PeopleSoft Training Activity Sheet

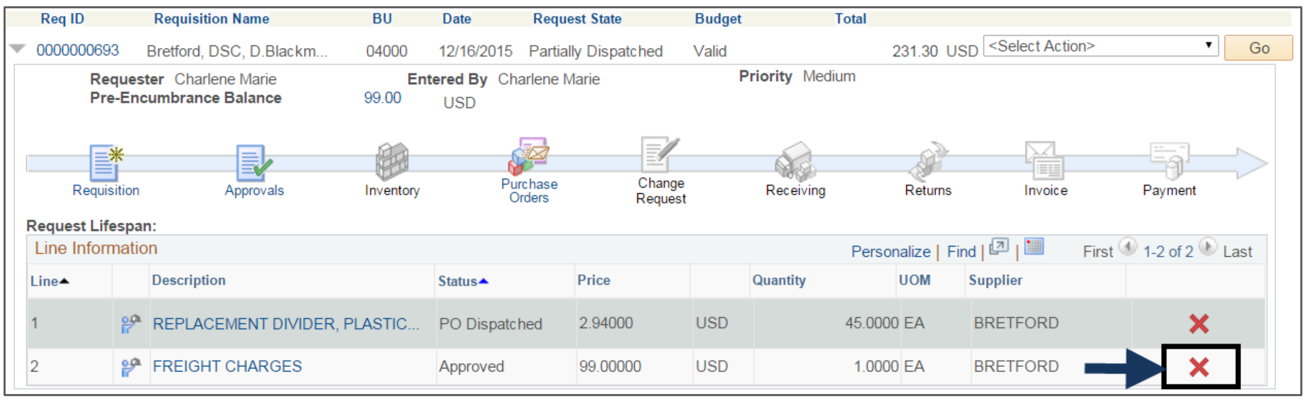
YEPO: YEAR END PURCHASING (FIN)

For use in training. Last updated April 2, 2018.

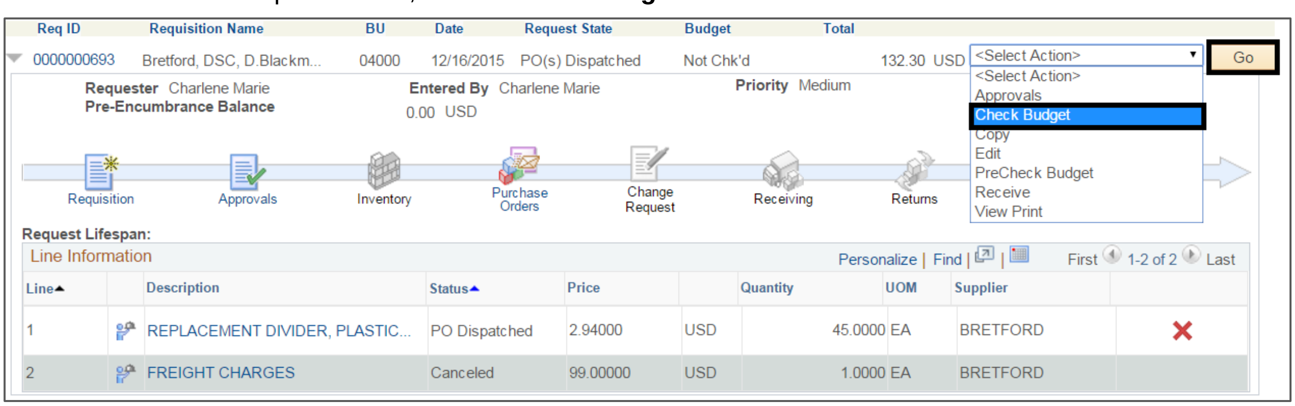
Activity 1: Cancel Requisition Lines

Directions: Navigate to **Main Menu > eProcurement > Manage Requisitions.** You would like to cancel a requisition line 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 Requisition Lines” 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.**



5. Click **OK** when you get this message to continue to cancel line: *Are you sure you want to cancel 0000000XXX 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**.

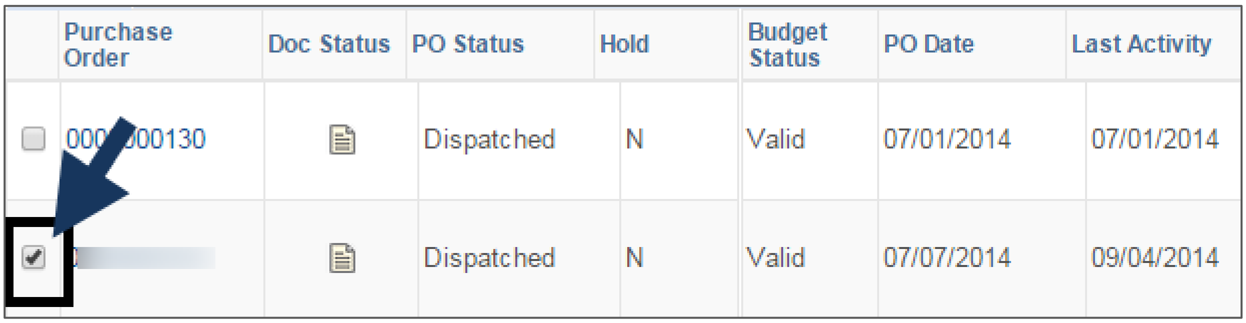


10. Budget status should now display as *Valid*.

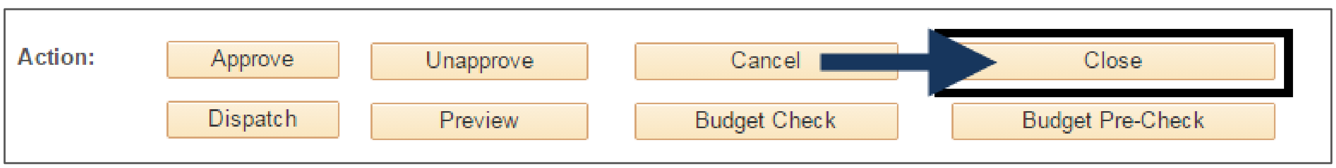
Activity 2: Close Purchase Order Using Override Function

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.

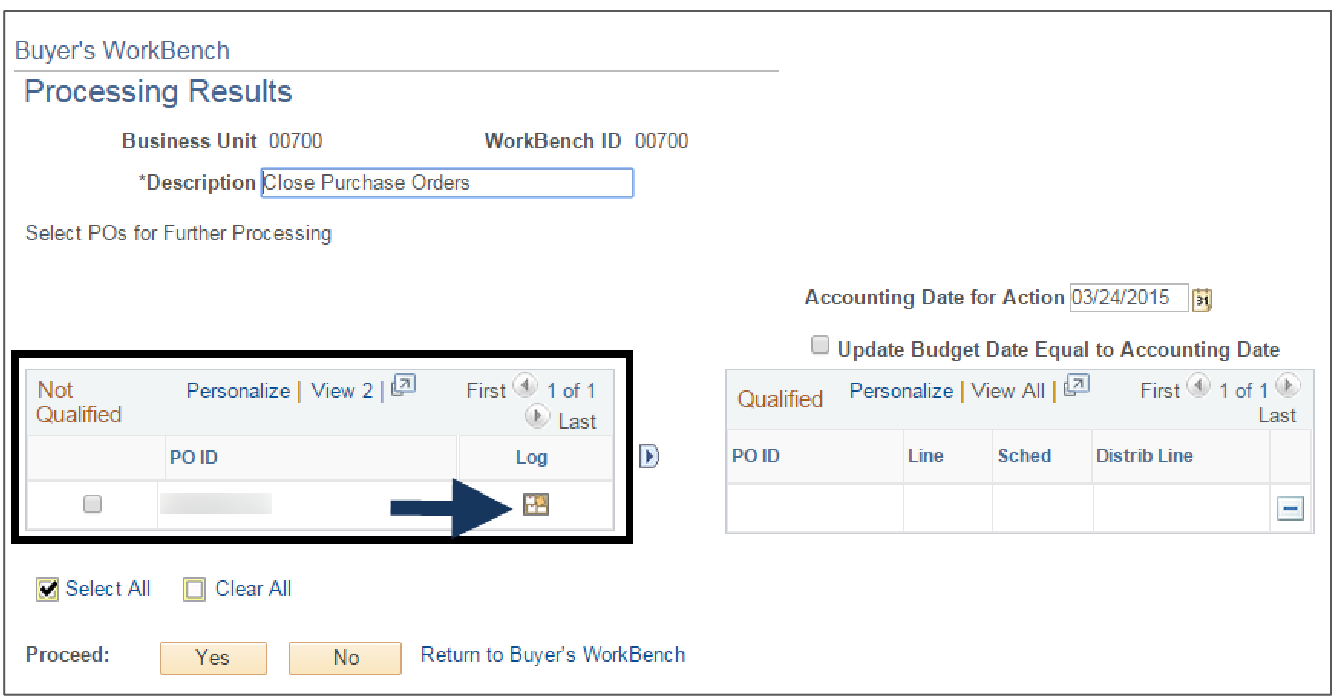
1. Using the **Find the Existing Value** tab, the **Business Unit** will default to district 02000. Click Search.
2. Find **Purchase Order ID** _____________ on the Buyer's Workbench Filter Options page and click **Search**.
3. Review the **Purchase Order Inquiry** page.
4. Return to the Buyer's Workbench.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



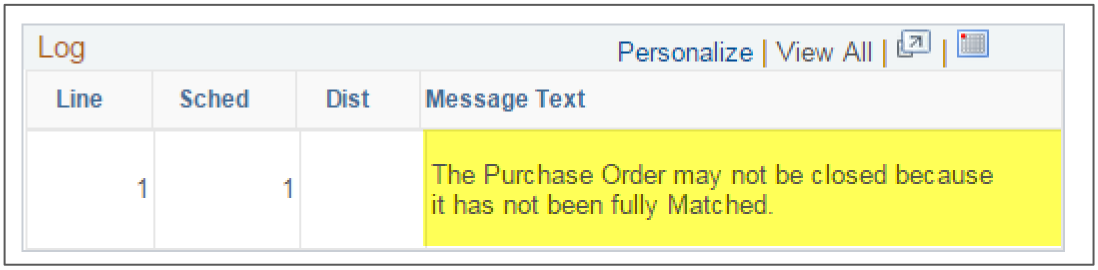
6. Click on **Close** action at the lower portion of the page.



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.



8. 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.



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.

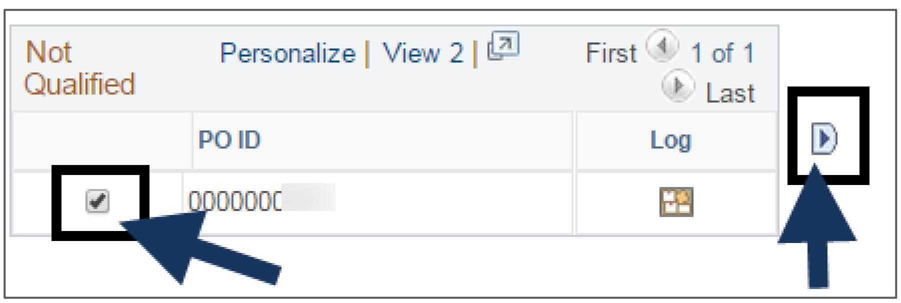
Use Override function on the following message (s):

- *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.

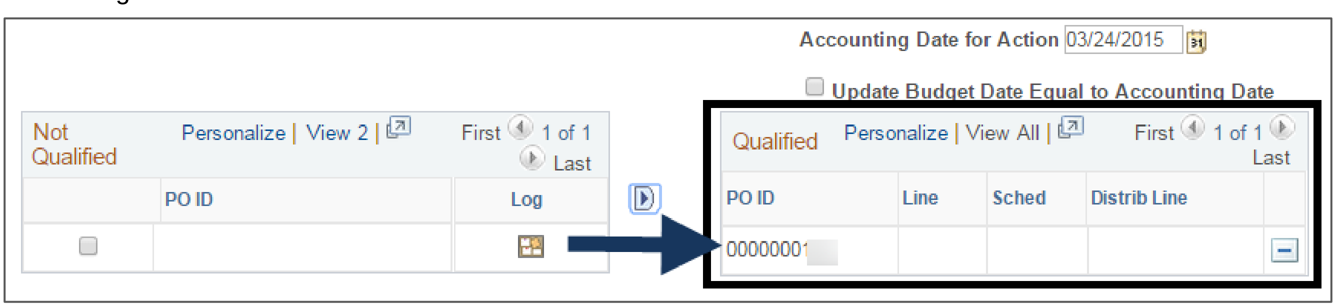
DO NOT use override function on the following message:

- *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.

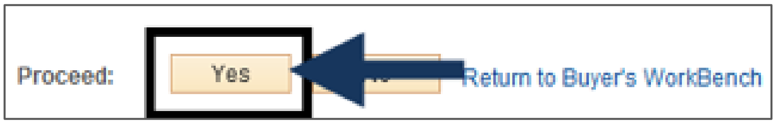
9. Click on the checkbox to select the PO and the **Override** button. These steps are overriding nonqualified POs to be qualified. This moves PO from the *Not Qualified* group box to the *Qualified* group box.



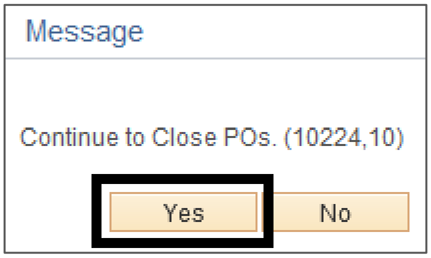
10. **PO ID** now displays in the *Qualified* group box. No need to select *Update Budget Date Equal to Accounting Date.* Keep the *Accounting Date for Action* to today's date. **Exception:** If closing a prior year PO in the new fiscal year, change the *Accounting Date for Action* to a prior year date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



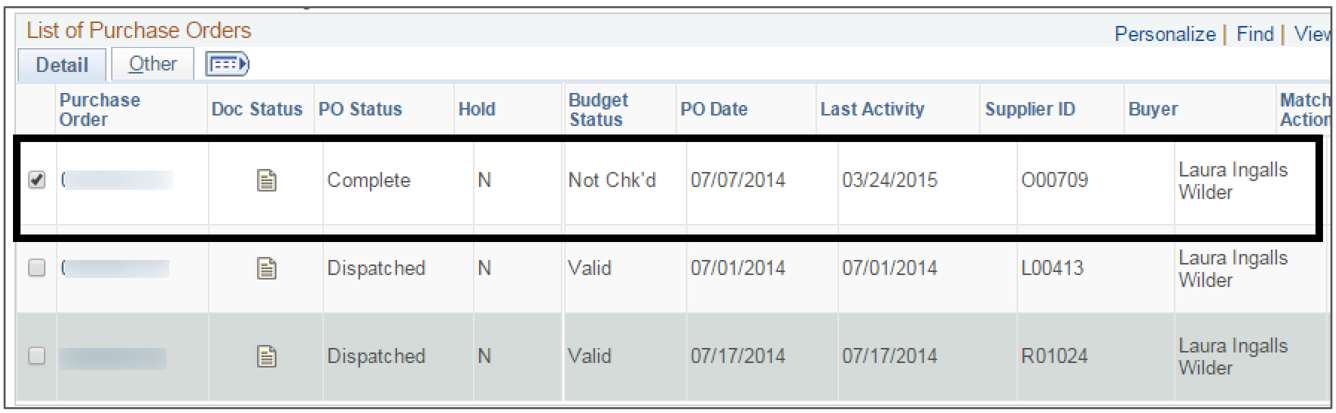
11. Click **Yes** to proceed.



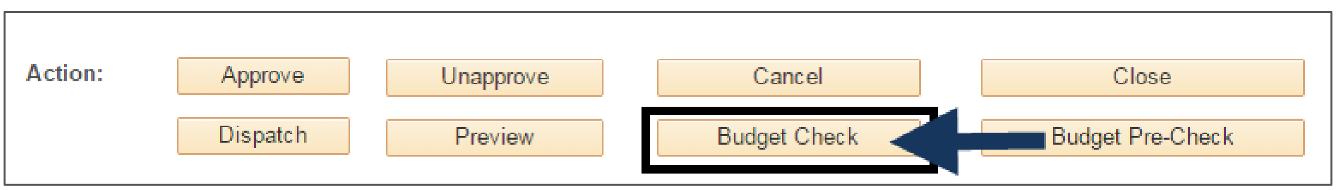
12. Click **Yes** when you receive this message *"Continue to Close POs. (10224, 10)".*



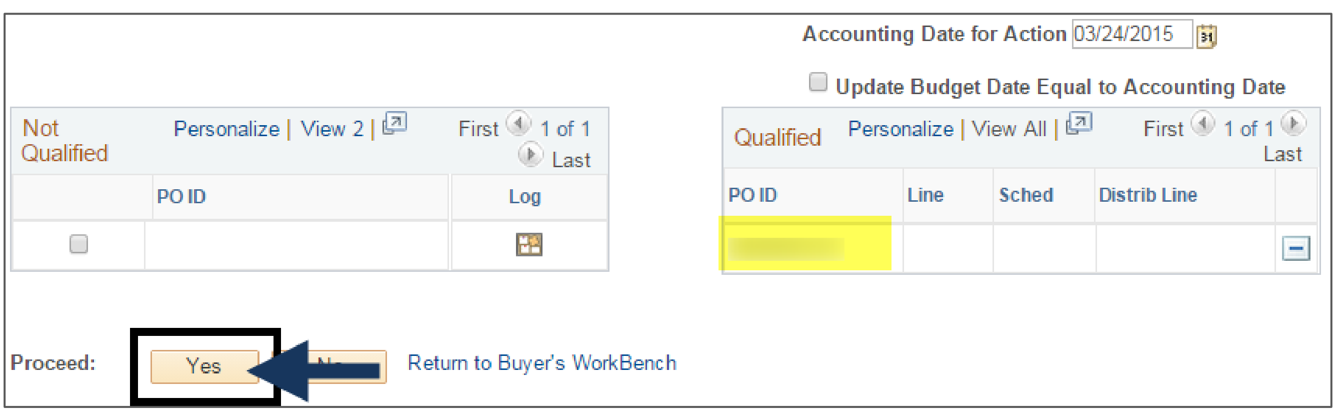
13. You will return to the **Buyer's Workbench** where you selected the PO for further processing. The **PO Status** will now display as *Complete* and Budget Status is *Not Chk'd*. Click Budget Check to release the encumbrance.



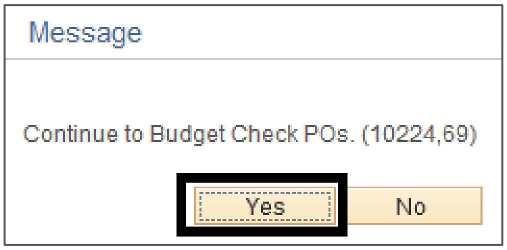
14. Click **Budget Check** in the **Action** area.



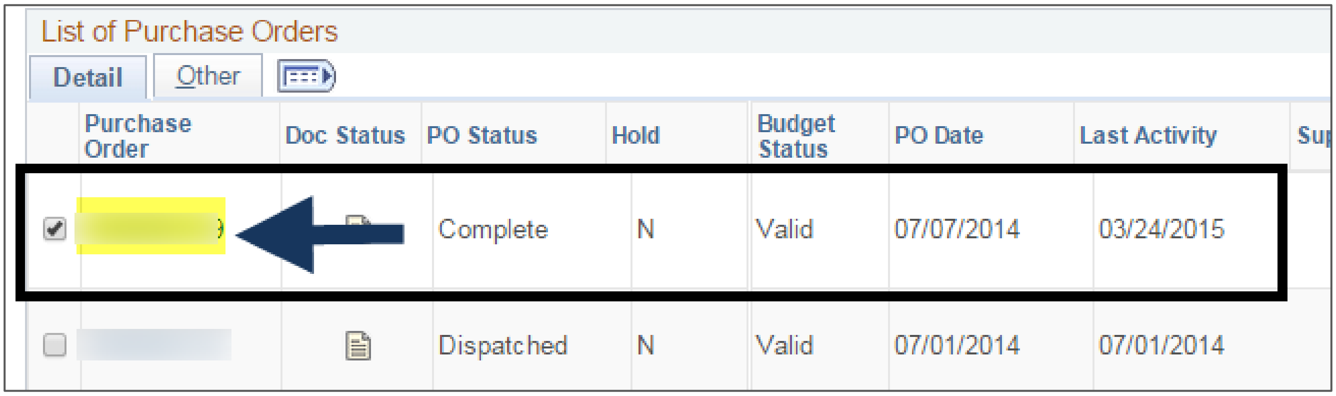
15. In the **Processing Results** page, the PO **ID** is still under *Qualified* table. Click **Yes.**



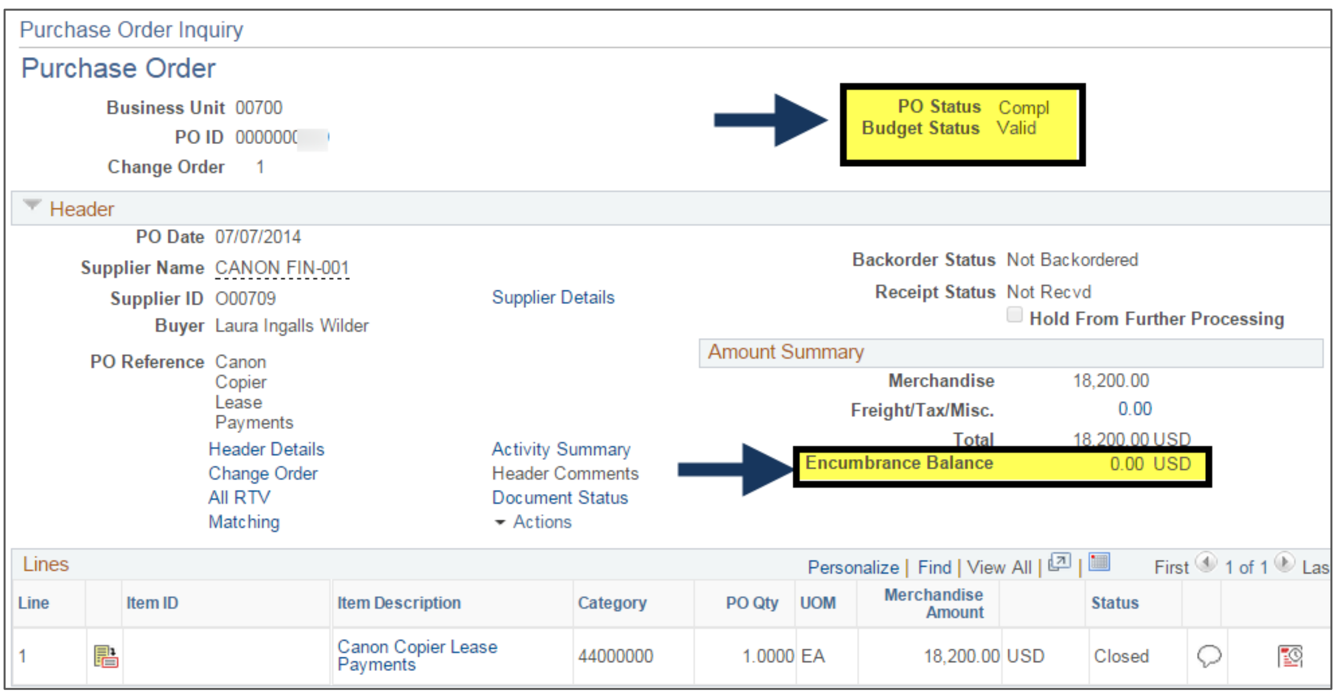
16. Click **Yes** when you get this message “Continue to Budget Check POs. (10224, 69)”.



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.



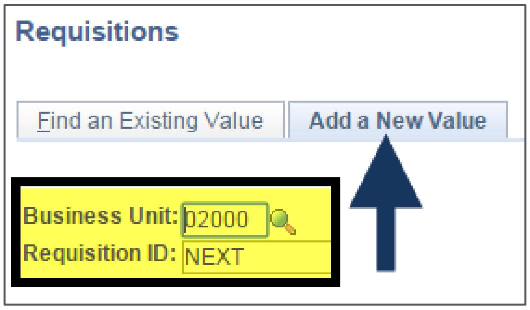
18. **Purchase Order Inquiry** page displays in another browser tab. PO Status displays as *Compl* for Complete and the **Encumbrance Balance** is 0.00.



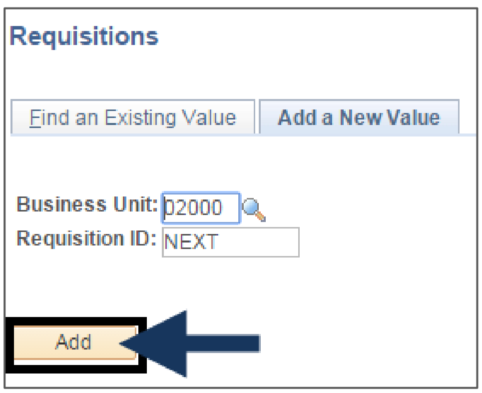
Activity 3: Create Requisitions for the next fiscal year

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 Finance Year End Closing “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.

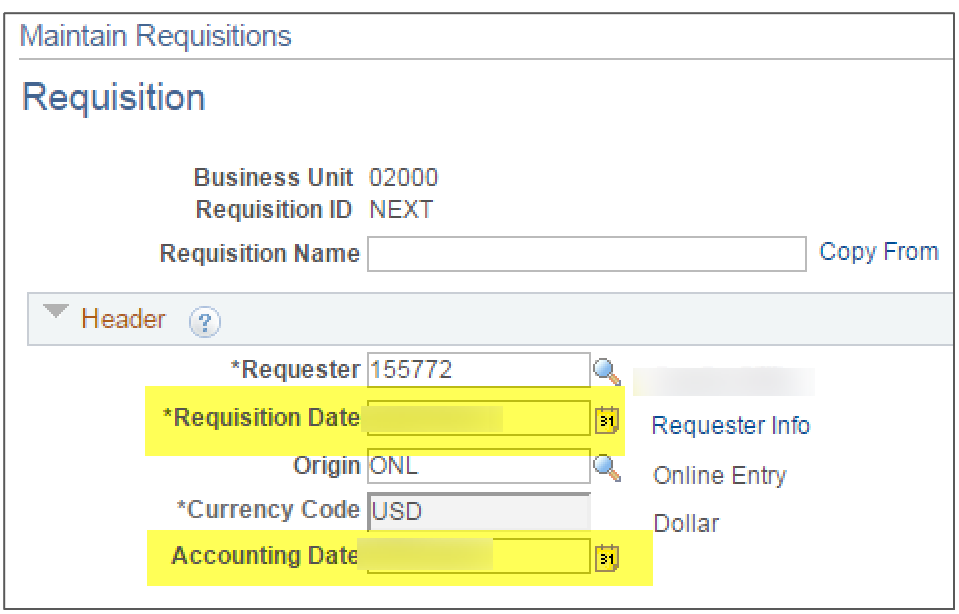


2. Click **Add**.

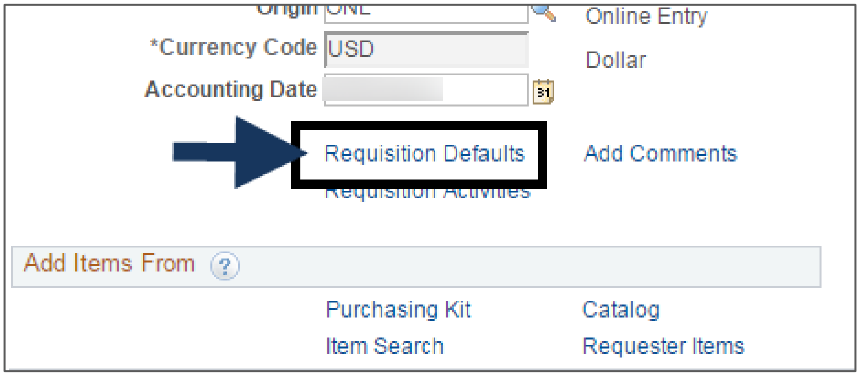


3. On the **Maintain Requisitions** page, under the **Header** area, enter dates for the new fiscal year determined by your district:

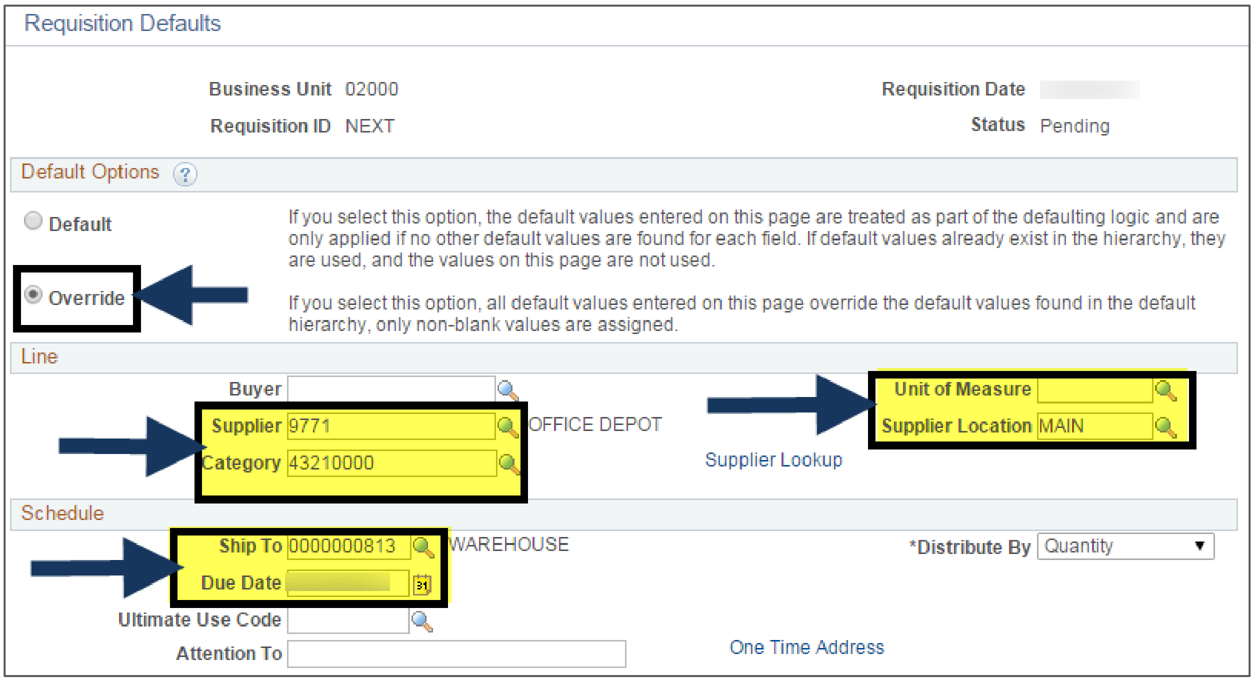
   - **Requisition Date:** Change to the new fiscal year date.
   - **Accounting Date:** Change to the new fiscal year date.



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

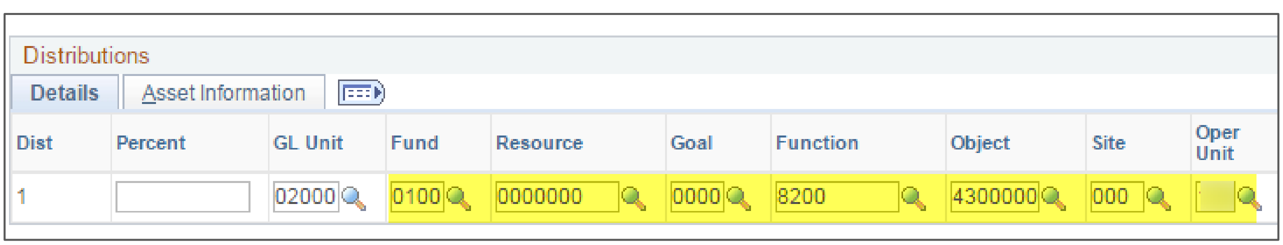


5. On the **Requisition Defaults** page, in the Distribution area, details tab:

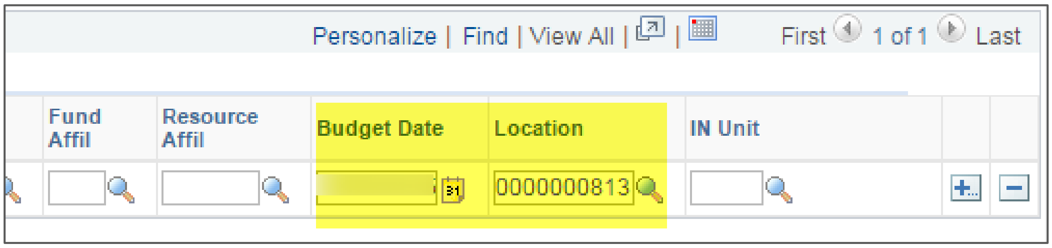


- **Default Options:** Click on **Override.**
- **Unit of Measure:** Enter desired **UOM** if it applies to all items, otherwise leave this field blank.
- **Supplier:** Enter or select your **Supplier**.
- **Category:** Enter or select your **Category Code**.
- **Ship To:** Enter or select your **Ship 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.

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



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.



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.

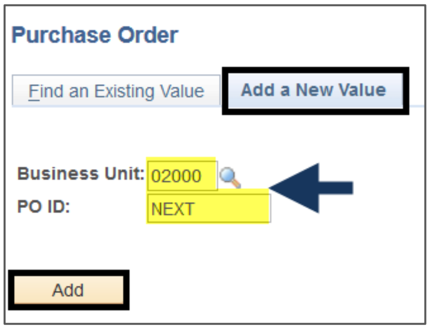
Copy a Requisition

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.

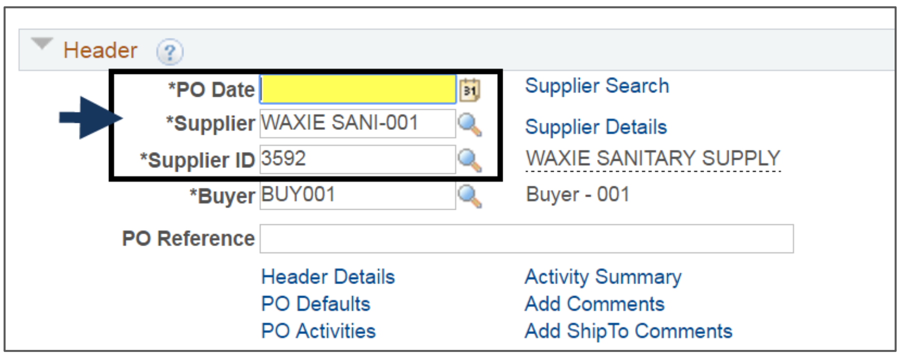
Activity 4: Create Purchase Orders for the next fiscal year

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.

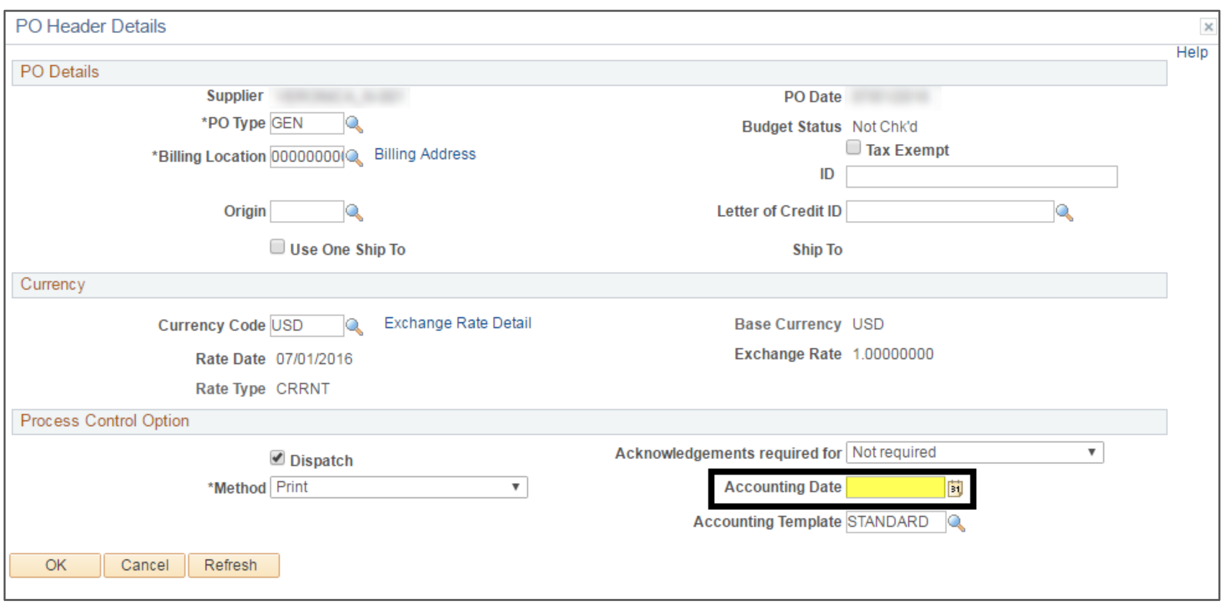
1. On the **Add a New Value** tab, the **Business Unit** field defaults to your five-digit district number. Leave the *NEXT* value in the **PO ID** to allow system to generate the number. Click **Add**.



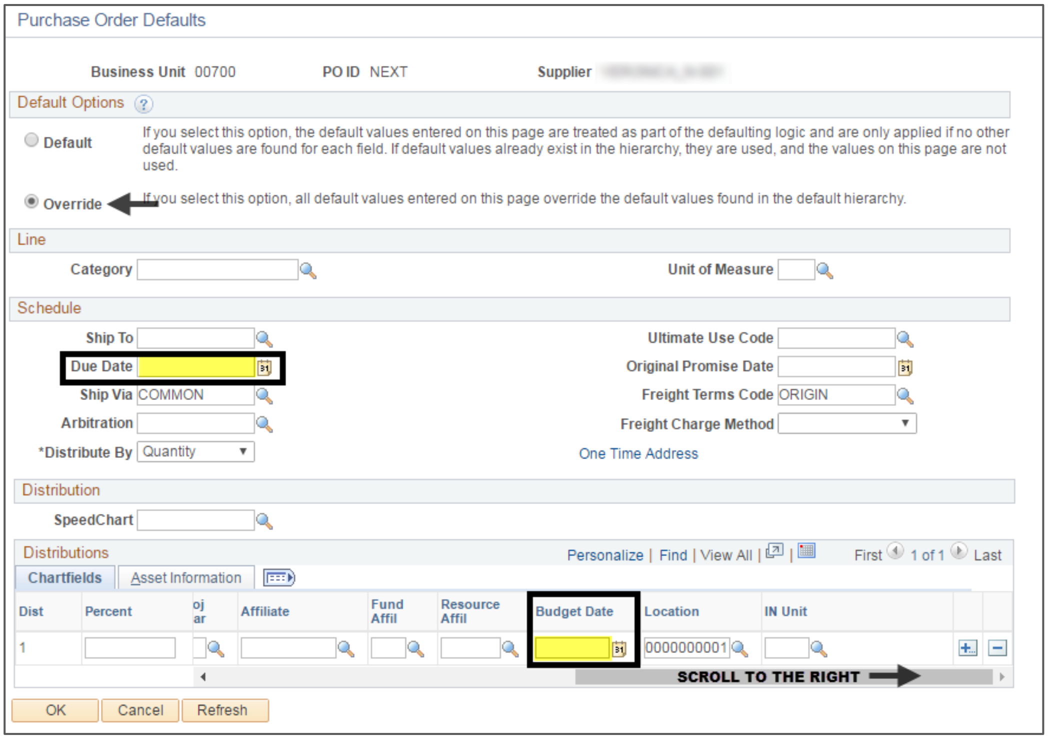
2. In the Header Area, enter July date on the **PO Date** field. Enter the Supplier information in the **Supplier** (Short Supplier Name) or **Supplier ID** fields. Click OK when the out of range message appears.



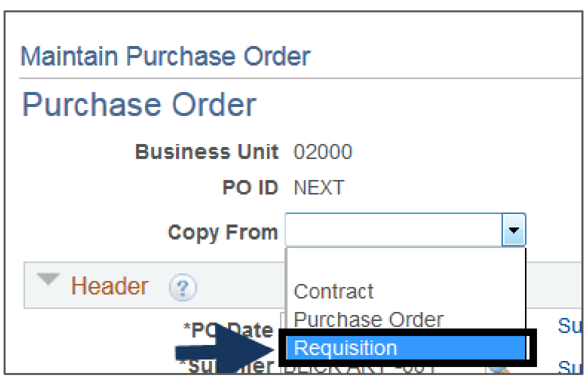
3. Click the **Header Details** link. In the **Process Control Option** area, enter a July date for **Accounting Date**. Click **OK**.



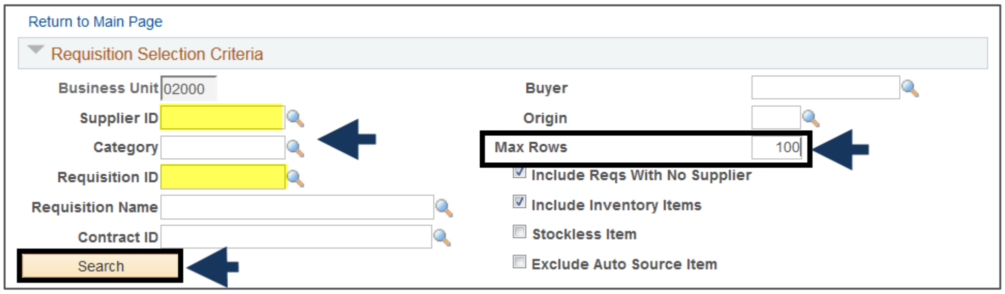
4. Click the **PO Defaults** link.
   - In the **Schedule** area, enter a July date for **Due Date**, if necessary. This is also on the Schedule page/Details tab.
   - In the **Distributions** area, enter a July date for **Budget Date**. This is also on the Distribution page/Budget Information tab.
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



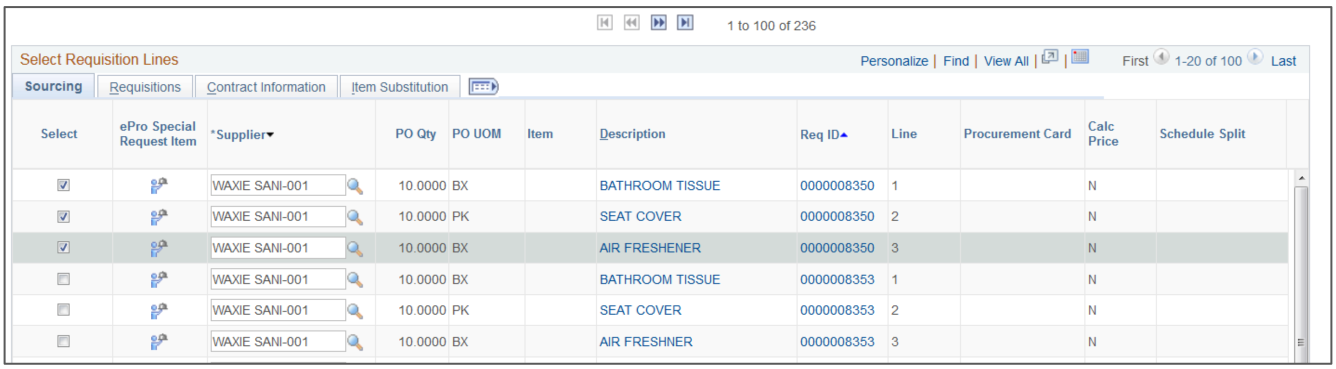
5. Go to the **Copy From** dropdown list. Click the *Requisition* list option.



6. 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**.

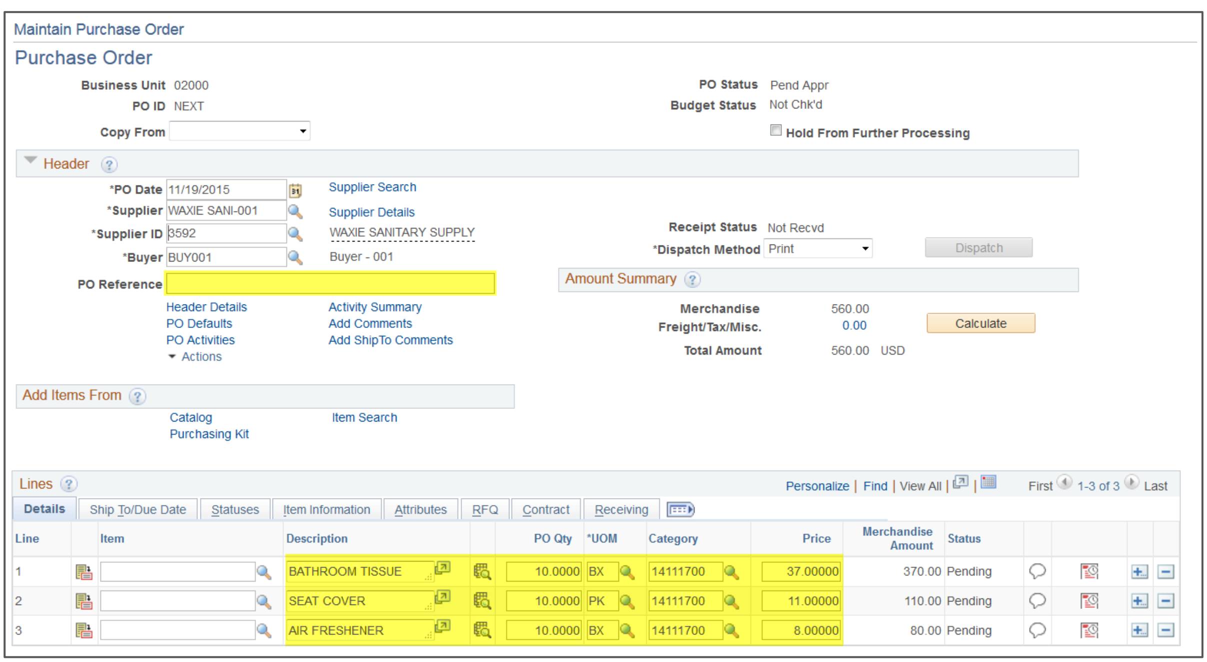


7. Select the Requisition line(s) that you wish to copy. Use the **Select All** icon or link to select multiple lines.



8. Click **Copy to PO**.

9. 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).



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