



CAPPS Financials

End-User Training (EUT)

**EUT Course
Requisition and Receiving (305)
Presentation Booklet**

CAPPS Requisitioning and Receiving

1. Introduction

1.1 eProcurement

CAPPS Financials
End-User Training (EUT)
ePROCUREMENT
Course Number: 305

Course Name: Requisitioning and Receiving

This course does NOT contain audio.

capps
Centralized Accounting and Payroll/Personnel System

Recommended Users: All Agency Requestors

Select next to continue

1.2 Welcome

Welcome

capps
Centralized Accounting and Payroll/Personnel System

Hello,
Welcome back to the
CAPPS Financials
training.


Before taking this course you should have
already completed the CAPPS Financials
Fundamentals course number 999.

Select next to continue

1.3 Duration

Course Duration

capps
Centralized Accounting and Payroll/Personnel System



8 Hours

This course will take approximately eight hrs. It's really up to you! You can complete it all today or by sections.


Select next to continue

1.4 Preparation

Course Preparation

capps
Centralized Accounting and Payroll/Personnel System

Avoid
Distractions




It's our hope that you avoid distractions during the course and silence your cell phone.

Select next to continue

1.5 Navigation

Course Navigation

capps
Centralized Accounting and Payroll/Personnel System




Use Navigation
Select Next to
continue
Buttons when instructed.

1.6 Course Outline

Course Outline

capps
Centralized Accounting and Payroll/Personnel System



This course is organized into five sections. Learn how to use CAPPS eProcurement functionality in each of the following sections:

- **Section 1** – eProcurement Overview
- **Section 2** – Requisitioning
- **Section 3** – Receiving
- **Section 4** – Running Purchasing Reports
- **Section 5** – Review

1.7 Course Objectives

Course Objectives

capps
Centralized Accounting and Payroll/Personnel System


After completing this course you will be able to:

- Describe CAPPS Module Integration
- Break down the Procure-to-Pay Cycle
- Apply Chart of Accounts
- Perform a Budget Inquiry
- Create, Edit, Change, Copy, Manage, Approve and Print Requisitions
- Create a Requisition Favorite
- Close and Re-open Requisitions
- Manage Receipts
- Run Purchasing Reports



2. Section 1-Overview

2.1 S1-eProcurement Overview



Section 1
eProcurement Overview

capps
Centralized Accounting and Payroll/Personnel System


2.2 S1-Objectives

Section 1 – Objectives

capps
Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Explain CAPPS eProcurement
- Discuss CAPPS Module Integration
- Describe Key Terms
- Understand at a high-level the activities involved in the Procure-to-Pay Cycle
- Understand Chart of Accounts and Budget Inquiry



2.3 S1-Outline

Section 1 – Outline


capps
Centralized Accounting and Payroll/Personnel System

1	CAPPS eProcurement	10 min
2	CAPPS Module Integration	10 min
3	Key Terms	10 min
4	Procure to Pay Cycle	20 min
5	ChartFields and Budget Inquiry	30 min

2.4 S1-L1 CAPPs eProcurement

Section 1, Lesson 1		capps Centralized Accounting and Payroll/Personnel System	
1	CAPPs eProcurement Overview	10 min	
	▪ What is CAPPs eProcurement?		
2	CAPPs Module Integration	10 min	
3	Key Terms	10 min	
4	Procure to Pay Cycle	20 min	
5	ChartFields and Budget Inquiry	30 min	

2.5 S1-L1 Cont


Section 1, Lesson 1		capps Centralized Accounting and Payroll/Personnel System	
CAPPs eProcurement			
CAPPs eProcurement is an integrated web-based solution that is used to decentralize, automate, and control purchasing.			
	<i>eProcurement provides the following benefits:</i> <ul style="list-style-type: none">▪ Enables integration with Accounts Payable, Asset Management, Commitment Control and Project Costing modules.▪ Improves the efficiency of creating requisitions, processing purchase orders and receiving.▪ Ensures statewide policy compliance through integrated tools linking all procurement documents together throughout the entire life cycle.		

2.6 S1-L1 Cont

Section 1, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

eProcurement benefits continued:



- A centralized source of transaction processing, resulting in one record of information.
- Deployment of common procurement functionality for the entire organization.
- Real-time access and validation, including on-hand inventory quantity.

2.7 S1-L2 CAPPS Financial Module Integration

Section 1, Lesson 2

capps
Centralized Accounting and Payroll/Personnel System

1	CAPPS eProcurement	10 min
2	CAPPS Financial Module Integration	10 min
	▪ CAPPS Financial Module Integration	
3	Key Terms	10 min
4	Procure to Pay Cycle	20 min
5	ChartFields and Budget Inquiry	30 min

2.8 S1-L2 Cont

capps
Section 1 – Lesson 2

Centralized Accounting and Payroll/Personnel System

CAPPS Financial Module Integration

To learn more on how CAPPS Core Modules are integrated, select the CAPPS Modules & Integration button below.

```

    graph TD
      subgraph CoreModules [CAPPS Core Financials Modules]
        PE[Purchasing & eProcurement]
        AP[Accounts Payable]
        B[Billing]
        GL[General Ledger / Commitment Control]
      end
      subgraph NonCoreModules [CAPPS Non-Core Financials Modules]
        I[Inventory]
        AM[Asset Management]
        RC[Revenue Contracts]
        G[Grants]
        PC[Project Costing]
        AR[Accounts Receivable]
      end
      PE --> I
      PE --> AM
      PE --> AP
      AP --> AM
      AP --> GL
      B --> GL
      B --> AR
      RC --> GL
      G --> GL
      PC --> GL
      AR --> GL
  
```

CAPPS Modules & Integration

2.9 S1-L3 Key Terms

capps
Section 1 – Lesson 3

Centralized Accounting and Payroll/Personnel System

1	CAPPS eProcurement	10 min
2	CAPPS Module Integration	10 min
3	Key Terms	10 min
	<ul style="list-style-type: none"> ▪ Key Terms used in eProcurement 	
4	Procure to Pay Cycle	20 min
5	ChartFields and Budget Inquiry	30 min

2.10 S1-L3 Cont

Section 1, Lesson 3 Continuedcapps

Centralized Accounting and Payroll/Personnel System

System Roles	Definition
Requester	The person assigned the appropriate system access to order goods/services by creating a requisition.
Approver	The person assigned the appropriate system access to approve a requisition.
Proxy	The person designated to approve or review transactions in the approver's absence.

2.11 S1-L3 Cont

Section 1, Lesson 3 Continuedcapps

Centralized Accounting and Payroll/Personnel System

System Roles	Definition
Buyer/Purchaser	Used interchangeably, a buyer/purchaser is someone who has the authority to purchase goods and services through a Purchase Order.
Receiver	The person assigned the appropriate system access to record items and services received/inspected from an order.
Vendor/Supplier	Used interchangeably, the Vendor/Supplier is the entity where goods and/or services are ordered.


2.12 S1-L3 Cont

Section 1, Lesson 3 Continued	
capps	
Centralized Accounting and Payroll/Personnel System	
Key Terms	Definition
Requisition	A requisition represents the request from staff to the buyer/purchaser vendor for goods and/or services to be ordered. It is created in CAPPS eProcurement by the requester and contains all the associated accounting values and known order information. A requisition is assigned a requisition number.
Purchase Order (PO)	A document issued by a purchaser to a supplier, indicating types, quantities, and agreed prices for products or services the supplier will provide to the agency. Sending a PO to a supplier constitutes a legal offer to buy products/services. Acceptance of PO by a supplier usually forms a one-off contract between the agency and the supplier, so no contract exists until the purchase order is accepted.


2.13 S1-L3 Cont

Section 1, Lesson 3 Continued	
capps	
Centralized Accounting and Payroll/Personnel System	
Key Terms	Definition
Voucher	A voucher represents authorization for USAS to issue payment (warrant or direct deposit) for goods/services received.
Budget Checking	The budget checking process will 1) confirm that there are sufficient budgeted funds to execute the intended transaction; 2) reserve an amount equal to the document amount within the referenced budget; 3) update the document budget status to Valid or Error (depending on availability of funds, validity of the transaction chartfield combination, etc.); 4) assess the appropriate predecessor document budget reservation (if any) and liquidate as necessary.


2.14 S1-L3 Cont

Section 1, Lesson 3 Continued	
	
<small>Centralized Accounting and Payroll/Personnel System</small>	
Key Terms	Definition
Pre-Encumbrance	Pre-encumbrances represent funds reserved through the process of budget checking a requisition. Reserved funds decrease the remaining spending authority for a given budget.
Encumbrance	Encumbrances represent funds reserved through the process of budget checking a purchase order. As with the pre-encumbrance, reserved funds decrease the remaining spending authority for a given budget. It ensures that funds are allocated for the payment to the vendor for goods/services ordered and received.
Expenditure	An expenditure is when a purchase order has been paid.

2.15 S1-L3 Cont


Section 1, Lesson 3 Continued	
	
<small>Centralized Accounting and Payroll/Personnel System</small>	
Key Terms	Definition
Sourced	Sourced is when a requisition has been turned into a Purchase Order.
Dispatched	Dispatched is when a purchase order has been sent to the supplier (vendor).
Receiving	The receiving process involves recording the items delivered and verifying shipment accuracy by reference to the original purchase order or change order. The process of receiving is documented on a receipt that is assigned a receipt identifier.

2.16 S1-L3 Cont

Section 1, Lesson 3 Continued 
Centralized Accounting and Payroll/Personnel System

Key Terms	Definition
Inspection	Examination and/or testing of merchandise to determine whether it has been received in the proper quantity and condition and to verify that it conforms to the applicable specifications. This is an optional function.
NIGP Class	NIGP stands for National Institute for Governmental Purchasing. The class identifies items and services.

2.17 S1-L4 Procure-to-Pay Process

Section 1 – Lesson 4 
Centralized Accounting and Payroll/Personnel System


1	CAPPS eProcurement	10 min
2	CAPPS Module Integration	10 min
3	Key Terms	10 min
4	Procure-to-Pay Process	20 min
	▪ Procure-to-Pay Process	
5	ChartFields and Budget Inquiry	30 min

2.18 S1-L4 Procure-to-Pay Process cont

Section 1, Lesson 4 Continued

Centralized Accounting and Payroll/Personnel System

Discover how the Procure-to-Pay Process affects the Budget



Pre-encumbrances, encumbrances, and expenditures are all a part of the budget checking process. This process ensures funds are available at the time a request is made.

What does it mean?

First, I will explain how the budget is impacted by the budget checking process. Then, you will watch a brief presentation to learn how the Procure-to-Pay process works.

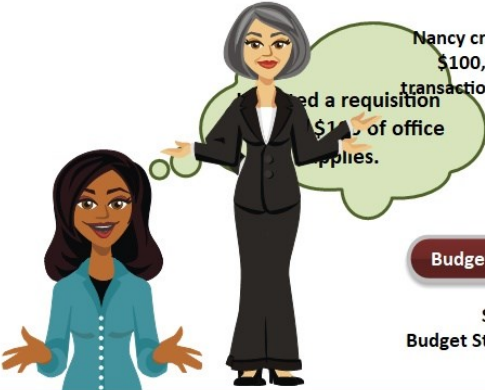
Budget Status Chart

Select the Budget Status Chart button.

2.19 S1-L4 Procure-to-Pay cont

Section 1, Lesson 4 Continued

Centralized Accounting and Payroll/Personnel System



Nancy created requisition for \$100, let's see how the transaction affected her budget.

Created a requisition for \$100 of office supplies.

Budget Status Chart

Select the Budget Status Chart button.

2.20 S1-L4 Procure-to-Pay cont

Section 1, Lesson 4 Continued

cappps
Centralized Accounting and Payroll/Personnel System



Nancy's requisition will need to be sourced to a Purchase Order and budget checked.

I wonder what happens to my requisition next.


Budget Status Chart

Select the Budget Status Chart button.

2.21 S1-L4 Procure-to-Pay cont

Section 1, Lesson 4 Continued

cappps
Centralized Accounting and Payroll/Personnel System



Nancy received her supplies. Her supplier (vendor) has submitted their invoice to Accounts Payable.

I received my supplies.

Budget Status Chart


Select the Budget Status Chart button.

2.22 S1-L4 Procure-to-Pay cont

Section 1, Lesson 4 Continued

cappps
Centralized Accounting and Payroll/Personnel System

Understanding the Procure-to-Pay Process



Now that you understand the Budget Checking process, take a few minutes to review how the Procure-to-Pay process works.

Procure-to-Pay Process

Select the Procure-to-Pay Process button.

2.23 S1-L5 Chart of Accounts and Budget Inquiry

Section 1 – Lesson 5


cappps
Centralized Accounting and Payroll/Personnel System

5 Chart of Accounts and Budget Inquiry **30 min**

- Chart of Accounts
- Perform Budget Inquiry

2.24 S1-L5 Chart of Accounts and Budget Inquiry cont

Section 1, Lesson 5 Continued



Centralized Accounting and Payroll/Personnel System

CAPPS CHART OF ACCOUNTS




Chart of Accounts (ChartFields)

1 Review this short presentation on Chart of Accounts. Then see if you can match the account name with its purpose.

2 **Drag and Drop**
Place the ChartField name on the applicable line.

Required by USAS.

Captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures.

Appropriation Year


The source of money related to a transaction.

Account
Fund
Appn/PCA
Budget Reference

Select Next to Continue

2.25 S1-L5 Chart of Accounts and Budget Inquiry cont

Section 1, Lesson 5 Continued




Centralized Accounting and Payroll/Personnel System

Budget Inquiry

CAPPS allows users to review real-time budget information online. One useful method of doing so is called Budget Inquiry. This allows users to view the current activity for one or more budgets. Users can see how much money was allocated to a given budget, how much has already been spent, and how much is currently available to use at that moment.

It is advisable for a Requester to review the budget prior to creating a requisition to ensure there is enough money in the budget. Although requesters are able to perform a pre-budget check, it is helpful to complete a budget inquiry before doing the work in creating the requisition. If funds are not available, valuable time was wasted.



16

2.26 S1-L5 Chart of Accounts and Budget Inquiry cont

Section 1, Lesson 5 Continued

Centralized Accounting and Payroll/Personnel System

Budget Details

This screen is very important to use and understand.

When performing a Budget Inquiry, users are able to see the Budget Details for the specific budget that was included in the Search.

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Appn/PCA	Appn Year
03200	ORG	CONSUM	0010	300	09004	2013

Display Chart

Ledger Amounts

Budget: (before expenses, encumbrances, and pre-encumbrances)	3,000,005.00 USD
Expense:	88,332.00 USD
Encumbrance:	59,626.38 USD
Pre-Encumbrance:	28,219.31 USD

Associate Revenue

Available Budget	0.00 USD
Without Tolerance	2,824,427.33
With Tolerance	2,824,427.33

Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions	
------------------	---	--------------------	---	-------------------	--

Return to Search Notify

← POs that have been paid

← Reqs turned into POs

← Reqs that have been Budget Checked

The Available Budget is the dollar amount available for future spending. It is after the expenses, encumbrances, and pre-encumbrances have been deducted.

2.27 S1-L4 Chart of Accounts and Budget Inquiry cont

Section 1, Lesson 5 Continued

Centralized Accounting and Payroll/Personnel System

Budget Detail Definitions

Definitions

Budget

Expense

Encumbrance

Pre-Encumbrance

Available Budget

Select each term on the left to learn the definition.

2.28 S1-L5 Exercise

Section 1, Lesson 5 Exercise


capps
Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:


Budget Inquiry
Scenario 1: Budget Inquiry

After completing the exercise, close the browser tab and return to the course.



3. Section 2-Requisitioning

3.1 S2-Requisitioning



Section 2
Requisitioning

capps
Centralized Accounting and Payroll/Personnel System


3.2 S2-Objectives

Section 2 – Objectives

capps
Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Understand the Requisition Process
- Understand how to use the Create Requisition Options Page
- Understand the different types of Special Request Requisitions
- Understand how to Create Special Request requisitions for Goods, Services, Amount Only, Blanket Orders, Assets and ProCards
- Understand how to Manage Requisitions
- Understand how to Approve Requisitions
- Understand how to Budget Check Requisitions




3.3 S2-Overview

Section 2 – Overview

capps
Centralized Accounting and Payroll/Personnel System

Requisition Overview

A requisition represents the request from staff to the buyer/purchaser for goods and/or services to be ordered. It is created in CAPPS eProcurement by the requester and contains all the associated accounting values and known order information.




3.4 S2-Overview cont

Section 2 – Overview Continued

capps
Centralized Accounting and Payroll/Personnel System

There are generally three kinds of requisition request options that can be created in eProcurement:

1. A requisition for an Item in a **Catalog**.
2. A requisition for a pre-defined item using **Express Item Entry**.
3. A requisition using **Special Requests**.
Note: Within CAPPs, the majority of agencies will only create Special Request requisitions because there isn't a catalog or an inventory maintained.



3.5 S2-Overview cont


Section 2 – Overview Continued

capps
Centralized Accounting and Payroll/Personnel System

Options One and Two

Catalog allows users to choose items from a pre-configured catalog. *(Certain agencies are currently using this feature).*

Express Item Entry allows users to choose items directly from the Item table. Users can search for the desired item using several search values, including Item Id, NIGP class or description. *(Certain agencies are using this feature).*



3.6 S2-Overview cont


Section 2 – Overview Continued

capps
Centralized Accounting and Payroll/Personnel System

Option Three

Special Requests allows users to order items/goods, services, and asset items not in a catalog or as a pre-defined item. Through a Special Request, a requester can request anything, theoretically. The buyer will determine the supplier although requesters can enter their supplier of choice on the requisition line details page.

Note: This is the most commonly used option by agencies.




3.7 S2-Outline

Section 2 – Outline

capps
Centralized Accounting and Payroll/Personnel System

1	Creating Requisitions	90 min
2	Managing Requisitions	90 min
3	Budget Checking Requisitions	15 min


3.8 S2-L1 Creating Requisitions

Section 2 – Lesson 1 
Centralized Accounting and Payroll/Personnel System

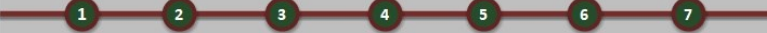
1 **Creating Requisitions** **90 min**

- Requisitioning Process
- Creating Request Options
- Creating a Requisition for a Good
- Creating a Requisition for a Good Using Speedchart Distribution
- Creating a Requisition for a Service
- Creating a Requisition for an Asset
- Creating a Requisition for a Utility (Amount Only)
- Creating a Requisition for a Blanket Order
- Creating a Requisition for a ProCard

3.9 S2-L1 Cont

Section 2, Lesson 1 Continued 
Centralized Accounting and Payroll/Personnel System

7 Steps - Requisitioning Process



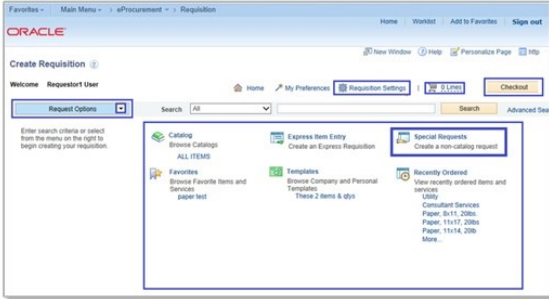
SELECT THE STEP TO BEGIN

3.10 S2-L1 Cont

Section 2, Lesson 1 Continued capps
Centralized Accounting and Payroll/Personnel System

Creating Requisition Options

The Create Requisition Home Page is where users will select request options for the type of requisition that will be created and if applicable, apply requisition settings for the requisition that is going to be entered. Once all items are added there is a Checkout process.




3.11 S2-L1 Exercise

Section 2, Lesson 1 Exercise capps
Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provides step-by-step instructions on how to perform the following tasks in CAPPs:

Requisition Home Page Overview
Scenario 1: Create Requisition Options – Requisition Home Page



After completing the exercise, close the browser tab and return to the course.

3.12 S2-L1 Cont

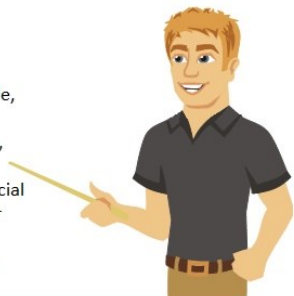
capps
Section 2, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Special Request Requisitions

Requesters can create three different types of Special Request requisitions:

- 1) Items/Goods (physical items that are consumable, i.e., paper, pens, etc.)
- 2) Services (tasks performed by outside agents, i.e., consultants, repairmen, etc.)
- 3) Assets (non-consumable goods that possess special characteristics that place them apart from other goods, i.e., computers, furniture, or appliances such as refrigerators). There is a special method used whenever asset items are ordered.



Special Request Requisitions are standard for CAPPs requisitioning except for those agencies that use the Item Catalog or Item table.

3.13 S2-L1 Cont

capps
Section 2, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Special Request Requisitions allows the requester to create their own description of the item.

Special Requests ⓘ
Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price

*Quantity

*NIGP Class NIGP Item

Supplier

Supplier ID


Supplier Name

Supplier Item ID

- Required fields are the **Item Description, Price, Quantity, Unit of Measure** and the **NIGP Class**.
- It is critical for the correct NIGP Class Code to be entered.
- The NIGP Item field is not mandatory but must be filled in by the Buyer on the PO.
- The Supplier information can be entered but the Buyer will determine if the Supplier entered will be used when the purchase order is created.


3.14 S2-L1 Cont

Section 2, Lesson 1 Continued



Centralized Accounting and Payroll/Personnel System

Special Request Requisition for a Good




A Special Request Requisition for an Item/Good may be the most common type of requisition depending upon your department.

A requisition can have from one item (one line) to multiple items (multiple lines). When adding additional lines to a requisition, best practice is to limit the lines to a maximum of 50 lines. This is because when working within a requisition for too long the system will time out, causing information to be lost. Another option is to click the Save for Later button, frequently, if the requisition will have many lines.

3.15 S2-L1 Cont

Section 2, Lesson 1 Continued



Centralized Accounting and Payroll/Personnel System

Pre-Check Budget vs Budget Check

Pre-Check Budget
Pre-check allows users to check whether there are funds available. Pre-checking the budget is **optional** and **does not pre-encumber** funds.

If a requisition passes the pre-check, the status will display 'Provisionally Valid'. If it does not, then the status will be 'Error'. **Users should work to correct the error before submitting the requisition for approval.** Otherwise, it will likely be flagged with an error status after it is approved and goes through the budget checking process.

Budget Check
Budget check occurs after the requisition is approved. Budget checking is **required** before sourcing a requisition to a purchase order and **does pre-encumber** funds. If a requisition has passed the budget pre-check there is a higher chance that it will pass the budget check process too.

3.16 S2-L1 Cont

Section 2, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

Pre-Check Budget Status

Check Budget Pre-Check Budget Budget Checking Status: **Not Checked**

Save & submit Save for Later Add More Items

Provisionally Valid indicates the requisition has passed the pre-check budget process.

Check Budget Pre-Check Budget Budget Checking Status: **Provisionally Valid**

Save & submit Save for Later Add More Items

3.17 S2-L1 Exercises

Section 2, Lesson 1 Exercise

capps
Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provides step-by-step instructions on how to perform the following tasks in CAPPs:

Creating Requisitions

Scenario 2: Creating an ePro Requisition for Multiple Goods

After completing the exercise, close the browser tab and return to the course.




3.18 S2-L1 Cont

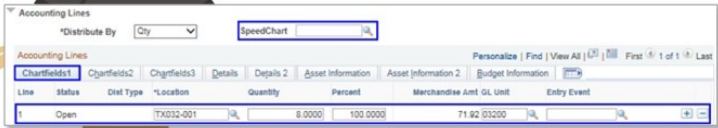
capps
Section 2, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Special Request Requisition for a Good using SpeedChart Distribution



There may be times where a user may need to split the cost of an item between multiple distribution lines. The short cut for doing this is using the SpeedChart option, assuming the SpeedChart has the desire ChartField values and percentage distributions (totaling 100%) defined.



The screenshot shows the 'Accounting Lines' window with 'Distribute By' set to 'City' and 'SpeedChart' selected. The 'Chartfields1' tab is active, showing a table with one line:

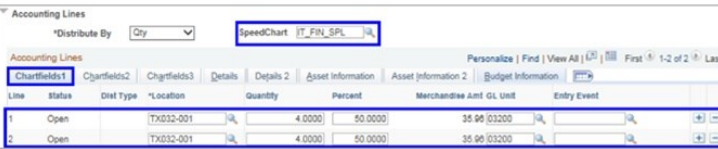
Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		TX032-001	8.0000	100.0000	71.92	03200	

3.19 S2-L1 Cont

capps
Section 2, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Additional lines can be added to accommodate multiple distributions.

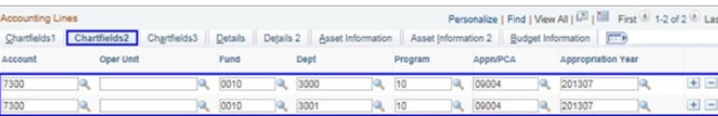


The screenshot shows the 'Accounting Lines' window with 'Distribute By' set to 'City' and 'SpeedChart' selected. The 'Chartfields1' tab is active, showing a table with two lines:

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		TX032-001	4.0000	50.0000	35.96	03200	
2	Open		TX032-001	4.0000	50.0000	35.96	03200	

Notice how the lines are now distributed to two lines splitting the quantity and amount.

The Chartfields2 tab shows the distribution of multiple ChartFields.



The screenshot shows the 'Accounting Lines' window with the 'Chartfields2' tab active. The table shows two lines with identical account information:

Account	Oper unit	Fund	Dept	Program	AppnPCA	Appropriation Year
7300		0010	3000	10	00004	201307
7300		0010	3001	10	00004	201307

3.20 S2-L1 Exercises

Section 2, Lesson 1 Exercise

capps
Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provides step-by-step instructions on how to perform the following tasks in CAPPs:

Creating Requisitions

Scenario 3: Creating an ePro Requisition for a Good with SpeedChart

After completing the exercise, close the browser tab and return to the course.




3.21 S2-L1 Cont

Section 2, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

Special Request Requisition for a Service

Services are tasks performed by people who are not employees. For example, hiring a consultant to deliver training to a group of employees would be considered a Special Request Service item. Other examples are hiring a contractor to repair a machine or provide landscaping services.



Oracle eProcurement Requisition interface showing item details for 'PROFESSIONAL DEVELOPMENT CONSULTING SERVICES'. Fields include Price (100.00), Quantity (500), Currency (USD), Unit of Measure (HR), NIGP Class (918), and NIGP Item.

Field	Value
Item Description	PROFESSIONAL DEVELOPMENT CONSULTING SERVICES
*Price	100.00
*Quantity	500
*Currency	USD
*Unit of Measure	HR
*NIGP Class	918
NIGP Item	
Due Date	

3.22 S2-L1 Exercises

Section 2, Lesson 1 Exercise

capps
Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provides step-by-step instructions on how to perform the following tasks in CAPPs:

Creating Requisitions

Scenario 4: Creating an ePro Requisition for a Service

After completing the exercise, close the browser tab and return to the course.



3.23 S2-L1 Cont

Section 2, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

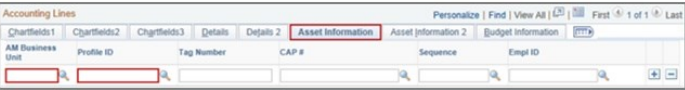
Special Request Requisition for an Asset

Asset Information will be required for any purchase that contains an account number that has been defined as an asset account.

The **AM Business Unit** and **Profile ID** must be associated with the purchase request. Requesters need to follow their agency procedures for obtaining the asset information for purchase requests.

Note: Asset Profile ID's displayed are based on the Account populated on the Chartfields2 tab.

This information gets carried through to the Purchase Order, Receipt and AP voucher and is processed in Asset Management.



3.24 S2-L1 Exercises

Section 2, Lesson 1 Exercise

capps
Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provides step-by-step instructions on how to perform the following tasks in CAPPs:

Creating Requisitions

Scenario 5: Creating an ePro Requisition for an Asset

After completing the exercise, close the browser tab and return to the course.



3.25 S2-L1 Cont


Section 2, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

Requisition for Amount Only

When creating requisitions, goods/services are most often requested by specific price, quantity, and unit of measure.

In some instances, a user may need to create an amount-only request. An amount only requisition is a requisition that is created and received by amount only (not a specific quantity at a certain price). An example of an amount only requisition is one used to request a monthly service for a year where the monthly billed amounts will be different each month and where the unit of measure (UOM) and quantity are not specified.



3.26 S2-L1 Cont

Section 2, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Amount Only Requisition for a Utility

Setting up a requisition to pay for a Utility Bill over a 12 month period.

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description ELECTRICITY UTILITY	
*Price 25000	*Currency USD
*Quantity 1	*Unit of Measure LOT
*NIGP Class 998	Due Date

NIGP Item

Example:
 Description = Utility Bill (specify the utility) – Electricity Utility Bill
 Quantity = 1
 Amount = \$25,000 (total amount that will be paid over the 12 month period.)
 Unit of Measure = LOT

3.27 S2-L1 Cont

Section 2, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

The **checkbox** for 'Amount Only' must be checked (this is located in Line Details).

Line	Description	Item ID	Supplier	Quantity	UCM	Price	Total	Details	Comments	Details
1	Electricity Utility (Blanket O			1.0000	EACH	25000.0000	25000.00	<input type="checkbox"/> To SmartBuy Details		Add Line Reference

Line Details

Line Details ?

NO IMAGE Line 1 Utility (Blanket Order) Line Status Open

Item Details

Merchandise Amount	30000.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
NIGP Class	998	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item		<input checked="" type="checkbox"/> Stockless Item
Description		<input type="checkbox"/> Inspection Required
Physical Nature	Goods	
*Buyer	TATTESTBUYR1	

Buyer Information
Configuration Info

3.28 S2-L1 Cont

Section 2, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Blanket Requisitions

A blanket requisition is a confirmed long term order by a buyer to a seller/supplier for supplying specified good(s) or service(s), for a fixed period or in a fixed quantity, at agreed-on prices or pricing method. After its acceptance by the supplier, purchases may be made against it periodically, on an as-and-when-required basis, or as specified in the order, without calling for new purchase orders.

PO Information

Parts will be needed on demand through end of calendar year. No shelf space in warehouse to accommodate all 100 items.
 Note to Buyer: Requesting that these items be available for order from present date to end of calendar year at stated price. Total quantity needed during blanket order period will be not more than 100 units.

Negotiated terms with Graplar to ship by telephone request using this PO ID. Buyer to document telephone request with separate comment added to this PO for each shipment.
 First shipment of 1 each requested for delivery on Friday, July 21, '11. Shipping date confirmed with Jake M. at Graplar shipping department.

Line-Sub	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt.	Exp. Date
1-1	Blanket Req Item	001-00	100.00	EA	10.00	1000.00	07/31/2011
						Schedule Total	1000.00
						Item Total for Line 1	1000.00
						Total PO Amount	1000.00

3.29 S2-L1 Cont


Section 2, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System


Requisition to Pay ProCard

Agencies, like CPA, capture ProCard transaction info on a requisition and include the vendor ID of the ProCard transaction merchant on the requisition line. The ProCard requisitions for a given period (like a month's worth) are sourced to a single PO.

When the ProCard bank/issuer bills the agency, the PO is copied to a multi-vendor ProCard voucher with the ProCard bank/issuer as the payee and with each ProCard purchase documented on the voucher lines (one ProCard transaction per line).



3.30 S2-L1 Cont

Section 2, Lesson 1 ContinuedCentralized Accounting and Payroll/Personnel System

When creating the requisition it is critical for the title 'ProCard' to be included in the description so that the requisitions/POs are easily identified.

Special Requests ⓘ

Enter information about the non-catalog item you would like to order.


Item Details

*Item Description <input type="text" value="July ProCard A. Smith"/>	
*Price <input type="text" value="125.00"/>	*Currency <input type="text" value="USD"/>
*Quantity <input type="text" value="1"/>	*Unit of Measure <input type="text" value="EA"/>
*NIGP Class <input type="text" value="015"/>	Due Date <input type="text" value="07/27/2015"/>
<input type="checkbox"/> NIGP Item	

Supplier

Supplier ID <input type="text" value="1061526027"/>	Suggest New Supplier
Supplier Name <input type="text" value="TECH DEPOT AN OFFICE"/>	
Supplier Item ID <input type="text"/>	

3.31 S2-L1 Exercises


Section 2, Lesson 1 ExercisesCentralized Accounting and Payroll/Personnel System

Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPs:

Creating Requisitions Continued

- Scenario 6: Creating an ePro Requisition for a Utility (Amount Only)*
- Scenario 7: Creating an ePro Requisition for a Blanket Order*
- Scenario 8: Creating an ePro Requisition for ProCard*



After completing the exercises, close the browser tab and return to the course.

3.32 S2-L2 Managing Requisitions

Section 2 – Lesson 2

capps
Centralized Accounting and Payroll/Personnel System

1	Creating Requisitions	90 min
2	Managing Requisitions	90 min

- Manage Requisitions Overview
- Copying a Requisition
- Creating and Using a Requisition Favorite
- Changing a Requisition and Tracking History
- Closing and Reopening a Requisition
- Cancel and Un-canceling a Requisition
- Printing Requisitions

3.33 S2-L2 Cont


Section 2, Lesson 2 Continued

capps
Centralized Accounting and Payroll/Personnel System

Manage Requisitions Overview

Manage Requisitions allows the requester to access a list of requisitions or a single requisition to view status and to process further. Once a requisition has been 'Saved for Later' or 'Saved and Submitted', requesters can use the Manage Requisition page to review their requisitions and perform several functions:

- Pre-budget check
- Edit (change) the requisition
- Copy the requisition
- Cancel and Un-cancel the requisition
- View the Life Cycle of the Requisition
- View the workflow approvals
- View Purchase Order Information
- Budget Check
- Print the requisition



3.34 S2-L2 Cont

Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Manage Requisition Page

The Manage Requisitions page should be viewed on a daily basis to monitor the status of requisitions.

Requisition Status	Definition
Open	Not Saved and Submitted (will not be processed)
Pending	Awaiting Approval
Approved (Budget Checking Not Chk'd)	Awaiting Budget Checking
Approved (Budget Checking Valid)	Awaiting a Purchase Order
Denied	Changes must be made as requested in order to process

3.35 S2-L2 Cont

Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Requisition Status	Definition
PO Created	Purchase Order has been created but not sent to the supplier
PO Dispatched	Purchase Order has been sent to the supplier
PO Received	Goods/Services have been delivered and an on-line receipt recorded in CAPPS
Complete (aka Closed)	The requisition lines have been fully sourced to purchase order(s), received and paid, and no further activity will occur. Once the requisition Close process has been run and marks the requisition status 'Complete', it will be available to view but not update.
Cancelled	The requisition was entered and saved but then the entire requisition or each requisition line was canceled.

3.36 S2-L2 Cont

Section 2, Lesson 2 Continued **cappps**
Centralized Accounting and Payroll/Personnel System

Manage Requisition – Requisition Life Span

The Requisition Life Span allows users to explore each of the steps during the eProcurement process by selecting the highlighted hyperlinks.

Line	Description	Status	Price	Quantity	UOM	Supplier
1	8 1/2x11 white paper, 20lb...	Multiple POs	40.00000 USD	5.00000	CS	TECH DEPOT AN OFFICE DEPOT COMPANY
2	Folders, Color Hanging Pocke...	PO Dispatched	19.99000 USD	5.00000	PAK	TECH DEPOT AN OFFICE DEPOT COMPANY
3	Pens, Bic Round Stic Ballpon...	PO Dispatched	7.99000 USD	20.00000	PAK	TECH DEPOT AN OFFICE DEPOT COMPANY

3.37 S2-L2 Cont

Section 2, Lesson 2 Continued **cappps**
Centralized Accounting and Payroll/Personnel System

Copying an Existing Requisition

To save time and data entry, there may be a time where a new requisition is needed and the majority of the information already exists on a requisition that was created before. When this is the case, one option is to copy an existing requisition and make changes as necessary.

3.38 S2-L2 Exercise

Section 2, Lesson 2 Exercisecapps

Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPs:

Copy a Requisition

Scenario 1: Copying an ePro Requisition

After completing the exercise, close the browser tab and return to the course.



3.39 S2-L2 Cont

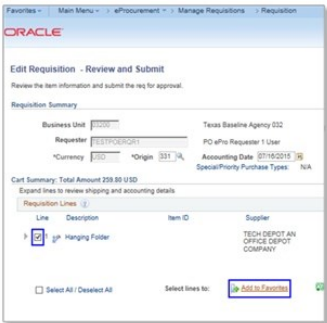
Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Creating a Requisition Favorite

Favorite items is a personal list of items frequently ordered. The user can select which items to add to their personal list. This is one way to quickly add items to a requisition.

The next time the user has a need to order the item, it can be copied from the Favorites list instead of manually adding to the requisition. The Favorites list can be updated at any time.



The screenshot shows the Oracle Requisition Review and Submit interface. It includes fields for Business Unit (TEXAS), Requester (F000000001), Currency (USD), and Origin (001). A Cart Summary shows a total amount of 229.99 USD. A table of Requisition Lines is visible, with one line selected: 'Hanging Folder' from 'TECH DEPOT AN OFFICE DEPOT COMPANY'. A button labeled 'Add to Favorites' is highlighted in the bottom right corner.

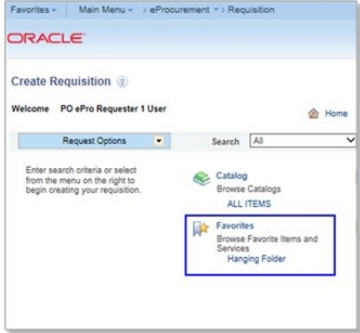
3.40 S2-L2 Cont

Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Using a Requisition Favorite

The added Favorite item can be selected from the Create Requisition Home page. It will be added to a Requisition.



3.41 S2-L2 Cont


Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Change an Existing Requisition and Tracking Change History

When there is information that needs to be changed on the requisition such as the quantity, price, chartfield string, etc., the requisition can be edited to update this information.

The Requisition Change Tracking History page provides you with an audit trail of key transactional information including the user who modified the requisition, and the date and time of each requisition change request.



3.42 S2-L2 Cont

capps
Section 2, Lesson 2 Continued
Centralized Accounting and Payroll/Personnel System

Viewing Change Tracking

Batch number indicates the number of times the requisition has been changed and saved.

Zero indicates the original creation of the requisition.

The Seq number represents the number of times the header, line or shipment schedule line has been changed.

Requisition Change Tracking History

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

*Business Unit (02000) Requisition Name: _____
 Requisition ID From: _____ Requisition ID To: _____
 Requester (TXTESTRGST1) Modified By: _____
 Date From: _____ Date To (07/27/2015) _____

Search Clear

Requisition Change Tracking
 To view requisition change tracking history detail records, click the Expand triangle icon.

Req ID	Requisition Name	Requester Name	Modified By	Last Changed	Track Batch	Filter By
000000002	PAPER	Requester1 User	Functional10 User	07/01/2015 1:42:00PM	2	Filter Criteria

There are no changes recorded for Requisition header.

Line Changes Personalize | Find | View All | 07 | 08 Page: 1 of 2 of 2 | Last

Line	Seq	Change Type	Description	Value	Modified By	Last Changed
1	1	Cancelled	Current Status	X	TXTESTFNC10	07/01/2015 1:43:41PM
1	2	Change	Current Status	O	TXTESTFNC10	07/01/2015 1:44:00PM

Schedule Changes Personalize | Find | View All | 07 | 08 Page: 1 of 2 of 2 | Last

Line	Seq	Change Type	Description	Value	Modified By	Last Changed
1	1	Cancelled	Current Status	X	TXTESTFNC10	07/01/2015 1:43:41PM
1	2	Change	Current Status	O	TXTESTFNC10	07/01/2015 1:44:00PM

3.43 S2-L2 Exercises


capps
Section 2, Lesson 2 Exercises
Centralized Accounting and Payroll/Personnel System

Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPs:

Other Requisition Functionality

- Scenario 2: Creating a Requisition Favorite*
- Scenario 2: Using a Requisition Favorite*
- Scenario 3: Tracking Change History*



After completing the exercises, close the browser tab and return to the course.

3.44 S2-L2 Cont


Section 2, Lesson 2 Continued

Centralized Accounting and Payroll/Personnel System

Closing Requisitions

The Close Requisitions process is used to close requisitions that are canceled, fully sourced or that are no longer active transactions. When running the Close Requisitions process, it reconciles requisition-related settings and statuses to change the status of applicable requisitions to C (completed). The close process can be initiated from the Reconcile Requisition run control page or the Requester's Workbench.

The benefit of this status change is that completed requisitions no longer appear in the list of available requisitions when accessing requisition pages in update or display mode. Removing these requisitions from these prompts improves system performance and decreases the time required to find requisitions that you must modify.

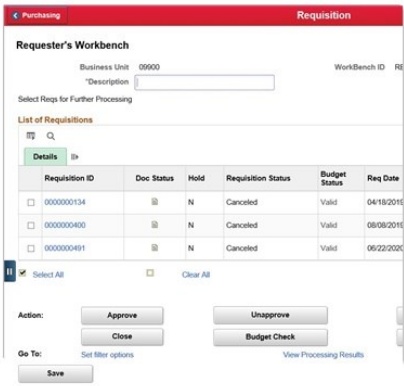


3.45 S2-L2 Cont

Section 2, Lesson 2 Continued

Centralized Accounting and Payroll/Personnel System

The Close Requisitions process also sets the budget header and line statuses, the KK_CLOSE_FLAG option and PROCESS_MANUAL_CLOSE option accordingly so that the Commitment Control Budget Processor process (FS_BP) can liquidate outstanding pre-encumbrance budget amounts.



Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date
<input type="checkbox"/> 000000134	<input type="checkbox"/> N	<input type="checkbox"/> N	Cancelled	Valid	04/18/2015
<input type="checkbox"/> 000000400	<input type="checkbox"/> N	<input type="checkbox"/> N	Cancelled	Valid	08/08/2015
<input type="checkbox"/> 000000491	<input type="checkbox"/> N	<input type="checkbox"/> N	Cancelled	Valid	06/22/2020

40

3.46 S2-L2 Cont

Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Reopening Closed Requisitions

The Reopen Requisition process is used to undo changes made by the Close Requisitions process.

The process reverses the effects of the Close Requisitions process on either the most recently processed group of requisitions or on selected requisitions.

Run Control ID: HQ_reopen Report Manager Process Monitor Run

Process Request Parameters

Last Close Requisitions Run
 Select Requisitions to be Reopened

Reopen Requisition Selection Criteria

Reopen Request: Specific Document
Business Unit: 31300
Requisition ID: 000000036
Requisition Date: All
Activity Date: All
Requester:

Accounting Date Option

Open with Specified Accounting Date: 04/24/2014
 Open with Existing Accounting Date


Save Notify Add Update/Display

3.47 S2-L2 Cont

Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Running the Reopen process returns each requisition status to its status prior to the Close Requisition process. This does not mean that running this process reopens each requisition.



If a requisition's status prior to being closed by the last run of the Close Requisitions process was canceled, running the Requisition Reopen process on the requisition returns its status to canceled. If a requisition's status was open prior to the Close Requisitions process, running the Requisition Reopen process returns its status to open.

Access to closing and re-opening requisitions is restricted to Purchasing Managers. Re-opening should only occur if a requisitions is closed by mistake.

3.48 S2-L2 Exercise

Section 2, Lesson 2 Exercise


capps
Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPs:

Close / Reopen a Requisition
Scenario 4: Closing Requisitions

After completing the exercise, close the browser tab and return to the course.




3.49 S2-L2 Cont

Section 2, Lesson 2 Continued

capps
Centralized Accounting and Payroll/Personnel System

Canceling & Un-canceling Requisitions



Users can cancel a requisition if it has not yet been sourced to a purchase order. Users can review the lifespan of the requisition in order to verify whether a purchase order has been created or not.

This is necessary! Run the Budget-Check process on the canceled requisition. Doing this will properly return the funds to the budget(s) from which they originated.


Any requisition that is canceled will stay as it is (*nothing on it will be deleted or altered*) so that users can return to it in the future, undo-cancel, and reuse it (if necessary).

3.50 S2-L2 Cont

Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Canceling & Un-canceling Requisitions



Users can only cancel a requisition if it has not yet been sourced to a purchase order. Users can review the lifespan of the requisition in order to verify whether a purchase order has been created or not.


This is necessary! Run the Budget-Check process on the canceled requisition. Doing this will properly return the funds to the budget(s) from which they originated.

Any requisition that is canceled will stay as it is (*nothing on it will be deleted or altered*) so that users can return to it in the future, undo-cancel, and reuse it (if necessary).

3.51 S2-L2 Cont

Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System



You always have the choice of reopening a canceled requisition at any time (*even a moment after you canceled it or months later*), if you decide you want to process it after all.

4.95 USD

<Select Action>	Go
Cancel	
Check Budget	
Copy	
Edit	
PreCheck Budget	
View Print	

1.00 USD

<Select Action>	Go
Copy	
Undo-Cancel	
View Print	

3.52 S2-L2 Cont

Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Deleting a Requisition Line

There may be instances where only a line on a requisition needs to be deleted instead of canceling the entire requisition. This could be due to an approver denying one of the items on a requisition or the item is no longer needed.

Line	Description	Item ID	Supplier	Quantity	UOM	Price
1	Dell Laptop Computer			7	EACH	1250.0000
2	Dell Desktop Computer			3.0000	EACH	875.0000

Select All / Deselect All Select lines to:

This action deletes the second line and leaves the first line remaining on the requisition.

3.53 S2-L2 Exercises

Section 2, Lesson 2 Exercisescapps

Centralized Accounting and Payroll/Personnel System


Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPs:

Canceling Requisitions

Scenario 5: Canceling and Un-Canceling Requisitions

Scenario 6: Canceling a line on a Requisition



After completing the exercises, close the browser tab and return to the course.

3.54 S2-L2 Cont

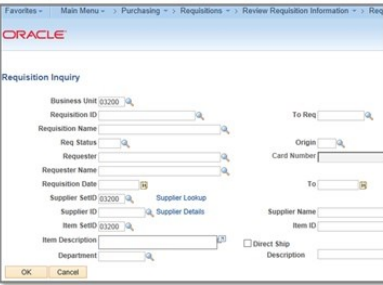
Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Viewing Requisition Information

Viewing requisition information in Purchasing allows requesters to be able to search for requisitions by department, date range, for a specific user, etc.

Remember: This information can be reviewed in Manage Requisitions, but depending on security settings, some requesters may only have access to their requisitions.



3.55 S2-L2 Cont

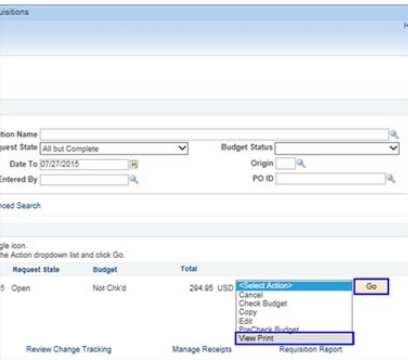
Section 2, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Printing Requisitions

Users may want to print a requisition in order to save for their records, or to have a different method of viewing the requisition.

You can print a requisition from the Manage Requisitions page.



3.56 S2-L2 Exercise

Section 2, Lesson 2 Exercise


capps
Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPs:

Printing
Scenario 7: Printing a Requisition

After completing the exercise, close the browser tab and return to the course.



3.57 S2-L3 Budget Checking Requisitions

Section 2 – Lesson 3

capps
Centralized Accounting and Payroll/Personnel System

1	Creating Requisitions	90 min
2	Managing Requisitions	90 min
3	Budget Checking Requisitions	15 min
	▪ How to Budget Check a Requisition	

3.58 S2-L3 Cont

Section 2, Lesson 3 Continuedcapps

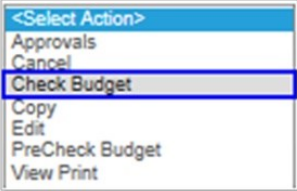
Centralized Accounting and Payroll/Personnel System

Budget Checking

Once the requisition is approved, it must be budget checked with a result status of 'Valid' in order for it to be processed into a Purchase Order by the Buyer.

Budget checking can be performed in Manage Requisitions in two different ways:

- 1) Selecting 'Check Budget' within the dropdown menu on the Manage Requisitions page.



This action Budget Checks after clicking Go.


The status will update within the same screen.

3.59 S2-L3 Cont

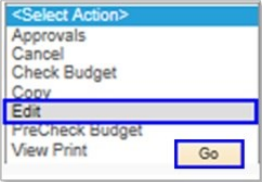
Section 2, Lesson 3 Continuedcapps


Centralized Accounting and Payroll/Personnel System


- 2) By selecting 'Edit' within the dropdown menu on Manage Requisitions page.




This action opens up the Requisition and the Check Budget icon appears near the bottom of the screen, as illustrated below.





 Check Budget


 Pre-Check Budget

Budget Checking Status: **Not Checked**


 Save & submit

 Save for Later

 Add More Items


 Preview Approvals

3.60 S2-L3 Cont

Section 2, Lesson 3 Continued


Centralized Accounting and Payroll/Personnel System

Once the status of the Budget Check is 'Valid', the Buyer can begin the PO process.



Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000000085	JULY PCARD T. WILSON	03200	07/28/2015	Approved	Valid	360.00 USD	-Select Action> Go
▶ 0000000084	JULY PCARD A. SMITH	03200	07/28/2015	Approved	Valid	400.00 USD	-Select Action> Go
▶ 0000000073	OFFICE SUPPLIES	03200	07/14/2015	Approved	Valid	719.65 USD	-Select Action> Go
▶ 0000000072	UTILITY BILL	03200	07/14/2015	Approved	Valid	25,000.00 USD	-Select Action> Go

3.61 S2-L3 Exercise


Section 2, Lesson 3 Exercise

Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPs:

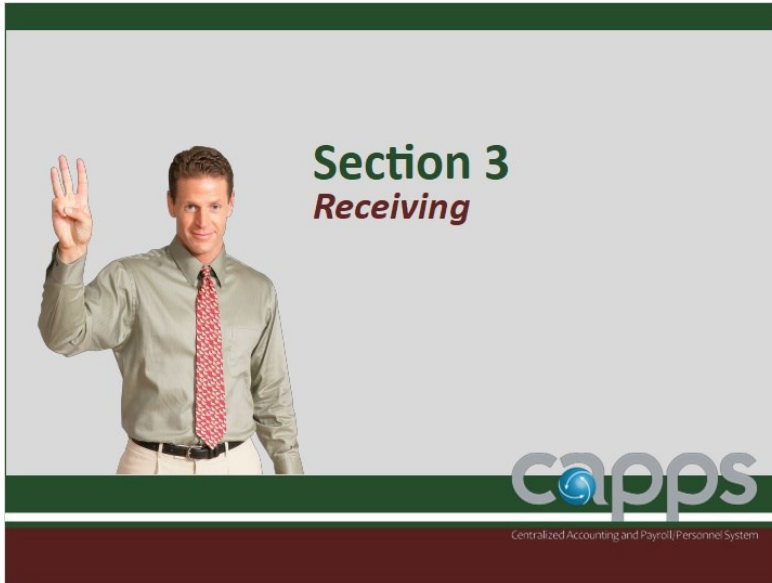
Budget Checking
Scenario 1: Budget Checking



After completing the exercises, close the browser tab and return to the course.

4. Section 3-Receiving

4.1 S3-Receiving



4.2 S3-Objectives

Section 3 – Objectives

After completing this section, you will be able to:

- Create a receipt for goods and services
- Create delivery information for a receipt
- Enter inspection details

An icon showing a stack of three white envelopes with red checkmarks, next to a red pencil tip pointing to the top envelope.

4.3 S3-Outline

Section 3 – Outline		capps	
Centralized Accounting and Payroll/Personnel System			
1	Receiving on Goods/Services/Assets	60 min	
2	Entering Delivery Information	15 min	
3	Entering Inspection Details	15 min	

4.4 S3-L1 Receiving on Goods/Services/Assets

Section 3 – Lesson 1		capps	
Centralized Accounting and Payroll/Personnel System			
1	Receiving on Goods/Services/Assets	60 min	
<ul style="list-style-type: none">▪ Receiving and Statuses▪ Creating a receipt for Goods/Services▪ Creating a receipt for an Asset Item▪ Creating a receipt for an Utility (Amount Only)▪ Creating a partial receipt for a Blanket Order▪ Receiving and Rejecting items on a Purchase Order			
2	Entering Delivery Information	15 min	


4.5 S3-L1 Cont.

Section 3, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

Receiving

When shipments arrive from suppliers, the items included in the shipment go through a receiving process.




4.6 S3-L1 Cont.

Section 3, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System


Receiving

- The receiving process involves recording the items delivered and comparing the shipment to what was originally ordered through the purchase order.
- By creating the Receipt, the user is documenting the delivery of the item/service and their approval to process payment to the vendor for this item or service.




Note: An end-user should never create a receipt within CAPPs until the actual good/service has been received from the vendor. Creating a receipt without having the merchandise or without having the service performed can constitute falsification of records.

4.7 S3-L1 Cont.

Section 3, Lesson 1 Continued 
Centralized Accounting and Payroll/Personnel System


Receiving Status	Receiving
<ul style="list-style-type: none"> Open (O) Closed (C) Hold (H) Received (R) Canceled (X) Moved to Destination (M) 	Select each status on the left to learn the status definition.


4.8 S3-L1 Cont.

Section 3, Lesson 1 Continued 
Centralized Accounting and Payroll/Personnel System

Receiving Goods/Services

CAPPs enables users to create one receipt that includes delivery of one or multiple purchase order items, or multiple receipts for partial delivery of items.



Receipt Lines							
Receipt Lines		More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	FFTT
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status
1		Mailing Labels	10.0000	BOX	20.00000	10.0000	Open

4.9 S3-L1 Cont.

Section 3, Lesson 1 ContinuedCentralized Accounting and Payroll/Personnel System


Receiving Partially on Goods/Services




There will be instances where only part of an order is received. When this happens it is important to only receive on the goods that have been counted so that a Partial receipt can be recorded then when the remaining goods are received, they can be entered in the system in order to have the PO fully received.

Receipt Lines						
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
1		Mailing Labels	3.00	BOX	20.00000	10.0000 Open

4.10 S3-L1 Cont.

Section 3, Lesson 1 ContinuedCentralized Accounting and Payroll/Personnel System

Receiving an Asset



When receiving an Asset users must enter additional details that are used to track the asset such as the Asset ID and tag number. Asset information entered integrates with the Asset Management module.

Asset Details						
Asset Information More Details						
AM	Business	Status	Quantity	Tag Number	Serial ID	Asset ID
Net Seq	Unit					Number
31300	Open		1.0000	1234567891		1234567891

4.11 S3-L1 Exercises

Section 3, Lesson 1 Exercises

Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPs:

Receiving

Scenario 1: Receiving a Good/Service

Scenario 2: Receiving an Asset

After completing the exercises, close the browser tab and return to the course.

4.12 S3-L1 Cont.

Section 3, Lesson 1 Continued

Receiving on an Amount Only Purchase Order

Receiving on a Amount Only PO requires users to receive by amount and not quantity, therefore when an Invoice is received the amount of the invoice is the amount to enter for each receipt of the amount only requisition.

Amount Only Total = \$25,000

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Class Short	Serial	Dev
1		ELECTRICITY UTILITY BILL	1.0000	25000.00000	1.0000	Open			

Invoice for the Month/**Receipt** by Amount = \$2,500

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	WNGP Class	Class Short	Serial
1		ELECTRICITY UTILITY BILL	1.0000	2500.00000	1.0000	Received	958		

4.13 S3-L1 Cont.

Section 3, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Receiving on a Blanket Purchase Order

Receiving on a Blanket Purchase Order can be fully or partially received however they are partially received most often. Since they are blanket orders, there are more quantities expected over a period of time.

Blanket Order Total Quantity = 100

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track
1		ELECTRICAL SOCKETS - BLANKET	100.0000	EA	50.00000	100.0000	Open			

Blanket Order Receipt Quantity = 15

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track
1		ELECTRICAL SOCKETS - BLANKET	15.0000	EA	50.00000	15.0000	Received			

4.14 S3-L1 Cont.

Section 3, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Receiving and Rejecting Items on a Purchase Order

When receiving items, it is important to note when some items may have been received damaged. If this were the case, the quantity of all items received should be entered into the system as well as the quantity of items that are rejected due to damage.

Accepted Quantity of 25 out of 25

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status
1		CUBICLE NAME PLATES	25.0000	EA	5.99000	25.0000	Open

Rejected a Quantity of 5

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	PO Price	Supp UOM	Std UOM	Merchandise Amt
1		CUBICLE NAME PLATES			5.0000	R	DAM			20.0000	5.99000	EA	EA	119.80

4.15 S3-L1 Exercises

Section 3, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPs:


Receiving

Scenario 3: Receiving on an Amount only PO - Utility

Scenario 4: Receiving on a Blanket Purchase Order (Partial Receiving)

Scenario 5: Receiving and Rejecting Items

After completing the exercises, close the browser tab and return to the course.



4.16 S3-L2 Creating Delivery Information

Section 3 – Lesson 2

capps
Centralized Accounting and Payroll/Personnel System

1	Receiving on Goods/Services/Assets	60 min
2	Entering Delivery Information <ul style="list-style-type: none">Create delivery information for a receipt	15 min
3	Entering Inspection Details	15 min

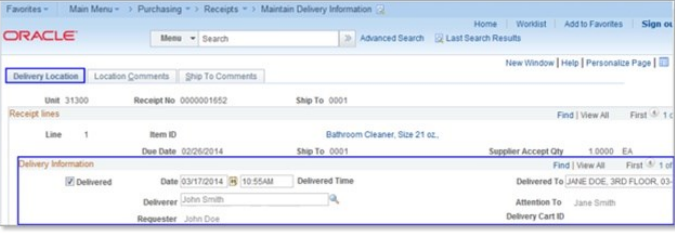
4.17 S3-L2 Cont.

Section 3, Lesson 2 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Creating Receiving Delivery Information

CAPPS enables users to create delivery information for a receipt. Delivery information includes the delivery date, name of the person to whom the delivery is made and delivery location. The buyer will determine if the delivery information should be captured.



4.18 S3-L2 Exercise

Section 3, Lesson 2 Exercisecapps


Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Delivery Information

Scenario 1: Entering Delivery Information



After completing the exercise, close the browser tab and return to the course.

4.19 S3-L3 Entering Inspection Details

Section 3 – Lesson 3capps

Centralized Accounting and Payroll/Personnel System

1	Receiving on Goods/Services/Assets	60 min
2	Entering Delivery Information	15 min
3	Entering Inspection Details	15 min

- Enter Inspection Details for a Receipt

4.20 S3-L3 Cont.

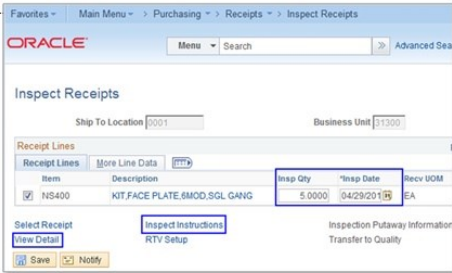
Section 3, Lesson 3 Continuedcapps

Centralized Accounting and Payroll/Personnel System

Entering Inspection Details


CAPPS enables users to select receipts for inspection. The requester and/or purchaser can designate which items are required to be inspected so that the receiver can record inspection details once a good is received. A checkbox on the PO line (Receiving tab) can designate that inspection is required.

The Inspection page is used to select receipt line items that are to be put through the inspection process. After the items are selected, users can override or modify inspection instructions for the items on the Inspection Instruction page.



4.21 S3-L3 Exercise

Section 3, Lesson 3 Exercise




Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:


Inspection Details
Scenario 1: Entering Inspection Details

After completing the exercise, close the browser tab and return to the course.




5. Section 4-Reports

5.1 S4-Running Purchase Reports



Section 4
Running Purchasing Reports



Centralized Accounting and Payroll/Personnel System


5.2 S4-Objectives

Section 4 – Objectives

capps
Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Run Purchasing Reports



5.3 S4-L1 Running Purchasing Reports

Section 4 – Lesson 1

capps
Centralized Accounting and Payroll/Personnel System

1 Running Purchasing Reports **30 min**

- Navigation for Purchasing Reports
- PO Print Report
- Receiving Reports
- Requisition Print Report
- Requisition Status Report
- Requisitions to be Sourced

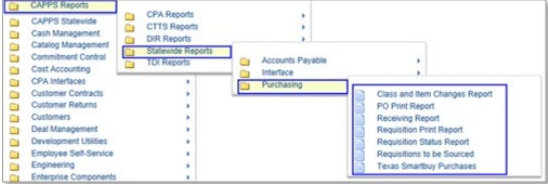
5.4 S4-L1 Cont.

capps
Section 4, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Navigation for Purchasing Reports

Navigation: CAPPS Reports > Statewide Reports > Purchasing >



It is important to note that you will only see the reports that you have security access to view.


5.5 S4-L1 Cont.

capps
Section 4, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

PO Print Report

- The PO Print Report displays the printed version of the purchase order.
- If the print request is performed by the assigned Buyer, the Buyer's signature will print.
- For any other user, "UNAUTHORIZED" will display on the signature line.



5.6 S4-L1 Cont.

Section 4, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Receiving Report

The Receiving Report displays all receiving details such as: the Receipt ID number, User ID of the user entering the receipt, PO ID number, Receipt Date, division information, delivery information, Supplier, as well as the specific quantity, description and unit cost of the item.

PLEASE SEND AND RETURN COPY TO SUPPORT SERVICES WITHIN BUSINESS DAYS. ATTENTION: PROPERTY MANAGER
Run Date/Time: 12/28/16 10:28:16 Page 1 of 2 Report Location:

5.7 S4-L1 Cont.

Section 4, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Requisition Print Report

Requisition Print Report displays the requisition details containing all item information, comments, status and accounting information.

Total Requisition: 3000.00

5.8 S4-L1 Cont.

Section 4, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Requisition Status Report

The Requisition Status Report displays the following:

- Status of the reqs and associated POs
- UserID of user making changes and when
- Details of the requisition and ChartField information

Requisition Status Report
Begin Dt: 01/01/2015 End Dt: 01/01/2015
Requisition ID: 000000002

BU	Req Line	Req Line Description	Status	DCM	DATE	Requestor	Req Class	Req. Org	Qty	Estm	Line Amt	Estm Amt	Estm Date
000000002	1	1/1 A	V	N	TXTEST0021	910	01/01/2015	1.00	20,000.00		20,000.00		
000000002	1	1/1 N	V	N	TXTESTBUYR1	91029	01/01/2015	1.00	20,000.00		20,000.00		

Req. Org	Req. Line	Req. Line Description	Req. Org	Req. Line	Req. Line Description	Req. Org	Req. Line	Req. Line Description
910	1	1/1 A	910	1	1/1 A	910	1	1/1 A
910	1	1/1 N	910	1	1/1 N	910	1	1/1 N

Req. Org	Req. Line	Req. Line Description	Req. Org	Req. Line	Req. Line Description	Req. Org	Req. Line	Req. Line Description
910	1	1/1 A	910	1	1/1 A	910	1	1/1 A
910	1	1/1 N	910	1	1/1 N	910	1	1/1 N

5.9 S4-L1 Cont.

Section 4, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

Report: Requisition to be Sourced

The Requisitions to be Sourced Report identifies requisitions available for purchasers to source. **Note:** the Run Control must contain a date range for this report in order for it to pull data.

Requisitions Available for Sourcing

Origin	Req Dt	Req ID	Req Line Description	Req Line	Open Qty	UCM	Amount	Approved	Requestor	Req Dt to Current Dt	Appr Dt to Current Dt	Buyer	PO?
Buyer1 User	01/14/2015	000000072	UTILITY BILL (BLANNEY ORDER)	1	0.00	EA	20,000.00	07/14/2015	PO eProc Requester 1 User	16	16	Buyer1 User	N
Buyer1 User	01/14/2015	000000073	8 1/2x11 white paper, 20lb, 500 sheets per ream	1	20.00	CS	450.00	07/14/2015	PO eProc Requester 1 User	16	16	Buyer1 User	Y
Buyer1 User	01/14/2015	000000073	Folders, Color hanging Pocket, Letter size, pk of 4 items#36420	2	1.00	PAK	99.96	07/14/2015	PO eProc Requester 1 User	16	16	Buyer1 User	N
Buyer1 User	01/14/2015	000000073	Pens, Bic Round Stic Ballpoint (Black) Med Pt, Pk of 60	3	20.00	PAK	199.80	07/14/2015	PO eProc Requester 1 User	16	16	Buyer1 User	N

5.10 S4-L1 Exercises

Section 4, Lesson 1 Exercises

capps
Centralized Accounting and Payroll/Personnel System


Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPs:

Running Purchasing Reports


- Scenario 1: PO Print Report*
- Scenario 2: Receiving Report*
- Scenario 3: Requisition Print Report*
- Scenario 4: Requisition Status Report*
- Scenario 5: Requisitions to be Sourced Report*

After completing the exercises, close the browser tab and return to the course.



6. Section 5-Review

6.1 Section 5




Section 5
Review


capps
Centralized Accounting and Payroll/Personnel System

6.2 S5-Summary

Course Summary



Centralized Accounting and Payroll/Personnel System



Congratulations, you have completed this course. You learned the following regarding CAPPS requisitioning and receiving:

- How to describe CAPPS Module Integration
- How the Procure-to-Pay Cycle breaks down
- How to apply Chart of Accounts
- How to perform a Budget Inquiry
- How to create, edit, change, copy, manage, approve and print requisitions
- How to create a requisition Favorite
- How to close and re-open requisitions
- How to manage receipts
- How to run purchasing reports


You are now ready to move on to your next course, see you there!

6.3 S5-Congratulations

Congratulations



Centralized Accounting and Payroll/Personnel System



I hope you enjoyed your training!

This course is almost complete.

It's now time to review what you've learned in this course.

6.4 S5-Knowledge Check


Knowledge Check

capps
Centralized Accounting and Payroll/Personnel System

Next you will be presented with a series of questions covering important things to remember from this Requisitioning and Receiving course.

Knowledge Check

*To begin select the Knowledge Check button.
After completing the knowledge check,
close the browser tab and return to the course.*



6.5 End

Conclusion

capps
Centralized Accounting and Payroll/Personnel System

This completes the course.

See you next time!

