Purchase Requisitions & Receiving Exercise Workbook

University of North Carolina at Chapel Hill

Purchase Requisitions & Receiving Exercise Workbook

PeopleSoft Human Resources and Finance Implementation

This Exercise Workbook has been customized for the School of Public Health.

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Purchase Requisitions & Receiving Exercise Workbook

Exercise 1: Creating a Purchase Requisition (Basic Create)

Scenario

You have been asked to create a purchase requisition to order 3 laser printers (priced at \$1,500 each) and 1 printer cabinet (priced at \$1,000) from IBM.

Reference

Refer to the following for assistance in completing the test case:

• Creating a New Purchase Requisition

Menu path:

- Main Menu \rightarrow Finance Menu \rightarrow eProcurement \rightarrow Create Requisition
 - Go to the Purchase Requisition tab. It will jump into the Create Requisition screen and default to the Special Request tab. Under "Select a Request Type" click on Special Item to start.

Tasks

This section provides the field data required to complete this test case.

Item Description	Laser printers for student lab				
Price	\$1,400				
Quantity	3 Unit of Measure EA				
Category	Search for Laser Printer				
Vendor ID and Vendor Name	Under Vendor Name, search for IBM . The Vendor ID will populate automatically.				
Vendor Item ID	201.4537				
Additional Information	Enter a line-item comment – whatever you'd like.				

1. Add an item from the 2. Add Items and Services tab.

When you're done, click the Add Item button.

- 2. In the **3.** Review and Submit tab, enter a Requisition Name. You can enter anything you'd like, but an example is [your department number]-[your initials] since that might help you find the requisition later on. If you leave this blank, the Requisition Name will default to the Requisition ID.
- In the Requisition Lines section, distribute the item to the appropriate chartfields. Show the Accounting Lines box by clicking on the "Expand" arrow to the left of the line number. Click on the Chartfields2 tab to show the chartfields and enter as follows:



Fund Source Account Dept	Fund Source Account Dept
--------------------------	--------------------------

Line 1	Health Affairs –	Health Affairs	Auto populated based on	Enter your
(laser printers)	Reg Term Inst	Approp (search		own dept
	(search for it)	for it)	category	

4. Click Save & preview approvals. You will jump to a Confirmation page that shows your newly generated Requisition ID number. Note your number here:

Note: you cannot save until ALL required fields through chartfield distribution are complete! If you have multiple lines to enter, it is recommended you fully enter one first so that you can save as you go along. This is what this exercise will walk through.

5. Click Edit Requisition to go back and then go into the 2. Add Items and Services tab. You will note your first item is summarized in the Requisition Summary box to the right.

Item Description	Printer cabinet for student lab				
Price	\$1,000		-		
Quantity	1	Unit of Measure	EA		
Category	Search for Printer Cabinet				
Vendor ID and Vendor Name	Under Vendor Name, search for IBM . The Vendor ID will populate automatically.				
Vendor Item ID	354.8795				
Additional Information	Enter a line-item comment – whatever you'd like.				
When you're done, click the Add Item button. Your second item will now also be shown in the					

6. Click on **Special Item** to add a new line as follows:

When you're done, click the Add Item button. Your second item will now also be shown in the **Requisition Summary** box to the right.

 Now that you've done entering the two lines, click back into the 3. Review and Submit section in order to distribute the second line's chartfields. Click the "Expand" arrow to the left of line 2, click the Chartfields2 tab, and distribute to the following chartfields.

	Fund	Source	Account	Dept
Line 2 (printer cabinet)	F&A – General Academic Support	Facilities & Admin	Auto populated	Enter your own dept

- 8. Having fully completed another line, you can save again. Click Save & preview approvals.
- 9. Enter a header-level comment in the **Comments** box. Similar to the old process, this is where you would note whether a purchase needs to be put out for bid, etc.
- 10. Note the two checkboxes at the top right of the page. Check if these pertain to you:

Goods/Service over \$5000 have been received State/UTC Contract

- a. If Goods/Service over \$5000 have been received is checked, a misuse explanation should be attached.
- b. If State/UTC Contract is checked, it would be helpful to indicate the contract number in the Comments box.
- 11. Click **Attachments** to attach appropriate documentation as you do now: copies of bids or quotes, sole source justification, etc. Click into this area to see the standard dialog box. If your requisition is >\$5,000, the system will not allow you to submit without any attachments.

[As of the time of writing (August 6, 2014), the system had a technical glitch whereupon attaching a document, the page would freeze. For the purpose of the exercise, don't actually attach a document unless the instructor updates otherwise.]

- Since the system won't allow attachments, for the purpose of this exercise, reduce the total requisition to < \$5,000 by reducing the quantity of laser printers down to two. Go back to the 3. Review and Submit section and edit the Quantity box to 2 and then either tab or enter to save it. You will see the line total adjust automatically.
- 13. Click **Check Budget** to ensure there is enough budget to support the purchase. [There does not seem to be any difference between "Check Budget" and "Pre-Check Budget".] If the budget check is valid, the status will update:

Budget Checking Status: Valid

14. You are now ready to submit. Click **Save and Submit**. You should receive a **Confirmation** page showing the status of the purchase requisition changed from "Open" to "Approved".

Exercise 2: Creating a Purchase Requisition (Streamlined Modify Line Details)

Scenario

You have been asked to create a purchase requisition to order furniture to refit a newly renovated conference room.

Reference

Refer to the following for assistance in completing the test case:

• Creating a New Purchase Requisition

Menu path:

- Main Menu \rightarrow Finance Menu \rightarrow eProcurement \rightarrow Create Requisition
 - Go to the Purchase Requisition tab. It will jump into the Create Requisition screen and default to the Special Request tab. Under "Select a Request Type" click on Special Item to start.

Tasks

This section provides the field data required to complete this test case.

1. Add an item from the 2. Add Items and Services tab.

Item Description	Conference room chairs				
Price	\$250				
Quantity	8	Unit of Measure	EA		
Category	Search 'contains' chair . Choose "Classroom Chairs".				
Vendor ID/Name	Leave the Vendor section blank for now.				
Vendor Item ID	T1016				
Additional Info	Leave the line item comment blank for now.				
When you're done, o	When you're done, click the Add Item button. This item will be added to the Requisition Summary.				

2. Immediately add another item:

Item Description	Conference table	Conference table			
Price	\$1250				
Quantity	1	Unit of Measure	EA		
Category	Search 'contains' table . Choose "Conferencing Tables".				
Vendor ID/Name	Leave the Vendor section blank for now.				
Vendor Item ID	T2658				
Additional Info	Leave the line item comment bl	ank for now.			

When you're done, click the Add Item button. This item will be added to the Requisition Summary.

Item Description	Conferencing speakerphone					
Price	\$750					
Quantity	1	Unit of Measure	EA			
Category	Search 'contains' phone . Choose "Digital Telephones".					
Vendor ID/Name	Leave the Vendor section blank for now.					
Vendor Item ID	T8873					
Additional Info	Leave the line item comment blank for now.					
When you're done,	When you're done, click the Add Item button. This item will be added to the Requisition Summary.					

3. Immediately add another item:

4. Immediately add another item:

Item Description	Conference room storage cabinet				
Price	\$650				
Quantity	1	Unit of Measure	EA		
Category	Search 'contains' cabinet . Choose "Storage Cabinets".				
Vendor ID/Name	Leave the Vendor section blank for now.				
Vendor Item ID	T5151				
Additional Info	Leave the line item comment blank for now.				
When you're done, click the Add Item button. This item will be added to the Requisition Summary.					

5. Now that you've entered all the required lines, click on the **3. Review and Submit** tab. The four lines will appear along with the line descriptions. Since none of the vendor information has been entered, that column will be blank (in red circled area):

Line	Description	Vendor Name	<u>Quantity</u>	UOM	Price	Total
Þ 🔲 1	conference room chair		6.0000	Each	250.00000	1,500.00
▷ 🔲 2	conference room table		1.0000	Each	1,000.00000	1,000.00
▷ 🔲 3	conferencing speakerphone		1.0000	Each	750.00000	750.00
▷ 🔤 4	conference room storage cabine		1.0000	Each	400.00000	400.00
Selec	t All / Deselect All	\square			Total Amount:	3,650.00 USD
L	Add to Favorites	Add to Template(s)	Modify L	ine / Shippir	g / Accounting	Delete

 You will enter the vendor ID and the chartfields and apply to all the lines at once. Check the box beside Select All/Deselect All (green box above). Then, press on Modify Line / Shipping / Accounting (second green box above).

- Click the ^Q at the Vendor ID field and search for the name Triangle Office Equipment. This vendor has 5 addresses but you'll notice that the Vendor ID is identical for all of them. Choose the Vendor ID in the 4th line. You'll notice the Vendor Location field is automatically populated with "4".
- 8. In the **Ship To** box, search for your office location (search 'contains' Rosenau, Hooker, or McGavran and then scroll through the room numbers).

Fund	Source	Account	Dept
F&A – General Academic Support	Facilities & Admin	Leave blank	Enter your own dept

- 9. In the Chartfields1 section, enter the following chartfields:
- 10. Click on the Apply button. On the next page, All Distribution Lines will be selected leave this as is. Click OK.
- 11. You'll notice that the Vendor "Triangle Office Equipment" is now populated across all 4 lines. Click on the "expand" arrow beside each line to see that the chartfields are also populated for each line. Note that the Account is different for line 1 since the account automatically follows from the category.

[Note: If you don't leave the account blank, you will **overwrite** all account chartfields for all invoice lines, which wouldn't necessarily be appropriate since each line item might be very different items. If you chose to distribute chartfields all at once, be sure to leave the Account blank similar to step #9 to allow the category to determine the proper account.]

You can now save your requisition. Click Check Budget to initiate a budget check. Note that this
also saves the requisition since the Requisition ID is generated and defaulted as the Requisition
Name.

Note your Requisition ID here: _____

- 13. Update the **Requisition Name** to something useful [example: department#-your initials]
- 14. Attach the appropriate documentation. [Skip this step in the training environment until notified otherwise.]
- 15. Check off the box beside **State/UTC contract** since Triangle Office Equipment is an authorized dealer under state contract.
- 16. Add header-level comments in the Comments box: "office furniture for new conference room".

Also add line-item comments by clicking into the \bigcirc beside each line to open the line comment box.

- a. In line 1, enter the comment "please request yellow chairs". Click **OK**. You will notice that the quotation box has dots filled in indicating a comment exists.
- b. In line 4, enter the comment "please request a black cabinet". Click **OK**. You will notice that the quotation box has dots filled in indicating a comment exists.

Line	Description	Vendor Name	Quantity	<u>UOM</u>	Price	Total
1	conference room chair	TRIANGLE OFFICE EQUIPMENT INC	6.0000	Each	250.00000	1,500.00
2	conference room table	TRIANGLE OFFICE EQUIPMENT INC	1.0000	Each	1,000.00000	1,000.00
3	conferencing speakerphone	TRIANGLE OFFICE EQUIPMENT INC	1.0000	Each	750.00000	750.00
> 🔲 4	conference room storage cabine	TRIANGLE OFFICE EQUIPMENT INC	1.0000	Each	400.00000	400.00
Selec	t All / Deselect All				Total Amount:	3,650.00 USD

17. Finally, click Save and Submit.

Questions

1. **Benefits / Downsides** – What are the benefits/downsides of creating a requisition using the sequence from:

Exercise 1? (add one line, distribute; add another line, distribute)



Exercise 2? (add all lines upfront, distribute all at once)

ar the equipped from:	
er the sequence from:	

2. When - In what types of scenarios might you consider the sequence from:



Exercise 1? (add one line, distribute; add another line, distribute)



Exercise 2? (add all lines upfront, distribute all at once)

3. How might you combine the two approaches to be effective and efficient?

Exercise 3: Copy a Requisition

Scenario

The new conference room is very popular. You are asked to create another purchase requisition under the exact same circumstances as the one you just created in exercise 2. Instead of creating it from scratch, copy your original requisition.

Reference

Refer to the following for assistance in completing the exercise:

• Managing a Requisition

Menu path:

• Main Menu → Finance Menu → eProcurement → Manage Requisitions

Tasks

This section provides the field data required to complete this exercise.

- 1. Search for your requisition. You can search by Requisition ID (copied down from Exercise 2) or you can search for requester. This would normally be your onyen but in the training environment, enter your assigned training ID: publ_h_stud##.
- 2. In the appropriate requisition line, choose Copy Requisition from the dropdown menu and click Go.

Field	Value
Attachments	Attachments don't copy over, so you would have to attach appropriate documentation when copying a requisition.
Requisition Name	Change the new requisition name to something that you can recognize. Note it here:
Header Comments	Are comments copied into the new requisition?
Line Comments	Are these copied into the new requisition?
Check Budget	Check the budget.

3. Click Save and preview approvals.

Exercise 4: Edit a Requisition

Scenario

After saving your copied requisition, you are told that the conference room will actually hold 10 chairs. Edit that requisition to reflect the updated quantity.

Reference

Refer to the following for assistance in completing the exercise:

• Managing a Requisition

Menu path:

• Main Menu \rightarrow Finance Menu \rightarrow eProcurement \rightarrow Manage Requisitions

Tasks

This section provides the field data required to complete this exercise.

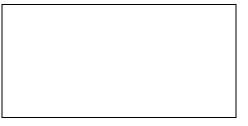
- 1. Search for your requisition. You can search by Requisition Name as noted from Exercise 3.
- 2. In the appropriate requisition search result, choose **Edit Requisition** from the dropdown menu and click **Go**. The page jumps to the **3. Review and Submit** section of the requisition.
- 3. Change the quantity of chairs to 10 and press tab or enter. The total amount will automatically update.
- 4. Click Save and preview approvals.

Questions



It is only possible to edit a requisition that has not yet been transferred into a purchase order.

What should you do to make changes to a requisition that has already been transferred to a purchase order?



Exercise 5: Cancel a Requisition

Scenario

Your lab person tells you that they changed their mind and in fact don't need the second order (the one used in Exercises 3 and 4). You know that a PO has not yet been created. Cancel the order.

Reference

Refer to the following for assistance in completing the exercise:

• Managing a Requisition

Menu path:

• Main Menu \rightarrow Finance Menu \rightarrow eProcurement \rightarrow Manage Requisitions

Tasks

This section provides the field data required to complete this exercise.

- 1. Search for your requisition. You can search by Requisition Name as noted from Exercise 3.
- 2. In the appropriate requisition search result, choose **Cancel Requisition** from the dropdown menu and click **Go**. The page jumps to a summary confirmation page.
- 3. Click Cancel Requisition.
- 4. Note the page returns to Manage Requisitions and the requisition number still appears in the list but with a total requisition amount of \$0 with a status of **Canceled**. It is still possible to re-open the requisition. In other words, the requisition does not completely disappear from the system.

Questions



Instead of canceling an order, what should you do if a PO has already been created?

Exercise 6: Creating a Receipt

Scenario

The laser printers and printer cabinet that you ordered in Exercise 1 have been shipped to your department. Create a receipt for this order.

Reference

Refer to the following for assistance in completing the exercise:

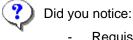
• Creating Receipts

Tasks

The primary reference number for Receiving is the Purchase Order ID. Find the PO ID:

- 1. Go to Main Menu \rightarrow eProcurement \rightarrow Manage Requisitions
- Click on the triangle to the left of PO Information in any Requisition line to open up more detail. Usually, all lines on a requisition will have a single PO, but double-check to be sure.
- 4. Write down the Purchase Order number for that particular requisition:

Line	Item Description	Source Status		
1	laser printer	Complete		
Lii	ne Comments:			
Comment 1: << line item comment >>				
PO Information				



- Requisition IDs begin with what number?
- PO Nos. begin with what number?

Assume you only received one printer and the printer cabinet. Record a partial receipt.

5. Navigate to:

Main Menu \rightarrow Finance Menu \rightarrow Purchasing \rightarrow Receipts \rightarrow Add/Update Receipts

6. Add a new value.

- 7. Search for your PO no. from step #4 in the ID field. Click Search. Each line of the PO will appear at the bottom of the page.
- 8. Since both items have come in, you can individually check off each line or choose Select All. Click **OK**. You will jump to the Receiving page.
- 9. On the Receiving page, the received quantity defaults to your ordered quantity. Note your Receipt Status at the top is Open.
 - Sometimes you may only receive a partial shipment. You should enter the actual quantity received. In this case, enter the receipt of 1 laser printer and 1 printer cabinet. Click Save. A warning message will confirm whether you would like to accept receipt for each line. Click **OK** for both messages.

[Disregard the comment about "Line 1 is 1 day(s) early. Acceptable is 0 day(s)". This message which will only appear in the training environment. Generally, the system is saying that it only expects a receipt a day after the day the PO is generated. In this case, it is the same day.]

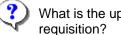
- b. In certain circumstances, you may receive partial shipment and never receive the rest. In this case, click the **Close Short** box on the appropriate line.
- 10. Note your Receipt Status at the top has been updated to Fully Received. This message is

misleading because it is only referring to this receipt. Adjacent to the status is a X . Clicking this will cancel the receipt.

- 11. Note your **Receipt ID** at the top left. Record it here
- 12. Go back to Manage Requisitions to see what the requisition status has changed to. Navigate to

Menu Menu \rightarrow eProcurement \rightarrow Manage Requisitions

Search for your Requisition ID again.



What is the updated status of the

1	

Pretend it is a day later and the second printer has come in. Record the second partial receipt.

13. Again navigate to:

Main Menu \rightarrow Finance Menu \rightarrow Purchasing \rightarrow Receipts \rightarrow Add/Update Receipts

- 14. Add a new value. You are recording a new receipt.
- 15. Search again for your PO number in the **ID** field. Click Search.
- 16. Note the PO quantity is indicated along with the prior receipt quantity. Since you are receiving the remaining item, check the box and click OK.
- 17. You will see the laser printer line item again. Again, the default Receipt Quantity is the PO quantity (2 printers, in this case). Change the Receipt Quantity to 1 to indicate receipt of the remaining printer. Click Save. Click OK at the warning message. This receipt will also be fully received. Record your **Receipt ID** at the top left.

There are two ways to review receipts.

18. The first way is in the Add/Update Receipts page. Navigate to:

Main Menu \rightarrow Finance Menu \rightarrow Purchasing \rightarrow Receipts \rightarrow Add/Update Receipts

19. Click on the **Find an Existing Value** tab. And enter your PO Number in the correct search field. Click Search.



How many receipt lines appear in the search results? You can click each receipt line to see the details of the receipt.

20. The second way is in the Manage Requisitions page. Navigate to Menu Menu \rightarrow eProcurement \rightarrow Manage Requisitions. Search for your **Requisition ID** again.



Received.

What is the updated status of the requisition?

Line	Item Description	Source Status
1	laser printer	Complete
Li	ne Comments:	
	omment 1: << line item co	omment >>
D PO	Information	

22. Click on the icon beside Fully Received:

 Click on the Requisition ID to call up the line items. Click on the triangle beside PO Information at each line to show the details. The Receipt Status on each line will say Fully

Receipt Status	_
	1
Fully Received	

23. The related Receipt IDs will be listed (including any cancelled receipts). You can click on

the details icon beside each Receipt ID to see the items and quantities received.