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.

Table of Contents

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 → Finance Menu → eProcurement → Create Requisition

  o 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	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.		

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.

3. 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

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

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.

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

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 **Requisition Summary** box to the right.			

7. 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.]

12. *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 → Finance Menu → eProcurement → 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, click the **Add Item** button. This item will be added to the Requisition Summary.	

2. Immediately add another item:

Item Description	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 blank for now.

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

3. Immediately add another item:

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, click the **Add Item** button. This item will be added to the Requisition Summary.			

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):

6. 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).

7. Click the 🔍 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).

9. In the **Chartfields1** section, enter the following chartfields:

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

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.]

12. 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 💬 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.

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)

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

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 → 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 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 → eProcurement → Manage Requisitions

2. Search for the requisition you completed before the break. You can search by the Requisition ID as noted in Exercise 1. Record it here for reference _____. The status now should be **PO(s) Dispatched**.

3. 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.

Line	Item Description	Source Status
1	laser printer	Complete

Line Comments:

Comment 1: << line item comment >>

▷ PO Information

4. Write down the Purchase Order number for that particular requisition:

_____

Did you notice:

- 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 → Finance Menu → Purchasing → Receipts → 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.

    a. 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 ✖ . 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 → eProcurement → Manage Requisitions

    Search for your Requisition ID again.

    What is the updated status of the requisition?

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

13. Again navigate to:

    > Main Menu → Finance Menu → Purchasing → Receipts → 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 → Finance Menu → Purchasing → Receipts → 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 → eProcurement → Manage Requisitions. Search for your **Requisition ID** again.

What is the updated status of the requisition?

21. 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 Received**.

22. Click on the icon beside **Fully Received**:

Line	Item Description	Source Status
1	laser printer	Complete

Line Comments:

Comment 1: << line item comment >>

▷ PO Information

Receipt Status

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.