AdvantageFinancial Standard Requisition Process

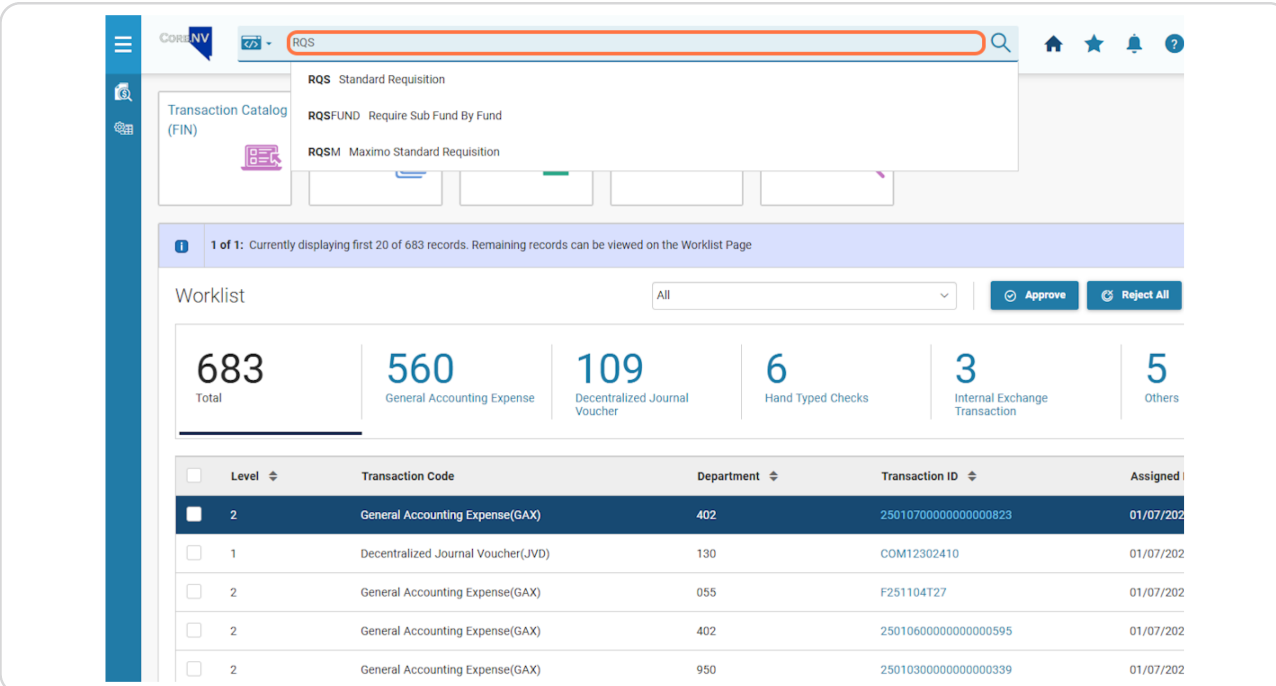
50 Steps   [View most recent version](#)

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

STEP 1

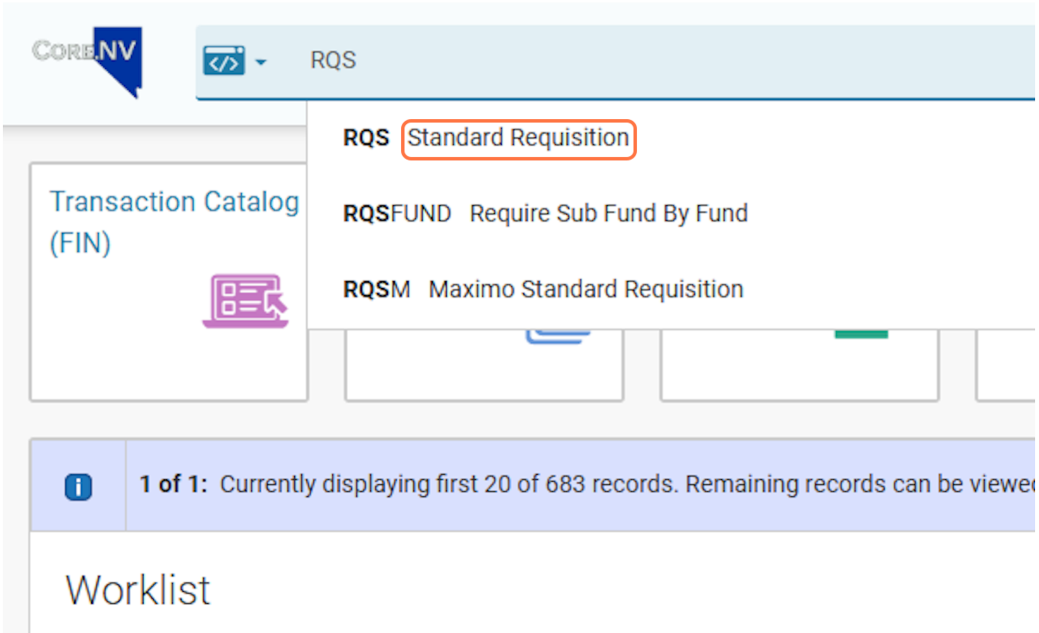
Type "RQS"

RQS is the page code for Standard Requisition



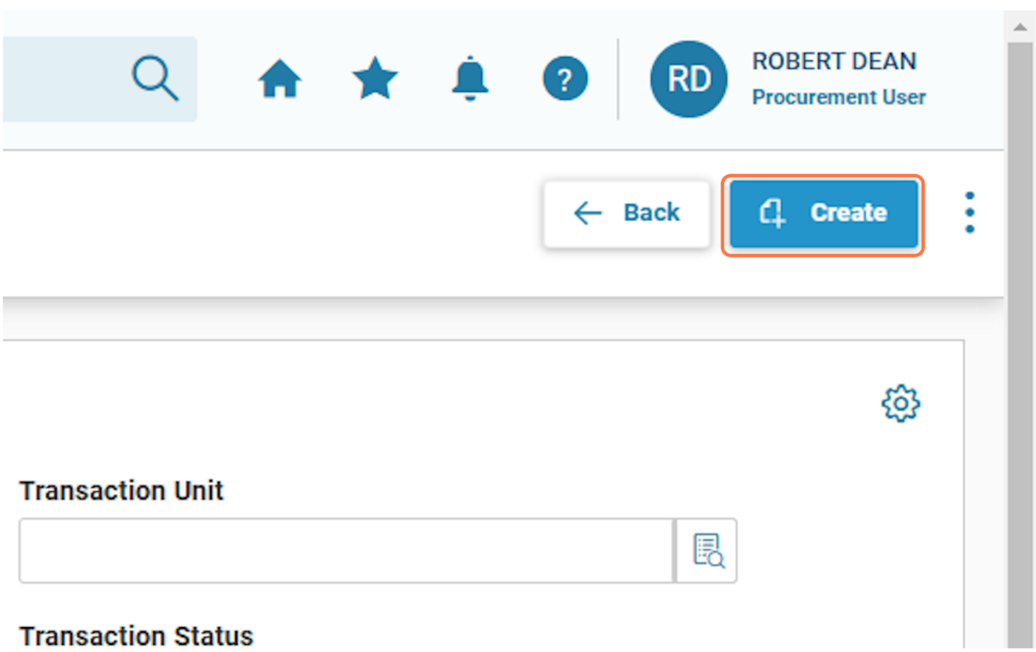
STEP 2

Click on Standard Requisition



STEP 3

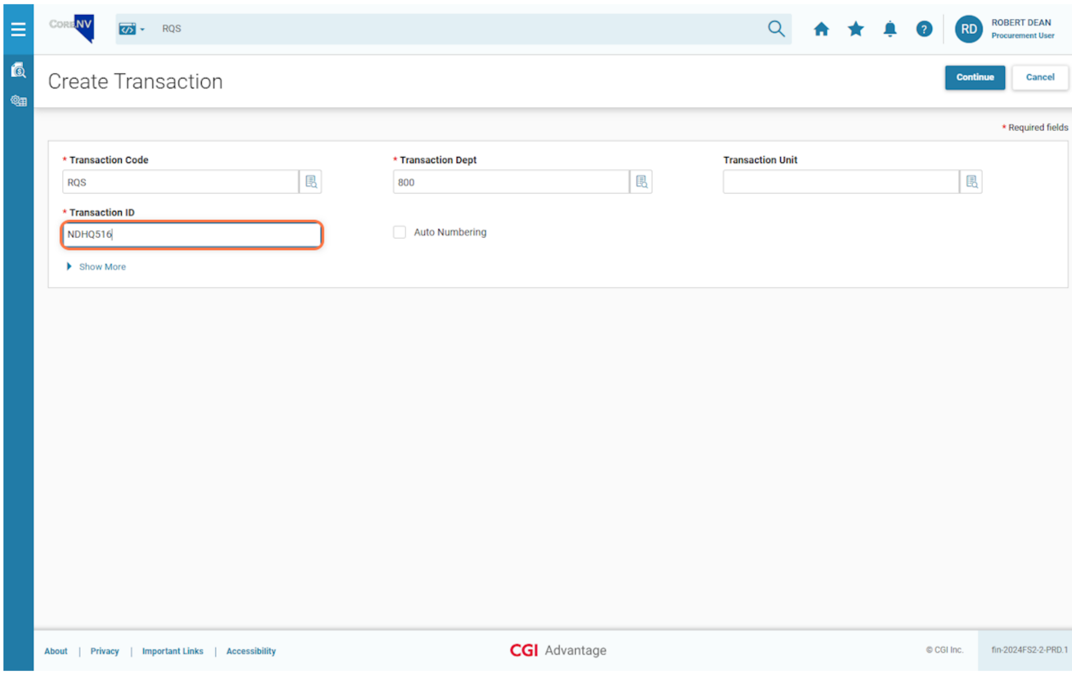
Click on Create



STEP 4

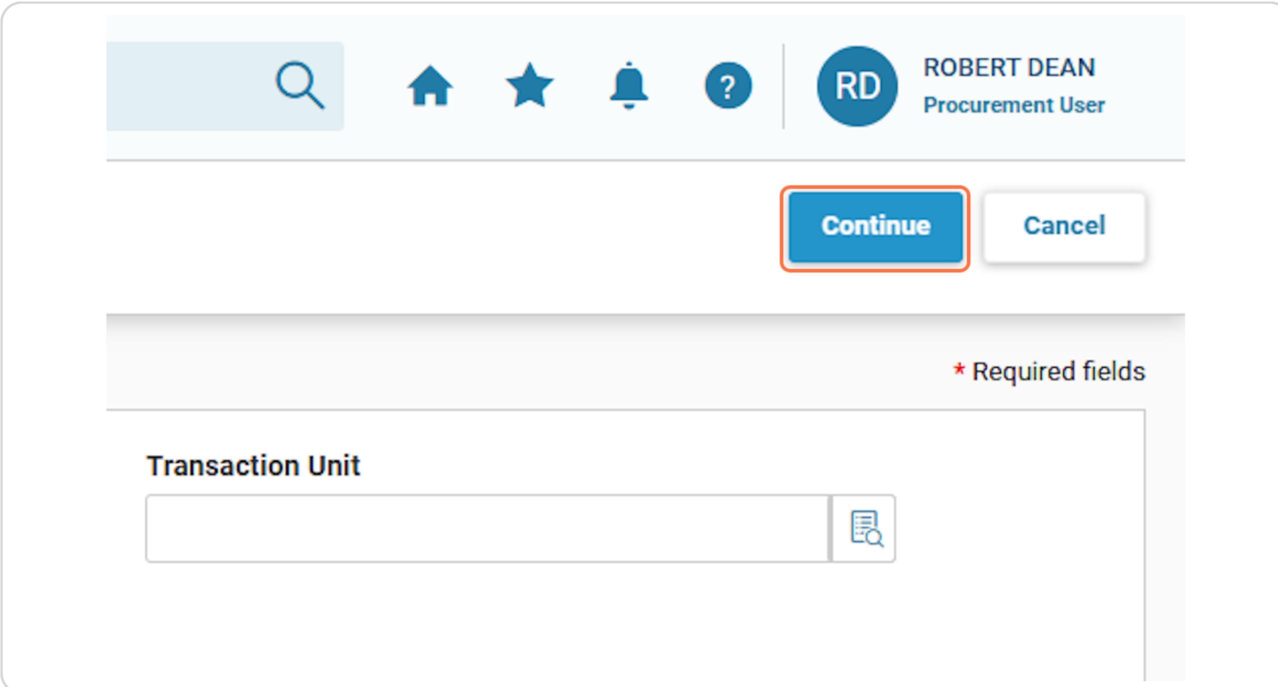
Enter the name of your requisition from Nevada ePro

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



STEP 5

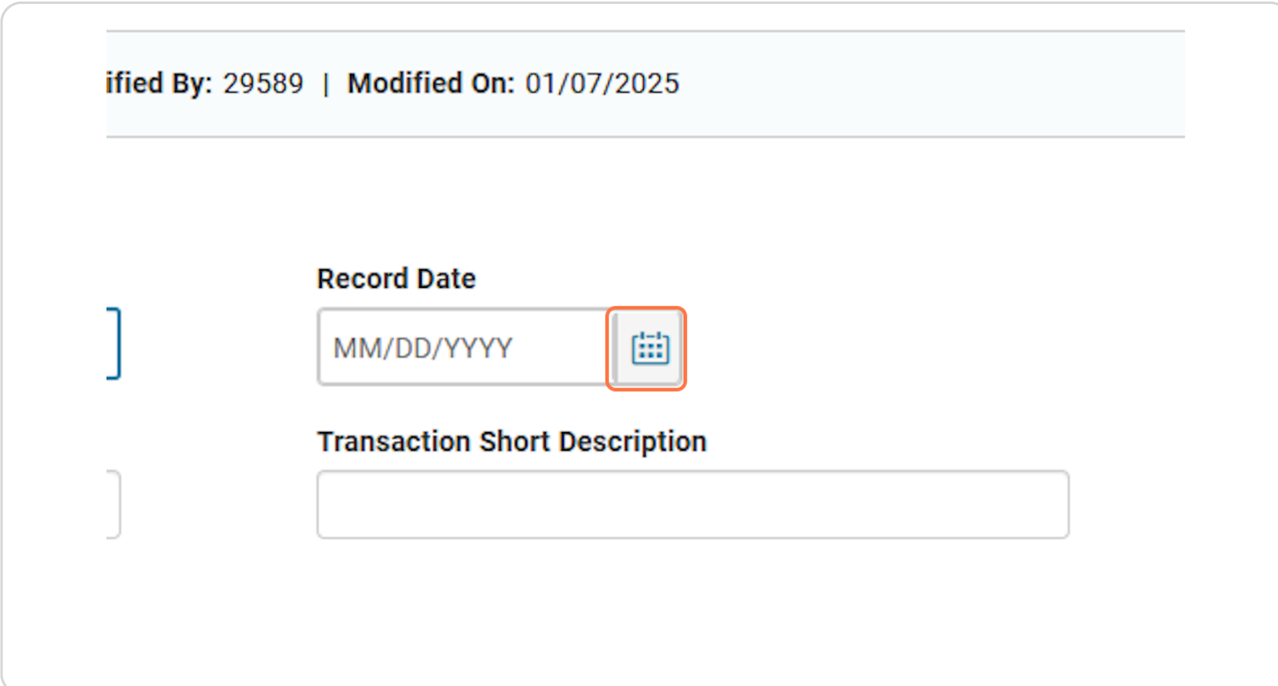
Click on Continue



STEP 6

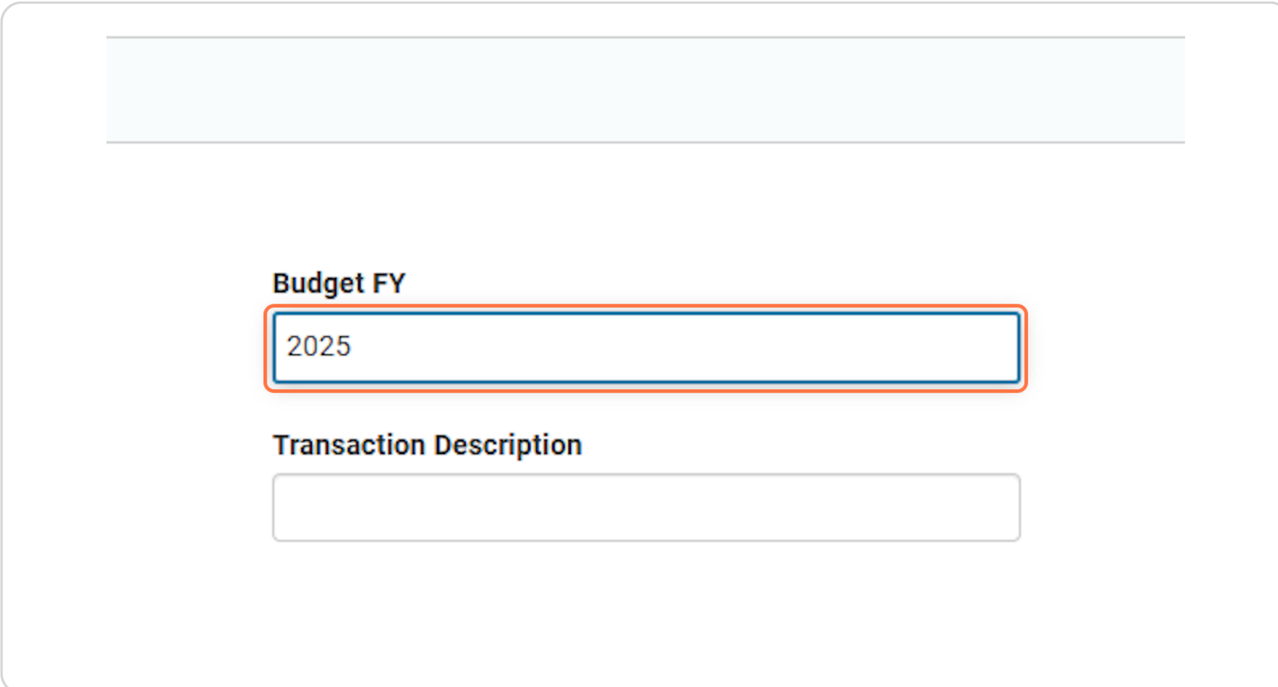
Click on Select Date and enter the RQS entry date

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



STEP 7

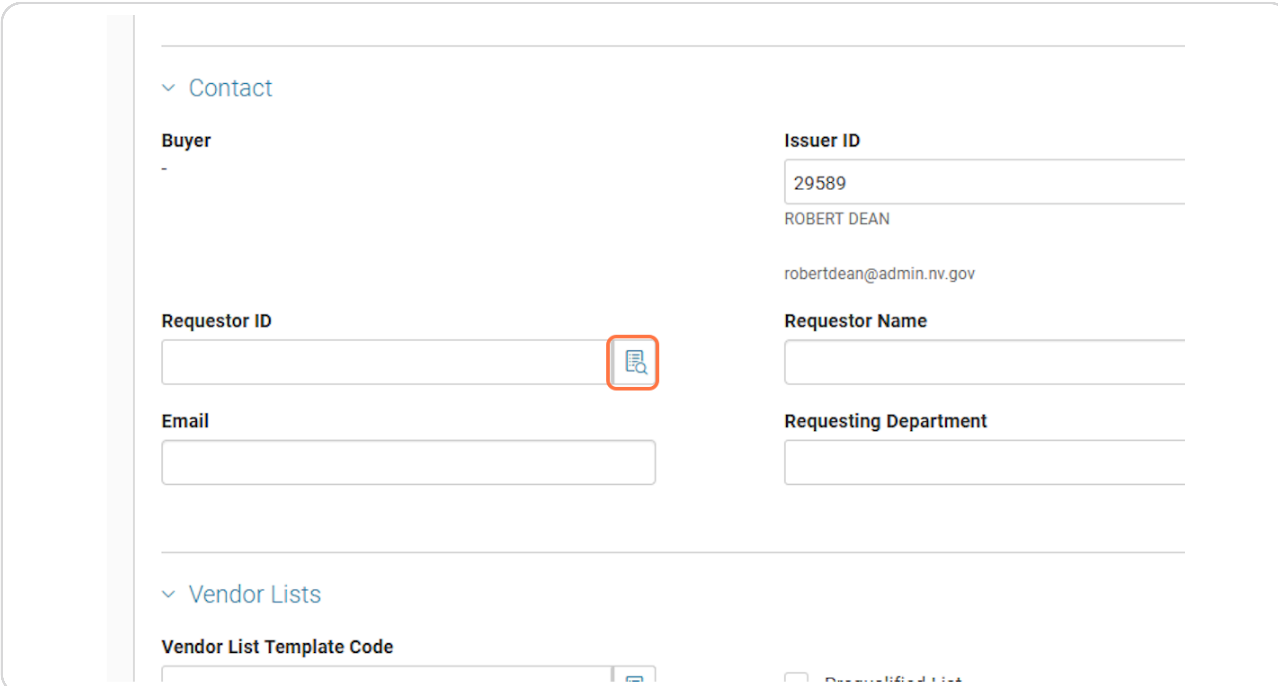
Enter the fiscal year of your requisition



STEP 8

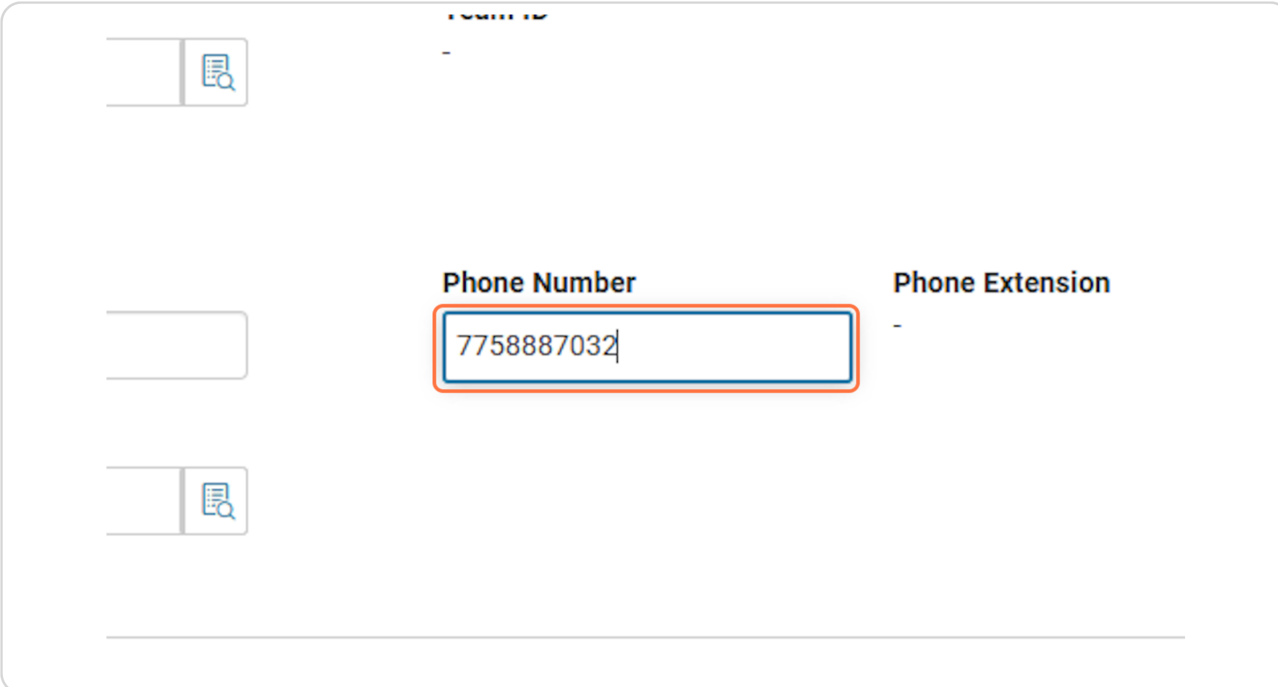
Enter the ID number of the Requestor

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



STEP 9

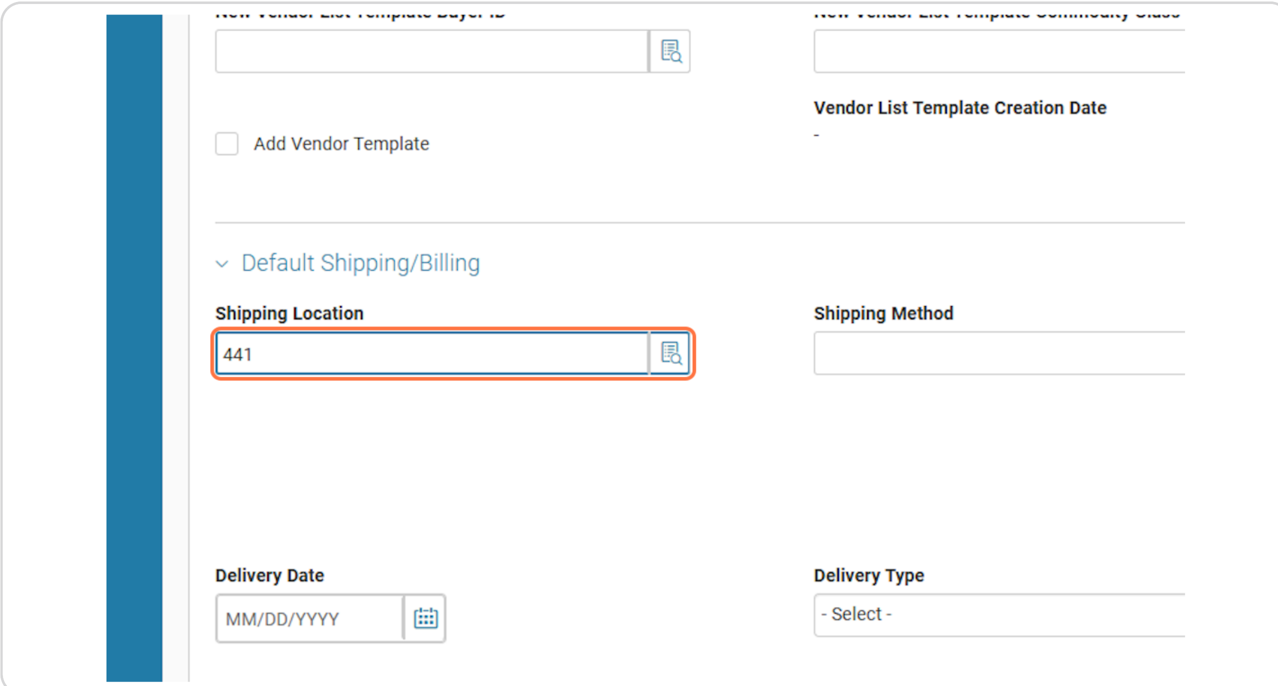
Enter the phone number of your requestor



STEP 10

Enter your 'ship to' three digit code

This should match the information entered in NVEPro



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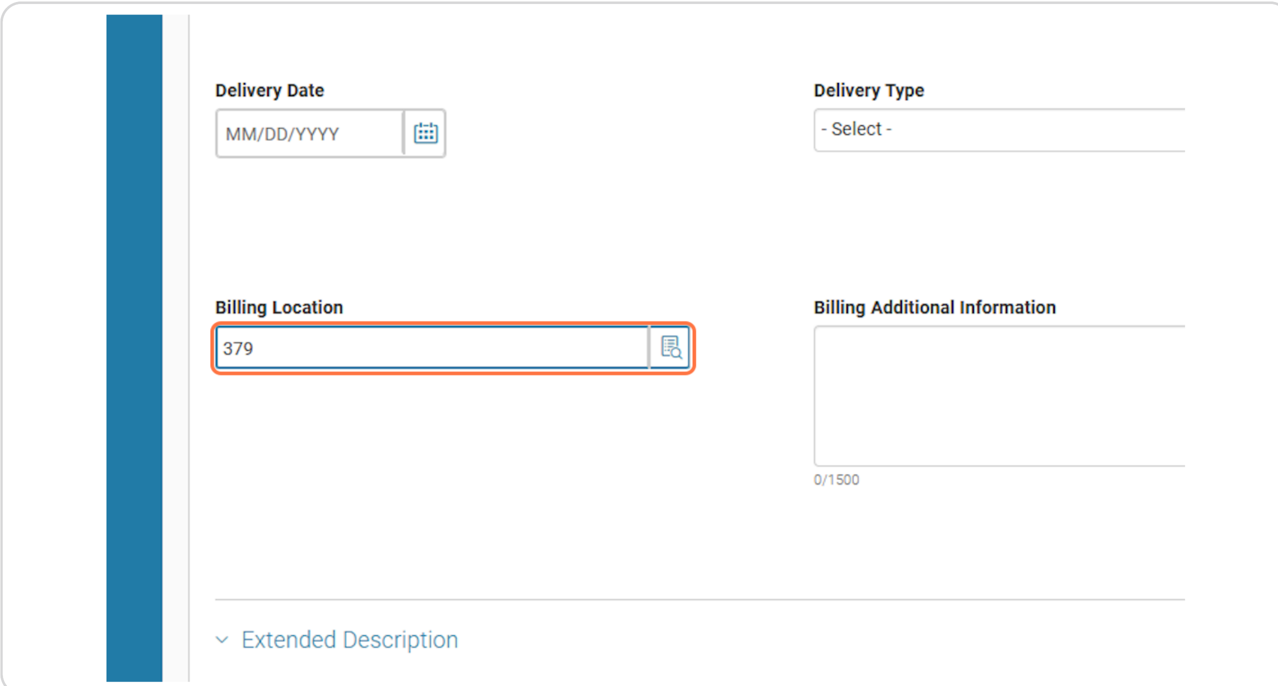
STEP 11

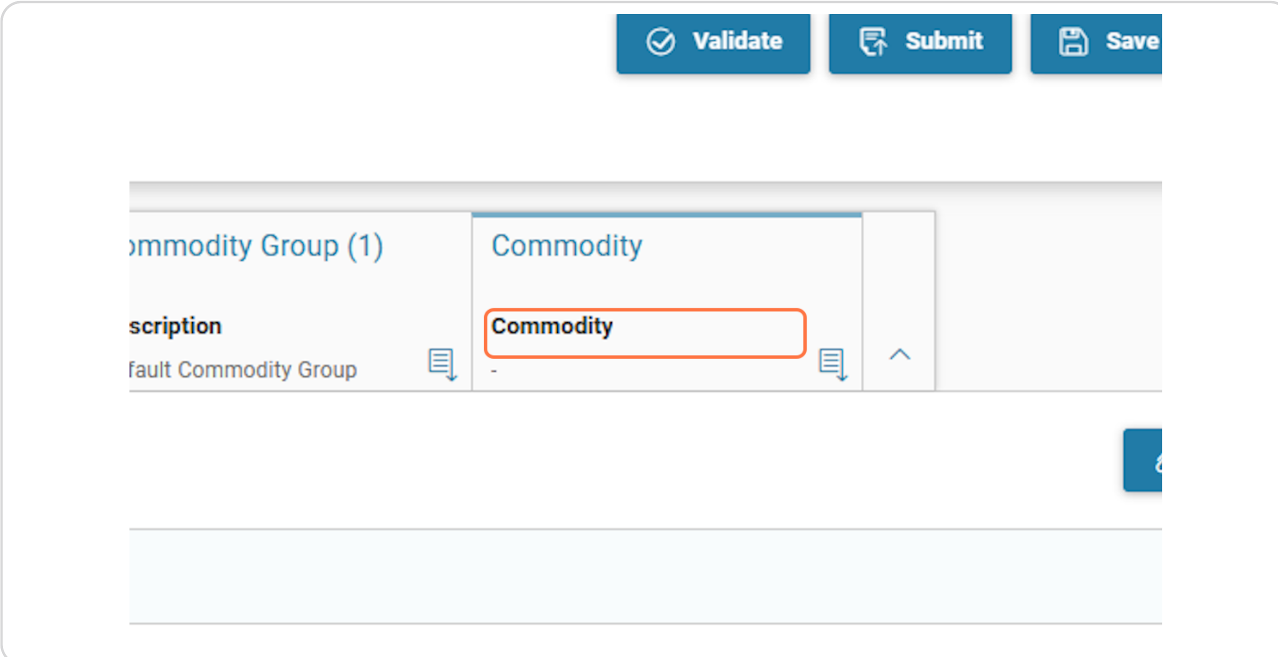
Enter your 'bill to' three digit code

This should match the information entered in NVEPro



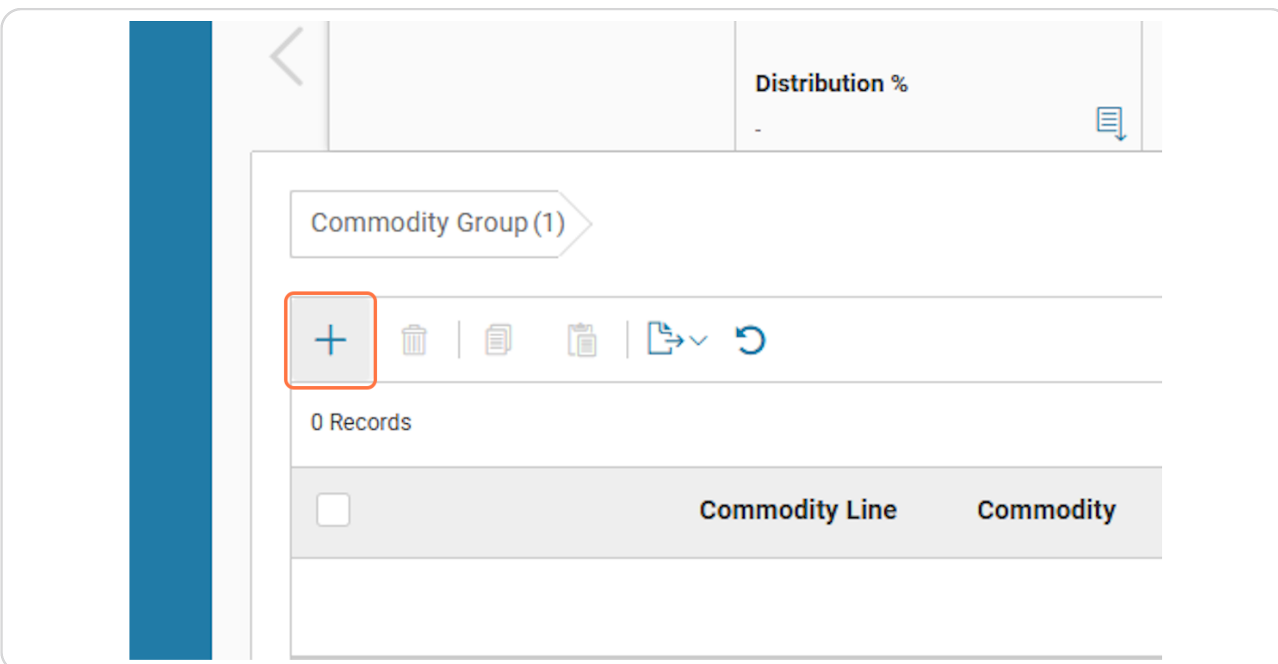
STEP 12

Click on the 'Commodity' tab



STEP 13

Click '+' to add a new Commodity Line Record



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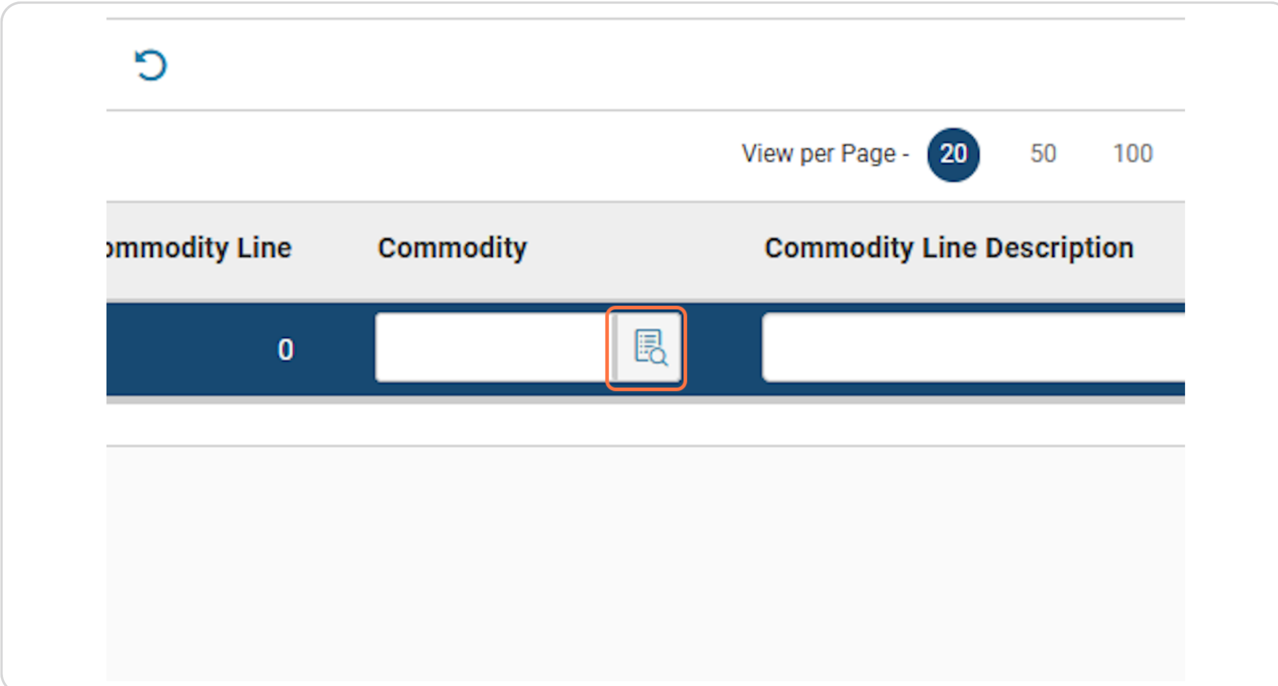
STEP 14

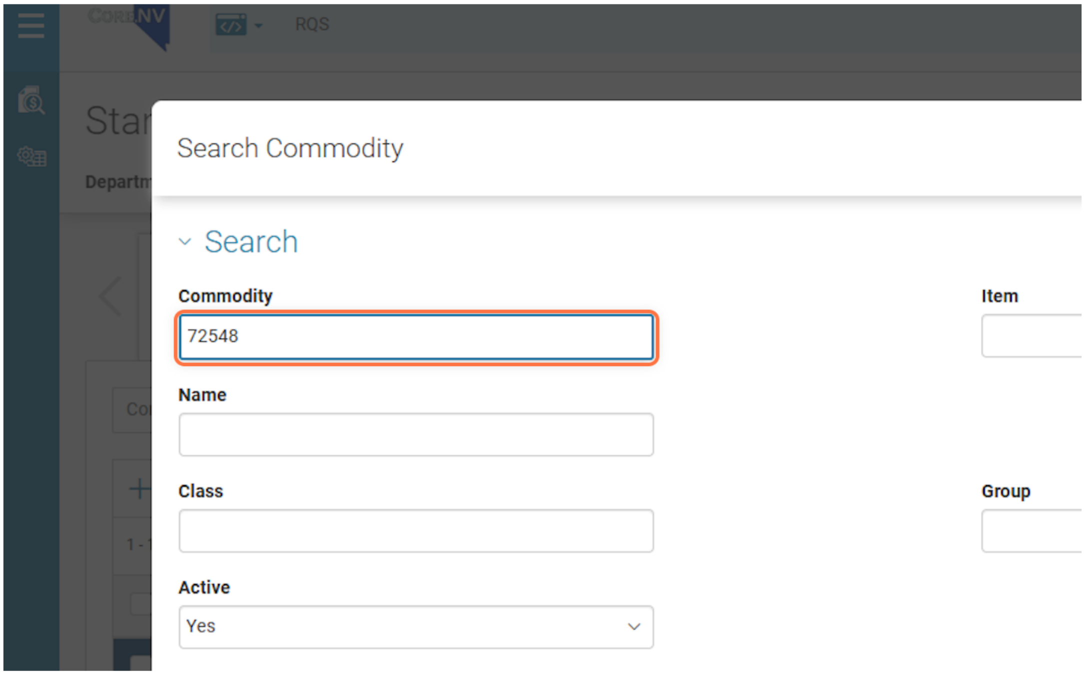
Click on the Commodity pick list



STEP 15

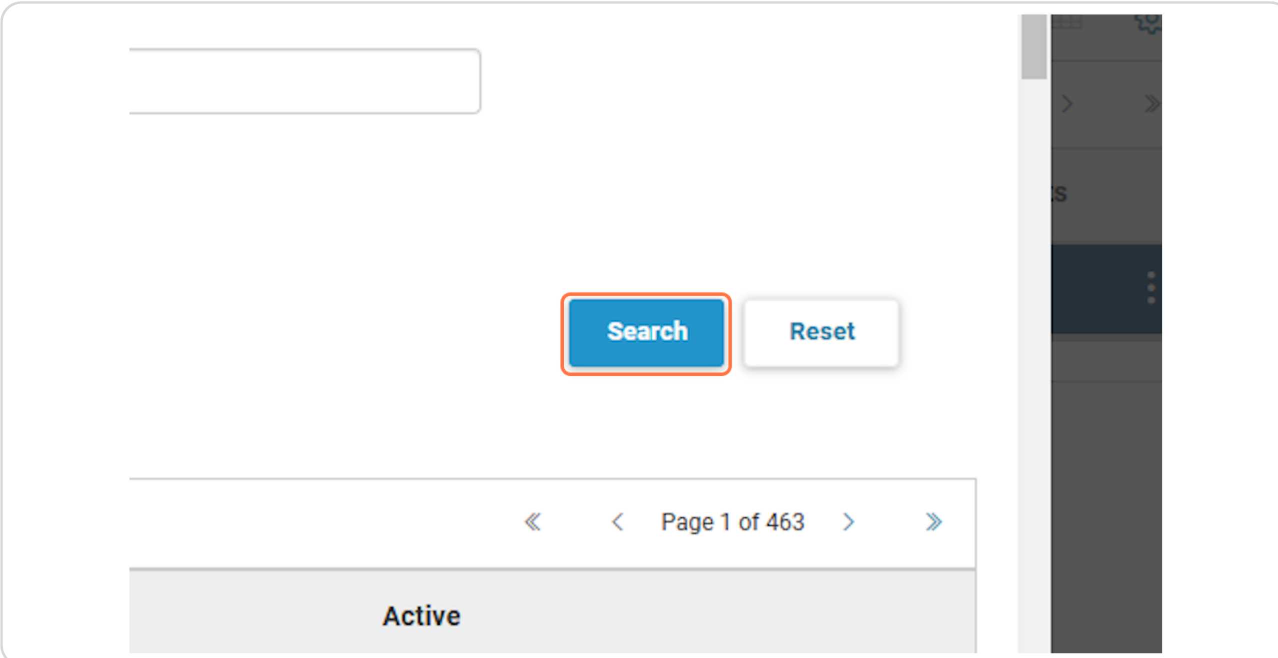
Enter your Commodity Code

This should be the same code from the Nevada ePro entry



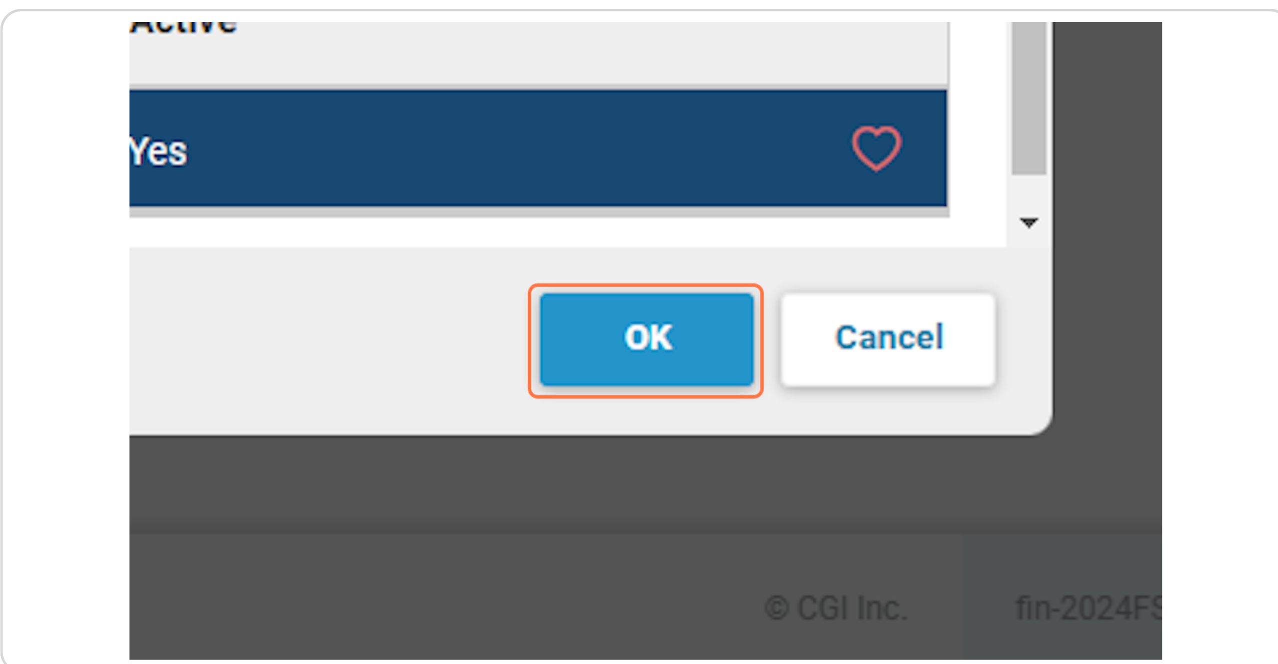
STEP 16

Click on Search



STEP 17

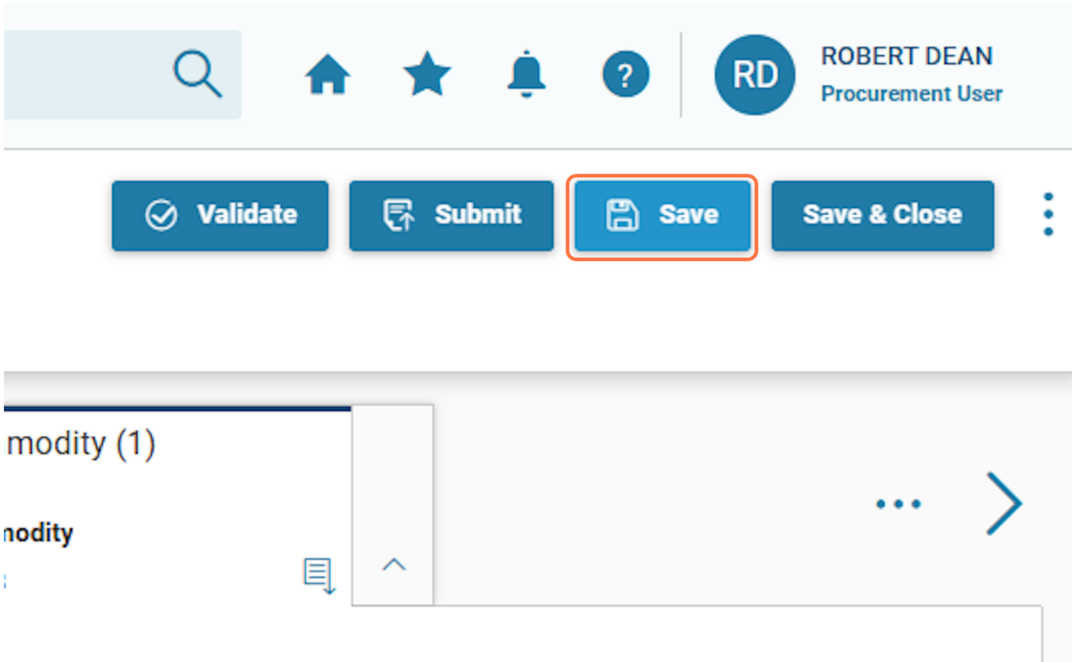
Click on OK



STEP 18

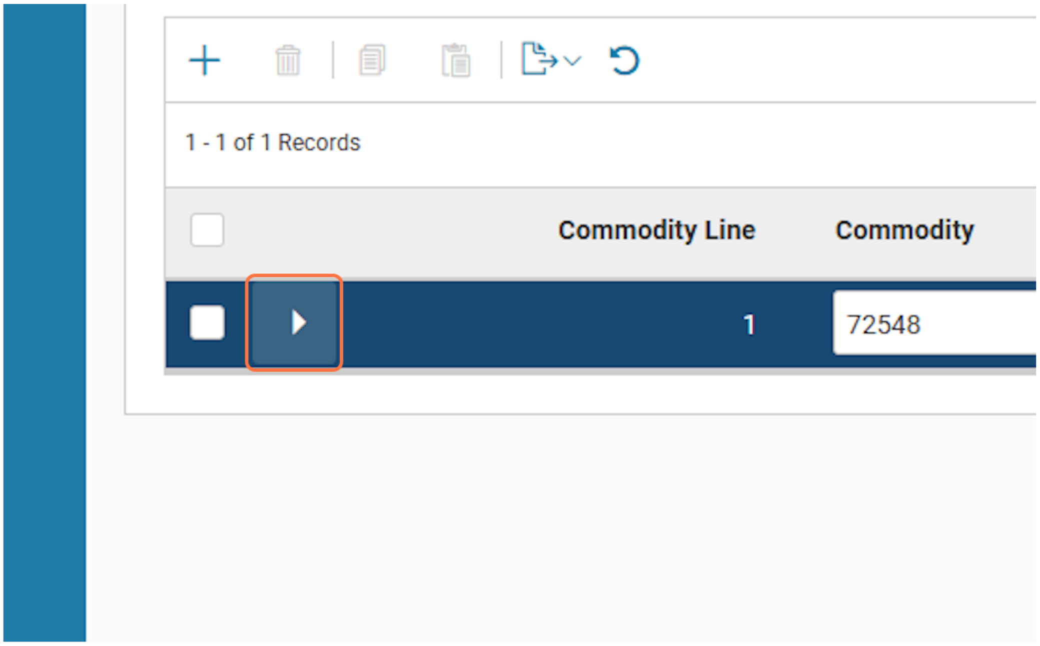
Click on Save

Saving here will auto populate information based on the Commodity Code



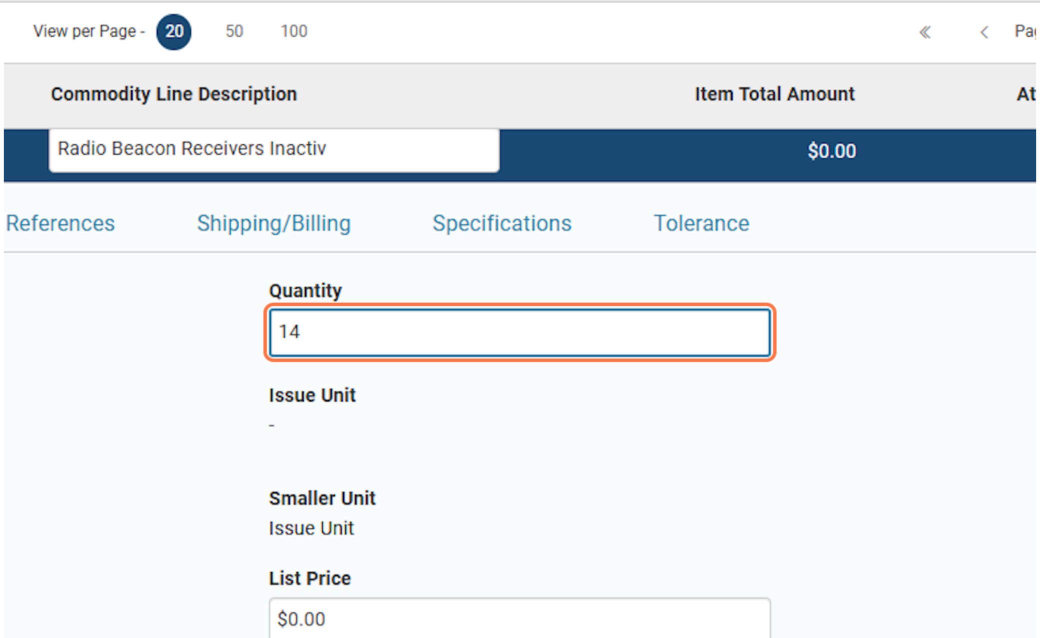
STEP 19

Click on Collapsed, Click to Expand



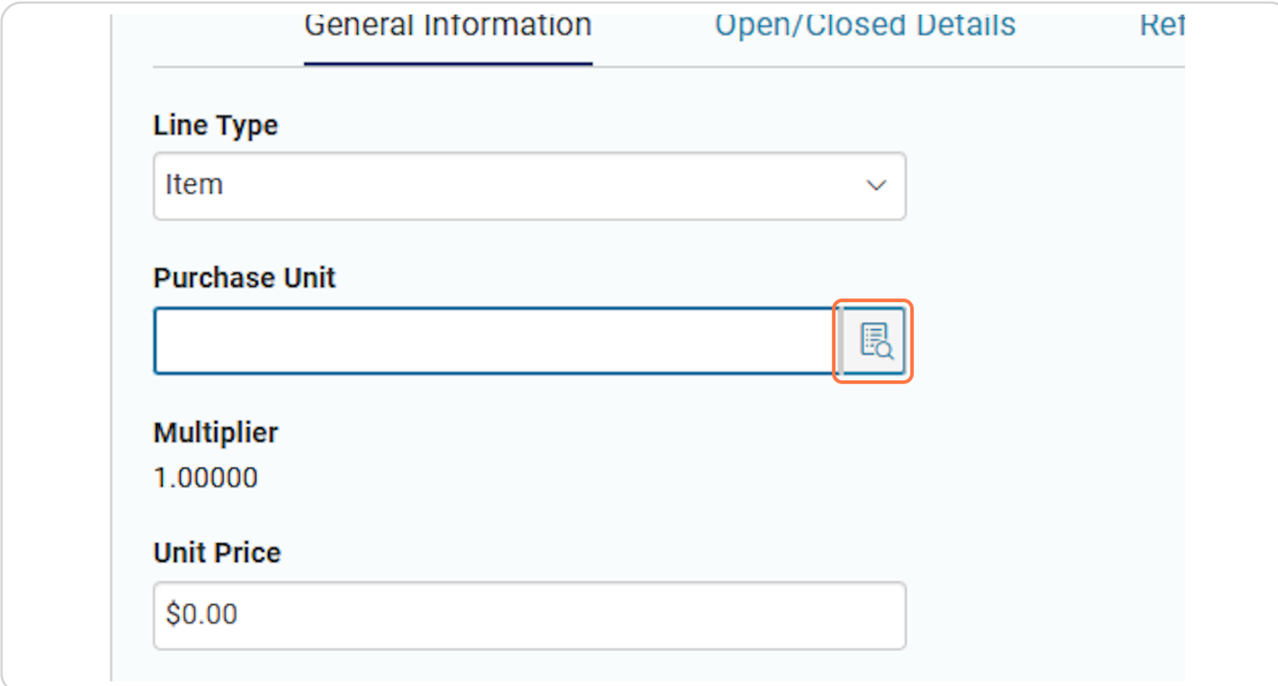
STEP 20

Enter the total quantity for your Commodity line



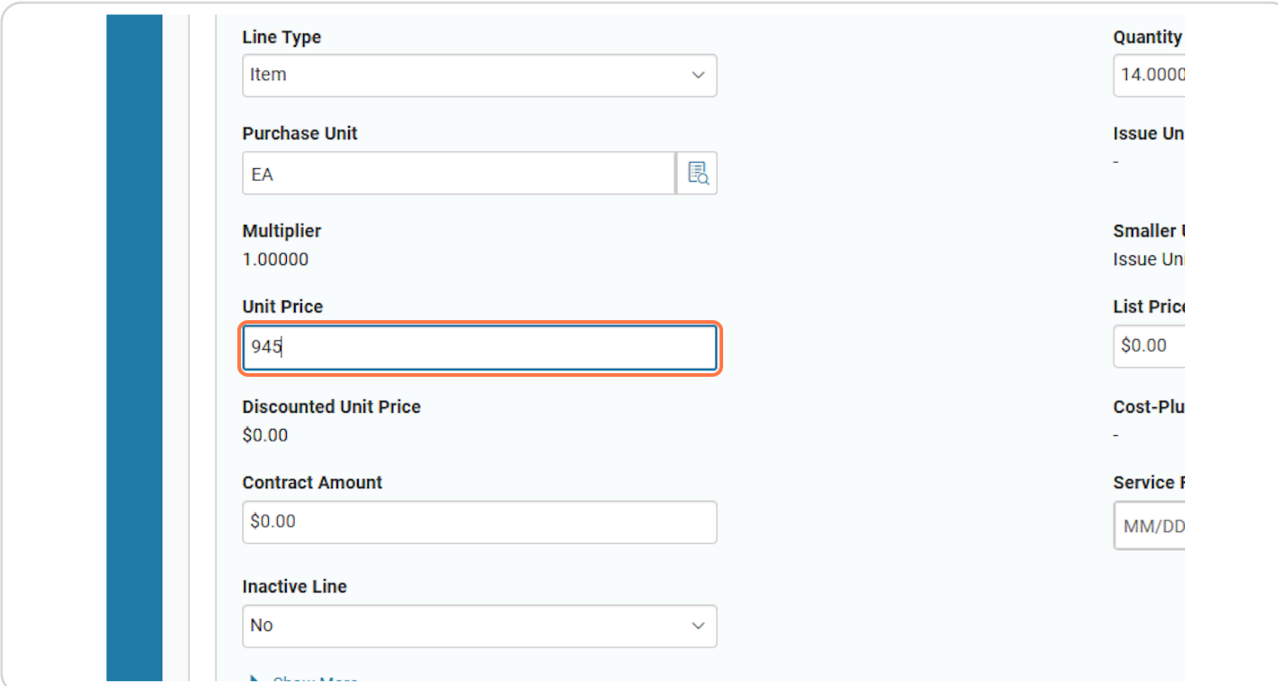
STEP 21

Enter "EA" for the Purchase Unit (Each)



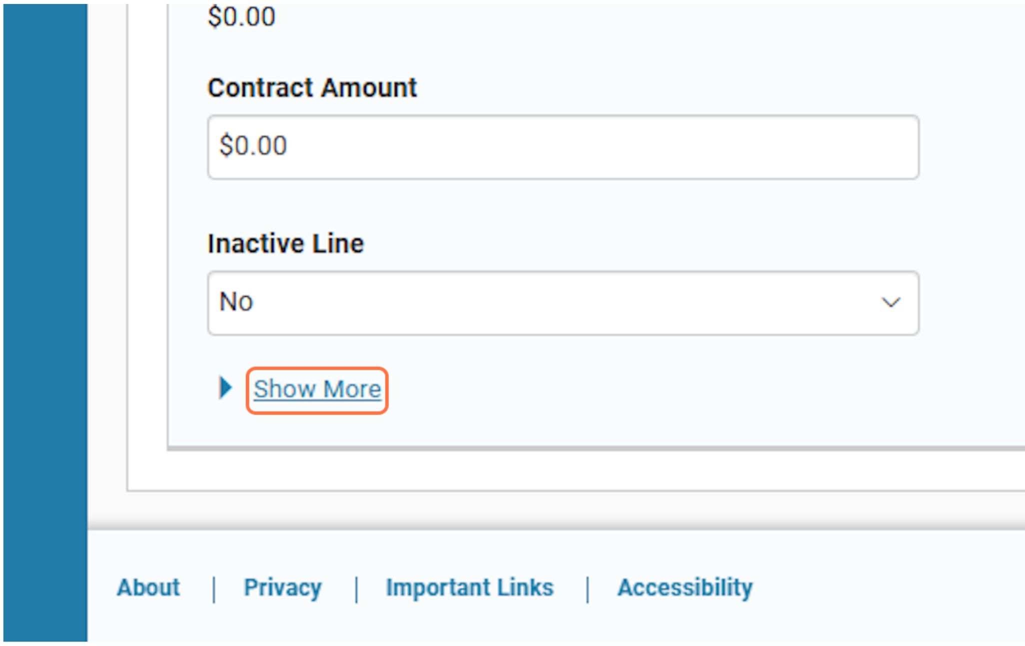
STEP 22

Enter your unit price



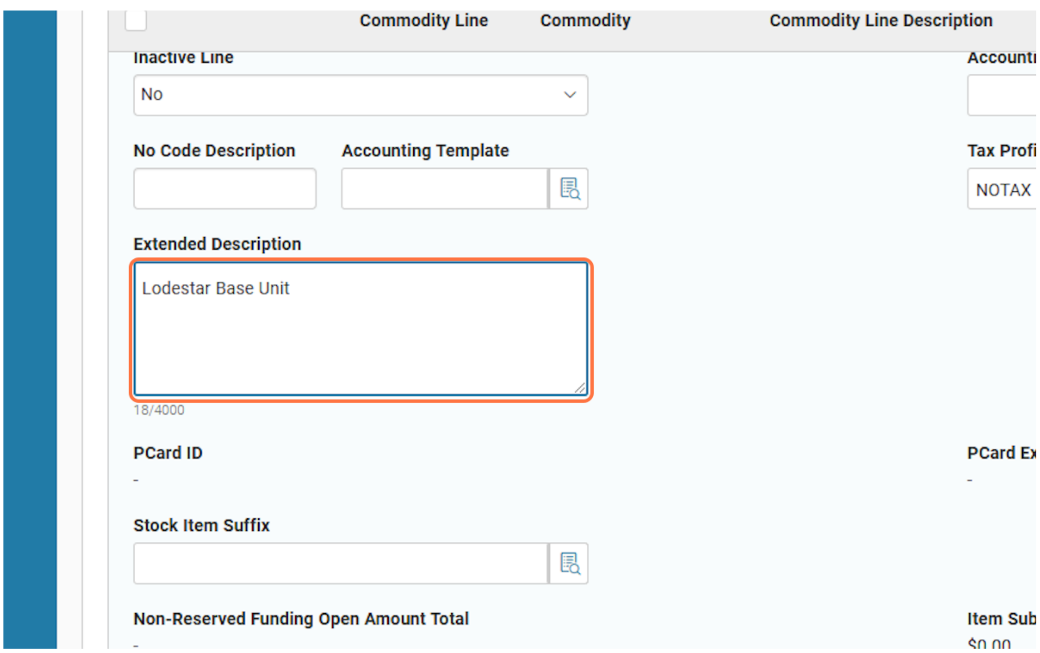
STEP 23

Click on Show More



STEP 24

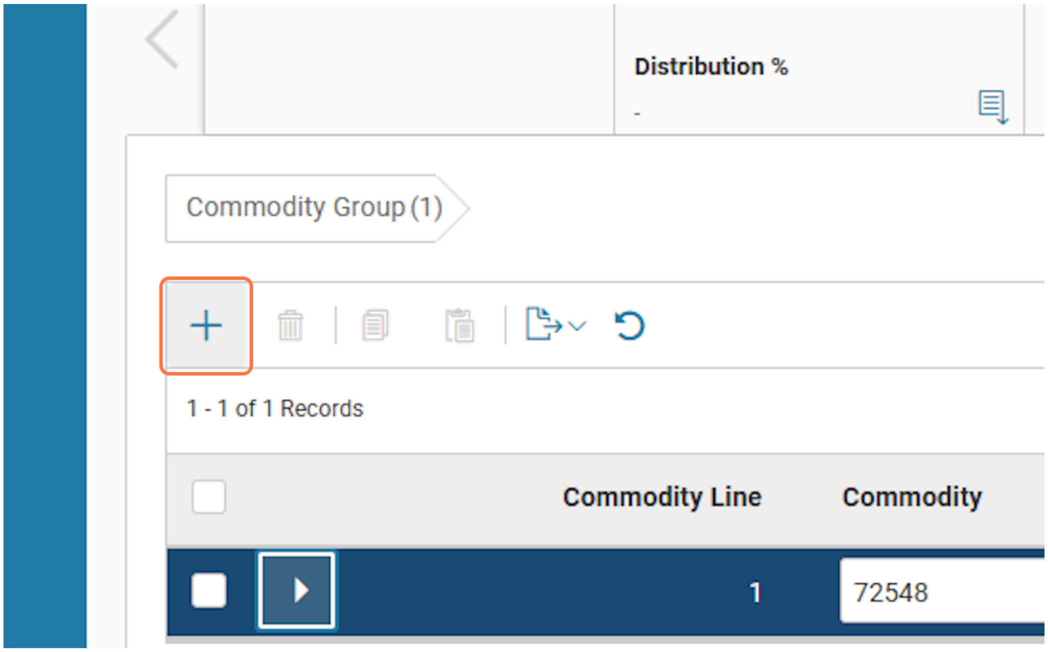
Enter the full description for your Commodity line item



STEP 25

Click on Add Record

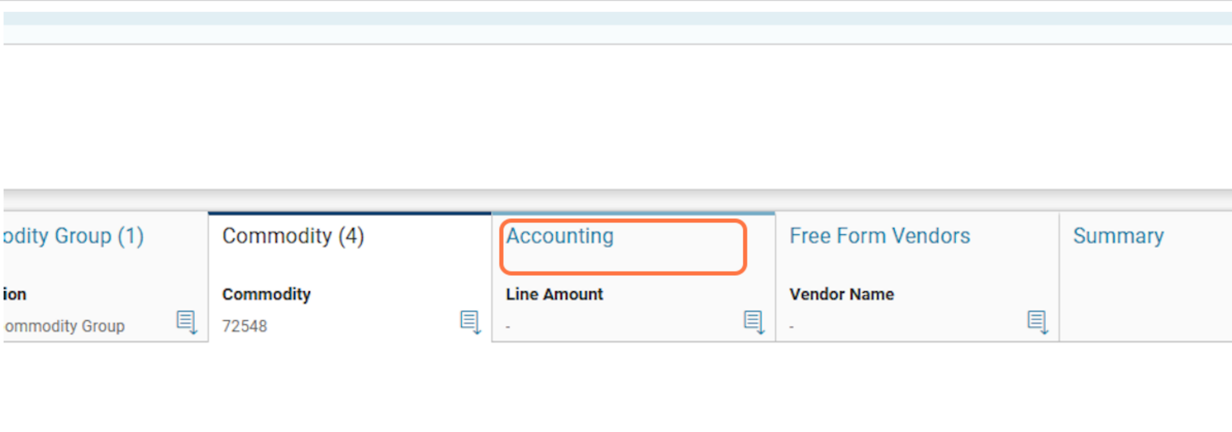
If you have more than one Commodity line, add them here.



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



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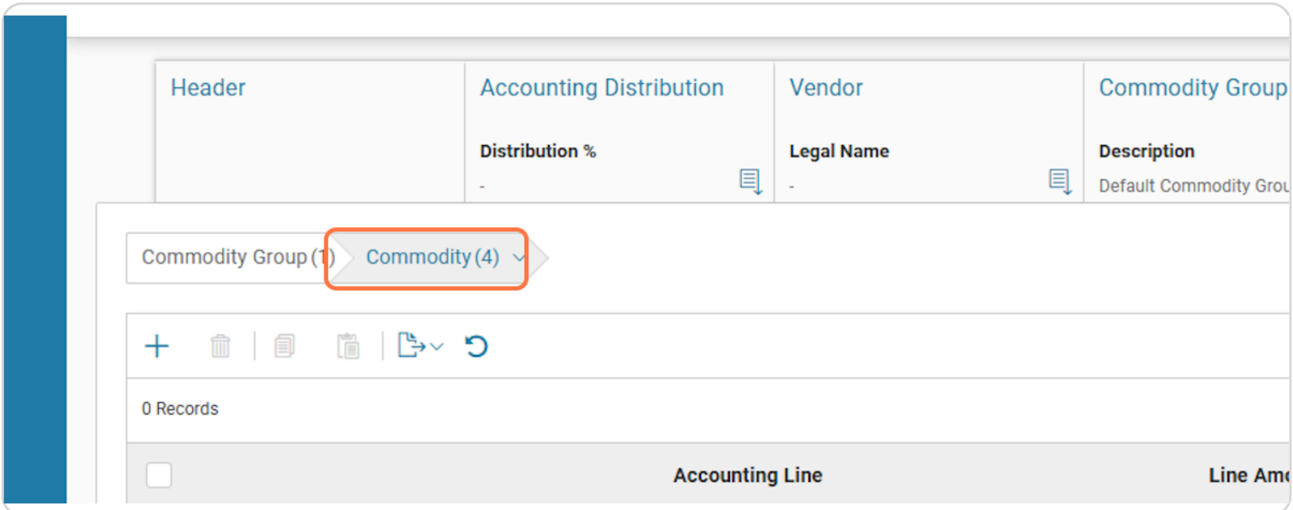
STEP 27

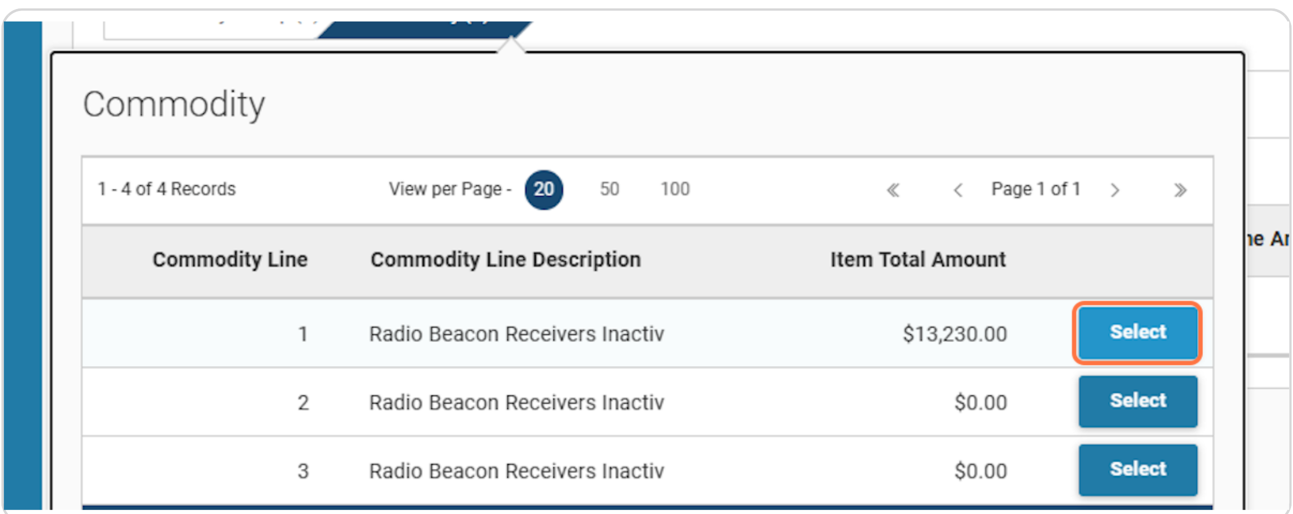
Click on Commodity...



STEP 28

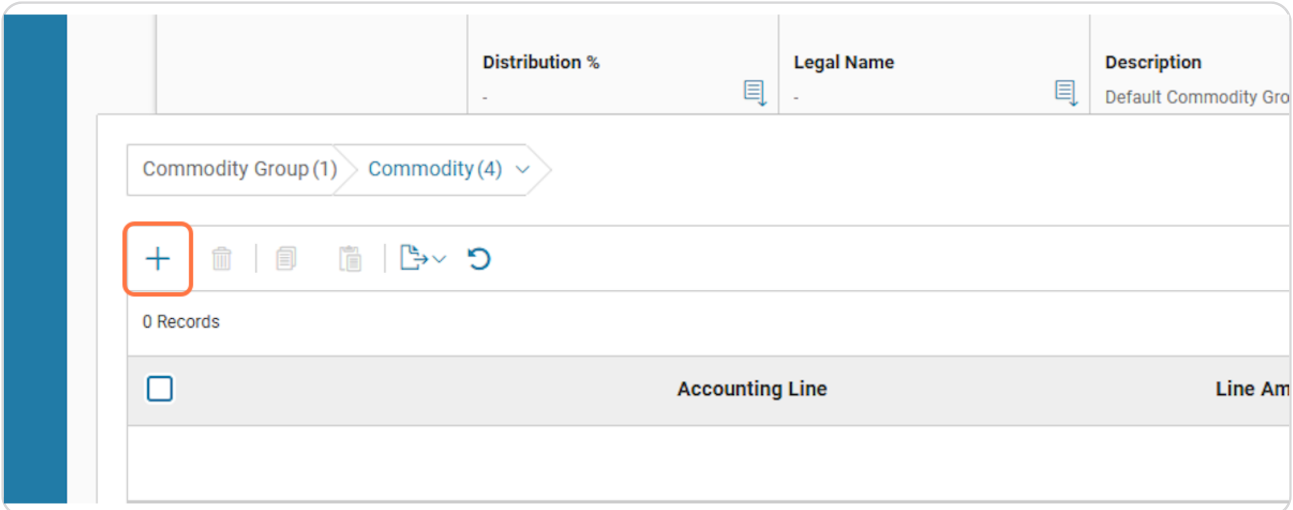
Click on Select

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



STEP 29

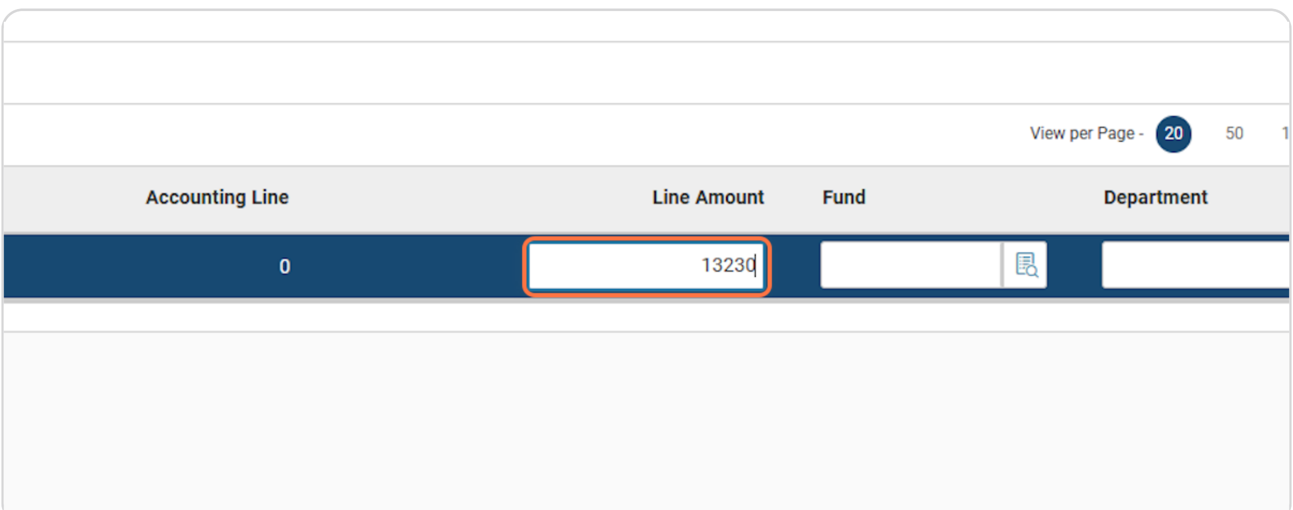
Click the "+" button to add a new Accounting line



STEP 30

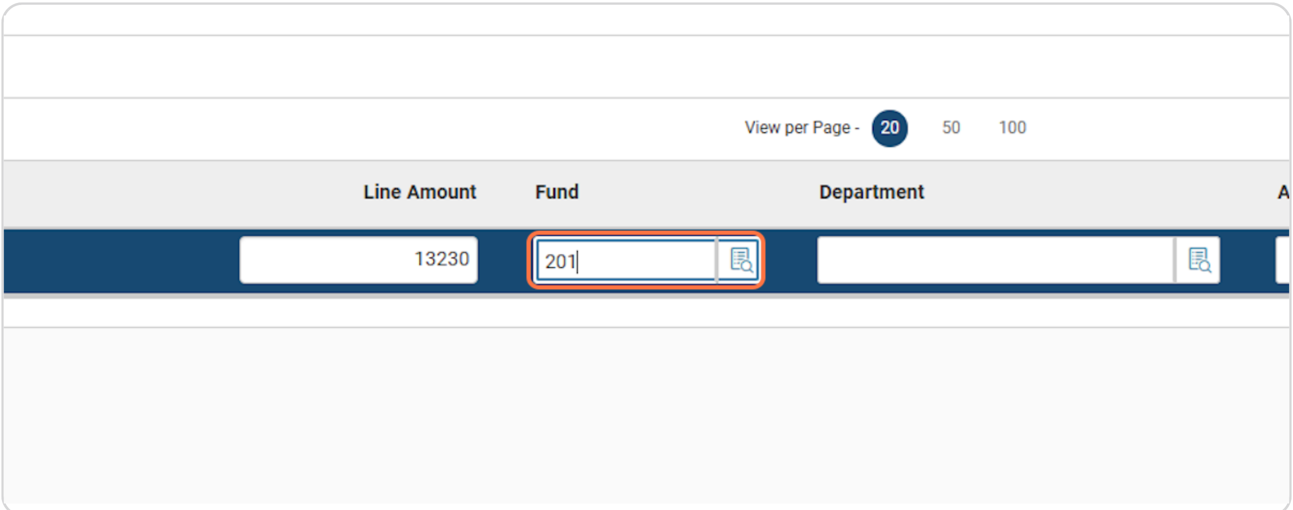
Enter the total dollar amount for your Commodity Line

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



STEP 31

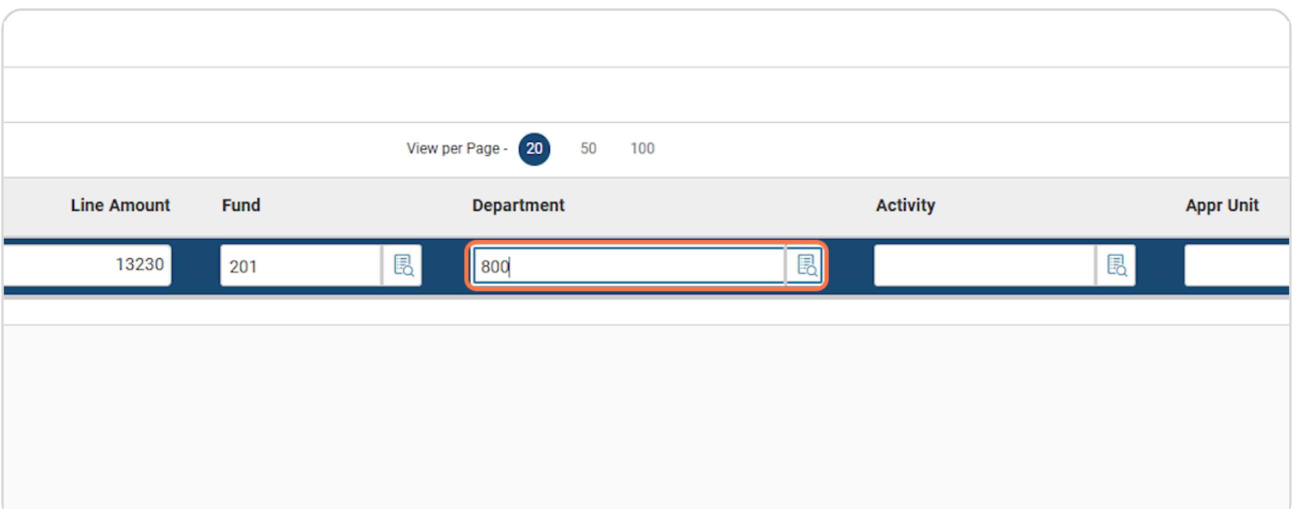
Enter the fund for your Commodity Line



STEP 32

Enter the department for your Commodity Line

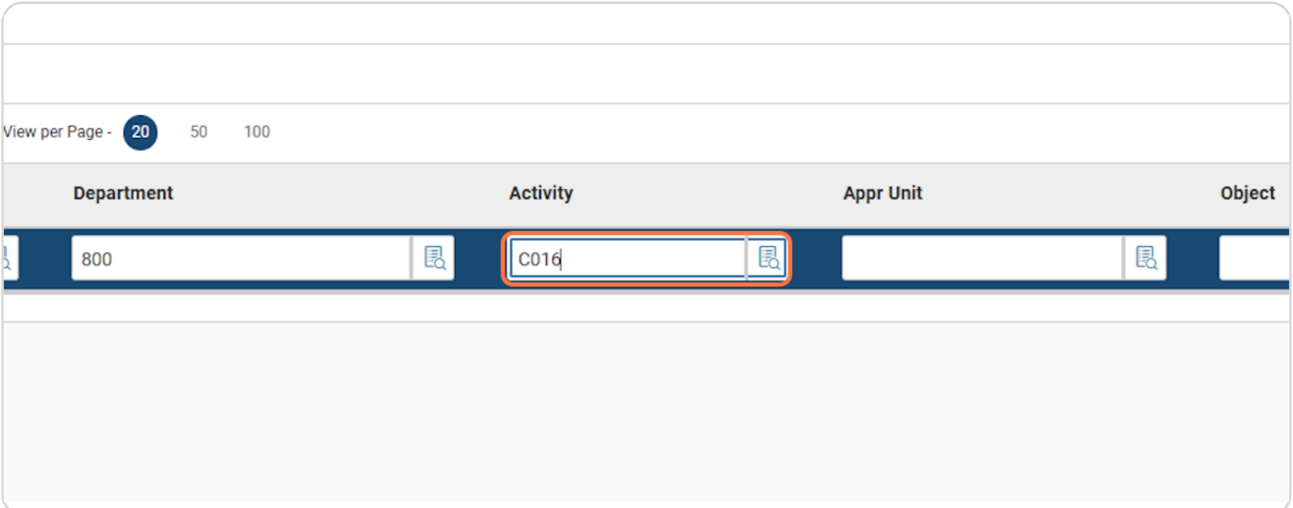
Previously 'Agency' in Advantage 2.1



STEP 33

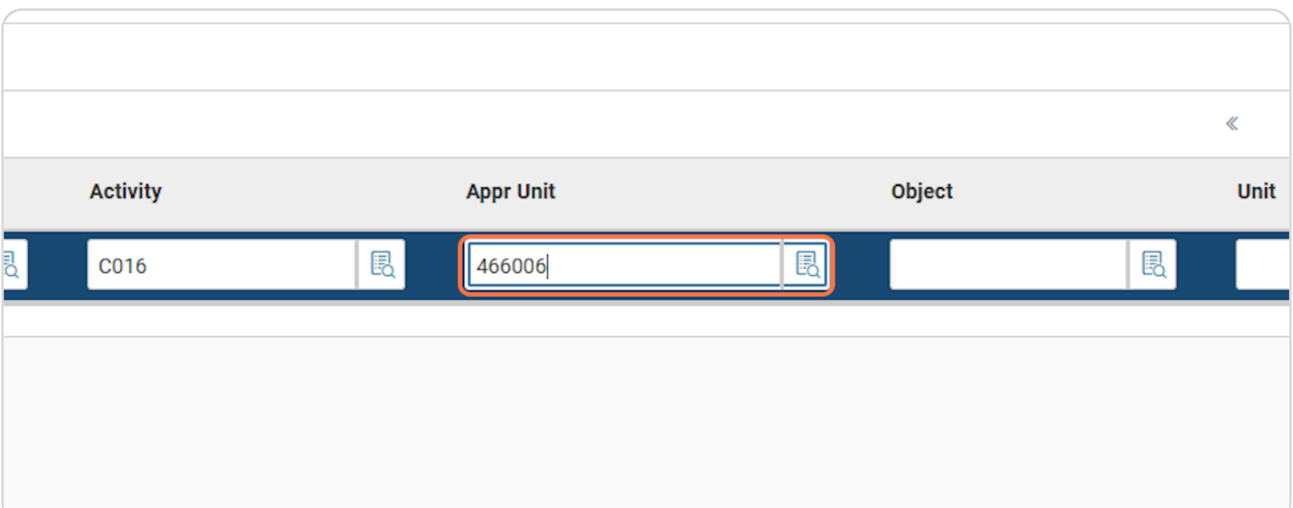
Enter the activity for your Commodity Line

Previously 'Organization' in Advantage 2.1



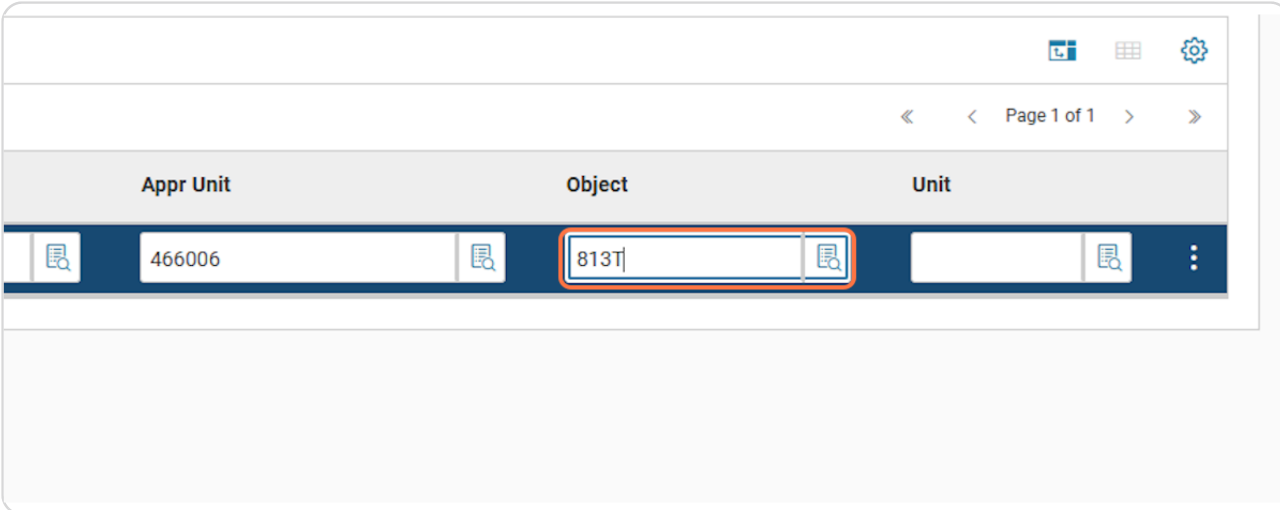
STEP 34

Enter the appropriation unit for your Commodity Line



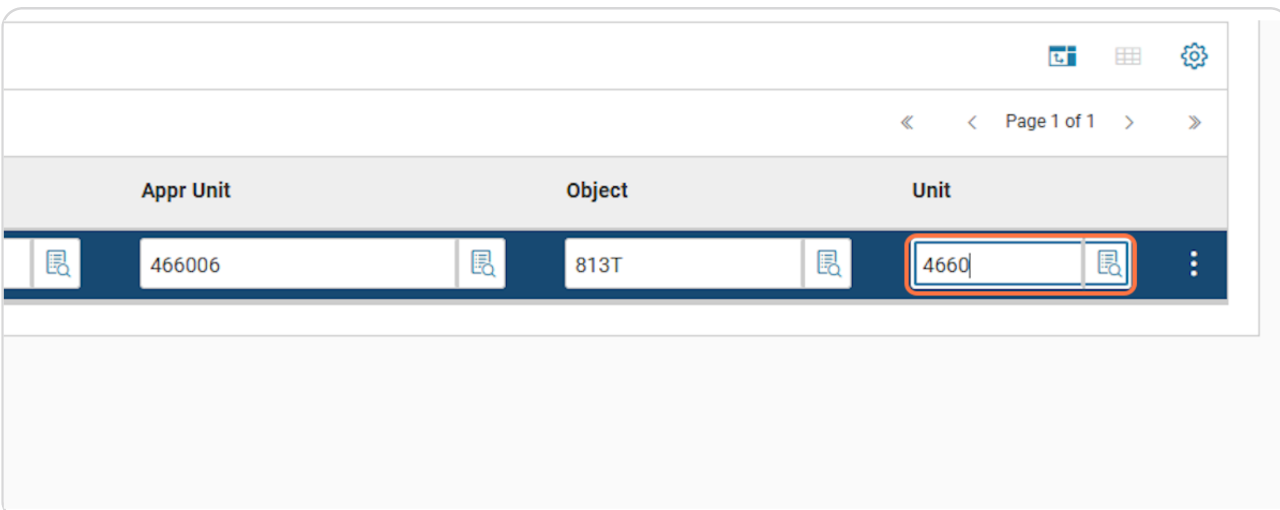
STEP 35

Enter the object for your Commodity Line



STEP 36

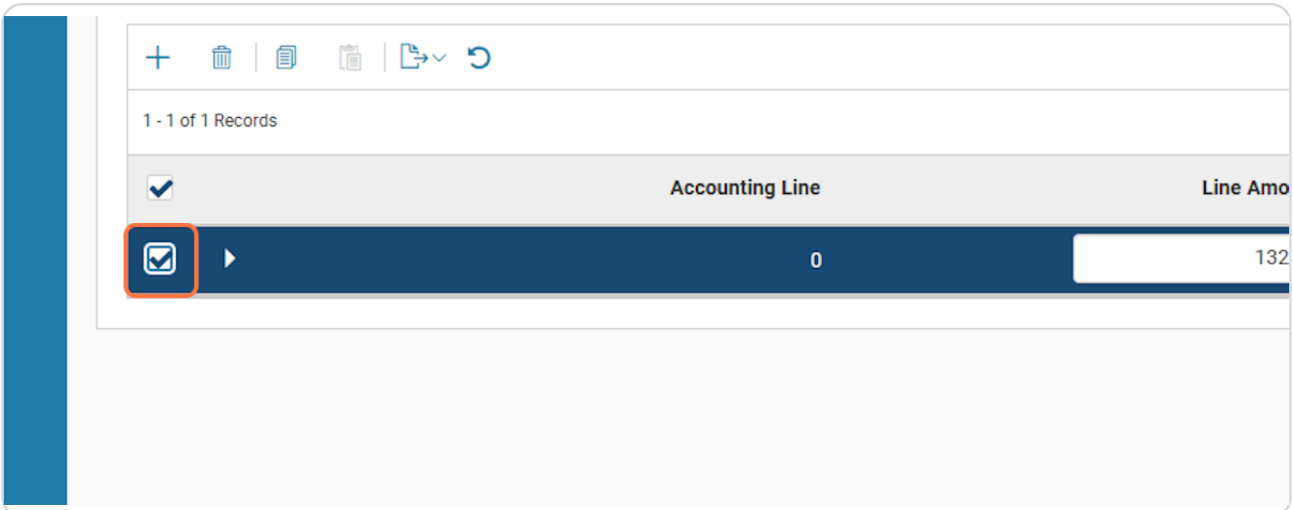
Enter the unit for your Commodity Line



STEP 37

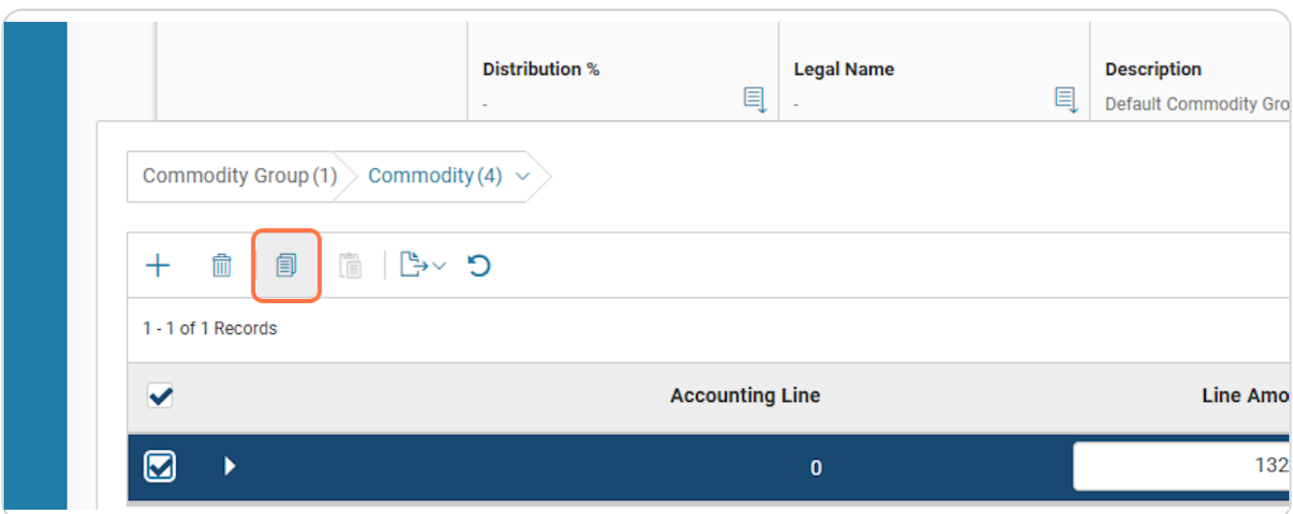
Click the check box to select the accounting line you want to copy if applicable

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



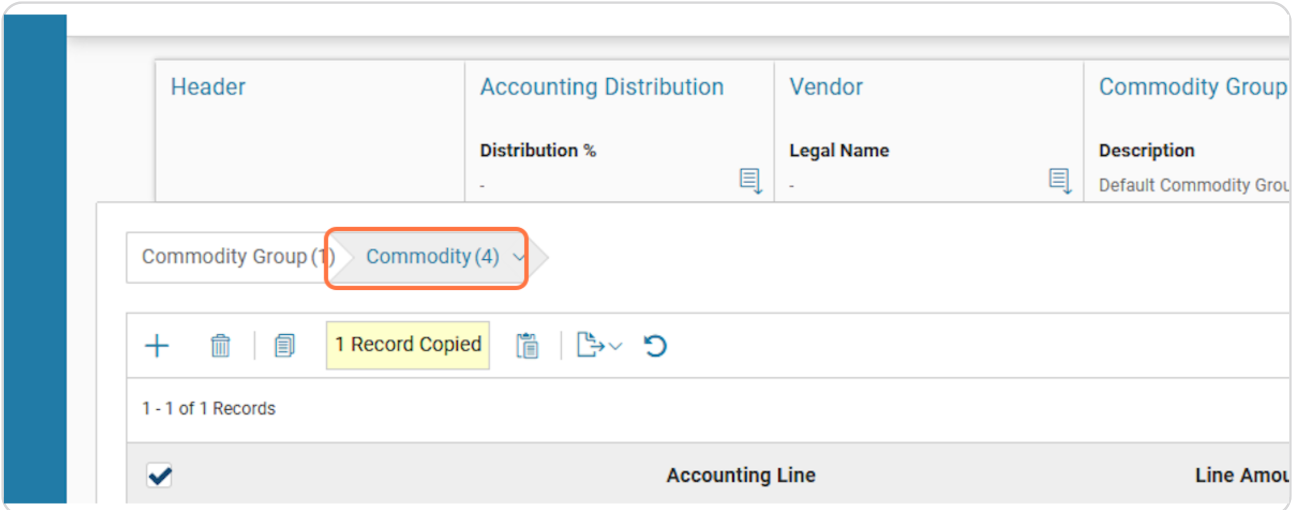
STEP 38

Click on Copy



STEP 39

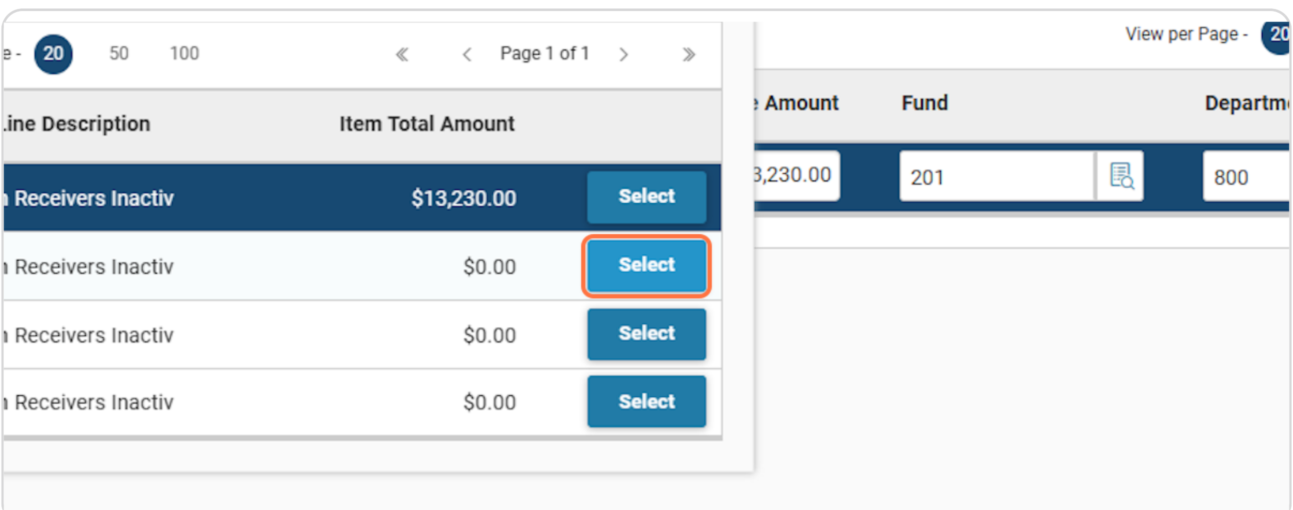
Click on Commodity...



STEP 40

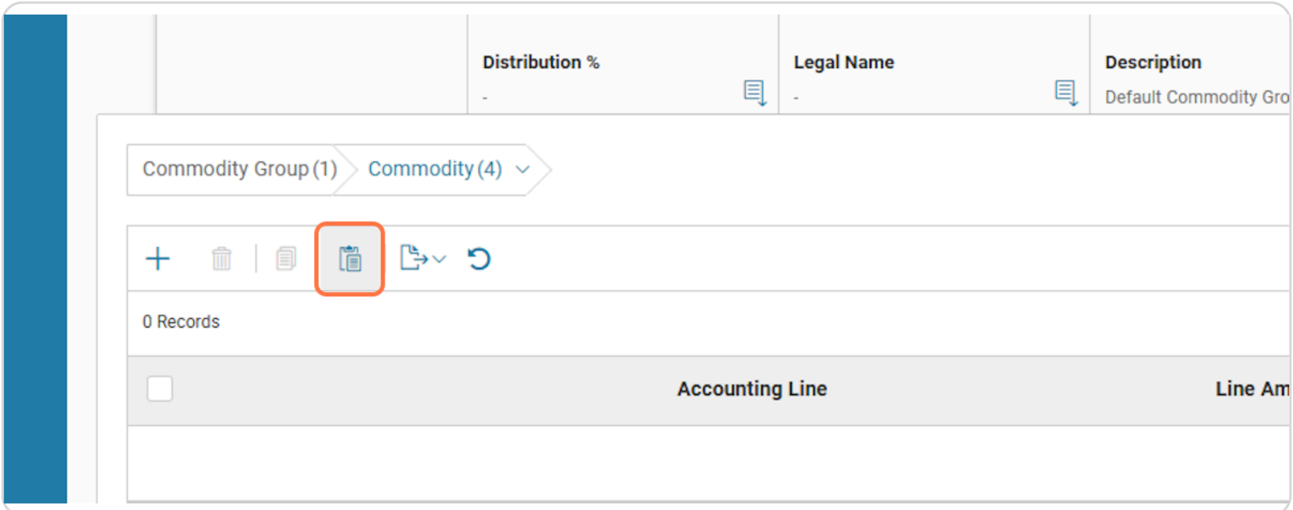
Click on Select

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



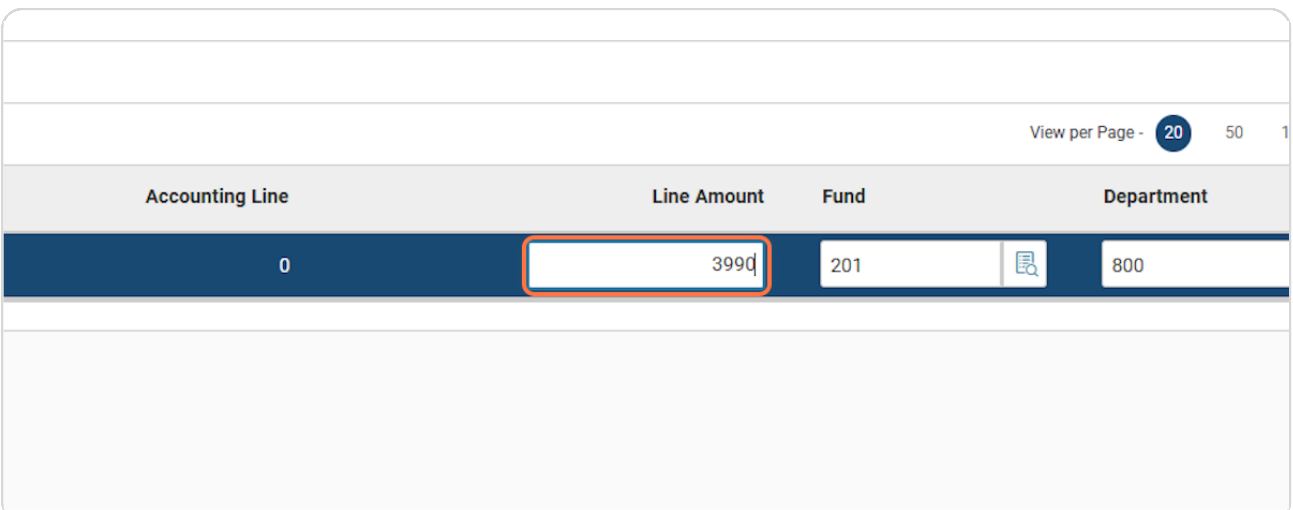
STEP 41

Click on Paste Copied Records



STEP 42

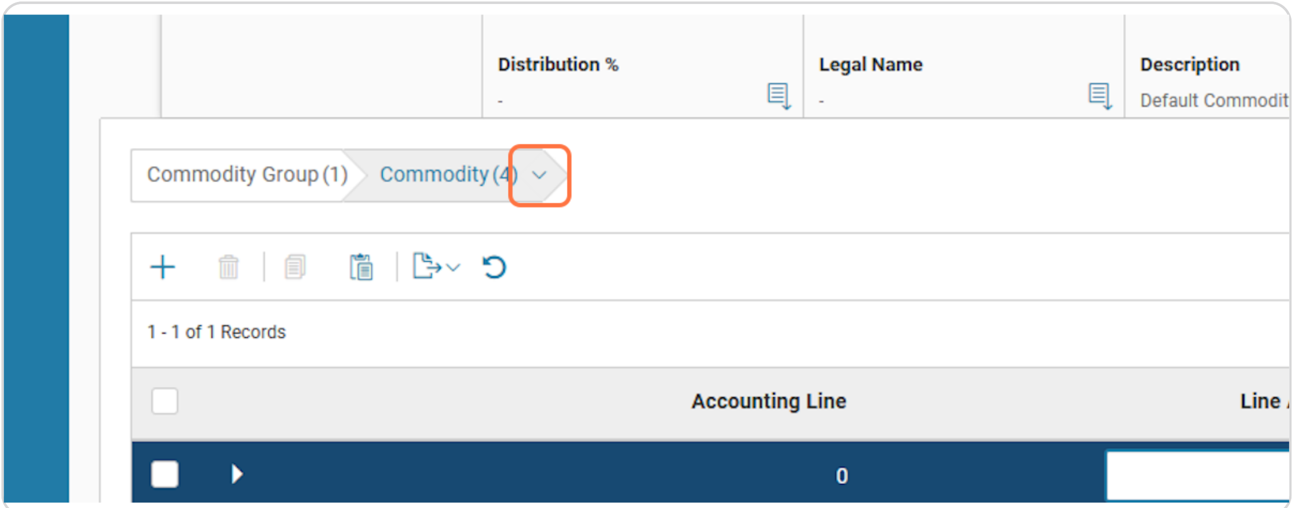
Enter the dollar amount associated with this line of Account Coding



STEP 43

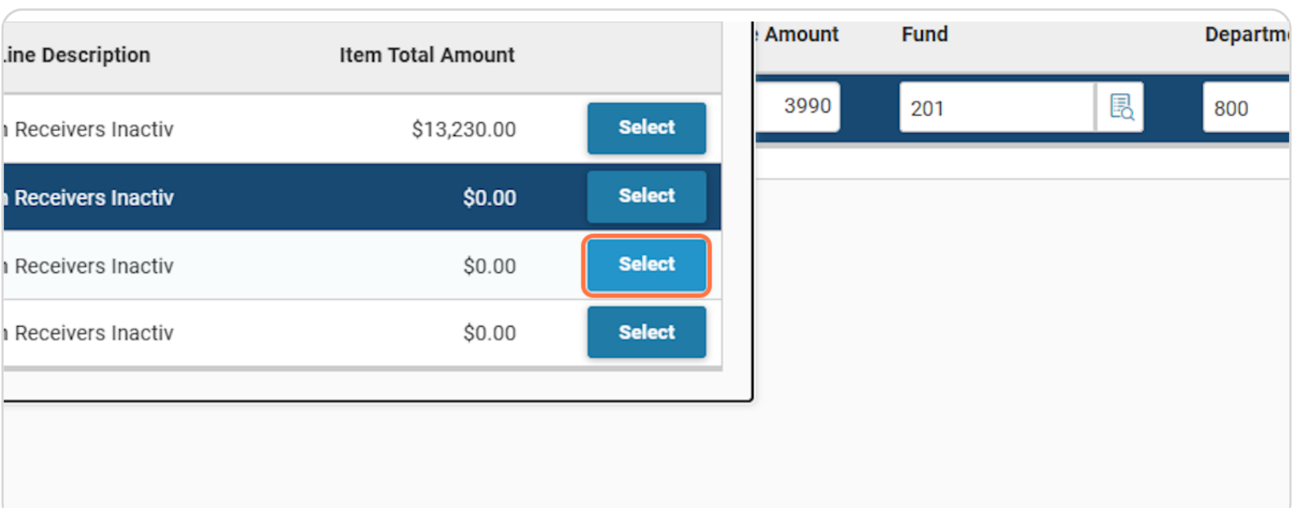
Click on Show Records for Commodity

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



STEP 44

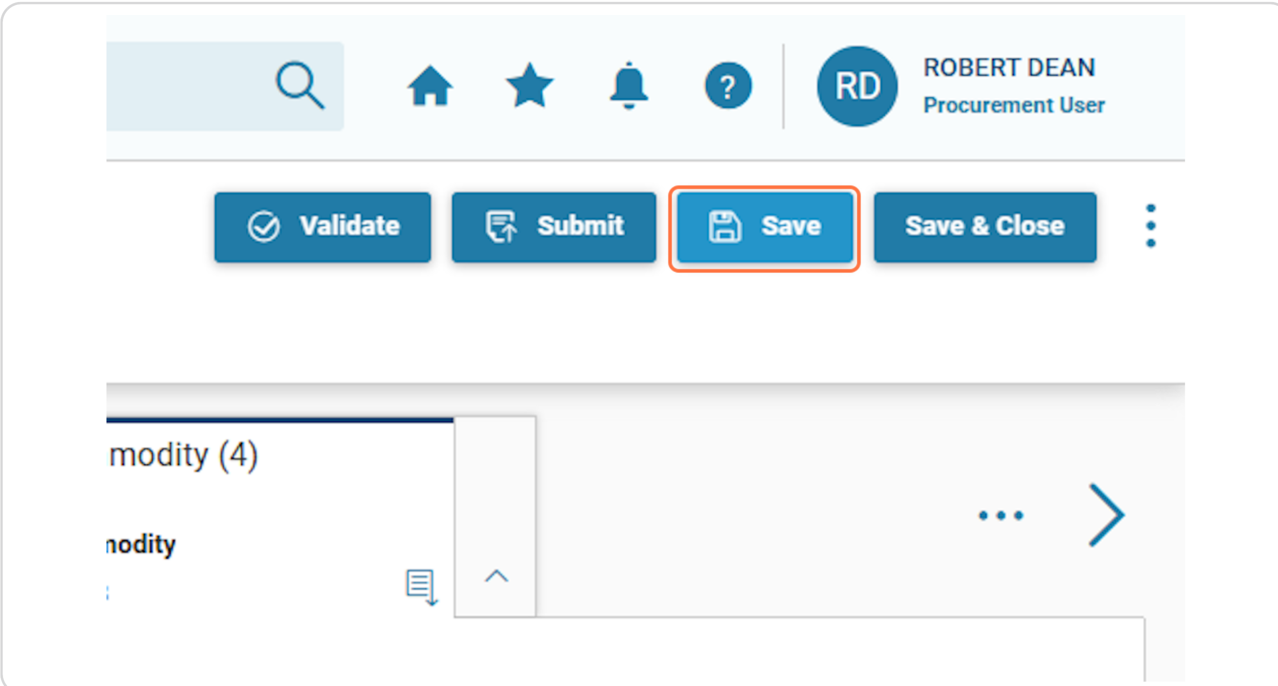
Select each Commodity line and enter the Accounting information for each line as shown above



STEP 45

Click on Save

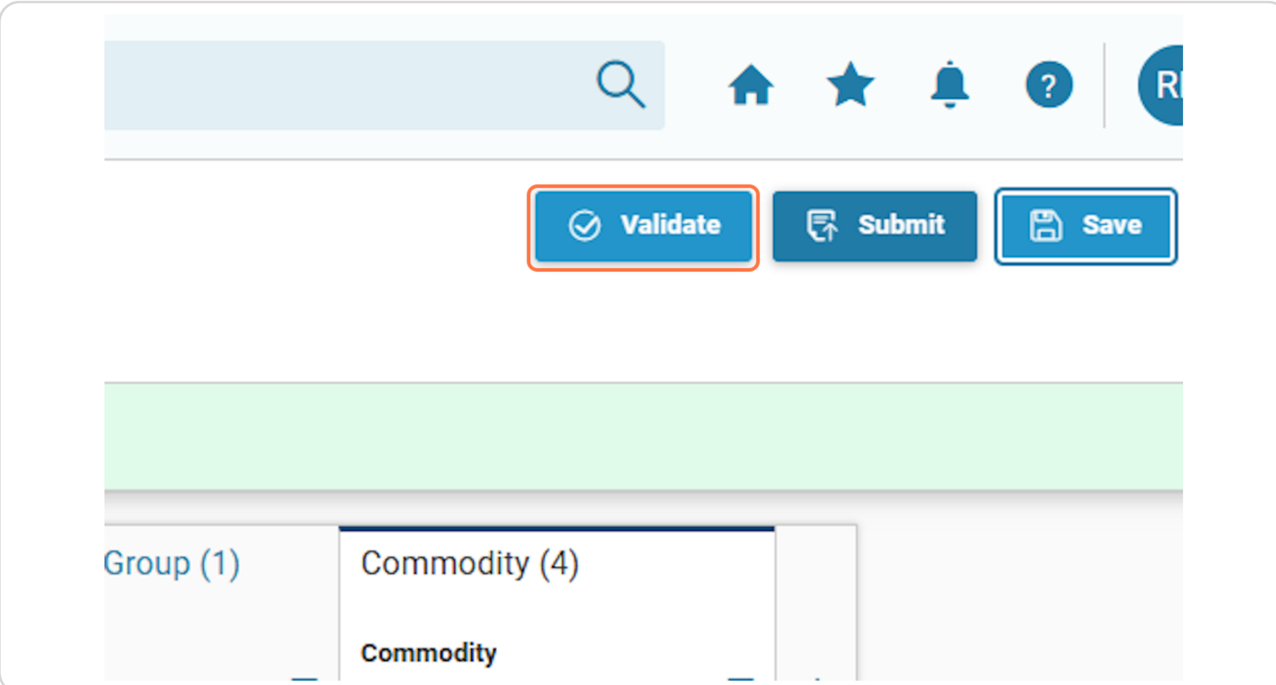
Core NV will save each time you move to a new tab. Save often to avoid losing work and to auto populate some fields based on previous selections.



STEP 46

Click on Validate

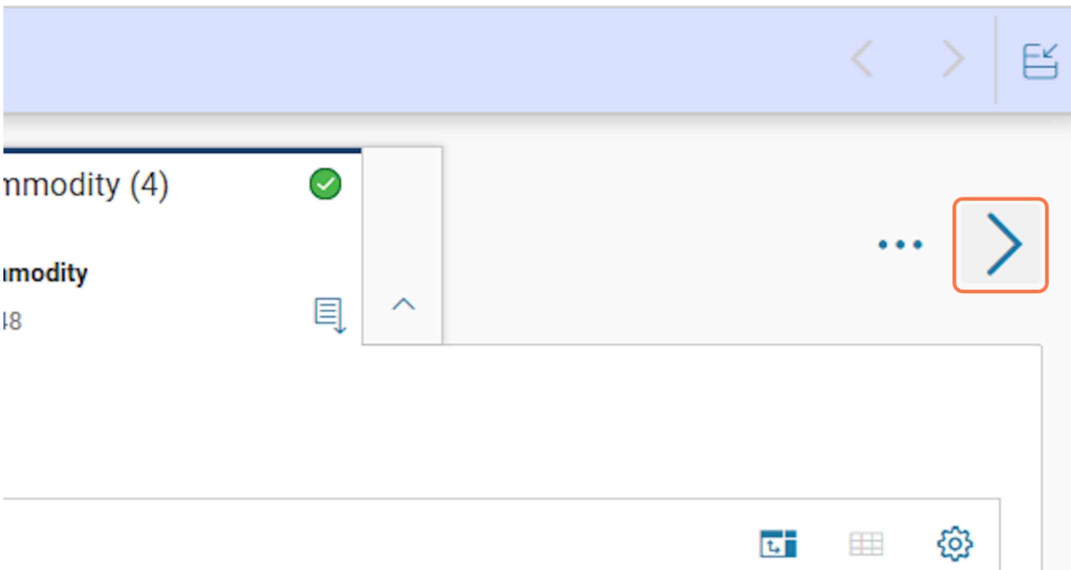
If you have any errors with your transaction, you will have to clear them before you submit the transaction.



STEP 47

Click on Next

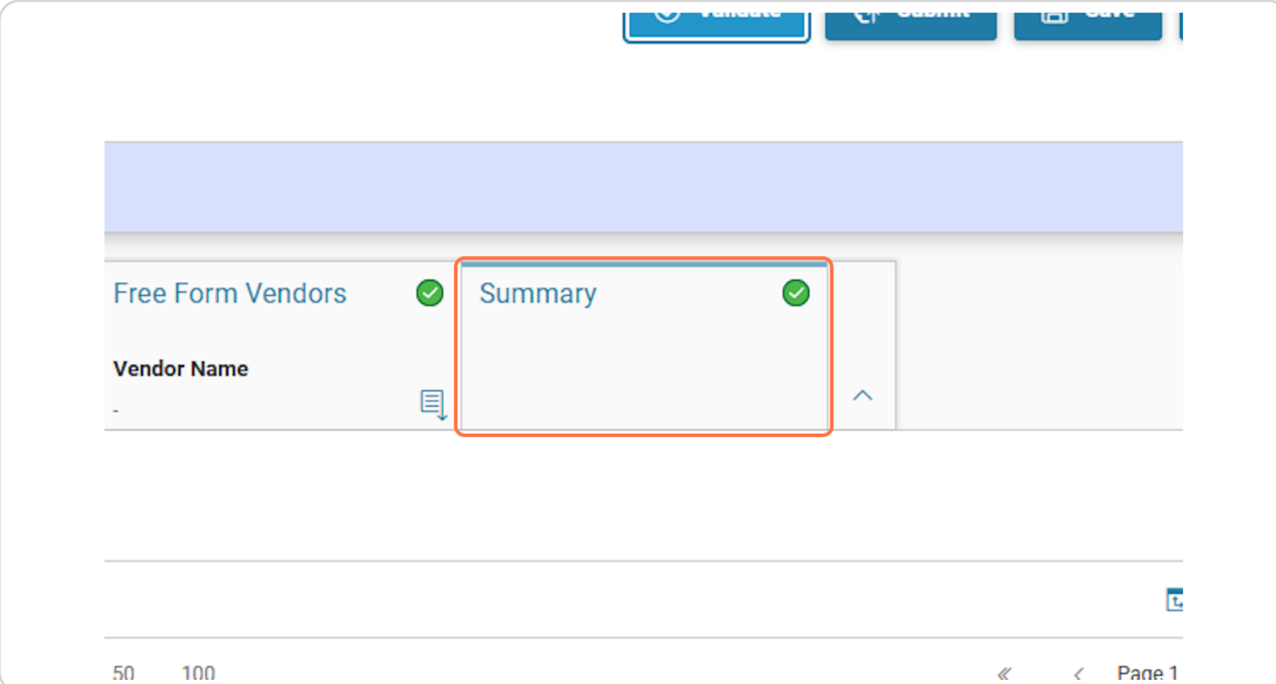
Clicking this arrow will show you additional tabs if your screen is not large enough to display all available tabs.



STEP 48

Click on the Summary tab

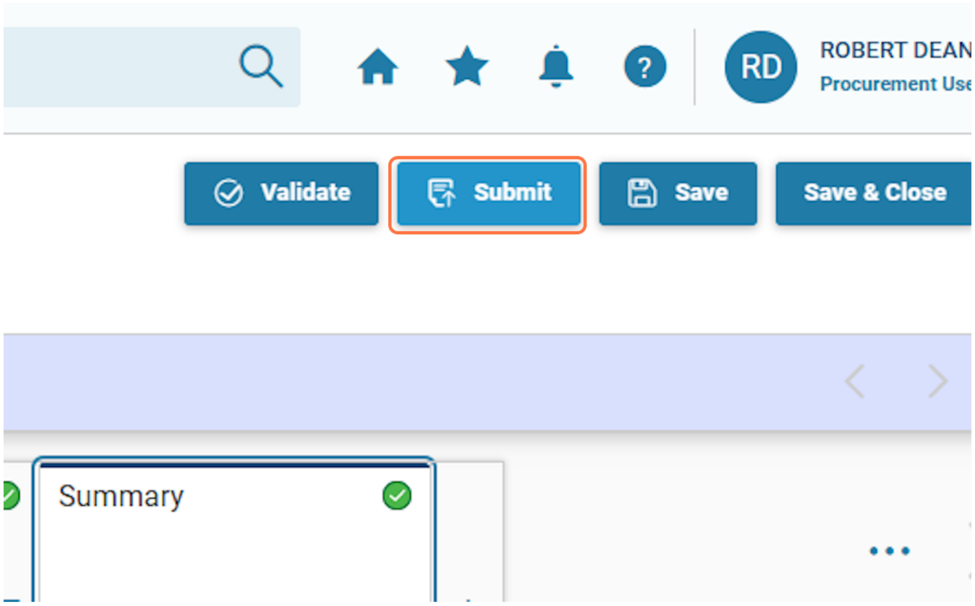
You can review your transaction on the Summary tab before submitting.



STEP 49

Click on Submit

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



STEP 50

Click on Close