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1 Overview

In this chapter, you will learn:

- When to create a non-vendor catalog purchase requisition
- How the non-vendor catalog purchasing process works at high level

About the Purchasing Process

Overview

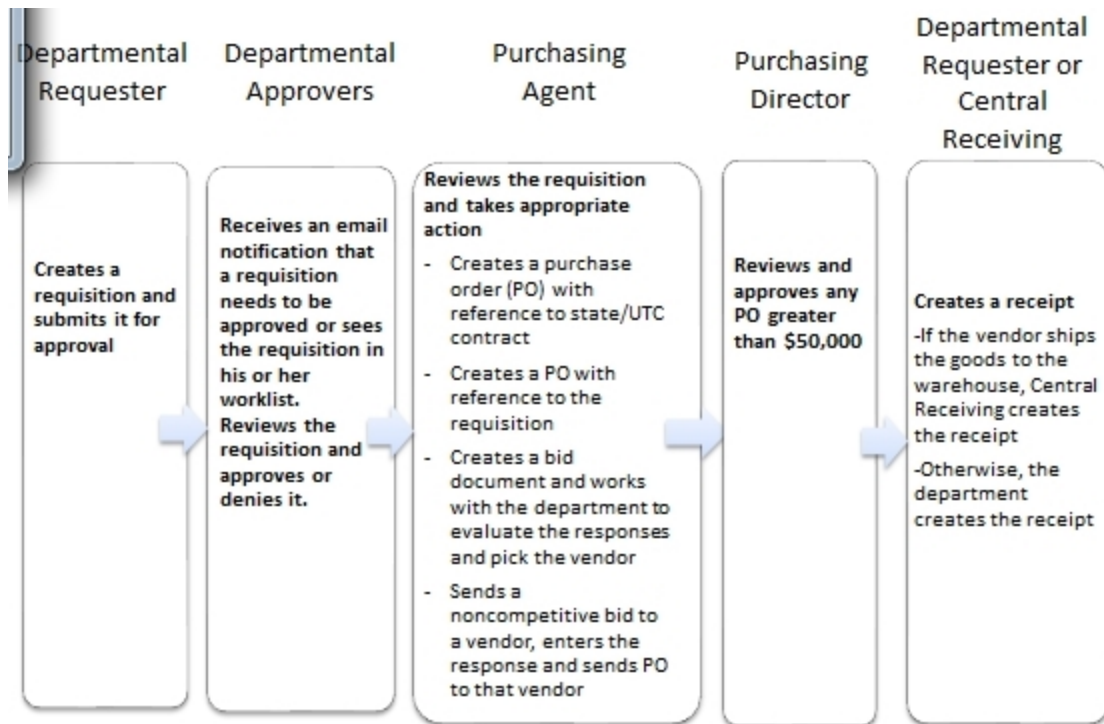
Departmental requesters create a non-vendor catalog purchase requisition if:

- The total amount of goods or services purchased is greater than \$5,000.
- The total amount of goods or services purchased is less than \$5,000, but the vendor is not in the vendor catalog and requires a purchase order.

Depending on the circumstances, the requisition is routed to the department, central office, or both for approval. If the requisition is denied, the departmental requester can make changes to the document and resubmit it. Once approved, all requisitions route to a purchasing agent. Purchasing agents do one of the following:

- If the requisition can be purchased on a State/University Term Contract (UTC), the purchasing agent creates a purchase order, with reference to a State/UTC contract.
- If a State/UTC contract does not apply and the requisition total does not exceed \$5,000, the purchasing agent creates a purchase order with reference to the requisition and sends the purchase order to the vendor.
- If a State/UTC contract does not apply, the requisition total exceeds \$5,000, and a sole source is not provided, the purchasing agent creates a bid document to competitively bid out the request. When the vendor responses come in, they are evaluated by the purchasing agent and the department, who jointly decide which vendor to purchase from.
- If the order exceeds \$5,000 and a sole source is provided, the purchasing agent sends the bid to the vendor to complete. The bid is not a competitive bid. When the response comes in, the bid is awarded and a purchase order is sent to the vendor.
- If the requisition is over \$5,000 and the department has already received the goods, the purchasing agent reviews the misuse information and then processes a confirming purchase order to pay the vendor.

The department or the Central Receiving Department denotes the receipt in the system. If the goods required inspection, the purchasing agent will let the department know once they have passed inspection, so they can enter the receipt. The system then creates a receipt with reference to the purchase order, and when the vendor submits an invoice, a PO voucher entry is created to pay the vendor.



2 Purchase Requisitions

In this chapter, you will learn how to:

- Create a New Requisition
- Use the Manage Requisitions page
- Change Requester Preferences (Defaults)

Creating a New Purchase Requisition

Overview

Departmental requesters create purchase requisitions to request goods or services.

Purchase requisitions are required for any order over \$5,000, whether or not the purchase is made from a vendor in the vendor catalog.

Purchase requisitions are optional for any order less than \$5,000, if the vendor is not listed in the vendor catalog but you may need to create one if the vendor requires a purchase order number.

Do not create purchase requisitions for orders less than \$5,000 when the vendor is listed in the vendor catalog. Make the purchase from the vendor catalog instead.

If you need to make several purchases, you need to create separate purchase requests for each vendor you need to buy from. For example, you can purchase as many items as needed from a single vendor, but if the items come from different vendors, you need to create separate purchase requests. If you don't know which vendor the purchase needs to be made from (for example, if the purchase will go out for bid), still list a vendor on the requisition.

Related Reference

For information on canceling, copying, printing, editing, or finding an existing requisition, see *Managing a Requisition*, page 31.

Menu Path

Main Menu > Finance Menu> eProcurement> Create Requisition

Steps - Creating a New Purchase Requisition

Follow these steps to create a new purchase requisition:

1. Choose this menu option:

Main Menu > Finance Menu> eProcurement> Create Requisition

Result: The system displays the Procurement Services page, showing the vendors that are listed in the catalog.

Note:: If you haven't set up your required default values, the system displays the Requester Setup page. If you have already entered these default values, skip to step 2.

2. If prompted, you must enter some default values on this page before you can create a purchase requisition. Refer to steps 4 and 5 of the *Working With*

Requester Preferences, page 41 instructions for more information.







Procurement Service

3. Click the **Purchase Requisition** tab.

Procurement Service

Vendor Catalog **Purchase Requisition**

-Receiving is no longer required for Vendor Catalog Orders.
-Only orders less than \$5000 can be placed from this tab

 <p>Office Supplies Staples Business Advantage</p>	 <p>Lab and Scientific Supplies Airgas/National Welders Fisher Scientific Tissue Perkin Elmer Life Technologies Fisher Scientific Off Campus Fisher Scientific On Campus Agilent Sigma-Aldrich VWR BioExpress (@VWR) Roche </p>	 <p>Computer Hardware/Software Lenovo-CCI NC Software Acquisitions Apple Computers Dell </p>
 <p>Shipping DHL FedEx </p>	 <p>Maintenance Supplies MSC Industrial Supply Applied Industrial Tech CDW-G Storr Office Fastenal Grainger Graybar Mayer Electric Bio-Rad Life Science </p>	 <p>Gas Cards 606AS</p>

Create Requisition

1. Click the **Special Request** tab.

The screenshot shows the 'Create Requisition' page with a breadcrumb trail: Favorites > Main Menu > eProcurement > Create Requisition. The page has three tabs: 1. Define Requisition, 2. Add Items and Services (highlighted in yellow), and 3. Review and Submit. Below the tabs, there is a search bar and a row of buttons: Catalog, Favorites, Templates, Vendor Catalog, and Special Request (highlighted with an orange box). Under the 'Select a Request Type' section, there are four options: Special Item, Fixed Cost Service, Variable Cost Service, and Time and Materials. Each option has a brief description. At the bottom, there is a 'Review and Submit' link.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Vendor Catalog **Special Request**

Select a Request Type ?

Special Item	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials used.

[Review and Submit](#)

Special Request Tab

1. Click the **Special Item** link.

This screenshot is similar to the previous one, but the 'Special Item' link under the 'Select a Request Type' section is highlighted with an orange box. The 'Special Request' tab is also highlighted with a blue background.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Vendor Catalog **Special Request**

Select a Request Type ?

Special Item	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials used.

[Review and Submit](#)

Result: The system displays the special item section.

2. In the Special Item section, complete the fields:

In this field:	Do the following:
Item Description	<p>Enter a brief description of the item you want to add to the requisition.</p> <p>Note: You can also enter the part number information here, if you know it.</p>
Price	Enter the price of the item.
Currency	Confirm that the currency is USD. US Dollars is the only option the system allows.
Quantity	Enter the quantity you want to order.
Unit of Measure	Search for and choose, or enter, the unit of measure that matches the price you entered.
Category	<p>Enter the eight-digit category code, if you know it, or follow these steps below to search for it..</p> <ol style="list-style-type: none"> Click the Lookup (magnifying glass) icon. Choose Description, Contains from the Search By list box. Enter one or more words that describe what you are ordering. Click the Find button. <p>Result: The system displays a list of category codes that meet the search criteria.</p> <ol style="list-style-type: none"> Select the appropriate category code number. <p>Result: The system displays the Add Items and Services tab.</p>
Due Date	If you want to specify the date you need the item by, enter that date.

In this field:	Do the following:
Vendor	<p>Search for and choose, or enter, the vendor number. To search for the vendor number:</p> <ol style="list-style-type: none"> Click the Lookup (magnifying glass) icon. Enter the vendor name. If you want, enter the vendor's city, postal code, and state. Click the Find button. <p>Result: The system displays a list of vendors that match the criteria you specified.</p> <ol style="list-style-type: none"> Choose the Vendor ID line that has the appropriate location information. If the vendor is not listed in the system, refer to the <i>Requesting a New Campus Vendor, page 1</i> training documentation. <p>Caution: Do not select a vendor that has the letters EDX in the Default Location column. These vendors can only be used when purchasing from the vendor catalog.</p> <p>Note: Only one vendor per requisition is allowed.</p> <p>Note: If you want, you can leave the vendor blank on every line, enter the vendor once on the Review and Submit tab, and apply it to all lines. Refer to <i>Modifying Line, Shipping, or Chartfield Information and Applying it to the Entire Requisition, page 27</i> for more information.</p> <p>Result: The system returns you to the Add Items and Services tab with the vendor you chose filled in.</p>
Mfg ID	If you want to, enter the manufacturer identification number.
Mfg Item ID	If you want to, enter the manufacturer's item identification number.

- Click the **Add Item** button.

[Favorites](#) > [Main Menu](#) > [eProcurement](#) > [Create Requisition](#)

Create Requisition

[1. Define Requisition](#) | [2. Add Items and Services](#) | [3. Review and](#)

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

[Catalog](#) | [Favorites](#) | [Templates](#) | [Vendor Catalog](#) | [Special Request](#)

Special Item

*Item Description:
 *Price: *Currency:
 *Quantity: *Unit of Measure:
 *Category: [Suggest New Vendor](#)
 Vendor ID:
 Vendor Name:
 Vendor Item ID:
 Mfg ID:
 Manufacturer:
 Mfg Item ID:

Additional Information

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

[Add Item](#) | [Cancel](#) | [Add or Start New Type](#)

Request New Item

☐ Request New Item

Result: The system updates the Requisition Summary on the top right corner of the page, showing the number of items on the purchase request and the total amount.

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[? Help](#)

Requisition Summary		
Description	Qty	UOM
Printer	3	EA
Total Lines:		1
Total Amount (USD):		7,500.00

Notes:

- To add more items to this requisition, repeat steps 4 and 5.
 - If you list a vendor, make sure to choose the same vendor for each requisition line.
4. Click the **Review and Submit** tab.

Review and Submit Tab

1. In limited cases, additional steps are required before you can save and submit your requisition. Once you have entered all of the requisition's line items, complete the steps for any or all of the following, as applicable to your situation:
 - *Reporting a Misuse, page 16*, if the requisition is being created after ordering and receiving goods valued at more than \$5,000 without first requesting a purchase order
 - *Indicating that the Order is Associated with a State Contract or University Term Contract (UTC) , page 17*
 - *Attaching Documents to a Requisition, page 18* if the requisition is valued at more than \$5,000 and not part of a State Contract or UTC
 - *Adding Asset Information, page 20*, if you are buying equipment that costs at least \$5,000.
2. Perform additional edits or add detail to your requisition prior to saving it by completing any or all of the following:
 - *Naming a Requisition, page 21*
 - *Entering Line Comments in a Requisition, page 22*
 - *Changing the Default Information for a Requisition Line, page 23*
 - *Splitting Funds for a Line of the Requisition, page 25*
 - *Modifying Line, Shipping, or Chartfield Information and Applying it to the Entire Requisition, page 27*
 - *Deleting Items from the Requisition, page 29*
 - *Entering Comments Applicable to the Entire Requisition, page 30*
3. When you have finished creating or editing your requisition, or don't need to edit or add comments to your requisition, you should run the budget checking process. The requisition must be in saved status so click the **Save & preview approvals button**. Then, click the **Check Budget** button.

Result: The system checks to see if enough budget is available on the chartfield string to cover the purchase amount. If there enough budget, the

system doesn't display an error message. If the system displays an error message, work with your business manager to move budget to the chartfield string or to use different chartfield values.

4. Do one of the following:

- If you want to save the requisition to work on later, click the **Save and Preview** approvals button. When you are ready to finish the requisition, refer to the *Managing a Requisition, page 31* for information about finding and completing it.
- If you are ready to submit the requisition, click the **Save & submit** button.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNC Chapel Hill Test ☐ Goods/Service over
 Requester: Troy Howell ☐ State/UTC Contract
 Requisition Name: [Attachments \(0\)](#)

Requisition Lines ?

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Printer	IBM CORPORATION	3.0000	Each	2,500.00000	7,500.00

☐ [Select All / Deselect All](#) Total Amount: 7,500.00

Comments ?

☐ Send to Vendor ☐ Show at Receipt ☐ Shown at Voucher ☐ Approval Justification

 [Find more items](#)

Results:

- The system kicks off the approvals process by routing the document to the first approval level.
- If the requisition includes account and category codes that indicate equipment is involved, the requisition also routes to the Asset Management team for approval.
- If there are problems with the requisition, the system displays an error message with a link to the policies for purchases greater than \$5,000.

Reporting a Misuse

If the requisition is created after a department placed an order and received goods or services more than \$5,000 without first going through the Create a Requisition process or having a purchase order, a misuse situation has occurred and will be reported.

- To report a misuse, complete this field on the Review and Submit tab:

In this field:	Do the following:
Goods/Service over \$5,000 have been received	Mark the checkbox to indicate the items have already been received and the Create a Requisition process wasn't followed.

3. Review and Submit

☒ Goods/Service over \$5000 have been received

☐ State/UTC Contract

[Attachments \(0\)](#)

Price	Total
2,500.00000	7,500.00
Total Amount: 7,500.00 USD	

[Shipping / Accounting](#) [Delete](#)

☐ Approval Justification

[Find more items](#)

- Supporting documentation is required in misuse situations. Click the **Attachments** link to search for and choose an attachment that indicates and documents why the misuse occurred. Also attach the invoice, if you have received it from the vendor.

3. Review and Submit

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

[Attachments \(0\)](#)

Price	Total
2,500.00000	7,500.00

Total Amount: 7,500.00 USD

[Accounting / Accounting](#) [Delete](#)

[Find more items](#)

Note: See *Attaching Documents to a Requisition*, page 18 for instructions about attaching documents.

Indicating that the Order is Associated with a State Contract or University Term Contract (UTC)

If the requisition is related to a State Contract or UTC, it still goes through the Department and Central Office approval process. Once approved, it is transferred directly into a purchase order.

Attachments are not necessary for requisitions related to a State Contract or UTC, unless the vendor has sent you a quote.

1. Complete this field on the Review and Submit tab:

In this field:	Do the following:
State/UTC Contract	Mark the checkbox to identify that this order is associated with a State Contract or UTC contract.

3. Review and Submit

☐ Goods/Service over \$5000 have been received

☒ **State/UTC Contract**

[Attachments \(0\)](#)

Price	Total
2,500.00000	7,500.00
Total Amount: 7,500.00 USD	

[Accounting / Accounting](#) [Delete](#)

Attaching Documents to a Requisition

Attachments are required for any order greater than \$5,000. Attachments are required for a State Contract or UTC Contract only if the vendor provided a quote. Examples of attachments include:

- signed contracts
 - quotes that you have already received from a vendor
 - a sole source justification form and any backup documentation, if there is only one specific vendor that you can use
1. To attach a document, click the **Attachments** link on the Review and Submit tab.

Main Menu > eProcurement > Create Requisition

Create Requisition

[1. Define Requisition](#) [2. Add Items and Services](#) **[3. Review and Submit](#)**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Unit: UNC Chapel Hill Test

User: Troy Howell

Name:

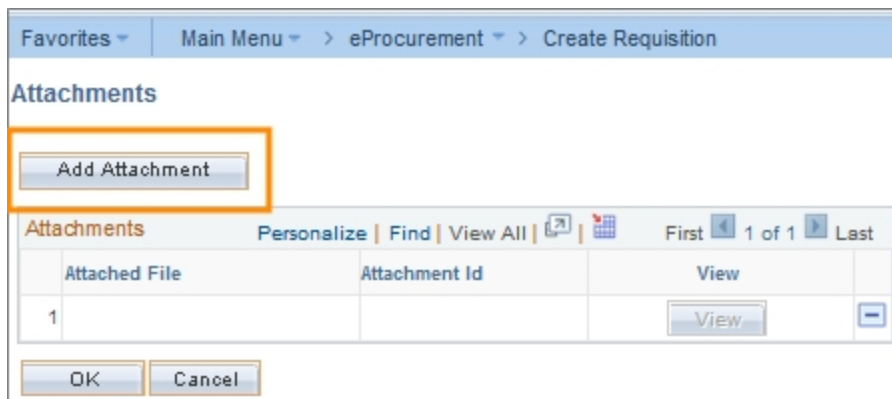
☐ Goods/Service over \$5000 have been received

☐ State/UTC Contract

[Attachments \(0\)](#)

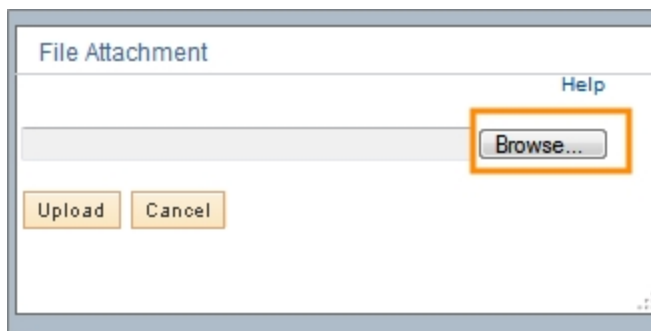
Result: The system displays the Attachments page.

2. Click the **Add Attachment** button.

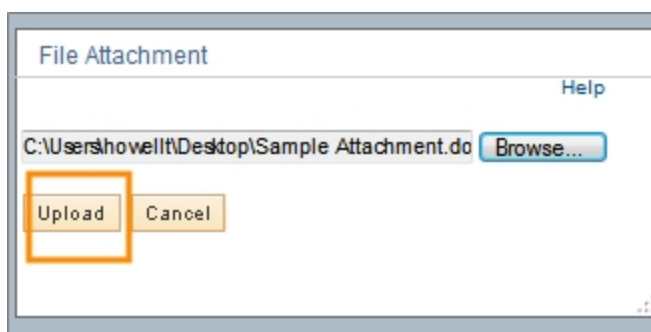


Result: The system displays the File Attachment box.

3. Click the **Browse** button.



4. Choose the file you want to attach by finding the file on a local or network computer drive, and double-clicking on the file name.
5. Click the **Upload** button.



Result: The system displays the attached file's name and attachment ID.

6. To view the attachment and verify that it was uploaded correctly, click the **View** button.

Attachments

Add Attachment

Attached File	Attachment Id	View
1 Sample_Attachment.docx	howellt2014-04-17-09.53.54.579	View

OK Cancel

Result: The file opens in a new window.

- Close the window displaying the image.

Note: If the file isn't correct and you need to delete it, click the **Minus** button to the right of the row, and then click **OK** to confirm that you want to delete the attachment.

Attachments

Add Attachment

Attached File	Attachment Id	View
1 Sample_Attachment.docx	howellt2014-04-17-09.53.54.579	View

OK Cancel

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

- To attach more files, repeat steps 1 through 7. When you are finished attaching documents, click **OK**.

Result: The system returns to the Review and Submit tab.

Adding Asset Information

Asset information is used to track assets that the University owns for reporting and depreciation purposes. These items are usually at least \$5,000 and some type of equipment.

1. To add asset information for any line, click the down arrow to the left of the line you want to add the information to.

Result: The system expands to show the chartfields.

2. Click the **Asset Information** tab.
3. Complete the fields:

In this field:	Do the following:
AM Business Unit	Enter UNCCH . Note: You must complete this field prior to entering the Profile ID.
Profile ID	Search for and choose 1 of the 50 profile IDs that represent the high level asset category of the line item. To search for the profile ID. <ol style="list-style-type: none"> a. Click the Lookup (magnifying glass) icon. b. Click the category that matches the line item you are requesting. Result: The system displays the profile ID you selected.

The screenshot displays the 'Requisition Lines' interface. The first line item is selected, showing details for 'Printer' from 'IBM CORPORATION' with a quantity of 3.0000 and a price of 2,500.00000. Below this, the 'Shipping Line' section includes fields for Due Date, Quantity, Price, Status (Active), Ship To (0000000001), Attention To (Troy Howell), Distribute By (Qty), SpeedChart, and Liquidate by (Qty). The 'Accounting Lines' section at the bottom has tabs for Chartfields1, Chartfields2, Details, Details 2, Asset Information, Asset Information 2, and Budget Information. The 'Asset Information' tab is active, showing fields for AM Business Unit (UNCCH), Profile ID (PRINTERS), Tag Number, CAP #, Sequence, and Emp ID. The 'AM Business Unit' and 'Profile ID' fields are highlighted with orange boxes, and the 'Profile ID' field has a magnifying glass icon next to it.

Naming a Requisition

1. If you want to be able to search for and locate this requisition by name in the future, complete the field:

In this field:	Do the following:
Requisition Name	<p>Enter a name to help you identify the requisition later.</p> <p>Note: If you are creating this requisition as a changeorder, use this field along with the header comments to list the PO number and to indicate that it is a change order. Refer to the <i>Managing a Requisition, page 31</i> page for more information about change order.</p>

Edit Requisition

1. Define Requisition 2. Add Items and Services 3. Review

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNC Chapel Hill Test

Requester: Troy Howell

Requisition Name:

Entering Line Comments in a Requisition

You can add comments to any or every line on your requisition. These comments are visible to departmental approvers, Purchasing Services, and anyone who opens the document from the Manage Requisitions page.

1. Click the **Comment** icon to the right of the line item you want to comment on.

Business Unit: UNC Chapel Hill Test

Requester: Troy Howell

Requisition Name:

☐ Goods/Service over \$5000 has

☐ State/UTC Contract

[Attachments \(1\)](#)

Description	Vendor Name	Quantity	UOM	Price	Total
Printer	IBM CORPORATION	<input type="text" value="3.0000"/>	Each	2,500.00000	7,500.00

[All / Deselect All](#)

Total Amount: 7,500.00 USD

[Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

Result: The system displays the Line Comments page.

2. Enter the line level comment and mark the checkboxes to indicate where you want the comment to be visible. You can mark as many checkboxes as necessary.

In this field:	Do the following:
Send to Vendor	Mark this checkbox if you want the comment to appear on the purchase order that is dispatched to the vendor.
Show at Receipt	Mark this checkbox if you want the comment to appear on the receipt documentation.
Show at Voucher	Mark this checkbox if you want the comment to appear on the voucher.

3. Click **OK**.

Edit Requisition

Line Comments

Line	Description	Quantity	Unit	Price
1	Printer	3.0000	Each	2,500.00000 USD

For Jane Smith.

☐ Send to Vendor
 ☐ Show at Receipt
 ☐ Show at Voucher

Add Attachment

OK Cancel

Result: The system returns to the Review and Submit tab.

Changing the Default Information for a Requisition Line

The requisition line section displays information about each requisition line. The information defaults from the selections you made on the Add New Items tab, but you may need to make a change. For example, you may want one specific line shipped to a different location than the other lines. Or you may have accidentally entered the wrong quantity for a certain line item.

1. On the Review and Submit tab, change the requisition information for any line, click the down arrow to the left of the line you want to change and complete any or all of the following fields:

In this field:	Do the following:
Due Date	Enter the date you want the item by.
Quantity	Enter the quantity you want to order.

In this field:	Do the following:
Ship To	<p>Enter the ship to location or follow the steps below to search for the appropriate ship to location:</p> <ol style="list-style-type: none"> Click the Lookup (magnifying glass) icon. <p>Result: The system displays the first 300 ship to addresses.</p> <ol style="list-style-type: none"> In the Description field, change “begins with” to “contains.” Type a word or two to describe your location and click Look Up. Click the link for the ship to location you need. <p>Result: The system sends this line to the selected location.</p>
Attention	<p>Enter the name of the person to whose attention the shipment needs to be sent.</p> <p>Note: If you work in Auxiliary Services, enter the shop, job, and phase code here, if applicable.</p>

Requisition Lines 2

1 Printer IBM CORPORATION 3.0000 Each 2,500.00000 7,500.00000

☐ Consolidate with other Reqs ☒ Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 3.0000 Price: 2,500.00000

Status: Active *Ship To: 000 150 Modify Onetime Address

Attention To: Troy Howell

*Distribute By: Qty SpeedChart: *Liquidate by: Qty

Accounting Lines Personalize Find View All First 1 of 1

Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		0000000001	3.0000	100.0000	7,500.00	UNCCH

Select All / Deselect All Total Amount: 7 500.00

- To modify chartfield information, click the **Chartfields2** tab.

Note: For information about chartfields, refer to the Chartfield Structure quick reference card.

Accounting Lines

Personalize | Find | View All | First 1 of 1

Chartfields1 **Chartfields2** Details Details 2 Asset Information Asset Information 2 Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		0000000001	3.0000	100.0000	7,500.00	UNCCH

☐ Select All / Deselect All

Total Amount: 7,500.00

Result: The system displays any default chartfields. You can change them and enter other chartfields as necessary.

Accounting Lines

Personalize | Find | View All | First 1 of 1

Chartfields1 **Chartfields2** Details Details 2 Asset Information Asset Information 2 Budget Information

Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	Cost Center
22193	14001	545239	400101					

Splitting Funds for a Line of the Requisition

1. To use multiple chartfield strings on any line, click the down arrow to the left of the line you would like to split fund.
2. Click the + icon.

1 Printer IBM CORPORATION 3.0000 Each 2,500.00000 7,500.00000

☐ Consolidate with other Reqs ☒ Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 3.0000 Price: 2,500.00000

Status: Active *Ship To: 000_150 Modify Onetime Address

Attention To: Troy Howell

*Distribute By: Qty SpeedChart: *Liquidate by: Qty

Accounting Lines

Personalize | Find | View All | First 1 of 1

Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		0000000001	3.0000	100.0000	7,500.00	UNCCH

Result: The system displays a second line.

3. Complete the fields, if necessary:

In this field:	Do the following:
Distribute By	Choose the option you want: <ul style="list-style-type: none"> Quantity if you want to split the funding by quantity. Amt if you want to split the funding by amount. Always choose this option for services, so you can create a receipt by amount.
Liquidate By	Choose the option you want in the event that you end up recapturing some or all of the money: <ul style="list-style-type: none"> Quantity if you want to liquidate by quantity. Amt if you want to liquidate by amount. <p>Note: If you chose to distribute by amount, you must liquidate by amount. If you chose to distribute by quantity, you can liquidate by amount or quantity.</p>
Location	Enter the location you are ordering from.
Quantity	If you chose to distribute by Quantity, enter the quantity for each line. If you chose to distribute by Amt, the system doesn't display this field.
Percent	If you chose to distribute by Amt, enter the percentage to assign to each line. If you chose to distribute by Quantity, leave this field blank.

Shipping Line: 1 Due Date: Quantity: 3.0000 Price: 2,500.00000

Status: Active *Ship To: 000_150 [Modify Onetime Address](#)

Attention To: Troy Howell

Distribute By: Amt SpeedChart: *Liquidate by Amt

Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit
1	Open		000_150	50.0000	3,750.00	UNCCH
2	Open		000_150	50.0000	3,750.00	UNCCH

Note: For information about chartfields, refer to the Chartfield Structure quick reference card.

Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	Cost Cod
22193	14001	545239	400101					
20180	17910	545239	400101					

Modifying Line, Shipping, or Chartfield Information and Applying it to the Entire Requisition

If you want to make the same change to every line item, use the **Modify Line/Shipping/Accounting** button to do so. Use this option to modify any of the following:

- vendor
 - buyer
 - category code
 - shipping information
 - accounting information
1. In the Requisition Lines section of the Review and Submit tab, complete the field:

In this field:	Do the following:
Select All /Deselect All	Mark the checkbox.

2. Click the **Modify Line/Shipping/Accounting** button.

The screenshot shows the 'Accounting Lines' window. At the top, there are tabs for 'Chartfields1', 'Chartfields2', 'Details', 'Details 2', 'Asset Information', 'Asset Information 2', and 'Budget Information'. Below the tabs is a table with columns: Line, Status, Dist Type, *Location, Percent, Merchandise Amt, and GL Unit. The first row shows Line 1, Status Open, Dist Type, *Location 000_150, Percent 100.0000, Merchandise Amt 7,500.00, and GL Unit UNCCH. Below the table, there is a checkbox labeled 'Select All / Deselect All' which is checked. At the bottom, there are three buttons: 'Add to Favorites', 'Add to Template(s)', and 'Modify Line / Shipping / Accounting'. The 'Modify Line / Shipping / Accounting' button is highlighted with an orange box.

Result: The system displays the Modify Line / Shipping / Accounting page. All fields will come in blank, even if they have values associated with them.

3. Enter new information in any field. Leaving a field blank does not affect the original value of that field. Remember that the information you enter affects every line item on this requisition.

Note: For information about chartfields, refer to the Chartfield Structure quick reference card.

4. Click the **Apply** button.

Create Requisition

Modify Line / Shipping / Accounting

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:

Buyer: Category:

Shipping Information

Ship To: 000_158 [Modify Onetime Address](#)

Due Date: Attention:

Accounting Information Personalize | Find | First

Chartfields1 Details Asset Information

	Percent	Location	GL Unit	Fund	Source	Account	Dept
1	<input type="text"/>	<input type="text"/>	UNCCH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Load Values From](#)

Result: The system displays the Distribution Change Options page.

5. Choose the appropriate option:

In this field:	Do the following:
All Distribution Lines	Mark this checkbox to apply changes to all distribution lines.
Matching Distribution Lines	Mark this checkbox to apply changes to each existing distribution line by matching the distribution line numbers.
Replace Distribution Lines	Mark this checkbox to remove the existing distribution lines and replace them with changed distribution lines.

6. Click **OK**.

Distribution Change Options

For the selected requisition lines, apply distribution changes to

☒ **All Distribution Lines**
Apply changes to all existing distribution lines.

☐ **Matching Distribution Lines**
Apply changes to each existing distribution line by matching the distribution line numbers.

☐ **Replace Distribution Lines**
Remove the existing distribution lines and replace with the distribution lines changes.

Result: The system changes to the requisition header information and displays the Review and Submit tab.

Deleting Items from the Requisition

If you need to remove one or more lines from your requisition, you can delete them before saving and submitting the requisition.

1. Mark the checkbox in the row that you want to delete.
2. Click the **Delete** button.

Requisition Lines ?

Line	Description	Item	Quantity	Unit	Price	Amount
<input checked="" type="checkbox"/> 1	Printer	IBM CORPORATION	3.0000	Each	2,500.00000	7,500.00000

☐ Select All / Deselect All

Total Amount: 7,500.00000

3. When prompted, click the **Yes** button to confirm that you want to delete the selected lines.

Message

Are you sure you want to delete the selected line(s)? (18036,2315)

Result: The system removes that line and, if all lines are deleted before the requisition has been saved, displays the Add Items and Services tab.

Note: If the requisition has already been saved, the system shows an error message if you try to delete every line. You must leave at least one line or start a new requisition from scratch.

Entering Comments Applicable to the Entire Requisition

If you need to, you can enter comments that apply to the entire requisition, rather than individual lines on the requisition. If this is a change order for an existing purchase order, you must enter "Change Order for PO = 2XXXXXXXXX" in the header comments.

1. Enter general information about the requisition in the **Comments** field.
2. Under the Comments field, mark the checkboxes to indicate where you want the comment to be visible. You can mark as many checkboxes as necessary.

In this field:	Do the following:
Send to Vendor	Mark this checkbox if you want the comment to appear on the purchase order that is dispatched to the vendor.
Use Standard Comments	Click this link if you want to choose a pre-defined standard comment, such as Change Order, Check with Order, and so on. Result: The system displays the Standard Comments page. <ol style="list-style-type: none"> a. Search for and choose, or enter, the appropriate Comment Type. b. Click OK. Result: The system returns you to the RFQ Header Comments page.
Show at Receipt	Mark this checkbox if you want the comment to appear on the receipt documentation.
Shown at Voucher	Mark this checkbox if you want the comment to appear on the voucher.
Approval Justification	Mark this checkbox if you want the comment to appear in the Requisition Approval page.

Comments ?

For the ABC project.

☐ Send to Vendor ☐ Show at Receipt ☐ Shown at Voucher ☐ Approval Justification

Check Budget Pre-Check Budget Notify

Managing a Requisition

Overview

Use the Manage Requisitions page to search for a vendor catalog order or non-vendor catalog requisition that has already been created. Once you have found the requisition you can:

- copy the requisition
- print the requisition
- view the reason the requisition was rejected
- modify the requisition
- cancel the requisition

Specific instructions for each of these actions is provided in the sections that follow.

Related Reference

For information on creating a new requisition, see *Creating a New Purchase Requisition*, page 8

Menu Path

Main Menu > Finance Menu> eProcurement > Manage Requisitions

Steps - Managing a Requisition

Follow these steps to manage a requisition:

1. Choose this menu option:

Main Menu > Finance Menu> eProcurement > Manage Requisitions

Before you can perform any of the Manage Requisition functions, you must search for and select the requisition you would like to cancel, copy, print, or edit.

2. On the Manage Requisitions page, complete one or more of the fields:

In this field:	Do the following:
Business Unit	Enter the business unit associated with the requisition you are searching for.
Requisition Name	If the requisition was given a name, enter the name of the requisition you are searching for.
Requisition ID	Enter the requisition ID of the document you are searching for.

In this field:	Do the following:
Request Status	Choose the appropriate status from the list box of the requisition you are searching for.
Date From	Use the Date From and Date To fields to search for requisitions created within a specific date range.
Date To	Use the Date From and Date To fields to search for requisitions created within a specific date range.
Requester	Enter the Requester ID of the person listed as the requester on the requisition you are searching for. Note: The requester is the department contact for the requisition.
Entered By	Enter the ID of the person who entered the requisition you are searching for.
PO ID	Enter the purchase order ID associated with the requisition you are searching for.

- Click the **Search** button.

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: UNCCH Requisition Name:

Requisition ID: Request Status: All but Complete Budget Status:

Date From: 04/14/2014 Date To: 04/21/2014

Requester: howellt Entered By: PO ID:

Search **Clear**

Result: The system displays the first 50 results that meet the criteria you specified. If you don't see the requisition you are searching for within those results, enter more criteria in the search fields and try again.

Search

Clear

Requisitions ?

View the lifespan and line items for a requisition, click the Expand triangle icon:

Edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
1000000342	1000000342	UNCCH	04/17/2014	Open	Not Chk'd	7,500.00 USD	<Select Action
1000000341	1000000341	UNCCH	04/17/2014	Open	Not Chk'd	113.31 USD	<Select Action

- Once you see the requisition you are looking for in your search results, refer to the steps below to copy, print, edit or cancel that requisition.

Copying a Requisition

Use the Copy Requisition feature to copy any existing non-vendor catalog requisition instead of creating a new one from scratch. This can be helpful if a new requisition will be similar to one that was already created.

The requisition you are copying can be in any status. When you copy an existing requisition, the system:

- copies the information from the previously created requisition
- assigns a new Req ID to the new requisition
- displays the Review and Submit tab of the Create Requisitions page

You can modify your new, copied requisition before submitting it for approval.

1. Once you find the requisition you want to copy, complete the field:

In this field:	Do the following:
Select Action	Chose Copy Requisition .

2. Click the **Go** button.

BU					Total		Action	
BU	Date	Status	Budget	Total	USD			
UNCCH	04/17/2014	Open	Not Chk'd	7,500.00	USD		Copy Requisition	Go
UNCCH	04/17/2014	Open	Not Chk'd	113.31	USD		<Select Action>	Go

Result: The system copies the requisition and displays the Review and Submit tab of the Create Requisitions page.

3. Make any changes to the requisition, including updating the chartfield information, if necessary.

Note: The attachments are not copied from the original requisition to the new requisition. You will need to attach documentation if the requisition's business rules require it.

4. Click the **Save & preview approvals** button.
5. Click the **Check Budget** button.
6. Click the **Save & submit** button.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNC Chapel Hill Test

Requester: Troy Howell

Requisition Name:

☐ Goods/Se
☐ State/UTC

[Attachments \(](#)

Requisition Lines ?

Line	Description	Vendor Name	Quantity	UOM	Price
1	Printer	IBM CORPORATION	3.0000	Each	2,500.00000

☐ Select All / Deselect All

Total Amount:

Comments ?

☐ Send to Vendor ☐ Show at Receipt ☐ Shown at Voucher ☐ Approval Justification

[Find more items](#)

Printing a Requisition

Any printed requisition can display one of these levels of detail:

- Detailed chartfield information
- High-level summary information

1. Once you find the requisition you want to print, complete the field:

In this field:	Do the following:
Select Action	Choose View Printable Version .

2. Click the **Go** button.

on, click the Expand triangle icon:
 , make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total		
UNCCH	04/21/2014	Open	Not Chk'd	7,500.00	USD	View Printable Version Go
UNCCH	04/17/2014	Open	Not Chk'd	7,500.00	USD	<Select Action> Go
UNCCH	04/17/2014	Open	Not Chk'd	113.31	USD	<Select Action> Go






Change Request Review Change Tracking Manage Receipts Requisition Report

3. When the system asks if you want to print distribution details with the requisition, choose one of the following:

- **Yes** to print all of the chartfield information for every line
- **No** to print only a high-level summary of the requisition

Message
Do you want to print the requisition with distribution details ? (18036,11614)
<div>Yes</div> <div>No</div>

Result: The system opens a new window with a printer-friendly report.

PURCHASE REQUISITION THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL										
Date Received			Dept. Contact Name and Phone Troy Howell 919/843-3069				Requisition 1000000343			
Requisition Date 4/21/2014			Buyer Code Troy Howell				Delivery Ne			
Quote Bid No.			Purchase Order No.				Start Date			
Deliver To Troy Howell			Ship To Address University of North Carolina at Chapel Hill 221 E Cameron Ave Chapel Hill NC 27514				End Date			
Vendor (0000027470) IBM CORPORATION P O BOX 643600 PITTSBURGH PA 15264-3600							Count of At 1			
			Header Comments				N - Goods N - State/l			
Line No.	Qty	Unit	Description							
1	3	EA	Printer							
BU	Fund	Src	Acct	Dept	PC BU	Proj Id	PC ID	Prog	CC 1	CC 2
UNCCH	22193	14001	545239	400101						
Line Comments:										
    1 / 1 - + 										

4. Use your browser's print functionality to print the requisition.
5. Close the new window your browser opened which displayed the printer-friendly requisition.

Viewing the Reason a Requisition was Rejected

Before modifying a requisition that has been rejected, it is helpful to view the comments from the approver to find out why it was rejected.

1. Once you find the rejected requisition, complete the field:

In this field:	Do the following:
Select Action	Choose View Approvals .

2. Click the **Go** button.

ion, click the Expand triangle icon:
n, make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total		
UNCCH	01/31/2014	Denied	Not Chk'd	24,000.00 USD	View Approvals	Go
UNCCH	01/29/2014	Denied	Not Chk'd	2,000.00 USD	View Approvals	Go

Result: The system displays the Approval Status page.

- Click the arrow to the left of Comments and view the comments.

Favorites ▾ **Main Menu** ▾ > **eProcurement** ▾ > **Manage Requisitions**

Status: Denied **Total Amount:**

Priority: Medium

Budget Status: Not Checked

Requester's Justification:
No justification entered by requester.

▶ **Line Information** ?


▼ **Review/Edit Approvers**

Transactional Approval Stage

▼ **EP1.9.3:Denied** [View/Hide Comments](#)

NC Asset Review

Admin Denied

 **ianos**
NC_WF_ASSETS
01/31/14 - 9:37 AM

▼ **Comments**

Sandi Worrell at 01/31/14 - 9:37 AM
We do not want to make this purchase.

Modifying a Requisition

After submitting a requisition, circumstances may require you to change the requisition. Using the Edit Requisition option, you can change the original requisition, such as to update the quantity ordered, price, scheduled delivery date, or ship to location.

If the approval process has been started for this requisition, regardless of how complete the process is, the system may require the approval process to be started again.

If any line of the requisition has been transferred to a purchase order, you need to create a new requisition from scratch instead of modifying the existing requisition. Use the Requisition Name field and the Header Comments field to list the purchase


order number and to indicate that the requisition is being created as a change order. In the header comments you must enter "Change Order for PO = 2XXXXXXXXX."

The change order is subject to the same budget checking and workflow as the original requisition. If you need to liquidate part or all of the encumbrance, fill out the [Encumbrance Liquidation Request](#) form on the Finance Division website. You should also contact the buyer when requesting a change to an existing purchase order.

- Once you find the requisition you want to modify, complete the field:

In this field:	Do the following:
Select Action	Choose Edit Requisition .

- Click the **Go** button.

n, click the Expand triangle icon: 
make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total		
UNCCH	04/21/2014	Open	Not Chk'd	7,500.00 USD	<Select Action>	Go
UNCCH	04/17/2014	Open	Not Chk'd	7,500.00 USD	Edit Requisition	Go
UNCCH	04/17/2014	Open	Not Chk'd	113.31 USD	<Select Action>	Go

Result: The system displays the Edit Requisition page.

- If the requisition is pending approval you receive a message telling you that editing the requisition may reinitialize the approval process. Click **OK**. Otherwise, skip this step.
- Make the appropriate changes to your requisition.
- Click the **Save & preview approvals** button.
- Click the **Check Budget** button.
- Click the **Save & submit** button.

Edit Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNC Chapel Hill Test

Requester: Troy Howell

Requisition Name:

☐ Goods/Service over \$50
☐ State/UTC Contract

[Attachments \(1\)](#)

Requisition Lines ?

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Printer	IBM CORPORATION	<input type="text" value="3.0000"/>	Each	2,500.00000	7,500.00

☐ [Select All / Deselect All](#)

Total Amount: 7,500.00 USD

Comments ?

☐ Send to Vendor ☐ Show at Receipt ☐ Shown at Voucher ☐ Approval Justification

Budget Checking Status: Not Checked

[Find more items](#)

Result: The system restarts the approvals process by routing the document and sending a notification to the first approval level.

Canceling a Requisition

You can cancel a requisition if its purchase order has not yet been created.

If a purchase order has already been created, a purchase requisition can't be canceled. You will need to contact the buyer and They will then cancel the order and notify the vendor of the cancellation via change order. If you need to liquidate part or all of the encumbrance, fill out the [Encumbrance Liquidation Request](#) form on the Finance Division website. If you cancel a requisition that is in Approved status, it is important to notify the buyer.

- Once you find the requisition you want to cancel, complete the field:

In this field:	Do the following:
Select Action	Choose Cancel Requisition .

- Click the **Go** button.

to view the lifespan and line items for a requisition, click the Expand triangle icon:
to edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total		
UNCCH	04/21/2014	Open	Not Chk'd	7,500.00	USD	<Select Action> Go
UNCCH	04/17/2014	Open	Not Chk'd	7,500.00	USD	Cancel Requisition Go
UNCCH	04/17/2014	Open	Not Chk'd	113.31	USD	<Select Action> Go

Result: The system displays the Requisition Details page.

- Click the **Cancel Requisition** button.

Requisition Details for: Troy Howell

Business Unit: UNCCH Date: 04/17/2014
 Requisition Name: 1000000342 Status: Open
 Requisition ID: 1000000342 Total: 7,500.00 USD

Line Details

Line	Item Description	Status	Price	Qty	Total
1	Printer	Open	2,500.00000 Each	3.0000	7500.00

[Return to Manage Requisitions](#) **Cancel Requisition**

Result: The system changes to the status to Canceled and returns to the Manage Requisitions page.

Requisitions ?

to view the lifespan and line items for a requisition, click the Expand triangle icon:
to edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
1000000343	1000000343	UNCCH	04/21/2014	Open	Not Chk'd	7,500.00
1000000342	1000000342	UNCCH	04/17/2014	Canceled	Valid	0.00
1000000341	1000000341	UNCCH	04/17/2014	Open	Not Chk'd	113.31

Working With Requester Preferences

Overview

Purchase requesters can set defaults for their purchase requests. These default values are established on the Requester Setup page. Once the default values are set up, they are used on all vendor catalog and non-vendor catalog requisitions, and can be changed from requisition to requisition.

Related Reference

For information on creating a new requisition, see *Creating a New Purchase Requisition*, page 8.

For information on canceling, copying, printing, editing, or finding an existing requisition, see *Managing a Requisition*, page 31.

Menu Path

Main Menu > Finance Menu> Set Up Financials / Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup

Steps - Working With Requester Preferences

Follow these steps to set up or change existing requester preferences:

1. Choose this menu option:

Main Menu > Finance Menu> Set Up Financials / Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup

2. On the Find an Existing Value tab of the Requester Setup Page, complete either of the fields:

In this field:	Do the following:
Requester	Look up, or enter, your username.
Description	Enter your first and last name.

3. Click the **Search** button.

Result: The system displays the Requester Setup page.

4. Complete the fields for any default values you want to create for your requisitions. You must enter a default for the following chartfields:
- Location Set ID (enter this field first)
 - Location
 - Phone
 - GL Unit (Business Unit)
 - Department

Note: If you don't want to create a default value for any of the other fields, leave those fields blank.

In this field:	Do the following:
Location Set ID	Before entering any default information, enter either UNCCCH or UNCGA in this field.
Ship To	<p>Enter the ship to address or follow the steps below to search for the appropriate address:</p> <ol style="list-style-type: none"> a. Click the Lookup (magnifying glass) icon. <p>Result: The system displays the first 300 ship to addresses.</p> <ol style="list-style-type: none"> b. In the Description field, change “begins with” to “contains.” Type a word or two to describe your location and click Look Up. c. Click the link for the ship to address you need.

In this field:	Do the following:
Location	<p>Enter your location or follow the steps below to search for your location:</p> <ul style="list-style-type: none"> a. Click the Lookup (magnifying glass) icon. <p>Result: The system displays the first 300 addresses.</p> <ul style="list-style-type: none"> b. In the Description field, change “begins with” to “contains.” Type a word or two to describe your location and click Look Up. c. Click the link for the location you need.
Phone	Enter your phone number.
GL Unit	Look up, or enter, the business unit.
Fund	Look up, or enter, the fund.
Source	Look up, or enter, the source.
Account	Leave this field blank. The account value defaults based on the category code chosen on the requisition, or from the vendor's website, though you can change it.
Dept	Look up, or enter, the department.
PC Business Unit	<p>Look up, or enter, the PC business unit.</p> <p>Note: Only enter this field if you also enter a default Project ID.</p>
Project ID	Look up, or enter, the Project ID.
Activity	<p>Look up, or enter, the activity.</p> <p>Note: Only enter this field if you are also entering a Project ID. If used, this value will always be 1 unless it is for a capital project.</p>
Program	Look up, or enter, the program.
Cost Code 1	Look up, or enter, cost code 1.
Cost Code 2	Look up, or enter, cost code 2.
Cost Code 3	Look up, or enter, cost code 3.
Affiliation	Look up, or enter, the affiliation.
Fund Affiliation	Look up, or enter, the fund affiliation.

5. Click the **Save** button.

Requester Setup

Requester: howellt Troy Howell

Requisition Defaults

ShipTo SetID: UNCCH

*Location Set ID: UNCCH

PO Origin SetID: UNCCH

Currency: USD Dollar

Phone: 919/843-3069

Fax:

Ship To: 000_150

*Location: 000_150

Origin: ONL

☐ Use Only Assigned Catalogs ☒ Price Can

☐ Consolidate with other Reqs ☐ Defaults I

ChartFields

Personalize | Find |

GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	Cost Code 1
UNCCH	22193	14001		400101					

Catalog Information

Personalize | Find | View All | First 1-2 of 2 Last

Default	*SetID	*Catalog ID	Description
<input checked="" type="checkbox"/>	UNCCH	ALL_PURCHASE_ITEMS	ALL_PURCHASE_ITEMS
<input type="checkbox"/>	UNCCH	UNSPSC_CATEGORIES	UNSPSC CATEGORIES

Save Return to Search Notify

Result: The system saves the default values, which fill in automatically when you create a vendor catalog or non-vendor catalog requisition.

3 Receiving

In this chapter, you will learn how to:

- Create a Receipt
- Handle Returns

Creating Receipts

Overview

When shipments from a purchase order arrive, the purchased products must be reviewed and inventoried to make sure they are the right item, in the right quantity, and in the right quality.

You use the Add/Update Receipts page to find the shipment's corresponding purchase order in the system, and then use the Maintain Receipts page to receive, accept, and, if necessary, reject items.

Receiving is only done against purchase orders. Do not create a receipt for vendor catalog, voucher, or P-Card transactions.

The vendor listed on the purchase order does not receive payment until you create the receipt in the system. If the goods are damaged or a return is necessary, contact the vendor directly and ask for a Return Merchandise Authorization (RMA) number, or some other identifier that proves that your area authorized to return the products.

Menu Path

Main Menu > Finance Menu> Purchasing > Receipts > Add/Update Receipts

Steps - Creating Receipts

Follow these steps to create a receipt:

1. Choose this menu option:

Main Menu > Finance Menu> Purchasing > Receipts > Add/Update Receipts

Find An Existing Value

If you want to view or update a receipt that has already been created, enter the Receipt Number or PO Number on the Find an Existing value tab, then refer to *Using the Maintain Receipts Page, page 50*. Otherwise, you will Add a New Value.

Add a New Value

2. On the Add a New Value tab, complete these fields:

In this field:	Do the following:
Business Unit	Enter the Business Unit associated with the requisition you are receiving against.
Receipt Number	Leave the receipt number as NEXT.
PO Receipt	Ensure that the checkbox is marked.

3. Click the **Add** button.

Receiving

Find an Existing Value Add a New Value

Business Unit: JNCCH

Receipt Number: NEXT

PO Receipt ☒

Add

Result: The system displays the Select Purchase Order page.

4. Choose one of the following:
- If you know it, enter **the purchase order number** in the ID field.
 - To search for the purchase order number, complete as many of these fields as necessary, then click **Search**:

In this field:	Do the following:
Start Date	To limit your search results by date range, enter the earliest date the purchase order could have been entered.
End Date	To limit your search results by date range, enter the latest date the purchase order could have been entered.

In this field:	Do the following:
Vendor Name	<p>Search for and choose, or enter, the name of the vendor the items were purchased from. To search for the vendor's name, do the following:</p> <ol style="list-style-type: none"> Click the Lookup (magnifying glass) button. Type the vendor name in the Short Vendor Name field. Click the Lookup button. <p>Result: The system displays a list of vendors that match the criteria you specified.</p> <ol style="list-style-type: none"> Choose the appropriate Vendor.
Ship To	<p>Search for and choose, or enter, the ship to location for these goods. To search for the ship to location, do the following:</p> <ol style="list-style-type: none"> Click the Lookup (magnifying glass) button. <p>Result: The system displays the first 300 ship to addresses.</p> <ol style="list-style-type: none"> In the Description field, change "begins with" to "contains". Type a word or two to describe your location and click Look Up. Click the link for the Ship To location you need. <p>Result: The system now sends this line to the selected location.</p>

7. In the Receipt Qty Options section, make the appropriate choice:

In this field:	Do the following:
No Order Qty	<p>Choose this option to signify that the receiver must enter the actual quantity received.</p> <p>Note: This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer ordered quantities to the receipt. You will need to manually enter all receipt quantities.</p>
Ordered Qty	<p>Choose this option to automatically make the received quantity the purchase order quantity.</p> <p>Note: This selection changes the purchase order quantity regardless of any prior receipt quantity. For example if you had previously created a receipt for 3 items, and the total amount of items listed on the PO was 8, the system changes the receipt quantity to 8.</p>
PO Remaining Qty	<p>Choose this option to have the receipt display the numeric difference between the quantity ordered and the current quantity received.</p> <p>Note: Selecting this option replaces the received quantity with the quantity that has not yet been received. For example, if you had previously created a receipt for 3 items, and the total amount of items listed on the PO was 8, the system changes the receipt quantity to 5.</p>

8. Click the **Search** button.

Select Purchase Order

Search Criteria

PO Unit:

ID:

Line / Schedule: /

Release:

Item ID:

Ship To:

Ship Via:

☒ Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Vendor Name:

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

☐ No Order Qty ☒ Ordered Qty ☐ PO

Result: The system displays the purchase orders that meet your search criteria.

9. Mark the checkbox in the row of each purchase order line that you want to identify as having been received.
10. Click **OK**.

Receipt Qty Options

☐ No Order Qty ☒ Ordered Qty ☐ PO

Retrieved Rows Personalize | Find | View All |

Selected Rows Shipping Related | More Details |

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UNCCH	2000000226	1	1		04/01/2014	3.0000			BEAKER GRIFFI

☒ Select All ☐ Clear All

Result: The system displays the Maintain Receipts page.

Using the Maintain Receipts Page

11. On the Maintain Receipts page, complete the field for each line you need to receive:

In this field:	Do the following:
Receipt Qty	Ensure that the displayed quantity is correct or enter the number received. Note: Depending on the Receipt Qty Option you selected, the system may fill in amounts in the Receipt Qty field.

Note: If you are viewing a receipt that has already been created, you can use the **Header Details** link to see when the items were received, then click the **OK** button to return to the previous page.

12. If you don't expect to ever receive all the items from the vendor, for example the vendor only shipped 1 of the 3 items and they inform you that you are never going to receive the additional items, fill out the [Encumbrance Liquidation Request](#) form on the Finance Division website and also contact the buyer.
13. Click the **Save** button.

The screenshot shows the 'Maintain Receipts' page. At the top, there's a 'Receiving' section with fields for 'Business Unit' (UNCCH), 'Receipt ID' (NEXT), and 'Receipt Status' (Open). A red 'X' icon is next to the status. Below these are links for 'Add Header Comments' and 'Activities'. A 'Header Details' link is highlighted with an orange box. Below the header section is a 'Select Purchase Order' section with buttons for 'Close Short All Lines' and 'Print Delivery Report'. The main section is 'Receipt Lines', which contains a table with columns: Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price, Accept Qty, Status, and Close Short. The first row shows Line 1, Item BEAKER GRIFFIN 100ML 12/PK, and Receipt Qty 3.0000. The Receipt Qty field is highlighted with an orange box. Below the table are checkboxes for 'Interface Receipt' and 'Run Close Short'. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'. The 'Save' button is highlighted with an orange box.


Note: If you receive a message asking if you are sure you want to receive the items, click **OK**.

Result: The system updates the Receipt Status from Open to Fully Received.

Note: If you receive at least one but not all the items, the Receipt Status on this page still says Fully Received, but the status on the Manage Requisition page will show as Partially Received.

Maintain Receipts

Receiving

Business Unit: UNCCH
Receipt Status: Fully Received 

Receipt ID: 4000000056
Add Header Comments
Activities



Header Details
Document Status

Header

Select Purchase Order
Close Short All Lines
Print Delivery Report

Receipt Lines
Person

Receipt Lines
More Details
Links and Status
Item / Mfg Data
Optional Input
Source Information

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short
1		BEAKER GRIFFIN 100ML 12/PK	3.0000	 CS	120.65000	3.0000	Received	<input type="checkbox"/>

☐ Interface Receipt
☐ Run Close Short
Interface Asset Informa

Save
Notify
Refresh

