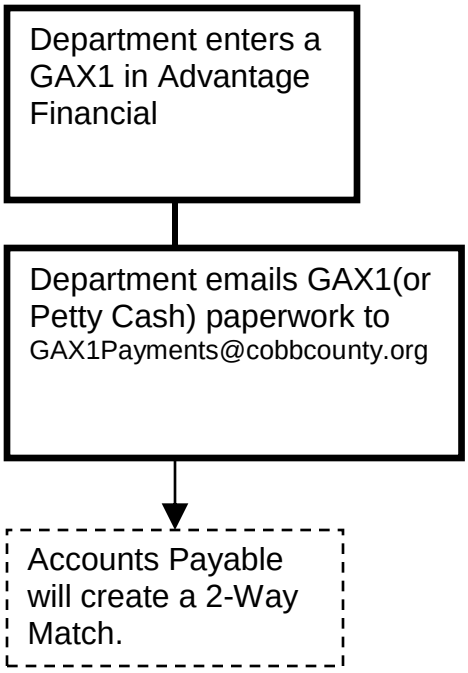
1. First a department enters and finalizes a purchasing document in Advantage Financial.
2. Next the department enters a RC in Advantage Financial for the purchase order.
3. Accounts Payable enters an IN (Invoice) for the purchase order.

When all three of these documents are final this creates a three way match, and a PRM document is generated by Accounts Payable.



Two Way Match

A two way match is created when an authorizing document (such as GAX1, Petty Cash form, Travel Authorization form) and an invoice or receipt are submitted to the Finance Department. Accounts Payable enters two way match documents in the system as GAX documents. These documents require no further approval or matching with any other documents before they can be paid.



Payment Documents Created by Accounts Payable

PRM (Payment Request-Matching): A PRM is automatically created when a three way match is entered. Accounts Payable runs a special job called "Matching" and the PRM documents create.

PRC (Payment Request-Manually Entered): A PRC is a document that Accounts Payable manually enters to when a three way match is entered. Accounts Payable also uses a PRC to close an encumbrance when needed.

AD (Automated Disbursement): The AD document is the document that creates a check. AD documents are created from PRC, PRM and two way match documents. Accounts Payable runs a job each week to create AD documents. The check number is located within the AD.

MD (Manual Disbursement): The MD Document is similar to the AD Document but is issued immediately and not in the normal check cycle.

EFT (Electronic Funds Transfer): The EFT Document is created for vendors whose payment is deposited into their bank account instead of receiving a check. It can take up to three days for a vendor's payment to post to their bank using the EFT.

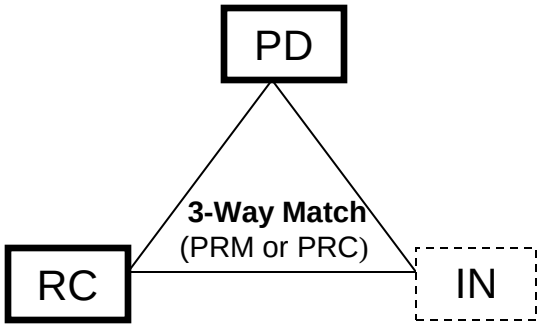
EPY (Electronic Payables): The EPY Document is similar to the EFT except that the vendor received their payment the same day. To use EPY, a vendor must be able to take credit cards and there is a fee the vendor has to pay.

PD-Department Purchase Order

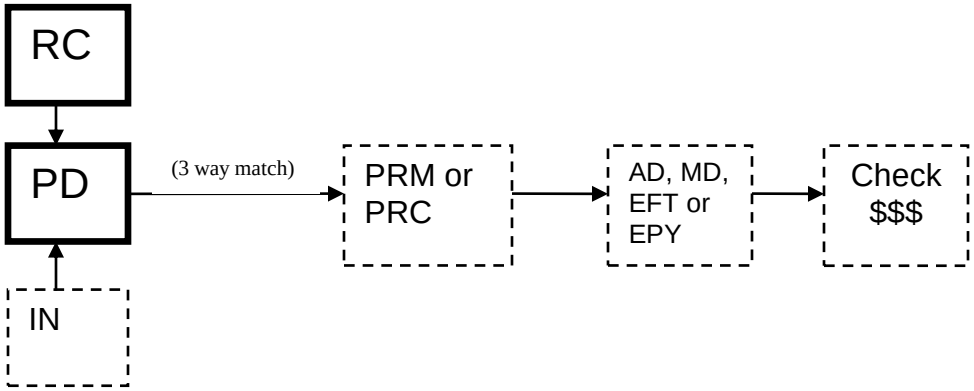
A PD is used to purchase items that are less than $2000.

- Departments get PDs in packs from the Purchasing department. The PD forms are preprinted forms numbered uniquely.
- When a PD is used, the department fills out the PD by hand, keeps a copy, and sends a copy to Purchasing. The information from the PD is then entered by the department into the Advantage Financial system so it can be paid.
- A PD cannot be greater than $2000. If a total purchase is greater than $2000, a RQS will need to be created instead of a PD.
- A PD requires a RC before it can be paid.
- After a PD is finalized in Advantage Financial, Accounts Payable enters an invoice against it.
- A PD requires a valid vendor, at least one valid commodity code, and a valid budget line.
- The PD updates the "encumbered" budget bucket when finalized.

Matching:



Life Cycle:

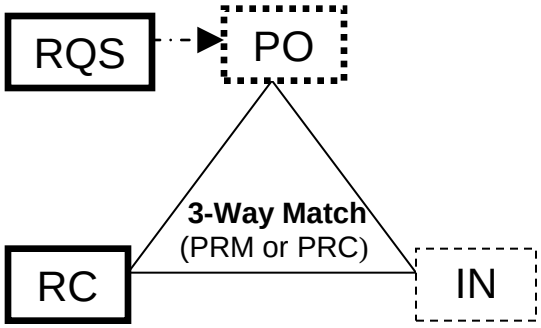


RQS-Requisition

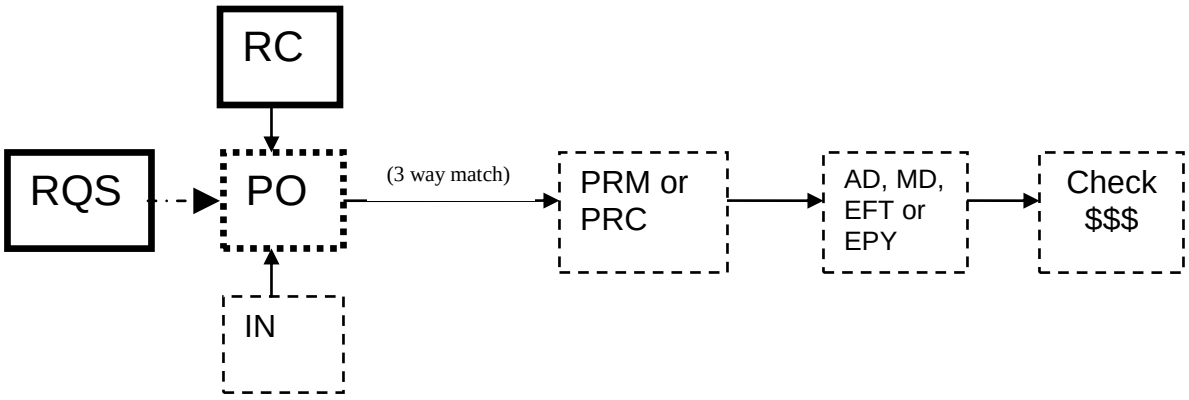
A RQS is used to request goods or services $2000 or greater.

- RQS documents are entered directly into Advantage Financial by the department.
- RQS documents are auto numbered in Advantage Financial.
- A RQS does not have to have a vendor listed.
- Purchasing creates a PO from the RQS after quotes are obtained and a vendor is selected. Purchasing prints the PO and sends a copy to the department, the vendor, and the Finance Department.
- RQS updates the "pre-encumbered" budget bucket when finalized.
- Not all RQS become PO's.
- RQS can only be cancelled or modified by the Purchasing Department.
- You cannot enter a RC for a RQS, the RC must be entered against the PO

Matching:



Life Cycle:

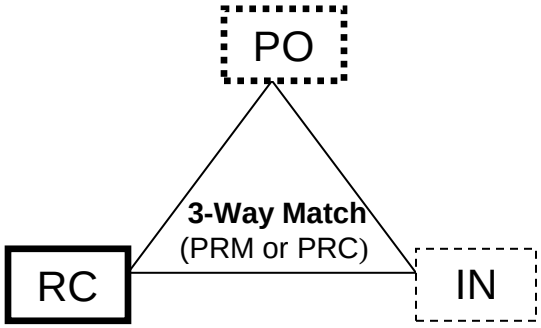


PO-Purchase Order

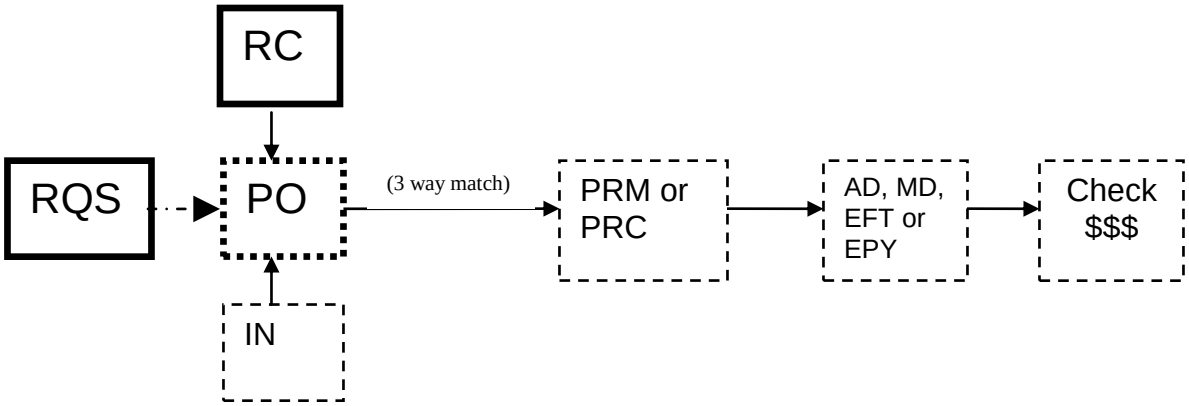
A PO is used to purchase items or services greater than $2000

- Purchasing creates a PO from a RQS
- When a PO is finalized it closes out the “pre-encumbered” budget buckets and charges the “encumbered” budget bucket.
- A PO is a binding contract between Cobb County and a Vendor.
- A PO can be for items or services.
- A PO is part of a 3-way match.
- Departments can not enter a PO document.
- RC documents are entered against PO documents.
- After a PO is finalized, Purchasing sends a copy to the vendor, the department, Finance department and they keep a copy.

Matching:



Life Cycle:

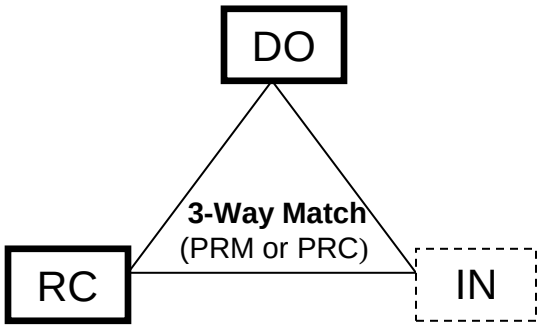


DO-Delivery Order

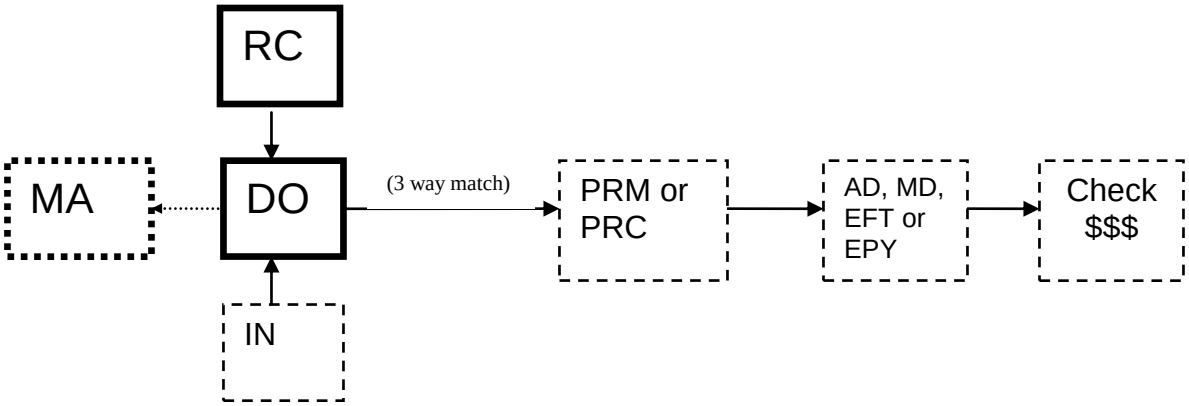
A DO is used to purchase items which are part of an annual contract between Cobb County and a particular vendor.

- DO documents are created in Advantage Financial by departments.
- DO documents are created from the SHOP page.
- After a DO is finalized, Purchasing prints the DO and sends one copy to the vendor, one copy to the department, and keeps a copy.
- A DO must reference a valid and open MA.
- For a DO, vendor and prices are set unless otherwise specified.
- A DO is part of a 3 way match
- RC documents are entered by departments on DO documents when all items are received.

Matching:



Life Cycle:



RC-Receiver

A RC is a document that is entered by departments to verify that they have received specific commodities on specific purchase orders.

- A RC is part of a 3-way match. This means that if a RC is not finalized that specific item cannot be paid.
- RC's can be entered for partial amounts. For example, if you ordered item A, B, and C and only received item A, you should complete a RC for item A. When item B and C arrive, you should enter a separate RC for those items. It is important to enter a RC when you receive items (even partially) so that payment can be made in a timely manner.
- A RC has no accounting impact and updates no budget buckets.
- A RC should be entered on the following documents:
    - PD
    - PDL
    - PDR
    - PO
    - DO

SRQ-Stock Room Requisition

A SRQ is used to order items that are stocked in Cobb County's warehouse. The items that are stocked are frequently used in many departments throughout the county. They are purchased in bulk, and stored at a central location, then ordered by and delivered to various locations throughout the county.

- SRQ documents are not part of a 3 way match or 2 way match
- A RC is not entered against a SRQ
- The commodity code for SRQ documents contains a suffix beginning with "I". For example: 08046-**I**002.

Glossary

Accounting Template:	Used as a short cut in documents. The Accounting Template is the Sub Unit. In documents, entering the Accounting Template will automatically infer the fund, department, unit and subunit.
AP:	Accounts Payable. A division of the Finance Department is responsible to process all payments to vendors.
Appropriation Unit:	Controls expenses by category. For Example: Personal Services (Salaries), Operating, Capital.
Commodity:	Any item that is purchased. Commodity codes are established for all commodities. The commodity codes allow Purchasing to categorize, identify, and track purchases.
CR:	Cash Receipt Document. A CR is entered in Advantage Financial to record revenues.
Department:	A major division responsible for dealing with a specific area of policy
DO:	Delivery Order Document. A DO is used to purchase items which are part of an annual contract between Cobb County and a particular vendor.
GAX1	Used to pay for services. Entered in AMS by departments and sent to the Finance Department for review and approval.
Encumbrance:	Money set aside for a specific purpose. A purchase order is an encumbrance because the money is set aside for the items on order.
Fiscal Year:	Cobb County's fiscal year begins October 1st and continues through September 30th.
Fund:	A "bucket" of money which is required to be kept separate.
MA:	Master Agreement Document. The MA is an agreement between a vendor and Cobb County that sets prices, terms and conditions by which you can purchase itemized goods or services.
Object:	An expense account. A grouping of monies paid out. For example: The object code for office supplies is 6116
PD:	Department Purchase Order. Used to purchase items that are less than $2000.
Period:	A period of time that financial transactions are recorded in. Each month is a period beginning with October. October is period 1, November is period 2, etc.

PO:	Purchase Order. A PO is used to purchase items or services greater than $2000. A PO is a binding contract between Cobb County and a vendor.
Procurement:	To obtain. Procurement refers to purchasing or obtaining goods or services.
RC:	Receiver. A RC is entered to verify that specific commodities on purchase orders have been received.
Revenue:	A grouping of money collected. For example: The revenue code for miscellaneous revenue is 4955
RQS:	Requisition. A RQS is used to request goods or services $2000 or greater
SRQ:	Stock Room Requisition. A SRQ is used to order items that are stocked in county warehouses.
Subunit:	Splits a Unit at specified levels. Allows for a breakdown of different divisions within one unit. Money is expensed at the Subunit level.
TB:	Transfer Budget Document. A TB is used to transfer monies from/to desired accounts.
Unit:	Splits a Department at specified levels. Allows a breakdown of different divisions within one Department. Money is budgeted at the Unit level
Vendor:	A company doing business with Cobb County. A company must register as a vendor before Cobb County can do business with that company.
Year End:	September 30th is the last day of the fiscal year each year for Cobb County. Year End can also refer to the activity that takes place in order to close out one fiscal year in preparation for the next fiscal year.