CAPPS REQUISITIONING AND RECEIVING

CAPPS Requisitioning and Receiving

Introduction

Recommended Users: Employees who enter supplier invoices

Welcome

Hello,

Welcome back to the CAPPS Financials training.

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

Course Duration

This course will take approximately 8 hours. You can complete it all today or by sections. It's really up to you. You can take the training how it best fits in your schedule.

Course Preparation

It is recommended that you avoid distractions during training. You should close all other applications including your email while taking the course and silence your cell phone.

Navigation

Use Navigation buttons when instructed.

Course Outline

The 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 Purchase Reports
- **Section 5** - Review

CAPPS REQUISITIONING AND RECEIVING

Course Objectives

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

Section 1 - eProcurement Overview

Section 1 - Objectives

After completing this section you will be able to:

- Explain CAPPS eProcurement
- Discuss the 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

Section 1 - Outline

- CAPPS eProcurement - Duration: 10 min
- CAPPS Module Integration - Duration: 10 min
- Key Terms - Duration: 10 min
- Procure to Pay Cycle - Duration: 20 min
- ChartFields and Budget Inquiry - Duration: 30 min

CAPPS REQUISITIONING AND RECEIVING

Section 1 - Lesson 1

CAPPS eProcurement

- What is CAPPS eProcurement?

CAPPS eProcurement is an integrated web-based solution that is used to decentralize, automate, and control purchasing.

eProcurement provides the following benefits:

- 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.
- 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.

Section 1 - Lesson 2

CAPPS Module Integration

- CAPPS Financial Module Integration

Introduction

There are four core modules, or areas of system functionality, in the CAPPS Financial Suite. The four modules are:

- Accounts Payable
- Asset Management
- General Ledger
- Purchasing

To learn more how the four modules work together, view the specific Integration section. The Integration section includes the following information:

CAPPS REQUISITIONING AND RECEIVING

Integration

Understanding how CAPPS Core Financial Modules Integrate

- When a Requisition is created it can reference a Contract, be copied to an RFQ or sourced to a Purchase Order (PO).
- The Purchase Order is created and dispatched to the Supplier previously known as a Vendor
- Once the goods are received, the Receipt is entered
- Receipts are then matched to supporting documentation and available to Accounts Payable
- Asset Receipts can also be tagged for tracking in Asset Management
- Once goods are received and matched to the Purchase Order an Accounts Payable voucher is created
- An Accounts Payable journal is then sent to General Ledger (GL) to record the expenditure

Now that you understand how the modules are integrated, let's take a moment to review when and how the budget is impacted using Commitment Control.

When a requisition is created the funds are pre-encumbered (Commitment Control/Budget), and the funds available in the budget are reduced. After a requisition has been sourced to a purchase order the pre-encumbered funds are then encumbered. When an accounts payable voucher is created the budget is updated to reflect the expenditure.

Accounts Payable (AP)

The AP module is used to record vendor invoices and track vendor payments. For example:

AP Voucher: Once goods are received (or services rendered) and matched to the PO, an AP voucher is created and the budget is updated to reflect the expenditure. In addition, CAPPS allows for the convenient copying of data from the PO to the voucher. An AP journal is sent to the General Ledger (GL) module to record the financial impact (expenditure) in GL. Vouchers are then interfaced to USAS.

Asset Management (AM)

The AM Module is used to track assets throughout their lifecycle; from acquisition to retirement. In addition, AM is used to calculate the asset's depreciation which can be posted to the General Ledger.

For asset purchases, the physical asset data from the Purchasing module is shared with the Asset Management (AM) module along with the financial asset data from the

Accounts Payable module. An AM journal can be sent to GL to record the financial impact (balance sheet update) in GL.

General Ledger (GL)

The GL module manages the financial accounting information within CAPPS. This includes Journal entries that are loaded in from other CAPPS modules, as well as entries manually entered or uploaded directly into GL.

Commitment Control (KK) is used to check revenue and expenditure entries against predefined budgets. If entries exceed the defined budgets plus any established tolerances, a warning or error message will appear depending on the system's configuration.

Purchasing (PO) & eProcurement (ePro)

The PO and ePro modules are used to initiate and create purchase requests and purchase orders. Once the goods are received, a receipt is generated. For example:

Requisition: A requisition is the initial document created to fulfill the need for a good or service. A requisition can be directly sourced to a purchase order (PO) or it may be copied to a request for quote solicitation (RFQ) allowing for the manual setup of a procurement contract that can be used to track spending in accordance with legal requirements. In addition, procurement spending is monitored and/or controlled by budgets that have been setup in the Commitment Control (KK) module. Once a requisition has been created/approved, funds are pre-encumbered and the funds available in the budget are reduced.

Purchase Order: After a requisition has been sourced to a PO, the pre-encumbered funds are then encumbered and the budget is updated to reflect the encumbrance.

Receipt: A receipt records the receipt of goods or services and is used in the matching process to support the paying of invoices. Assets can be tagged at receipt.

Section 1 - Lesson 3

Key Terms used in eProcurement

- System Roles and Definitions

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 in the approver's absence or added as an additional approver.

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.

- Key Terms and Definitions

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. A PO is assigned a purchase order number.

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.

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.

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.

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.

NIGP Class - NIGP stands for National Institute for Governmental Purchasing. The class identifies items and services.

Section 1 – Lesson 4

Procure-to-Pay Process

- Procure to Pay Process

Discover how the Procure-to-Pay process affects the Budget.

Pre-encumbrance, encumbrance, and expenditure…what does it all mean?

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.

First, I will explain how the budget is impacted by the budget checking process. Then, you will be provided with details to learn how the Procure-to-Pay process works.

This is a simple chart to explain how pre-encumbrances, encumbrances, and expenditures affect the budget. Take a moment to review the following:

- Beginning Balance is 10,000
- Pre-encumbrance is $0
- Encumbrance is $0
- Expenditure is $0 and the
- Remaining Spending Authority is $10,000

Scenario: Nancy needs to place an order for office supplies. She created a requisition to order office supplies that cost $100. Now let's see how the transaction affected her budget.

When a requisition is created and budget checked, CAPPS will pre-encumber the funds; place them on hold. A pre-encumbrance reduces the total available funds in the Budget.

CAPPS REQUISITIONING AND RECEIVING

Nancy started with $10,000 in her budget.

She pre-encumbered $100 for office supplies.

Her total Remaining Spending Authority is $9,900.

What happens to the requisition next? Nancy's requisition will need to be sourced to a Purchase Order and budget checked. Budgeting Checking a Purchase Order (PO) releases the pre-encumbrance and encumbers the funds. The total funds available in the Budget remain the same.

What happens to the requisition next? Nancy received her office supplies. Her supplier (vendor) has submitted their invoice to Accounts Payable. Accounts Payable creates and budget checks a voucher. This releases the encumbrance and creates the expenditure. The total funds available in the Budget remain the same.

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

CAPPS Financials Procure-to-Pay Process

Learning Objectives

After completing this brief demonstration you will be able to:

1) Understand the complete Procure-to-Pay Process within CAPPS
2) Identify where and how the Budget is impacted throughout the Procure-to-Pay Process.
3) Recognize the various Procure-to-Pay Roles and Responsibilities.

The Procure to Pay Process Timeline

1) Requisition - You create a Requisition to request a purchase of an item(s).
2) Purchase Order (PO) – Information is copied from the Requisition to the PO. There is no need for re-entry.
3) Receiving – The item is received from the supplier (vendor) or returned. The transaction is captured in CAPPS.
4) Accounts Payable (AP) – When an Invoice is received from a supplier a Payment Voucher is created.
5) USAS – Provides payment to the supplier (vendor).

CAPPS REQUISITIONING AND RECEIVING

Review the different types of CAPPS functionality relating to Purchasing.

Requisitions

- Requisitions can be created from eProcurement.
- A requisition line can reference an existing contract.
- Requisitions require approval based on an agency's management structure.
- Pre-encumber (place on hold) funds from the Budget.
- May be created by anyone with the Requestor Role

  Purchase Orders

Purchase Orders

- Information from a Requisition can be copied into a PO. No dual entry needed.
- Can be created without a Requisition (Direct PO) or from a contract
- Removes requisition pre-encumbrance and encumbers the funds from the Budget.
- Purchase Orders may require approval from a Manager.
- Purchase Orders may be created by anyone with the Buyer Role.

Receiving

- A record of items being received or still outstanding is captured in CAPPS.
- A record of items that were rejected upon delivery is captured.
- Suppliers forward invoices to Accounts Payable.
- May be received or returned by anyone with the Receiver role.

Accounts Payable

- In Accounts Payable a payment voucher is created.
- The payment voucher may require approval from a manager.
- Releases the PO encumbrance and creates an Expenditure entry in Budget.
- Automatically creates the General Ledger (GL) Journal entry.
- Automatically creates an Item in Asset Management.

USAS

- Creates the Payment for Supplier (Vendor)

CAPPS REQUISITIONING AND RECEIVING

Learn your role in CAPPS by reviewing the task that you perform today. The tasks and their roles are following:

- Task – Purchase Items or Services
    - Role – You are a Requestor. Requestors create a requisition to purchase items/goods. Recommended training class(es) are: 999 Financials Fundamentals and 305 Requisitioning and Receiving.
- Task – Manage Purchase Orders (PO)
    - Role – You are a Buyer. Buyers create, budget check, and dispatch Purchase Orders. Recommended training class(es) are: 999 Financials Fundamentals, 305 Requisitioning & Receiving, 306 Purchase Order Processing.
- Task – Approve Requisitions or POs
    - Role – You are an Approver. Approvers can approve Requisitions and/or Purchase orders. Recommended training class(es) are: 999 Financial Fundamentals and 310 Requisitioning Approval.
- Task – Receive Items or Goods
    - Role – You are a Receiver. Receivers enter a receipt of items and services delivered to the Agency. Recommended training classes) are: 999 Financials Fundamentals and 305 Requisitioning & Receiving.
- Task – Process Supplier Invoices
    - Role – You are an Accounts Payable Clerk. AP clerks process invoices and create Payment Vouchers. Recommended training class(es) are: 999 Financial Fundamentals and 200 Accounts Payable.

Hope you enjoyed learning about the process! Let’s go back to the course.

Section 1 – Lesson 5

Chart of Accounts and Budget Inquiry

- Chart of Accounts
- Perform Budget Inquiry

CAPPS REQUISITIONING AND RECEIVING

CAPPS Chart of Accounts (Chartfields)

Step 1) Review the following information pertaining to Chart of Accounts. Then see if you can match the account name with its purpose.

ChartFields
The backbone of the PeopleSoft Financial System is the Chart of Accounts. These are fields and values that provide a common language for classifying an organization's business transactions. ChartFields are also referred to as Chart of Accounts, ChartField String or Coding Block.

ChartFields in CAPPS
ChartFields are used throughout CAPPS. Purchasing, Accounts Payable, Commitment Accounting (Budget), and General Ledger all require ChartFields. For this reason, it is important that you understand what each field is used for and how the various fields are combined into a ChartField string.

There are four required ChartFields in CAPPS and a few optional fields that are defined by the agency. The CAPPS required fields are: Account, Fund, Appn/PCA, and Budget Ref (AY).

Account
The Account ChartField is the segment of the chart of Accounts that captures the nature of financial transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. It provides the detail breakdown for Balance Sheet and Revenue/Expenditure reporting.

In CAPPS FIN, account is defined with a length of six characters. Agencies are required to use the first four characters for Comptroller Object (COBJ) or GL Account as in USAS. Agencies commonly use the last two characters to record transactions at a greater level of detail.

Appropriation (Appn)/PCA (Class Field)
The Appn/PCA ChartField is the segment of the Chart of Accounts that is required by USAS for any financial transactions. Appn is used only for Commitment Control budget entries. Since the Appn cannot be input on financial transactions directly, it must be looked up or translated from the PCA.

Appropriation Year (Budget Reference)
The Appropriate Year ChartField is the segment of the Chart of Accounts that are required by USAS. This value is entered in the Budget Reference field in CAPPS FIN.

CAPPS REQUISITIONING AND RECEIVING

In CAPPS FIN, Budget Reference is defined with a length of 10 characters. Most agencies use the first four characters to record the AY. Agencies can use the following two characters to reflect the month (e.g., 01=September). However, using 6-characters introduces a greater level of complexity.

Agency Options

Optional ChartFields Available to Agencies

Chartfield: Department
Field Length: 10
Description: The Department ChartField is used to identify the departmental structure for organizational and/or budgeting purposes.
Chartfield: Program Code
Field Length: 5
Description: Available for agency use.

Chartfield: Product
Field Length: 6
Description: Available for agency use.

Chartfield: Project
Field Length: 15
Description: Used by Project Costing (PC), Customer, Contracts, and Grants module when PC is implemented. Note: This field may be used as an optional tracking field when PC is not implemented. For example, this field may be used to track costs associated with Grants when the full functionality of the Grants Module is not needed.

Understanding the Chartfield String

Now that you understand ChartFields, take a moment to view how they are displayed in CAPPS. Below are the details for a Financial Transaction Entry and a Budget Journal Entry:

- Financial Transaction Entry
    - This is an example of a Financial transaction entry using Agency Fund (5041) and PCA (90841).

Unit	Ledger	SpeedType	Account	Oper Unit	Fund	Dept	Program	Appn/PCA	Appn Year
00000	ACTUALS		105000		5041	11420		90841	2015

- Budget Journal Entry

- This is an example of a Budget entry using Agency Fund (5041A) and Appropriation (13024).

Ledger	SpeedType	Account	Fund	Appn/PCA	Appn Year
APPROP_BUD		700000	5041A	13024	2015

Step 2 – Select the appropriate Chartfield name options to match the definition.

Chartfields - 1-Account, 2-Fund, 3-Appn/PCA, 4-Budget Reference

Answer Options:

A - Required by USAS

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

C - Appropriation Year

D - The source of money related to a transaction.

Answers:

C. Appropriation Year = 3-Appn/PCA

A. Required by USAS = 1-Account

D. The source of money related to a transaction = 4-Budget Reference

B. Captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures = 2-Fund

Chart of Accounts and Budget Inquiry

- 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.

- Budget Details

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

The screen displays the Budget amount before expenses, encumbrances and pre-encumbrances. The next line displays the total expenses for the Purchase Orders that have been paid. The next line displays the total for encumbrances which represent the requisitions that turned into Purchase Orders. The last line displays the pre-encumbrance total of the requisitions that have been Budget Checked but not turned into Purchase Orders yet.

The bottom line is the available budget which is the dollar amount available for future spending. It is after the expenses, encumbrances and pre-encumbrances have been deducted.

- Budget Detail Terms and Definitions

Budget Expense – The funds for the current fiscal year allocated for a specific budget.

Encumbrance – Total amount already paid out from the allocated money in the budget, i.e. a paid purchase order.

Pre-Encumbrance – Total amount of requisitions budget checked against the budget that have not yet become purchase orders.

Available Budget – Total amount of available funds in the account.

Section 1 – Lesson 5 Exercise

Budget Inquiry

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

Scenario 1: Budget Inquiry

Select the following link for the exercise:

View Section 1, Lesson 5 Exercise

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

Section 2 - Requisitioning

Section 2 - Objectives

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

Section 2 - Overview

- *Requisition Overview*

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.

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, or
3) A requisition using Special Requests. *Within CAPPS, the majority of agencies will only create Special Request requisitions because there isn't a catalog or an inventory maintained.*

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 order anything from anywhere, theoretically. The buyer will determine the supplier although requesters can enter their supplier of choice on the requisition line details page.

- Requisitioning Options 1 and 2
    1) Catalog allows users to choose items from a pre-configured catalog. (*No*

agencies are currently using this feature).

2) 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. (*Not all agencies are using this feature*).

- Requisitioning Option 3
    - 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 order anything from anywhere, 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.

Section 2 - Outline

1) Creating Requisitions – 90 min duration
2) Managing Requisitions – 90 min duration
3) Approving Requisitions – 60 min duration
4) Budget Checking Requisitions – 15 min duration

Section 2 – Lesson 1

Creating Requisitions

- 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

CAPPS REQUISITIONING AND RECEIVING

7 Steps in the Requisitioning Process

1) Define Requisition (Request Option) most often, if not always, **Special Request**
2) Add Good/Services/Assets
3) Review Accounting Information and edit as needed
4) Pre-Budget Check
5) Save and Submit
6) Approve Requisition (workflow)
7) Budget Check

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.

Section 2 – Lesson 1 Exercise

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

Requisition Home Page Overview

Scenario 1: Create Requisition Options – Requisition Home Page

Select the following link for the exercise:

View Section 2 Lesson 1 Exercise 1

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 2 – Lesson 1 Continued

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.

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

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

- 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 Info can be entered but the Buyer will determine if the Supplier entered will be used when the purchase order is created.

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.

Section 2 - Lesson 1 Exercise

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 2: Creating an ePro Requisition for Multiple Goods

Select the following link for the exercise:

View Section 2 Lesson 1 Exercise 2

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Special Request SpeedCharts

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 been defined with the desired distribution line chartfield values.

Additional lines can be added to accommodate multiple distributions.

Section 2 - Lesson 1 Exercise 3

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 3: Create a Requisition for a Good (Using Speedchart)

Select the following link for the exercise:

View Section 2 Lesson 1 Exercise 3

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

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.

Section 2 - Lesson 1 Exercise 4

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 4: Create an ePro Requisition for a Service

Select the following link for the exercise:

View Section 2 Lesson 1 Exercise 4

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

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.

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

Section 2 - Lesson 1 Exercise 5

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 5: Create an ePro Requisition for an Asset Item

Select the following link for the exercise:

View Section 2 Lesson 1 Exercise 5

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

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.

Amount Only Requisition for a Utility

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

Example: To setup a requisition to pay for a Utility Bill over a 12 month period.

On the Item Details enter:

- 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.)
- The Checkbox for Amount Only must be checked (this is located in Line Details).

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.

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).

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.

Section 2 - Lesson 1, Exercises 6, 7 and 8

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 6: Create an ePro Requisition for a Utility (Amount Only)

Scenario 7: Create an ePro Requisition for Blanket Order

Scenario 8: Create an ePro Requisition for ProCard

Select the following link for the exercise:

View Section 2 Lesson 1 Exercise 6-8

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 2 - Lesson 2

Managing Requisitions

- 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

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

Managing Requisition Page

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

The Requisition Statuses and Definitions are as follows:

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

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 - Purchase Order has been sent to the supplier

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.

Manage Requisition – Requisition Life Span

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

- Requisition
- Approvals
- Purchase Orders
- Receiving
- Invoice
- Payment

Copying an Existing Requisition

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

Section 2 - Lesson 2, Exercise 1

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 1: Copying an ePro Requisition

Select the following link for the exercise:

View Section 2 Lesson 2 Exercise 1

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Creating a Requisition Favorite

Favorite items are 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.

Using a Requisition Favorite

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

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.

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

Zero indicates the original creation of the requisition.

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

Section 2 - Lesson 2, Exercises 2 - 3

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 2: Creating and Using a Requisition Favorite

Scenario 3: Changing Requisitions and Tracking Change History

Select the following link for the exercise:

View Section 2 Lesson 2 Exercise 2-3

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

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.

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.

Reopening Closed Requisitions

The Requisition Reopen 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.

Running the Reopen process returns each requisition status to its status prior to the Close Requisitions 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.

Section 2 - Lesson 2, Exercise 4

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 4: Closing and Reopening Requisitions

Select the following link for the exercise:

View Section 2 Lesson 2 Exercise 4

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Canceling and Un-canceling a Requisition

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.

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.

Canceling a Line on a Requisition

There may be instances where only a line on a requisition needs to be canceled instead of 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.

By selecting the checkbox and selecting the Delete Selected link for a particular line will remove the line and keep any other lines that were not selected.

Section 2 - Lesson 2, Exercises 5 - 6

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 5: Canceling and Un-Uncanceling a Requisition

Scenario 6: Canceling a line on a Requisition

Select the following link for the exercise:

View Section 2 Lesson 2 Exercises 5 and 6

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 2 – Lesson 2 Continued

Viewing Requisition Information

Viewing Requisition information in Purchasing allows requesters to be able to search for requisitions by department, during a 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 own requisitions.

Printing Requisitions

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

You can print a requisition from the Manage Requisitions page.

Section 2 - Lesson 2 Exercise

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 1: Printing a Requisition

Select the following link for the exercise:

View Section 2 Lesson 2 Exercise 7

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 2 – Lesson 3

Using Workflow Approvals

- Approving Requisitions
- Denying Requisitions
- Pushing Back Requisitions
- Adding an Additional Approver/Reviewer
- Creating Proxies for Approvers

Requisition Approvals

After a requisition is created and submitted, the system routes the transaction to an approver based on configured workflow rules. The approver will receive an email indicating that there is a requisition for their approval. The email contains a link that will take them to the CAPPS portal.

Approvers can also navigate to their worklist by logging into CAPPS (if they don't choose to use the link within their email) or by navigating directly to the Manage Requisition Approvals page.

Keep in mind that if there are multiple approvers, only the first approver receives the email. When the first approver actually approves the requisition, the email notification will go out to the second approver and so on.

Approvers may approve, deny or pushback a requisition or line(s) within a requisition, as well as insert ad hoc approvers or reviewers.

The approver can also preview, in a graphical format, the path that the requisition approval will take, view who has already approved the requisition and see any comments that previous approvers have entered.

The Requisition Approval workflow sends an email to the designated approver.

The email content states:

A purchase requisition has been entered and requires approval. The total requisition amount is $171.82.

To access CAPPS via the Production portal, please click the following link:

https://dummylinktoCAPPSProductionportal

This is a CAPPS-generated email. If you have any questions, please contact your agency's Level 1 support.

The link within the email takes the user to the CAPPS Portal page. Once the approver signs in they can select 'Worklist' and then the Link for the Requisition in order to review and approve.

A second option to approve a requisition is by going to the Manage Requisition Approvals page.

Denying a Requisition

When an approver denies a requisition, comments should be entered for the requester indicating the reason for the denial.

Denied requisitions route back to the requester and an email notification is sent to the requester with the comments for denial. Depending on the comments, the requester can make changes to the requisition then Save and Submit so that the approval process will start again.

Pushback a Requisition

A pushback returns the transaction to the previous approval step. The meaning of push back is that the approver is questioning the prior step's approval and is requesting clarification.

Inserting an Approver/Reviewer

The approvers are assigned via workflow however there may be instances where it is important for another manager to approve or review the requisition information prior to the requisition moving to the next approver in the workflow. They must have security access in order to approve or review the requisition information.

Creating Proxies for Approvers

There will be times when a user who is on the approval workflow path may be out of the office and needs another user to approve instead. The user can define a specific time frame when an alternate user (proxy) can approve.

The assigned proxy must have the workflow approval security roles and user preferences established that allow them to perform these tasks. The Proxy alone will not provide them with this functionality.

Once the Alternate User has been identified, a single security ticket needs to be submitted to have the roles/user preferences added for the Alternate User.

To create a Proxy for an approver, the approver must go to their General Profile Information page and fill in the Alternate User ID field and enter the duration of time (From Date and To Date fields) that the access is being assigned.

Section 2 - Lesson 3 Exercises

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 1: Using Workflow Approval to Approve and Deny

Scenario 2: Using Workflow Approval to Pushback

Scenario 3: Inserting an Approver/Reviewer

Scenario 4: Creating Proxies for Approvers

Select the following link for the exercise:

View Section 2 Lesson 3, Exercises 1-4

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

CAPPS REQUISITIONING AND RECEIVING

Section 2 - Lesson 4

Budget Checking Requisitions

- How to Budget Check a Requisition

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 done in Manage Requisitions in two different ways:

1) Selecting 'Check Budget' within the Dropdown Menu in Manage Requisitions. This action Budget Checks after clicking Go. The status will update within the same screen.

2) By selecting Edit within the Dropdown Menu in Manage Requisitions. This action opens up the Requisition and the Check Budget icon appears near the bottom of the screen.

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

Section 2 - Lesson 4 Exercise

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 1: Budget Checking

Select the following link for the exercise:

View Section 2 Lesson 4 Exercise 1

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 3 - Receiving

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

Section 3 - Outline

- Receiving on Goods/Services/Assets - Duration 60 min
- Entering Delivery Information – Duration 15 min
- Entering Inspection Details – Duration 15 min

Section 3 - Lesson 1

Receiving on Goods/Services/Assets

- 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

Receiving

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

- 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 end-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 PS 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.

Receiving Status and Definitions

Open (O) – The receipt has not been successfully saved. More or more receipt lines are in Open status.

Closed (C) – Closing a receipt prevents the receipt from being visible in the receipt update option, thus making it ineligible for updating. The receipt will still be visible from the Receipts inquiry page.

Hold (H) – This receipt has been placed on hold by a user. This will prohibit further processing against the receipt until it has been removed from hold.

Received (R) - All edits have passed and all lines are in Received or Canceled status.

Canceled (X) – All lines and schedules are canceled. A cancel status action cannot be reversed.

Moved to Destination (M) – Indicates that the receipt has been interfaced to CAPPS Asset Management.

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.

Receiving Partially on a Good/Service

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.

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.

Section 3 - Lesson 1, Exercises 1 - 2

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 1: Receiving for a Good/Service

Scenario 2: Receiving on an Asset

Select the following link for the exercise:

View Section 3 Lesson 1, Exercises 1 and 2

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Receiving on an Amount Only Purchase Order

Receiving on an 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.

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.

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 items accepted would be entered in the system as well as the quantity of items rejected.

Section 3 - Lesson 1, Exercise 3

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 3: Receiving on an Amount only Purchase Order

Scenario 4: Partially Receiving on a Blanket Purchase Order

Scenario 5: Receiving and Rejecting Items on a Purchase Order

Select the following link for the exercise:

View Section 3 Lesson 1, Exercise 3

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 3 - Lesson 2

Entering Delivery Information

- Create delivery information for a receipt

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.

Section 3 - Lesson 2 Exercise

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 1: Entering Delivery Information

Select the following link for the exercise:

View Section 3 Lesson 2 Exercise 1

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 3 - Lesson 3

Entering Inspection Details

- Enter Inspection Details for a Receipt

Entering Inspection and 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.

Section 3 - Lesson 3 Exercise

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 2: Entering Inspection Details

Select the following link for the exercise:

View Section 3 Lesson 2 Exercise 2

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 4 – Running Purchasing Reports

Section 4 - Objectives

After completing this section you will be able to:

- Run Purchasing Reports

Section 4 - Lesson 1

Running Purchasing Reports

- Navigation for Purchasing Reports
- PO Print Report

- Receiving Reports
- Requisition Print Report
- Requisition Status Report
- Requisitions to be Sourced

Navigation for Purchasing Reports

The following are reports available in CAPPS using the following navigation: CAPPS Reports > Statewide Reports > Purchasing >

- Class and Item Changes Report
- PO Print Report
- Receiving Report
- Requisition Print Report
- Requisition Status Report
- Requisitions to be Sourced
- Texas Smartbuy Purchases

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

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.

Receiving Report

The Receiving Report displays all receiving details such as the Receipt ID number, UserID 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.

Requisition Print Report

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

Requisition Status Report

The Requisition Status Report displays the following:

- Status of the requisitions and associated POs
- User ID of user making changes and when
- Details of the requisition and ChartField information

Requisitions to be Sourced Report

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.

Section 4 - Exercises

The exercise(s) below provides step-by-step requisition on how to perform the following tasks in CAPPS:

Scenario 1: PO Print Report

Scenario 2: Receiving Report

Scenario 3: Requisition Print Report

Scenario 4: Requisition Status Report

Scenario 5: Requisition to be Sourced Report

Select the following link for the exercise:

View Section 4 Lesson 1, Exercise 1-5

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 5 - Review

Course Summary

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

CAPPS REQUISITIONING AND RECEIVING

- 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

Knowledge Check

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

You will be presented with a series of questions covering important things to remember from this Commitment Control course.

Knowledge Check

To begin select the Knowledge Check links. After completing the knowledge checks, close the browser tab and return to the course.

This completes the course. See you next time!