



CAPPS Financials

End-User Training (EUT)

EUT Course
Purchasing for Buyers Without Requisitions
(307)

Presentation Booklet

PeopleSoft Version 9.2
February 2021

Purchasing (Without Requisitions)

1. Introduction

1.1 Introduction



CAPPS Financials
End-User Training (EUT)
PURCHASING (Without Requisitions)
Course Number: 307

Course Name: Purchase Order Processing Without Requisitions

This course does NOT contain audio.

capps
Centralized Accounting and Payroll/Personnel System

Recommended Users: Agency Buyers and Procurement Super Users **Select next to continue**

A man in a light green shirt and tie, holding a folder, stands on the right side of the slide.

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 courses:


999-CAPPS Financials Fundamentals

Select next to continue

A man in a light green shirt and tie, holding a folder, stands on the right side of the slide.

1.3 Welcome


Welcome


Centralized Accounting and Payroll/Personnel System

This course is intended for agencies who **are not using the CAPPS ePro Requisition Entry functionality.**

If your agency does enter requisitions, you should complete the following purchasing training instead:


306 Purchase Order Processing
(With Requisitions)




Select next to continue

1.4 Course Duration

Course Duration


Centralized Accounting and Payroll/Personnel System



8 Hours

This course will take approximately eight hrs. ~~approx. eight hrs.~~

It's really up to you!


fits in your schedule. ~~can take the~~

~~You can complete it all today or by sections.~~


Select next to continue

1.5 Course Preparation

Course Preparation


Centralized Accounting and Payroll/Personnel System

Avoid
Distractions





It is important that you avoid distractions such as checking email while taking the course and silence your cell phone.

Select next to continue

1.6 Navigation

Course Navigation


Centralized Accounting and Payroll/Personnel System




Use Navigation Buttons when instructed.


Select next to continue

1.7 Course Outline

Course Outline


Centralized Accounting and Payroll/Personnel System


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




- Section 1** – Purchasing Overview
- Section 2** – Administering Procurement Contracts
- Section 3** – Creating Purchase Orders
- Section 4** – Managing Purchase Orders
- Section 5** – Running Purchasing Reports
- Section 6** – Review

2. Section 1-Purchasing Overview

2.1 S1-Purchasing Overview




Section 1
Purchasing Overview


Centralized Accounting and Payroll/Personnel System


2.2 S1-Objectives

Section 1 – Objectives


Centralized Accounting and Payroll/Personnel System


After completing this section you will be able to:

- Describe the Procure-to-Pay process overview and your role
- Define the ChartField segments that determine what budgeted funds are being spent
- Explain Encumbrances and how they affect the budget
- Define key Purchasing terminology



2.3 S1-Outline


Section 1 – Outline


Centralized Accounting and Payroll/Personnel System

1	Procure-to-Pay	10 min
2	ChartFields	10 min
3	Tracking Encumbrances	10 min
4	Key Purchasing Terminology	10 min

2.4 S1-L1 Procure To Pay


Section 1, Lesson 1


Centralized Accounting and Payroll/Personnel System


1	Procure-to-Pay <ul style="list-style-type: none">▪ Encumbrance Fundamentals▪ Life-cycle of a transaction in Procurement	10 min
2	ChartFields	10 min
3	Tracking Encumbrances	10 min
4	Key Purchasing Terminology	10 min

2.5 S1-L1 Cont

Section 1, Lesson 1 Continued



Centralized Accounting and Payroll/Personnel System


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



2.6 S1-L1 Cont

Section 1, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System





Budget Status Chart

Select the Budget Status Chart button.

2.7 S1-L1 Cont

Section 1, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System



Budget Status Chart

Select the Budget Status Chart button.

2.8 S1-L1 Cont

Section 1, Lesson 1 Continued


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.

2.9 S1-L1 Cont

Section 1, Lesson 1 Continued


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.

2.10 S1-L2 ChartFields

Section 1 – Lesson 2




Centralized Accounting and Payroll/Personnel System

1	Procure-to-Pay	10 min
2	ChartFields <ul style="list-style-type: none"> ▪ Explanation of ChartFields and Valid Combinations for Budgeting 	10 min
3	Tracking Encumbrances	10 min
4	Key Purchasing Terminology	10 min

2.11 S1-L2 Cont

Section 1, Lesson 2



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.

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

2.12 S1-L3 Tracking Encumbrances

Section 1 – Lesson 3

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Centralized Accounting and Payroll/Personnel System

1

Procure-to-Pay

10 min

2

ChartFields

10 min

3

Tracking Encumbrances

Budget Checking

Document Tolerances

10 min

4

Key Purchasing Terminology


10 min

2.13 S1-L3 Cont

Section 1, Lesson 3		capps	
Centralized Accounting and Payroll/Personnel System			
When should I Budget Check my document?			
<ol style="list-style-type: none">1. After the purchase order has been approved.2. After the Accounts Payable voucher has been created and matched.3. After any money-related changes are made to the PO.4. After the PO has been closed, canceled, or finalized.			
For some agencies, budget checking will be performed periodically by an automated process, but can still be done manually if a document needs to be expedited.			

2.14 S1-L3 Cont

Section 1, Lesson 3 Continued



Centralized Accounting and Payroll/Personnel System

What does Budget Checking do on a PO?

1. Validates the ChartField combination entered on the PO.
2. Confirms that there are sufficient budgeted funds to execute the intended transaction.
3. Encumbers an amount equal to the PO amount within the referenced budget.
4. Updates the PO's budget status to valid, if ChartField is valid and funds are available, or error if appropriate.
6. Liquidates or adjusts encumbrances in cases where a PO has been closed, canceled, finalized, or changed.

2.15 S1-L3 Cont

Section 1, Lesson 3 Continued





Centralized Accounting and Payroll/Personnel System

Budget Pre-Check

- Previews the budget to tell you in advance whether the purchase order will pass the budget check, which will be performed later.
- Does NOT encumber funds or affect existing encumbrances.
- Changes the budget status to Provisionally Valid (Prov Valid).

On the Purchase Order screen, the Budget Pre-Check button will appear with the Budget Check button after the PO is approved.


PO Status	Approved
Budget Status	Prov Valid



☐ Hold From Further Processing

2.16 S1-L3 Cont

Section 1, Lesson 3 Continued



Centralized Accounting and Payroll/Personnel System

Where can I review my Encumbrances?

1. Commitment Control Budget Details Screen:
Main Menu > Commitment Control > Review Budget Activities > Budget Details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept
03200	ORG	CONSUM	0010	300


ⓘ

Ledger Amounts

Budget:	3,000,005.00 USD	+/-
Expense:	88,332.00 USD	+/-
Encumbrance:	58,960.55 USD	+/-
Pre-Encumbrance:	28,219.31 USD	+/-

2.17 S1-L3 Cont

Section 1, Lesson 3 Continued



Centralized Accounting and Payroll/Personnel System

2. Maintain Purchase Orders screen:
Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

Business Unit: 03200 ☐ TxSmartBuy Purchase Order

PO ID: 0000001398

Change Order: 2

Copy From: Summary Document Type:

PO Status: Approved

Budget Status: Valid

☐ Hold From Further Processing

Header ⓘ

*PO Date: 07/15/2015

*Supplier: AUSTIN RIB-001

*Supplier ID: 1742339797

*Buyer: TXTESTBUYR1

PO Reference:

Supplier Search

Supplier Details: AUSTIN RIBBON & COMPUTER SUPPLIES INC.

Buyer1 User:

Doc Tot Status: Valid

Backorder Status: Not Backordered

Receipt Status: Not Recvd

*Dispatch Method: Print

Header Details

PO Defaults

PO Activities

Requisitions

Actions

Activity Summary

Add Comments

Add ShpTo Comments

Document Status

HUB Bid Details

HUB Subcontracting

Amount Summary ⓘ

Merchandise	519.95
Freight/Tax/Misc.	5.00
Encumbrance Balance	524.95 USD

2.18 S1-L4 Key Purchasing Terminology

Section 1 – Lesson 4

The logo for 'capps' (Centralized Accounting and Payroll/Personnel System) features the word 'capps' in a grey, lowercase, sans-serif font. A blue circular icon with a white globe-like pattern is positioned between the 'a' and 'p'.

Centralized Accounting and Payroll/Personnel System

1	Procure-to-Pay Story Board	10 min
2	ChartFields	10 min
3	Tracking Encumbrances	10 min
4	Key Purchasing Terminology	10 min
	<ul style="list-style-type: none">▪ Definitions	

2.19 S1-L4 Cont

Section 1, Lesson 4


The logo for 'capps' (Centralized Accounting and Payroll/Personnel System) features the word 'capps' in a light blue, lowercase, sans-serif font. To the left of the text is a circular icon containing a stylized blue and white swirl or 'c' shape.

Centralized Accounting and Payroll/Personnel System

Key Terms	Definition
Buyer/ Purchaser	Used interchangeably, a buyer or purchaser is someone who has the authority to purchase goods and services through a Purchase Order.
Cancel	<p>Requisitions and POs can be canceled at either the header or the line level. When a user cancels a line on either a requisition or a PO, the line will continue to display with a canceled status, but will no longer be available for modification. Any amounts allocated to a canceled line should be released once the budget check process has occurred.</p> <p>Note: A line cannot be canceled if vouchers have already been applied against it.</p>
Close/ Complete	Used interchangeably, once a PO is Closed/Completed it is no longer available for further processing or re-use. To view a Closed/Completed PO, a user will have to navigate to: Purchasing > Purchase Orders > Review PO Information > Purchase Orders.
Copy/Source	Used interchangeably, requisitions can be copied/sourced to a PO, and POs can be copied/sourced to vouchers.

2.20 S1-L4 Cont

Section 1, Lesson 4 Continued




Centralized Accounting and Payroll/Personnel System

Key Terms	Definition
Document Tolerance	Document tolerances are allowable amounts by which related procurement documents can differ. Users can set dollar tolerances between pre-encumbrances and encumbrances and between encumbrances and expenses. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception.
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. This ensures that funds are allocated for the payment to the vendor for goods/services ordered and received.
Finalize	<p>Finalizing a requisition or Purchase Order will release any unused encumbrances or pre-encumbrances. Finalizing at the Header will finalize all lines on that document, while finalizing at the line level (by clicking on the Line Details icon) will only finalize that particular line.</p> <p>Note: To remove remaining encumbrances on a PO, finalize from the associated voucher. To remove remaining Pre-Encumbrances on a Requisition, finalize at the associated PO.</p>

2.21 S1-L4 Cont

Section 1, Lesson 4 Continued




Centralized Accounting and Payroll/Personnel System

Key Terms	Definition
Partial Finalize	Partial Finalize occurs at the line level and means the same thing as finalize; however, the difference is that only certain lines of a voucher or PO are being finalized rather than the entire voucher or PO which would be performed at the header level.
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.
Reduce	Reducing a line amount is not the same thing as finalizing. Reducing will of course reduce the amount of a line, but will not release unused amounts unless the change is Budget-Checked.
Requisition Clear/Release/Erase	Used Interchangeably, clearing, releasing, or erasing a requisition disassociates the requisition from the PO, but does not cancel the PO. When performing this action the system sources the pre-encumbered funds back to the requisition for re-sourcing, but also leaves an encumbrance associated with the PO. The icon used for this process looks like an eraser; and can be found on the PO Distribution page under the Req Details tab.

2.22 S1-L4 Cont


Section 1, Lesson 4 Continued


Centralized Accounting and Payroll/Personnel System

Key Terms	Definition
Un-do Finalize	This feature is found at the Header and the line section of POs and vouchers, and does the opposite of the Finalize process. When a user clicks on the Un-do finalize option, any remaining unused amounts are allocated back to the Req/PO.


3. Section 2-Administering Procurement Contracts

3.1 S2-Administering Procurement Contracts




Section 2

**Administering
Procurement Contracts**


Centralized Accounting and Payroll/Personnel System


3.2 S2-Objectives

Section 2 - Objectives


Centralized Accounting and Payroll/Personnel System


After completing this section you will be able to:

- Create a New Contract without Lines
- Create a New Contract with Lines
- Amend Contract with Versioning
- Amend Contract without Versioning



3.3 S2-Outline


Section 2 – Outline


Centralized Accounting and Payroll/Personnel System

1	Create a New Contract Without Lines	20 min
2	Create a New Contract With Lines	15 min
3	Amend Contract with Versioning	15 min
4	Amend Contract without Versioning	15 min

3.4 S2-Overview Procurement Contracts

Section 2 – Overview


Centralized Accounting and Payroll/Personnel System

Procurement Contracts

The **Procurement Contract module** maintains all expenditure contract records for your agency, including:

- Vendor contracts
- Interagency contracts
- Inter-local contracts


The Procurement Contract file will be reporting data to meet Senate Bill 20 and LBB reporting requirements.

Procurement Contract records would be entered if a procurement:

- Crosses fiscal years
- Contains options for renewals
- Has a fully executed contract document signed by agency head
- Does not require a purchase order

3.5 S2-L1 Create a New Header Contract


Section 2 – Lesson 1


Centralized Accounting and Payroll/Personnel System

1	Create a New Header Contract	20 min
	<ul style="list-style-type: none">▪ Understand the information captured at the header based on agreement information for a specific contract▪ Creating a new contract tailored to the structure of your contracts to match your business model	
2	Create a New Contract with Lines	15 min
3	Amend Contract with Versioning	15 min
4	Amend Contract without Versioning	15 min

3.6 S2-L1 Cont


Section 2, Lesson 1


Centralized Accounting and Payroll/Personnel System

Create a New Header Contract


- The Contract Entry page enables you to select a contract process option that you will use throughout your entire life cycle.
- Currently only **Purchase Order** and **General** contracts processing options are used within CAPPs.
- Other options not used include: Recurring Voucher, Prepaid Voucher, Prepaid Voucher with Advance PO, Recurring PO Voucher, and Release to Single PO Only

Note: New contracts will be created in Open status. The contract must be saved with an Approved status after all required fields are entered.




3.7 S2-L1 Cont

Section 2, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System


Purchase Order Contract

- Contract establish agreements with vendors.
- Arise from agreements to purchase goods or services over a certain periods of time, for a specified price, with stated release shipment dates
- From the contract, PO releases can be made and tracked as releases against the contract.
- Goods and/or services contract may be associated with a purchase order and/or voucher.




3.8 S2-L1 Cont

Section 2, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System


General Contract

- All functionality of a Purchase Order Contract
- The General Contract style allows for additional functionality which is not available in CAPPs at this time, but may be available in the future.



3.9 S2-L1 Exercise

Section 2, Lesson 1 Exercise



Centralized Accounting and Payroll/Personnel System

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

Create a New Header Contract
Scenario 1: Create a New Header Contract


Exercise

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



3.10 S2-L2 Create a New Contract with lines


Section 2 – Lesson 2


Centralized Accounting and Payroll/Personnel System

1	Create a New Header Contract	20 min
2	Create a New Contract with Lines <ul style="list-style-type: none">Understand the purchasing contract and supplier contract informationEnter header and line information for the transactional purchasing	15 min
3	Amend Contract with Versioning	15 min
4	Amend Contract without Versioning	15 min


3.11 S2-L2 Cont

Section 2, Lesson 2


Centralized Accounting and Payroll/Personnel System


Create a Contract with Lines

- Can establish contract with lines
- Can capture pricing for goods or services at line level
- Can capture more detailed information related to the specific products or services within the scope of the contract.



3.12 S2-L2 Exercise

Section 2, Lesson 2 Exercise


Centralized Accounting and Payroll/Personnel System


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

Create a New Contract with Lines

Scenario 1: Create a New Contract with Lines


Exercise

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



3.13 S2-L3 Amend Contract with Versioning

Section 2 – Lesson 3


Centralized Accounting and Payroll/Personnel System

1	Create a New Header Contract	20 min
2	Create a New Contract with Lines	15 min
3	Amend Contract with Versioning <ul style="list-style-type: none">Understand the use of VersioningModify an existing contract using the New Version featureIdentify the changes on the Contract Change History page	15 min
4	Amend Contract without Versioning	15 min

3.14 S2–L3 Cont

Section 2, Lesson 3


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Contract Amendment Options

CAPPS Procurement Contract has two options for capturing contract changes:

1. Versioning:
 - User must click the New Version button. A new version, with an Open status, is created.
 - Existing version is maintained in its original state. New version is modified to reflect necessary changes.
2. Track changes:
 - User must change the current contract status from Approved to Open.
 - Existing contract version is modified, as necessary.
 - Single version of contract continues to exist once finished.

The method used is determined by your agency and is a configuration setup for your agency.



3.15 S2–L3 Cont

Section 2, Lesson 3 Continued

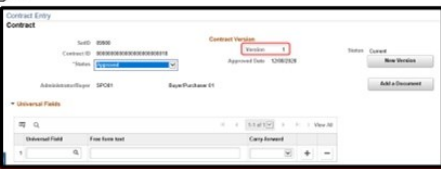
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Amend Contract with Versioning

When the need to amend a contract arises, e.g. contract is being renewed, you may create a new contract version.

This method allows the prior version of the contract to remain active within CAPPS while you work to update the new version.

To make a change to a contract with versioning you must select the New Version button to begin.



3.16 S2-L3 Cont

Section 2, Lesson 3 Continued

Centralized Accounting and Payroll/Personnel System

Amend Contract with Versioning

With contract versioning, you will have the ability to view a history of the changes on the **Contract Change History** page. This includes visibility to both the original value and new updated value.

Search Results

View All

Item	Contract ID	Contract Version	Contract Status	Version Status	Contract Style	Contract Process Option	Supplier ID	Short Supplier Name	Supplier Name	Exp
03200 00000000000000000000000000000001	2	Approved	Current	General Contract General	10105591111 THREAT	ANA-001 THREAT ANALYSIS GROUP, L.L.C. 08/3				
03200 000000000000000000000000000001	1	Approved	History	General Contract General	10105564411 THREAT	ANA-001 THREAT ANALYSIS GROUP, L.L.C. 08/3				

Note: The Contract Change History page will display changes to one version at a time.

3.17 S2-L3 Exercise

Section 2, Lesson 3 Exercise

Centralized Accounting and Payroll/Personnel System


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

Create Amendment with Versioning

Scenario 1: Create Amendment with Versioning


Exercise

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



3.18 S2-L4 Amend Contract without Versioning

Section 2 – Lesson 4



Centralized Accounting and Payroll/Personnel System

1	Create a New Header Contract	20 min
2	Create a New Contract with Lines	15 min
3	Amend Contract with Versioning	15 min
4	Amend Contract without Versioning	15 min

- Modify an existing contract without using the versioning feature


3.19 S2-L4 Cont

Section 2, Lesson 4


Centralized Accounting and Payroll/Personnel System

Contract Amendment without Versioning

- Contract changes may be entered in CAPPS where there is only a single version of the contract. This will create a **track changes** record that identifies when specific fields are changed and who made those changes.
- When changes are being made to the contract (i.e. status = open), the contract would be unavailable for transactional processing until the changes have been entered and the contract amendment has been approved.



3.20 S2-L4 Cont

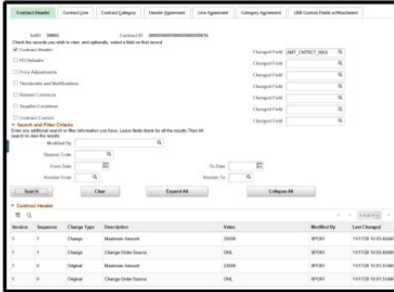
Section 2, Lesson 4 Continued
cappsCentralized Accounting and Payroll/Personnel System

Track Changes

This will create a track changes record that identifies when specific fields are changed and who made those changes.

This method *does not* result in a new version, but changes are still tracked and available for review via the Contract Change History page.

Note: After making the changes, remember to change the contract status back to Approved.




3.21 S2-L4 Exercise

Section 2, Lesson 4 Exercise
cappsCentralized Accounting and Payroll/Personnel System

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

Amend Contract without Versioning
Scenario 1: Amend Contract without Versioning

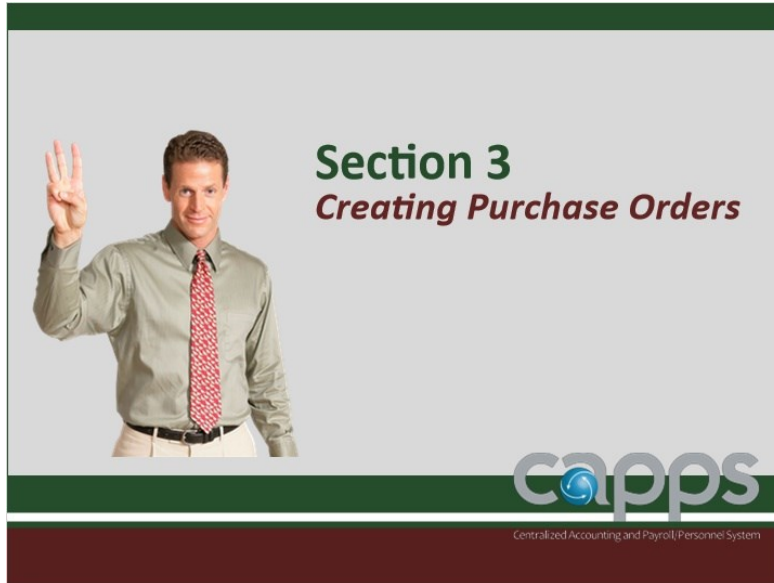
Exercise



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


4. Section 3-Creating POs

4.1 S3-Creating Purchase Orders




4.2 S3-Objectives

Section 3 – Objectives



Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:


- Create a purchase order
- Understand the of and how to create an amount-only purchase order
- Create a purchase order for pro-card transactions
- Print a purchase order
- Reserve a purchase order number



4.3 S3-Outline

Section 3 – Outline		
		
		Centralized Accounting and Payroll/Personnel System
1	Creating a Purchase Order	45 min
2	Creating an Amount-Only PO	20 min
3	Creating a ProCard PO	20 min
4	Printing a PO	10 min
5	Reserving PO Numbers	10 min

4.4 S3-L1 Finding Requisitions to be Sourced

Section 3 – Lesson 1		
		
		Centralized Accounting and Payroll/Personnel System
1	Creating a Purchase Order <ul style="list-style-type: none">Creating a Header & Adding LinesApproving, Budget-Checking, and DispatchingSpecial/Priority Purchase Types	45 min
2	Creating an Amount-Only PO	20 min
3	Creating a ProCard PO	20 min
4	Printing a PO	10 min
5	Reserving PO Numbers	10 min

4.5 S3-L1 Cont

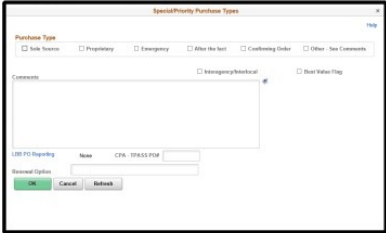
Section 3, Lesson 1

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Special/Priority Purchase Types

Legislation mandates certain purchase types as "Reportable Items". It is important that these fields be used appropriately.

- Comments must be included any time an entry is made on this screen.
- One PO can have multiple purchase types marked.



4.6 S3-L1 Cont

Section 3, Lesson 1 Continued

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Special Priority	Purchase Type Definition
<div>Sole Source Proprietary Emergency After the Fact Confirming Order Best Value</div>	<div>Select each special priority purchase type on the left to review the definition.</div>

4.7 S3-L1 Cont

Section 3, Lesson 1 Continued
capps

Centralized Accounting and Payroll/Personnel System

Distributions can be entered for a PO, as shown below:

Line Level

Schedule Level

Distribution

Another option is to use the Maintain Distributions function.
(Navigation: Main Menu > Purchasing > Purchase Orders > Maintain Distributions)

This screen is used mostly by budget and accounting users who are not able to update other aspects of the PO (items, amount, etc).

4.8 S3-L1 Cont

Section 3, Lesson 1 Continued
capps


Centralized Accounting and Payroll/Personnel System

Distribution by SpeedChart

If necessary, SpeedCharts can be applied to allocate Distributions among multiple ChartFields. The SpeedChart selection field is available on the Distributions page, as shown on the previous slide.

4.9 S3-L1 Cont

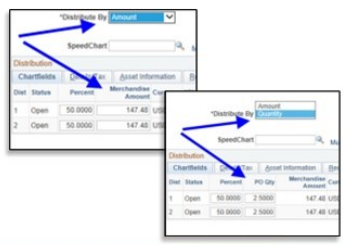

Section 3, Lesson 1 Continued



Centralized Accounting and Payroll/Personnel System


Distribution by SpeedChart

Distributions can be allocated to SpeedChart lines by quantity or by amount. Percentage is calculated by the system.

4.10 S3-L1 Cont

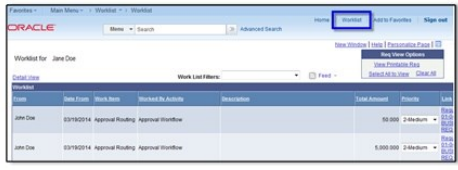
Section 3, Lesson 1 Continued



Centralized Accounting and Payroll/Personnel System


PO Approvals

- Agencies that do not have PO Workflow implemented will have buyers self-approve their own POs.
- Multi-level approval functionality is available through an approval workflow, which would route the PO to one or more approvers. PO workflow is defined by the agency.



4.11 S3-L1 Exercise

Section 3, Lesson 1 Exercise


Centralized Accounting and Payroll/Personnel System


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

Creating a Purchase Order

Scenario 1: Creating a Purchase Order


Exercise

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



4.12 S3-L2 Creating a Purchase Order


Section 3 - Lesson 2


Centralized Accounting and Payroll/Personnel System

1	Creating a Purchase Order	45 min
2	Creating an Amount-Only PO <ul style="list-style-type: none">Purpose of an Amount-Only POCreating an Amount-Only PO	20 min
3	Creating a ProCard PO	10 min
4	Printing a PO	10 min
5	Reserving PO Numbers	10 min

4.13 S3-L2 Cont

Section 3, Lesson 2



Centralized Accounting and Payroll/Personnel System

Amount-Only Purchase Orders

- Commonly used for the purchase of services, such as consultants or utilities.
- Supplier invoices for amount of service provided rather than quantity of items.
- Common unit of measure for amount-only line items is “Lot”.
- Receipt entered is based on dollar amount of the invoice, and quantity (of 1) is ignored.
- Allows for incremental billing against a single PO line, when services will be provided and billed across a certain time span, rather than all

4.14 S3-L2 Exercise

Section 3, Lesson 2 Exercise


Centralized Accounting and Payroll/Personnel System


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

Creating an Amount-Only PO

Scenario 1: Creating an Amount-Only PO

Exercise


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



4.15 S3-L3 Creating a ProCard PO

Section 3 - Lesson 3		capps
Centralized Accounting and Payroll/Personnel System		
1	Creating a PO from a Requisition	45 min
2	Creating an Amount-Only PO	20 min
3	Creating a ProCard PO	20 min
	<ul style="list-style-type: none">▪ Purpose of a ProCard PO▪ Creating a ProCard PO	
4	Printing a PO	10 min
5	Reserving PO Numbers	10 min

4.16 S3-L3 Cont

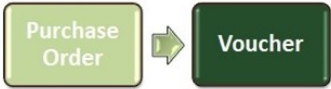
Section 3, Lesson 3		capps
Centralized Accounting and Payroll/Personnel System		
ProCard Purchase Order		
		
<ul style="list-style-type: none">▪ Buyer uses a custom CAPPS header field to identify the PO as a "ProCard Summary Doc", which means it is an internal document only, not a real PO.▪ Supplier on the PO is the bank that issued the procard.▪ Each purchase becomes one PO line.▪ Individual supplier information for each line is not included on the PO.▪ PO is dispatched as "Print", but is NOT sent to the supplier/bank.		

4.17 S3-L3 Cont

Section 3, Lesson 3 Continued

capps
Centralized Accounting and Payroll/Personnel System

ProCard Vouchers



- AP copies the PO to a voucher, using the custom “ProCard” voucher style.
- The voucher line-level entries are considered “memo” entries, which provide a record of procard transactions, but do not generate payment.

4.18 S3-L3 Exercise

Section 3, Lesson 3 Exercise

capps
Centralized Accounting and Payroll/Personnel System


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

Creating a ProCard PO

Scenario 1: Creating a ProCard PO

Exercise


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



4.19 S3-L4 Printing a PO

Section 3 - Lesson 4		capps
Centralized Accounting and Payroll/Personnel System		
1	Creating a PO	45 min
2	Creating an Amount-Only PO	20 min
3	Creating a ProCard PO	20 min
4	Printing a PO	10 min
	▪ How to Print or Reprint a PO	
5	Reserving PO Numbers	10 min


4.20 S3-L4 Exercise

Section 3, Lesson 4 Exercise		capps
Centralized Accounting and Payroll/Personnel System		
<p>The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:</p>		
Printing a PO		
<i>Scenario 1: Printing a PO</i>		
Exercise		
<p>After completing the exercise, close the browser tab and return to the course.</p>		

4.21 S3-L5 Reserving PO Numbers

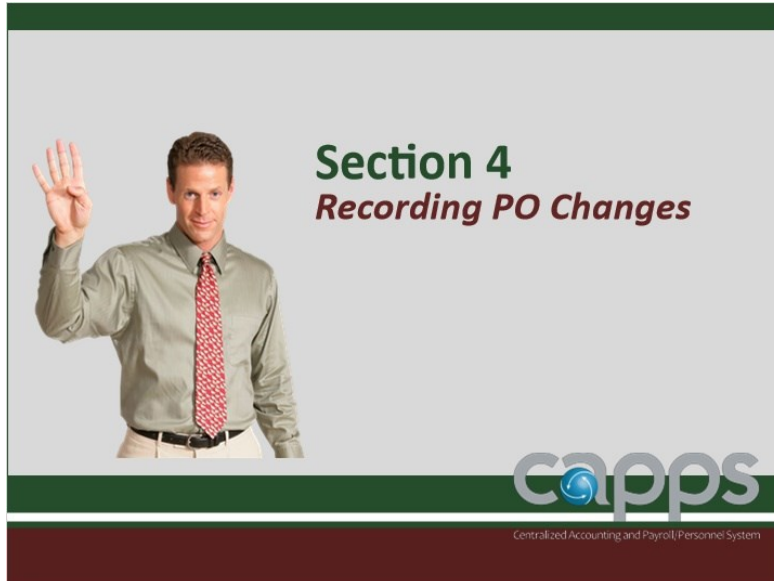
Section 3 - Lesson 5			capps	
			Centralized Accounting and Payroll/Personnel System	
1	Creating a PO	45 min		
2	Creating an Amount-Only PO	20 min		
3	Creating a ProCard PO	20 min		
4	Printing a PO	10 min		
5	Reserving PO Numbers	10 min		
	▪ How to reserve PO numbers			

4.22 S3-L5 Exercise

Section 3, Lesson 5 Exercise			capps			
			Centralized Accounting and Payroll/Personnel System			
<p>The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:</p>						
<p>Reserving a PO Number</p>						
<p><i>Scenario 1: Reserving a PO Number</i></p>						
<p>Exercise</p>						
<p>After completing the exercise, close the browser tab and return to the course.</p>						
						


5. Section 4-Recording PO Changes

5.1 S4-Recording Purchase Orders Changes




5.2 S4-Objectives

Section 4 – Objectives


Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Understanding PO Changes
- Enter a PO Change Order
- Review and update PO Distributions
- Updating PO Lines



5.3 S4-Outline

Section 4 – Outline

1

Understanding PO Change Orders

15 min

2

Adding and Modifying Purchase Order Lines

30min

<

5.4 S4-L1 Understanding PO Change Orders

Section 4 - Lesson 1

The logo for 'capps' (Centralized Accounting and Payroll/Personnel System) features the word 'capps' in a grey, lowercase, sans-serif font. A blue circular icon with a white swirl is positioned between the 'a' and 'p'.

Centralized Accounting and Payroll/Personnel System

1

Understanding PO Change Orders

15 min

- PO Change Order Guidelines
- PO Change Examples
- PO and PO Line Status Verification


2

Adding and Modifying Purchase Order Lines

30 min

5.5 S4-L1 Cont

Section 4, Lesson 1


Centralized Accounting and Payroll/Personnel System

PO Change Order Guidelines


After dispatching a purchase order, you may need to make changes to the purchase order details. Depending on the information being changed, the system may create a 'change order'. For example, typically changes that impact a supplier will trigger the creation of a change order.

Change orders can be created when the following applies:

- Purchase order must be in Dispatched status.
- Purchase order line item(s) must be Open or Active.
- Receiving, invoicing, or matching cannot be completed for the purchase order line.

5.6 S4-L1 Cont

Section 4, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

PO Change Examples


Examples of changes that may need to be made include:

- Cancel or add a purchase order line, such as adding a new item to the PO or cancelling an item.
- Modify an existing line, such as changing an item's description, the quantity ordered, price of an item, where items should be shipped to, etc.
- Modify LBB Reporting Code
- Modify accounting distribution, such as updating the account or department

While all of these changes can be made, only some will result in a 'change order' being created. Let's take a look...

5.7 S4-L1 Cont

Section 4, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

PO Change Order Example

The following changes **WILL RESULT** in a change order


- Cancel or add a purchase order line
- Modify an existing line (e.g. item description, quantity, price, ship to, etc.)

Once the change order is created, you will need to approve, budget check and dispatch the updated purchase order.

IMPORTANT: The change order must be sent to the supplier.

5.8 S4-L1 Cont

Section 4, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

PO Change Order Examples Cont.

The following changes **WILL RESULT** in a change order


- Modify LBB Reporting Code

Once the change order is created, you will need to approve, budget check and dispatch the updated purchase order.

IMPORTANT: The change order DOES NOT need to be sent to the supplier since this change is for LBB reporting purposes.

5.9 S4-L1 Cont

Section 4, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

PO Change Order Examples Cont.

The following change **WILL NOT RESULT** in a change order


- Modify accounting distribution

Once the change order is created, you will need to budget check and dispatch the updated purchase order. This change could require approval depending on your agency's approval rules.

IMPORTANT: Since this change is for internal purposes, the change order DOES NOT need to be sent to the supplier.

5.10 S4-L1 Cont

Section 4, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

Confirm PO Status

Is the PO Dispatched?

To prepare a change order in CAPPS, the purchase order must be dispatched. The PO status can be confirmed by reviewing the PO Header.

Maintain Purchase Order

Purchase Order

Business Unit: 09600 ☐ To SmartBuy Purchase Order

PO ID: POTEST-05

Change Order: 1

Copy From:

Summary Document Type:

PO Status: Dispatched

Budget Status: Valid

☐ Hold From Further Processing

5.11 S4-L1 Cont

Section 4, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

Confirm PO Line Status

Are the PO Lines Open or Approved?

The PO lines must be open or approved. The PO line status can be confirmed by reviewing the Line Details tab

Line	Item	Description	PO Qty	UOM	Price	Merchandise Amount	Status	is
1		EZ Squares 3-Hole Punch, Silver	2.0000	EA	13.99000	27.98	Cancelled	<input type="radio"/>
2		Stanley 2" All-Purpose Sissors, Black	5.0000	EA	3.99000	19.95	Approved	<input type="radio"/>
3		Epic Office Stapler, Ice Blue	3.0000	EA	12.99000	38.97	Approved	<input type="radio"/>

5.12 S4-L1 Exercise

Section 4, Lesson 1 Exercise

capps
Centralized Accounting and Payroll/Personnel System


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

Verifying purchase order and purchase order line status

Scenario 1: Verifying purchase order and purchase order line status


Exercise

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



5.13 S4-L2 Adding and Modifying PO Lines

Section 4 - Lesson 2



Centralized Accounting and Payroll/Personnel System

1	Understanding PO Change Orders	10 min
2	Adding and Modifying PO Lines	15 min


- Adding New PO Lines
- Modifying Existing PO Lines – Description, Quantity, etc.

5.14 S4-L2 Cont

Section 4, Lesson 2


Centralized Accounting and Payroll/Personnel System

Change Scenario:




Adding /Modifying Dispatched PO Line

1. Retrieve dispatched PO
2. Add / modify PO line
3. Save changes & verify change order #
4. Approve, budget check, and dispatch purchase order
5. Print PO Change Order

5.15 S4-L2 Exercise

Section 4, Lesson 2 Exercise


Centralized Accounting and Payroll/Personnel System


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

Adding and Modifying Purchase Order Lines

Scenario 1: Adding New Line to Dispatched Purchase Order
Scenario 2: Increase Purchase Order Price
Scenario 3: Decrease Purchase Order Line Quantity
Scenario 4: Modify Accounting Distribution


Exercise

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




6. Section 5-Managing POs

6.1 S5-Managing Purchase Orders




Section 5 - Managing Purchase Orders


Centralized Accounting and Payroll/Personnel System


6.2 S5-Objectives

Section 5 – Objectives


Centralized Accounting and Payroll/Personnel System


After completing this section you will be able to:

- Navigate through the Buyer's Workbench
- Close and reopen a PO
- Cancel a PO
- Finalize a Voucher



6.3 S5-Outline

Section 5 – Outline


Centralized Accounting and Payroll/Personnel System

1	Navigating the Buyer's Workbench	15 min
2	Deleting a Purchase Order / Purchase Order Line	15 min
3	Canceling a Purchase Order / Purchase Order Line	15 min
4	Closing & Re-Opening a Purchase Order	15 min
5	Finalizing a Voucher/Voucher Line	15 min

6.4 S5-L1 Navigating the Buyer's Workbench

Section 5 - Lesson 1		capps	
		Centralized Accounting and Payroll/Personnel System	
1	Navigating the Buyer's Workbench	15 min	
<ul style="list-style-type: none"> Retrieve and view PO details via Buyer's Workbench Actions taken from Buyer's Workbench 			
2	Deleting a Purchase Order / Purchase Order Line	15 min	
3	Canceling a Purchase Order / Purchase Order Line	15 min	
4	Closing & Re-Opening a Purchase Order	15 min	
5	Finalizing a Voucher / Voucher Line	15 min	

6.5 S5-L1 Cont

Section 5, Lesson 1
capps
Centralized Accounting and Payroll/Personnel System

Buyer's Workbench

Provides a screen where a variety of actions can be performed on POs.

Extensive filter options allow the buyer to find one or more POs.

The screenshot displays the 'Buyer's Workbench' interface. It includes a 'Filter Options' section with various search criteria such as Purchase Order, PO Date, Activity Date, Due Date, Request ID, Supplier ID, Item ID, Buyer, Contract Name, Contract ID, Release Number, and GPO ID. There are also checkboxes for Status (Open, Requested, Pending Approval, Approved, Closed) and Reason (All, Not Requested, Partially Requested, Fully Requested). The interface is designed for navigating and managing purchase orders.

6.6 S5-L1 Cont

Section 5, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

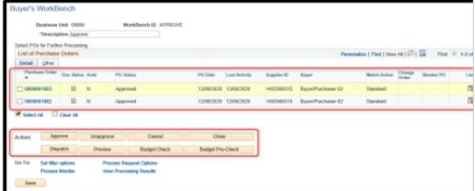
Buyer's Workbench

The POs identified by the filter shown on the previous screen are listed on the Buyer's Workbench.

The Action buttons allow the buyer to perform various actions on the POs, including Budget Check, Dispatch, Close and Cancel.

During normal processing of a PO, the buyer would generally perform these actions directly on the PO itself.

However, the Workbench provides an alternate method, and allows the buyer to work on several POs at the same time.



6.7 S5-L1 Exercises

Section 5, Lesson 1 Exercise


capps
Centralized Accounting and Payroll/Personnel System

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

Review PO Details
Scenario 1: Review PO Details via Buyer Workbench

Exercise


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



6.8 S5-L2 Deleting a Purchase Order / Purchase Order Line


Section 5 - Lesson 2		capps
Centralized Accounting and Payroll/Personnel System		
1	Navigating the Buyer's Workbench	15 min
2	Deleting a Purchase Order / Purchase Order Line	15 min
	<ul style="list-style-type: none">Delete a PODelete a PO Line	
3	Canceling a Purchase Order / Purchase Order Line	15 min
4	Closing & Re-Opening a Purchase Order	15 min
5	Finalizing a Voucher/ Voucher Line	15 min

6.9 S5-L2 Cont


Section 5, Lesson 2		capps
Centralized Accounting and Payroll/Personnel System		
Deleting POs		
	When should I delete?	
	If you determine a PO was entered by mistake or should not be filled for some reason AND it has never been ...	
	... budget checked then the entire purchase order can be deleted.	
	... dispatched then individual PO lines can be deleted.	
	Once deleted, the PO (or PO lines) will no longer appear in searches.	

6.10 S5-L2 Cont

Section 5, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

Deleting POs




How do I delete a PO?

To delete a purchase order you must complete the following actions:

1. Delete

6.11 S5-L2 Exercises

Section 5, Lesson 2 Exercise



Centralized Accounting and Payroll/Personnel System

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

Deleting POs
Scenario 1: Delete a PO


Exercise

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



6.12 S5-L3 Canceling PO and PO Lines


Section 5 - Lesson 3



Centralized Accounting and Payroll/Personnel System

1	Navigating the Buyer's Workbench	15 min
2	Deleting a Purchase Order / Purchase Order Line	15 min
3	Canceling a Purchase Order / Purchase Order Line	15 min
	<ul style="list-style-type: none">▪ Cancel a PO▪ Cancel a PO from the Buyer's Workbench	
4	Closing & Re-Opening a Purchase Order	15 min
5	Finalizing a Voucher / Voucher Line	15 min

6.13 S5-L3 Cont

Section 5, Lesson 3		capps
Centralized Accounting and Payroll/Personnel System		
Canceling POs		
	When should I cancel?	
	If you determine a PO was entered by mistake or should not be filled for some reason and it has already been budget checked successively (i.e. budget check = valid), then the purchase order must be canceled.	
	You can cancel the entire PO or specific PO line(s).	
	Remember, the PO can be deleted instead if it has never passed the budget checking process.	


6.14 S5-L3 Cont

Section 5, Lesson 3 Continued

capps
Centralized Accounting and Payroll/Personnel System

Canceling POs

How do I cancel a PO?
To cancel a purchase order you must complete the following actions:



1. Cancel
2. Budget Check
3. Dispatch*

* Dispatching is only required if the PO had been dispatched previously.

6.15 S5-L3 Cont

Section 5, Lesson 3 Continued

capps
Centralized Accounting and Payroll/Personnel System

Canceling POs

If you attempt to cancel a purchase order that is not eligible, the system will present an error message.

Maintain Purchase Order
Cancel Purchase Order

Business Unit: [dropdown] PO ID: [dropdown] Supplier: [dropdown]

Return to Main Page

Error


Personalize | Find | View All | [icon] | First | 1 of 2 | Last

Line	Sched	Distrib	Message
1	1	1	Line has been received, you may not cancel line/schedule/distribution.
1	1	1	The PO Line is tied to an active Voucher, therefore it may not be canceled.

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

6.16 S5-L3 Cont

Section 5, Lesson 3 Continued


Centralized Accounting and Payroll/Personnel System

Canceling POs

If the entire PO is canceled, the status will change to Pending Cancel. **The canceled PO must then be budget-checked to release the encumbrance.**

Maintain Purchase Order
Cancel Purchase Order


PO has "Pending Cancel" status, but requires a budget check. Press the Budget Check button to run the budget checking process. Otherwise, click OK to continue without budget checking the PO.
Also, PO has "Pending Cancel" status. Dispatch PO to set the status to "Canceled".

Go to: [View Budget Status- Prorated](#) [Budget Status- Non Prorated](#)

It will also need to be re-dispatched, via the Buyer's Workbench, if it had been dispatched previously.

6.17 S5-L3 Cont


Section 5, Lesson 3 Continued


Centralized Accounting and Payroll/Personnel System

Canceling POs


Things to remember:

- Purchase order must have status of Approved or Dispatched
- If purchase order is finalized, must un-finalize the PO prior to canceling
- Purchase order must have a Valid Budget Status
- No receipts can be recorded for the PO. If recorded, receipt must be canceled first.
- No vouchers can be recorded for the PO. If recorded, must un-match first.
- Canceling a PO is different from Closing a PO.



6.18 S5-L3 Cont

Section 5, Lesson 3 Continued




Centralized Accounting and Payroll/Personnel System

Canceling POs

Things to remember – after canceling:


Once canceled:

- The PO (and PO line) cannot be deleted.
- Canceled POs and PO lines are inactive and cannot be used to process a transaction.
- Canceled POs are visible on the PO Inquiry and Buyer's Workbench.
- Canceled PO can be copied into a new PO.



6.19 S5-L3 Cont


Section 5, Lesson 3 Continued



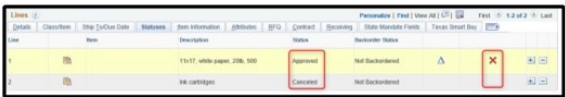
Centralized Accounting and Payroll/Personnel System

Canceling PO Lines

In addition to canceling the entire PO, you can cancel individual PO line(s).



When canceling a PO line, you do not get a message reminding you to budget check – but it is still necessary. The budget checking process releases the encumbrance back to your budget.



6.20 S5-L3 Cont

Section 5, Lesson 3 Continued

capps
Centralized Accounting and Payroll/Personnel System

Canceling PO Lines

After canceling a PO line, you must:

1. Budget Check the purchase order and verify the Budget Check status updates to "Valid".
2. Submit the PO for approval / Approve the PO.
3. Click the Dispatch POs (only necessary if PO had been dispatched previously).

PO Status	Dispatched	△	×
Budget Status	Not Chk'd	📄	📄
<input type="checkbox"/> Hold From Further Processing			

Note: The PO can be accessed on the Add/Update PO page because only PO lines were canceled.

6.21 S5-L3 Exercise

Section 5, Lesson 3 Exercise

capps
Centralized Accounting and Payroll/Personnel System


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

Canceling POs

Scenario 1: Canceling a PO
Scenario 2: Canceling a PO from the Buyer's Workbench

Exercise


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



6.22 S5-L4 Closing & Re-opening a Purchase Order


Section 5 - Lesson 4		capps
Centralized Accounting and Payroll/Personnel System		
1	Navigating the Buyer's Workbench	15 min
2	Deleting a Purchase Order / Purchase Order Line	15 min
3	Canceling a Purchase Order / Purchase Order Line	15 min
4	Closing & Re-Opening a Purchase Order	15 min
	<ul style="list-style-type: none">Close a PO from the Buyer's WorkbenchRe-open a Closed Purchase Order	
5	Finalizing a Voucher / Voucher Line	15 min

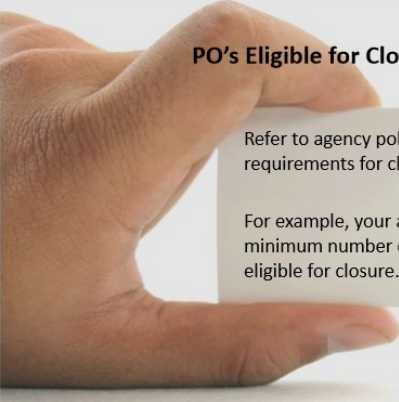
6.23 S5-L4 Cont

Section 5, Lesson 4		capps
Centralized Accounting and Payroll/Personnel System		
Closing POs		
	When should I close a PO?	
	If you determine a PO has been fully matched and there will be no additional actions that need to be taken (e.g. all goods are received and paid in full, no change orders expected, etc.) then the purchase order may be closed.	
	After being closed, the PO will not appear in most searches, enhancing system performance.	
	Note: Closed POs can still be viewed through the PO Inquiry and Buyer's Workbench pages. They can also be re-opened, if necessary.	

6.24 S5-L4 Cont

Section 5, Lesson 4 Continued


Centralized Accounting and Payroll/Personnel System




PO's Eligible for Closure

Refer to agency policy regarding minimum requirements for closing POs.

For example, your agency may require a minimum number of days to pass before a PO is eligible for closure.

6.25 S5-L4 Cont

Section 5, Lesson 4 Continued


Centralized Accounting and Payroll/Personnel System

Closing POs

How do I close a PO?

To close a purchase order you must complete the following actions:

1. Finalize *

2. Close

3. Budget Check

The Buyer's Workbench should be used to close purchase orders.

* Important! Closing a PO does not release remaining encumbrances. POs with remaining encumbrances must be finalized before closing and budget-checked after closing.


6.26 S5-L4 Cont

Section 5, Lesson 4 Continued

capps
Centralized Accounting and Payroll/Personnel System

Closing POs

How do I unclose a PO?



- If a purchase order was closed erroneously or too early, you can reopen the purchase order. Once re-opened, the PO will revert to the status it had when it was closed.
- The Reopen POs page is used to re-open the purchase order, not the Buyer's Workbench.

Navigation: Main Menu > Purchasing > Purchase Orders > Reconcile POs > Reopen POs

- **IMPORTANT:** After re-opening, use the Buyer's Workbench to budget check the purchase order to re-establish the encumbrance.

6.27 S5-L4 Cont

Section 5, Lesson 4 Continued


capps
Centralized Accounting and Payroll/Personnel System

Closing POs

The Close process should be used on POs in the following cases:


- When SQL updates have been applied, to avoid further issues or errors.
- When POs are old and budget information may be out-of-date.
- When POs cross over into subsequent fiscal years.
- When POs are re-used from a prior system version.
- When several change orders have been applied.

In these cases, it is preferred to copy the old req/PO into a new req/PO, and then close the old version. This helps to ensure that former accounting and budget dates are updated and valid ChartField combinations are applied.



6.28 S5-L4 Exercise

Section 5, Lesson 4 Exercise


Centralized Accounting and Payroll/Personnel System


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

Closing and Reopening POs

Scenario 1: Closing POs
Scenario 2: Re-opening Closed POs


Exercise

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



6.29 S5-L5 Finalizing POs and PO Lines

Section 5 - Lesson 5



Centralized Accounting and Payroll/Personnel System

1	Navigating the Buyer's Workbench	15 min
2	Deleting a Purchase Order / Purchase Order Line	15 min
3	Canceling a Purchase Order / Purchase Order Line	15 min
4	Closing a Purchase Order	15 min
5	Finalizing a Voucher / Voucher Line	15 min

- Finalize a Purchase Order to Release Remaining Pre-Encumbrance
- Finalize a Purchase Order Line

6.30 S5-L5 Cont

Section 5, Lesson 5




Centralized Accounting and Payroll/Personnel System

Finalizing


When should I finalize?

- Finalization should be performed if you need to release the remaining pre-encumbrance or encumbrance.
 - Finalizing a **Voucher** releases remaining encumbrances on associated **POs**.
 - Finalizing a **PO** releases remaining encumbrances on associated **Requisitions**.
- Upon finalization any remaining pre-encumbrances encumbrances are liquidated and returned to the budget.



6.31 S5-L5 Cont

Section 5, Lesson 5 Continued




Centralized Accounting and Payroll/Personnel System

Finalizing Vouchers


How do I finalize a Voucher?

You will need to retrieve the voucher and select the Finalize icon associated with the header or the voucher line to be finalized.

Voucher Header




Voucher Line



Remember - Clicking the **Finalize** button on the voucher header or line and budget checking the voucher will release the encumbered funds on the purchase order.

6.32 S5-L5 Cont


Section 5, Lesson 5 Continued


Centralized Accounting and Payroll/Personnel System

Finalizing Vouchers


Things to remember:

- Budget checking must be run after voucher finalization.
- Finalization does not cancel or close the purchase order.
- Can be reversed (un-finalized), which restores the encumbrance.
- Can be performed at the header or line level (partial finalize). Finalizing at the voucher header level affects all purchase order lines associated to the voucher, while finalizing a voucher line affects only the purchase order line associated with it.
- After finalizing, the encumbrance should be 0.00.



6.33 S5-L5 Cont

Section 5, Lesson 5 Continued



Centralized Accounting and Payroll/Personnel System

Un-Finalizing Vouchers

After finalizing, if you realized that you need the full amount you can 'un-finalize' the voucher. Un-finalizing restores the released funds back to the purchase order, making them available again to voucher.

6.34 S5-L5 Exercise

Section 5, Lesson 5 Exercise



Centralized Accounting and Payroll/Personnel System

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

Finalizing & Un-Finalizing POs
Scenario 1: Finalizing & Un-Finalizing POs


Exercise

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




7. Section 6-Inquiries

7.1 S6-Running Purchasing Inquiries




Section 6
Purchasing Inquiries


Centralized Accounting and Payroll/Personnel System


7.2 S6-Objectives

Section 6 - Objectives


Centralized Accounting and Payroll/Personnel System


After completing this section you will be able to:

- Perform purchase order related inquiries



7.3 S6-L1 Reviewing PO Details

Section 6 – Lesson 1


Centralized Accounting and Payroll/Personnel System

1


Reviewing PO Details

- Activity Summary Inquiry
- Document Status Inquiry
- PO Accounting Entries Inquiry
- PO Inquiry Balance
- Purchase Order Inquiry

15 min

7.4 S6-L1 Exercise

Section 6, Lesson 1 Exercise



Centralized Accounting and Payroll/Personnel System

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

Reviewing POs
Scenario 1: Perform Purchase Order Inquiries


Exercise

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




8. Section 7-Reports

8.1 S7-Running Purchasing Reports




Section 7
Running Purchasing Reports


Centralized Accounting and Payroll/Personnel System


8.2 S7-Objectives

Section 7 - Objectives


Centralized Accounting and Payroll/Personnel System


After completing this section you will be able to:

- Create Run Controls.
- Use Run Controls to run Purchasing Reports.



8.3 S7-L1 Running Reports

Section 7 – Lesson 1


Centralized Accounting and Payroll/Personnel System

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Running Reports

- Purchasing Reports
- Contract Reports

15 min

8.4 S7-L1 Exercise

Section 7 - Lesson 1



Centralized Accounting and Payroll/Personnel System

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

Running Purchasing Reports
Scenario 1: Running Purchasing Reports
Scenario 2: Running Contract Reports


Exercise

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




9. Section 8-Review

9.1 S8-Review





Section 8
Review


Centralized Accounting and Payroll/Personnel System

9.2 S6-Summary

Course Summary


Centralized Accounting and Payroll/Personnel System




Congratulations, you have completed this course. You learned the following regarding CAPPS Purchasing:


- How to describe the Procure-to-Pay process and your role
- How to identify the Chart Field segments that determine what budgeted funds are being spent
- How to create a PO for Quantity or Amount-Only
- How to reserve a Purchase Order number
- How to enter and review PO Change Orders
- How to cancel, close, and reopen Purchase Orders
- How to finalize vouchers to release encumbrances
- How to administer Procurement contracts
- How to run Purchasing reports and inquiries

You are now ready to move on to your next course.

9.3 S6-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.

9.4 S6-Knowledge Check


Knowledge Check


Centralized Accounting and Payroll/Personnel System

Next you will be presented with a series of questions covering important things to remember from this Purchase Order Processing course.


Knowledge Check


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



9.5 End

Conclusion


Centralized Accounting and Payroll/Personnel System



This completes the course.

See you next time!