

CGI Advantage[®] 4

Transactions User Guide



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Transaction Overview

CGI Advantage uses transactions to record financial information and administrative events into the system. Transactions collect information into a single input form, designed to ease data entry as well as to consolidate pertinent information for approval and query purposes. Transactions are created manually, interfaced, uploaded, system-generated, and even created behind-the-scenes through data entry paradigms meant to ease data entry (i.e. wizards).

The following level hierarchy of attributes identify the nature of transactions in CGI Advantage:

- Transaction Category - highest level, broadly classifies a transaction into a functional area. Accounts Payable is a typical example of a functional area. This level is for reporting only. The universe of transaction categories is pre-defined and not something updated locally.
- Transaction Type - the second level in the hierarchy identifies the functional purpose of the transaction. For example, the transaction type of Cash Receipt has the purpose of recording the receipt of money. This level goes beyond reporting in that there is processing logic in terms of edits and updates tied to a transaction type.
- Transaction Sub Type – an optional level in the hierarchy that is used to extend special logic within a Transaction Type to one or more transaction codes, as no logic is ever designed to a specific transaction code.
- Transaction Code - identifies a unique instance within a Transaction Type whereby online configurations are made to control many types of edits, security, workflow, and other types of processing rules. Please refer to the *CGI Advantage - Financial Administration User Guide* for information on setting up Transactions Codes, controls, and options for transactions.

A transaction is uniquely identified by the combination of its Transaction Code, Transaction Department Code, and its Transaction ID. The Transaction Department Code identifies the organization responsible for the transaction. The Transaction ID is a unique identification with a Transaction Department. When using automatic numbering, that Transaction ID may be unique across all Transaction Departments with a single numbering string used for a Transaction Code.

This topic includes the following areas:

- [Transaction Model](#)
- [Transaction Phases](#)
- [Transaction Versions](#)
- [Transaction Functions](#)
- [Transaction Status](#)

Transaction Model

The CGI Advantage transaction model is typically a hierarchy of two or more related data components that are processed and accepted together. A transaction is used to capture data from much like a spreadsheet and the transaction components represent the various worksheet tabs. An example of a transaction is a Payment Request- Commodity Based (PRC). It consists of the following main tabs:

Header, Vendor, Commodity, and Accounting along with a Summary tab that pulls the most salient information together in one presentation.

Not all transaction components are required and some are conditionally required. Most transactions support a one-to-many relationship between components as the hierarchy moves to the right. Often referred to as a parent – child relationship, the parent (for example, commodity line) can have many children (for example, accounting lines). However, a child (for example, commodity line) can have only one parent (for example, vendor).

A description of the basic components follows:

- **Header** - Specifies general information that relates to the overall transaction or form. Header fields come in three basic forms. First, is a field defined one time that applied to the entire transaction. Second, are summary fields that add up records at a child component. Third, is a field that serves to default to one or more child components, possibly with the ability to be overridden at that child level for an exception.
- **Vendor/Customer** - Specifies vendor and/or customer information associated with the transaction. In some cases, multiple vendors or customers are associated with a single transaction. For example, the Cash Receipt transaction can record groups of payments received and processed periodically throughout the day from several customers. In other cases, such as when purchasing goods from a vendor, only a single vendor is associated with the Purchase Order transaction. Unlike the header, a transaction may not have a Vendor/Customer component.
- **Commodity Line** – Commodity codes are a common way of capturing specific information about a service or good purchased or paid for that also extends into inventory and fixed asset tracking. A large number of transactions have a component that captures this type of information. Each transaction that captures commodity information allows for multiple lines of commodity information.
- **Accounting Line** – When a transaction has the capability of recording an accounting event, the majority of information in that accounting event is captured on an accounting line, including an event type to indicate the accounting event, an amount, and chart of accounts. Each transaction that can record an accounting event allows for multiple accounting lines.
- **Posting Line** - Specifies the system-generated journal posting(s) for each accounting line. There can be multiple posting lines for a single accounting line. This type of line is displayed in one of two ways, depending on system configuration: as a tab along with all other transaction components or as a window opened from the record menu choice of Related Action then Posting.

Transaction Phases

A transaction's life cycle normally consists of the following phases. These phases are references within this guide to such an extent just the phase name is given without reference to 'transaction phase' or 'phase'.

- **Draft** – The transaction has been entered into the system, but it is not yet affecting system operations. All transaction versions start in this phase and stay in this phase if only the validate action is taken. Also, the transaction will stay in this phase with the submit action if there are rejection errors or overrideable errors that cannot be overridden by the current user. In this latter case a user with sufficient security must apply the override.
- **Pending** – Pending is an optional but common transaction phase for most transactions manually entered. The phase indicates the transaction has been tentatively accepted subject to approval

rules. In this state there can be a limited number of updates that occur for tracking and possibly control in the areas of budget control, cash balance, and fund balance. The transaction will stay in this phase until the final approval is applied. At which time the system will perform a new set of validations. If there are no new reject errors or no new overrideable errors above any override level already applied to the transaction, then the transaction will move on to the *Final* phase. If there is a new reject error or one with a higher override level, the phase will revert to Draft and any pending updates will be reversed. Draft is also the phase that will occur if an approver decides to reject the transaction at any approval level.

- **Final** – The transaction has been fully accepted into the system. All approvals, when applicable, have been applied, the limited number of pending updates have been reversed and replaced with full complement of permanent updates.
- **Historical (Final)** – When a new version of a transaction is created with the modify or cancel actions and then submitted to *Final*, the previous version of the transaction goes from *Final* to *Historical (Final)* to indicate it is no longer the current version of the transaction instance.
- **Conflict Draft** – When a new version of a transaction is created while there is already an existing version of the transaction already in the Draft phase, the existing version is changed from *Draft* to *Conflict Draft* to allow the new version. The old version remains available should a user need to reapply the updates in the most current version. As a user cannot create a second draft online, this scenario occurs when transaction modifications or cancellations occur through system processing, uploads, or interfaces.
- **Template** – This unique transaction status enables the creation of a transaction instance that can never be submitted, but serves as a data entry tool for users to copy and complete. The recommended method for creating a template is to copy an existing transaction that has passed all system editing into a new transaction instance with the template transaction phase, which is done with the Create Template indication found on the Create Transaction page.

Transaction Versions

Transaction Versions are used to uniquely identify each version of a transaction. Certain transaction types can be modified or cancelled even after final acceptance. When these actions are not possible for a transaction type, please consult the appropriate functional area user guide for steps that need to be taken to get the updates necessary. When an accepted transaction is modified or cancelled, a new version of the transaction is created to allow the existing version of the transaction to remain in force while the subsequent version progresses through the *Draft*, *Pending*, and *Final* phases.

The version number is a sequential number that is initially set to one and incremented when a new version of the same transaction is created. After the initial transaction has been accepted into the system and reaches the *Final* phase, any attempts you make to change it results in the system creating a version two, and so forth. All versions of the transaction appear in the Transaction Catalog and in the transaction's history.

Transaction Functions

Each transaction version is classified as having a certain transaction function. A transaction version is assigned this function when the version is initially created, and it never changes throughout the life cycle of that version. Valid transaction functions are:

- **New** - The first version of a transaction and only the first version of a transaction, has a function of *New*. This introduces the transaction into the system for the first time.

- **Modification** – For certain transaction types, once a transaction reaches a phase of *Final*, updates made by that transaction can be changed through a modification transaction (triggered by the transaction menu action of Modify). When this occurs, a new *Draft* version of the transaction is created whereby the transaction function for this new draft is set to *Modification*. When submitted, this modified version records the changes or additions recorded in that modification version.
- **Cancellation** – For certain transaction types, once a transaction reaches a phase of *Final*, the updates from that transaction can only be removed through a cancellation transaction (triggered by the transaction menu action of Cancel). When this occurs, a new *Draft* version of the transaction is created whereby the transaction function for this new draft is set to *Cancellation*. When submitted, this cancellation version removes updates made collectively by all prior transaction versions.

Transaction Status

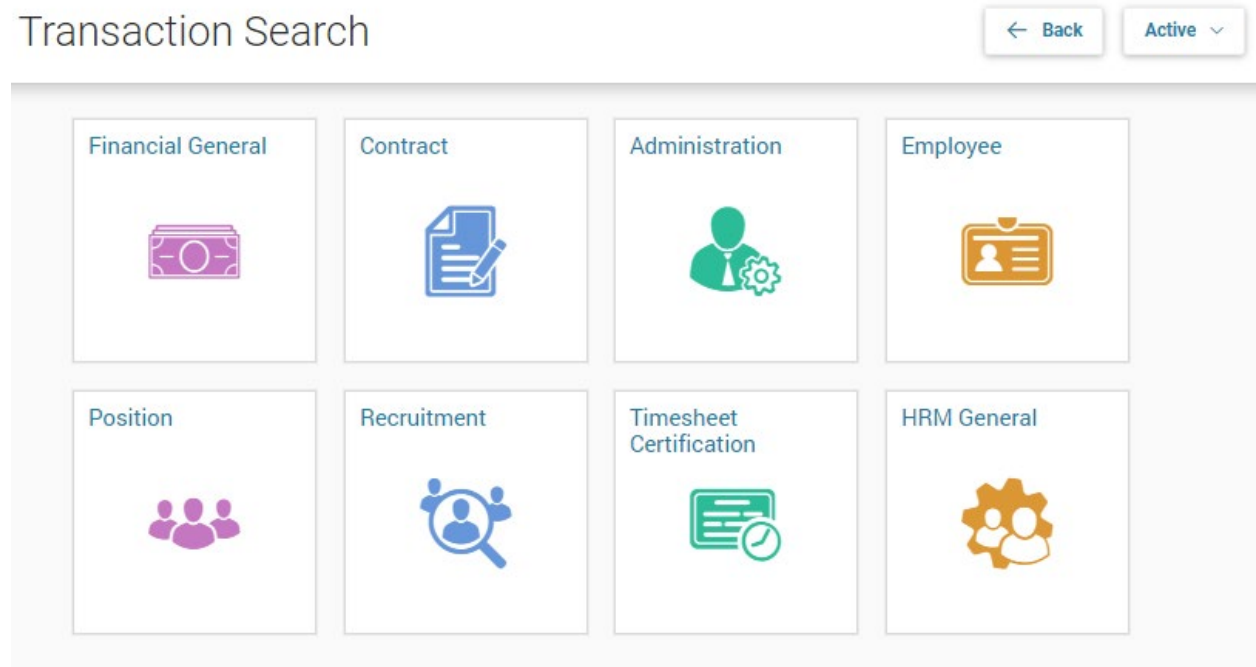
Each transaction version is classified as having a certain transaction status. A transaction version is assigned this status when the version is initially created, but then can be changed in a limited fashion by a user or changed by the system. Valid transaction functions are:

- **Held** - Each version of a transaction is created with this status. This remain the status unless changed by a user to *Ready* with the Mark Ready action or changed by the system to *Rejected* after an unsuccessful validation. The status of *Held* exists as a means to hold out a transaction from any automatic transaction submit system process as typically on those with a status of *Ready* are selected for such a process. A transaction that ages in the *Held* status will be a candidate for an automatic discard system process to rid the system of work started but never completed.
- **Ready** – While this status can be set by system processing, it is most often set by users with the Mark Ready action when they do not have security to submit transactions or the protocol is to allow the system to submit transactions.
- **Rejected** – This status is only set by the system when it encounters a reject or overrideable error upon a Validate or Submit action. A transaction that ages in the *Rejected* status will be a candidate for an automatic discard system process to rid the system of work started but never completed.
- **Submitted** – This status is only set by the system when all edits have passed with a Submit action and there is no workflow, while in workflow with the *Pending* transaction status, or if there was a workflow and all approval levels have been applied.

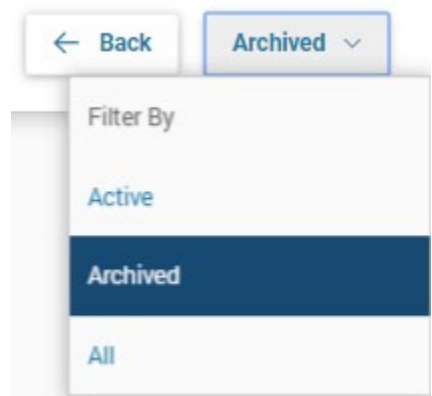
Transaction Search

Advantage provides many pages (that is, transaction catalogs) that allow you to search for transactions that are in any transaction phase. The Transaction Search page lists all transaction catalogs that are available for your security role. Selecting a catalog card from this page transitions you to the corresponding transaction catalog.

The Transaction Search page is initially sorted to show transaction catalogs (available for the associated security role) that list "Active" transactions (that is, transactions have not been archived) as shown below.



You can change the Transaction Search page to only show transaction catalogs that list "Archived" transactions, by switching **Filter By** to *Archived*. Or you can select *All* to show all transaction catalogs (that is, archived and active transactions).



The transaction catalogs that display archived records (based on security role) are listed below.

Transaction Search

[← Back](#)

[Archived](#) ▾

Financial Archived



Administration
Archived



HRM Archived



Transaction Catalog

A Transaction Catalog is similar to a filing cabinet; it serves as a repository for transactions created in Advantage. Advantage is delivered with many transaction catalogs that allow authorized users to locate certain types of transactions for viewing or for further processing, perform actions on one or more transaction at a time, including the creation of new transactions from scratch or copying an existing transaction to create a new instance. There are a large number of other actions that can be taken, with proper security. Please refer to the [Transaction Actions](#) topic for more details.

Each Transaction Catalog can be accessed in one of two modes depending on how accessed. Application configuration can transition a user to query for existing transactions (Search Mode) or create a new transaction (Create Mode):

The Transaction Catalog can be accessed in one of two modes:

- [Search](#)
- [Create](#)

Searching

When using the search mode, you are presented with a set of search criteria defined as primary or secondary criteria (the latter being accessed with the Show More action). System configuration of the particular transaction catalog page (identified by the name that appears at the top of the page) is commonly done so that your recent searches appear as cards below the Search section in the Recent Searches section. After using either a recent search or a new search, the Recent Searches section is replaced with a table of search results where you can open a transaction by selecting the Transaction ID link. The search results grid, row-level actions apply to the selected transaction only. The search results grid also includes a Grid Actions menu that allows you to apply an action to all selected transactions.

Several factors control what actions, whether in the row-level menu or Grid Actions menu, are available. Your security role determines which actions you can perform on a transaction. The state of the transaction controls what actions are available. For example, the Submit action is only available in the row-level menu if the transaction is Transaction Phase of *Draft*. The Grid Actions menu further reduces available actions when more than one transaction record is selected (for example, Copy cannot be done on two transactions simultaneously).

> Row-level actions

Some are listed separately or placed in the Primary Actions or Other Actions sub menus. There are instances where these actions will not appear because they are not valid for the state of the transaction (e.g. Submit will not appear for a transaction that is Final). There are other conditions in which these actions will not be allowed and an error message will be issued.

- **Activate** - Activates a transaction that was previously deactivated. Two activate options are available. One option allows the transaction to be reactivated immediately; the other option allows you to schedule the date and time for the transaction to be reactivated. Once activated, the restrictions put in place with the deactivation are lifted.
- **Archive** - Refer to the "[Transaction Archiving](#)" topic for more information on this complex action that is often tightly secured.

- **Bypass Approval** - Allows authorized users to skip the remainder of approvals required for a transaction. All edits are applied and the bypass action will be tracked in the Approval Log. Security to perform this action is rare.
- **Copy** – This action will transition you to the Copy Transaction page where the source transaction is identified in the Source Transaction section and you supply information to create the new transaction in the Target Transaction section. Finally, selecting the Copy Transaction action will attempt to create the new transaction.
- **Copy Forward** - Allows you to create a new transaction based on an existing transaction. This is different than the Copy action in that the source transaction has to be Final and the target transaction will contain some form of reference to the source transaction. The source and target transactions have to be defined as a valid copy forward for this action to complete.
- **Deactivate** - Deactivates a transaction so that modifications or cancellations are not allowed. Two deactivate options are available. One option allows the transaction to be deactivated immediately; the other option allows you to schedule the date and time for the transaction to be deactivated.
- **Discard/Cancel** – If the selected transaction instance is *Draft*, the system will discard (that is, delete) that draft after you confirm that is the action you intended to take. If the selected instance is *Final*, the system will create a Cancellation Draft, transitioning you to the Header of that cancellation where very few fields will be editable.
- **Mark Hold** - Indicates you do not want the transaction to be selected by batch processing.
- **Mark Ready** - Indicates you want the transaction to be selected by batch processing.
- **Print** - Prints the current version of the transaction using a pre-formatted form for the Transaction Type or Code.
- **Schedule** - Used to request system processing on a certain date that you define on the Transaction Schedule page.
- **Submit** - Applies the business rules to the current transaction version and attempts to commit all updates. For modified transactions, only lines that have been modified in the new version will be re-processed (for example, business rules re-applied).
- **Validate** - Applies the business rules to the current transaction version to verify whether or not the transaction will be accepted. It does not result in any updates. In the event that the transaction does not pass all the business rules, the transaction remains in a *Draft* phase, and displays the appropriate error messages.
- **View PDF** - Allows you to view a transaction in a pre-defined PDF format.
- **Posting Line inquiry** - This action transitions to the Posting Line Inquiry (PLINQ) to view all posting lines within the transaction in a single presentation. This is an alternative to viewing posting lines within the transaction where the presentation is for a single accounting line.

› Grid Actions

You must select the selection check box for more than one row in the grid to activate the Primary Actions and Other Actions available via the Grid Actions menu. If you only need to perform an action for only one transaction, then use the row-level menu. After selecting the selection check box for more than one row in the grid, you can select a valid action from the Grid Actions menu. The action will be applied to all selected transactions.

Refer to the [Row-level actions](#) above for a description of each available action, and note that not all described above will appear because those actions that can only be taken against one transaction are hidden in the Grid Menu. One difference in actions is that Print in the Grid Menu is for a browser print and not to a defined form.

Creating

There are a several different pages that allow a user to create a new transaction instance in addition to the Copy Transaction and Copy Forward Transaction pages. The primary Create Transaction page is the one that opens from the Create button of any Transaction Catalog. The page can also open from a homepage quick link or from configuration into a business role. Two fields exist that are not covered in this "Transaction Overview" section thus far:

- **Auto Numbering** – CGI Advantage contains the ability to generate a Transaction ID based on setup on the Automatic Transaction Numbering reference page. This type of numbering can be required for a transaction code (see the "Transaction Code (Transaction Control)" topic in the *Financial Administration User Guide* for that requirement) or based on setup on the Automatic Transaction Numbering reference page.

This numbering feature may or may not use a one to four character prefix, which has to be defined on the Automatic Transaction Numbering reference page.

- **Create Templates** – When this indication is set to *true*, the Continue button will open a new transaction instance with the transaction phase of *Template*. While you can save the information on the template, actions for Validate and Submit will not appear because those two are not available for templates.

As previously mentioned, there are various Transaction Catalogs within the system.

- The Transaction Catalog (DOCATLG) page is the most commonly used catalog as it includes all transactions. There is a separate DOCATLG page for each Advantage application (Administration, HRM, and Financial).
- The Vendor/Customer Transaction Catalog (VNDCATLG) is similar to DOCATLG, but it allows you to search for transactions based on Vendor/Customer. Only transactions that have a vendor line will be displayed in this page. It can be used as a complement to the Vendor Transaction History (VTH) page, which allows you to search for specific information related to vendor transactions and is primarily used to view payment status and history. Refer to the "Vendor Transaction History" topic in the *CGI Advantage Accounts Payable User Guide* for more information about this page.
- The Contract Catalog (CNTCATLG) page allows the user to perform a limited search on the CT (where the transaction sub-type equals CT), CMR, MA, and MMR Transaction Types or create the aforementioned transactions. Refer to the "Contract Catalog" topic in the *CGI Advantage Procurement User Guide* for more information about this page.
- The Interface Catalog (INTCATLG) page is also similar to DOCATLG, but it allows you to search for transactions based on the Internal Award Number and/or Tracking Number. This page will

only display transactions, where the transaction code record in the Procurement Transaction Control (PRDOC) page has the Viewing on Interface Catalog Search Page flag set to *true*.

As this INTCATLG page is part of a unique feature in Procurement that is not commonly used, it has been delivered as not searchable on Application Page Registration.

Transaction Layout

Transactions in CGI Advantage have many similarities but also some differences. Some transactions are complex and have numerous horizontal tabs (for example, Header, Vendor, Accounting, and so forth). Some transactions are simple and only have a single tab. Some tabs display all fields in a scalar view, with or without collapsible sections that is a direct result on the number of fields present. If a horizontal tab can have more than one record, then a grid is provided. Some grids contain so few fields that all are displayed in the grid. In other cases, each row in a grid has the expansion icon that reveal the remaining fields on one section or within horizontal tabs under the record.

Subsequent sections start at the top of the transaction page and work downward. Please note that with the extensibility of CGI Advantage, changes from what is standard is possible so what is described below may appear differently for you.

- [Page Title Bar](#)
- [Information Tabs](#)
- [Action Bar](#)
- [Tab Details](#)
- [Transaction Actions](#)
- [Tab Level Actions](#)
- [Grid & Row Actions](#)

Page Title Bar

To the right of the identification and state information is a set of nine dots in a square that represent what is known as the Smart Menu. From this menu one can view and in certain cases update types of transaction information that are not represented by a field on the transaction: Comments, Attachments, Additional Transaction Comments, Collaboration Paths, and Digital Signatures. When the first of any of these is added, a tenth dot appears that is red to indicate there is additional information than what the user can readily see.

- **Attachments** - This action opens the Attachments Summary window, which displays attachments by tab and provides a history of attachments.
- **Comment** - This action transitions you to the Transaction Comments page, which displays any existing comments and allows you to add additional comments.
- **Additional Transaction Information** - If additional transaction information has been added, then this action transitions you to the Additional Transaction information page. Refer to the "[Additional Transaction Information](#)" topic for more information.
- **Collaboration** - If collaboration has been established for a transaction in a Draft Phase, then this action transitions you to the Transaction Collaboration Path page. This allows you to view the transaction collaboration rules and allows you to add new rules; however, you cannot remove existing rules.

- **Digital Signature** - This action transitions you to the Transaction Signature History page, if a digital signature has been applied to a PDF version of the transaction during approval processing. Refer to the "[Transaction Signatures](#)" topic for more information.

Completing the remainder of the top portion of the transaction are the primary actions for the current state of the transaction, represented by buttons, followed by the [Transaction Actions](#) menu (refer to as the page-level menu in the documentation and displayed as three vertical dots).

Information Tabs

The transaction components mentioned thus far (for example, Header, Accounting, and so forth) are displayed in a series of horizontal tabs just beneath the Page Title Bar. When there are more tabs than will render in the horizontal space, navigation options will appear. Within each tab there can be a field displayed to give reference to the location for a user within a transaction. The **More Info** icon can also exist to show more reference. Within each tab is also displayed the number of records. Please note that if on a parent component tab, the child tab will only display the number of child records for the selected parent record and not the total number of child records across the transaction.

An Expand/Collapse icon appears to the right of the last tab in view for the page. The Expand/Collapse icon allows you to maximize/minimize the information area for tabs. When minimized, only the first line of information is displayed (including the attachment count, if any). By default, the information area for tabs is expanded; however, you can select the **Minimize Information Tabs** field on the Preferences tab of Account Settings via User Profile, if you want to minimize the information area for all tabs on all pages in the application by default. You can then expand the information area for all tabs on a specific page by selecting the Expand/Collapse icon to the right of the last tab in view. This setting will remain for that page until you log out, then the default specified on your Account Settings will take precedence the next time you log in and access the page. Refer to the "Account Settings" topic in the *CGI Advantage Getting Started User Guide* for more information on the Minimize Information Tabs field.

If more tabs exist than can fit horizontally on a page, the following options are provided to navigate to the other tabs.

- You can select the three dots that appear to the right of the last tab in view and then select the tab name from the list that appears. After selecting the tab's name, you are navigated directly to that tab and the selected tab is displayed.
- You can select the Next (right arrow) icon that appears to the far right of the last tab in view to view the next tab. You can continue selecting the Next icon to navigate to each of the remaining tabs. Once you reach the last tab, the Next (right arrow) icon is disabled.
- You can select the Previous (left arrow) icon that appear to the left of the first tab in view to view any tabs that exist before the first tab in view. Once you reach the first tab, the Previous (left arrow) icon is disabled.

Action Bar

Directly beneath the Information Tabs and before any information for a tab is given lies an area that shifts depending on the type of transaction component.

- **Header** – A button for adding, updating, reviewing, or deleting attachments to the Header only exists to the far right. Next to it would be the [Tab Level Action](#) menu (three vertical dots) if there are actions or navigations from the Header. If neither exists, the menu does not appear.

- **Summary** – This special type of tab does not display anything in the Action bar.
- **One Record Component** – A button adding, reviewing, or deleting attachments to the header only exists to the far right. Next to it would be the Tab Level Action menu (three vertical dots) if there are actions or navigations from the Header. If neither exists, the menu does not appear.

If this tab is a child to another, then on the far left is a chevron for each hierarchical level above. If the level above has more than one record, then the chevron link is activated to open a 'parent pick'.

- **Multi Record Component** – This type of tab is identical to the One Record Component except that there is no Attachment button as that capability is indicated at the record level.

Tab Details

Finally, there is the final section that contains the record or records for each tab. As mentioned, there are some tabs that can only contain one record, the Header being the most prevalent followed by summary tabs. When there can only be one record then the first section of information appears. In a few rare cases, there is only one section of information that has no title. When there are multiple sections, they appear vertically and are expanded by default through the primary fields (any secondary fields are hidden and exposed with the **More Info** link).

Grid Toolbar

For tabs that can contain multiple records, the section starts with a sub section called the Editable Grid Toolbar. The items in this area are divided into two horizontal sections. More details on the items here can be found in the "[Grid Actions](#)" section.

The top section has the following:

- **Grid Actions** – On the far left are icons for Add, Delete, Copy, Paste, Export, and Undo. These are activated and deactivated to match data entry conditions. Every action is not always available.
- **Show / Hide** – When a transaction is in read-only mode (not editable) a show/hide icon appears in the middle of the top section to collapse or expand both parts of the grid toolbar. Users have the option of always initially hiding the two sections through the Preferences section of Account Settings. If this preference is not used, the last setting for a page remains until logging out. Refer to the "Account Settings" topic in the *CGI Advantage Getting Started User Guide*, for more information on the Hide Toolbar and Pagination field.
- **Advanced Grid** – Editable grids in Advantage also include an Advanced Grid icon that transforms the grid into a format that provides advanced grid capabilities. Advanced Grids include a column menu that is accessed by hovering your mouse over the column heading and then selecting the column menu icon that appears. Refer to the "Advanced Grid" topic in the *CGI Advantage Page/Table User Guide*, for more information on the Advanced Grid functionality.
- **Freeze / Unfreeze Columns** – Pages with a grid contain the ability to freeze one column so that horizontal scrolling keeps a targeted amount of information in view for reference. Refer to the "Freeze Columns" topic in the *CGI Advantage Page/Table User Guide* for more information.
- **Grid Configuration** – In cases where the grid has both primary and secondary fields, this icon on the far right opens the configuration panel to adjust the grid.

The second section of the grid toolbar has the following:

- **Location** – On the far is the indication of what record you are on out of the total number of records.
- **View Configuration** – In the middle is the indication for the number of records to display. A choice here is not activated if the tab does not have more records than the previous number.
- **Navigation** – Icons for moving forward and backward one page or to the first or last set of records. These icons also turn on and off based in the number of records and where the user is in the record set.

Grid

All grids (that is, tables) have a header row with options to select all rows, move columns, resize columns, freeze columns, and sort columns when so enabled. More details on the items here can be found in the *CGI Advantage Page/Table User Guide*.

When a grid has more fields than can be displayed in a single row, at the far left of the data is an icon to expand the row. This will open an area below the record that will display according to the remaining amount of information, which may or may not have a secondary set of fields that display with the More Info action.

- Single area of fields
- Multiple tabs listed horizontally under the record

Each grid line typically finishes with two icons. The first is a paper clip that is used to create, review, update, and delete attachments for a single record. After that icon is the [Row Level Actions](#) menu represented by three vertical dots.

Refer to the following topics in this user guide for information about actions that exist at the transaction level, tab level and grid level.

- [Transaction Actions](#)
- [Tab Level Actions](#)
- [Grid & Row Actions](#)

Transaction Actions

Transaction Level actions are actions that you perform on the entire transaction. The most frequently used actions are displayed as buttons at the top of the transaction (such as Edit, Validate, Submit, Close, Approve, or Reject). Other transaction actions are grouped by category and can be accessed via the transaction level menu. Some actions are unique to a transaction or a group of transactions and are available either via the transaction-level, tab-level, grid-level or row-level menus. Refer to page help for the transaction, for information about transaction actions that are not common across all/most transactions.

> Transaction level actions

Transaction level actions are actions that apply to the entire transaction. Some of these actions are available via the transaction-level menu and some are available as buttons

directly on the transaction. Some actions are only displayed based on the Phase of the transaction and may be prohibited based on transaction/security role setup.

- **Archive** – This action archives a transaction to the Transaction Archive Catalog. As part of that process, an XML file can be created that enables viewing or restoring from there, or the action can alternatively purge the transaction by not creating the XML file or updating the Transaction Archive Catalog. Please refer to the [Transaction Archiving](#) topic in this user guide for more information.
- **Additional Transaction Information** - This action opens the Additional Transaction Information page, allowing you add or update additional information at the transaction level. Refer to the "[Additional Transaction Information](#)" topic in this user guide for more information.
- **Approve** - When you apply approval to a routed transaction, the level of approval applied to the transaction is based on the level of approval that has been assigned to you. The Approval action is only available on transactions that are *Pending*. In many cases multiple levels of approval are required on a transaction so if you are not the final approver, the transaction will remain *Pending* after you have applied your approval. If you are the last approver, the transaction will undergo another submit action which will result in the transaction going to *Final* unless a new error is encountered in which case it will go to *Draft*.
- **Bypass Approvals** - Allows authorized users to skip the remaining approvals required for the transaction. All edits are still applied and the bypass action will be tracked in the Approval Log. Security to perform this action is rare. The action is only available in *Draft* and *Pending*.
- **Cancel** - If the transaction is *Final*, the system displays the Cancel action that will create a *Cancellation Draft*, transitioning you to the Header of that cancellation where very few fields will be editable.
- **Close** - Closes the currently opened transaction. If any unsaved changes have not been made to the transaction, you are prompted to save the changes before the transaction is closed.
- **Collaborate** - Used to send a draft transaction for collaboration down a pre-defined path or to an adhoc path you choose. Please see the *Workflow and Collaboration Guide* for more information on this feature.
- **Comments** - Transaction comments can be added to transactions in Advantage regardless of the transaction phase. You may also attach external files as supporting documentation or notes to the transaction comments. Refer to the "[Transaction Comments](#)" topic in this user guide for more information.
- **Copy** - Used to create a new transaction from an existing transaction of the same transaction code.
- **Copy Forward** - Allows you to create a new transaction based on an existing transaction. This is different than the Copy action in that the source transaction has to be *Final* and the target transaction will contain some form of reference to the source transaction. The source and target transactions have to be defined as a valid copy forward for this action to complete.

- **Discard** - When the transaction is *Draft*, the system displays the Discard action that deletes the draft after you confirm that is the action you intended to take.
- **Download Transaction** - Allows you to download data from any Advantage transaction into a user-selected template (for example a Microsoft Excel spreadsheet) which can then be saved as an external file and is available for use outside of Advantage. Refer to the "[Transaction Download](#)" topic in this user guide for more information.
- **Edit** - If the transaction is *Draft* and not already editable, the system displays the Edit action that will transition to the edit mode.
- **Future Transaction Triggering** - Future Transaction Triggering allows you to set up, maintain and trigger the creation of one or more transactions in the future on a defined frequency. Refer to the "[Future Transaction Triggering](#)" topic in this user guide for more information.
- **Mark Hold** - Indicates you do not want the transaction to be selected by batch processing.
- **Mark Ready** - Indicates you want the transaction to be selected by batch processing.
- **Modify** - If the transaction is *Final* and allows modifications, the Modify action will create the next version of the transaction. If a modification is needed to a transaction in *Pending*, then either that transaction must be rejected back to *Draft* or pushed through the approval process to be modified.
- **Override** - Allows authorized users to apply their defined level of override to a transaction with one or more overrideable errors. Once an override level is applied that is greater than or equal to the override level required for a given error message, then the severity of that error is changed to warning. This action is only available on *Draft* versions of transactions.
- **Print** - Prints the current version of the transaction using a pre-formatted form for the Transaction Type or Code.
- **Recall from Workflow** - This action allows only the submitter of a transaction to move a workflow transaction from *Pending* to *Draft* limited by the Recall Maximum Routing Sequence field set on the Approval Rules page. For example, if the Recall Maximum Routing Sequence is set to 7, then the submitter of the transaction can recall the transaction from workflow up to Routing Sequence 7.
- **Reject** - Indicates that an authorized user does not want to approve a *Pending* transaction. When the assigned transaction is rejected for approval, the rejection is applied at the approval level that has been assigned to the user. The transaction is then routed back to the user who previously approved the transaction for reconsideration, if applicable. If the first approver in the workflow routing sequence rejects the transaction, it is returned to *Draft* and is routed back to the submitter for corrections. A transaction comment may be required as part of the action.
- **Reject All** - An administrative action that rejects the transaction completely out of workflow regardless of the approval level or routing sequence level of the transaction. The action returns the transaction to *Draft* phase and routes it back to

the submitter for corrections. A transaction comment may be required as part of the action.

- **Remove Override** - Allows authorized users to remove their override applied to a transaction. This action is only available on *Draft* transactions.
- **Schedule** - Used to request overnight processing of a transaction on a certain date that you define on the Transaction Schedule page.
- **Send Page** - Allows you to email a link to the transaction page. As you view transaction pages, you may find information that you'd like to email to other people. When selected, you are presented with a Compose Email Message page.
- **Submit** - Applies the business rules to the current transaction version and attempts to commit all updates. For modified transactions, only lines that have been modified in the new version will be re-processed (for example, business rules re-applied).
- **Unapprove** - When this action is taken to a transaction still *Pending*, all levels of approval applied by that authorized approver are removed.
- **Validate** - Applies the business rules to the current transaction version to verify whether or not the transaction will be accepted. It does not result in any updates. In the event that the transaction does not pass all the business rules, the transaction remains in a *Draft* phase, and displays the appropriate error messages.
- **View PDF** - Allows you to view a transaction in a pre-defined PDF format.
- **Take Task** - This action moves a transaction from an approval role to the personal worklist of an approver. This action can be selected only when the transaction is in a *Pending* state.
- **Return Task** - When this action is taken on a transaction that was still *Pending*, it puts the transaction back into the approval role from which a user took the task or returns it to the original approval user.
- **Change Priority** - Select this action to change the priority of a selected transaction.
- **Reassign** - This action allows you to assign the transaction to another approver. This will remove the transaction from your worklist and add it to the selected user's worklist. This is different from the Manual Route action, which will keep the transaction in your worklist while also adding it to the selected user's worklist.
- **Manual Route** - This action routes the transaction to the personal worklist of another approver. The routed transaction will continue to exist in the original worklist also, as opposed to the Reassign action.

> Transaction Research links

The following links are available via the transaction level menu and transition you to another page for additional research. Some links are only displayed based on the phase of the transaction and may be prohibited based on transaction/security role setup. Some links cannot be viewed in all Advantage applications. Any links to reference or inquiry

pages in the functional area of a transaction will appear in the Tab Level Actions menu of the header and not here in this common transaction listing of links.

- **Forms** - This link transitions to the View Forms page allowing users to easily access system-generated BIRT PDF forms from within CGI Advantage.
- **Track Work In Progress** - This link transitions to the Track Work In Progress page allowing users to review the progress/status of a workflow item. It shows the complete approval process for *Final* and *Pending* transactions. Multiple routings with identical sequence numbers indicate parallel routings. From this page you can also access the approval log.
- **Transaction History** - This link transitions to the Transaction History Query allowing users to view a list of all versions of processed transactions, including archived transactions that are in the *Final* or *Historical (Final)* Phase. Refer to the "[Transaction History Query](#)" topic in this user guide.
- **Transaction References** - This link transitions to the Transaction Reference Query is used to track the various transaction chains that are created as part of the normal business process. Refer to the "[Transaction Reference Query](#)" topic in this user guide.
- **Posting line inquiry** - This action transitions to the Posting Line Inquiry (PLINQ) to view all posting lines within the transaction in a single presentation. This is an alternative to viewing posting lines within the transaction where the presentation is for a single accounting line.

Tab Level Actions

Tab Level actions are actions that apply to the selected tab or are seen as applying to the tab because the action builds child data (for example, Load Constraints on a budget transaction). Tab actions are either provided as buttons or links directly on the tab or are included in a tab-level menu. For example, the Attachments button on the Header of a transaction allows you to associate an attachment with the Header tab of the transaction. For information on transaction specific tab-level actions/related page links, refer to the user guide associated with the business area the transaction serves. Other than the Attachments action that is outside the menu, there are no common tab actions.

Grid & Row Actions

Transaction tabs that can contain more than one record display records in a grid. Various actions are provided with each grid and vary by page. Some of the actions are displayed as icons at the top of the grid. Other actions are provided via a row-level menu or are listed as a button on each row. Other grids provide hyperlinks that transition you to other transactions and some rows provide an attachment icon that allows you to add an attachment for a specific line in the grid. For information on transaction specific row level actions/related page links, refer to the user guide associated with the business area the transaction serves. Only the common actions are given here.

› Common Grid Actions

The following list of actions (listed alphabetically) are common across the majority of grids that exist on transaction tabs. Security and site-specific transaction setup may prohibit some actions.

- **Add Record** - This action adds a new line to the grid.
 - **Copy** - This action copies all information from the selected line.
 - **Delete** - Deletes the selected line/lines and all associated components such as attachments, children components, and so forth, from the transaction. This action is only available from an open transaction in *Draft*.
 - **Export** - Some grids in Advantage allow you to export all of the records in the grid (including those on other pages of the grid) to a CSV file. If this feature is enabled for a grid, the Export All > Viewable columns and Export All > Available columns actions are provided at the top of the grid. Some grids allow you to export only the selected records in the grid to a CSV file. If this feature is enabled for a grid, then the Export > Viewable Columns and Export > Available columns actions are provided at the top of the grid. The CSV file can then be opened in Microsoft Excel through an import wizard. The column names displayed on the CSV are the field names used in the scalar area for the selected tab. If the scalar area does not include any fields, then the grid columns are used. Refer to the "Export Grid Results to CSV" topic in the *CGI Advantage Page/Table User Guide* for detailed instructions on how to export the results to a CSV file and how to use an import wizard to open the file in Microsoft Excel.
 - **Spreadsheet** – In addition to Export to CSV, the Export All > Spreadsheet action downloads grid results to an Excel spreadsheet using a predefined template. Refer to the "Export Grid Results to Spreadsheet" topic in the *CGI Advantage Page/Table User Guide* for detailed instructions on how to export the grid results using a template.
 - **Paste** - This action inserts a new line using data from the previously copied line or lines. This action is only available from an open transaction in *Draft* and is only available if the Copy action has already been selected for an existing line.
 - **Undo** - This action will undo the previous change that occurred in the grid.
- > Common Row Actions
- **Copy** - This action copies all information from the selected line. To paste a copy of the selected line, select the **Paste Copied Records** action at the top of the grid.
 - **Delete** - Deletes the selected line and all associated components such as attachments, children components, and so forth, from the transaction. This action is only available from an open transaction in *Draft*.

For additional information about working with lines in a grid, refer to the "User Interactions" topic in the *CGI Advantage Page/Table User Guide*.

Data Entry Aids

The system provides several data entry features whose purpose is to reduce the amount of time it takes to enter information into the system, and to increase the accuracy of the data. Many of the data entry features may be limited in the number of lines they can create according to rules established in the Transaction Component Requirements table. Please refer to the "[Line Number Limitations](#)" topic in this user guide for more information.

- [Access Keys for Transactions](#)
- [Accounting Templates and Accounting Profiles](#)
- [Copy Forward](#)
- [Copy Transaction](#)
- [Future Transaction Triggering](#)
- [Inferred Values](#)
- [Transaction Templates](#)
- [Transaction Upload Spreadsheets](#)
- [Type-Ahead](#)

Access Keys for Transactions

Refer to the "Accessibility" topic under the About this Help book in the online help for information on the accessibility features provided with CGI Advantage.

Accounting Templates and Accounting Profiles

Accounting templates and accounting profiles provide the ability to save frequently used data for use in subsequent transaction creation.

- Accounting Templates provide a set of chart of account values that may be a subset or all that are needed to record an accounting event. A limited number of additional values are available. The inference of values is a 'weak' one by default in that you can replace a value inferred in the event it should not be used and even pre-populate a value that will not be overlaid. If changed to a 'powerful' inference, this is not possible and you have to use what infers.

More information on this feature, see the *Chart of Accounts User Guide*.

- Accounting Profiles provides the ability to link one or more accounting templates along with a required percentage distribution defined to each. Profiles are setup on the Accounting Profile (ACTPR) reference page after accounting templates have been established. The reference page is split into two tabs.
 - **Accounting Profile** – Of the fields present, only the following require more information:
 - **Department** – This is a required organizational chart of account. The intention is for row-filtering and is not part of the key to an accounting profile. This means the same code for

an accounting profile cannot be used for multiple departments. Also, there is no editing against the Transaction Department where an accounting profile is used. When a profile contains accounting templates of differing departments, then the accounting profile department should be one restricted to central use to secure maintenance of the profile.

- **Active** – This indication will invoke a common error if an inactive profile is used. However, of special note is that this indication should be false until all templates with percentages summing to 100% have been defined on the second tab. At which point, the profile can be activated to avoid profile setup errors.
- **Active To and Active From** – These two fields are used to set the active time period for a profile when interfacing profiles to a 3rd party system such as a payroll system. The dates can also be used to track any event necessary with a profile and not an active range. Because the dates are open to any use, there are no edits other than a valid date, so if used as active dates, a Configurable Validation should be added to ensure the 'to' is after the 'from'. Furthermore, the application will view a profile as invalid if used out of those dates.
- There are five flags available to classify profiles as needed for interfaces.
- **Accounting Template** – Of the fields present, only the following require more information:
 - **Percentage** – Each template must have a value in this field where the total of all templates sums to zero.

Copy Forward

Copy Forward is a unique feature in CGI Advantage that enables a user to copy pertinent information from a finalized existing transaction into a new Transaction Type whose purpose is to memo reference (that is, perform an *inverse*, *final* or *partial* reference to the source transaction.).

For example, an Accounts Payable clerk needs to authorize payment for an existing Purchase Order. By invoking the Copy Forward command from the Purchase Order, the system automatically generates the selected Payment Request transaction code referencing the Purchase Order. Much of the pertinent information from the Purchase Order is carried forward into the generated Payment Request transaction.

When the entire transaction should not be copied forward, the selection of a subset of lines from the grid on the source transaction and setting the Select Entire Transaction indication to *false* when completing the Copy Forward page.

Note that any attachments on the original transaction are not copied forward to the new transaction. If you want to use an attachment from the original transaction, you need to download the attachment, make any necessary changes to it, and then upload the attachment to the new transaction. Please refer to the "[Copy Forward from a Transaction](#)" topic under Common Business Tasks, for a walkthrough of the process.

Copy Transaction

The Copy Transaction feature allows you to create a new transaction from an existing transaction with the same transaction code. Once the source transaction has been copied into the new transaction, you have the ability to modify the information. The phase of the source transaction is not relevant. It can be in any of the possible phases. Please refer to the "[Copy an Existing Transaction](#)" topic under Common Business Tasks, for a walkthrough of the process.

Future Transaction Triggering

The Future Transaction Triggering page allows you to set up, maintain and review the creation of transactions triggered based on a source transaction. In most cases, the future transaction is a copy of the original. However, in the special cases of reversing Journal Vouchers and reclassifying of certain Accounts Receivable and Payroll transactions, the transaction created could be a related transaction designed to take care of special processing requirements related to the original transaction.

More information on Future Transaction Triggering can be found in the "Future Transaction Triggering" topic in the *Financial Administration User Guide*. Please also refer to the "[Establish Future Transaction Trigger](#)" topic under Common Business Tasks, for a walkthrough of the process.

Inferred Values

Transactions that reference other transactions have the ability to automatically infer accounting information from the referenced transaction, thus eliminating the need to manually enter these fields or use templates. This feature is often setup to occur for all referencing transaction codes where the Reference Type is *Partial*, *Final* or *Inverse*. When the Reference Type is *Memo* the inference does not occur unless specifically designed to do so by the referencing transaction type. This will be detailed in the user guide to which the referencing transaction type belongs.

Transaction Templates

Those transactions that are created manually (not those only created by system processes such as the Automatic Disbursement) can have one or more transaction templates created to assist in future transaction creation where a portion of the information is standardized. Transaction templates share the same structure and data entry fields as real transactions, but no processing of the data is allowed. That is, they always remain in the template phase.

When creating a transaction template, you enter the data that is relevant for most of the transactions that you typically create. Once you have created the template, you use it as the starting point for all transactions that you create for the same reason, thereby eliminating the need to enter the same information repeatedly.

For example, if you are a buyer who is charged with the task of frequently ordering office supplies, then you might create a template that contains all of the vendor and accounting information normally used to purchase these items. When you need to enter a new order for these items, you simply copy the template into a new transaction. This reduces the amount of data you need to enter to only the relevant commodity and cost information that is specific to this transaction.

Transaction templates are best suited for users or groups of users who repeatedly create transactions with the same information, or for those users who infrequently enter transactions and need a place to save the information that they will need for future work.

Helpful tips for using templates:

- Create a template from an actual transaction that has validated successfully.
- Enter a Transaction ID that clearly identifies the use (e.g. PWRBILL).
- For descriptive information that is required but varies by transaction instance, enter text to be replaced (e.g. "Enter address here for power bill location").

- If there are optional fields that should be entered that are validated against reference data, entering an invalid value like TBD will ensure users enter a valid value. Leaving the field blank can result in the field being left blank. Putting in a common value can result in users not changing it when applicable.

Transaction Upload Spreadsheets

Advantage allows you to upload transactions with spreadsheets that have been populated with required information. The spreadsheets populated must come from system-generated templates or from customized templates that have been validated and uploaded to the Transaction Upload Template page. Refer to the “Transaction Upload Templates” topic in the *CGI Advantage System Administration Guide* for information on creating system-generated templates, and customizing, validating, and uploading templates.

This topic covers the following areas:

1. [Download and Populate a Valid Transaction Upload Template](#)
2. [Upload the spreadsheet to Advantage](#)
3. [View the status of uploaded spreadsheets](#)

Download and Populate a Valid Transaction Upload Template

The Transaction Upload Template page lists all of the system generated templates and customized templates that can be used to import transactions. System generated templates are uploaded via the Generate Template action on the Generate/Upload Template page. Customized templates are uploaded via the Upload Template action on the Generate/Upload Template page.

You can open or download templates that are listed on the Transaction Upload Template page by selecting the hyperlink in the Template File Name column. After you have downloaded the appropriate template you can enter the transaction information for the transactions that need created. You must populate the cells that have an asterisk next to the field name. You can optionally enter information into the fields that are not required. After you have entered all of the transaction information you can upload the spreadsheet to Advantage. Refer to the “[Upload the Spreadsheet to Advantage](#)” topic for more information.

Upload the Spreadsheet to Advantage

The Upload Transaction Spreadsheet page allows you to upload spreadsheets that have been populated with required information to create one or more transactions. The page can be accessed by selecting the Upload Spreadsheet action via the page level menu on the Upload Transaction Spreadsheet page.

File Data is a required field that allows you to select the transaction upload spreadsheet that contains transaction information for creating new transactions in Advantage. Select the Browse button to search for and select the desired file or you can drag and drop the file. You must also populate the Transaction Code field with the Transaction Code that should be used to create the transactions in the selected Spreadsheet File. You can optionally select the available check boxes on this page.

Once you have populated the required fields, select the Upload action. If errors occur, then the following message is displayed: “The spreadsheet has errors and needs to be rectified”. If the upload is successful,

then the following message is displayed: “The Spreadsheet uploaded successfully”. The Upload Transaction Spreadsheet page lists the status of all spreadsheets that have been uploaded to Advantage.

View the Status of Uploaded Spreadsheets

The Upload Transaction Spreadsheet page allows you to view the status of spreadsheets that have been uploaded via the Upload Spreadsheet page.

The Status column indicates the current status of the uploaded transaction spreadsheet.

- *In Process* - This status indicates that the uploading of transactions is still in process.
- *Updating Reference Table* - This status indicates that all transactions were created successfully in Advantage and the application is updating reference tables.
- *Completed* - This status indicates that all transactions were created successfully in Advantage and all reference tables have been updated.
- *Completed with Error* - This status indicates that processing did not complete successfully. This can happen if some transactions did not get imported. This can also occur if the Submit Transaction flag was selected on the Upload Spreadsheet page and some transactions did not submit because of transaction errors.

The **View Logs** row-level related page link for each record transitions you to the Spreadsheet Upload Log page where you can view a detailed status of the uploaded transaction spreadsheet.

Type-Ahead

The type-ahead functionality improves the user experience by retrieving data for a field with a list to choose from that begins with the values entered in the field. The system obtains the results after the user types in at least 3 characters. These characters can be numbers, letters, and special characters. As additional characters are entered or removed, the system continues to filter the data with updated results. When a user selects a record from the results, that value is returned to the field.

The type-ahead feature is not available for every field in Advantage. It has been enabled on a limited set of fields. The travel transactions, wizard and full-presentation, have the feature on a select few fields to assist users that are not regular Advantage users.

The type-ahead functionality is enabled via the `typeahead_config` flag available in the `typeahead_config.conf` file. By default, the flag is turned off. Refer to the “Type-Ahead Configuration” topic in the *CGI Advantage System Administration Guide* for more information.

Please note that the Favorite and type-ahead functionalities can co-exist for a field. As you start typing in a pick list, the system presents you with the type-ahead window to choose from. On the other hand, if you wait for a second before typing in, the favorite pop-up window appears.

Transactions - Common Tabs

The following tabs appear on most transactions in Advantage. Refer to the associated topic for details on the tab and information on fields that are common across transactions. For information about a field that is not common to one of the following tabs, please refer to the applicable user guide.

Please note the following:

- Fields called out as common may not exist on every transaction type either by design because the field does not apply to the type of transaction (e.g. Budget FY on a Bond Setup transaction) or through on site configuration because the field should not be seen for a transaction because it is not used.
- On site configuration can change the name of a tab or a field.
- On site configuration can make an optional field required.

The common tabs are as follows:

- [Header](#)
- [Accounting Distribution](#)
- [Vendor](#)
- [Accounting](#)
- [Summary](#)

Header

Many values entered on the Header are intended to be used as default values for accounting lines unless a different value is specified at the [Accounting](#) line level. A select few instances exists where Header defaults are used on other transaction tabs.

› **Field Information**

The following fields are common to the Header tab, but may not be on every instance of the Header tab. (Note: For information about a field that is not common on the Header tab for all transactions, please refer to the applicable user guide.)

Field Name	Required?	Field Description
Transaction Name	Conditionally Required	An optional field to record a short description or name for a transaction for reporting or identification purposes. The field can be required per Transaction Control setup.
Record Date	Required	A date which journal updates created will be recorded. If left blank, the value will default to the Application Date when the transaction goes to <i>Final</i> . The date, if

Field Name	Required?	Field Description
		manually entered, may not necessarily be the date the transaction went to <i>Final</i> , but serves to provide another measure of 'when' the event occurred.
Budget FY	Required	An optional field for specifying a budget year (BFY) to be the BFY used on all accounting lines. If left blank, the BFY will default to the current BFY of the Record Date entered or defaulted based on the default FY of that date on the current Application Date when the transaction goes to <i>Final</i> .
Fiscal Year	Required	An optional field for specifying a fiscal year (FY) to be the FY used on all accounting lines. If left blank, the FY will default to the current FY of the Record Date entered or defaulted based on the default FY of the current Application Date when the transaction goes to <i>Final</i> .
Period	Required	An optional field for specifying an accounting period (APD) to be the APD used on all accounting lines. If left blank, the APD will default to the current APD of the Record Date entered or defaulted based on the default APD of the current Application Date when the transaction goes to <i>Final</i> .
Transaction Description	Conditionally Required	An optional field to record a short description for a transaction for reporting and identification purposes. The field can be required per Transaction Control setup.
Actual Amount	Calculated	A system calculated amount that is the summation of the Line Amount field on all Accounting lines.
Closed Amount	Calculated	A system calculated amount that is the summation of the Closed Amount on all Accounting lines.
Closed Date	System Set	A system populated field that is set when the last Accounting line also has a Closed Date populated. When a date is present in this field, it serves as a quick notice that all accounting lines are closed on the transaction so that no more <i>partial</i> or <i>final</i> references can be made to any line on the transaction.

Field Name	Required?	Field Description
Open Amount	Calculated	A system calculated amount that is the Actual Amount minus the Closed Amount.
Referenced Amount	Calculated	A system calculated amount that is the summation of the Referenced Line Amount field on all Accounting Lines. This is different than the Closed Amount when there is an over-reference or a short-final reference performed.
Bank Account	Optional	An optional field to specify a bank on the Header that will default to all accounting lines where a bank is not manually specified. If left blank at the Header, Accounting lines will use any manually entered bank value or infer the default bank for the Fund of an accounting line.

Accounting Distribution

When purchasing commodities, it is often necessary to split the cost across several accounting lines to distribute the charges to the appropriate budgets. When creating transactions with several commodity lines, the data entry procedure for entering the accounting lines for each of these commodities can become repetitive. The Accounting Distribution tab is designed to ease this process.

As a result of this feature, you have the ability to enter a single set of accounting lines, associating each of them with a cost percentage. Once you have entered the initial set of accounting lines, the system can automatically replicate these accounting lines for each of the commodities. Based on the percentages associated with each of the accounting lines, the system also automatically calculates the correct funding.

For example, a user needs to purchase several types of office supplies, the cost of which is to be split equally between the Accounting Department and the Finance Department. The purchase order is created with the following commodity information:

- 100 reams of Paper for a total cost of \$50
- 20 boxes of Pens for a total cost of \$20
- 10 boxes of Staples for a total cost of \$5

On the Accounting Distribution tab, you create an accounting line for the Accounting Department and another accounting line for the Finance Department. The **Distribution Percentage** for each of these lines is set to 50%.

When you invoke the **Distribute Accounting** tab-level action, the system automatically generates accounting lines for each of the commodity lines, as follows:

- 100 Reams of Paper for a total cost of \$50

- Accounting Department \$25.00
- Finance Department \$25.00
- 20 boxes of Pens for a total cost of \$20
 - Accounting Department \$10.00
 - FinanceDepartment \$10.00
- 10 boxes of Staples for a total cost of \$5
 - Accounting Department \$2.50
 - Finance Department \$2.50

Recalculate Accounting Line Amounts

If you change the price or quantity on the commodity line of a transaction after accounting lines have been created, then you must click the **Recalculate Accounting Line Amount** link to redistribute the new commodity line amount to the accounting line(s). This functionality can be used on new and modification draft transactions.

Vendor

Those transactions that record accounting events to customers or vendors that are either external or internal all contain this tab. On the internal accounting transactions, the tab will go by a different name.

› Field Information

The following fields are common to the Vendor tab. (Note: For information about a field that is not common on the Vendor tab for all transactions, please refer to the applicable user guide.)

Field Name	Required?	Field Description
Vendor Customer	Conditionally Required	An optional field to record the identifying code of a vendor or a customer. A value can be required per Transaction Control, Event Type Requirements, or always required by transaction type. From the value entered in this field, an Address Code and Contact ID can be inferred if there is a default defined and the account is not a miscellaneous one.
Legal Name	Conditionally Required	A required name for miscellaneous and non-miscellaneous vendors and customers. In the case of a non-miscellaneous account, this name will be inferred to what has been registered.

Field Name	Required?	Field Description
Alias/DBA	Optional	<p>A required second name for miscellaneous and non-miscellaneous vendors and customers. In the case of a non-miscellaneous account, this name will be inferred to what has been registered.</p> <p>If a non-miscellaneous account, this field can be completed.</p>
Address Code	Conditionally Required	<p>A required field if a non-miscellaneous vendor or customer is used. If there is a default address defined that matches the type of address required by the transaction type, this field will default, else it has to be selected. The value entered in this field will enable the defaulting of other address and contact information upon a save action if such information does not already exist. For this reason, if the address code is changed, address fields must be cleared out by the user to infer new values.</p> <p>If a non-miscellaneous account, this field should be left blank.</p>
Address Line 1	Required	<p>A required field for the first address line of the vendor or customer that will be defaulted for non-miscellaneous accounts based on the Address Code defaulted or selected.</p> <p>If a non-miscellaneous account, this field must be completed.</p>
Address Line 2	Optional	<p>An optional field for the second address line of the vendor or customer that will be defaulted for non-miscellaneous accounts based on the Address Code defaulted or selected.</p> <p>If a non-miscellaneous account, this field can be completed.</p>
City	Required	<p>A required field for the city of the vendor or customer that will be defaulted for non-miscellaneous accounts based on the Address Code defaulted or selected.</p> <p>If a non-miscellaneous account, this field must be completed.</p>
State	Required	<p>A required field for the state or province of the vendor or customer that will be defaulted for non-</p>

Field Name	Required?	Field Description
		<p>miscellaneous accounts based on the Address Code defaulted or selected.</p> <p>If a non-miscellaneous account, this field can be completed.</p>
Zip	Required	<p>A required field for the zip or postal code of the vendor or customer that will be defaulted for non-miscellaneous accounts based on the Address Code defaulted or selected.</p> <p>If a non-miscellaneous account, this field can be completed.</p>
Country	Optional	<p>A required field for the Country code of the vendor or customer that will be defaulted for non-miscellaneous accounts based on the Address Code defaulted or selected.</p> <p>If a non-miscellaneous account, this field can be completed.</p>
County	Optional	<p>A required field for the County code of the vendor or customer that will be defaulted for non-miscellaneous accounts based on the Address Code defaulted or selected.</p> <p>If a non-miscellaneous account, this field can be completed.</p>
Contact ID	Optional	<p>An optional field if a non-miscellaneous account is entered. If there is a default address defined that matches the type of address required by the transaction type, this field will default if defined for the address. The value defaulted or entered in this field will enable the defaulting of other contact information. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.</p> <p>If a non-miscellaneous account, this field should be left blank.</p>
Vendor Contact Name	Optional	<p>An optional field for a contact name of the vendor or customer that will default from any Contact ID entered or defaulted.</p>

Field Name	Required?	Field Description
		If a non-miscellaneous account, this field can be completed.
Vendor Contact Phone	Optional	An optional field for a contact phone number of the vendor or customer that will default from any Contact ID entered or defaulted. If a non-miscellaneous account, this field can be completed.
Vendor Contact Phone Ext	Optional	An optional field for a contact phone number extension of the vendor or customer that will default from any Contact ID entered or defaulted. If a non-miscellaneous account, this field can be completed.
Vendor Contact Email	Optional	An optional field for a contact email of the vendor or customer that will default from any Contact ID entered or defaulted. If a non-miscellaneous account, this field can be completed.
Fax	Optional	An optional field for a contact fax number of the vendor or customer that will default from any Contact ID entered or defaulted. If a non-miscellaneous account, this field can be completed.
Fax Extension	Optional	An optional field for a contact fax number extension of the vendor or customer that will default from any Contact ID entered or defaulted. If a non-miscellaneous account, this field can be completed.
Web Address http://	Optional	An optional field for a web address of the vendor or customer that will default from any Contact ID entered or defaulted. If a non-miscellaneous account, this field can be completed.

Accounting

Those transactions that record accounting events all contain this tab. On the internal accounting transactions, the tab will go by a different name.

> Field Information

Field Name	Required?	Field Description
Event Type	Required	A required value for the specification of an Event Type to derive settings for information requirements, edits, and postings. There are multiple methods of defaulting the only, the correct, or the most common Event Type. For a description of the delivered event types allowed for a Transaction Type, please refer to the topics under "Accounting Model Delivered Configuration" in the <i>CGI Advantage - Financial Administration User Guide</i> .
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values a limited number of other fields will be inferred. When using the pick, the initial filter is based on the Transaction Department, but that value can be changed to view templates of other departments.
Line Description	Conditionally Required	An optional field to record a short description for an accounting line for reporting and identification purposes. This description is written to the accounting journals. The field can be required per Transaction Control setup.
Line Amount	Required	<p>A required amount to be used in the creation of one or more posting lines based on the Event Type value entered and the associated Event Category of that Event Type. The amount can be positive, negative, or zero if desired. If positive, postings will be generated as defined for the Event Type in terms of debits and credits. If a negative amount is entered, those postings will be reversed. If zero is entered on version 1 of a transaction, there will be no postings generated.</p> <p>On a modification to an existing line, enter the amount the accounting line should be and the application will determine the delta amount to post.</p> <p>When performing a reference to another transaction, the Closed Amount of that referenced line will control the Line Amount when the Reference Type is Partial</p>

Field Name	Required?	Field Description
		<p>or Final by using of one or more of the optional tolerance tables. When the Reference Type is Inverse, the Closed Amount of the referenced line will also control the Line Amount, but tolerance tables are not used. Memo references are usually not controlled, but there are exceptions detailed in different user guides. Refer to the "Referencing" topic in the <i>Financial Administration User Guide</i> provides more details on referencing.</p>
Line Closed Amount	Calculated	<p>A system calculated amount that is the sum of all liquidation posting lines that referenced the accounting line. When the amount equals the Line Amount, the accounting line is considered closed.</p>
Line Closed Date	System Set	<p>A system calculated date that is the Application Date that the Line Closed Amount was set to equal the Line Amount. This date is most often set by subsequent transactions, but can even be set by a modification of the current transaction where the Line Amount was set to equal the Closed Amount or a cancellation action was performed.</p>
Line Open Amount	Calculated	<p>A system calculated amount that is the Actual Amount minus the Closed Amount for the given line.</p>
Referenced Line Amount	Calculated	<p>A system calculated amount that is the sum of all Line Amounts from referencing transactions (Partial, Final, and Inverse reference types). When this amount is less than the Line Closed Amount and the Line Closed Date is populated, the accounting line has been closed short in that all accounting impacts from it have been liquidated but subsequent accounting was for a lesser total. When this amount exceeds the Closed Amount, the accounting line has been over-referenced in that all accounting impacts have been liquidated and subsequent accounting was for a greater total. Tolerance edits can prevent both situations from occurring if desired.</p>
Budget FY	Optional	<p>An optional field for entering a budget fiscal year (BFY) value when the current budget fiscal year or the Budget FY entered on the header should not be used for an accounting line.</p>

Field Name	Required?	Field Description
Fiscal Year	Optional	An optional field for entering a fiscal year (FY) value when the current fiscal year or the Fiscal Year entered on the header should not be used for an accounting line.
Period	Optional	An optional field for entering an accounting period (APD) value when the current accounting period or the Period entered on the header should not be used for an accounting line.
Bank	Optional	An optional field for entering a code that represents a bank account when recording a cash event or preparing to record a cash event. The field is required or prohibited based on Event Type Requirement settings for the event type being used. If not entered, the field will default to any value entered on the header in the Bank field there. If that field is also left blank, the system will default the Bank field from the Fund reference page using the Fund and Fiscal Year of the accounting line.

> Related Actions

- **Posting** – This link opens a window revealing any posting lines created for an accounting line.

Posting

Those transactions that record accounting events all contain this type of information. Data entry at this transaction component is not allowed. There are two methods of online display of posting lines that show the posting lines for a single accounting line. The basic method is to use the record menu and choose Related Actions then Posting to see a presentation that appears over the transaction in a separate window. Alternatively, if the Application Parameter (APPCTRL) record of SHOW_POSTING_LINES_AS_TAB is set to *True*, then posting lines are presented in a tab.

These two online displays are supplemented by a transaction download template that downloads all posting lines across a transaction. The template has to be setup for a transaction code first on the Transaction Download Template (DDTPL) page. Once setup there, users can use it to download all the posting lines by taking the **Download Transaction** action available in the transaction menu. The template and associated macro provided are only samples. Consideration should be given to taking that information and building upon it to create one or more templates, with specialized macros if allowed, in order to answer the questions needed from posting lines. Please refer to the Transaction Download Template section in System Administration Guide to learn more about how to set up templates in case the sample templates need to be adjusted with.

> Field Information

Field Name	Field Description
Debit Posting Code	The Posting Code and Short Name debited by the posting line.
Credit Posting Code	The Posting Code and Short Name credited by the posting line.
Posting Amount	The amount posted for a given transaction version of a posting line.
Line Function	<p>A classification of posting line that is used for system processing. Valid values include:</p> <ul style="list-style-type: none"> • Liquidation – This type of posting line will update the closed amount against the referenced posting line; this type only exists on a referencing transaction that performed a partial, final, or inverse reference. • Standard – This type of posting line is one that will be liquidated when referenced. • Non-Standard – This type of posting line is one that will not be liquidated when referenced.
Posting Pair ID	Each pair of postings an event type can generate is identified by one of the posting pairs of A to P. When reading posting lines this field gives information for what is being posted.
Run Time/Date	The time and date stamp put on the posting line when it was generated.
Record Date	The record date from the transaction header that was entered or defaulted to the current application date.
Fiscal Year Period	<p>The fiscal year and period used follows this trail until a value is determined:</p> <ul style="list-style-type: none"> • The value from the parent accounting line (or vendor line in a few instances) that was entered • The value entered at the header • The value defined as the default fiscal year of the record date

Field Name	Field Description
	<ul style="list-style-type: none"> The value defined as the default fiscal year of the application date
Budget FY	<p>The budget fiscal year used follows this trail until a value is determined:</p> <ul style="list-style-type: none"> The value determined by the BFY Front End Split logic performed for a Funding Line. The value determined by one of the two-party posting routines by reading the inference pages designed to infer BFY 9999 The value from the parent accounting line (or vendor line in a few instances) that was entered or inferred from a reference The value entered at the header The value defined as the default fiscal year of the record date The value defined as the default fiscal year of the application date
Bank Account	The value from the parent accounting line.
Line Amount	The total amount posted by a posting line across all transaction versions.
Closed Amount	The amount closed on a posting line from referencing posting lines.
Commodity	The value from the parent commodity line.
Debt ID	The value from the parent accounting line or vendor line in a few instances.
Fixed Asset Number Component Number	The value from the parent component line. These values are only updated by fixed asset transactions.
Journal Posting	An indication as to whether or not the posting line has been posted to the intended journals. With real-time posting commonly turned on and disbursements being posted after review, this indication is most commonly true.

Field Name	Field Description
Budget Posting	An indication as to whether or not the posting lien has been posted to all applicable budget lines. This indication is always true as budgets are always updated in real time.
Chart of Accounts	Posting lines are configured to show all the basic chart of account elements used with added rollups that are budgeted or deemed important enough to display.

Summary

The Summary tab is one configured to repeat the salient points of information of the most important transaction tabs so that a user does not have to navigate within a transaction. Not all transactions display this tab, but for those that do it is a method for quick review to approve, reject, determine to copy, determine to copy forward, or decide that the transaction is the correct one for researching. When a transaction is opened in *Pending* or *Final* Phase, the Summary tab is listed as the first tab (if the enabled property is set to *true* for the transaction Summary Tab parameter in the feature conf file).

Using Attachments

CGI Advantage allows you to upload and attach files created in other applications (for example, Excel spreadsheets and Word documents), to transactions. These files are known as attachments. These attachments are associated with transactions they were 'attached to' and are then treated as an extension of the transaction. If the transaction were to be archived, the attachments would be archived as well. Since attachments are treated like an extension of a transaction, CGI Advantage security applies to these attachments. Thus, you will be able to access attachments for only transactions which you are authorized to work with. Also, the Attachments links are only enabled if your security has been setup to allow updates or review.

> Attachments Summary

Once an attachment has been added to any level of a transaction, the Attachments Summary page can be accessed via the Smart Drawer by selecting the View Attachments icon. If an attachment has been added to a transaction, then a count of the total number of attachments will appear on that View Attachments icon. The Attachments tab of the Attachments Summary page lists all attachments (by tab). You can view/download the attachments from the Attachments tab. You can view a history of all attachments on the History tab.

> Attachments at the tab level

You may add, delete, and restore attachments to a transaction, as long as a transaction is in Draft phase. Once an attachment has been added to a transaction, CGI Advantage keeps track of the attachment information, in the Attachments Log. You can add, view or delete an attachment to a transaction's tab by selecting the Attachments link (button or icon depending on the type of tab). If a tab includes an attachment, then the total number of attachments for the tab will be included on the Attachments button.

> Attachments at the line-level

If a tab allows more than one line, then the attachments are added via the attachments icon in the Attachments column of the grid. You can also see all attachments for the selected line by selecting the attachments icon in the grid for the record. If a line in the grid includes attachments, then the total count of attachments for that line is added next to the Attachments icon in the grid for the selected record.

As attachments are considered extensions of a transaction, the deletion of an attachment from a prior version will not be permanently deleted until the transaction has been successfully processed. A deleted attachment will be marked as pending delete until the transaction moves to Final.

In the Financial application, you can configure the system to send a separate email containing the attachments associated with the version of the transaction being printed to Email output. The attachments email functionality applies only to Final or Historical versions when you use the **Print** action on the transaction or by **Print** via the row-level action menu on the Transaction Catalog, and then select Email output. The configuration involves the following:

- If `ENABLE_ATTACHMENTS_EMAIL` is set to *True* on Application Parameter (APPCTRL), then attachments are sent in a separate email when you use the Print action on a transaction to produce Email output.
- You can configure the default subject and message text that appears on the attachments email by creating a record on the External Email and Letter Configuration (ELGT) page in the Financial

application and setting the ATTACHMENTS_EMAIL_ELGT_CD value on APPCTRL to point to this Email/Letter Type on ELGT. The Subject and Header Text from the ELGT record is used to populate the subject and message text of the attachments email. If the ELGT record is not found or the ATTACHMENTS_EMAIL_ELGT_CD is not specified, then the subject and message text from the email produced by the Print action is used on the attachments email.

When the system generates the attachments email, attachments are compressed into a zipped file and sent in a separate email. If the transaction has no attachments, the attachment email is not generated. Note that only those attachments stored within the CGI Advantage system are included. If an attachment is stored in an Enterprise Content Management (ECM) system outside of CGI Advantage, it is not included.

A site can configure certain permissions and restrictions on attachments across Advantage using the initialization file - ADV30Params.ini. Additional attachment options can be applied to specific pages, apart from these global parameters using the Attachment Options page. Refer to the "Initialization File Settings for Attachments" and "Attachment Options" topics in the *CGI Advantage System Administration Guide* for details.

Transaction Feedback

When you select the Save, Validate, or Submit actions, CGI Advantage performs a series of edit checks on your transaction. If it encounters any issues or if the Validate or Save action is successful, details are displayed in the System Feedback ribbon that will appear beneath the Page Title Bar. On the far left is a box for each message severity preceded by an 'ALL' box that gives the total count:

- **Successful** (green check): Successful messages are issued, but then disappear as a means to relay your action succeeded.
- **Informational** (blue box with an i): Informational messages, as the name suggests, are for informational purposes only and do not affect the determination of whether a transaction will be accepted to the next phase. All informational messages that occur during transaction processing are accumulated so the user can see all of the informational messages for that transaction version at one time.
- **Warning** (red triangle with exclamation point): When warning messages are encountered, they are compared with the warning message from a previous validate or submit action. If there are any new warnings since the last time, the user is given the chance to review these warnings before the transaction is accepted to the next phase. The next time the transaction is submitted, the transaction is accepted to the next phase if there are no new warnings. All warning messages that occur during transaction processing are accumulated so the user can see all of the warning messages for that transaction version at one time.
- **Override and Rejection** errors combined (red hexagon with x). When error messages are encountered, the transaction is rejected and any updates or changes made outside of the transaction are not committed. All error messages that occur during transaction processing are accumulated so the user can see all of the error messages for that transaction version at one time. In addition, the phase of the transaction remains at the Draft phase until the user fixes the transaction and validates or submits the transaction again. Override messages are called out with the word override in an oval.
- **Severe** (red diamond with a lightning bolt): When severe messages are encountered during the processing of a transaction, the processing is terminated immediately at that point and control is returned back to the user. All updates or changes made to the transaction and made outside of the transaction are not committed. Only the messages that occurred before the severe message and the severe message itself are displayed to the user for review.
- **Not Displayed:** When a message Severity level is set to *Not Displayed* on the Messages (MSG) page, system feedback is bypassed and not shown on the transaction. This message does not affect the determination of whether a transaction will be accepted to the next phase or not. It is recommended to set this option with caution especially when the original error severity is *Error* or *Severe*.

Initially all errors are presented in the horizontal bar that allows for one line of the short message to be displayed. The successive boxes filter the horizontal bar by severity. On the far right are a pair of icons (Previous and Next) for navigating within a group of short error messages. The last icon is the Show All Messages along with Details icon that opens a panel from the right that allows you to review all the details of a message and search across messages.

Overriding an Error Message

Those error messages defined as an Override Error have an associated override level defined to them that requires a user to apply an override of that level or higher in order to get the transaction to proceed. System configuration for each transaction code can have three settings for applying overrides on transactions with workflow established:

- *Allowed only after reaching* – The override action can be applied only after the transaction reaches *Pending*.
- *Required before reaching* – The override action must be applied before the transaction reaches *Pending*.
- *Allowed before or after reaching* – The override action can be applied before or after the transaction reaches *Pending*.

Approvals

Approval processing is a system of routing transactions through Advantage Workflow to one or more users for review/approval prior to finalizing the transaction. (Workflow provides the technical means of electronically routing transaction data to the next resource.) While it is not necessary to require approvals for transactions, approval processing provides a powerful, automated means of authorizing transaction data prior to finalization. Please see the *Workflow and Collaboration Administration User Guide* for more information on setting up approvals.

Refer to the following topics for additional information in this user guide.

- [Approving](#)
- [Track Work in Progress](#)

Approving

You can view the transactions that have been routed both to you and to your approval roles from the worklist page. From the worklist, you have the capability to assign yourself an approval task and perform actions such as *Approve*, *Unapprove*, *Reject*, *Bypass Approvals*, *Take/Return Task*, *Manual Route*, *Reassign*, and *Change Priority*. Additionally, if you are a manager of an approval role, the worklist of the role gives you access to the Manager Worklist page. The Manager Worklist facilitates the administration of workflow roles. As a role manager you can administer work items assigned to the role, regardless of whether or not the task has been taken by a user. You can also reassign items directly assigned to a user to be acted on if that user is not able to work on the work item.

If the transactionWorkflowActions feature flag is set to *true*, the Take Task worklist action is optional for users that belong to the workflow role. This flag also allows a user to perform approval actions without performing the Take Task action first.

Track Work in Progress

While monitoring a transaction you created, submitted or have a general interest in seeing processed to final, the Transaction Catalog will tell you if the transaction is still Pending. However, you can open the transaction and choose the Track Work In Progress link in the transaction level actions menu to open the Track Work in Progress (TWIP) page to view the approvals process for a pending transaction (or even a final transaction). The page lists each approval routing in sequence. The Visual Flowchart view allows you to quickly determine the status of transactions during the workflow process. The visual flowchart also provides further details related to the workflow process as displayed in the Log grid at the bottom of the page, such as, the Event Date, User ID, Approval Level, Status Before, and Status After. You can view this information by selecting on any of the Approval Level boxes in the flowchart.

The page will not show any activity for a transaction that has not yet entered workflow or did not encounter any workflow. Once defined below, a field is not repeated when it appears again.

> Reference Ribbon

Gives reference back to the transaction in question after the transition.

- **Transaction Department, Unit, and ID** - Indicates the transaction being tracked.
- **Date Submitted** - Indicates when the transaction was submitted.

- **Submitter** - Indicates who submitted the transaction.
- > Approval Flow
- Gives a pictorial if each serial and sequential workflow.
- **Seq No** - Indicates the routing sequence of the approvals. Multiple routings with identical sequence numbers indicate parallel routings.
 - **Approval Status** – Indicates the status of the selected approval.
 - **Approved By** - The User ID sent the item directly or the Approval Role.
- > Approval Grid
- **Approval Rule ID** – Indicates the associated approval rule.
 - **Approval Level** - The approval level of the action.
 - **Assignment Date** – The date the selected approval was assigned.
 - **Initial Assignee Name** – The User ID or the Approval Role originally assigned.
 - **Approval Status** – Indicates the status of the selected approval.
 - **Status After / Before** – With each record in the grid the status before and after are recorded to track items such as Pending, Approved, Rejected.
 - **Current Assignee Name** – Each record in the grid not yet approved displays any user that has taken the task out of an approval role or was reassigned the task by a workflow administrator.
- > Approval Log
- **Event Date** – The date the approval, rejection, or other action occurred
 - **User ID** - The identification of the user that took the approval, rejection or other action.

Collaborating Draft Transactions

Collaboration is a feature that enables you to route those transaction codes setup to use collaboration and are in Draft to one or more users for updating or verifying the data before those transaction are moved to Pending or Final. Collaboration is facilitated by a page called the Transaction Collaboration Path. The page is accessed from either the Smart Menu or the transaction level menu in any phase of a transaction to verify the collaboration progress. When collaboration exists and is initiated for a transaction, the Collaboration icon on the Smart Menu includes a red circle at the top.

Initially the page will display any predefined transaction collaboration paths, but will allow you to add new paths. Be aware you cannot delete pre-defined paths, but the path does not have to be followed.

> Reference Ribbon

Gives reference back to the transaction and version in question after the transition as well as the date and user that created the transaction.

> Field Information

Field Name	Required?	Field Description
Template ID	Required	Set by the system.
Assignment Date	Optional	Set by the system.
Assignee Role	Conditionally Optional	Set by the system when a pre-defined path is set to route to a role instead of an individual. Also set by an individual when adding an ad hoc path. Either a role or a user must be specified.
Assignee User	Conditionally Optional	Set by the system when a pre-defined path is set to route to an individual instead of a role. Also set by an individual when adding an ad hoc path. Either a role or a user must be specified.
Comment	Optional	A description that is intended to instruct what the next individual should review or add to the transaction.
Collaboration Status	Optional	A field maintained by the system with the following values: <ul style="list-style-type: none"> • <i>(blank)</i> - Signifies a routing has not started • <i>In Progress</i> – The routing is currently being performed.

Field Name	Required?	Field Description
		<ul style="list-style-type: none"> • <i>Hold</i> – The user routed the transaction has set the transaction status to <i>Held</i>. • <i>Done</i> – When a user has addressed the collaboration request and selected the Route action to proceed to the next routing, the system sets the status to <i>Done</i>. • <i>Submit</i> – When the transaction has reached the <i>Submitted</i> transaction status.
Collaboration User Name	Optional	A field maintained by the system to signify a routing has started (not being blank) with First and Last Name matching the User ID that skipped a routing or completed a routing.
Created/Modified On	Required	Set by the system at the original insert and each subsequent update.
Created/Modified By	Required	Set by the system at the original insert and each subsequent update.

> Actions

- **Route** – This action starts the collaboration process/moves collaboration to the next level. When user wants to finish the collaboration and move the collaboration to next level, he/she can click on the Route button. When a transaction moves to the next level of collaboration, it cannot be recalled or sent back to the previous users.
- **Skip** – This action is used when a predefined or ad hoc path needs to be skipped. Skip moves collaboration to the next path where the Collaboration Status will be set to *In Progress*.

Printing a Transaction

CGI Advantage has advanced and sophisticated forms printing capabilities to use instead of just a browser print. There is the ability to print checks, invoices, purchase orders and much more. You will select various print options before sending the actual print transaction request. These options include the print job and resource to use, how many copies to print and whether to print on both sides. Your administrator will determine the print resources and the print jobs available. If setup, the print functions listed below can be used:

- **Print an Open Transaction** - Allows you to print a transaction by selecting the Print action from the transaction level menu on an open transaction.
- **Print a Transaction from the Transaction Catalog** - Allows you to print a transaction by selecting Print from the Other Actions sub menu in the record level menu.
- **Print Multiple Transactions using the Batch Print Process** - The Batch Print Process allows authorized users to print multiple transactions of the same transaction code. If a transaction can be printed using the Print action within the transaction, then a transaction can be printed using the Batch Print Process (and vice versa). The individual Advantage application teams will design selection job(s) that cater to specific needs and applicable selection criteria for transactions that will utilize batch print. This selection job will be the first step in the Batch Print Process. The PO Batch Print chain job allows users to print multiple transactions of the PO Transaction Type at the same time. For more information on this chain job, refer to the *CGI Advantage Procurement Run Sheets Guide*. No other transactions can be printed using the Batch Print Process at this time.

Related Topic(s):

- [Print a transaction](#)

View a Transaction in PDF Format

CGI Advantage has advanced and sophisticated forms printing capabilities. Within Advantage, you can view generated PDF checks, invoices, purchase orders and much more. You must select various options before sending the actual print transaction request. Your administrator determines the print resources and the print jobs available.

- **View PDF** - Allows you to generate and view a PDF for the transaction. This action can be invoked from an open transaction from the transaction level menu choice of View PDF or from the Transaction Catalog with the record level menu, Other Actions sub menu, View PDF action.

System Administrators should refer to the “View PDF Action for Transactions” section in the *CGI Advantage System Administration Guide* for required setup.

Transaction Comments

Transaction comments can be added to transactions in any transaction phase. You may also attach files as supporting documentation or notes to the transaction comments by using the Attachments link. Users with access to view the transaction can view the comments, but security is required to add comments and attach items to comments.

Comments and Comment Attachments are associated with a specific transaction version, and are archived/unarchived, exported/imported with the transaction version. Once a comment is created, it cannot be modified or deleted, except through the Transaction Comment Management page. The one exception is when a transaction is discarded, the comments associated with the transaction are also deleted. If a version of a transaction is deleted through archival, only comments associated with that version are deleted. When creating a new transaction from a template, comments associated with the transaction template are not copied into the new transaction.

The Transaction Comments page can be accessed by selecting the Comments link on the transaction-level menu or from the Add Comment icon in the Smart Menu. If a comment exists for a transaction then a red circle appears above the Add Comment icon in the Smart Menu.

- Reference Ribbon

Gives reference back to the transaction and version after the transition.

- Field Information

Field Name	Required?	Field Description
Date/Time	Required	Set by the system at the time the comment was successfully saved.
User	Required	Set by the system with the User ID that added the comment.
Phase	Required	Set by the system to the current transaction phase of the version to which the comment was added.
Subject	Required	A short description intended to be the summary to what the comments pertain.
Standard Comment Code	Optional	A means of choosing from a pre-defined list of comments in lieu of typing a comment from scratch.
Comment	Required	The inferred comment text from any Standard Comment Code selected, which can then be augmented if desired. Otherwise, it is the comment entered from scratch.

> Actions

- **Attachments (icon)** – This icon is used to transition to the Attachments page to add, maintain, or view attachments to a comment. A comment must be successfully saved before adding an attachment. The count of attachments to a comment appear next to the icon.

Additional Transaction Information

Additional Transaction Information is a feature available to all transactions to define information in a transaction where an existing transaction field is not available to capture the information. Capturing this type of information is facilitated by a page called Additional Transaction Information. The key difference between this feature and adding a field with extensibility to capture the information directly on the transaction is that the transaction does not have to be put in edit mode to capture the information. Cases where there cannot be a modification to the transaction type or a closed transaction cannot be modified, is where this feature is used. Furthermore, the information is version-independent so that all versions will reveal the information until a record is deleted.

- [Additional Transaction Information Type](#)
- [Additional Transaction Information Entry](#)
- [Additional Transaction Information Query](#)

Additional Transaction Information Type

Before any records are added to transactions, the Additional Transaction Information Type page must be defined with the different types of information.

- › Field Information

Field Name	Required?	Field Description
Additional Transaction Information Type	Required	Each type has an identification code as a key field, but also for reporting purposes when space is limited.
Additional Transaction Information Type Name	Required	A longer name assigned to a type for informational purposes for recognition and reporting.
Additional Transaction Information Type Short Name	Required	A short name assigned to a type for reporting purposes when space is limited.
Additional Transaction Information Type Description	Optional	An optional description to convey any type and amount of information to end users or for reporting.

Additional Transaction Information Entry

The Additional Transaction Information page is accessed from either the Smart Menu or the transaction level menu in any phase of a transaction. When this type of information exists for a transaction, the Additional Transaction Information icon on the Smart Menu includes a red circle at the top.

The Additional Transaction Information feature is optional and very open as the following points describe:

- An Additional Transaction Information record is never required by the application.
- There is no limitation for Additional Transaction Information Type to a given transaction, meaning all Additional Transaction Information Types can be used on all transaction types.
- There is no editing to ensure an Additional Transaction Information record is completed correctly as intended. That type of verification process is done either at approval or with reporting.

The following list details the relationship between a transaction and an Additional Transaction Information record:

- Archive – Additional Transaction Information records associated with the transaction are also archived with the transaction. As Additional Transaction Information records are not version-specific, that information is not archived when a transaction with a Transaction Phase of *Historical (Final)* is archived.
 - Unarchive – Additional Transaction Information records are restored along with the transaction, thus permitting online users to view the transaction’s associated Additional Transaction Information again.
 - View Archived Transaction – Additional Transaction Information records are not viewable on an archived transaction.
 - Export – Additional Transaction Information records are not exported out to an XML with the transaction.
 - Import – Additional Transaction Information records are imported with a transaction that is being imported. The import of a transaction with a Transaction ID defined in the XML is the preferred method to import transactions with Additional Transaction Information. However, if Advantage has to generate the Transaction ID while importing the transaction, a process will have to be in place outside of the system to pull the generated Transaction IDs from the detail report built from the SMU job, convert them to change cards, and then use those change cards to determine what Transaction ID should exist for each Additional Transaction Information record imported.
- > Reference Ribbon
 - Gives reference back to the transaction and version after the transition.
 - > Field Information

Field Name	Required?	Field Description
Line	Required	Set by the system to identify each row of information within a transaction.
Additional Transaction Information Type	Required	Each record must be assigned a type so that a reviewer of the information knows the “type” of information being presented to differentiate it from other records.

Field Name	Required?	Field Description
Additional Information	Required	Each record requires this free-form description field at a minimum. The remaining three pieces of information may or may not supplement this description.
Number	Optional	When a record should capture a number and not currency, this field is used.
Date	Optional	When a record should capture a date, this field is used.
Amount	Optional	When a record should capture a currency amount, this field is used.

Transaction Download

In addition to the Export and Export All actions that appear on each grid within a transaction that export results in a given transaction grid, CGI Advantage allows you to download data across a transaction into a user-selected template (for example an Excel spreadsheet), which can then be saved as an external file and is available for use outside of Advantage. Any transaction is eligible for download, regardless of the transaction's Phase, Function or Status. The download functionality is limited; however, by the templates that have been defined for your site. Be aware that the download capability is a securable action so you may not have authority to do a download.

The page for downloading is the Transaction Templates page, which can be accessed by selecting the Download Transaction link from the transaction level menu. The page will display all the available templates for the given transaction code, with an associated Department and Description to help you choose the correct template.

> Field Information

Field Name	Field Description
Transaction Department	As different departments could have different download needs for the same transaction code, CGI Advantage provides that capability. When a template can be used by multiple departments, the wildcard of ALL is used.
Template Name	Each template is given a name to convey information such as the use of the template.
Template File Name	This field provides the name of the file that will be generated in the defined file location.
Target Application	An indication of the intended type of output file that will result from the download, such as Microsoft Excel for a template file ending with an .xlsx extension. However, if your site has a local setting which associates the .xlsx extension to a different application then that setting will prevail.
Maximum Download Lines	The maximum number of lines of information that can download from a transaction, as defined by your system administrator.

> Actions

- **Generate File** – This action initiates the download process. You are then prompted to either Open the file to view it immediately, Save it to a local location or Cancel the download process. It should be noted that you must explicitly save the file to a local location as the file will not otherwise be saved within or outside of Advantage.

Transaction Referencing

An important feature of transactions is their ability to reference other transactions within the system. Referencing allows the system to back out, or liquidate, the appropriate accounting entries of the prior transaction that is being referenced. For example, a Purchase Order (PO) referencing a Requisition relieves the Pre-Encumbrance created by the Requisition and replaces it with an Encumbered Amount.

Referencing can have non-accounting consequences as well. A Receiver (RC) transaction referencing a Purchase Order records the Receipt of the goods on the Purchase Order. While the Receiver transaction does not register an accounting event, it does update the status of the Purchase Order to facilitate the Three-Way-Match processes. Finally, transaction referencing makes your data entry tasks easier and more accurate.

Each CGI Advantage site is able to manage and enforce its own specific policies and procedures by controlling what references are allowed, and the manner in which values are inferred from or validated against the referenced transaction. Whatever the site's policies, the actions that the system takes when a transaction is referenced must first be defined.

For information on referencing setup & controls and inquiries not discussed in this user guide, refer to the following topics in the *CGI Advantage - Financial Administration User Guide*:

- [Transaction Allowable References](#)
- [Transaction Control](#)
- [Event Type Requirements](#)
- [BFY Staging](#)
- [Transaction Reference Query](#)

For more information on the referencing inquiries, refer to the following topics in this user guide:

- [Lifecycle Inquiry](#)
- [Transaction Reference Query](#)

For the different types of references, refer to the "Referencing" topic under "Accounting Model Delivered Configuration" in the *CGI Advantage - Financial Administration User Guide*.

Transaction Schedule

The Transaction Schedule page allows a user to schedule a System Maintenance Utility job to perform an action on a particular transaction at a given time and date. This page also allows a user to view the status of that job and see any errors that may have been issued. Refer to the “[Transaction Actions](#)” topic for more information on each of the different actions that can be taken for a transaction. For more information on each sub action, please see the respective functional area to which the sub action applies in the corresponding user guides. Additional information on sub actions can be found in the page help for the transactions where the action can be taken.

Users do not need special batch security to schedule a transaction action, even though the System Maintenance Utility job is being used. This is because the actions that can be taken are all available from within a transaction or on the Transaction Catalog. The Transaction Schedule page just allows a user to set an action to occur and then forget about it, letting the system perform the action when the time arrives.

The System Maintenance jobs created will not be assigned to any particular batch server, but will be placed in a general pool of jobs selected by a batch server that selects jobs not assigned directly to it. Care should be taken to establish this batch server as one that uses the Application Date from the Application Parameter table, or the System Date on the server itself. The difference being that the Application Date does not move forward until the Begin Day batch job is run or the Application Parameter record is changed online.

Transaction Signatures

At every stage of transaction submission or approval the system provides a mechanism to electronically sign an exact replica of the transaction in PDF format. While it is not necessary to sign transactions, signatures provide a powerful, automated means of certifying and validating what transaction data a user had actually submitted or approved prior to moving to the next phase of pending or finalization. In this respect, transaction signing is typically implemented for critical or highly visible transactions. Refer to the “[Working with Transaction Signatures](#)” topic in the *CGI Advantage System Administration Guide* for more information on setting up Transaction Signatures.

The transaction signing feature is only available for user initiated actions and not for processes that submit transactions automatically, such as, System Maintenance Utility or similar batch processes.

Once a transaction rule is evaluated and the transaction qualifies for signature then the complete transaction is exported to a PDF file. This PDF transaction is an exact replica of the transaction with respect to the field values, their layout and positioning. The PDF transaction is shown to the user in a pop-up panel on the same window. This panel has a legal declaration and a password field. The user will have to accept the legal declaration and enter his/her system password before signing the transaction. Once the User signs the transaction, it is moved to next phase depending upon the action performed.

Every time a user signs a transaction, a Transaction Signature History entry is created. Unlike the other additions to transactions (comments, attachments, collaboration, and additional transaction information) signatures are not an action directly taken by a user on the Transaction Signature History but rather an action is taken on the transaction that requires a signature to move onto the next transaction phase.

- Submit
- Final Approve

- Bypass Approval

The following transaction actions remove the last signature entry from the Transaction Signature History table.

- Transaction Unapprove
- Transaction Recall

The following transaction actions remove the complete signature history for the transaction from the Transaction Signature History table.

- Transaction Reject All
- Transaction Discard

Once signed, the Digital Signature icon in the Smart Menu of the transaction includes a red dot at the top of the icon. If you click the Digital Signature icon, you are transitioned to the Transaction Signature History page.

> Reference Ribbon

Gives reference back to the transaction and version for the signature.

> Field Information

Field Name	Field Description
User ID	Set by the system at the time the signature was added to the User ID that applied the signature.
Action	Set by the system to the transaction action chosen by the user that is applying the signature: <i>Submit, Approve, Bypass Approvals.</i>
Approval Level	When the Approve action triggered the signature upon the final approval for the transaction, the system records that approval level.
Signature Type	<p>Advantage supports two types of signatures:</p> <ul style="list-style-type: none"> • <i>Digital e-signature</i> - A digital signature stamp appears on the generated PDF and is stored on the Signature History page. • <i>Non digital e-signature</i> - PDF is generated and stored on the Signature History page. • <i>DocuSign e-signature</i> - The PDF file is generated by Advantage and the signing process is done by DocuSign.

Field Name	Field Description
Reason	This field is tied to the Action.
Signature Timestamp	Set by the system to the time and date the signature was applied.

> Actions

- **View** – This action opens the PDF generated and saved at the time of signature.
- **Sign** - Although no actions appear on the Digital Signature History page, there is the Sign action that appears in the PDF display page. Also, there is a field for entering your current application password before the Sign action is taken.

Important Note: You must add Advantage root certificate to the trust store on your machine so that your Signature appears valid in the PDF viewer for all users. Follow the steps in the "[Set Up Your Signature Certificate](#)" topic for details on how to do this on your machine. This only has to be performed one time on your machine, and all future signatures added from your machine will appear valid.

Transaction Archiving

Advantage transactions can be archived from the Transaction Catalog, within a transaction, or by submitting the Transaction Archive chain job. The Transaction Archive chain job allows you to mass-select transactions for archiving based on user-entered parameters. **As archiving should be a very restricted action and controlled process, it should only be attempted by administrators and others charged with that function.**

The Archive action and Transaction Archive chain have Options for what data is created as part of the process. Note: Please see the “[Transaction Archiving](#)” section of the *CGI Advantage Financial Utilities Run Sheets* guide for details on Application Parameters involved. Ultimately, moving those XML files off of the Advantage file system will create the biggest benefit of archiving, but that will also result in the View and Unarchive actions no longer working on the Transaction Archive Catalog or the Unarchive Transaction batch process.

Below are some of the different rules governing when a transaction can be archived or not. Rules 1-3 must be cleared before any of the transaction type rules. If a particular transaction type is not called out after rules 1-3, then only rules 1-3 apply to that transaction type.

1. Transactions that can always be archived – Transactions that are *Historical (Final)* or *Conflict Draft*.
2. Transactions that cannot be archived – Transactions that are *Pending, Draft, or Template*.
3. Transactions that are pending Future Transaction Triggering Processing.
4. Transactions that are *Final* and are at the end of a chain or are not part of a chain and are *Final*. This rule is followed by all transaction codes belonging to the following transaction types: JV, MD, AD, CR, WO, BG, ITA, and IET.
5. Transactions that have a closing date, and the closing date has been reached. This rule is followed by all transaction codes belonging to the following transaction types: ABS, PR, RE, CL, ARE, and ITI.
6. A cancellation transaction that is final can always be archived as long as it doesn't conflict with the following procurement archiving rules.
7. Procurement transactions that are only part of one procurement folder – All transactions within a specific procurement are filed in a virtual procurement folder. All referencing procurement transactions are filed in this same procurement folder. Therefore, you cannot archive any transactions from a procurement folder until all transactions within the procurement folder have been closed. Transactions excluded from this rule are RQ and IN transactions that reference one of more transactions in different procurement folders.
8. RQ and IN transactions that are part of multiple procurement folders – If a RQ transaction or an IN transaction belongs to multiple procurement, you cannot archive the RQ or the IN until all procurement to which the transaction belongs are ready for archiving. Example, RQ1 commodity line 1 belongs to Procurement Folder A, and RQ1 commodity line 2 belongs to Procurement Folder B. In Procurement Folder A, all award transactions have been closed. In Procurement Folder B, the award transaction is still open. All transactions in Procurement Folder A can be archived except RQ1. RQ1 will not be eligible for archiving until all award transactions in Procurement Folder B have been closed.

Common Business Tasks

This topic addresses step by step instruction for the common business tasks to:

- [Create a Transaction](#)
- [Set Up Your Signature Certificate](#)
- [Set Up for DocuSign e-Signature](#)
- [Modify an Existing Transaction](#)
- [Discard a Transaction](#)
- [Print a Transaction](#)

Create a Transaction

Transactions can be created in CGI Advantage in many different ways. This topic provides instructions on how to create transactions using the following methods:

- [Create a Transaction from Transaction Catalog](#) - In Create mode, you can use the Transaction Catalog to create a new transaction.
- [Create a Transaction Template](#) - Most transactions (that is, transactions that can be created from the Transaction Catalog) in CGI Advantage can be created as templates to assist in future transaction creation. Transaction templates share the same structure and data entry fields as real transactions, but no processing of the data is allowed. That is, they always remain in the template phase. To create a Transaction Template, follow the steps in the "[Create a Transaction from Transaction Catalog](#)" topic; however, select the **Create Template** check box before selecting the **Continue** button.
- [Copy an Existing Transaction](#) - If you need to create a transaction that contains data similar to an existing transaction of the same type, you can save time in creating the new transaction by copying the existing transaction and then making changes to the copied version.
- [Copy Forward from a Transaction](#) - Allows you to copy pertinent information from an existing transaction into a new Transaction Type whose purpose is to reference or liquidate the source transaction.
- [Establish Future Transaction Trigger](#) - allows you to set up, maintain and trigger the creation of transactions in the future on a user-defined frequency.

Related Topic(s):

- [Transaction Catalog](#)
- [Transaction Templates](#)
- [Copy Transaction](#)
- [Copy Forward](#)
- [Future Transaction Trigger](#)

Create a Transaction from Transaction Catalog

To create a transaction from the Transaction Catalog, perform these steps:

1. Select the **Create** button on the Transaction Catalog, if not presented with the Create Transaction screen initially.
2. Enter the required information. NOTE: ID is required only if **Auto Numbering** (under Other Options) is not checked.
3. Enter any remaining fields; for example, the **Unit** for the transaction. If you are using automatic transaction numbering, select the **Auto Numbering** check box to have Advantage automatically generate the Transaction ID for this transaction. If you select the **Auto Numbering** check box, do not fill in the **ID** field; otherwise, the **ID** field is required. NOTE: Do not check the **Create Template** check box since that creates a transaction template and not a transaction that can be processed.
4. Select **Continue**. Result: A new transaction page appears in Edit mode. NOTE: Because Advantage opens the transaction in Edit mode, you can start entering information immediately. If you have to exit the transaction before you submit it and then reopen the transaction, you will need to switch to Edit mode by selecting the **Edit** action from the transaction-level menu, before you can resume entering information.

Copy an Existing Transaction

To create a transaction by using the **Copy** action on the Transaction Catalog, perform these steps:

1. From the Transaction Catalog, search for the transaction or transaction template that you want to copy to create your new transaction. (Additionally, you can create a copy while within a transaction by selecting the **Copy** action from the transaction menu.)
2. Select the **Copy** action from the row-level menu for the transaction that you want to copy. Result: The Copy Transaction page appears.
3. Enter values in the fields in the Target Transaction section of the page. The Target Transaction must be a transaction of the same code as the transaction being copied. **Transaction Dept** and **Transaction ID** (except when Auto Numbering is checked) are required fields for the Target Transaction section.
4. Select the **Copy Transaction** button. Result: CGI Advantage opens a new Draft transaction that is the same Transaction Code as the original transaction.

Refer to the "[Copy Transaction](#)" topic for additional information about this page and the options available for this function.

Copy Forward from a Transaction

To create a transaction by using the **Copy Forward** action on the Transaction Catalog or via the transaction-level menu within a Final transaction, perform these steps:

1. From the Transaction Catalog, search for the transaction that you want to reference. (Additionally, you can create a copy while within a transaction by selecting the **Copy Forward** action from the transaction menu.)

2. Select **Copy Forward** from the row-level menu on the Transaction Catalog or via the transaction-level menu of the transaction. (This button only appears on *Final* transaction versions and for specific transaction codes.) Result: The Copy Forward page appears. Information from the referenced transaction appears in the From Transaction tab.
3. At the top of this page is a grid that lists the transactions to which you can copy forward. For example, you can copy forward from a Purchase Order (PO) to a Payment Request (PRC). This will copy transaction specific information from the PO to the PRC. Select the line of the target transaction in the grid. A checkmark will appear next to your selection and the row will be highlighted. The Target Transaction section requires you to enter the **Transaction Dept** and **Transaction ID**. **Transaction ID** should not be populated if the **Auto Numbering** check box is selected.
4. Select **OK**. Result: Advantage opens a new Draft transaction that contains the valid data from the original transaction.

Refer to the "[Copy Forward](#)" topic for additional information about this page and the options available for this function.

Establish Future Transaction Trigger

The Future Transaction Triggering function allows you to set up, maintain, and trigger the creation of transactions in the future on a user-defined frequency.

1. Open the transaction you wish the triggering functionality to copy and select the **Future Transaction Triggering** action from the transaction menu.
2. Select the **Create** action to see the system pre-populates with the transaction identification information with your transaction and complete the trigger.

Alternatively, navigate directly to the Future Transaction Triggering page and insert the record and manually populate all fields.

Refer to the "[Future Transaction Triggering](#)" topic for additional information about this page and the options available for this function.

Set Up Your Signature Certificate

If the certificate for your signature has not been added to the trust store, then the signature will appear as shown below:



Once the certificate is added to Adobe Reader's Trust Store then the Signature will appear as shown below:

Signature valid

Digitally signed by System Admin
 Date: 2011.06.15 05:15:09 PDT
 Reason: Document Submit
 Location: Sacramento, CA



You only need to perform the following steps one time on your machine to make the Signatures appear valid.

1. Apply a signature to a transaction.
2. Every time you sign a transaction, a Transaction Signature History entry is created. Once signed, the Digital Signature icon in the Smart Menu transitions you to the Transaction Signature History page.
3. Expand the Show Certificate section of the Transaction Signature History page.
4. Copy this complete certificate text and paste it into a text editor, such as Notepad.

The certificate in text form is displayed on the Transaction Signature History page after clicking the **Show Certificate** link.

Document Signature History

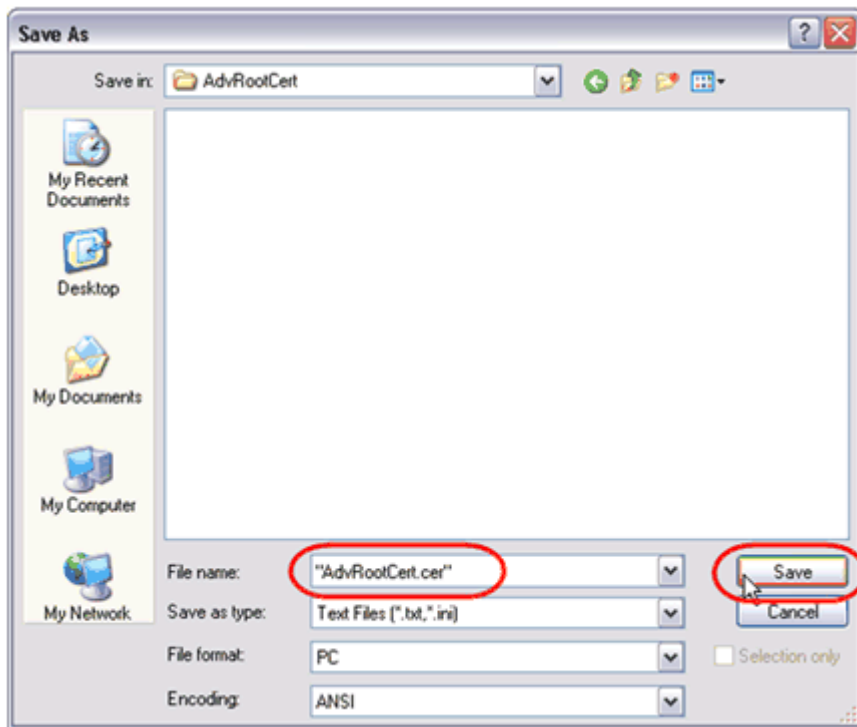
User ID	Action	Approval Level	Signature Type	Reason	Signature Timestamp	
✓ sa	Submit		Digital e-signature	Submitted	03/05/2012 12:20:32	View

First Prev Next Last [Hide Certificate](#)

```

-----BEGIN CERTIFICATE-----
MIIDCCAs+gAwIBAgIET3V6DALBgcqhkJ0OAGDBQAwbDELMAkGA1UEBhMCVVMx:EDA0BgNVBAGTB1V
ua25vd24xEDA0BgNVBAcTB1Vua25vd24xDDAKBgNVBAoTA0NHSTELMAkGA1UECmMCSVQxHjAcBgNVBA
MTFUFkdmdFudGFnZSBSb290IFNpZ25lcjAeFw0xMjAzMzAwOTE5NDhaFw0xMzAzMzAwOTE5NDhaMGwwCz
A.BgNVBAYTAjVTRAwDgYDVQGEwdVbmtub3duMRAwDgYDVQGEwdVbmtub3duMRAwDgYDVQGEwdVbmtub3duMRAwDgYDVQGE
wNDROkxZCzA.BgNVBAwTAKUMR4wHAhYDVQDEwVbZHZhbhRhZ2UgUm9vdCBTbW9uZi9wggG3MIIBLAYH
KoZlZjgEATCCAR8CgYEA/X9TgR11EiS30qcLuzk5/YRt1I870QAwx4Igl.ZR.JmIFXUAjUitZPY1Y+r
/F9bow9subVWzXgTuaHTRv8mZgt2uZUKWkn5IoBHsQlsJPu6nXrHfGGIgv+1GqKYVDwT7g
/bTxR7DAjVUE1oWkTL2dfOuK2HXKu
/yIgmZndFIaccFCQCYFCPFSMLzLKSuYKI6QL8Fgc9QkBgQD34aCF1ps93su8q1w2uFe5eZSvu
/66oL5V0wLPQeCZ1FZV4661FIP5nEHEIGAtEKWcSPoTCglWE7fPCTKMyKbhPBZ6i1R8jSjgo64eK7OmdZFuo3
8L+E1YvH7YnoBJDvMpPG+qFGQiaID3+Fa5Z8GkotmXoB7VSVkAUw7/9JkG0BhAACgYADhKg0nioL
AY01wHFEpR8kXvEclA104CQghcu8kOX5nblLRc4XgAPFkE.Jty4PYwYKCGNZZHmrxpTdZ5sRDj2ptNy6W2KQ
/ANhdKzVphXomVETf
/jpr/ldPuDQIAG5piQVkb276m0sVK89gyBhRECpuN3q1n2Pb2mCvYapycrDALBgcqhkJ0OAGDBQADLwAwLAJ
UKvYdgOUjryUglDMAofwHqXQeF4CFEC87+GII0VICI1J48LFkZyzG2nc-----END CERTIFICATE-----
                    
```

5. Save this file as "AdvRootCertificate.cer".



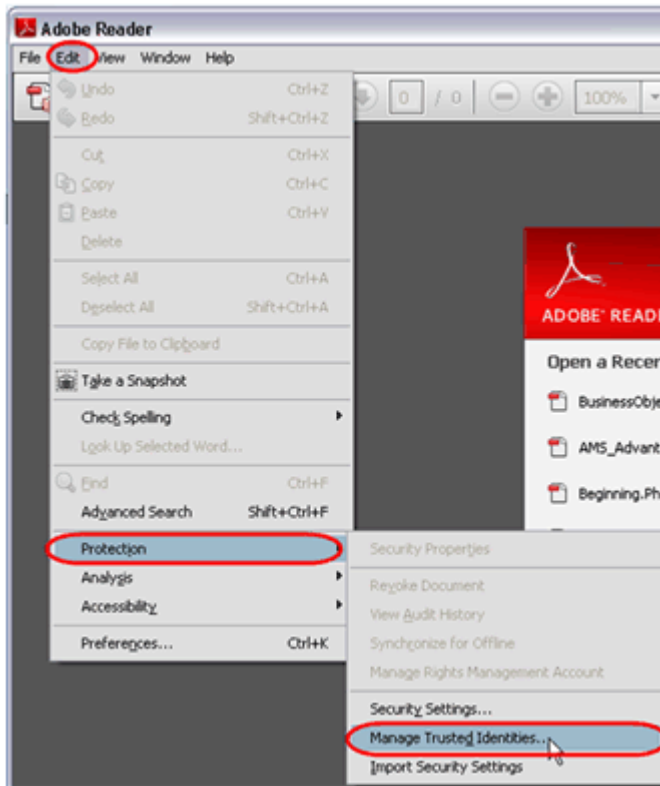
6. Open your Adobe Reader software.

Please note that you must have Adobe Acrobat Reader installed on your computer before you can complete this step. You can download this tool from the Adobe website:

<http://www.adobe.com/products/acrobat/readstep.html>

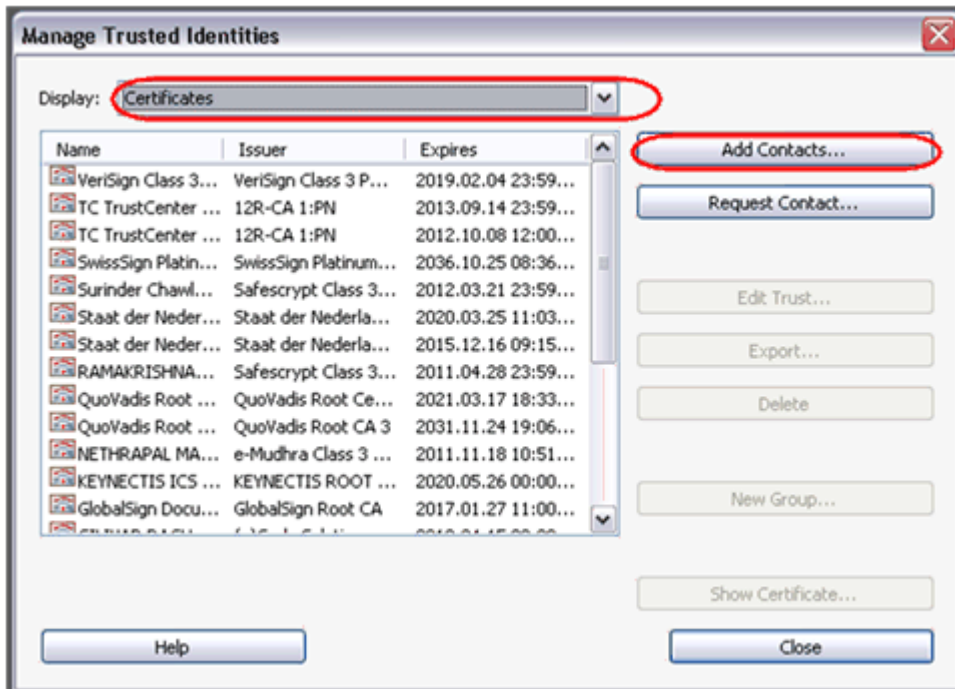
7. Navigate to the Manage Trusted Identities screen in the Adobe Reader tool.

In Adobe Reader X, you can navigate to Manage Trusted Identities by selecting **Edit > Protection > Manage Trusted Identities** from the menu.

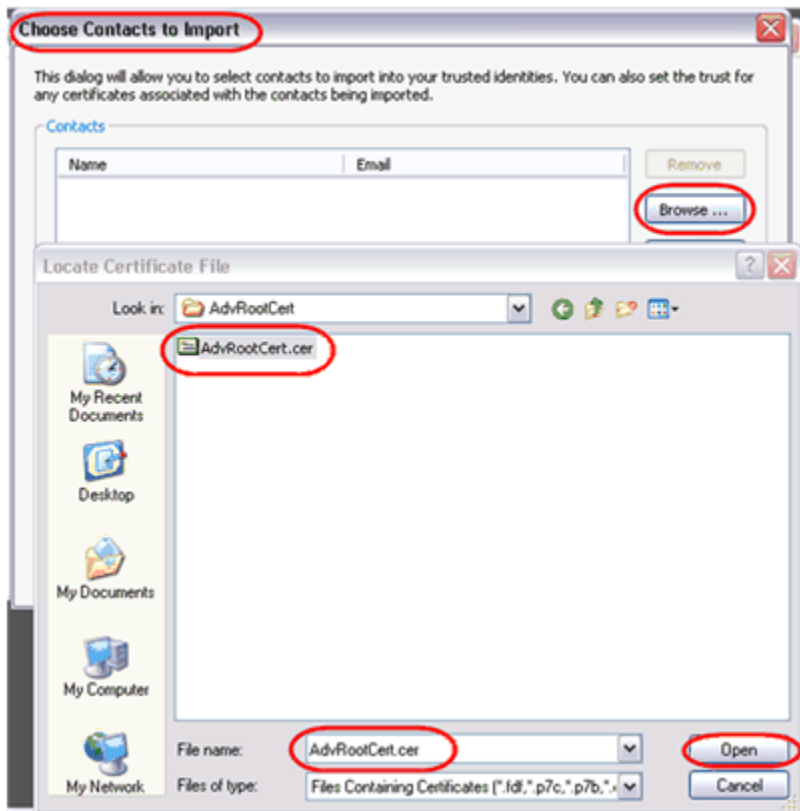


Note: In previous versions of Adobe Reader software you may need to access the Manage Trusted Identities screen from the Transaction menu.

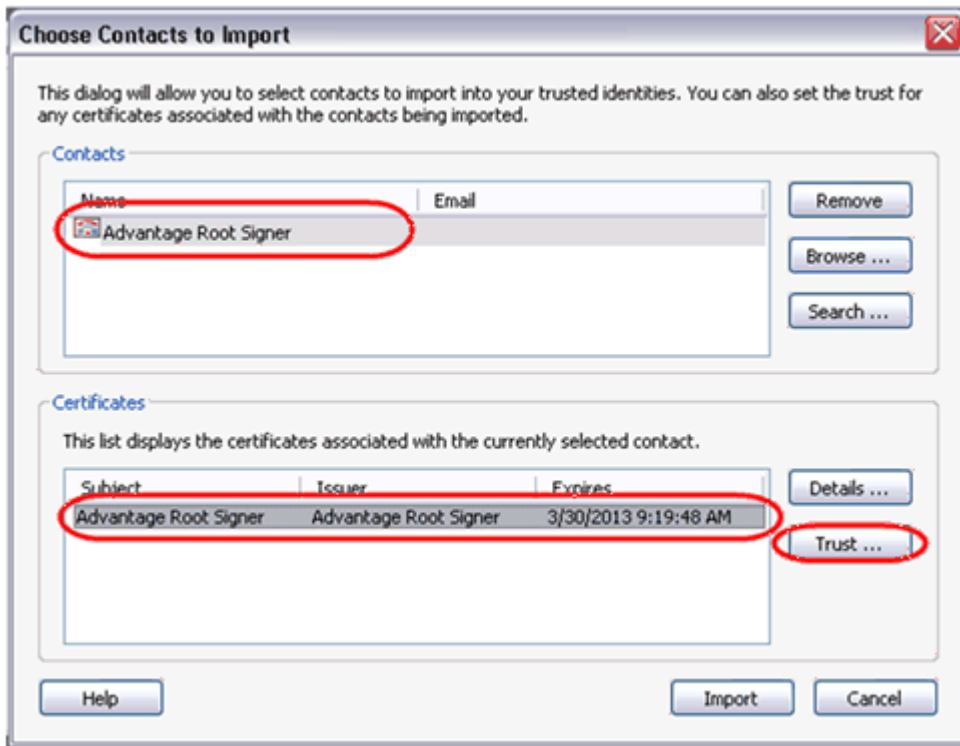
8. In the **Display** drop-down field, select *Certificates*. Click the **Add Contacts** button as shown here.



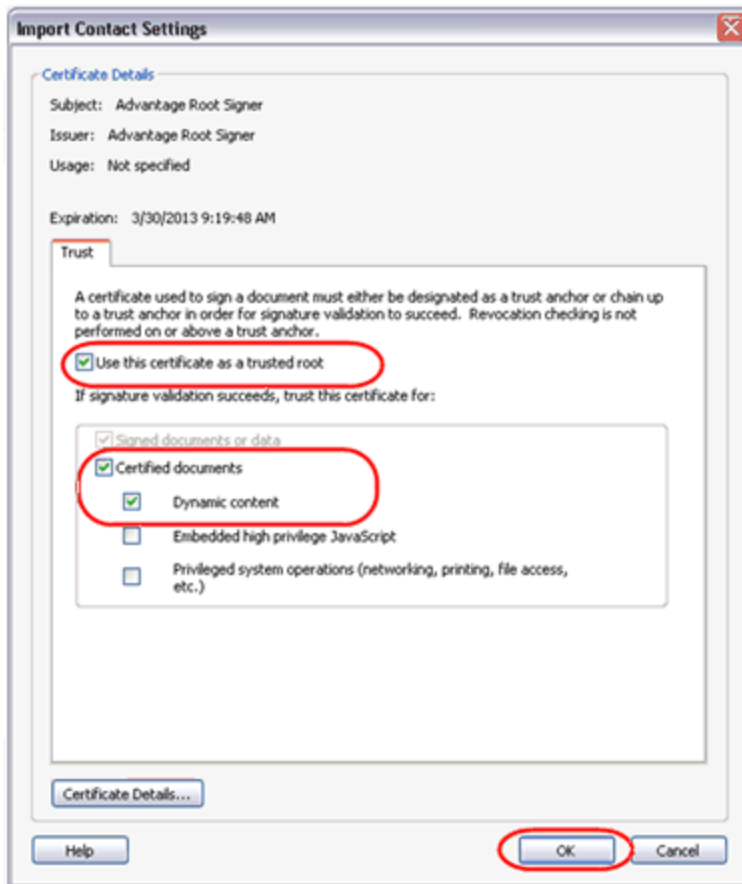
- On the Choose Contacts to Import screen, click **Browse** and open the file you saved (that is, AdvRootCert.cer) during step 5. This transitions you back to the Choose Contacts to Import screen.



10. Select **Advantage Root Signer** in the Contacts tab. All certificates associated with the Contact are displayed in the Certificates tab. Select **Advantage Root Signer** under Certificates tab and click Trust.



11. Select the **Use this certificate as trusted root** check box. Also, check the **Certified transactions** and **Dynamic content** check boxes as shown here and click **OK**.

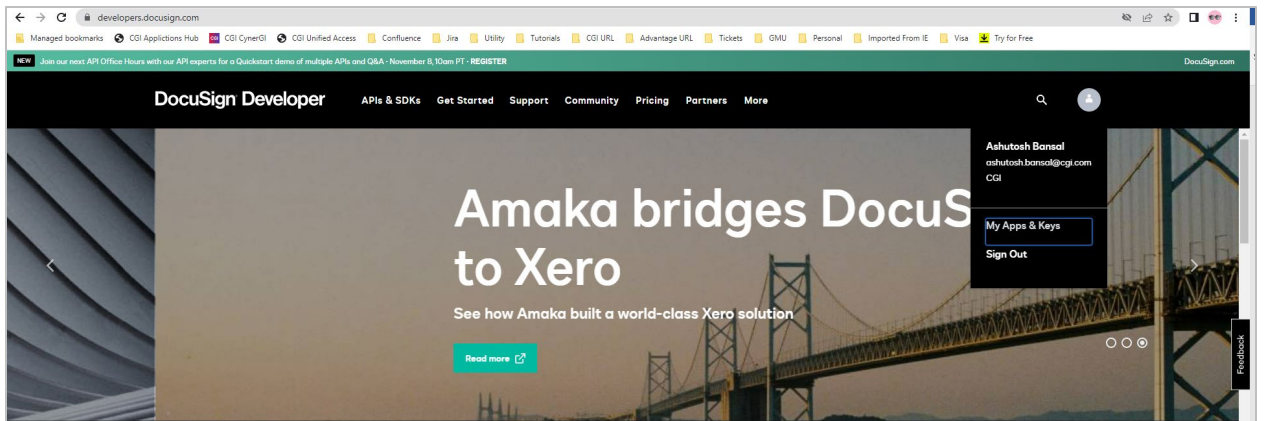


12. The Advantage Root Certificate is now added to the Adobe Reader's trust store. Open any PDF that you have Digitally Signed by clicking the **View** link on the Transaction Signature History page. The signature appears as a *Valid Signature* now.

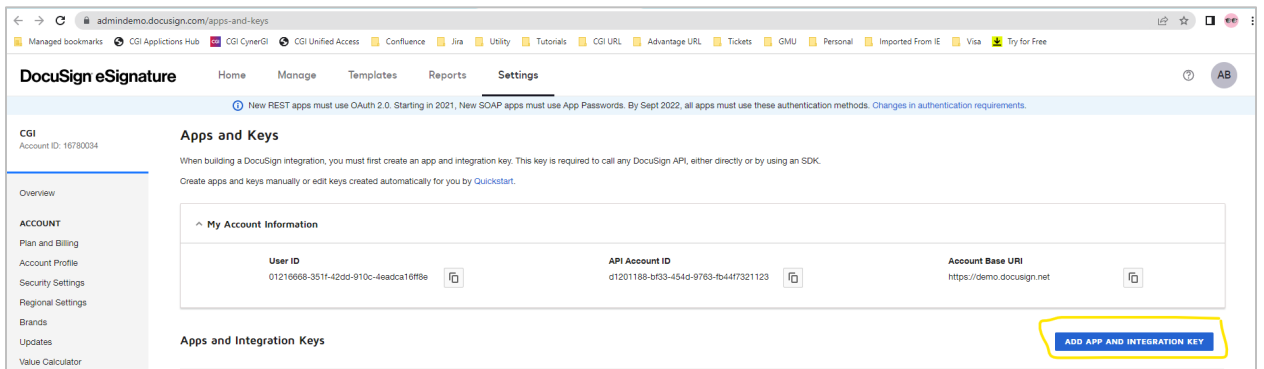
Set Up for DocuSign e-Signature

To set up DocuSign, perform these steps:

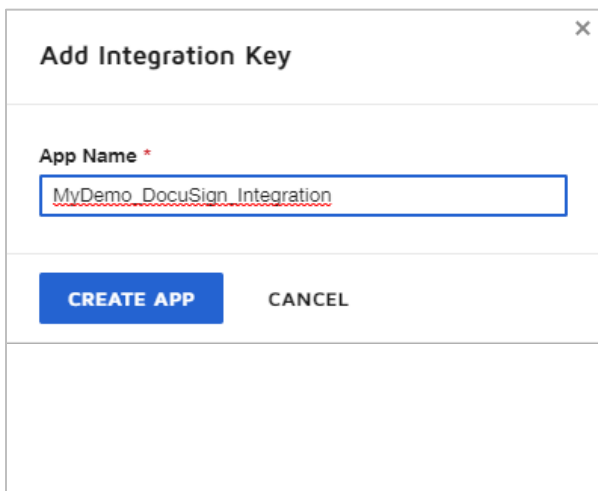
1. Create a DocuSign developer's account here: <https://developers.docusign.com/>.
2. Once logged in, navigate to "My Apps and Keys" as shown below:



3. On the “Apps and Keys” page, click the **ADD APP AND INTEGRATION KEY** button.



4. In the pop-up window, provide the application name and click the **CREATE APP** button.





```
-----BEGIN PUBLIC KEY-----  
MIIBIjANBgkqhkiG9w0BAQEFAAOCAQ8AMIIBCgKCAQEAYyijE2H2E19o1A5rV+UU  
CIuQ43QKp4A2v1Bacs138Hlib+scqS3IRZNCmnrpBjnPnt0JZ0GvdMUwcywvQCxS  
Di8dcMfFl1vqT/w6prVNWgpwGjKdOSgpBSJ71usJlit1XH4kzYbHBvfxEUNCPjri  
hr91ALNAiMp+xizRgAWX+dOX75xo4G5PhfYSV1+LvrOCh9rRAuHwIzEPP+o+gZyH  
HWL59uD4dXiLLuiZAKKLYGBpw79M8aacUAA90mnRCkbNh3JIE4FZ9+ZzcIn2aoxU  
rcgziRrn+nxMPQDs3Vjdhu+9ACJM3aE/URMS+MO8fWR/b8oPJVGldtkQRW8jb+1  
kwIDAQAB  
-----END PUBLIC KEY-----
```

6. Click the **UPLOAD RSA** button.


MyDemo_DocuSign_Integration
Edit your application name, choose an authentication method, and configure additional settings.

General Info

App Name *
MyDemo_DocuSign_Integration


Integration Key
09ddaafa-e274-436e-a027-f9bf6e672544 

Authentication
Not sure which settings to use? [Learn more](#)

 **User Application**

- Authorization Code Grant
- Implicit Grant

Secret Keys

 **Service Integration**
DocuSign can generate a keypair for you or you can upload your own public key.

RSA Keypairs (ID)


7. Click the **UPLOAD KEY** button and paste the Public key generated in step 5.

Upload Public RSA Key ✕

Generate a keypair with your preferred key generator and paste your PEM format public key here.

```
-----BEGIN PUBLIC KEY-----  
MIIBIjANBgkqhkiG9w0BAQEFAAOCAQ8AMIIBCgKGAQEAYyij  
E2H2EI9o1A5rV+UU  
CluQ43QKp4A2viBacs138Hlib+scqS3IRZNCmnrpBJnPnt0JZO  
GvdMUwcywvQCxS  
DiSdcMfFlvgT/w6prVNWgpwGjKdOSgpBSJ71usJ1it1XH4kzY  
bHBvfxEUNCPjri  
hr9IALNAjMp+xizRgAWX+dOX75xo4G5PhfYSV1+LvrOch9rRA  
uHwizEPP+o+gZyH  
HWL59uD4dXILLuizAKKIYGBpw79M8aacUAA90mnRckbNh3J  
Ie4FZ9+Zzcln2aoxU  
rcgziRrn+nxMPQDQs3Vjdhu+9ACJM3aE/URMS+MO8fWR/b8  
oPJVgLtdkQRW8jb+1  
kwIDAQAB  
-----END PUBLIC KEY-----
```

8. Add a **Redirect URIs** as <https://www.example.com/callback>.




User Application

Authorization Code Grant
 Implicit Grant

Secret Keys

[+ ADD SECRET KEY](#)



Service Integration

DocuSign can generate a keypair for you or you can upload your own public key.

RSA Keypairs (ID)

X a80928e7-9c9e-4ce2-9502-d95aab019a1

[+ GENERATE RSA](#)
[+ UPLOAD RSA](#)

Additional settings

Redirect URIs

X https://www.example.com/callback

[+ ADD URI](#)

Link to Privacy Policy

http://www.example.com/privacy

Link to Terms of Use

http://www.example.com/terms

[SAVE](#)
[CANCEL](#)

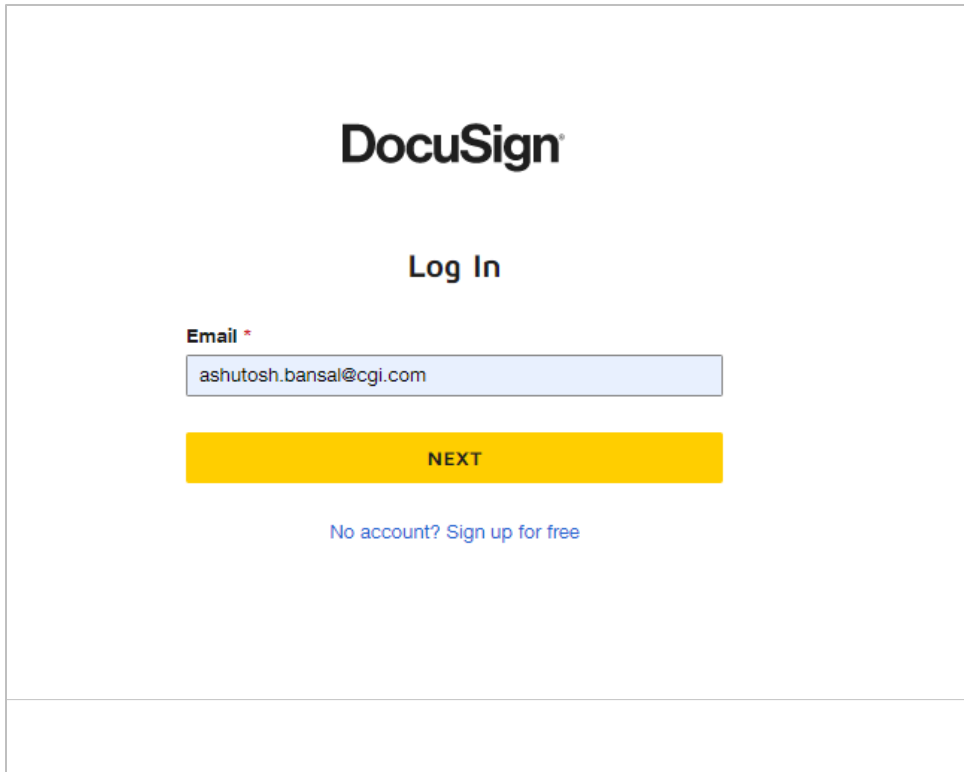
9. Click the **SAVE** button.

Please note that the app created is in development mode. This is useful for testing purposes. For a production environment, you need to move the app to production by selecting “Start Go-Live review” on your DocuSign account.

MyDemo_DocuSign_Integration	09ddaafa-e274-436e-a027-f9bf6e672544	Development	<input checked="" type="radio"/> Submit for review	<div style="border: 1px solid #ccc; padding: 2px;"> ACTIONS <ul style="list-style-type: none"> Edit <li style="background-color: #ffff00;">Start Go-Live review View API Dashboard View Details Delete </div>
TestIntegration_demoProj	798aa334-4385-40b8-b4c8-3421e044a846	Development	<input type="radio"/> Not started Make 20 successful API calls	
<div style="display: flex; justify-content: space-between;"> 4 104 0 </div> <p style="font-size: small;">Applications Successful Requests Failed Requests</p>		Average Response Time over last 10 days		

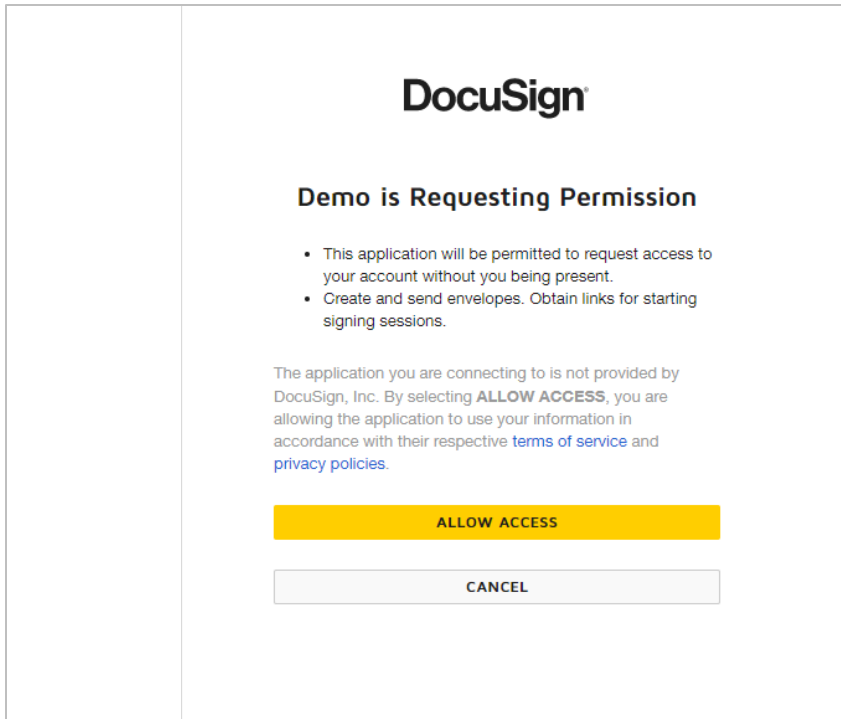
10. Now, this application needs to give consent for embedded signing. In order to do that, go to the following URL (make sure to update the integration id):

`https://account-d.docusign.com/oauth/auth?response_type=code&scope=signature%20impersonation&client_id=<Your Integration_Id>&redirect_uri=https://www.example.com/callback`



The image shows a DocuSign login interface. At the top center is the DocuSign logo. Below it is the text "Log In". Underneath is a label "Email *" followed by a text input field containing the email address "ashutosh.bansal@cgi.com". Below the input field is a yellow button with the text "NEXT". At the bottom of the form area is a link that says "No account? Sign up for free".

11. Once logged in to your DocuSign account, click the **ALLOW ACCESS** button to enable embedded signing.



12. The next step is to configure the DocuSign App information in the Advantage application on the ERPCTRL page.

Parameter Name	Parameter Short Description
DOCUSIGN_ACCOUNT_ID	DocuSign Account Id
DOCUSIGN_BASE_URI	DocuSign base URI
DOCUSIGN_BRAND_ID	DocuSign brand Id
DOCUSIGN_HOST_ENV	DocuSign host environment
DOCUSIGN_INTG_KEY	DocuSign Integration Key
DOCUSIGN_USER_ID	DocuSign user Id
DOCUSIGN_VERSION_NO	DocuSign version number

The DOCUSIGN_ACCOUNT_ID, DOCUSIGN_BASE_URI and DOCUSIGN_USER_ID can be referred from the “Apps and Keys” page of your DocuSign account.

The value for DOCUSIGN_HOST_ENV is “https://account-d.docusign.com” for development and “https://account.docusign.com” for production environments.

The value for DOCUSIGN_BRAND_ID can be set from your DocuSign account as shown below.

Creating a brand will enable you to configure the title, fonts and colors for your DocuSign window which appears during the signing process.

NOTE: Please download SSL certificate from <https://account.docusign.com/oauth/token> or <https://account-d.docusign.com/oauth/token> (based on your usage of developer vs production DocuSign app) and your DOCUSIGN_BASE_URL (example: <https://demo.docusign.net>).

These certificates need to be added to ADV3.keystore file.

Modify an Existing Transaction

To modify a transaction, perform these steps:

1. Search for and open the transaction using the Transaction Catalog or other inquiry page that provides transaction links.
2. Select the **Modify** action from the transaction level menu, which creates a new *Modification Draft* version of the transaction and opens the transaction in Edit mode.

Discard a Transaction

To discard a *Draft* or *Template* transaction, perform these steps:

1. Locate the transaction on the Transaction Catalog.
2. From the record level menu, select the **Discard/Cancel** action. Alternatively, if within the transaction, select the **Discard** action from the transaction level menu.

To discard a *Final* transaction, perform these steps:

1. Locate the transaction on the Transaction Catalog or other inquiry page that provides transaction links.
2. From the record level menu, select the **Discard/Cancel** action. Alternatively, if within the transaction, select the **Cancel** action from the transaction level menu.

Print a Transaction

To print an open transaction, perform these steps:

1. Select the **Print** action from the transaction-level menu. Alternatively, the record level menu each Transaction Catalog contains the **Print** action.
2. Select your print settings.
3. Select **Print**.

Refer to the "[Printing a Transaction](#)" topic for additional information about this page and the options available for this function.

Refer to the "[Using Attachments](#)" topic for additional information about sending a separate attachments email when printing to Email output.

Inquiries

This topic includes all of the inquiries used in the Transaction area that are not already covered in another user guide, such as the *Financial Administration User Guide*, which contains many common transaction inquiries. For more information on each inquiry, refer to the appropriate link in the Inquiry Name column.

Inquiry Name	Page Code	Description
Additional Transaction Information Query	ADINFO	This inquiry allows you to search across all Additional Transaction Information records for all transactions.
Lifecycle Inquiry*	LINQ	This inquiry allows you to view the complete chain of transactions associated with the selected transaction on a single page.
Lifecycle Transaction Search*	LFDOCSCH	This inquiry allows you to search for transactions with a Phase of <i>Final</i> , <i>Historical (Final)</i> , <i>Draft</i> or <i>Pending</i> .
Transaction Archive Catalog	DOCARCH	This inquiry page allows you to unarchive CGI Advantage transactions.
Transaction Comment Management	DCMTM	This inquiry allows an administrator to view, delete, or suppress comments associated with transaction.
Transaction Discard Log	DSCRDLOG	This inquiry page allows users to review discarded and deleted transactions. Transactions are logged here only if the Log Discard indication for the transaction code is <i>true</i> (checked) on Transaction Control (DCTRL).
Transaction History Query	DHIST	This inquiry page allows you to view a list of all versions of transactions, including archived transactions as well as transactions that are still in <i>Draft</i> , <i>Pending</i> , <i>Template</i> , <i>No Phase</i> , or <i>Conflict Draft</i> Transaction Phase.
Transaction Message	DOCMSG	This inquiry page allows you to search for messages for a transaction without opening the transaction. The page is populated by the Transaction Message Load batch job.
Transaction Reference Query	BWDRF and FWDRF	The Transaction Reference Query has two views: Backward Reference and Forward Reference. The Backward Reference view shows all transactions that the indicated transaction has referenced. The Forward Reference view shows all transactions that have referenced the indicated transaction.

*Only available in Advantage Financial.

Additional Transaction Information Query

The Additional Transaction Information Query page allows you to search across all Additional Transaction Information records for all transactions. Updates cannot be made to records on this inquiry. The Transaction column in the search results provides a link that transitions you to the transaction that contains the Additional Transaction Information record. From the transaction, you can access the Additional Transaction Information page to view/add/modify/delete all records for the selected transaction.

Lifecycle Inquiry

The Lifecycle Inquiry (LINQ) allows you to view the complete chain of transactions associated with the selected transaction on a single page. This inquiry can only be accessed from Advantage Financial. The **Backward** action allows you to view all transactions the selected transaction referenced. The **Forward** action allows you to view all transactions that referenced the selected transaction.

The Lifecycle Inquiry can be accessed from a few other inquiry pages for easy research besides the common methods for accessing an inquiry page: Lifecycle Transaction Search (LFDOCSCH), Procurement Transaction (PRCUDOC), and My Requests (RQHISTM).

Refer to the "[Transaction Referencing](#)" topic in this user guide for additional information on Referencing.

Lifecycle Transaction Search

The Lifecycle Transaction Search (LFDOCSRCH) inquiry allows you to search for transactions that are *Final*, *Historical (Final)*, *Draft* and *Pending*. This inquiry can only be accessed from Advantage Financial. When searching, the Transaction Code field is required as well as at least one of the following fields: Transaction Dept, Transaction Unit, Transaction ID, Transaction Description, Create User ID or Create Date.

Select the desired record in the grid and then click the **Lifecycle Inquiry** row-level related page link to transition to the [Lifecycle Inquiry](#) page.

Transaction Archive Catalog

This page allows you to restore Advantage transactions that have been archived and to view PDF versions of the archived transactions. To restore a transaction, select **Restore** from the transaction's row-level menu. The transaction is returned to the Transaction Catalog after it has been restored successfully. You can restore more than one transaction at a time by selecting the check box for each transaction you want restored. Then select **Restore** from the Grid Actions menu.

Authorized users can view a PDF version of a transaction that is listed on the Transaction Archive Catalog without restoring the transaction first. Select View from the transaction's row-level menu. This action opens the selected transaction in PDF format. If the transaction contains attachments, then the PDF file of the transaction and the attachments are included in a zip file. Download the zip file and extract all files in the zip file. Open the transaction's PDF file to view the contents. Links are included within the appropriate sections to the attachment for that section. If there is more than one attachment for a section of a transaction, then a link is provided to a zip file that contains all of the attachments for that section.

Note: If a transaction is purged instead of archived, the transaction will not appear in this catalog. Refer to the [Transaction Archiving](#) topic in this user guide for more information.

Refer to the *CGI Advantage System Administration Guide* for additional information about archiving transactions.

Transaction Comment Management

The Transaction Comment Management (DCMTM) page allows an administrator to view, delete, or suppress comments associated with transaction. An Administrator can suppress comments by setting the Suppressed field to Yes. Any comments that have the Suppressed field set to Yes are not visible on the Transaction Comments tab of the related transaction.

This page only displays comments associated with the selected version of the transaction and those comments affiliated with previous versions. In the grid, the version link for each comment allows you to access historical versions of the transaction.

Transaction Discard Log

The Transaction Discard Log page allows users to review discarded and deleted transactions. Transactions are logged here only if the Log Discard indication for the transaction code is *true (checked)* on Transaction Control. This page allows for tracking down missing numbers in an automatic numbering sequence or a transaction from an interface.

Transaction History Query

The Transaction History Query allows you to view a list of all versions of transactions, including archived transactions as well as transactions that are still in *Draft, Pending, Template, No Phase, or Conflict Draft* Transaction Phase.

You must enter the Transaction Code, Transaction Department, and Transaction ID into the filter fields. Wildcard values are not allowed.

You can then navigate through the list of transactions in the grid provided and select the line of the transaction of interest. You can open a transaction that has not been archived by clicking on the appropriate transaction link. Archived transactions must be viewed in one of the available methods.

Transaction Message

The Transaction Message (DOCMSG) page allows you to search for and view transaction messages that have been added by the Transaction Message Load batch job. The Transaction Message Load batch job extracts transaction messages that are associated with transactions included in the parameters set for the batch job and adds them to the Transaction Message page. The Transaction Message Load batch job can also remove error messages that have been fixed on a transaction. Please refer to the “Transaction Message Update” run sheet in the *Utilities Run Sheets Guide* for more information about this job.

Transaction message information can be searched to determine:

- Transactions that are in draft/pending phase due to errors in the transaction.
- Error Messages present in a given transaction.

- Error Message code, text, severity, override level and explanation for a given transaction.
- Error Messages in a given transaction where there is no code or explanation.
- Transactions that have been submitted with information, warnings and override errors.
- Incorrect or missing transaction field values that prevented a given transaction from validating successfully.
- Missing field values that prevented a given transaction from importing successfully.
- A link for a given transaction that can open the transaction directly from the result row in the table.

Enter search criteria for a specific transaction message by entering values into one or more of the search fields. You can then navigate to the transaction that contains the message by clicking the link in the Transaction column in the grid. If a transaction failed on import due to errors, then the error message is added to the Transaction Message page, even though the transaction does not exist in Advantage. Therefore, if you click the transaction hyperlink an error is received that the transaction does not exist.

Once an error has been fixed for a transaction and is no longer reported after validating or submitting the transaction, then an authorized user must run the Transaction Message Load batch job. Assuming the parameters for the job are set to include the selected transaction, the previously reported error is removed from the Transaction Message page.

Transaction Reference Query

The Transaction Reference Query (BWDRF and FWDRF) is used to track transaction chains that are created as part of business activity such as accounts payable and accounts receivable. These chains relate activity performed on one transaction to the activity performed on a second referencing transaction. The Transaction Reference Query provides a central review point for all types of references: partial, final, inverse and memo. This inquiry looks only one step in either direction - backwards or forwards - from the queried transaction. Another query, the Lifecycle Inquiry, is an alternative view of the same data that provides all steps forward or backward.

The Transaction Reference Query has two views: Backward Reference and Forward Reference. The Backward Reference view shows all transactions that the indicated transaction has referenced. The Forward Reference view shows all transactions that have referenced the indicated transaction.

> More Info

Once you have opened the Transaction Reference Query, you can access referenced transactions or referencing transactions in one of the following ways:

- The first way allows you to type the Transaction Code, Transaction Department and Transaction ID into the corresponding fields provided on the Query. You can then select either the Backward Reference action or the Forward Reference action. If you select Backward Reference then you will see all Transactions that your selected Transaction has referenced. If you select Forward Reference then you will see all Transactions that have referenced your selected Transaction. You can select the Back action at any time to return to the prior page.
- The second way allows you to navigate through the list of Transactions in the grid provided and then select the line of the Transaction of interest. Once you have selected the Transaction line, you need to select the Next Reference Step action.

This places the selected Transaction's identification information (Transaction Code, Transaction Department and Transaction ID) in the fields at the top of the query. Based on your view, Backward Reference or Forward Reference, the grid will be populated with the appropriate Transactions. For example, if your view was Backward Reference then you will see all Transactions that your selected Transaction has referenced. If your view was Forward Reference then you will see all Transactions that have referenced your selected Transaction. You can select the Back action at any time to return to the prior page.

Please note that wildcards are not allowed when searching for references.

Advanced - Setup

This chapter of the *Transaction User Guide* includes the following topic:

- [Line Number Limitations](#)
- [Standard Comments](#)

Line Number Limitations

There are transactions in CGI Advantage Financial that have anywhere from a simple tab to ones with over ten tabs. Some of these tabs are the only historical source of information while others update one or more inquiries. Given that certain transactions make many system updates and others make only a small number of updates, not all transactions and transaction tabs should have the same line limits. Restrictions should be placed judiciously on those transaction components that require large amounts of memory or for other reasons such as forms printing. Checking limits will also have a performance impact that should be reserved for those transactions that need the limits. The application will always look up each tab of a transaction to determine if there is a limit. If there is, then the application will determine if that limit is exceeded by counting the number of records for that tab. If no limit exists, then the counting and subsequent evaluation will not occur. This line limit feature only occurs when the property `EnforceMaxLineLimit` is set to `true` in the `ADV30Params.ini` file.

Limits are enforced through the Transaction Component Requirements (DCREQ) page. A limit can be placed on the number of lines for a transaction type and transaction component combination by creating a record with a Property Name of `MAX_LINE_LIMIT` and a chosen limit in the Property Value. Updates to this reference page will require all application servers (VLSs dedicated to online/offline processing) are brought down and then brought up.

Limits are evaluated in one of two situations. The first is online when an insert of a line is attempted. The second is offline when an entire transaction is to be inserted. When a limit is exceeded online, the user is returned to where the action was taken that inserted more rows into a component than allowed without any new lines. A common error will be issued stating the limit that was exceeded. The exceeding of a limit offline will result in that common error in the Job Log.

Putting limits into place or reducing them after transactions have been created that are larger than the new limit will cause problems when performing many actions on those larger transactions. This situation cannot be avoided except by putting limits on all components before transaction processing and never reducing those limits. Such setup is impractical and bad for performance. Limits will be an evolving maintenance issue in Advantage. When a temporary increase of the limit is often the only solution that can be taken, it should be taken with caution. Once over a limit, a temporary increase will only ensure the current action is possible. When the time comes to perform certain other actions on the transaction, then the limit will have to be increased again.

When a transaction first encounters a memory problem, it may have been the largest transaction to date, or it could have just been the first large transaction of many to compete for limited resources and cause a memory problem. Such factors have to be considered when setting limits. Most often limits are in a range that allows for normal load processing and not high volume processing as that would require the use of smaller limits. Keep in mind that a component line limit is not a guaranteed solution to prevent all memory problems as many factors other than transaction size determine memory availability.

Other exceptions are those actions that do not create lines. The following is a list of actions that perform limit checking. Following that is a list of those actions that do not check limits. The common difference

between the two groups is that the 1st group creates new lines and the second only updates existing lines.

Common actions that perform limit checking:

- Insert Line
- Insert Copied Line
- Copy Forward
- Cancellation Draft Creation
- Modification Draft Creation
- Copy Transaction
- Recurring Transaction Triggers
- Unarchive

Many different types of transactions contain actions in the tab level and record level menus where lines within the transaction are created by the action. Each of these can present the situation where a line limit is exceeded. In many cases, the solution is to reduce the number of parent lines within the transaction so that the action does not create as many children lines.

Standard Comments

The Standard Comments (SCMTS) page is used to create and define standard comments that can be used on the Transaction Comments page, accessible on all the transaction pages.

Adding standard comments to a transaction through the Transaction Comments functionality, gives you the ability to track comments on those transactions in a reportable way. You are able to customize Standard Comment Codes based on your business practices and needs.

You have the ability to update or change the Description information associated with the Standard Comment Code at any time. You may also delete a record from this page. However, once a Standard Comment Code has been referenced on the Transaction Comments page, it may not be deleted from the Standard Comments table.