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University of North Carolina at Chapel Hill

**Purchase Requisitions & Receiving**

**Exercise Workbook**

PeopleSoft Human Resources and Finance Implementation

# Table of Contents

Exercise 1a 3

Creating a Purchase Requisition 3

Exercise 1b 4

Creating a Purchase Requisition 4

Exercise 2 6

Copying a Requisition 6

Exercise 3 7

Editing a Requisition 7

Exercise 4 8

Canceling a Requisition 8

Exercise 5 9

Creating a Receipt 9

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|  |

Exercise 1a

Creating a Purchase Requisition

Scenario

You have been asked to create a purchase requisition to order 3 laser printers (priced at $2,500 each) and 1 printer cabinet (priced at $1,500) from IBM.

Reference

Refer tothe following for assistance in completing the test case:

* Creating a New Purchase Requisition

Required Data

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

| Field | Value |
| --- | --- |
| Category for Laser Printers | 43212105 |
| Category for Printers | 44101725 |
| Vendor | IBM |
| Vendor Location | 1 |
| Attachments | Create a word document with its only content being the word “test” and attach it to the requisition. Otherwise you won’t be able to save. |
| Requisition Name | [Your Name and today’s date] Example: John Smith 07/02/14 |
| Ship to Location | Administrative Office Building – Room 3101 |
| Fund | 22193 |
| Source | 14001 |
| Account | 531110  |
| Department | 400101 |

Exercise 1b

Creating a Purchase Requisition

Scenario

You have been asked to create a purchase requisition to order 2 photocopiers (priced at $3,000 each) and 2 slide film copiers (priced at $200 each) from IBM.

Reference

Refer tothe following for assistance in completing the test case:

* Creating a New Purchase Requisition

Required Data

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

| Field | Value |
| --- | --- |
| Vendor | IBM |
| Vendor Location | 1 |
| Attachments | Create a word document with its only content being the word “test” and attach it to the requisition. Otherwise you won’t be able to save. |
| Requisition Name | [First and Middle Initials and Last Name] |
| Ship to Location | (Your Office) |
| Fund | 22193 |
| Source | 14001 |
| Account | 531110  |
| Department | 400101 |

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. Enter both requisition lines on the Add Items and Services tab.

|  |  |  |
| --- | --- | --- |
|  | Are multiple vendors allowed on a single purchase requisition? | No |
|  | What is the category code for Photocopiers? | 44101501 |
|  | What is the category code for Slide Film Copiers? | 45111620 |

1. On the Review and Submit tab, enter the requisition name, attach a document, enter the correct ship to location, and save and preview approvals.

|  |  |  |
| --- | --- | --- |
|  | When are attachments required on a purchase requisition? | <When the requisition is greater than $5,000 and not part of a State/UTC Contract. |
|  | Is it possible to have each requisition line shipped to a different location? | <Yes, you can change shipping and accounting information for a single line or for the entire requisition. |

Exercise 2

Copying a Requisition

Scenario

One month later, you are asked to create another purchase requisition under the exact same circumstances as the one you just created in exercise 1b. Instead of creating it from scratch, copy your original requisition.

Reference

Refer tothe following for assistance in completing the exercise:

* Managing a Requisition

Required Data

This section provides the field data required to complete this exercise. Refer to the unique data sheet (if applicable) as necessary while performing the exercise.

| Field | Value |
| --- | --- |
| Attachments | Attachments don’t copy over, so attach the same file you used for the previous requisition. |
| Requisition Name | Copy the Requisition named [First and Middle Initials and Last Name] and name the new requisition [2 First and Middle Initials and Last Name] |
| Check Budget | For this exercise, do not click the Check Budget button. We don’t want this document to be sourced to a PO accidentally. |

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. On the Manage Requisitions page, find and copy the requisition from Exercise 1.

|  |  |  |
| --- | --- | --- |
|  | Can you copy a requisition and make changes to it before submitting? | <Yes, it can be efficient to copy a similar existing requisition, even if changes need to be made. |

1. On the Review and Submit tab, attach a document, name the requisition, and save and preview approvals.

Exercise 3

Editing a Requisition

Scenario

After saving your copied requisition, you are told by a lab person that they would like to order 1 slide film copier instead of 2. Edit that requisition to reflect the updated quantity.

Reference

Refer tothe following for assistance in completing the exercise:

* Managing a Requisition

Required Data

This section provides the field data required to complete this exercise. Refer to the unique data sheet (if applicable) as necessary while performing the exercise.

| Field | Value |
| --- | --- |
| Requisition Name | Edit the Requisition named [2 First and Middle Initials and Last Name] |
| Check Budget | For this exercise, do not click the Check Budget button. We don’t want this document to be sourced to a PO accidentally. |

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. On the Manage Requisitions page, find and edit the requisition from Exercise 2.

|  |  |  |
| --- | --- | --- |
|  | Instead of editing a requisition, what should you do to make changes to a requisition that has already been transferred to a purchase order? | Create a new requisition from scratch and use the Requisition Name field to indicate that it is a change request for a PO, and indicate the PO number.  |

1. On the Review and Submit page, change the quantity for the slide film copier and save and preview.

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Exercise 4

Canceling 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 Exercise 2 and 3). You know that a PO has not yet been created. Cancel the order.

Reference

Refer tothe following for assistance in completing the exercise:

* Managing a Requisition

Required Data

This section provides the field data required to complete this exercise. Refer to the unique data sheet (if applicable) as necessary while performing the exercise.

| Field | Value |
| --- | --- |
| Requisition Name | Cancel the Requisition named [2 First and Middle Initials and Last Name] |

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. On the Manage Requisitions page, find and cancel the requisition.

|  |  |  |
| --- | --- | --- |
|  | Instead of canceling an order, what should you do if a PO has already been created? | Contact the buyer. |

1. After you cancel the requisition, verify that the status is now “Canceled” on the Manage Requisitions page.

Exercise 5

Creating a Receipt

Scenario

The 3 laser printers (priced at $2,500 each) and 1 printer cabinet (priced at $1,500) that you ordered in Exercise 1 have been shipped to your department. Create a receipt for this order.

Reference

Refer tothe following for assistance in completing the exercise:

* Creating Receipts

Required Data

This section provides the field data required to complete this exercise. Refer to the unique data sheet (if applicable) as necessary while performing the exercise.

You will need to know the Purchase Order ID in order to complete this exercise. To find the PO ID:

1. Go to Main Menu – eProcurement – Manage Requisitions
2. Search for the requisition(s) you completed before the break. You can search by the Request Status box of PO(s) Created
3. Click on the triangle to the left of the Requisition line to open up more detail.
4. Click on the Purchase Orders icon, which is in color.
5. Write down the Purchase Order number for that particular requisition.

| Field | Value |
| --- | --- |
| ID | See proceeding instructions |

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. On the Receiving page, receive all items of the purchase order.

|  |  |  |
| --- | --- | --- |
|  | Is receiving required for both goods and services? | Only create a receipt for goods, not services. |
|  | Do you need to create a receipt for goods shipped to the warehouse and not directly to your department? | No, Central Receiving will create the receipt. Only create a receipt if the goods are sent directly to your department.. |