

AdvantageFinancial Standard Requisition Process

50 Steps [View most recent version](#) 

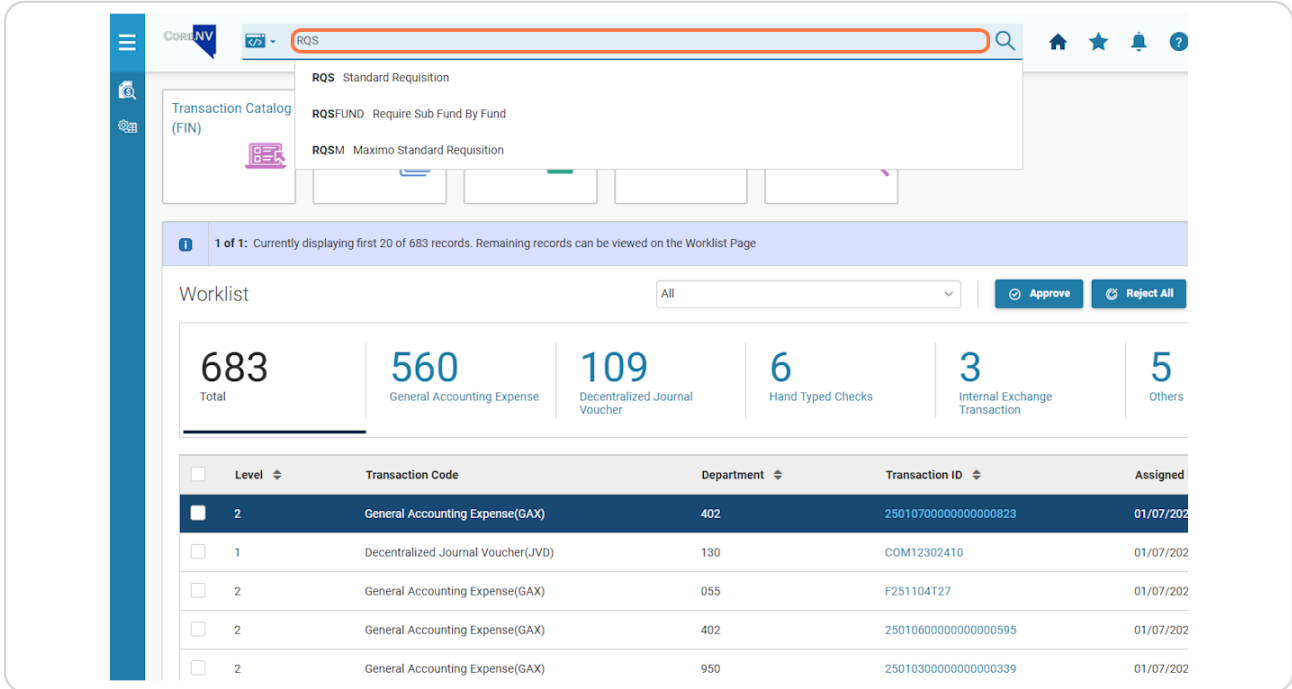
Created by	Creation Date	Last Updated
Robert Dean	Jan 07, 2025	Mar 25, 2025



STEP 1

Type "RQS"

RQS is the page code for Standard Requisition



The screenshot shows the AdvantageFinancial Home Page. A search bar at the top contains the text "RQS". A dropdown menu is visible below the search bar, showing the following options:

- RQS Standard Requisition
- RQSFUND Require Sub Fund By Fund
- RQSM Maximo Standard Requisition

Below the search bar, a message states: "1 of 1: Currently displaying first 20 of 683 records. Remaining records can be viewed on the Worklist Page".

The Worklist section displays a summary of records:

Category	Count
Total	683
General Accounting Expense	560
Decentralized Journal Voucher	109
Hand Typed Checks	6
Internal Exchange Transaction	3
Others	5

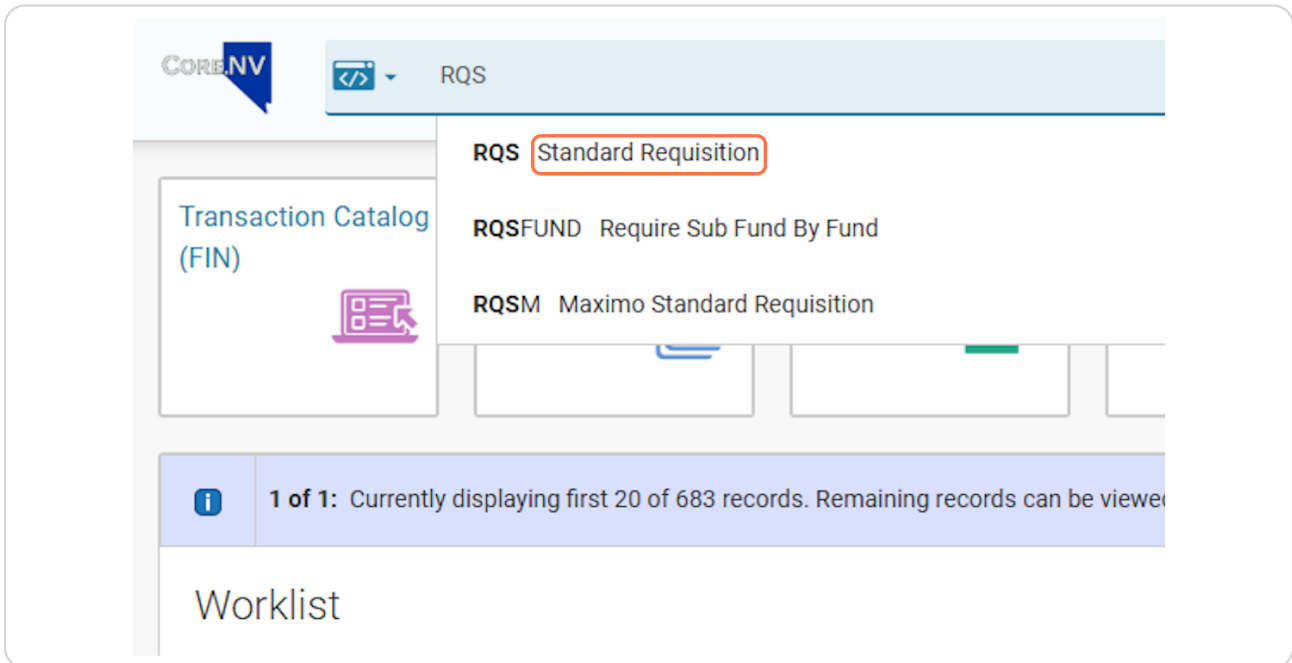
Below the summary, a table lists the records:

Level	Transaction Code	Department	Transaction ID	Assigned
2	General Accounting Expense(GAX)	402	25010700000000000823	01/07/202
1	Decentralized Journal Voucher(JVD)	130	COM12302410	01/07/202
2	General Accounting Expense(GAX)	055	F251104T27	01/07/202
2	General Accounting Expense(GAX)	402	25010600000000000595	01/07/202
2	General Accounting Expense(GAX)	950	25010300000000000339	01/07/202



STEP 2

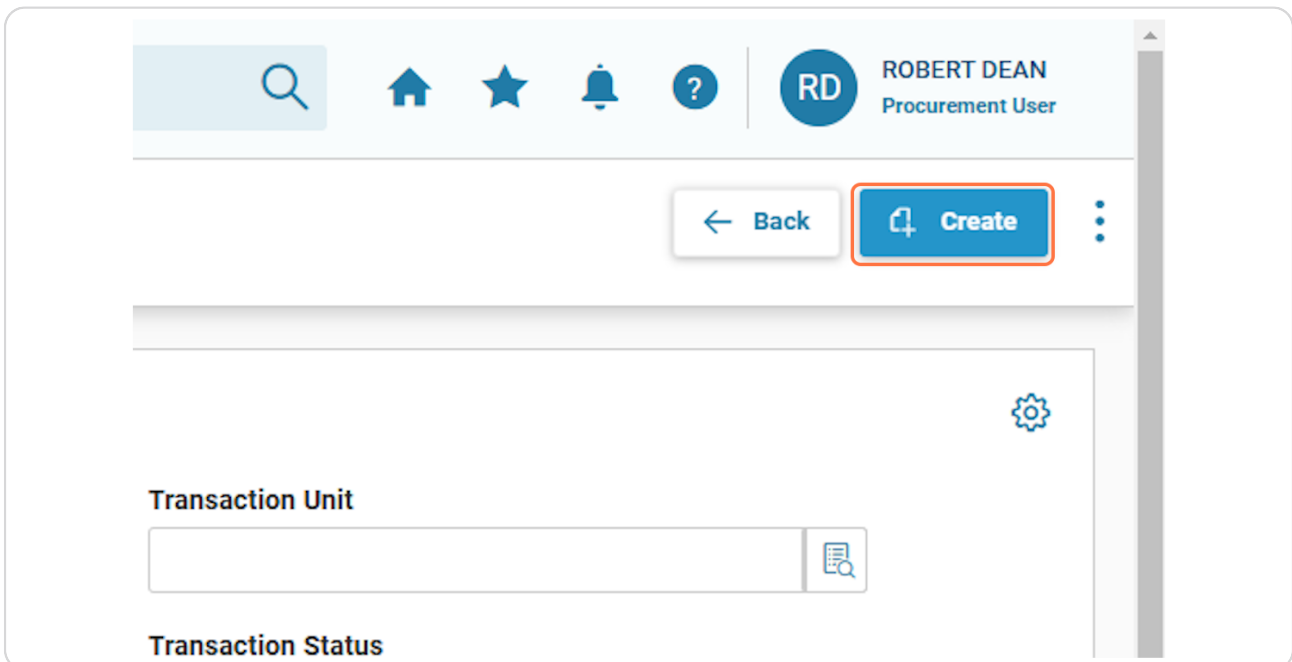
Click on Standard Requisition



The screenshot shows the CORE NV RQS interface. On the left is a sidebar with a 'Transaction Catalog (FIN)' link and a purple icon. The main area has a header 'RQS' with a dropdown arrow. Below it, a list of options is shown: 'Standard Requisition' (highlighted with a red box), 'RQSFUND Require Sub Fund By Fund', and 'RQSM Maximo Standard Requisition'. At the bottom, a blue banner displays '1 of 1: Currently displaying first 20 of 683 records. Remaining records can be viewed'. Below the banner is a 'Worklist' section.

STEP 3

Click on Create



The screenshot shows the CORE NV RQS interface. At the top is a navigation bar with a search icon, home, star, bell, and question mark icons, followed by a user profile for 'ROBERT DEAN Procurement User'. Below the navigation bar, there are 'Back' and 'Create' buttons. The 'Create' button is highlighted with a red box. Below the buttons is a 'Transaction Unit' field with a search icon. At the bottom, there is a 'Transaction Status' section.



STEP 4

Enter the name of your requisition from Nevada ePro

The best practice is to complete your NV Epro entry prior to doing the RQS entry in CoreNV

CoreNV RQS

RD ROBERT DEAN
Procurement User

Create Transaction

Continue Cancel

* Required fields

* Transaction Code
RQS

* Transaction Dept
800

Transaction Unit

* Transaction ID
NDHQ516

☐ Auto Numbering

Show More

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STEP 5

Click on Continue

RD

ROBERT DEAN
Procurement User

Continue

Cancel

* Required fields

Transaction Unit



STEP 6


Click on Select Date and enter the RQS entry date

You can manually enter the date of your requisition or select a date from the calendar icon

Modified By: 29589 | Modified On: 01/07/2025

Record Date

MM/DD/YYYY



Transaction Short Description



STEP 7

Enter the fiscal year of your requisition

Budget FY

2025

Transaction Description



STEP 8

Enter the ID number of the Requestor


If you don't know the ID number, click the "Pick List" icon to search for the name

▼ Contact

Buyer

-

Requestor ID



Email

Issuer ID

ROBERT DEAN

robertdean@admin.nv.gov

Requestor Name

Requesting Department

▼ Vendor Lists

Vendor List Template Code



STEP 9

Enter the phone number of your requestor

	Phone Number	Phone Extension
	7758887032	-



STEP 10

Enter your 'ship to' three digit code

This should match the information entered in NVEPro

<div>New Vendor List Template Page 12</div> <div></div> <div><input type="checkbox"/> Add Vendor Template</div> <div>▼ Default Shipping/Billing</div> <div>Shipping Location</div> <div>441</div> <div>Delivery Date</div> <div>MM/DD/YYYY</div>	<div>New Vendor List Template Summary Sheet</div> <div></div> <div>Vendor List Template Creation Date</div> <div>-</div> <div>Shipping Method</div> <div></div> <div>Delivery Type</div> <div>- Select -</div>
--	---



STEP 11

Enter your 'bill to' three digit code

This should match the information entered in NVEPro

Delivery Date

MM/DD/YYYY

Delivery Type

- Select -

Billing Location

379

Billing Additional Information

0/1500

Extended Description



STEP 12

Click on the 'Commodity' tab

The screenshot shows a web interface with three buttons at the top: 'Validate' (with a checkmark icon), 'Submit' (with a document icon), and 'Save' (with a floppy disk icon). Below these is a table with two columns: 'Commodity Group (1)' and 'Commodity'. The 'Commodity' column contains a text input field with the word 'Commodity' inside, which is highlighted with a red rectangular border. Below the table is a light blue horizontal bar. To the right of the table, there is a blue button with a white icon.

STEP 13


Click '+' to add a new Commodity Line Record

The screenshot shows a web interface with a table. The table has two columns: 'Commodity Line' and 'Commodity'. The 'Commodity Line' column contains a checkbox. The 'Commodity' column contains a text input field. Above the table, there is a button with a '+' sign, which is highlighted with a red rectangular border. To the right of the '+' button are several icons: a trash can, a document, a clipboard, a document with a checkmark, and a circular arrow. Below the table, there is a light blue horizontal bar. To the left of the table, there is a blue vertical bar.




STEP 14

Click on the Commodity pick list



View per Page - **20** 50 100

Commodity Line	Commodity	Commodity Line Description
0	<div></div>	



STEP 15

Enter your Commodity Code

This should be the same code from the Nevada ePro entry

Search Commodity

Search

Commodity

72548

Name

Class

Active

Yes

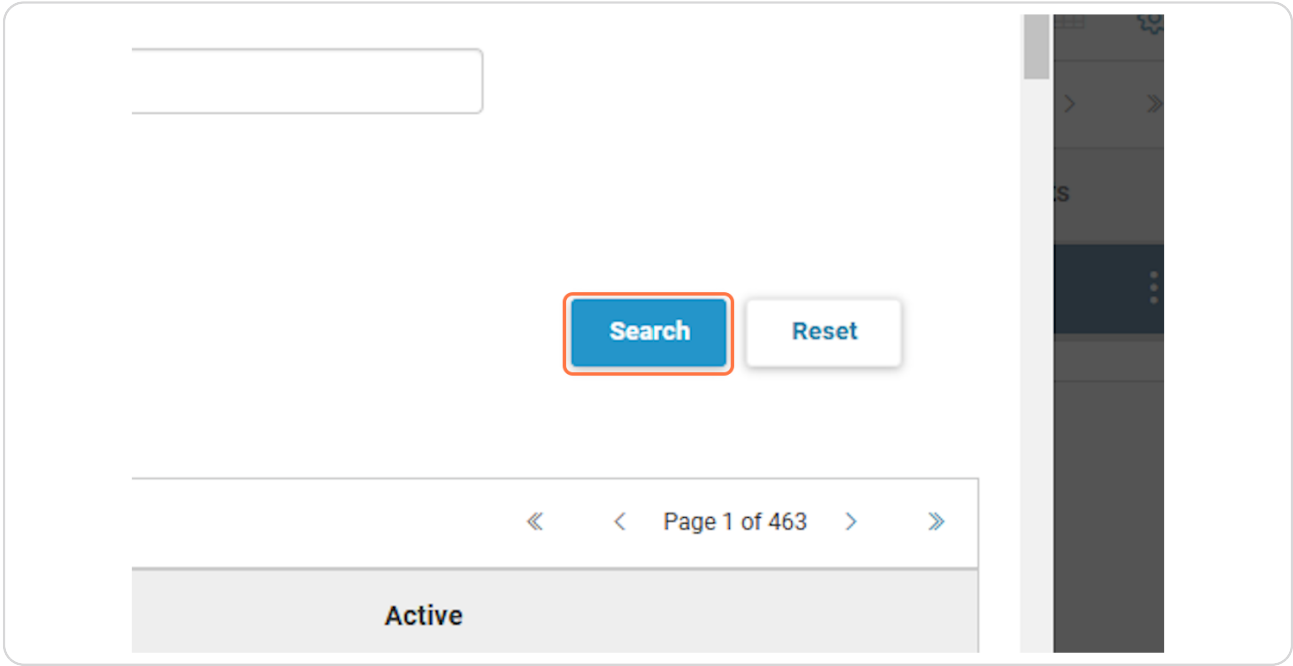
Item

Group



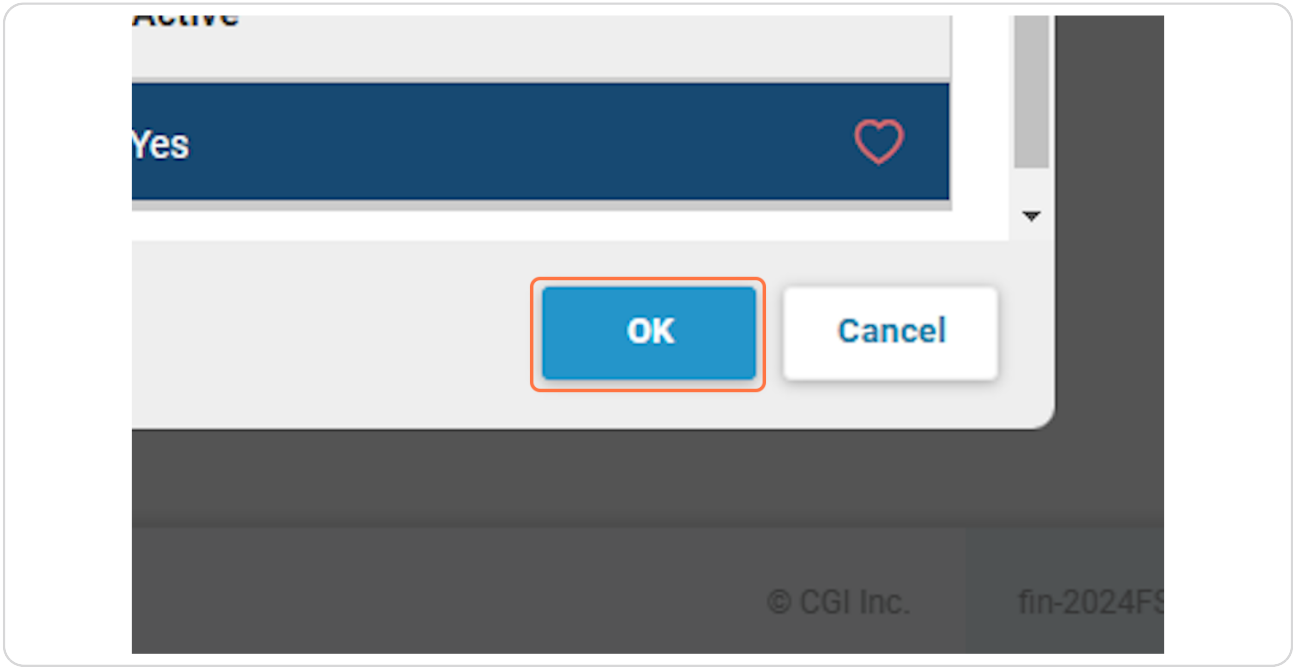
STEP 16

Click on Search



STEP 17

Click on OK



STEP 18

Click on Save

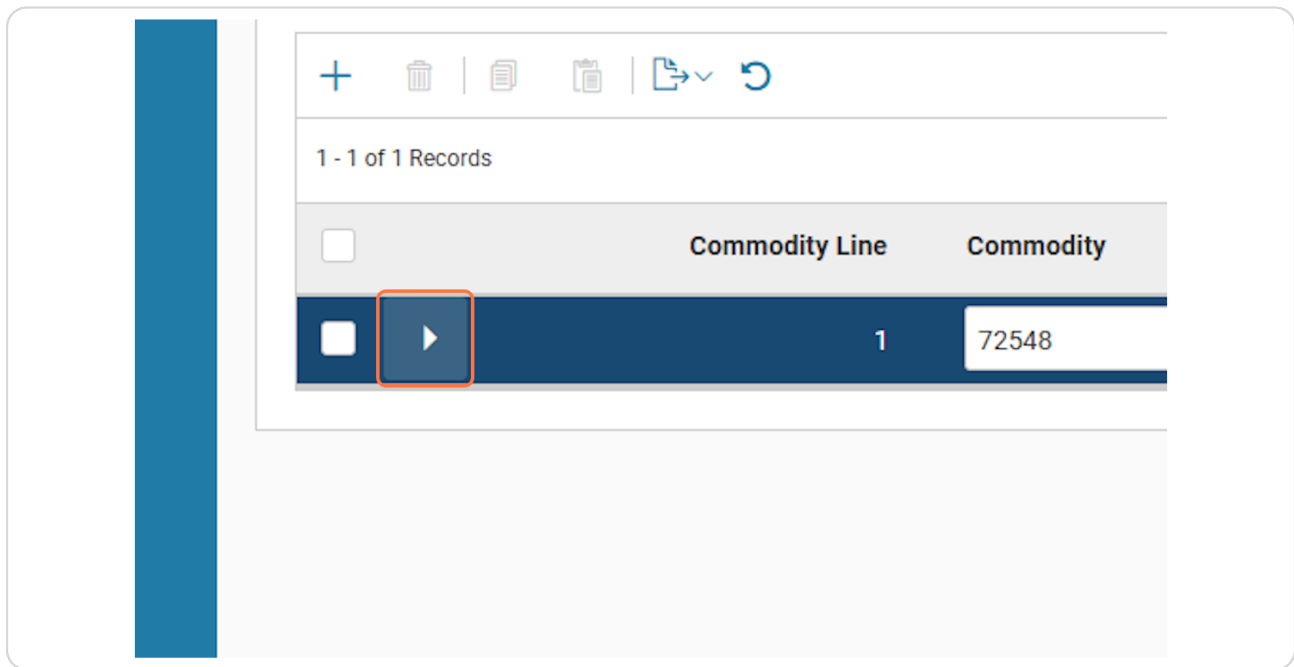
Saving here will auto populate information based on the Commodity Code

The screenshot displays a web application interface. At the top, there is a navigation bar with a search icon, home, star, bell, and help icons, followed by a user profile for 'ROBERT DEAN Procurement User'. Below this is a row of action buttons: 'Validate', 'Submit', 'Save', and 'Save & Close'. The 'Save' button is highlighted with a red border. Below the buttons is a table with one row labeled 'modity (1)' and another row labeled 'modity'. The table has a scrollable area with a right arrow and a menu icon.



STEP 19

Click on Collapsed, Click to Expand

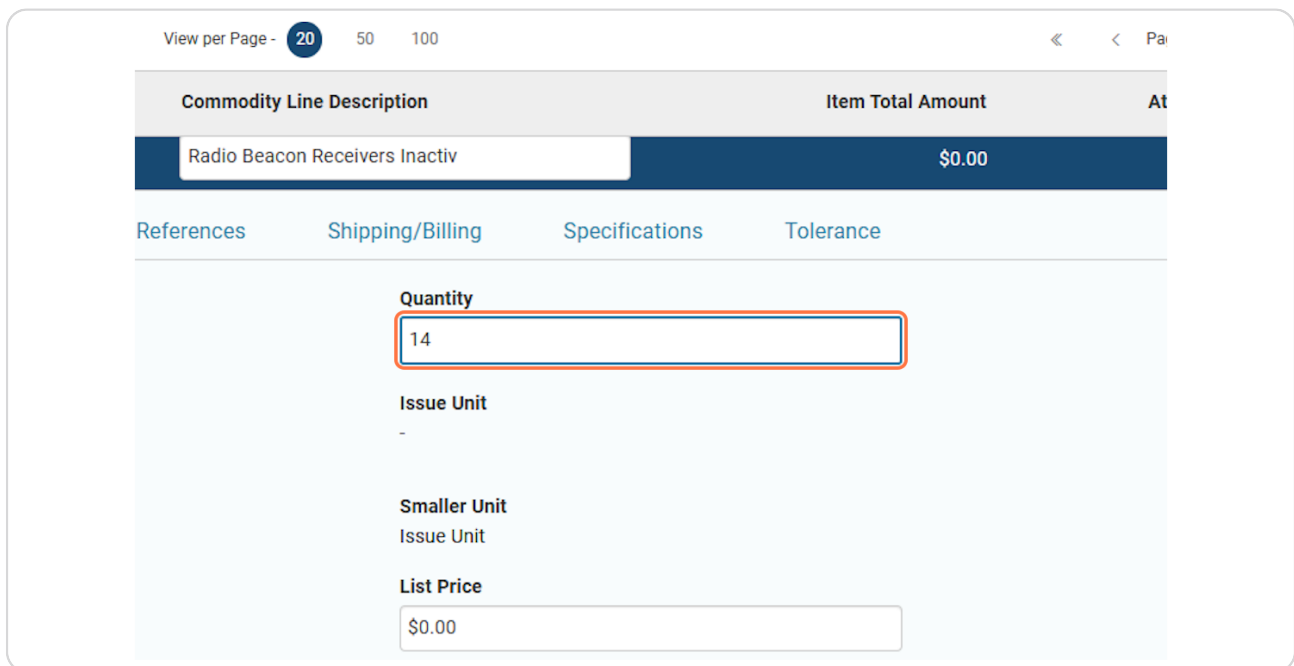


A screenshot of a web application interface. On the left is a solid blue vertical sidebar. The main content area has a top toolbar with icons for adding, deleting, copying, pasting, and refreshing. Below the toolbar, it says "1 - 1 of 1 Records". There is a table with two columns: "Commodity Line" and "Commodity". The first row is highlighted in dark blue and contains the values "1" and "72548". A red rectangle is drawn around a play button icon in the first row of the table.

Commodity Line	Commodity
1	72548

STEP 20

Enter the total quantity for your Commodity line



A screenshot of a web application interface showing a form for a commodity line. At the top, there is a "View per Page" dropdown set to "20", with options for "50" and "100". To the right are navigation arrows and a "Page" label. The form has a table with two columns: "Commodity Line Description" and "Item Total Amount". The first row contains "Radio Beacon Receivers Inactiv" and "\$0.00". Below the table are four tabs: "References", "Shipping/Billing", "Specifications", and "Tolerance". The "Specifications" tab is selected. In the "Specifications" section, there is a "Quantity" field with the value "14" entered. Below it are fields for "Issue Unit", "Smaller Unit", and "List Price". The "List Price" field has the value "\$0.00". A red rectangle is drawn around the "Quantity" field.

Commodity Line Description	Item Total Amount
Radio Beacon Receivers Inactiv	\$0.00

References Shipping/Billing Specifications Tolerance

Quantity
14

Issue Unit
-

Smaller Unit
Issue Unit

List Price
\$0.00



STEP 21

Enter "EA" for the Purchase Unit (Each)

General Information

Open/Closed Details

Re1

Line Type

Item

Purchase Unit

Multiplier

1.00000

Unit Price

\$0.00



STEP 22

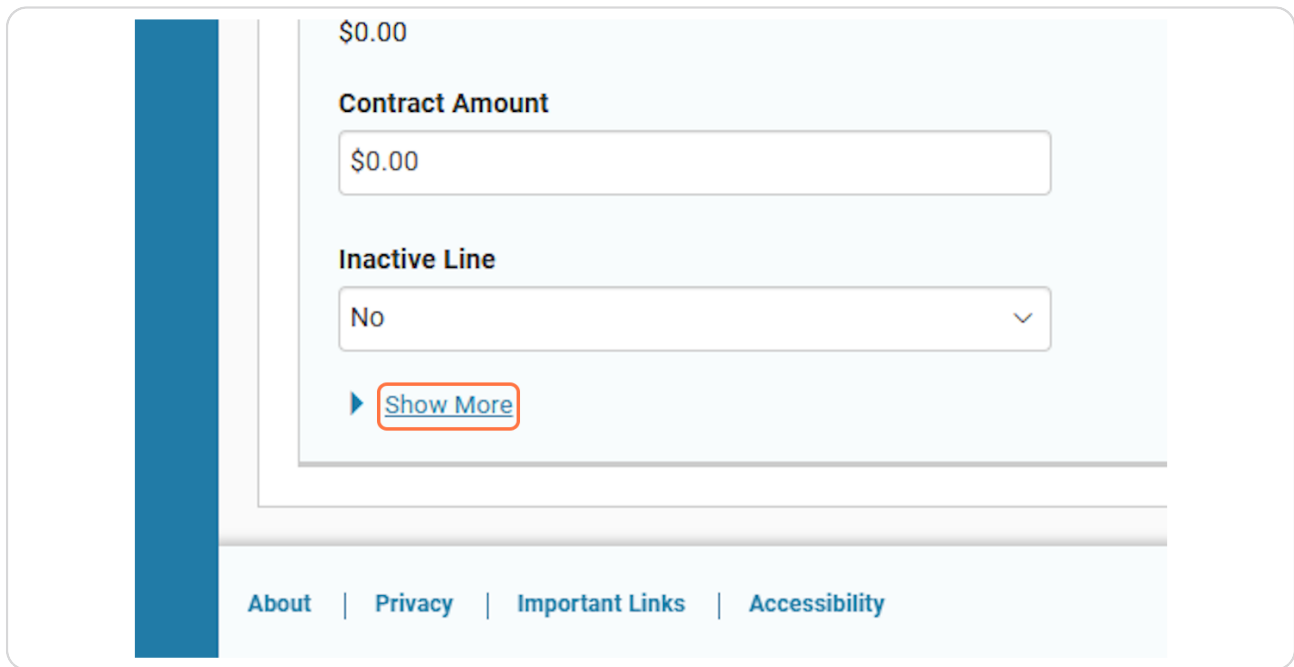
Enter your unit price

Line Type Item	Quantity 14.0000
Purchase Unit EA	Issue Un -
Multiplier 1.00000	Smaller I Issue Un
Unit Price 945	List Price \$0.00
Discounted Unit Price \$0.00	Cost-Plu -
Contract Amount \$0.00	Service f MM/DD
Inactive Line No	



STEP 23

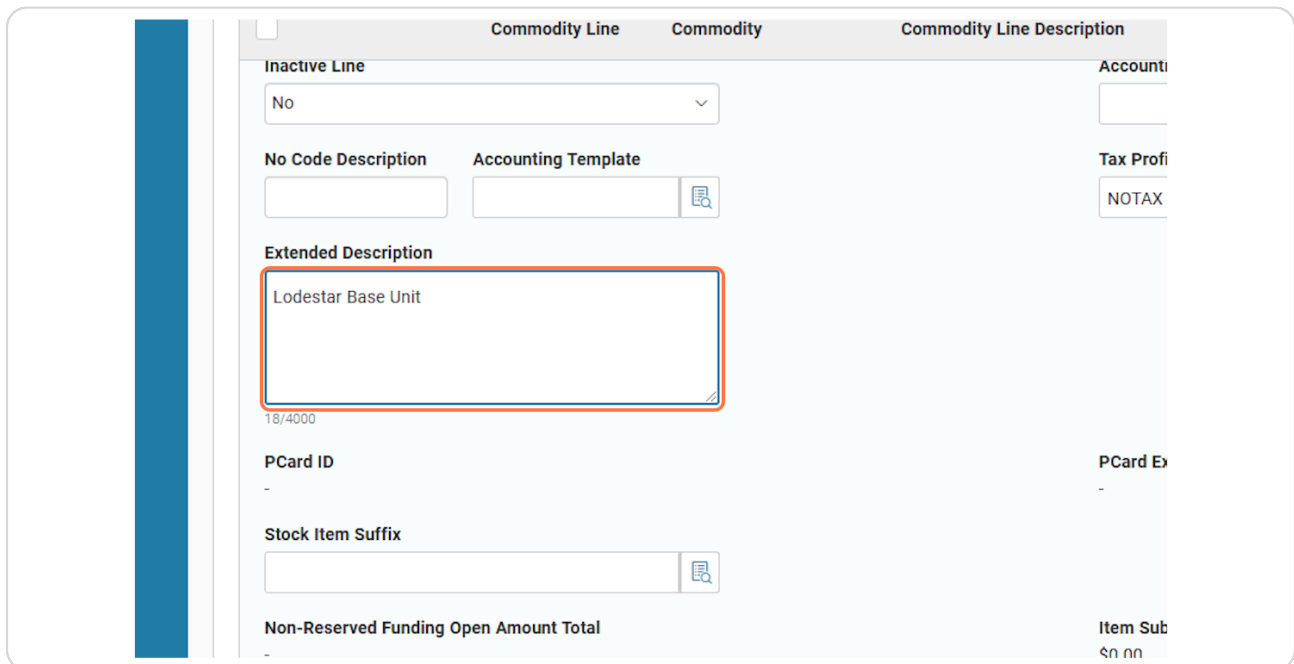
Click on Show More



The screenshot shows a form with a blue sidebar on the left. The main content area has a light blue background. At the top, it displays "\$0.00". Below this is the "Contract Amount" section, which contains a text input field with "\$0.00". Underneath is the "Inactive Line" section, featuring a dropdown menu currently set to "No". At the bottom of this section is a button labeled "Show More" with a right-pointing triangle icon to its left. The button is highlighted with a red rectangular border. At the very bottom of the form, there is a footer with links: "About", "Privacy", "Important Links", and "Accessibility".

STEP 24

Enter the full description for your Commodity line item



The screenshot displays a form titled "Commodity Line Description" with a blue sidebar on the left. The form is organized into several sections. At the top, there are tabs for "Commodity Line", "Commodity", and "Commodity Line Description", with the last one being active. Below the tabs, the "Inactive Line" section has a dropdown menu set to "No". The "No Code Description" and "Accounting Template" sections each have a text input field. The "Extended Description" section features a large text area where "Lodestar Base Unit" has been entered; this text area is highlighted with a red rectangular border. Below this, the "PCard ID" section has a text input field with a hyphen "-" entered. The "Stock Item Suffix" section also has a text input field. At the bottom, the "Non-Reserved Funding Open Amount Total" section has a text input field. On the right side of the form, there are sections for "Accounting Template" (with a dropdown), "Tax Profile" (with a dropdown set to "NOTAX"), "PCard Expense" (with a dropdown), and "Item Sub" (with a dropdown). A small "18/4000" label is visible below the "Extended Description" text area.



STEP 25

Click on Add Record

If you have more than one Commodity line, add them here.

The screenshot shows a web interface for managing commodity groups. At the top, there is a 'Distribution %' field with a dropdown arrow. Below this is a section titled 'Commodity Group (1)'. Inside this section, there is a toolbar with several icons: a plus sign (+) in a red box, a trash can, a document, a folder, a download arrow, and a refresh arrow. Below the toolbar, it says '1 - 1 of 1 Records'. At the bottom, there is a table with two columns: 'Commodity Line' and 'Commodity'. The table has one row with the values '1' and '72548' respectively. A play button icon is visible next to the '1' in the 'Commodity Line' column.

STEP 26

Click on "Accounting" tab

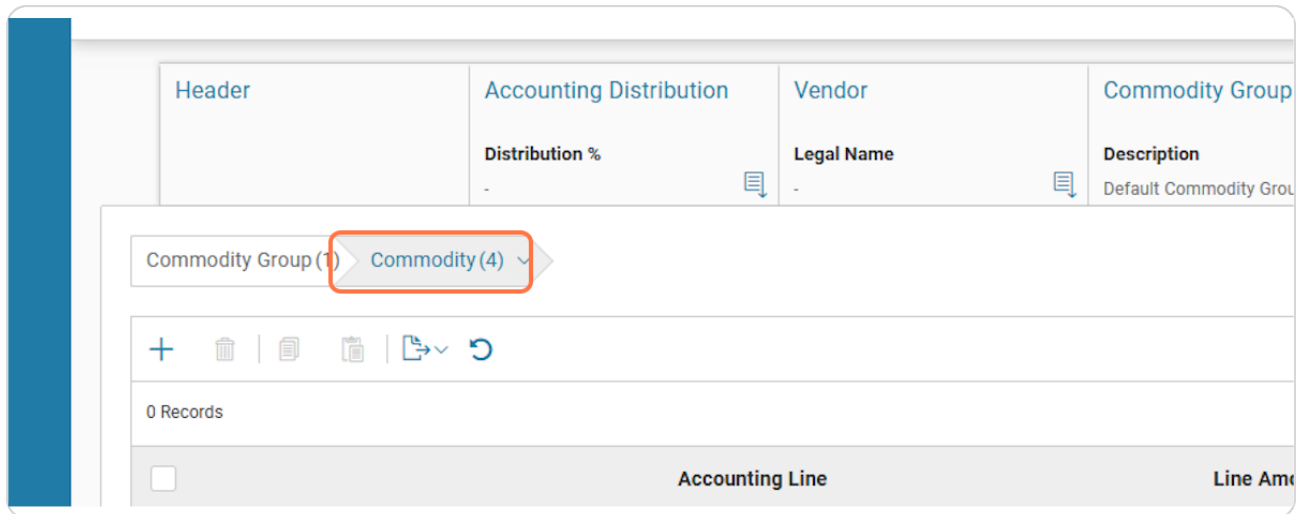
Once you have entered all your Commodities, you will need to enter the Accounting information for each Commodity line

The screenshot shows a web interface with five tabs: 'Commodity Group (1)', 'Commodity (4)', 'Accounting', 'Free Form Vendors', and 'Summary'. The 'Accounting' tab is highlighted with a red box. Below the tabs, there is a table with three columns: 'Commodity', 'Line Amount', and 'Vendor Name'. The 'Commodity' column has the value '72548'. The 'Line Amount' column has a dropdown arrow. The 'Vendor Name' column has a dropdown arrow. There is also a 'Vendor Name' label above the dropdown arrow in the 'Vendor Name' column.



STEP 27

Click on Commodity...



The screenshot shows a table with four columns: Header, Accounting Distribution, Vendor, and Commodity Group. The Accounting Distribution column has a sub-column for Distribution % with a value of -. The Vendor column has a sub-column for Legal Name with a value of -. The Commodity Group column has a sub-column for Description with a value of Default Commodity Group. Below the table, there is a dropdown menu for Commodity Group (1) with a red box around the Commodity (4) option. Below the dropdown, there are icons for adding, deleting, copying, pasting, and refreshing. Below the icons, it says 0 Records. At the bottom, there is a table with two columns: Accounting Line and Line Amount.

Header	Accounting Distribution	Vendor	Commodity Group
	Distribution % -	Legal Name -	Description Default Commodity Group

Commodity Group (1) **Commodity (4)**

+ | - | Copy | Paste | Refresh

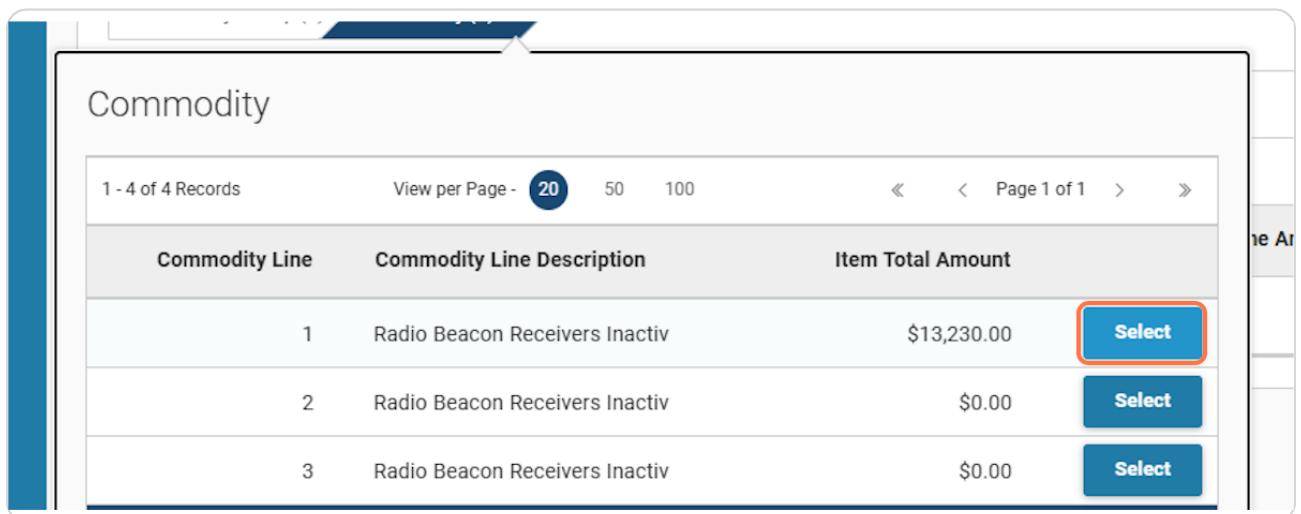
0 Records

Accounting Line	Line Amount
-----------------	-------------

STEP 28

Click on Select

Select the Commodity line that you want to enter the Accounting information for



The screenshot shows a table titled Commodity. It has a header row with columns: Commodity Line, Commodity Line Description, and Item Total Amount. There are three rows of data. The first row has Commodity Line 1, Commodity Line Description Radio Beacon Receivers Inactiv, and Item Total Amount \$13,230.00. The second row has Commodity Line 2, Commodity Line Description Radio Beacon Receivers Inactiv, and Item Total Amount \$0.00. The third row has Commodity Line 3, Commodity Line Description Radio Beacon Receivers Inactiv, and Item Total Amount \$0.00. A red box highlights the Select button in the first row.

Commodity

1 - 4 of 4 Records View per Page - 20 50 100 Page 1 of 1

Commodity Line	Commodity Line Description	Item Total Amount	
1	Radio Beacon Receivers Inactiv	\$13,230.00	Select
2	Radio Beacon Receivers Inactiv	\$0.00	Select
3	Radio Beacon Receivers Inactiv	\$0.00	Select



STEP 29

Click the "+" button to add a new Accounting line

Distribution %	Legal Name	Description
-	-	Default Commodity Gro

Commodity Group (1) Commodity (4) ▾

+

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📄

📄

📄

🔄

0 Records

Accounting Line	Line Am
<input type="checkbox"/>	

STEP 30

Enter the total dollar amount for your Commodity Line

If you have multiple lines of coding for one Commodity line, enter the dollar amount that applies to each line of coding

View per Page - 20 50 1

Accounting Line	Line Amount	Fund	Department
0	<input type="text" value="13230"/>	<input type="text"/>	<input type="text"/>



STEP 31

Enter the fund for your Commodity Line

View per Page - 20 50 100			
Line Amount	Fund	Department	A
13230	201		

STEP 32

Enter the department for your Commodity Line

Previously 'Agency' in Advantage 2.1

View per Page - 20 50 100				
Line Amount	Fund	Department	Activity	Appr Unit
13230	201	800		



STEP 33

Enter the activity for your Commodity Line

Previously 'Organization' in Advantage 2.1

View per Page - 20 50 100

Department	Activity	Appr Unit	Object
800	C016		

STEP 34

Enter the appropriation unit for your Commodity Line

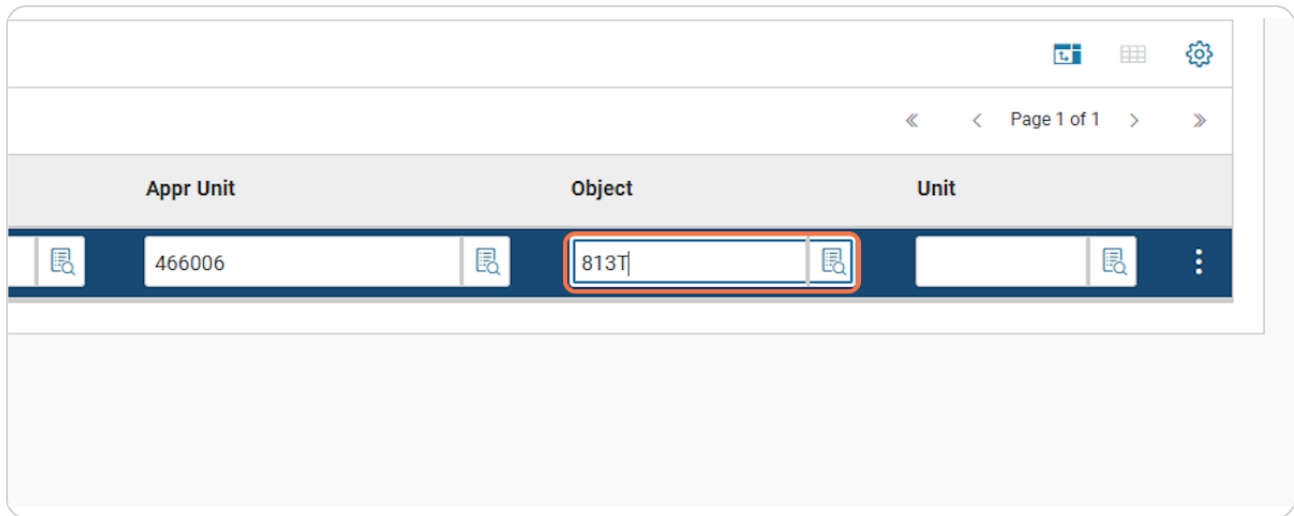
«

Activity	Appr Unit	Object	Unit
C016	466006		



STEP 35

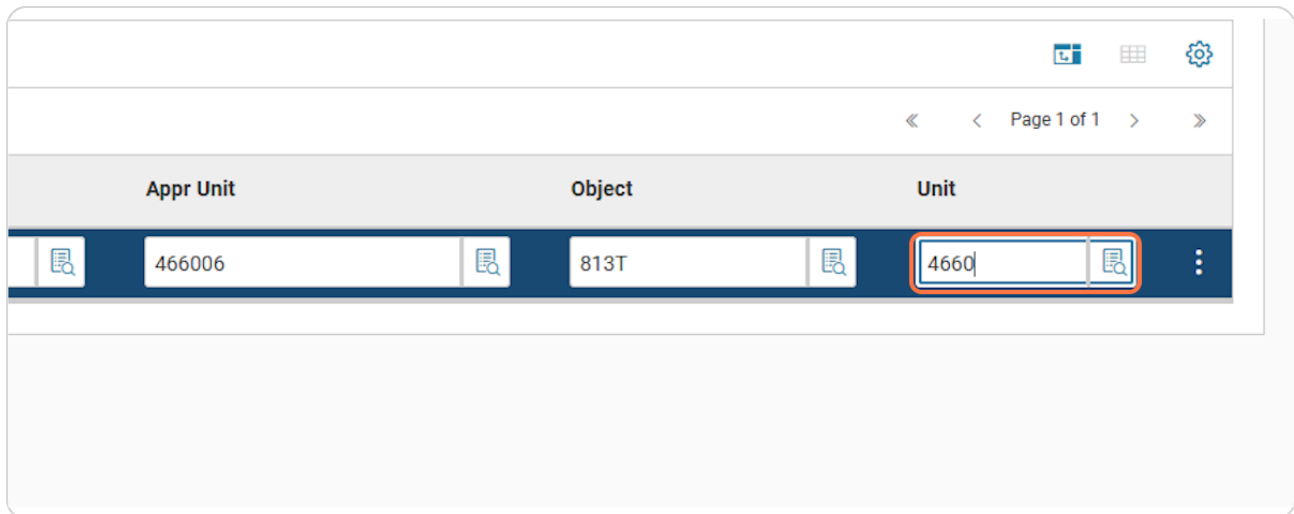
Enter the object for your Commodity Line



Appr Unit	Object	Unit
466006	813T	

STEP 36

Enter the unit for your Commodity Line



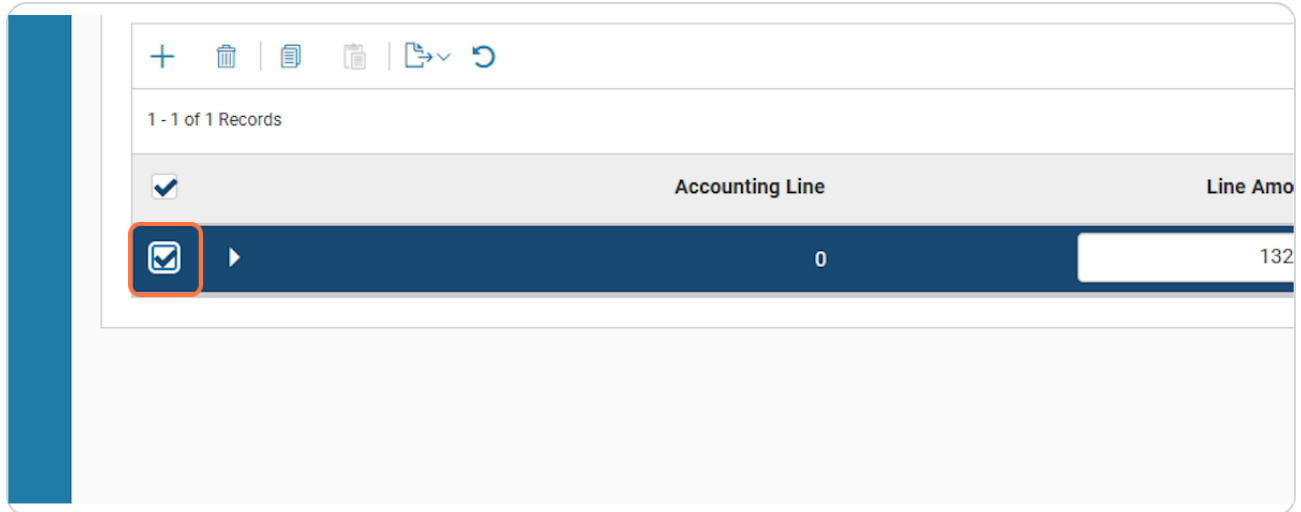
Appr Unit	Object	Unit
466006	813T	4660



STEP 37

Click the check box to select the accounting line you want to copy if applicable

You must add your accounting information to each Commodity line. You can copy and paste your accounting information to make this process faster.

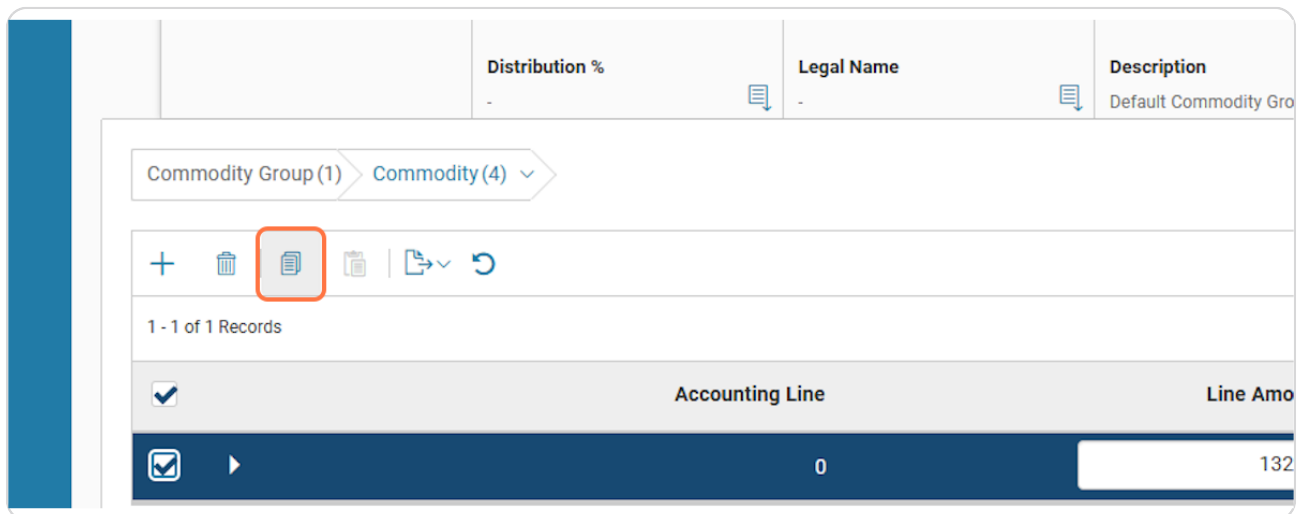


The screenshot shows a table with one record. The table has columns for 'Accounting Line' and 'Line Amount'. The 'Accounting Line' column contains a checkmark icon, which is highlighted with a red box. The 'Line Amount' column contains the value '132'.

Accounting Line	Line Amount
<input checked="" type="checkbox"/>	132

STEP 38

Click on Copy



The screenshot shows a table with one record. The table has columns for 'Distribution %', 'Legal Name', and 'Description'. The 'Distribution %' column contains the value '-'. The 'Legal Name' column contains the value '-'. The 'Description' column contains the value 'Default Commodity Gro'. The 'Accounting Line' column contains a checkmark icon, which is highlighted with a red box. The 'Line Amount' column contains the value '132'.

Distribution %	Legal Name	Description
-	-	Default Commodity Gro

Commodity Group (1)	Commodity (4)

Accounting Line	Line Amount
<input checked="" type="checkbox"/>	132



STEP 39

Click on Commodity...

Header	Accounting Distribution	Vendor	Commodity Group
	Distribution % -	Legal Name -	Description Default Commodity Group

Commodity Group (1) **Commodity (4)**

+ | - | 1 Record Copied | |

1 - 1 of 1 Records

<input checked="" type="checkbox"/>	Accounting Line	Line Amount
-------------------------------------	-----------------	-------------

STEP 40

Click on Select

This will take you to the next Commodity line so you can enter the accounting information for that line

Line Description	Item Total Amount	
Receivers Inactiv	\$13,230.00	Select
Receivers Inactiv	\$0.00	Select
Receivers Inactiv	\$0.00	Select
Receivers Inactiv	\$0.00	Select

Amount	Fund	Department
\$13,230.00	201	800



STEP 41

Click on Paste Copied Records

Distribution %	Legal Name	Description
-	-	Default Commodity Gro

Commodity Group (1) Commodity (4) ▾

+

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📄

📋

📄 ▾

↺

0 Records

Accounting Line	Line Am

STEP 42

Enter the dollar amount associated with this line of Account Coding

View per Page - 20 50 1

Accounting Line	Line Amount	Fund	Department
0	<div>3990</div>	201	800



STEP 43

Click on Show Records for Commodity

In this example, we have four Commodity lines that we must enter accounting information for.

Commodity Group (1) Commodity (4) ▾

+ | - | 📄 | 📋 | ↗️ | ↺️

1 - 1 of 1 Records

Accounting Line	Line
0	

STEP 44

Select each Commodity line and enter the Accounting information for each line as shown above

Line Description	Item Total Amount	Select
Receivers Inactiv	\$13,230.00	Select
Receivers Inactiv	\$0.00	Select
Receivers Inactiv	\$0.00	Select
Receivers Inactiv	\$0.00	Select

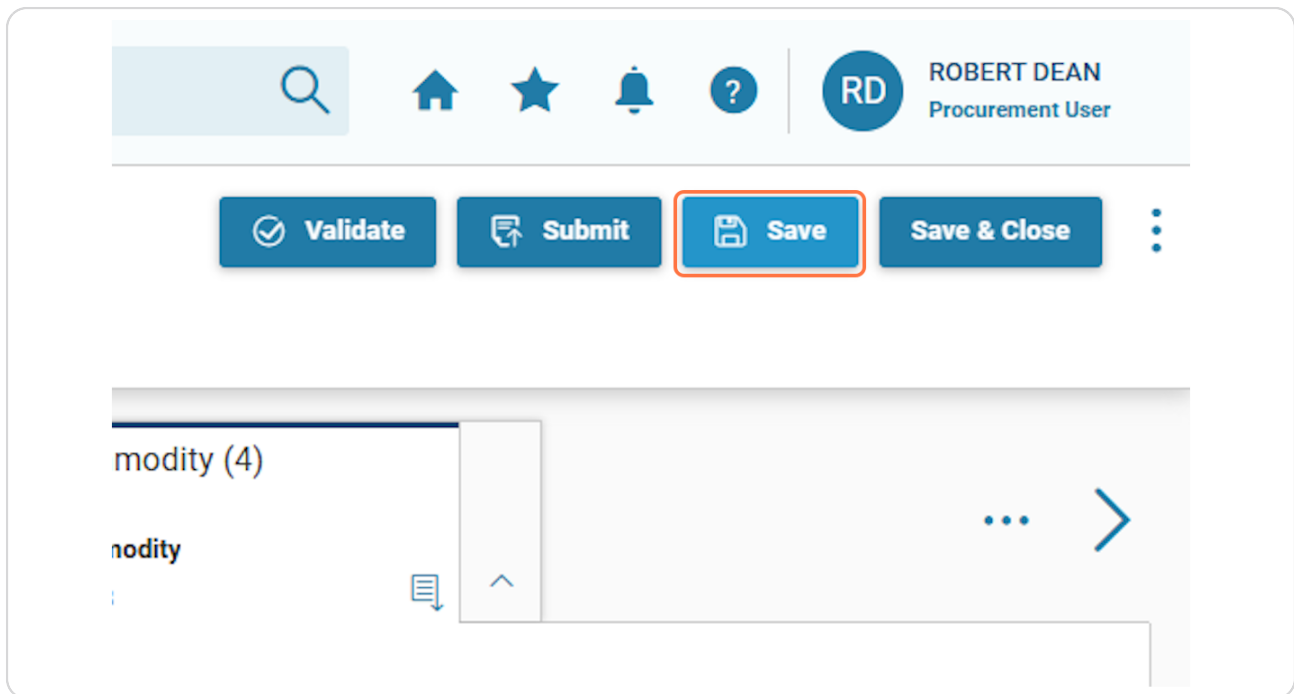
Amount	Fund	Department
3990	201	800



STEP 45

Click on Save

Core NV will save each time you move to a new tab. Save often to avoid losing work and to auto populate some fields based on previous selections.



The screenshot displays a software interface with a top navigation bar. On the left, there is a search icon. In the center, there are icons for home, star, bell, and a question mark. On the right, a user profile is shown with the initials 'RD' and the name 'ROBERT DEAN Procurement User'. Below the navigation bar, there is a row of four buttons: 'Validate' (with a checkmark icon), 'Submit' (with a document icon), 'Save' (with a floppy disk icon and highlighted by an orange border), and 'Save & Close' (with a three-dot menu icon). Below the buttons, there is a dropdown menu. The dropdown menu is open, showing 'modity (4)' and 'modity' as options. To the right of the dropdown menu, there are three dots and a right-pointing arrow.



STEP 46

Click on Validate

If you have any errors with your transaction, you will have to clear them before you submit the transaction.

Validate

Submit

Save

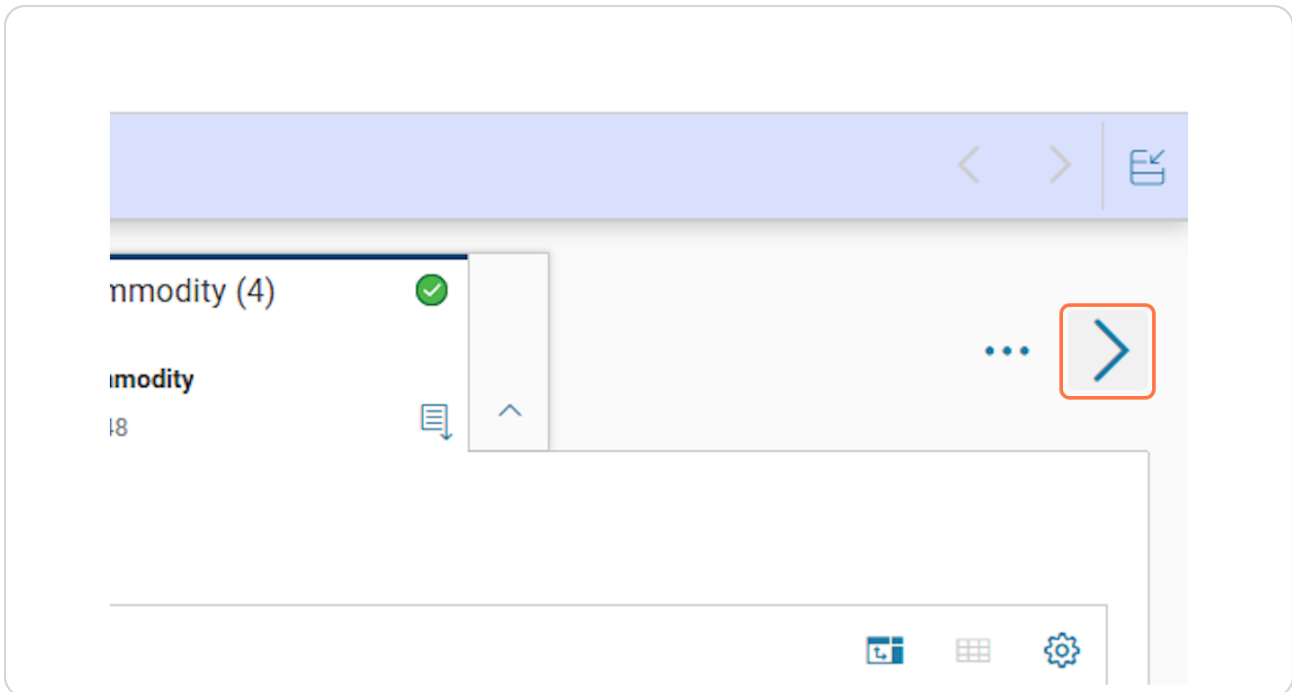
Group (1)	Commodity (4)	
	Commodity	



STEP 47

Click on Next

Clicking this arrow will show you additional tabs if your screen is not large enough to display all available tabs.



STEP 48

Click on the Summary tab

You can review your transaction on the Summary tab before submitting.

Vendor

Submit

Save

Free Form Vendors

✓

Summary

✓

Vendor Name

50

100

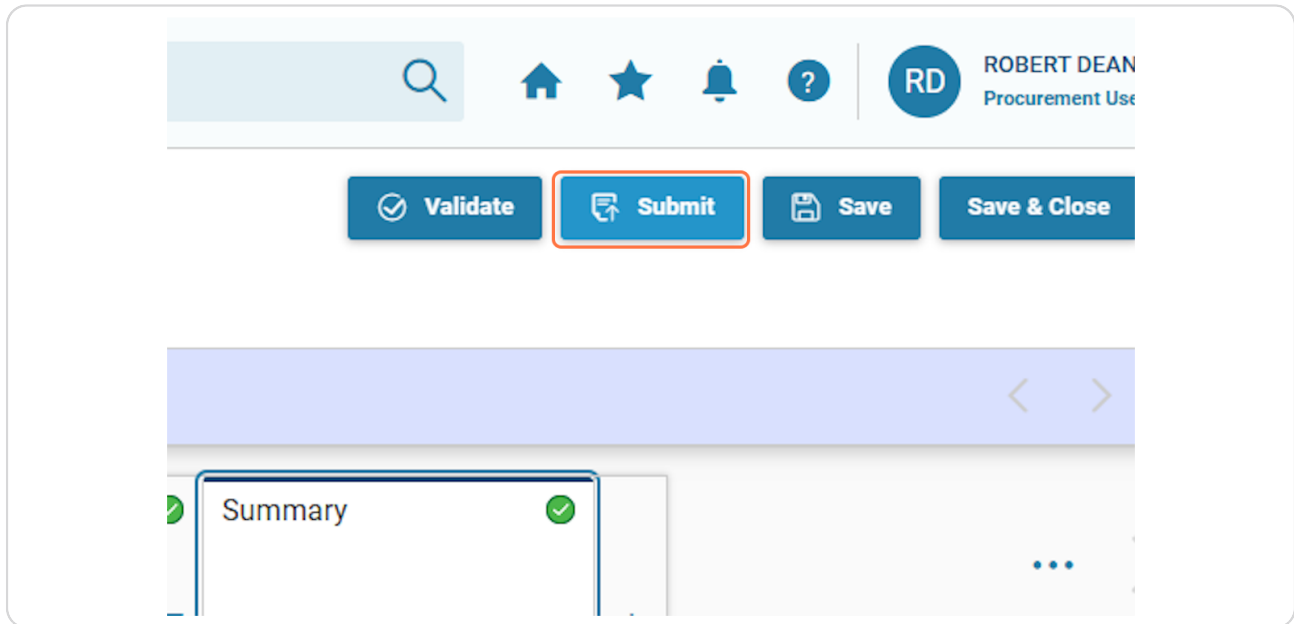
Page 1



STEP 49

Click on Submit

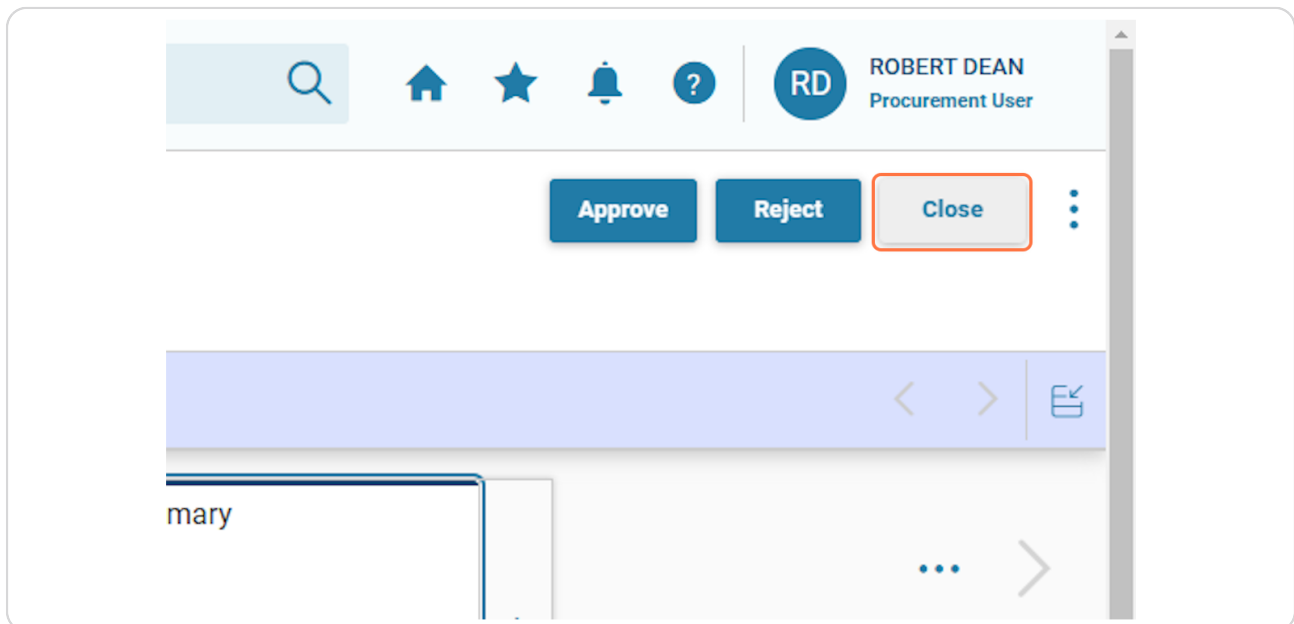
Your transaction is now submitted for approval. Follow your agencies approval paths to fully approve your RQS transaction.



The screenshot shows a web application interface. At the top, there is a navigation bar with a search icon, a home icon, a star icon, a bell icon, and a question mark icon. To the right of these icons is a user profile section with a circular avatar containing the letters 'RD' and the text 'ROBERT DEAN Procurement User'. Below the navigation bar, there are four buttons: 'Validate' (with a checkmark icon), 'Submit' (with a document icon and a red border), 'Save' (with a floppy disk icon), and 'Save & Close' (with a document icon). Below the buttons, there is a light blue header bar with left and right navigation arrows. Underneath this bar, a 'Summary' tab is visible, marked with a green checkmark on both sides. To the right of the 'Summary' tab, there are three dots indicating more options.

STEP 50

Click on Close



The screenshot shows a web application interface. At the top, there is a navigation bar with a search icon, a home icon, a star icon, a bell icon, and a question mark icon. To the right of these icons is a user profile section with a circular avatar containing the letters 'RD' and the text 'ROBERT DEAN Procurement User'. Below the navigation bar, there are three buttons: 'Approve' (with a checkmark icon), 'Reject' (with a document icon), and 'Close' (with a document icon and a red border). To the right of the 'Close' button, there are three dots indicating more options. Below the buttons, there is a light blue header bar with left and right navigation arrows and a document icon. Underneath this bar, a 'Summary' tab is visible, marked with a green checkmark on both sides. To the right of the 'Summary' tab, there are three dots indicating more options.



