

# PeopleSoft Training Activity Sheet

## YEPO: YEAR END PURCHASING (FIN)

For use in training. Last updated March 5, 2019.

### Activity 1: Cancel Requisition Line(s)

**Directions:** Navigate to **Main Menu > eProcurement > Manage Requisitions**. You would like to cancel a requisition line(s) that will not be sourced to a PO. Use this function for partially sourced requisitions. This functionality is provided to users in the M\_PO\_BUYER roles. These steps can be found in the **PO2: Purchase Orders** guide in “Cancel a Requisition Line” section.

1. Navigate to **Main Menu > eProcurement > Manage Requisitions**.
2. Search for the requisition ID: \_\_\_\_\_
3. Expand the triangle icon next to the requisition ID.
4. Look for the line to cancel. Click on the **Cancel** button (red X). **Make sure that you are canceling a line with an *Approved* status.**

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
000000693	Bretford, DSC, D.Blackm...	04000	12/16/2015	Partially Dispatched	Valid	231.30 USD
Requester Charlene Marie Pre-Encumbrance Balance		Entered By Charlene Marie 99.00 USD		Priority Medium		
Request Lifespan: Line Information						
Line	Description	Status	Price	Quantity	UOM	Supplier
1	REPLACEMENT DIVIDER, PLASTIC...	PO Dispatched	2.94000	45.0000	EA	BRETFORD
2	FREIGHT CHARGES	Approved	99.00000	1.0000	EA	BRETFORD

5. Click **OK** when you get this message to continue to cancel line: *Are you sure you want to cancel 000000XXX requisition line X? (18036, 2296).*
6. The line status will change from *Approved* to *Canceled*.
7. Click on **Search**.
8. The Request state status will change. Budget status will change from *Valid* to *Not Chk'd*. Pre-Encumbrance balance is now **0.00**. Total amount will decrease by the amount of the canceled line.
9. In the Select action dropdown field, select **Check Budget** and click on **Go**.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
000000693	Bretford, DSC, D.Blackm...	04000	12/16/2015	PO(s) Dispatched	Not Chk'd	132.30 USD
Requester Charlene Marie Pre-Encumbrance Balance		Entered By Charlene Marie 0.00 USD		Priority Medium		
Request Lifespan: Line Information						
Line	Description	Status	Price	Quantity	UOM	Supplier
1	REPLACEMENT DIVIDER, PLASTIC...	PO Dispatched	2.94000	45.0000	EA	BRETFORD
2	FREIGHT CHARGES	Canceled	99.00000	1.0000	EA	BRETFORD

10. Budget status should now display as *Valid*.

# Activity 2: Close Purchase Order Using Override Function

**Directions:** Navigate to **Main Menu > Purchasing > Purchase Orders > Buyer's Workbench**. You would like to override a PO. These steps can be found in the **PO2: Purchase Orders guide** in "Close Purchase Orders" section.

1. Using the **Find the Existing Value** tab, the **Business Unit** will default to district 02000. Click Search.
2. Find **Purchase Order ID** \_\_\_\_\_ on the Buyer's Workbench Filter Options page and click **Search**.
3. Review the **Purchase Order Inquiry** page.
4. Return to the Buyer's Workbench.
5. Select the PO to close.

	Purchase Order	Doc Status	PO Status	Hold	Budget Status	PO Date	Last Activity
<input type="checkbox"/>	000000130		Dispatched	N	Valid	07/01/2014	07/01/2014
<input checked="" type="checkbox"/>	000000130		Dispatched	N	Valid	07/07/2014	09/04/2014

6. Click on **Close** action at the lower portion of the page.

Action:

Approve	Unapprove	Cancel	<b>Close</b>
Dispatch	Preview	Budget Check	Budget Pre-Check

7. In the **Processing Results** page, the **PO ID** displays in the *Not Qualified* group box. Click on **Log** icon to view the message text why the PO is not qualified to be closed.

Buyer's WorkBench

## Processing Results

Business Unit 00700      WorkBench ID 00700

\*Description

Select POs for Further Processing

Accounting Date for Action

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified	
PO ID	Log	PO ID	Line
<input type="checkbox"/>			

Select All     Clear All

Proceed:   [Return to Buyer's WorkBench](#)

- Review the message text. In this example, you can override closing the PO because there are no more payments to be made against it. Close the text and proceed to the next step.

Log			
Line	Sched	Dist	Message Text
1	1		The Purchase Order may not be closed because it has not been fully Matched.

**IMPORTANT:**

See below messages on when to proceed with override closing the PO. If you get any messages other than what is listed here, please check with CRC staff before proceeding to override.

**Use Override function on the following message (s):**

- POs with *Receiving Required On though not received*. It means that PO was created with Receiving is required. This PO has not been received completely. Close PO if no more items or amounts to be received.
- The Purchase Order may not be closed because it has not been fully Matched*. It means that this PO was created as Amount only and Receiving is not required. This PO has not been fully paid. Close PO if no more payment to be made.

**DO NOT use override function on the following message:**

- The PO Line is tied to active Voucher, therefore it may not be closed*. Either delete the voucher or wait until voucher is processed before closing the PO.

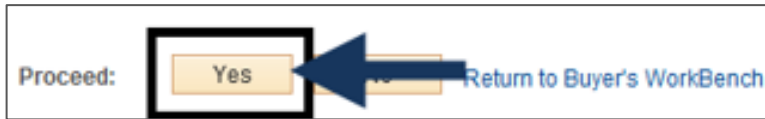
- Click on the checkbox to select the PO and the **Override** button. These steps are overriding nonqualified POs to be qualified. This moves PO from the *Not Qualified* group box to the *Qualified* group box.

Not Qualified		
PO ID	Log	
<input checked="" type="checkbox"/> 000000C		

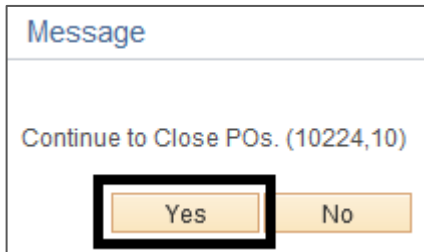
- PO ID** now displays in the *Qualified* group box. No need to select *Update Budget Date Equal to Accounting Date*. Keep the *Accounting Date for Action* to today's date. **Exception:** If closing a prior year PO in the new fiscal year, change the *Accounting Date for Action* to a prior year date and select the Budget date equal to accounting date.

Not Qualified			Qualified			
PO ID	Log	Line	Sched	Distrib Line		
<input type="checkbox"/>		00000001				

11. Click **Yes** to proceed.



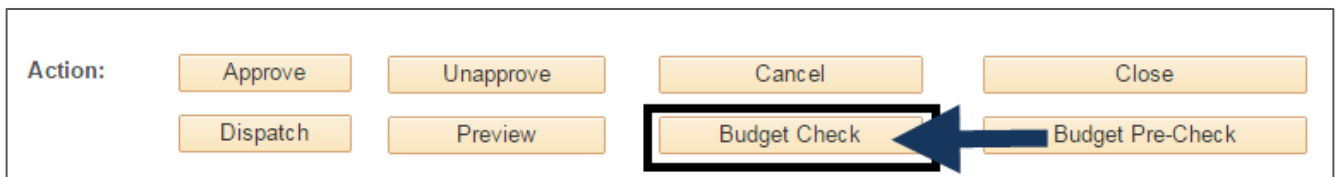
12. Click **Yes** when you receive this message "Continue to Close POs. (10224, 10)".



13. You will return to the **Buyer's Workbench** where you selected the PO for further processing. The **PO Status** will now display as *Complete* and Budget Status is *Not Chk'd*. Click Budget Check to release the encumbrance.

List of Purchase Orders <span style="float: right;">Personalize   Find   View</span>										
Purchase Order		Doc Status	PO Status	Hold	Budget Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action
<input checked="" type="checkbox"/>	[Redacted]	[Icon]	Complete	N	Not Chk'd	07/07/2014	03/24/2015	O00709	Laura Ingalls Wilder	
<input type="checkbox"/>	[Redacted]	[Icon]	Dispatched	N	Valid	07/01/2014	07/01/2014	L00413	Laura Ingalls Wilder	
<input type="checkbox"/>	[Redacted]	[Icon]	Dispatched	N	Valid	07/17/2014	07/17/2014	R01024	Laura Ingalls Wilder	

14. Click **Budget Check** in the **Action** area.



15. In the **Processing Results** page, the PO ID is still under *Qualified* table. Click **Yes**.

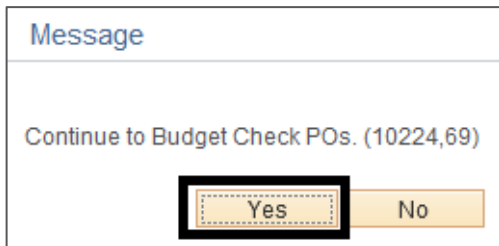
Accounting Date for Action  [S]

Update Budget Date Equal to Accounting Date

<p>Not Qualified <span style="float: right;">Personalize   View 2   [?] First 1 of 1 Last</span></p> <table border="1"> <thead> <tr> <th>PO ID</th> <th>Log</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Icon]</td> </tr> </tbody> </table>	PO ID	Log	[Redacted]	[Icon]	<p>Qualified <span style="float: right;">Personalize   View All   [?] First 1 of 1 Last</span></p> <table border="1"> <thead> <tr> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Distrib Line</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	PO ID	Line	Sched	Distrib Line	[Redacted]			
PO ID	Log												
[Redacted]	[Icon]												
PO ID	Line	Sched	Distrib Line										
[Redacted]													

Proceed:   Return to Buyer's WorkBench

16. Click **Yes** when you get this message “Continue to Budget Check POs. (10224, 69)”.



17. You will return to the **Buyer’s Workbench** page, click on **Purchase Order** link to access the **Purchase Order Inquiry** page in a different tab.

List of Purchase Orders

Detail Other

Purchase Order	Doc Status	PO Status	Hold	Budget Status	PO Date	Last Activity	Sup
<input checked="" type="checkbox"/> [Redacted]		Complete	N	Valid	07/07/2014	03/24/2015	
<input type="checkbox"/> [Redacted]		Dispatched	N	Valid	07/01/2014	07/01/2014	

18. **Purchase Order Inquiry** page displays in another browser tab. PO Status displays as *Compl* for Complete and the **Encumbrance Balance** is 0.00.

Purchase Order Inquiry

Purchase Order

Business Unit 00700  
 PO ID 000000  
 Change Order 1

PO Status Compl  
 Budget Status Valid

Header

PO Date 07/07/2014

Supplier Name CANON\_FIN-001  
 Supplier ID 000709  
 Buyer Laura Ingalls Wilder

Supplier Details

Backorder Status Not Backordered  
 Receipt Status Not Recvd  
 Hold From Further Processing

PO Reference Canon  
 Copier  
 Lease  
 Payments

Header Details  
 Change Order  
 All RTV  
 Matching

Activity Summary  
 Header Comments  
 Document Status  
 Actions

Amount Summary

Merchandise	18,200.00
Freight/Tax/Misc.	0.00
<b>Total</b>	<b>18,200.00 USD</b>

Encumbrance Balance 0.00 USD

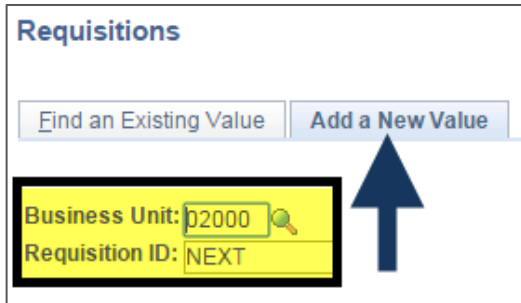
Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Canon Copier Lease Payments	44000000	1.0000	EA	18,200.00 USD	Closed

# Activity 3: Create Requisitions for the next fiscal year

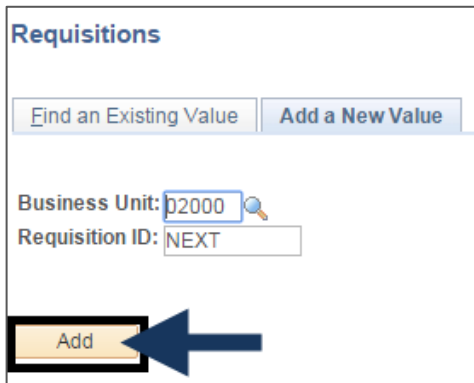
**Directions:** Navigate to **Main Menu > Purchasing > Requisitions > Add/Update Requisitions**. You would like to create a requisition for the next fiscal year prior to the current fiscal year closing. These steps can be found in the PeopleSoft Year End Closing for Purchasing and Inventory “Create Requisitions for new fiscal year” in the Purchasing section.

1. Enter in your **Business Unit** (your district number) and NEXT as the **Requisition ID** on the **Add a New Value** tab.



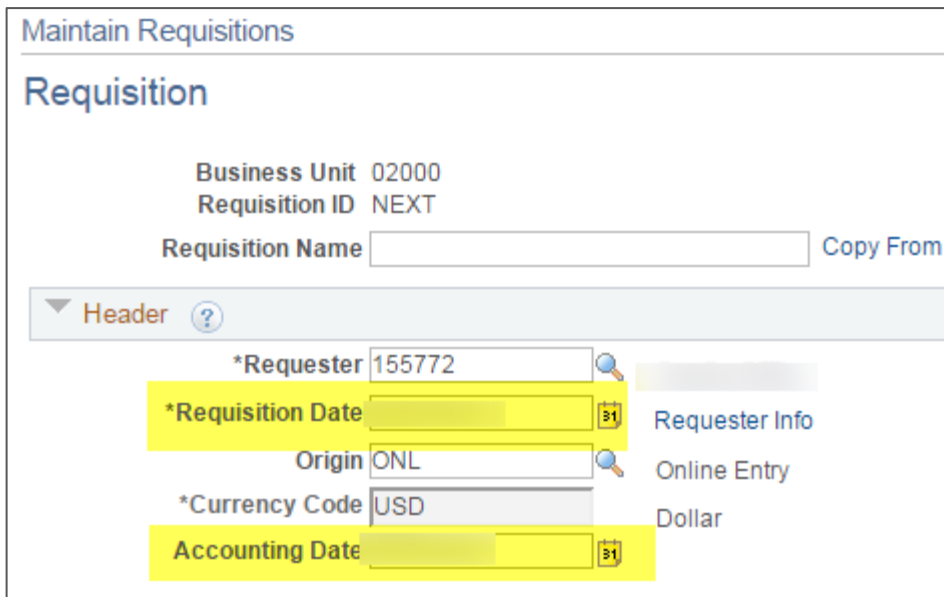
The screenshot shows the 'Requisitions' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, the 'Business Unit' field is populated with '02000' and the 'Requisition ID' field is populated with 'NEXT'. A blue arrow points upwards from the 'Add a New Value' tab towards the input fields.

2. Click **Add**.



The screenshot shows the 'Requisitions' page with the 'Add a New Value' tab active. The 'Business Unit' field is '02000' and the 'Requisition ID' field is 'NEXT'. A blue arrow points to the 'Add' button located at the bottom left of the form.

3. On the **Maintain Requisitions** page, under the **Header** area, enter dates for the new fiscal year determined by your district:
  - **Requisition Date:** Change to the new fiscal year date.
  - **Accounting Date:** Change to the new fiscal year date.



The screenshot shows the 'Maintain Requisitions' page. The 'Requisition' section displays the following information: Business Unit 02000, Requisition ID NEXT, and a Requisition Name field with a 'Copy From' button. Below this is a 'Header' section with a dropdown arrow and a question mark. The 'Header' section contains several fields: '\*Requester' (155772), '\*Requisition Date' (highlighted in yellow), 'Origin' (ONL), '\*Currency Code' (USD), and 'Accounting Date' (highlighted in yellow). To the right of the 'Requisition Date' and 'Accounting Date' fields are icons for 'Requester Info' and 'Online Entry' respectively. The 'Accounting Date' field also has a calendar icon.

- Click on **Requisition Defaults** link. Click **OK** when you get the warning message regarding the out of range date.

Origin ONE Online Entry  
 \*Currency Code USD Dollar  
 Accounting Date  
 Requisition Defaults Add Comments  
 Add Items From ?  
 Purchasing Kit Catalog  
 Item Search Requester Items

- On the **Requisition Defaults** page, in the Distribution area, details tab:

Requisition Defaults  
 Business Unit 02000 Requisition Date  
 Requisition ID NEXT Status Pending  
 Default Options ?  
 Default  
 Override  
 Line  
 Buyer  
 Supplier 9771 OFFICE DEPOT  
 Category 43210000  
 Unit of Measure  
 Supplier Location MAIN  
 Supplier Lookup  
 Schedule  
 Ship To 0000000813 WAREHOUSE \*Distribute By Quantity  
 Due Date  
 Ultimate Use Code  
 Attention To One Time Address

- Default Options:** Click on **Override**.
- Unit of Measure:** Enter desired **UOM** if it applies to all items, otherwise leave this field blank.
- Supplier:** Enter or select your **Supplier**.
- Category:** Enter or select your **Category Code**.
- Ship To:** Enter or select your **Ship To** code.
- Due Date:** Enter the desired due date. This must be a future fiscal year. It can be the same as the requisition date or a future July date.

- In the **Distributions** area, enter your budget account.

Dist	Percent	GL Unit	Fund	Resource	Goal	Function	Object	Site	Oper Unit
1		02000	0100	0000000	0000	8200	4300000	000	

7. Scroll to the right, and enter the following:

- **Budget Date:** This date must be the new fiscal year.
- **Location:** Enter or select location code.

**NOTE:** To enter in another distribution line, click on the Add a New row (plus sign). Enter a percent for each distribution line.

For **Assets items** only, go to the Asset Information tab, enter the **AM Bus Unit**, and select the **Profile ID**.

Fund Affil	Resource Affil	Budget Date	Location	IN Unit
			0000000813	

8. Click **OK**.

9. In the **Line** area, under the **Details** tab, enter the following:

- **Description:** Enter your item description. Limited to 254 characters.
- **Quantity:** Enter the number of items to order.
- **UOM:** Enter the item's unit of measure.
- **Category:** Prepopulate based on your defaults.
- **Price:** Enter the item's price.

10. To add another line, scroll to the left and click on the plus (+) sign. When you get the small dialog box to enter rows, enter the number of desired rows to add and click **OK**.

11. Click on **Save**. The system will assign a Requisition Number.

12. Click on the **Budget Check** icon.

### Additional steps for Amount Only

1. In the Lines area, go to **Attributes** tab and click on the Amount Only checkbox.

2. If you need to split by amount, go to the Distribution page.

- In the **Lines** area, go to the **Details** tab. Scroll to the right, click on Schedule icon next to the plus sign.
- In the **Schedule** page, under the **Details** tab, click on the **Distribution** icon. To add another line, scroll to the right and click on the plus (+) sign. When you get the small dialog box to enter rows, enter the number of desired rows to add and click **OK**.
- In the **Schedule** page, click on the **Return to Main Page** link.

### Copy a Requisition

1. On the Maintain Requisitions page, click on the **Copy From** link next to the Requisition Name field.

2. Search for the Requisition to copy. Click on **Search**. Select the checkbox next to the Requisition ID to copy. Click **OK**.

3. Then update the dates as indicated on step 4 to 8: Requisition Date, Accounting Date, Due Date and Budget Date. Update any changes as necessary. Remember to save your changes.



# Activity 4: Create Purchase Orders for the next fiscal year

**Directions:** Navigate to **Main Menu > Purchasing > Purchase Orders > Add/Update POs**. You would like to create a purchase for the next fiscal year prior to the current fiscal year closing. These steps can be found in the PeopleSoft Finance Year End Closing “Requisitions and POs for the new fiscal year” in the Purchasing section.

1. On the **Add a New Value** tab, the **Business Unit** field defaults to your five-digit district number. Leave the **NEXT** value in the **PO ID** to allow system to generate the number. Click **Add**.

**Purchase Order**

Find an Existing Value **Add a New Value**

Business Unit: 02000

PO ID: NEXT

Add

2. In the Header Area, enter July date on the **PO Date** field. Enter the Supplier information in the **Supplier** (Short Supplier Name) or **Supplier ID** fields. Click **OK** when the out of range message appears.

**Header**

\*PO Date [Date]

\*Supplier WAXIE SANI-001

\*Supplier ID 3592

\*Buyer BUY001

Supplier Search

Supplier Details

WAXIE SANITARY SUPPLY

Buyer - 001

PO Reference

Header Details

PO Defaults

PO Activities

Activity Summary

Add Comments

Add ShipTo Comments

3. Click the **Header Details** link. In the **Process Control Option** area, enter a July date for **Accounting Date**. Click **OK**.

**PO Header Details**

**PO Details**

Supplier [Supplier Name]

\*PO Type GEN

\*Billing Location 00000000

Origin

Use One Ship To

PO Date [Date]

Budget Status Not Chk'd

Tax Exempt

ID

Letter of Credit ID

Ship To

**Currency**

Currency Code USD

Exchange Rate Detail

Base Currency USD

Exchange Rate 1.00000000

Rate Date 07/01/2016

Rate Type CRRNT

**Process Control Option**

Dispatch

\*Method Print

Acknowledgements required for Not required

Accounting Date [Date]

Accounting Template STANDARD

OK Cancel Refresh

4. Click the **PO Defaults** link.

- In the **Schedule** area, enter a July date for **Due Date**, if necessary. This is also on the Schedule page/Details tab.
- In the **Distributions** area, enter a July date for **Budget Date**. This is also on the Distribution page/Budget Information tab.
- Click **OK** on the out of range message.
- Click **OK**

Purchase Order Defaults

Business Unit 00700 PO ID NEXT Supplier

**Default Options**

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override** ← If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Line**

Category  Unit of Measure

**Schedule**

Ship To  Ultimate Use Code

**Due Date**  Original Promise Date

Ship Via COMMON Arbitration  Freight Terms Code ORIGIN Freight Charge Method

\*Distribute By Quantity One Time Address

**Distribution**

SpeedChart

**Distributions** Personalize | Find | View All | First 1 of 1 Last

Chartfields	Asset Information	Dist	Percent	Obj	Affiliate	Fund Affil	Resource Affil	Budget Date	Location	IN Unit
		1						<input type="text"/>	0000000001	

SCROLL TO THE RIGHT →

OK Cancel Refresh

5. Go to the **Copy From** dropdown list. Click the *Requisition* list option.

Maintain Purchase Order

Purchase Order

Business Unit 02000 PO ID NEXT

Copy From

Header ?

- Contract
- Purchase Order
- Requisition**

\*PO Date \*Supplier

- On the **Requisition Selection Criteria** page, change the default **Max Rows** from 20 to 100 (or higher) to see all lines depending on the search criteria entered.
  - Enter the desired search criteria to use such as:
    - Requisition ID
    - Supplier ID, if creating a PO for more than one requisition
  - Click **Search**.

- Select the Requisition line(s) that you wish to copy. Use the **Select All** icon or link to select multiple lines.

Select	ePro Special Request Item	*Supplier	PO Qty	PO UOM	Item	Description	Req ID	Line	Procurement Card	Calc Price	Schedule Split
<input checked="" type="checkbox"/>		WAXIE SANI-001	10.0000	BX		BATHROOM TISSUE	000008350	1		N	
<input checked="" type="checkbox"/>		WAXIE SANI-001	10.0000	PK		SEAT COVER	000008350	2		N	
<input checked="" type="checkbox"/>		WAXIE SANI-001	10.0000	BX		AIR FRESHENER	000008350	3		N	
<input type="checkbox"/>		WAXIE SANI-001	10.0000	BX		BATHROOM TISSUE	000008353	1		N	
<input type="checkbox"/>		WAXIE SANI-001	10.0000	PK		SEAT COVER	000008353	2		N	
<input type="checkbox"/>		WAXIE SANI-001	10.0000	BX		AIR FRESHNER	000008353	3		N	

- Click **Copy to PO**.
- Notice that the system has pulled in all the information from the selected Requisition. The Purchase Order page now displays all the item information such as the description, qty, UOM, Category and price. It also pulls in the ChartString information (drill down to the schedule page and then to the distribution page).

- Click **Save** and the system will generate the **PO ID** (Purchase Order Number).