Creating Purchase Requisitions & Receiving

VERSION: JULY 2023

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About the Purchasing Process

Overview

Departmental requesters create a non-supplier catalog purchase requisition if:

- The total amount of goods or services purchased is greater than $5,000. This excludes services from an individual, such as an independent contractor and purchasing thresholds up to $25,000.

- The total amount of goods or services purchased is less than $5,000, but the supplier requires a purchase order.

- There is a legal contract with terms and conditions for services. This excludes agreements over what types of food will be served at an event or when the event will be due to inclement weather.

Note: When considering a purchase of more than $5,000, it is helpful to first discuss your plans with a purchasing agent in order to receive guidance and help manage costs. You can use the Purchasing Engagement Tool to find the contact information for the appropriate agent.

For more information on making purchases under $5,000, use the Purchasing Method Selection Tree.

Depending on the circumstances, the requisition is routed to the department, central office, or both for approval. If the requisition is denied, the departmental requester can make changes to the document and resubmit it. Once approved, all requisitions route to a purchasing agent. Purchasing agents do one of the following:

- If the requisition can be purchased on a State/University Term Contract (UTC), the purchasing agent creates a purchase order, with reference to a State/UTC contract.

- If a State /UTC contract does not apply, the requisition total exceeds $25,000, and sole source is not provided, the purchasing agent creates a bid document to competitively bid out the request.

- If the order exceeds $25,000 and a sole source is provided, the purchasing agent send the bid to the supplier to compete. The bid is not a competitive bid. When the response comes in, the bid is awarded and a purchase order is sent to the supplier.

- If the requisition is over $5,000 and the department has already received the goods, the purchasing agent reviews the misuse information and then processes a confirming purchase order to pay the supplier. The requisition for confirmation order should contain a misuse statement signed by a Department head or Dean that includes:

  - Why proper purchasing procedures were not followed.

  - Why it is in the best interest of the state to pay the invoice.

- What controls the Department is implementing to prevent future occurrence of unauthorized commitment.

The department denotes the receipt in the system . If the goods required inspection, the department is responsible for conducting the inspection of the material and entering the receipt. The system then creates a receipt with reference to the purchase order, and when the supplier submits an invoice, a PO voucher entry is created to pay the supplier

For additional information about making purchases at the University, refer to the Finance Division's Basic Spending Guidelines by Fund Source guide.

Setting Up Requester Preferences

Purchase requesters can set defaults for their purchase requests. These default values are established on the Requester Setup page. Once the default values are set up, they are used on all supplier catalog and non-supplier catalog requisitions, and can be changed from requisition to requisition.

Steps for Working With Your Requester Preferences

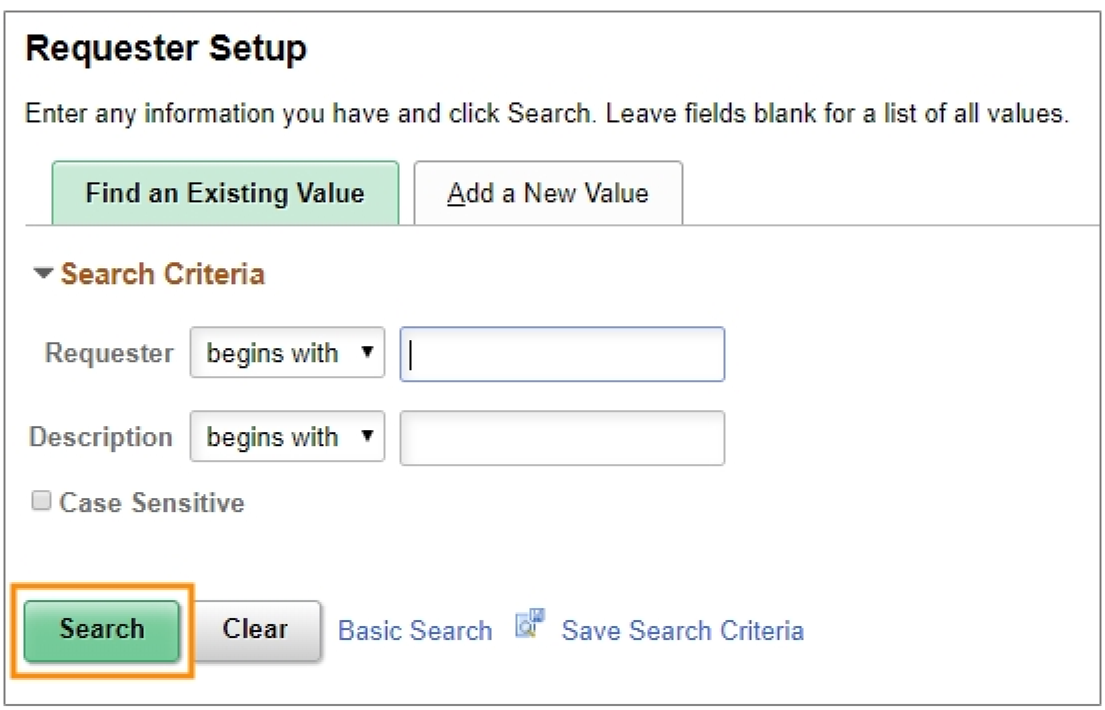
Follow these steps to set up or change existing requester preferences:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Requester Setup**

2. Enter either of the fields:

In this field:	**Do the following:**
Requester	Enter your UNC Onyen.
Description	Enter your first and last name.

3. Click the **Search** button.



Result: The system displays the Requester Setup page.

4. Complete the required fields. You must enter a default for the following chartfields:

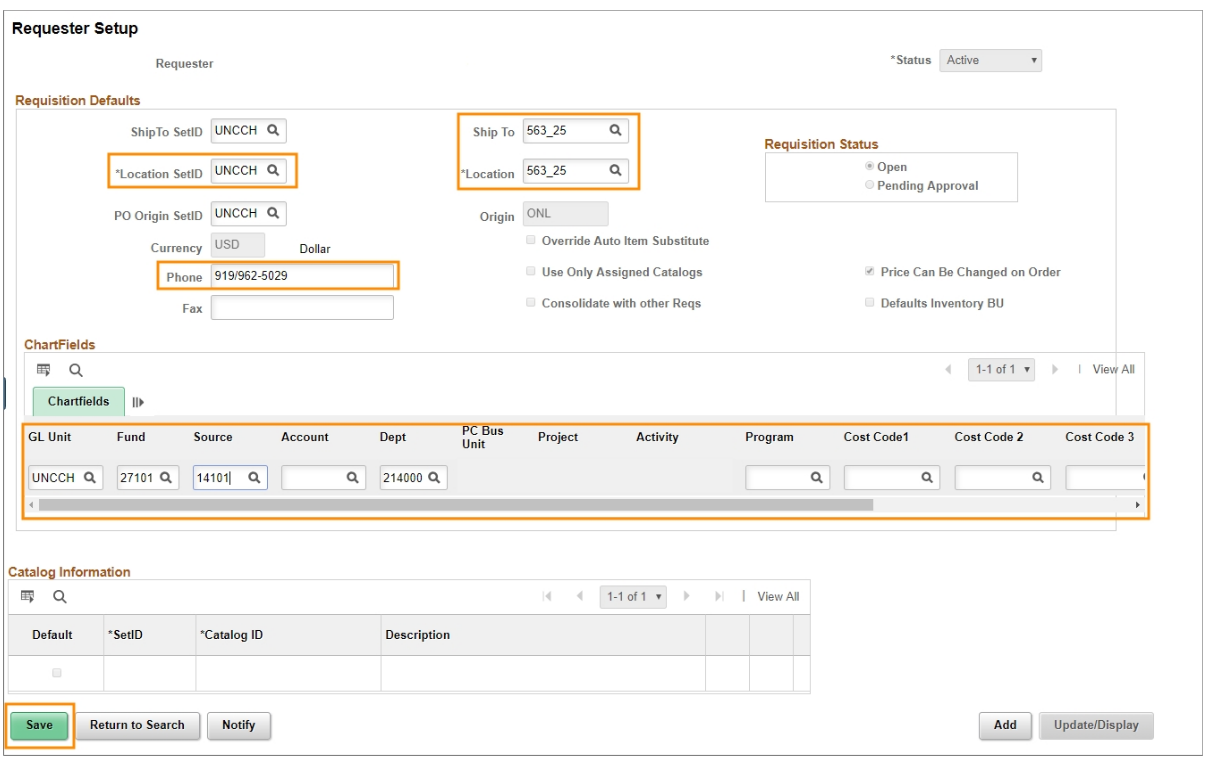
- Location Set ID (enter this field first)
- Ship To (same as Location Set ID)
- Location
- Phone
- GL Unit (Business Unit)
- Department

Note: Any field with a magnifying glass icon has a look up feature, which reveals answer options when you click it. This can be helpful in finding the appropriate field.

5. Complete the fields for any other values you want to create for your requisitions.

   Note: If you don't want to create a default value for any of the other fields, leave those fields blank.

6. Click the **Save** button.



Result: The system saves the default values, which fill in automatically when you create a supplier catalog or non-supplier catalog requisition.

Requester Preferences Fields

In this field:	Do the following:
Location Set ID*	Before entering any default information, enter either UNCCH or UNCGA in this field.
Ship To*	Enter the ship to address or follow the steps below to search for the appropriate address: a. Click the **Lookup** (magnifying glass) icon. **Result**: The system displays the first 300 ship to addresses. b. In the Description field, change "begins with" to "contains." Type a word or two to describe your location and click **Look Up.** c. Click the link for the ship to address you need.
Location*	Enter your location or follow the steps below to search for your location: a. Click the **Lookup** (magnifying glass) icon. **Result:** The system displays the first 300 addresses. b. In the Description field, change "begins with" to "contains." Type a word or two to describe your location and click **Look Up.** c. Click the link for the location you need.
Phone*	Enter your phone number.
GL Unit*	Look up, or enter, the business unit.
Fund	Look up, or enter, the fund.
Source	Look up, or enter, the source.
Account	Leave this field blank. The account value defaults based on the category code chosen on the requisition, or from the supplier's website, though you can change it.
Dept*	Look up, or enter, the department.
Program	Look up, or enter, the program.
Cost Code 1	Look up, or enter, cost code 1.
Cost Code 2	Look up, or enter, cost code 2.
Cost Code 3	Look up, or enter, cost code 3.
Affiliation	Look up, or enter, the affiliation.
Fund Affiliation	Look up, or enter, the fund affiliation.

* Required fields

Creating a New Purchase Requisition

Overview

Departmental requesters create purchase requisitions to request goods or services.

Purchase requisitions are required for any order over $5,000, whether or not the purchase is made from a supplier in BuyCarolina. Every purchase requisition requires at least one quote to be attached.

For orders less than $5,000:

- If the supplier is listed in BuyCarolina complete your purchase there.
- If the supplier is not listed in BuyCarolina, use a P-Card to complete the transaction.

Note: Most Suppliers in BuyCarolina have purchasing thresholds of $25,000 and BuyCarolina will create a purchase requistion automatically. However, the purchasing threshold for Amazon, Airgas, Arc-3, Staples, Storr is $5,000.

If you need to make several purchases, you need to create separate purchase requests for each supplier you need to buy from. For example, you can purchase as many items as needed from a single supplier, but if the items come from different supplier, you need to create separate purchase requests. If you don't know which supplier the purchase needs to be made from (for example, if the purchase will go out for bid), still list a supplier that could possibly carry the item(s) on the requisition.

Note: In BuyCarolina, you can checkout with items from multiple suppliers in one transaction, this will result in a single PR.

Save Money by Planning Ahead

When considering a purchase of more than $5,000, reach out to a purchasing agent as early as possible so they can guide you through the purchasing process. To identify an agent to contact:

1. Go to www.finance.edu > Procurement button > Purchasing Services
2. Click the blue [Purchasing Engagement Tool]

Related Reference

For information on canceling, copying, printing, editing, or finding an existing requisition, see *Managing a Requisition, page 47*.

Creating a New Purchase Requisition

Follow these steps to create a new purchase requisition:

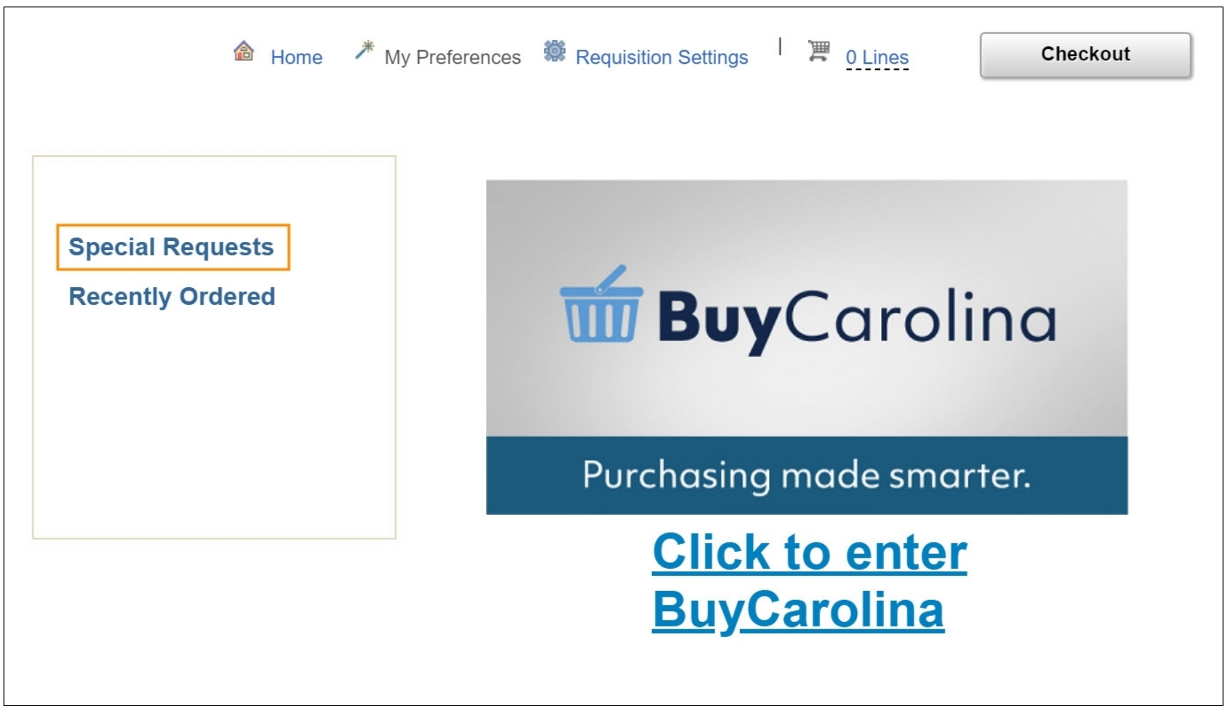
1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order> Requisition**

   Result: The system displays the Procurement Services page, showing the suppliers that are listed in the catalog.

   Note: If you haven't set up your required default values, the system displays the Requester Setup page. If you have already entered these default values, skip to step 2.

2. If prompted, you must enter some default values on this page before you can create a purchase requisition. Refer to steps 4 and 5 of the *Setting Up Requester Preferences, page 5* instructions for more information.

3. Click the **Special Requests** link.



   Result: The system displays the special request section.

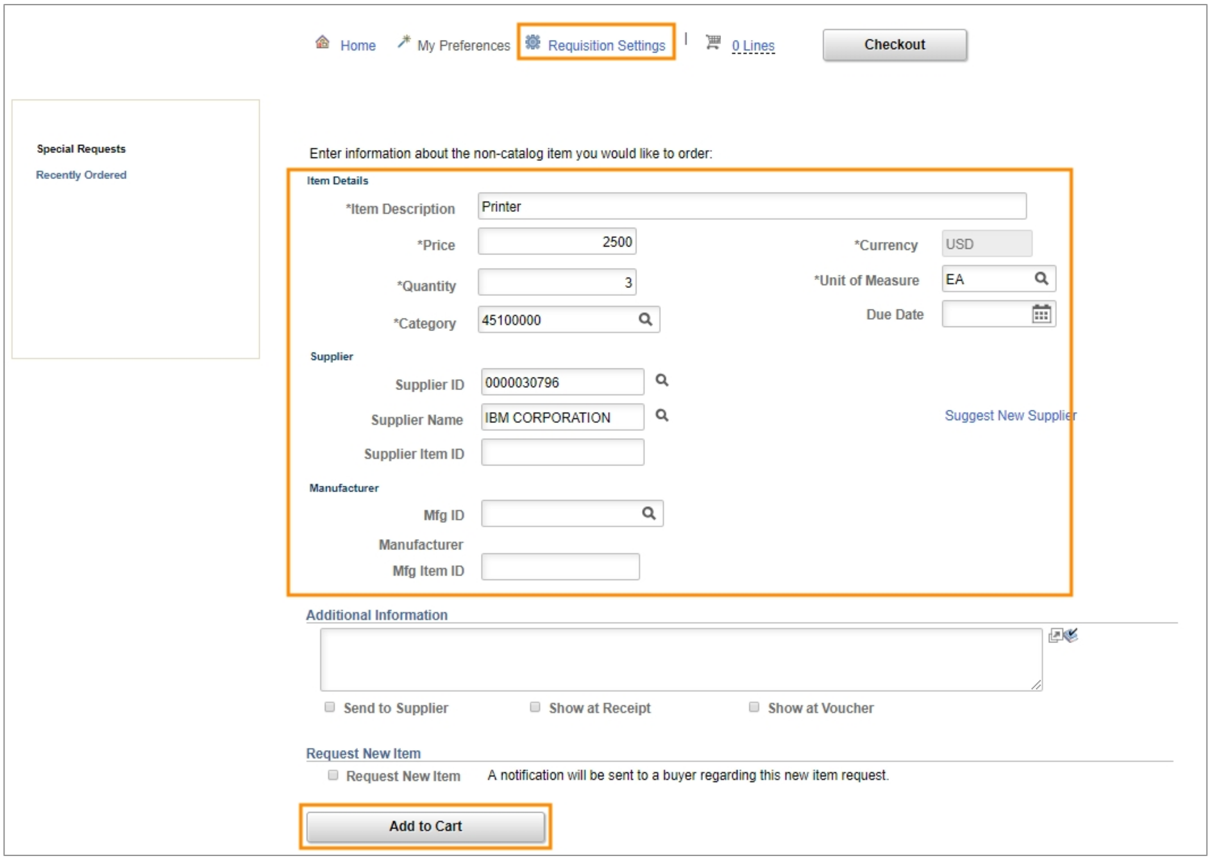
4. Complete the fields:

In this field:	Do the following:
Item Description	Enter a brief description of the item you want to add to the requisition. **Note:** You can also enter the part number information here, if you know it.
Price	Enter the price of the item.

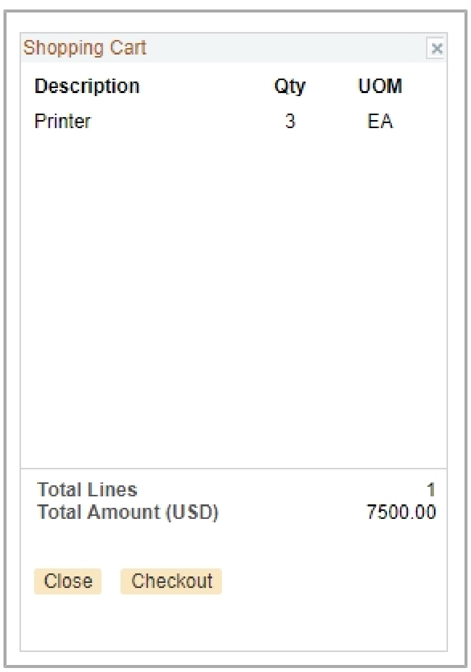
In this field:	Do the following:
Currency	Confirm that the currency is USD. US Dollars is the only option the system allows.
Quantity	Enter the quantity you want to order.
Unit of Measure	Search for and choose, or enter, the unit of measure that matches the price you entered.
Category	Enter the eight-digit category code, if you know it, or follow these steps below to search for it.. a. Click the **Lookup** (magnifying glass) icon. b. Choose **Description**, **Contains**from the Search By list box. c. Enter one or more words that describe what you are ordering. d. Click the **Find** button. **Result:** The system displays a list of category codes that meet the search criteria. e. Select the appropriate category code number. **Result:** The system displays the Add Items and Services tab.
Due Date	If you want to specify the date you need the item by, enter that date.

In this field:	Do the following:
Supplier	Search for and choose your preferred supplier, or enter, the supplier number. To search for the supplier ID: a. Click the **Lookup** (magnifying glass) icon. b. Enter the supplier name. c. Click the **Find** button. **Result:** The system displays a list of suppliers that match the criteria you specified. d. Choose the Supplier ID line that has the appropriate location information. e. If the supplier is not listed in the system, refer to the *Requesting a New Campus Supplier, page 1* training documentation. **Caution:** Do not select a supplier that has the letters EDX in the Default Location column. These suppliers can only be used when purchasing from the supplier catalog. **Note:** Only one supplier per requisition is allowed. **Note:** If you want, you can leave the supplier blank on every line, enter the supplier by clicking the **Requisitions Settings** link, and apply it to all lines. Refer to *Creating a New Purchase Requisition , page 9* for more information. **Result:** The system returns you to the Add Items and Services tab with the supplier you chose filled in.
Mfg ID	If you want to, enter the manufacturer identification number.
Mfg Item ID	If you want to, enter the manufacturer's item identification number.

5. Click the **Add to Cart** button.



Result: The system updates the Shopping Cart on the top right corner of the page, showing the number of items on the purchase request and the total amount.



Notes:

- To add more items to this requisition, repeat steps 4 and 5.
- If you list a supplier, make sure to choose the same supplier for each requisition line.

6. Click the **Checkout** button.

   Result: The system displays the Checkout and Submit page.

   Note: In limited cases, additional steps are required before you can save and submit your requisition. Once you have entered all of the requisition's line items, complete the steps for any or all of the following, as applicable to your situation:

   - *Reporting a Misuse, page 15*, if the requisition is being created after ordering and receiving goods valued at more than $5,000 without first requesting a purchase order.

     Important: Making Purchases greater than $5,000, outside BuyCarolina, without going through the Purchase Requisition process is a direct violation of North Carolina Law.

   - *Indicating that the Order is Associated with a State Contract or University Term Contract (UTC) , page 16*
   - *Attaching Documents to a Requisition, page 17* if the requisition is valued at more than $5,000 and not part of a State Contract or UTC
   - *Adding Asset Information, page 19*, if you are buying equipment that costs at least $5,000.

7. Perform additional edits or add detail to your requisition prior to saving it by completing any or all of the following:

   - *Naming a Requisition, page 20*
   - *Entering Line Comments in a Requisition, page 21*
   - *Changing the Default Information for a Requisition Line, page 22*
   - *Deleting Items from the Requisition, page 26*
   - *Entering Comments Applicable to the Entire Requisition, page 27*

When you have finished editing your requisition, or if you don't need to edit or add comments to the requisition, click the Pre-Check Budget button. If you receive an error message you will need to select a new chartfield string or wait until funds have been added to that string.

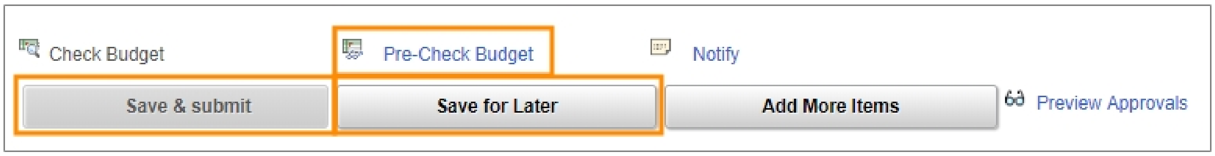
Result: The system checks to see if enough budget is available on the chartfield string to cover the purchase amount. If there is enough budget, the system doesn't display an error message. If the system displays an error message, work with your business manager to move budget to the chartfield string or to use different chartfield values.

8. Do one of the following:

   - If you want to save the requisition to work on later, click the **Save for Later** approvals button. When you are ready to finish the requisition, refer to the *Managing a Requisition, page 47* for information about finding and completing it.

   - If you are ready to submit the requisition, click the **Save & submit** button.

   Caution: You must Pre-Check the budget before you click the **Save & submit** button.



   Results:

   - The system kicks off the approvals process by routing the document to the first approval level.

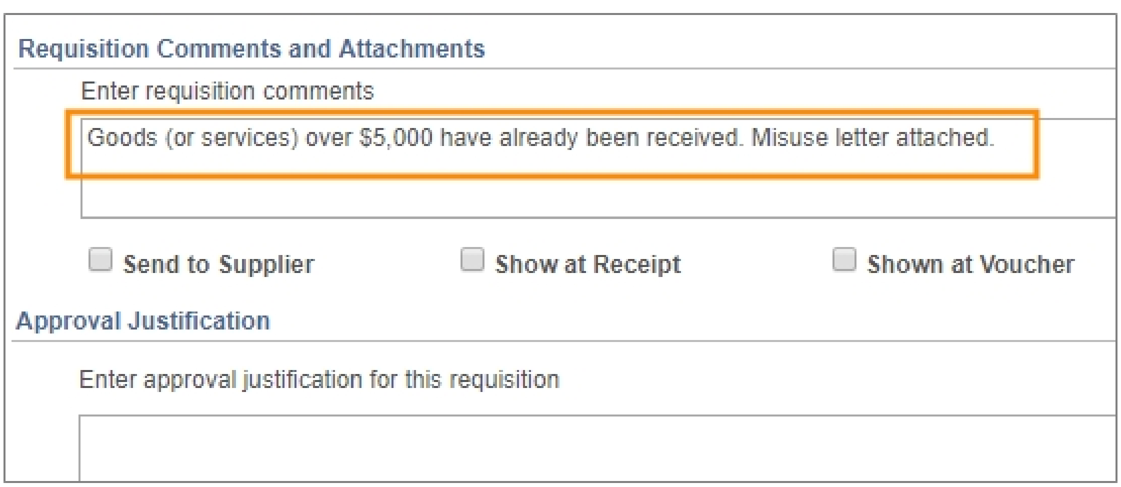
   - If the requisition includes account and category codes that indicate equipment is involved, the requisition also routes to the Asset Management team for approval.

   - If there are problems with the requisition, the system displays an error message with a link to the policies for purchases greater than $5,000.

Reporting a Misuse

You must create a purchase requisition for all goods and services totaling $5,000 or more. If you already received $5,000 or more in goods or services, you must still create a requisition and report a misuse.

1. Create a requisition for the items and add a note in the Requisition Comments and Attachments section on the checkout screen to alert the buyer that it's for items that have already been ordered and received.



2. Click the **Attachments and Comments** link to attach a letter documenting the misuse and why it occurred. Also attach the invoice, if you have received it from the supplier.

Note: See *Attaching Documents to a Requisition, page 17* for instructions about attaching documents.

Indicating that the Order is Associated with a State Contract or University Term Contract (UTC)

If the requisition is related to a State Contract or UTC, it still goes through the Department and Central Office approval process. Once approved, it is transferred directly into a purchase order.

Attachments are not necessary for requisitions related to a State Contract or UTC, unless the supplier has sent you a quote.

1. To indicate to the buyer that your purchase is related to a State Contract or UTC, add a note in the Requisition Comments and Attachments section on the checkout screen.

2. If you have a quote from the supplier or any other documents to attach, click the **Attachments and Comments** link.

Note: See *Attaching Documents to a Requisition, page 17* for instructions about attaching documents.

Attaching Documents to a Requisition

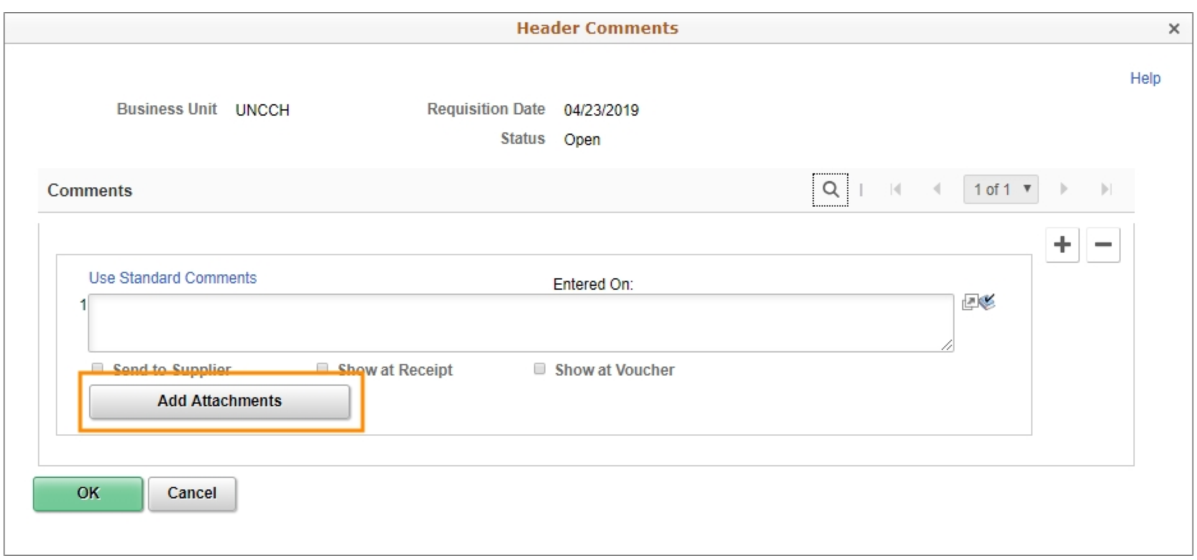
At least one quote is required and should be attached for any order greater than $5,000. Attachments are required for State Contract or UTC Contract only if the supplier provided a quote. Examples of attachments include:

- signed documents requiring review or a signature
- supplier quote
- Customer Request or Brand/Vendor-Specific Waiver of Competition for if there is only one specific supplier that you can use
- Data Protection Checklist, Business Associate Agreement and Trade-In documentation if applicable
- any documentation that would be helpful

1. To attach a document, click the **Attachments and Comments** link on Checkout- Review and Submit.

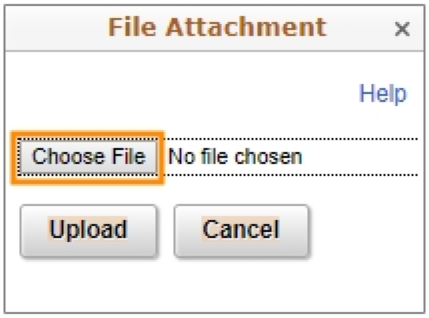
Result: The system displays the Attachments page.

2. Click the **Add Attachments** button.



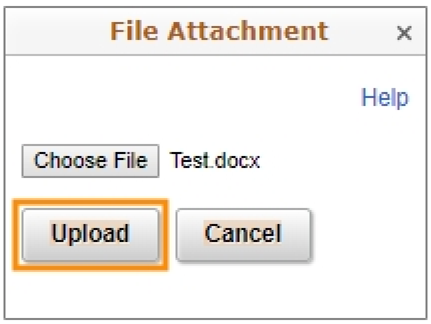
Result: The system displays the File Attachment box.

3. Click the **Choose File** button.



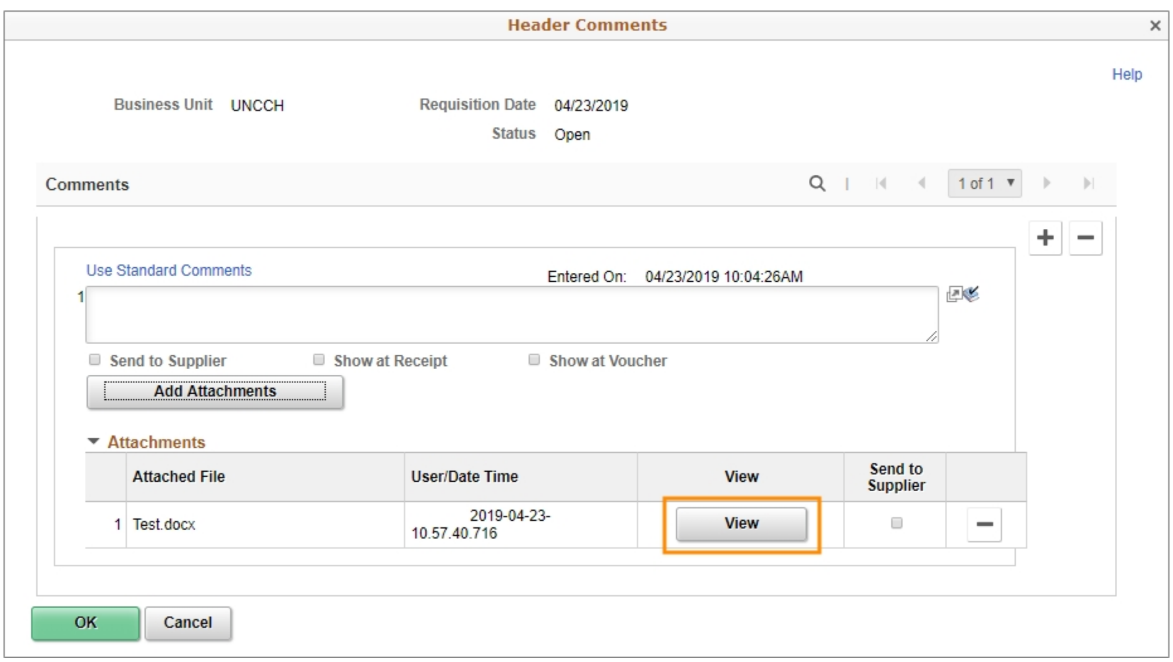
4. Choose the file you want to attach by finding the file on a local or network computer drive, and double-clicking on the file name.

5. Click the **Upload** button.



Result: They system displays the attached file's name and attachment ID.

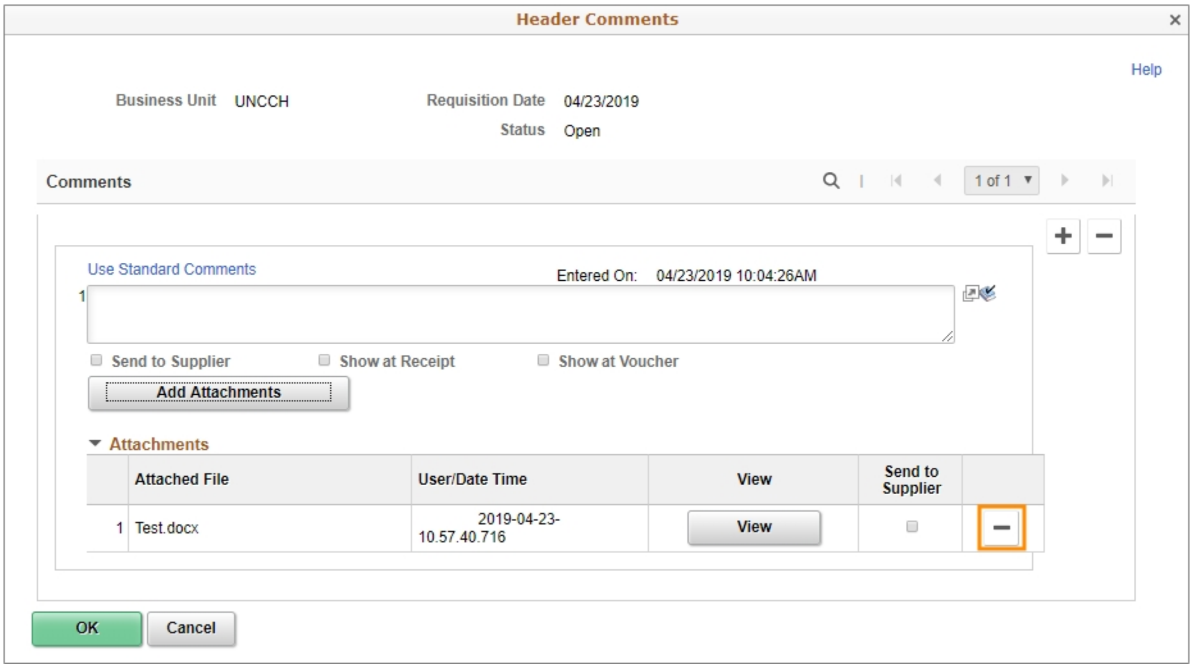
6. To view the attachment and verify that it was uploaded correctly, click the **View** button.

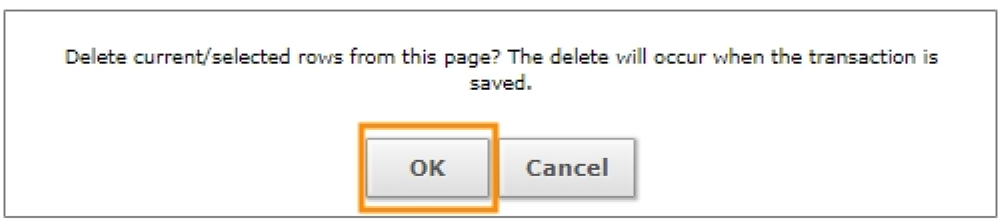


Result: The file opens in a new window.

7. Close the window displaying the image.

   Note: If the file isn't correct and you need to delete it, click the **Minus** button to the right of the row, and then click **OK** to confirm that you want to delete the attachment.





8. To attach more files, repeat steps 1 through 7. When you are finished attaching documents, click **OK.**

   Result: The system returns to Checkout - Review and Submit.

Adding Asset Information

Asset information is used to track assets that the University owns for reporting and depreciation purposes. These items are usually at least $5,000 and some type of equipment.

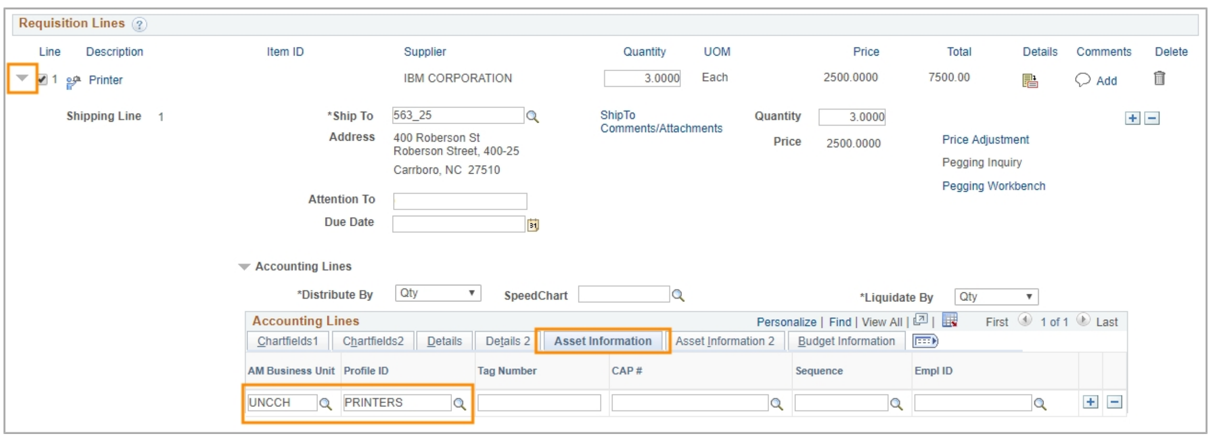
1. To add asset information for any line, click the down arrow to the left of the line you want to add the information to.

   Result: The system expands to show the chartfields.

2. Click the **Asset Information** tab.

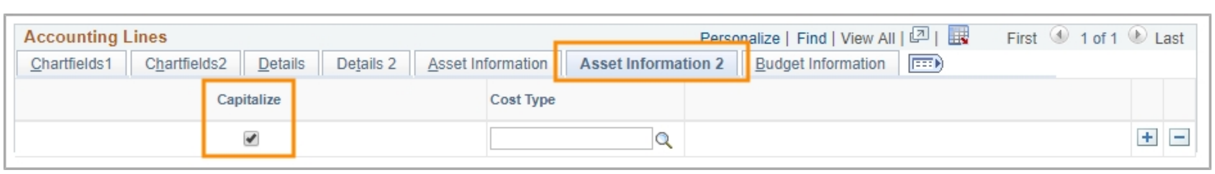
3. Complete the fields:

In this field:	Do the following:
AM Business Unit	Enter **UNCCH**. **Note:** You must complete this field prior to entering the Profile ID.
Profile ID	Search for and choose 1 of the 50 profile IDs that represent the high level asset category of the line item. To search for the profile ID. a. Click the **Lookup** (magnifying glass) icon. b. Click the category that matches the line item you are requesting. **Result:** The system displays the profile ID you selected.



4. Click the **Asset Information 2** tab.

5. Check the box under Capitalize.



Note: You must add asset information for the piece of equipment, as well as any associated costs, including freight, installation fees, discounts, and trade-in values.

Naming a Requisition

1. If you want to be able to search for and locate this requisition by name in the future, complete the field:

In this field:	Do the following:
Requisition Name	Enter a requisition name of five words or less. This field should not be left blank. If the requisitions is of urgency note it in the Requisitions Name as well. **Note:** If you are creating this requisition as a change order, use this field along with the header comments to list the PO number and to indicate that it is a change order. Refer to the *Managing a Requisition, page 47*page for more information about change order.

Entering Line Comments in a Requisition

You can add comments to any or every line on your requisition. These comments are visible to departmental approvers, Purchasing Services, and anyone who opens the document from the Manage Requisitions page.

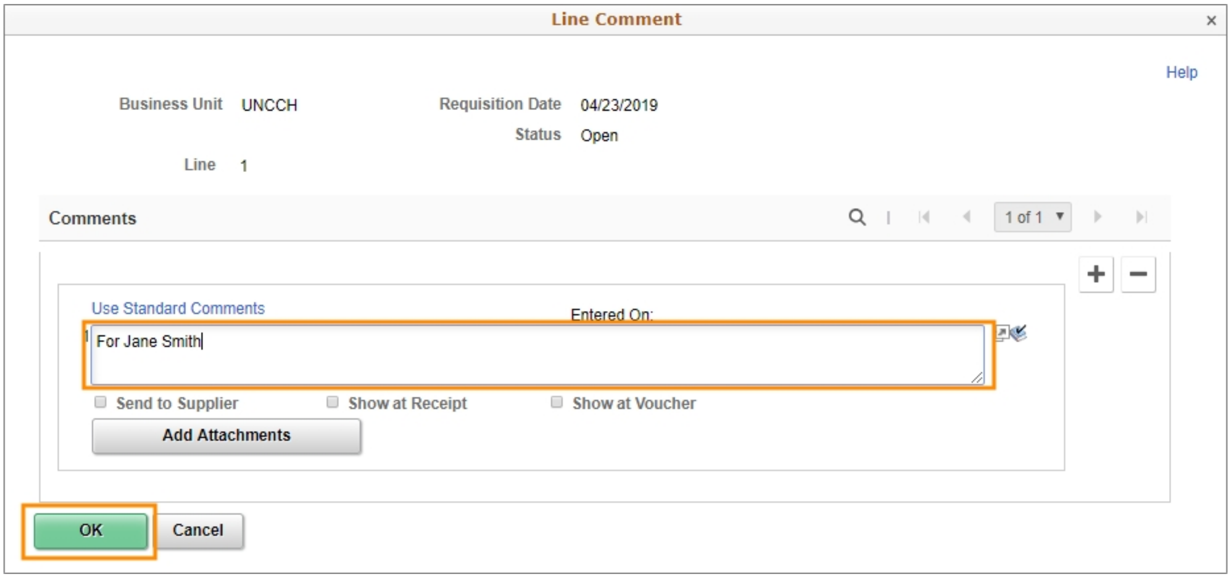
1. Click the **Comment** icon to the right of the line item you want to comment on.

Result: The system displays the Line Comments page.

2. Enter the line level comment and mark the checkboxes to indicate where you want the comment to be visible. You can mark as many checkboxes as necessary.

In this field:	Do the following:
Send to Supplier	Mark this checkbox if you want the comment to appear on the purchase order that is dispatched to the supplier.
Show at Receipt	Mark this checkbox if you want the comment to appear on the receipt documentation.
Show at Voucher	Mark this checkbox if you want the comment to appear on the voucher.

3. Click the **OK** button.



Result: The system returns to the Review and Submit tab.

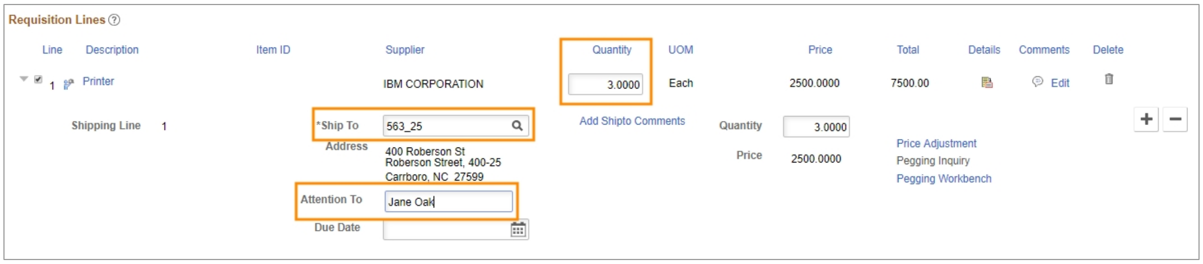
Changing the Default Information for a Requisition Line

The requisition line section displays information about each requisition line. The information defaults from the selections you made on the Add New Items tab, but you may need to make a change. For example, you may want one specific line shipped to a different location than the other lines. Or you may have accidentally entered the wrong quantity for a certain line item.

1. On Checkout - Review and Submit, change the requisition information for any line, click the down arrow to the left of the line you want to change and complete any or all of the following fields:

In this field:	Do the following:
Due Date	Enter the date you want the item by.
Quantity	Enter the quantity you want to order.
Ship To	Enter the ship to location or follow the steps below to search for the appropriate ship to location: a. Click the **Lookup** (magnifying glass) icon. **Result:** The system displays the first 300 ship to addresses. b. In the Description field, change “begins with” to “contains.” Type a word or two to describe your location and click **Look Up.** c. Click the link for the ship to location you need. **Result:** The system sends this line to the selected location.

In this field:	Do the following:
Attention To	Enter the name of the person to whose attention the shipment needs to be sent. **Note:** If you work in Auxiliary Services, enter the shop, job, and phase code here, if applicable.



Note: If a line needs to be received by Amount instead of Quantity, complete steps 2 through 4. Otherwise skip to step 5.

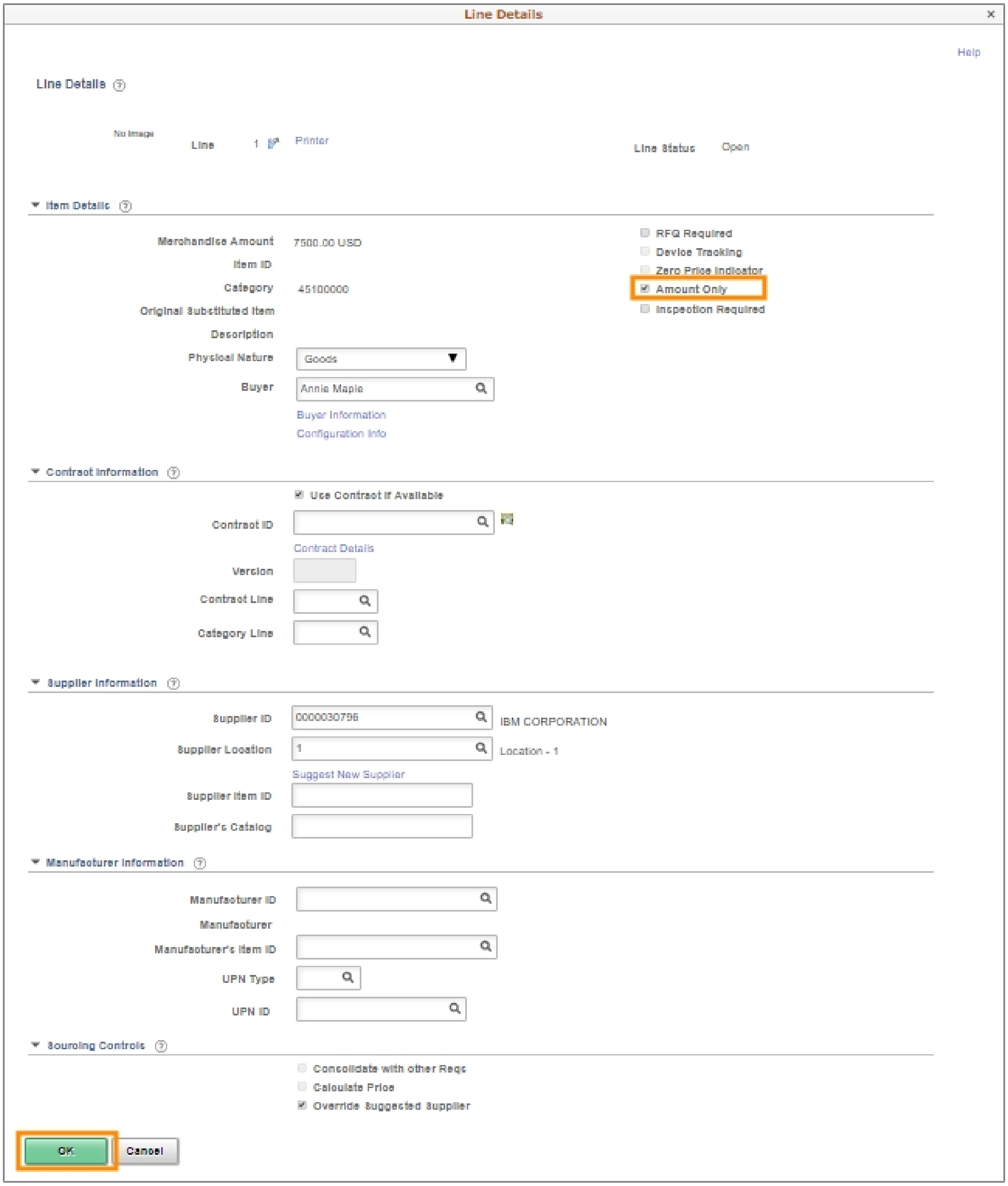
2. To mark a line as Amount Only, click the **Line Details** button.

Result: The system displays the Line Details page pop-up.

3. Complete this step:

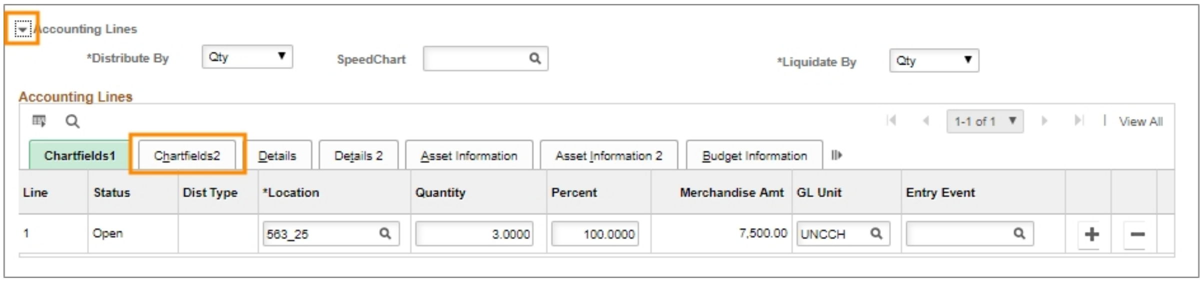
In this field:	Do the following:
Amount Only	Check this checkbox.

4. Then click the **OK** button.

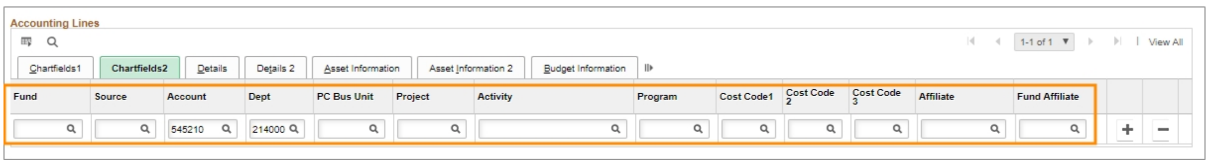


5. To modify chartfield information, click the gray triangle beside Accounting Lines.
6. Click the **Chartfields2** tab.

Note: For information about chartfields, refer to the Chartfield Structure quick reference card.



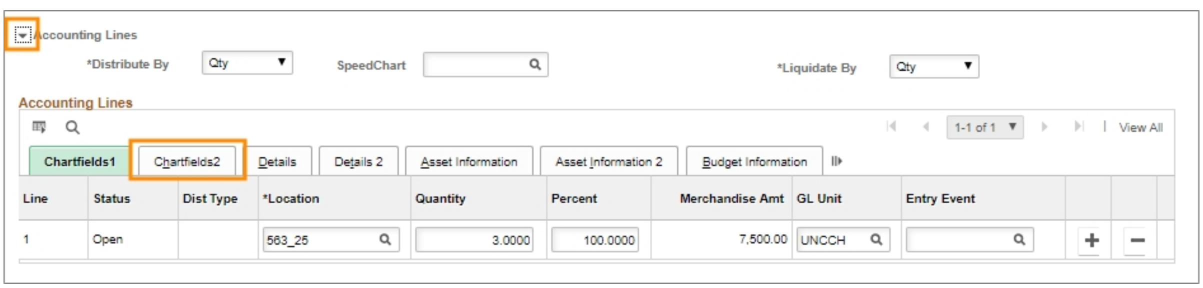
Result: The system displays any default chartfields. You can change them and enter other chartfields as necessary.



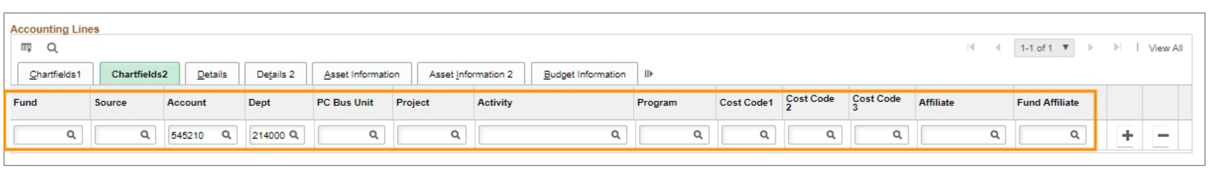
Entering a Contract or Grant Chartfield String with a SpeedChart

You can always use the instructions above to manually enter a chartfield string for a contract or grant, but a quicker way is to just enter the Project ID into the SpeedChart field. When you do, the system will fill in the rest of the chartfield string for you automatically.

1. In the Accounting Lines section, click the **Chartfields2** tab.

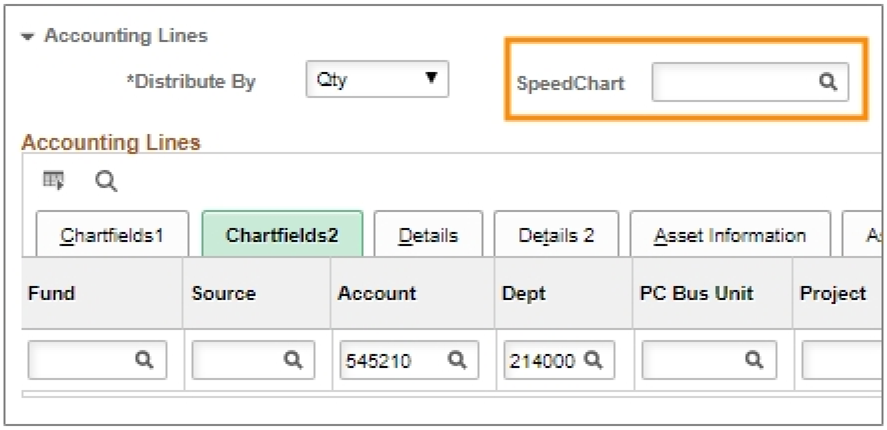


Result: The system displays your default chartfield string or one that you've manually entered.

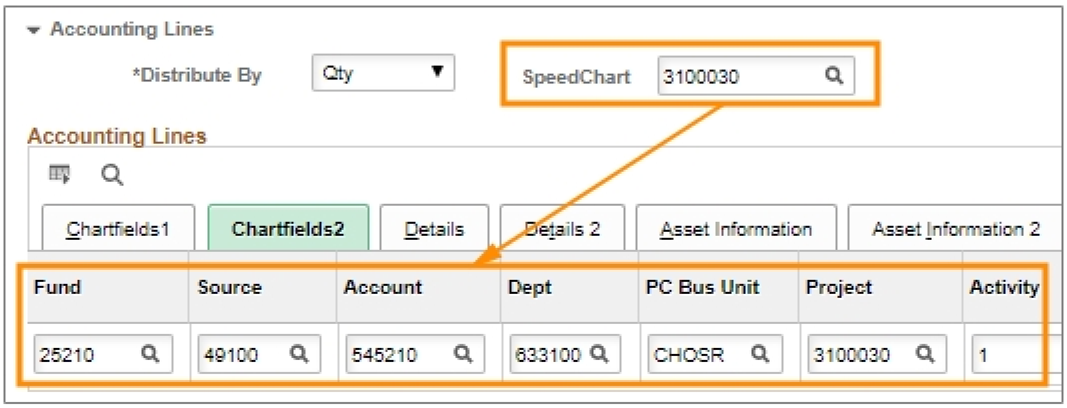


2. Enter the Project ID for the contract or grant in the **SpeedChart** field.

Note: You may need to click into another field on the requisition to get the chartfields to update.



Result: The chartfield string is updated based on the Project ID you chose.



3. If necessary, update the Account field.

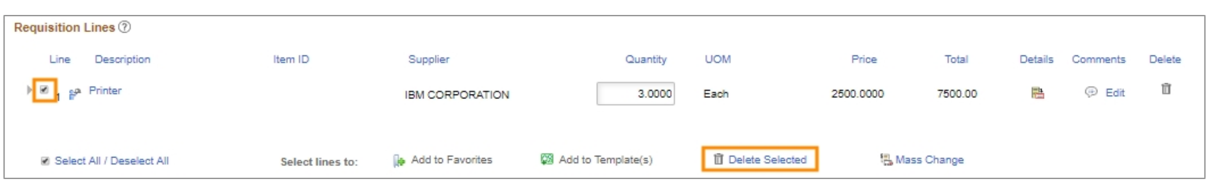
   Note: The SpeedChart does not update the Account field and keeps the default value. You can change the Account manually if you need to.

Deleting Items from the Requisition

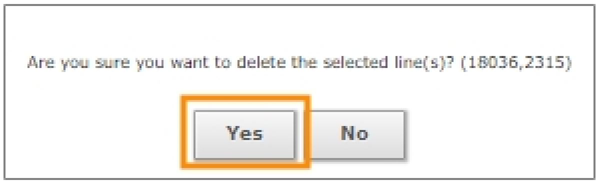
If you need to remove one or more lines from your requisition, you can delete them before saving and submitting the requisition.

1. Mark the checkbox in the row that you want to delete.

2. Click the **Delete Selected** link.



3. When prompted, click the **Yes** button to confirm that you want to delete the selected lines.



Result: The system removes that line and, if all lines are deleted before the requisition has been saved, displays the Add Items and Services tab.

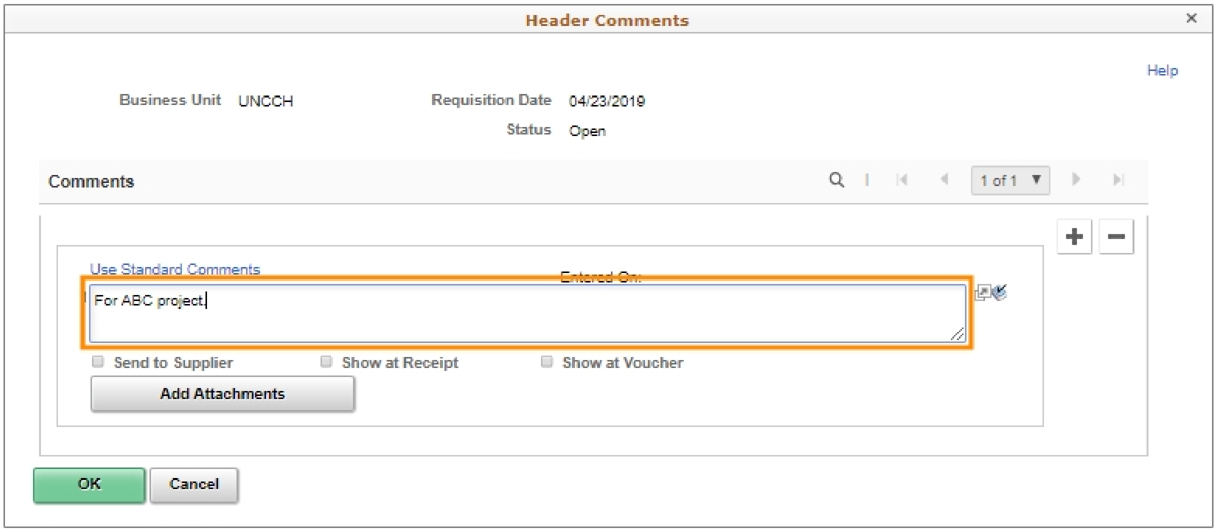
Note: If the requisition has already been saved, the system shows an error message if you try to delete every line. You must leave at least one line or start a new requisition from scratch.

Entering Comments Applicable to the Entire Requisition

If you need to, you can enter comments that apply to the entire requisition, rather than individual lines on the requisition. If this is a change order for an existing purchase order, you must enter "Change Order for PO = 2XXXXXXXXX" in the header comments.

1. Enter general information about the requisition in the **Comments** field.
    - contact information of a potiential supplier
    - any deposits that are required
    - if lines need to be recieved by amount only
2. Under the Comments field, mark the checkboxes to indicate where you want the comment to be visible. You can mark as many checkboxes as necessary.

In this field:	Do the following:
Send to Supplier	Mark this checkbox if you want the comment to appear on the purchase order that is dispatched to the supplier.
Use Standard Comments	Click this link if you want to choose a pre-defined standard comment, such as Change Order, Check with Order, and so on. **Result:** The system displays the Standard Comments page. a. Search for and choose, or enter, the appropriate **Comment Type**. b. Click the **OK** button. **Result:** The system returns you to the RFQ Header Comments page.
Show at Receipt	Mark this checkbox if you want the comment to appear on the receipt documentation.
Shown at Voucher	Mark this checkbox if you want the comment to appear on the voucher.

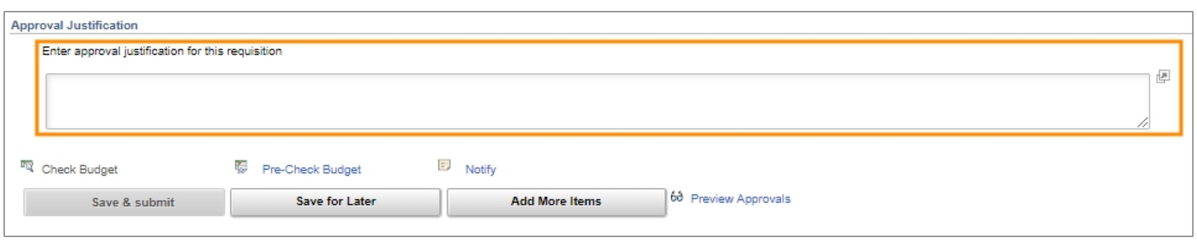


3. Click the **OK** button.

   Result: the system returns your to Checkout- Review and Submit.

Approval Justification

Enter approval justification comments in the Approval Justification section.



Budget Error Notification

Procurement document creators will receive email alerts when the chartfield strings used in existing purchase requisitions and purchase orders contain budget errors.

The email alert includes: document type, document number, a link to a training video of how to correct the budget error, and a link to the transaction detail.

A sample of the email alert is below:

Message 1:	Alerts - Requisition Budget Errors (30003,7)
Explanation:	Requisition Budget Errors
Supplier:	0000063408 - GIOMAYAL SA DE CV
Requisition:	UNCCH.1000165106
Entered On:	2016-06-22
Training:	Budget Errors QRC

Query Name:NC_ALERT_EP_KK_ERRORSGo To:Transaction Detail

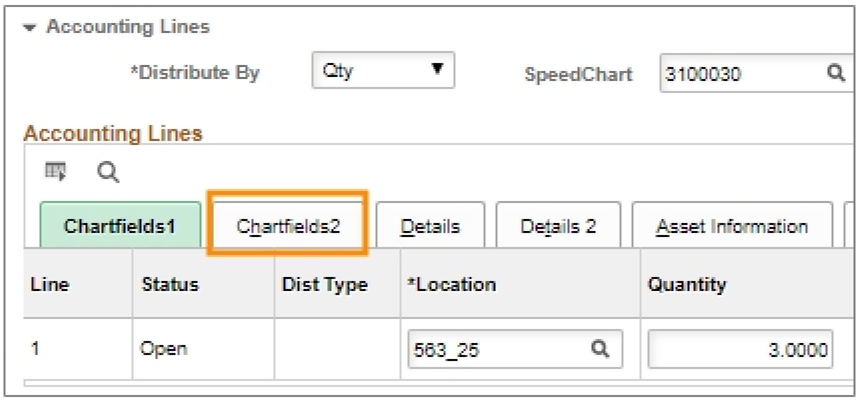
Link to Common Budget Check Exceptions training designed to provide you with details for correcting the budget error.

Time-saving Features

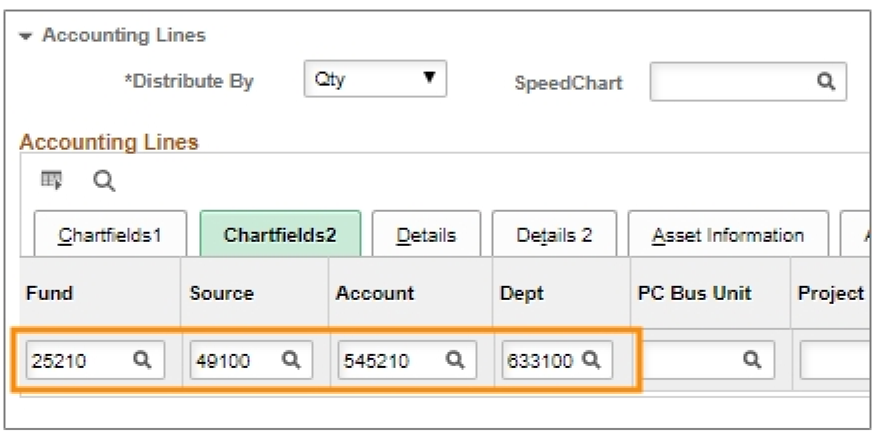
Entering a Contract or Grant Chartfield String with a SpeedChart

You can always manually enter a chartfield string for a contract or grant, but a quicker way is to just enter the Project ID into the SpeedChart field. When you do, the system will fill in the rest of the chartfield string for you automatically.

1. In the Accounting Lines section, click the **Chartfields2** tab.

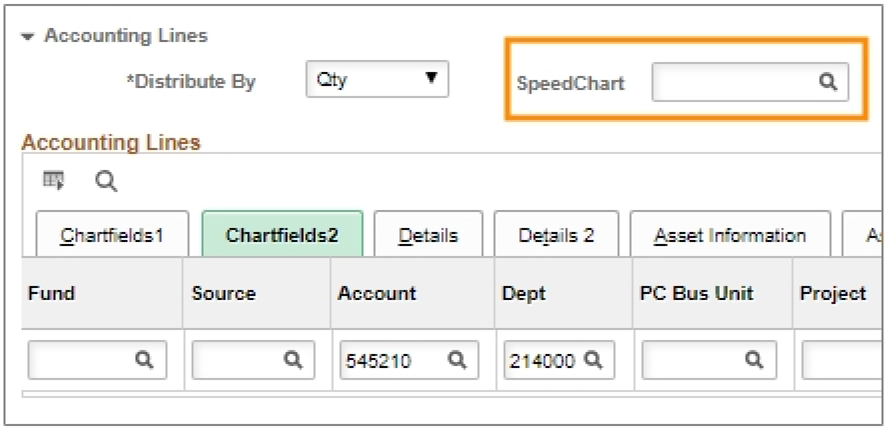


Result: The system displays your default chartfield string or one that you've manually entered.

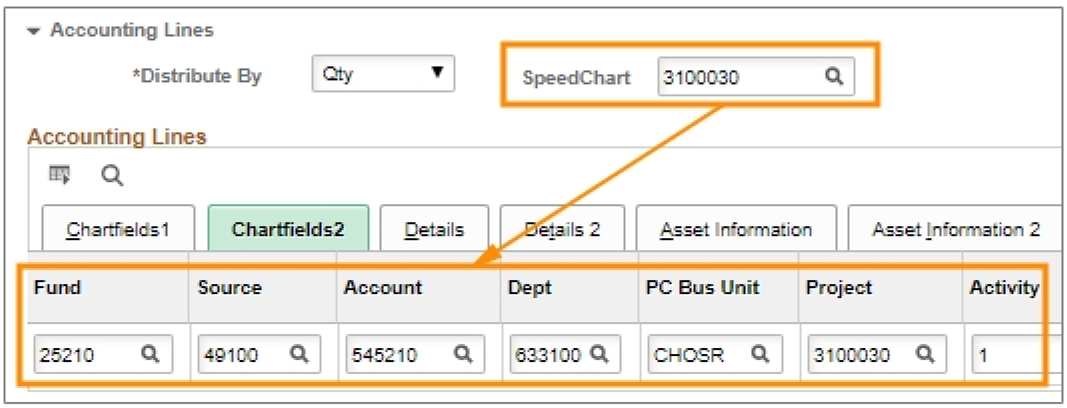


2. Enter the Project ID for the contract or grant in the **SpeedChart** field.

Note: You may need to click into another field on the requisition to get the chartfields to update.



Result: The chartfield string is updated based on the Project ID you chose.



3. If necessary, update the Account field.

   Note: The SpeedChart does not update the Account field and keeps the default value. You can change the Account manually if you need to.

Requisition Settings

Overview

For purchase requisitions that will include multiple items, the Requisitions Settings allows you to save time by first entering information into certain fields that will not be cleared out each time that you click Add to Cart.

Using the Requisition Settings link is optional and is intended to save you time when entering lengthy requisitions.

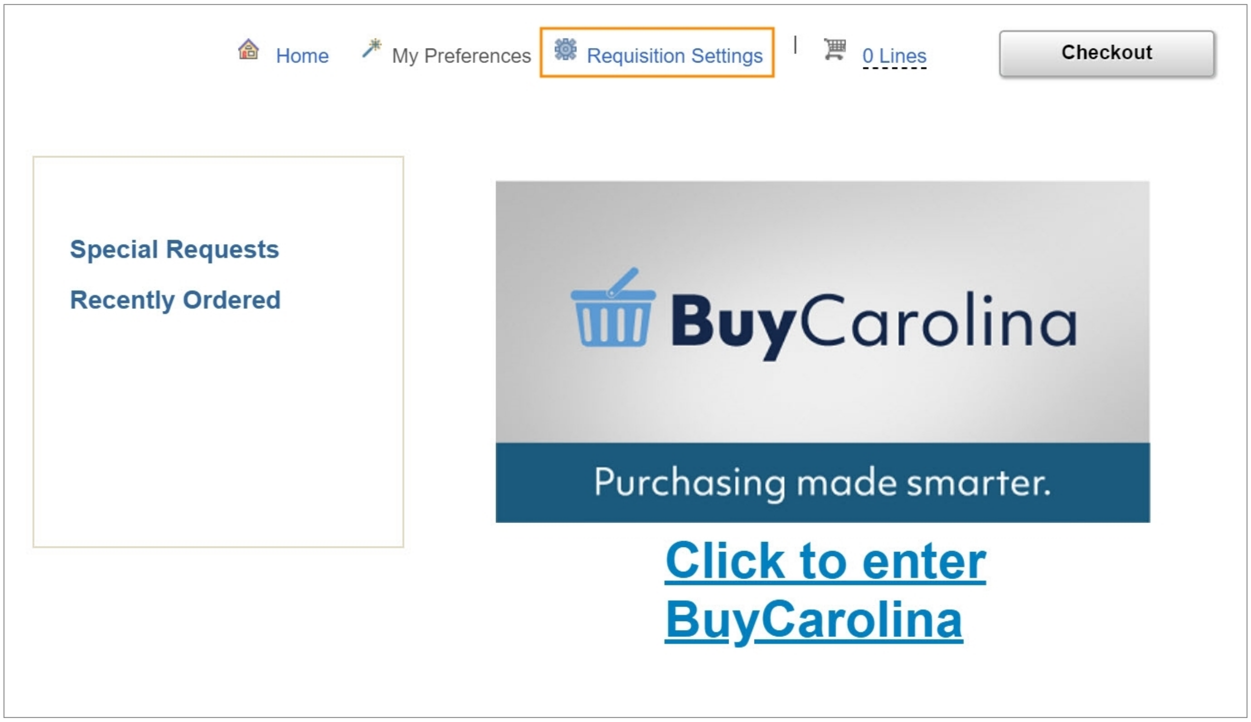
Using Requisition Settings Link

Follow these steps to use the Requisition Settings link:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order> Requisition**

Result: The Create Requisition Page will automatically display the Supplier Catalog.

2. Click the **Requisition Settings** link.



3. Select **Override** and then complete any of the remaining fields that you want to remain in the form after each time you add an item to the requisition.

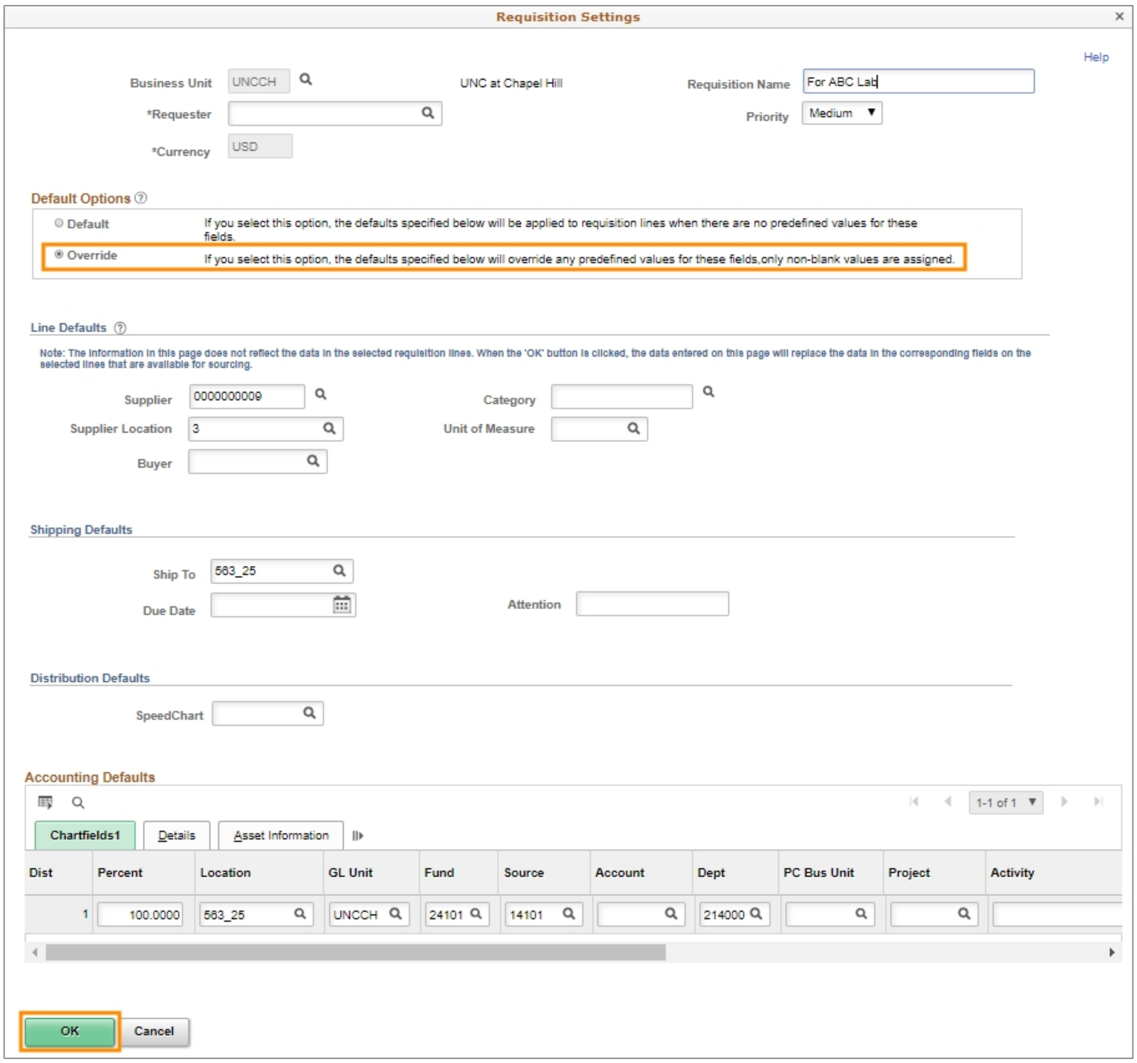
Note: You can leave as many of the fields blank as you want but will want to complete each of the fields that will be the same for all of the items that you will add to the purchase requisition.

In this field:	Do the following:
Supplier	Click the Lookup (magnifying glass) icon to search for the supplier
Buyer	Leave blank.
Supplier Location	Leave blank.
Category	Leave blank as most of the items on the purchase requisition will fall under different categories.
Unit of Measure	Select a Unit of Measure if one unit of measure can be applied to all of the items that will be included on the Purchase Requisition. **Note:** "EA" (Each) will work for most items.
Ship To	You do not need to change the default information that appears in this field unless you want all of the items to be shipped to an alternate location. Click the Lookup (magnifying glass) icon to change locations if needed.

In this field:	Do the following:
Due Date	If you want to specify a date that you need all of the items by, enter that date.
Attention	If all items will need to be sent to the same person, enter that person's name here.
Pct	Leave blank.
Location	If you want the Location for all of your items to be different from your default location, enter it here.
GL Unit	If you want the GL Unit for all of your items to be different from your default, enter it here.
Fund	If you want the Fund for all of your items to be different from your default, enter it here.
Source	If you want the Source for all of your items to be different from your default, enter it here.
Account	Leave blank. This field is automatically updated based on the Category you select for each item.
Dept	If you want the Dept for all of your items to be different from your default, enter it here.
PC Business Unit	If you want the PC Business Unit for all of your items to be different from your default, enter it here. **Note:** Only enter this field if you also enter a Project ID.
Project ID	If you want the Project ID for all of your items to be different from your default, enter it here.
Activity	If you want the Activity for all of your items to be different from your default, enter it here. **Note:** Only enter this field if you also enter a Project ID.
Program	If you want the Program for all of your items to be different from your default, enter it here.
Cost Code 1	If you want the Cost Code 1 for all of your items to be different from your default, enter it here.
Cost Code 2	If you want the Cost Code 2 for all of your items to be different from your default, enter it here.
Cost Code 3	If you want the Cost Code 3 for all of your items to be different from your default, enter it here.
Affiliate	If you want the Affiliate for all of your items to be different from your default, enter it here.

In this field:	Do the following:
Fund Affiliation	If you want the Fund Affiliation for all of your items to be different from your default, enter it here.

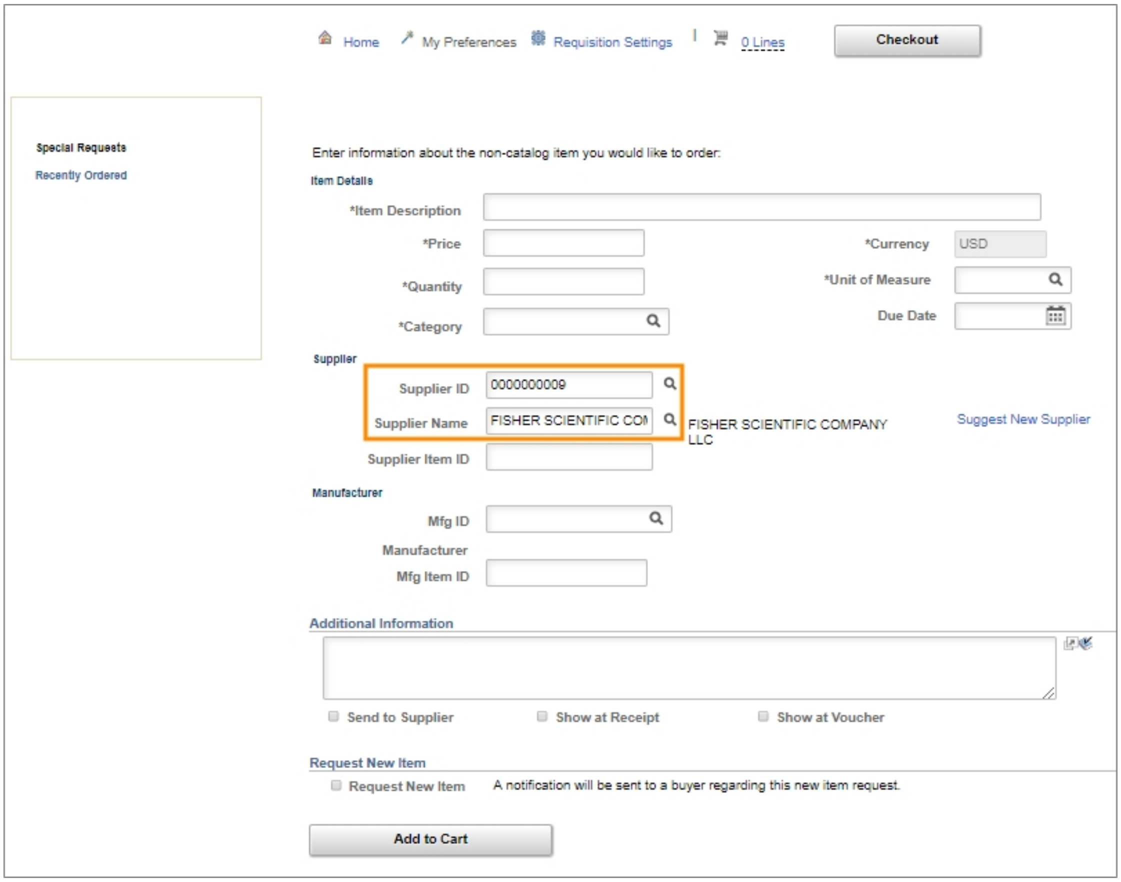
4. After completing any of the fields that you want to remain in the form after each time you add an item to the requisition, click the **OK** button.



5. Click the **OK** button to start creating purchase requisition.

   Result: The fields that were completed on the Requisition Settings are already entered in the Special Special link and will remain in the form each time that you click Add to Cart to add another item.

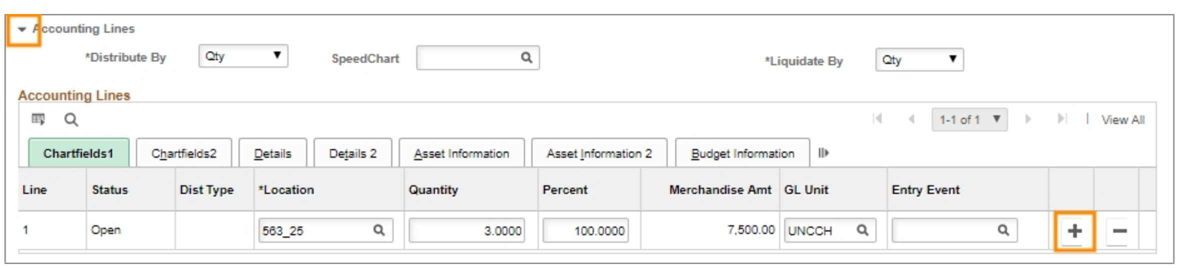
6. Click the **Special Request** link.



Splitting Funds for a Line of the Requisition

1. To use multiple chartfield strings on any line, click the down arrow to the left of the line you would like to split fund.

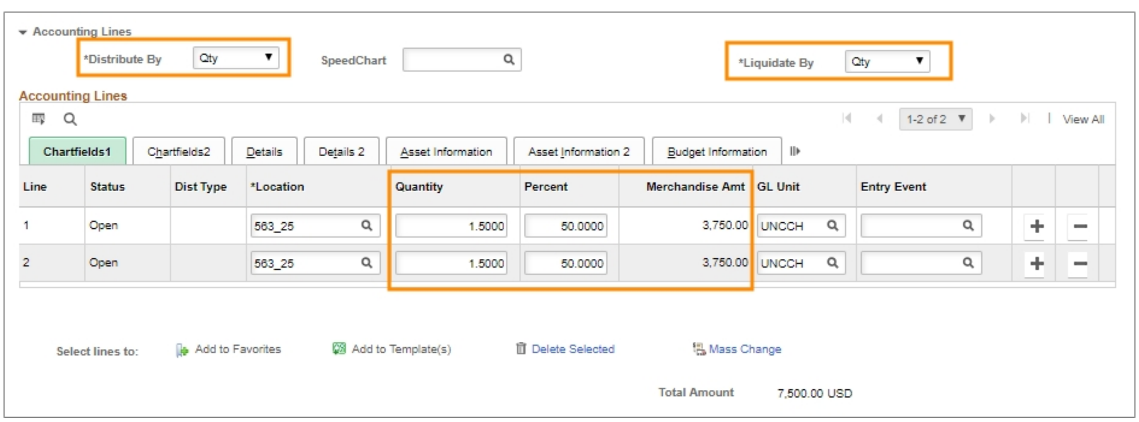
2. Click the **+** icon.



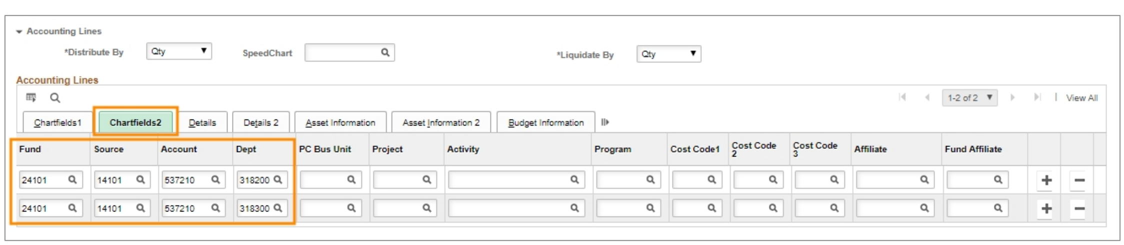
Result: The system displays a second line.

3. Complete the fields, if necessary:

In this field:	Do the following:
Distribute By	Choose the option you want: • **Quantity** if you want to split the funding by quantity. • **Amt** if you want to split the funding by amount. Always choose this option for services, so you can create a receipt by amount.
Liquidate By	Choose the option you want in the event that you end up recapturing some or all of the money: • **Quantity** if you want to liquidate by quantity. • **Amt** if you want to liquidate by amount. **Note**: If you chose to distribute by amount, you must liquidate by amount. If you chose to distribute by quantity, you can liquidate by amount or quantity.
Location	Enter the location you are ordering from.
Quantity	If you chose to distribute by Quantity, enter the quantity for each line. If you chose to distribute by Amt, the system doesn't display this field.
Percent	If you chose to distribute by Amt, enter the percentage to assign to each line. If you chose to distribute by Quantity, leave this field blank.



Note: For information about chartfields, refer to the Chartfield Structure quick reference card.



Modifying Line, Shipping, or Chartfield Information and Applying it to the Entire Requisition

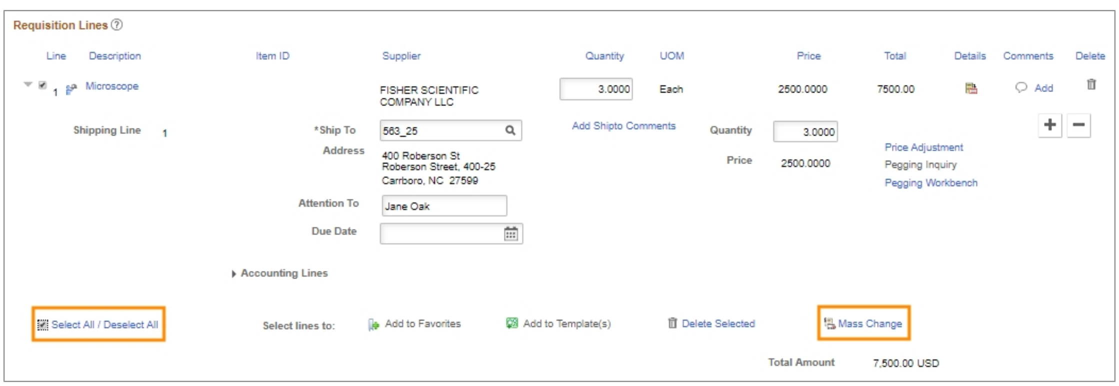
If you want to make the same change to every line item, use the **Mass Change** link to do so. Use this option to modify any of the following:

- supplier
- buyer
- category code
- shipping information
- accounting information

1. In the Requisition Lines section of the Checkout - Review and Submit page, complete the field:

In this field:	Do the following:
Select All /Deselect All	Mark the checkbox.

2. Click the **Mass Change** link.

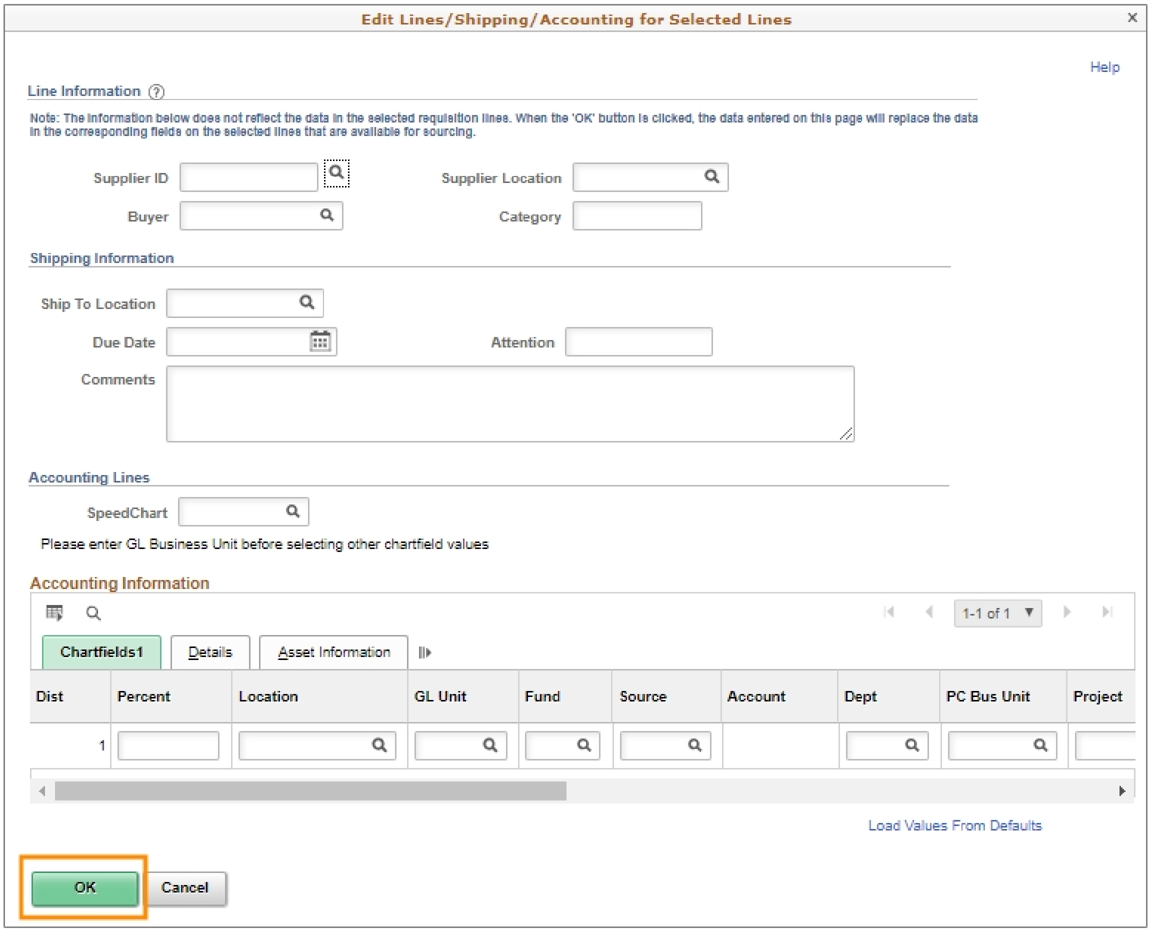


Result: The system displays the Edit Lines/Shipping/Accounting for Selected Lines. All fields will come in blank, even if they have values associated with them.

3. Enter new information in any field. Leaving a field blank does not affect the original value of that field. Remember that the information you enter affects every line item on this requisition.

Note: For information about chartfields, refer to the Chartfield Structure quick reference card.

4. Click the **OK** button.

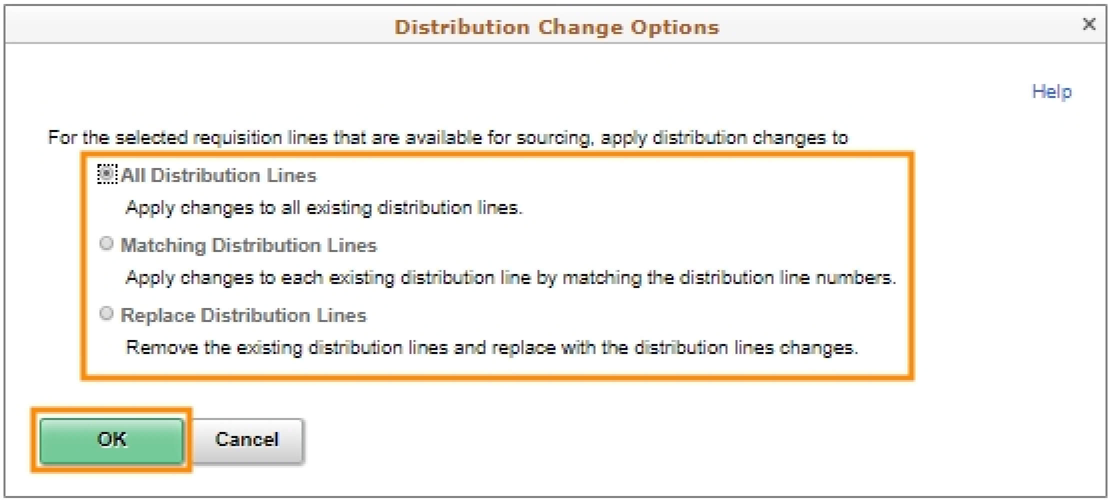


Result: The system displays the Distribution Change Options page.

5. Choose the appropriate option:

In this field:	Do the following:
All Distribution Lines	Mark this checkbox to apply changes to all distribution lines.
Matching Distribution Lines	Mark this checkbox to apply changes to each existing distribution line by matching the distribution line numbers.
Replace Distribution Lines	Mark this checkbox to remove the existing distribution lines and replace them with changed distribution lines.

6. Click the **OK** button.



Result: The system changes to the requisition header information and displays the Review and Submit tab.

Requesting a Multi-Year Contract

Overview

When entering a requisition for a multi-year contract, it's important that you structure your requisition correctly. This will greatly aid the buyer who is tasked with creating purchase orders from your requisition and will help avoid potential errors. Here, we highlight the key things you need to do to enter the requisition correctly. For general information about creating a purchase requisition, see the *Creating a Purchase Requisition* section in this guide.

Requesting a Multi-Year Contract

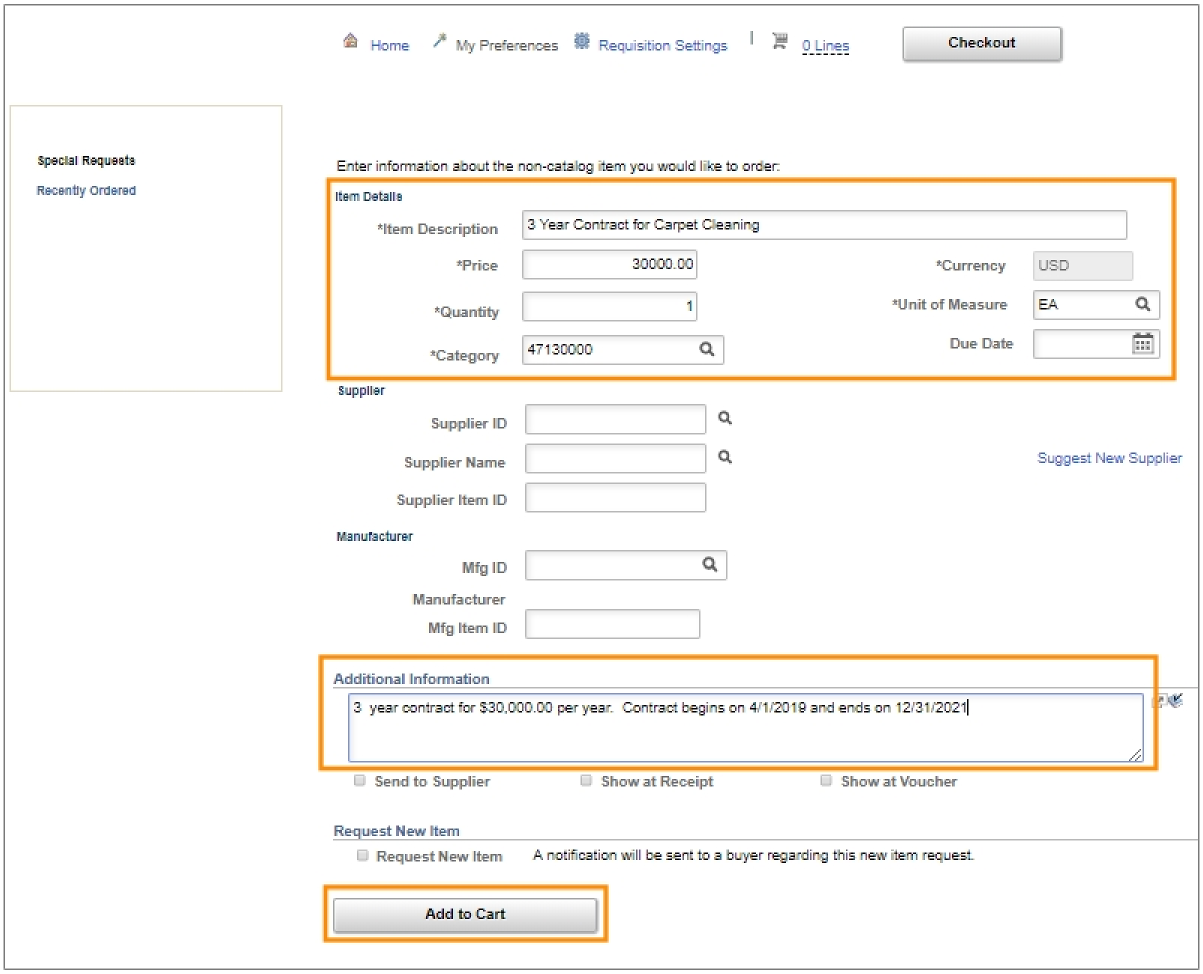
Follow these steps the request a multi-year contract:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order> Requisition**

2. Click the **Special Request** link.

3. Complete the fields:

In this field:	Do the following:
Item Description	Enter a clear description for the contract.
Price	Enter the total cost for all years of the contract, **not** the amount per year.
Quantity	Enter "1" in this field.
Unit of Measure	Enter EA for each.
Category	Choose the appropriate category for your service.
Due Date	Enter the date you need your goods or services. This field is optional.
Supplier ID	Choose the Supplier ID from the lookup icon.
Supplier Name	This will fill in automatically after you've chosen the Supplier ID.
Additional Information	Enter information that specifies the amount and length of the contract. Make sure to enter when the contract will begin, end, and when it may be time to renew the contract.



4. Click the **Add to Cart** button.

5. Click the **Checkout** link.

6. If needed, make any necessary adjustments to the options on this screen, such as the chartfield string.

7. **If You Want to Receive by Amount Only Instead of Quantity:** do not mark the Amount Only checkbox. Instead, mention that you need the PR paid out by amount only in the Requisitions Comments field.

8. Click the **Attachments and Comments** link and attach supporting documentation.

   Note: It's very important to include adequate documentation and comments so the buyer knows exactly how to structure the contract.

9. Click the **Pre-Check Budget** button.

   Note: Pre-checking the budget only checks that there is enough budget on a chartfield string at the time you check it. The system does not pre-encumber, or hold the money out of the budget. Pre-encumbrances happen once the purchase requisition is approved, so it is possible that there won't be enough budget to cover the request once it's approved if another transaction uses the budgeted money on the chartfield string first.

10. Click the **Save and submit** button.

Once the buyer processes your requisition, a separate purchase order will be created for each year of the contract. The amount on each purchase order will only be the portion that will be used for that particular year of the contract. In the example we used in the steps above, we asked for a three year contract for $30,000. The buyer will create three $10,000 purchase orders, one for each year of the contract.

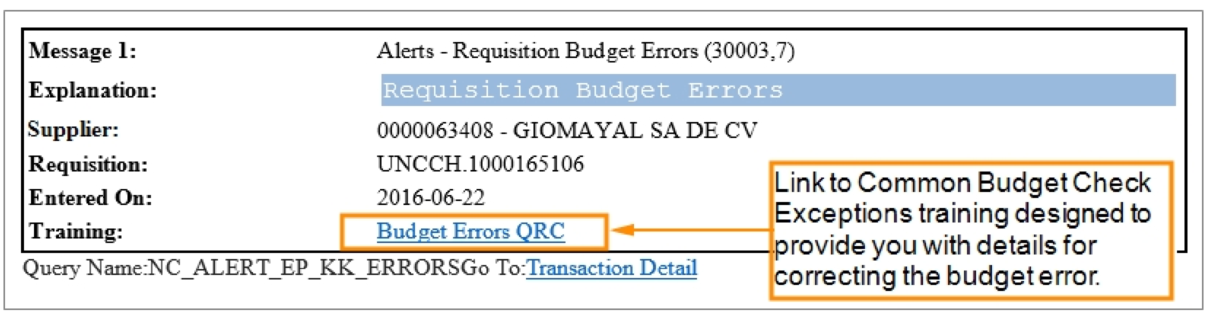
Note: Be aware that future year POs with non-project-related chartfield strings for future budget years will show budget a budget error of “Budget is Closed” or “Budget is On Hold.” This is to be expected and will be rectified when the next budget year is opened. Project-related chartfield strings don’t necessarily follow the fiscal year and therefore can have multiple budget years open. Any budget errors on project-related POs will either be because the chartfield string is over budget or the budget period for the project has ended.

Budget Error Notification

Procurement document creators will receive email alerts when the chartfield strings used in existing purchase requisitions and purchase orders contain budget errors.

The email alert includes: document type, document number, a link to a training video of how to correct the budget error, and a link to the transaction detail.

A sample of the email alert is below:



Requisition for Contingent Labor (Third-party Worker)

Overview

When entering a requisition for a third-party staffing contract, it is important to structure your purchase requisition correctly. Once this type of purchase requisition (PR) is approved as a purchase order (PO) it will automatically be uploaded to the corresponding work order in the VDNLY system. Then the worker will have the ability to complete their timesheet. After a third-party employee's timesheet is signed off by their manager/supervisor; the systems will automatically match the timesheet to the correct purchase order associated with the employee to initiate payment from Accounts Payable.

Note: Receiving for this type of purchase requisition is optional.

Here, we highlight the key things you need to do to enter the requisition correctly. For general information about creating a purchase requisition, see the Creating a Purchase Requisition section in this guide

Requisition for Contingent Labor

Follow these steps to enter a requisition for Contingent Labor:

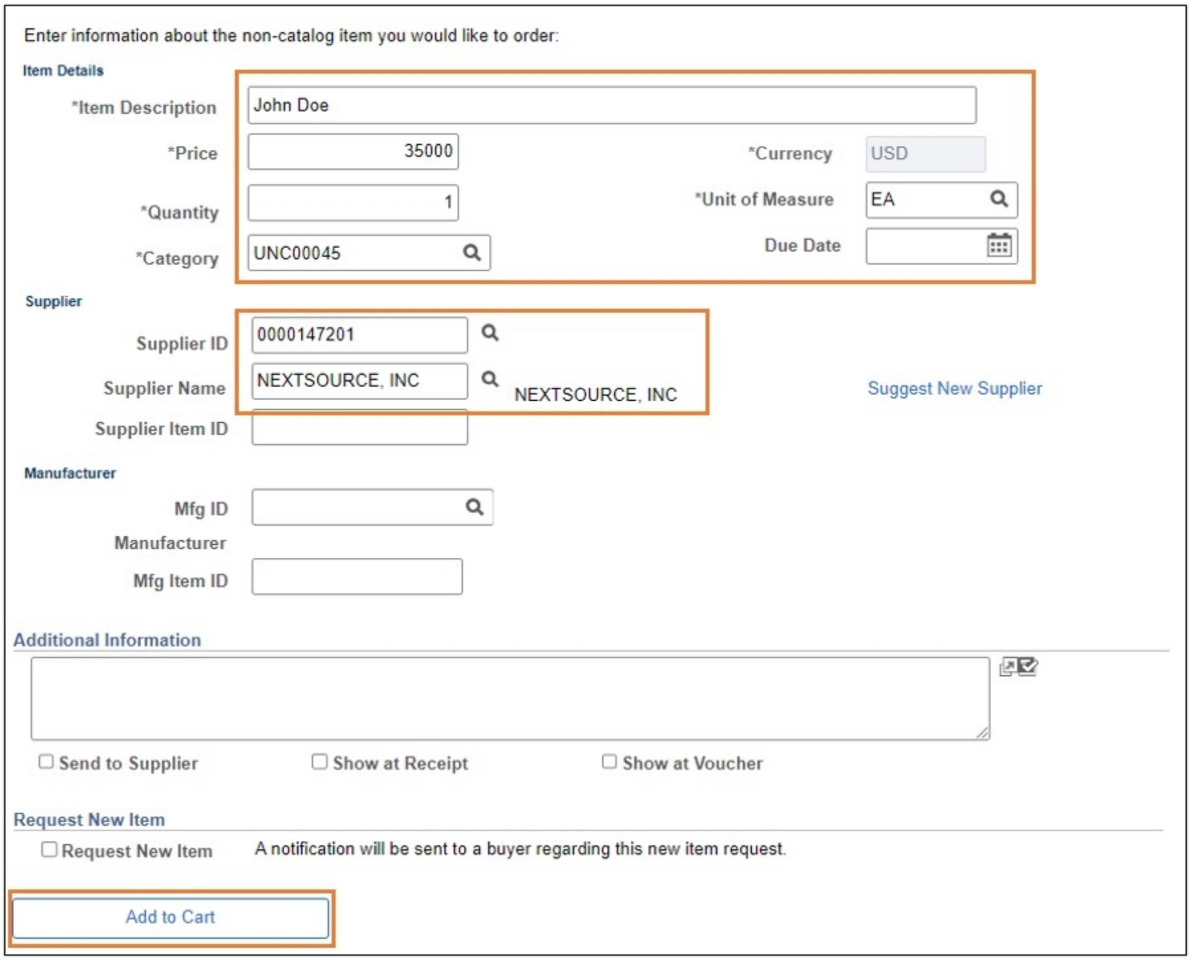
1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order> Requisition**

2. Click the **Special Request** link.

3. Complete the fields:

In this field:	Do the following:
Item Description	Enter a the workers name and PID (Personal Identification Number)
Price	Enter the total estimated payout based on the worker's estimated hours, billing rate, and any anticipated overtime/expenses, as provided in the VNDLY system for this specific worker.
Currency	Confirm that the currency is USD. US Dollars is the only option the system allows.
Quantity	Enter **1** in this field.
Unit of Measure	Enter **EA** for each.
Category	Enter **UNC00045** or **UNC000047**
Due Date	Leave this field blank
Supplier ID	Enter **0000147201**

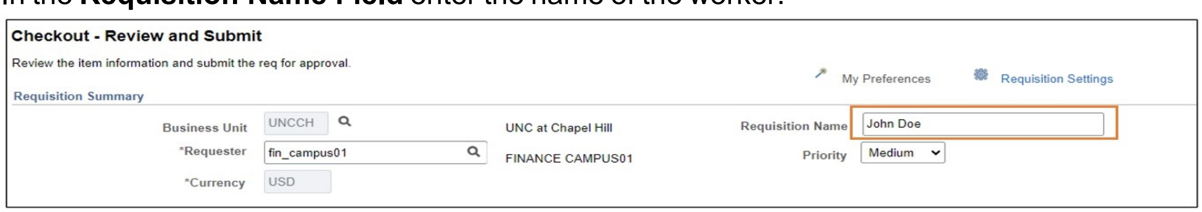
In this field:	Do the following:
Mfg ID	Leave this field blank
Mfg Item ID	Leave this field blank



4. Click the **Add to Cart** button.

5. Click the **Checkout** link.

6. In the **Requisition Name Field** enter the name of the worker.



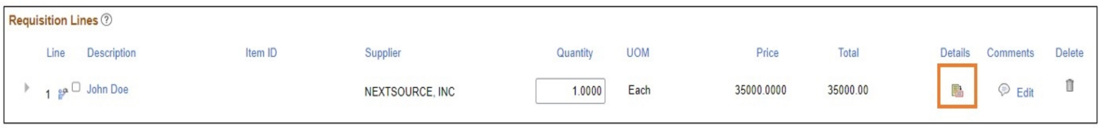
7. If needed, make any necessary adjustments to the options on this screen, such as the chartfield string.

8. Click the **Attachments and Comments** link and attach supporting documentation.

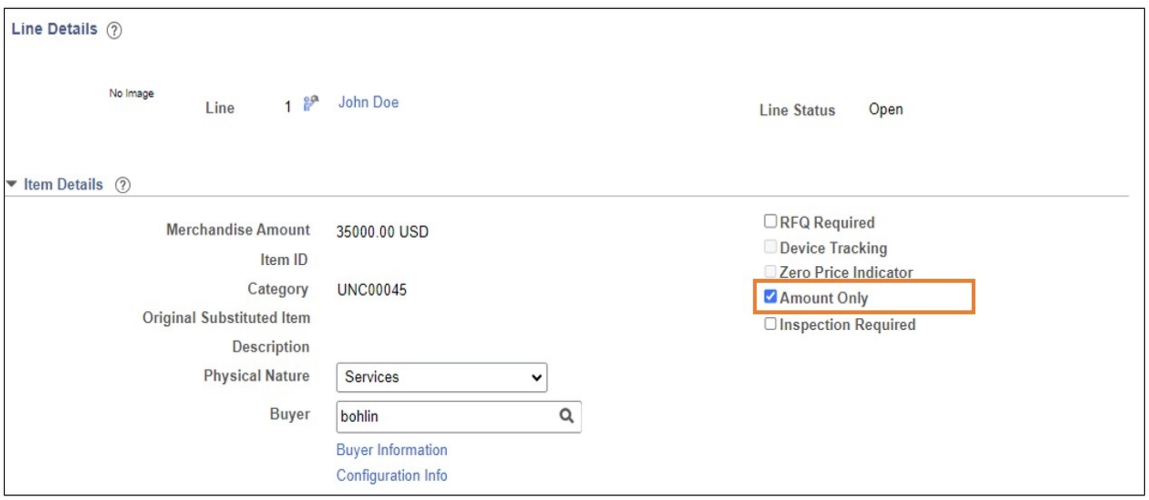
Note: Add a Word Document that includes:

1. Name of the Worker
2. Anticipated start date on assignment.
3. The bill rate.
4. Anticipated end date of the assignment.

9. Set the requisition as **Amount Only**, by clicking the **Line Detail** icon.



10. Click the **Amount Only** box.



11. Click the **OK** button.

12. Click the **Pre-Check Budget** button.

Note: Pre-checking the budget only checks that there is enough budget on a chartfield string at the time you check it. The system does not pre-encumber, or hold the money out of the budget. Pre-encumbrances happen once the purchase requisition is approved, so it is possible that there won't be enough budget to cover the request once it's approved if another transaction uses the budgeted money on the chartfield string first.

13. Click the **Save and submit** button.

    Results: From here, the requisition will route for financial approval. When that is complete, the requisition will route to Purchasing where a PO will be assigned. PO data will be automatically uploaded to the VNDLY system.

Managing a Requisition

Overview

Use the Manage Requisitions page to search for a supplier catalog order or non-supplier catalog requisition that has already been created. Once you have found the requisition you can:

- *Copying a Requisition (not available for supplier catalog orders), page 48*
- *Printing a Requisition, page 49*
- *Viewing the Reason a Requisition was Rejected, page 51*
- *Modifying a Requisition , page 52*
- *Canceling a Requisition , page 54*
- *Returning Items, page 54*
- *Viewing a Requisition's Life Cycle, page 55*

Specific instructions for each of these actions is provided in the sections that follow.

Related Reference

For information on creating a new requisition, see *Creating a New Purchase Requisition , page 9*

Managing a Requisition

Follow these steps to manage a requisition:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Manage Requisition**

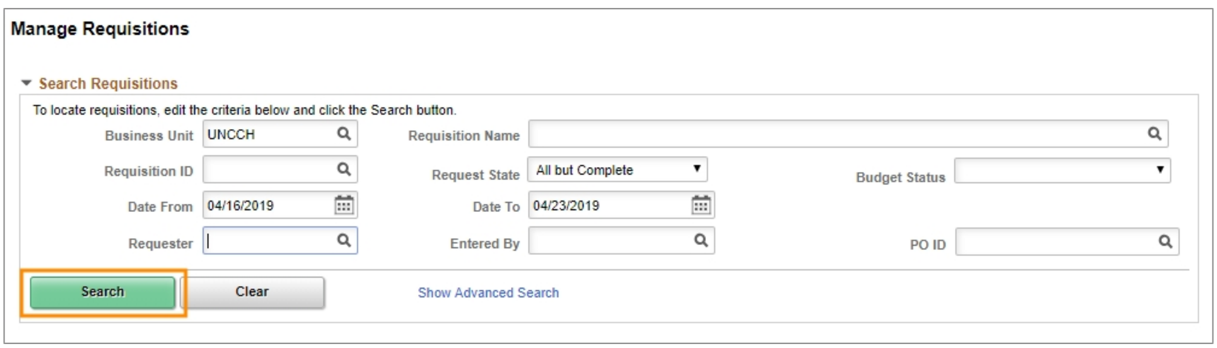
Before you can perform any of the Manage Requisition functions, you must search for and select the requisition you would like to cancel, copy, print, or edit.

2. On the Manage Requisitions page, complete one or more of the fields:

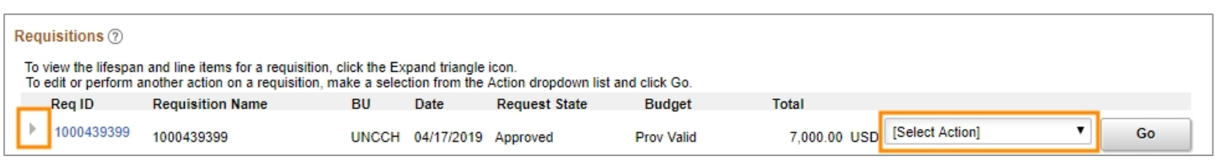
In this field:	Do the following:
Business Unit	Enter the business unit associated with the requisition you are searching for.
Requisition Name	If the requisition was given a name, enter the name of the requisition you are searching for.
Requisition ID	Enter the requisition ID of the document you are searching for.

In this field:	Do the following:
Request Status	Choose the appropriate status from the list box of the requisition you are searching for.
Date From	Use the Date From and Date To fields to search for requisitions created within a specific date range.
Date To	Use the Date From and Date To fields to search for requisitions created within a specific date range.
Requester	Enter the Requester ID of the person listed as the requester on the requisition you are searching for. **Note:** The requester is the department contact for the requisition.
Entered By	Enter the ID of the person who entered the requisition you are searching for.
PO ID	Enter the purchase order ID associated with the requisition you are searching for.

3. Click the **Search** button.



Result: The system displays the first 50 results that meet the criteria you specified. If you don't see the requisition you are searching for within those results, enter more criteria in the search fields and try again.



4. Once you see the requisition you are looking for in your search results, refer to the steps below to copy, print, edit or cancel that requisition.

Copying a Requisition (not available for supplier catalog orders)

Use the Copy Requisition feature to copy any existing non-supplier catalog requisition instead of creating a new one from scratch. This can be helpful if a new requisition will be similar to one that was already created.

The requisition you are copying can be in any status. When you copy an existing requisition, the system:

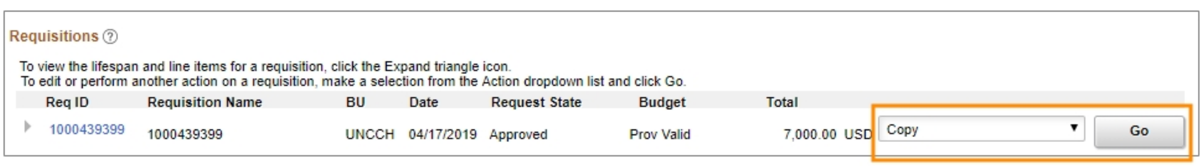
- copies the information from the previously created requisition
- assigns a new Req ID to the new requisition
- displays the Checkout - Review and Submit page of the Requisitions page

You can modify your new, copied requisition before submitting it for approval.

1. Once you find the requisition you want to copy, complete the field:

In this field:	Do the following:
Select Action	Choose **Copy** .

2. Click the **Go** button.



Result: The system copies the requisition and displays the Checkout - Review and Submit page of the Create Requisitions page.

3. Make any changes to the requisition, including updating the chartfield information, if necessary.

   Note: The attachments are not copied from the original requisition to the new requisition. You will need to attach documentation if the requisition's business rules require it.

4. Click the **Save for Later** button.
5. Click the **Pre-Check Budget** button.
6. Click the **Save & submit** button.

Printing a Requisition

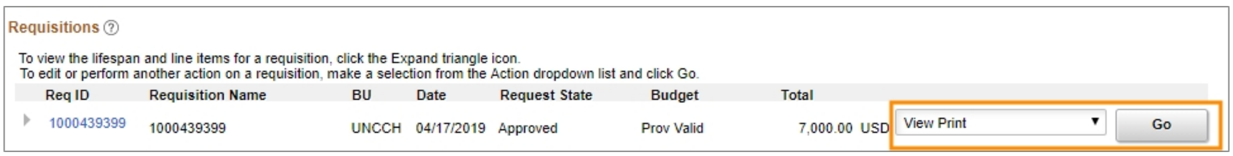
Any printed requisition can display one of these levels of detail:

- Detailed chartfield information
- High-level summary information

1. Once you find the requisition you want to print, complete the field:

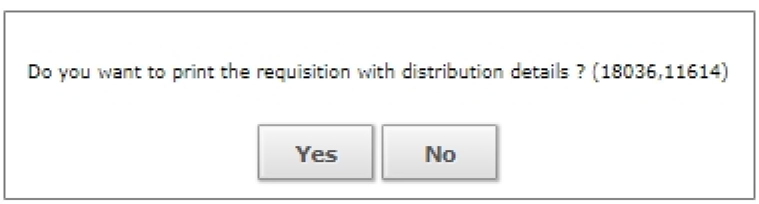
In this field:	Do the following:
Select Action	Choose **View Print**.

2. Click the **Go** button.

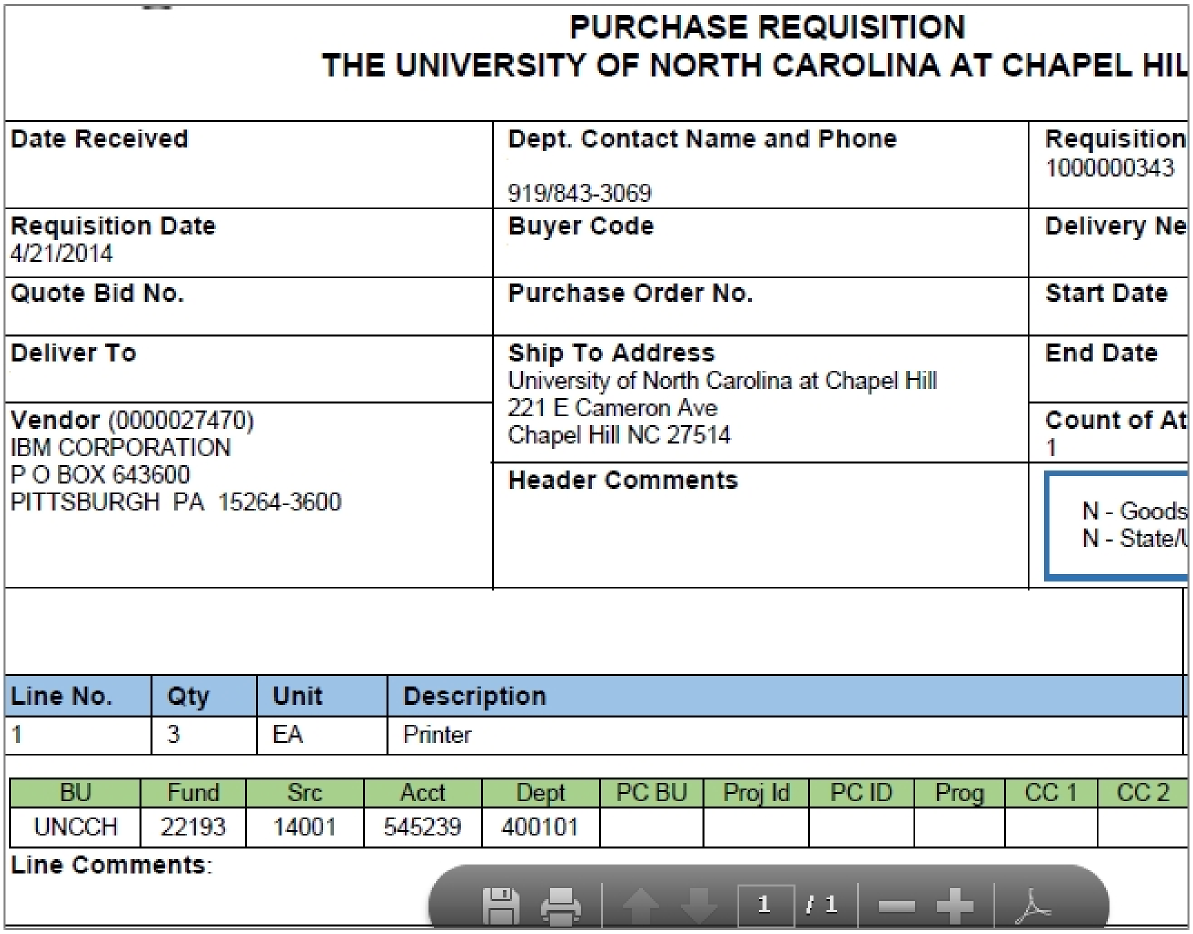


3. When the system asks if you want to print distribution details with the requisition, choose one of the following:

- **Yes** to print all of the chartfield information for every line
- **No** to print only a high-level summary of the requisition



Result: The system opens a new window with a printer-friendly report.



PURCHASE REQUISITION
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HIL

Date Received	**Dept. Contact Name and Phone** 919/843-3069	**Requisition** 1000000343
Requisition Date 4/21/2014	**Buyer Code**	**Delivery Ne**
Quote Bid No.	**Purchase Order No.**	**Start Date**
Deliver To	**Ship To Address** University of North Carolina at Chapel Hill 221 E Cameron Ave Chapel Hill NC 27514	**End Date**
Vendor (0000027470) IBM CORPORATION P O BOX 643600 PITTSBURGH PA 15264-3600		**Count of At** 1
	Header Comments	N - Goods N - State/

Line No.	Qty	Unit	Description
1	3	EA	Printer

BU	Fund	Src	Acct	Dept	PC BU	Proj Id	PC ID	Prog	CC 1	CC 2
UNCCH	22193	14001	545239	400101						

Line Comments:

1 / 1

4. Use your browser's print functionality to print the requisition.

5. Close the new window your browser opened which displayed the printer-friendly requisition.

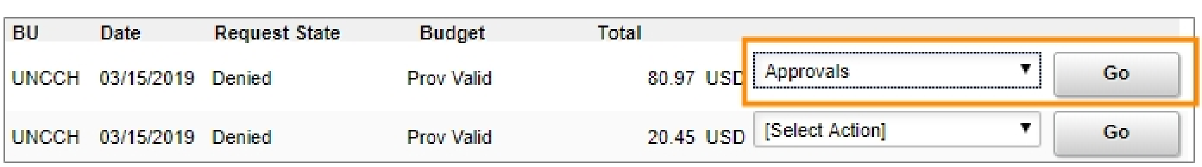
Viewing the Reason a Requisition was Rejected

Before modifying a requisition that has been rejected, it is helpful to view the comments from the approver to find out why it was rejected.

1. Once you find the rejected requisition, complete the field:

In this field:	Do the following:
Select Action	Choose **View Approvals.**

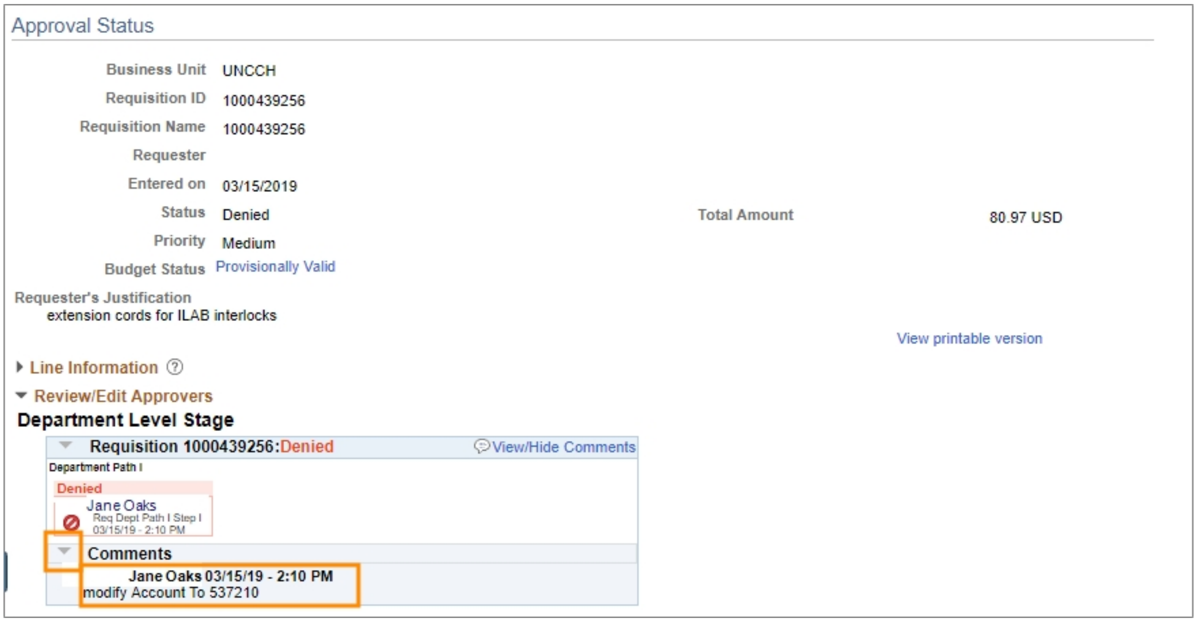
2. Click the **Go** button.



BU	Date	Request State	Budget	Total		
UNCCH	03/15/2019	Denied	Prov Valid	80.97 USD	Approvals	Go
UNCCH	03/15/2019	Denied	Prov Valid	20.45 USD	[Select Action]	Go

Result: The system displays the Approval Status page.

3. Click the arrow to the left of Comments and view the comments.

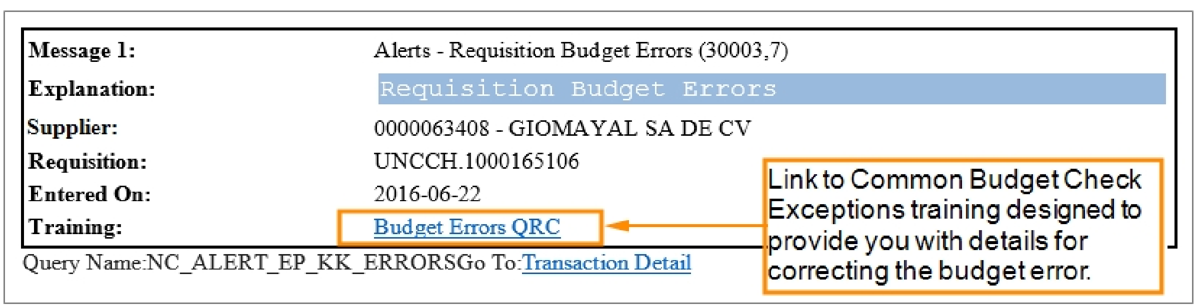


Budget Error Notification

Procurement document creators will receive email alerts when the chartfield strings used in existing purchase requisitions and purchase orders contain budget errors.

The email alert includes: document type, document number, a link to a training video of how to correct the budget error, and a link to the transaction detail.

A sample of the email alert is below:



Modifying a Requisition

After submitting a requisition, circumstances may require you to change the requisition. Using the Edit Requisition option, you can change the original requisition, such as to update the quantity ordered, price, scheduled delivery date, or ship to location.

If the approval process has been started for this requisition, regardless of how complete the process is, the system may require the approval process to be started again.

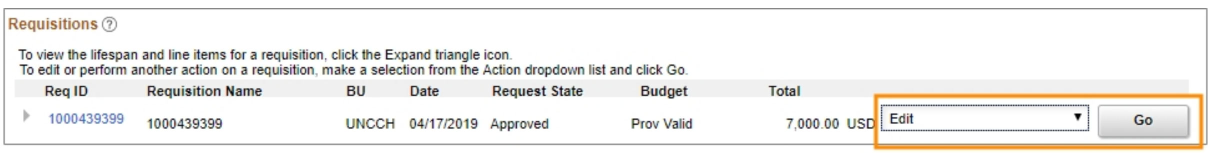
If any line of a non-supplier catalog requisition has been transferred to a purchase order, you need to create a new requisition from scratch instead of modifying the existing requisition. Use the Requisition Name field and the Header Comments field to list the purchase order number and to indicate that the requisition is being created as a change order. In the header comments you must enter "Change Order for PO = 2XXXXXXXXX."

The change order is subject to the same budget checking and workflow as the original requisition. If you need to liquidate part or all of the encumbrance, notify the buyer and submit a change order request to Purchasing Services (see **Processing a Change Order Request**).

1. Once you find the requisition you want to modify, complete the field:

In this field:	Do the following:
Select Action	Choose **Edit**

2. Click the **Go** button.



Result: The system displays the Edit Requisition- Review and Submit page.

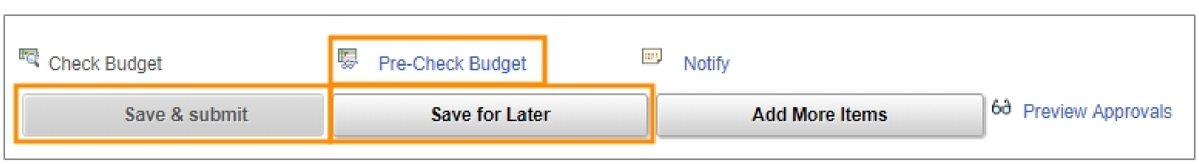
3. If the requisition is pending approval you receive a message telling you that editing the requisition may reinitialize the approval process. Click the **OK** button. Otherwise, skip this step.

4. Make the appropriate changes to your requisition.

5. Click the **Save for Later** button.

6. Click the **Pre-Check Budget** button.

7. Click the **Save & submit** button.



Result: The system restarts the approvals process by routing the document and sending a notification to the first approval level.

Canceling a Requisition

BuyCarolina is an electronic business-to-business system. This means that the orders are transmitted electronically every hour. If a BuyCarolina order has not already been processed by the supplier and you need to cancel, follow these steps.

1. Contact the supplier directly.
2. Once you have received confirmation of the cancellation, email the confirmation to Procurement at eprovendors@unc.edu.

   Result: Procurement manually relieves the encumbrance in ConnectCarolina.

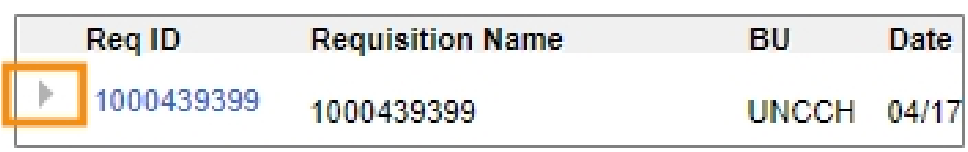
Returning Items

If a BuyCarolina order is incorrect but has already been processed by the supplier, you will need to contact the supplier to request a Return Merchandise Authorization (RMA).

> **Note:** You will need to provide the supplier with purchase order number; suppliers do not know anything about purchase requisitions. The supplier will then process an electronic Credit Memo for the returned items.
>
> **Exception:** Staples does not use RMAs. Staples can process returns two ways:
>
> - Log into Staples within ConnectCarolina. Click on **My Orders** and then **On-Line Return**.
> - Call Staples with the Purchase Order number.

To see your Purchase Order number:

1. From the Admin WorkCenter, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Manage Requisition**
2. Enter the appropriate search criteria to find your order and click the **Search** button.
3. Click the **Expand** button by your order.

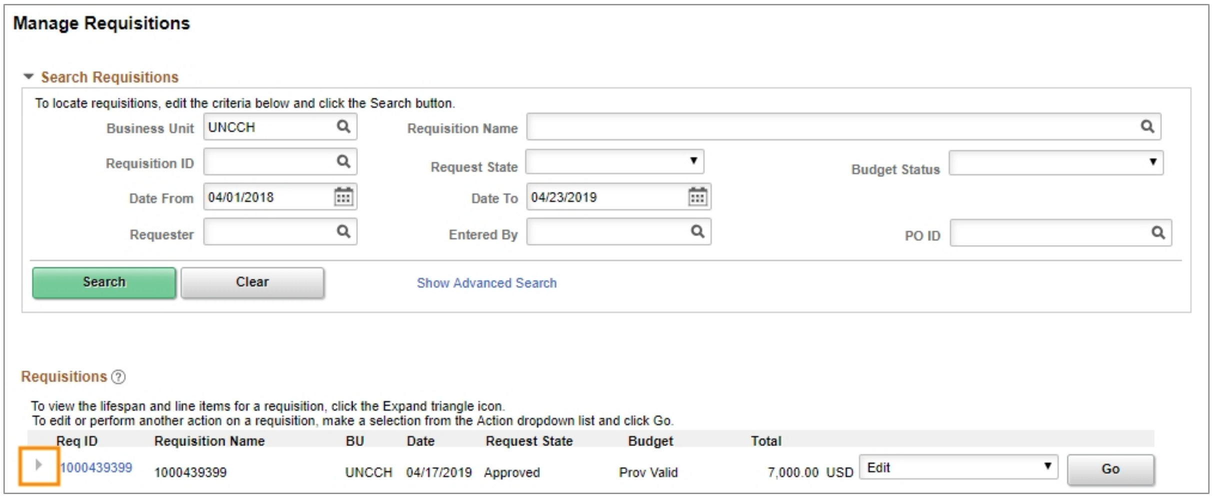


4. Click on the **Purchase Orders** icon to view the Purchase Order number.

Note: The Purchase Orders icon will only be lit up if a Purchase Order has been created.

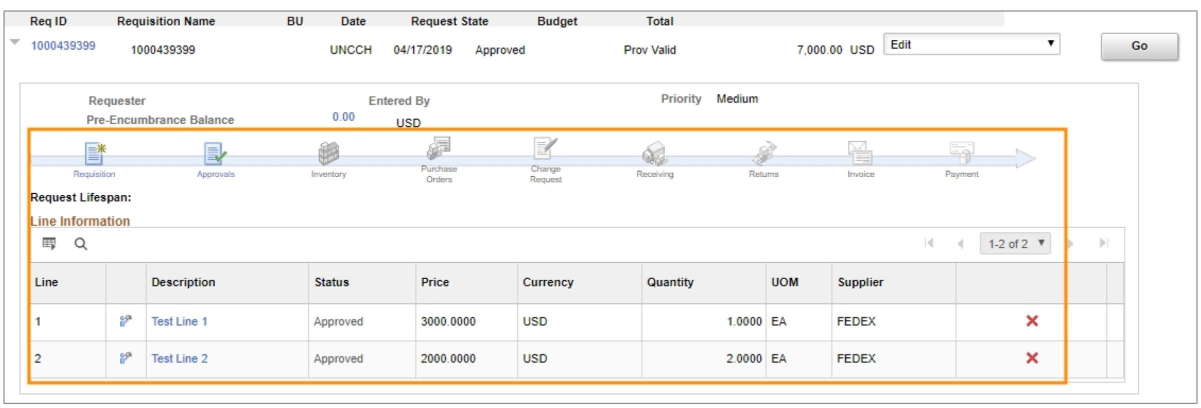
Viewing a Requisition's Life Cycle

1. To see all the other documents associated with a particular requisition, click the arrow to the left of the requisition line.



Result: The system displays all documents associated with the requisition.

2. Click on any document that is in color to view it.



Creating Receipts and Submitting Invoices

Overview

When shipments from a purchase order arrive, the purchased products must be reviewed and inventoried to make sure they are the right item, in the right quantity, and in the right quality.

The invoice must also be submitted on the Vendor Invoice Submission page (VISP).

Receiving and the Vendor Invoice Submission page are only done against purchase orders. Do not create a receipt or submit an invoice for supplier catalog, voucher, or P-Card transactions.

The supplier listed on the purchase order does not receive payment until you create the receipt in the system and submit the invoice using the Vendor Invoice Submission page.

The systems sends an email reminder to create receipts for orders which will allow the system to pay the invoice received from the supplier. The reminder process runs twice weekly – on Monday and Thursday at 7 a.m. – and generates an email to users.

Sample email reminder:

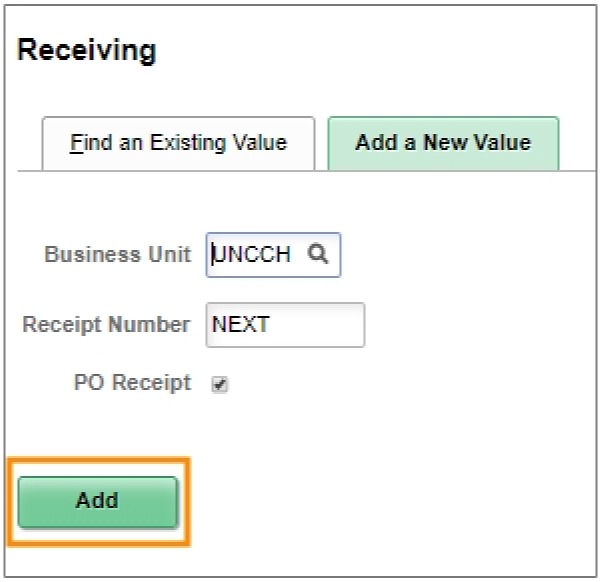
If the goods are damaged or a return is necessary, contact the supplier directly and ask for a Return Merchandise Authorization (RMA) number, or some other identifier that proves that your area authorized to return the products.

Creating Receipts

Use the following steps to create a receipt for a purchase order. When creating the receipt, be sure you know whether your PO is set up by quantity or by amount.

1. From the Admin WorkCenter, home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Add/Update Receipts by PO**

2. On the **Add a New Value** tab, click the **Add** button.



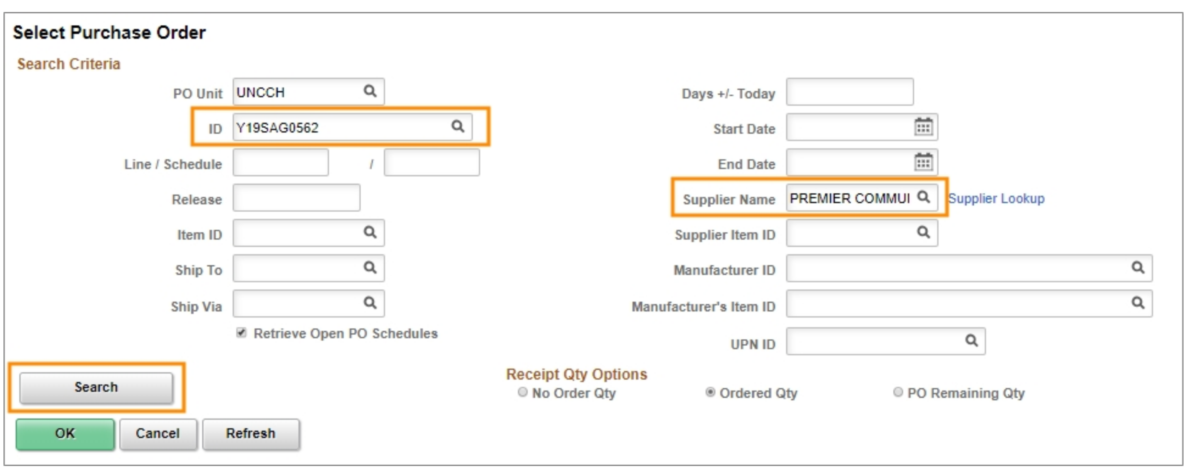
3. To search by PO number, enter the PO number in the **ID** field.

   Note: Although searching by PO number is preferred, you can also search by Supplier Name. To do so, click the Lookup icon on the right side of the **Supplier Name** field and select the Vendor Name.

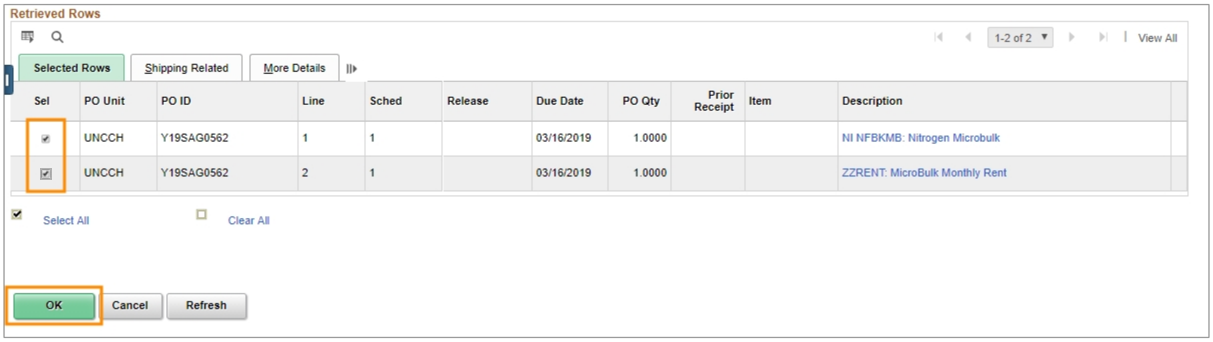
   Be careful when searching by supplier. Be sure to select and receive the correct items from the correct PO.

   While it is not required, it may sometimes be helpful to also include a range of dates using the **Start Date** and **End Date** fields.

4. Click the **Search** button.



5. Select the items to receive and click the **OK** button.



5. Enter the date the goods or services were received in the **Received Date** field.

6. Do one of the following:

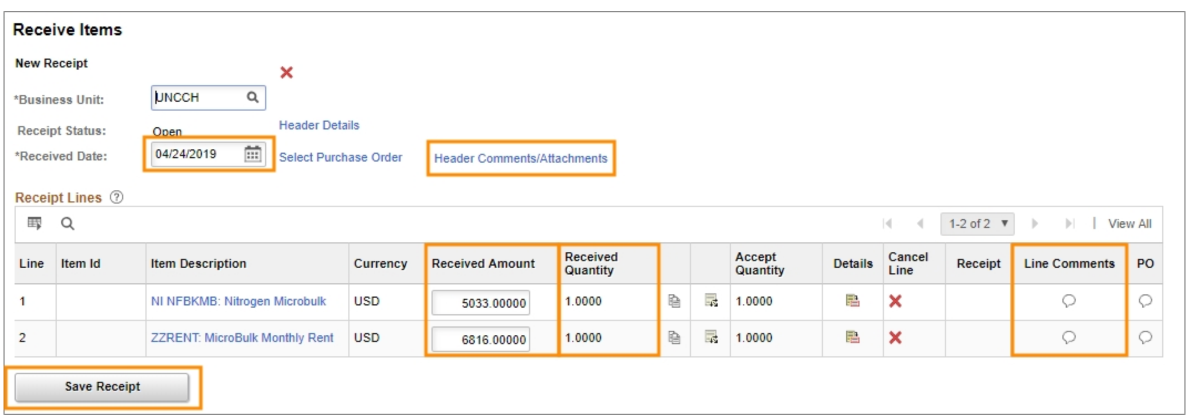
   - Enter the quantity received in the **Received Quantity** field, if the line item was set up or the PO to be received by quantity.

   - If the line item was set up on the PO to be received by dollar amount, enter **Received Amount** in dollars.

7. If you need to, you can click **Header Comments/Attachments** to add comments and/or attachments at the header level

8. If you need to , click **Line Comments** to add comments and/or attachments at the line level.

9. When you are finished entering the informatin, click the **Save Receipt** button.



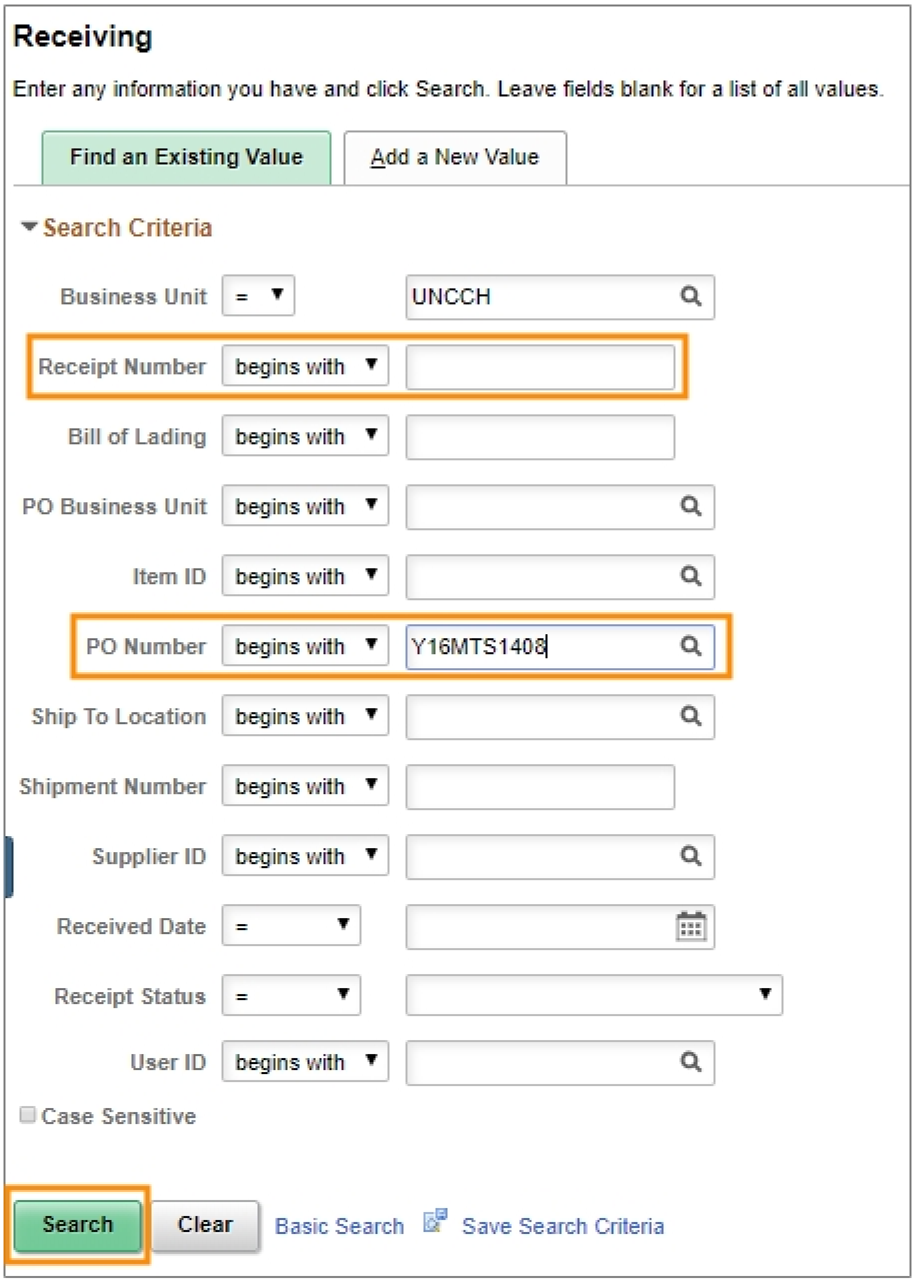
Adjusting or Canceling a Receipt

You can change or cancel an existing receipt for goods or services that have not yet been invoiced. You cannot cancel a receipt that has already been matched to a voucher.

Always remember to click **Save Receipt** after making any changes. Once the system saves your changes, you should receive a confirmation of the change.

Follow these steps to adjust or cancel a line of receipt:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Add/Update Receipts by PO**
2. Click **Find an Existing Value** tab.
3. Search for the receipt you want to change or cancel. The most common ways to search are by **Receipt Number** or by **PO number**.
4. Click the **Search** button.

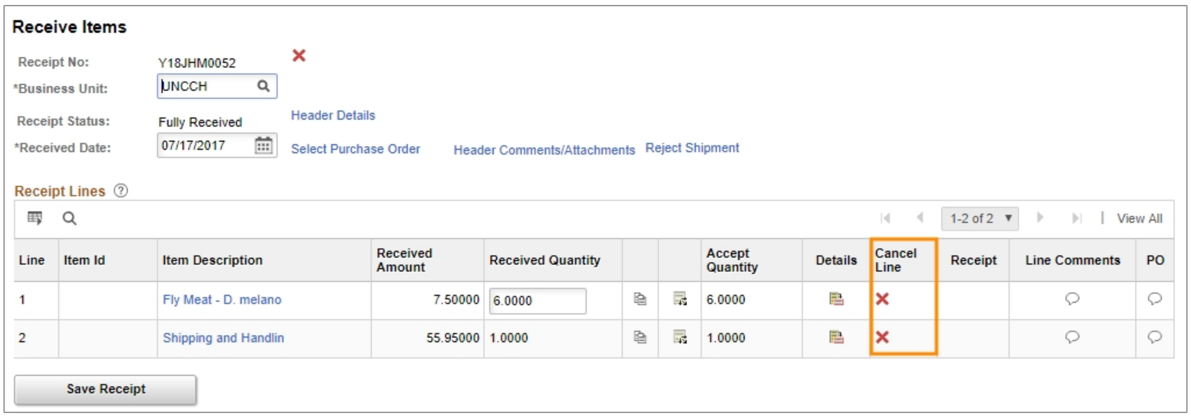


Result: The system displays the search results in a list or goes directly to the **Receive Items** page.

If the search results are displayed in a list, click the receipt you want to change. Then the system displays the **Receive Items** page.

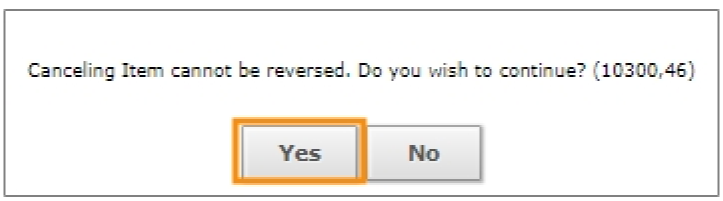
Canceling a Line of Receipt

1. If you want to remove an item/line that was previously received in error, click the X in the **Cancel Line** column of the row assigned to the item.



Result: A pop-up message window will appear.

2. Click the **Yes** button.

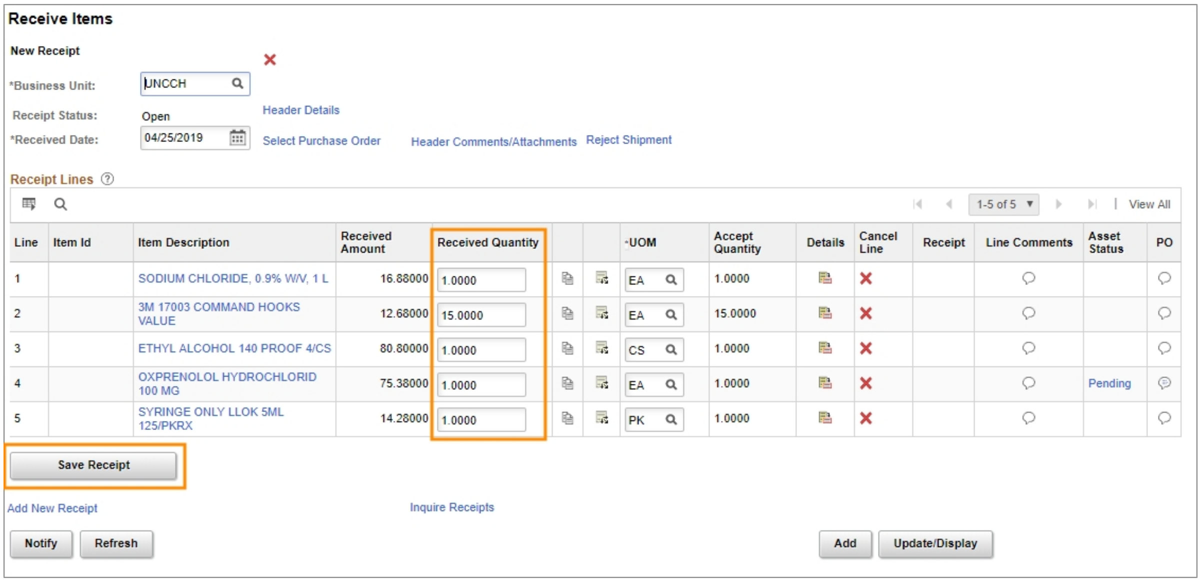


3. Click the **Save Receipt** button.

Changing the Quantity or Amount Received

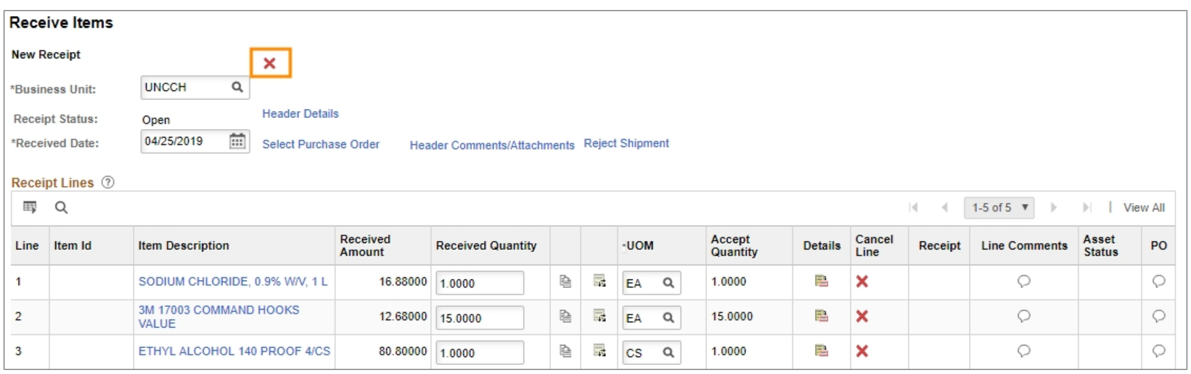
1. If you want to adjust the received quantity or amount, select the previously received value and change it to the correct value.

2. Then, click the **Save Receipt** button.



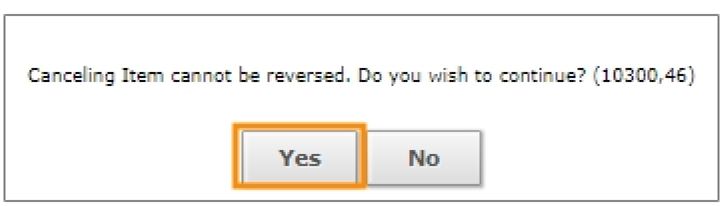
Canceling a Receipt Completely

1. To cancel a receipt completely, click red X next to the Receipt field. This is the Cancel Receipt button.



Result: The system displays a pop-up message asking if you're sure.

2. Click the **Yes** button.



3. Click the **Save Receipt** button.

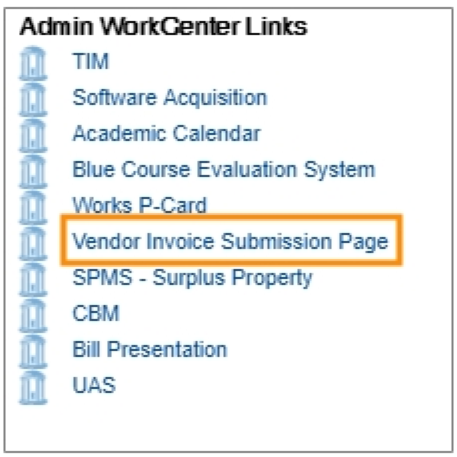
Submitting an Invoice

After receiving your items, you must also submit the invoice using the Vendor Invoice Submission page so that payment can be released to the supplier.

Follow these steps to submit an invoice:

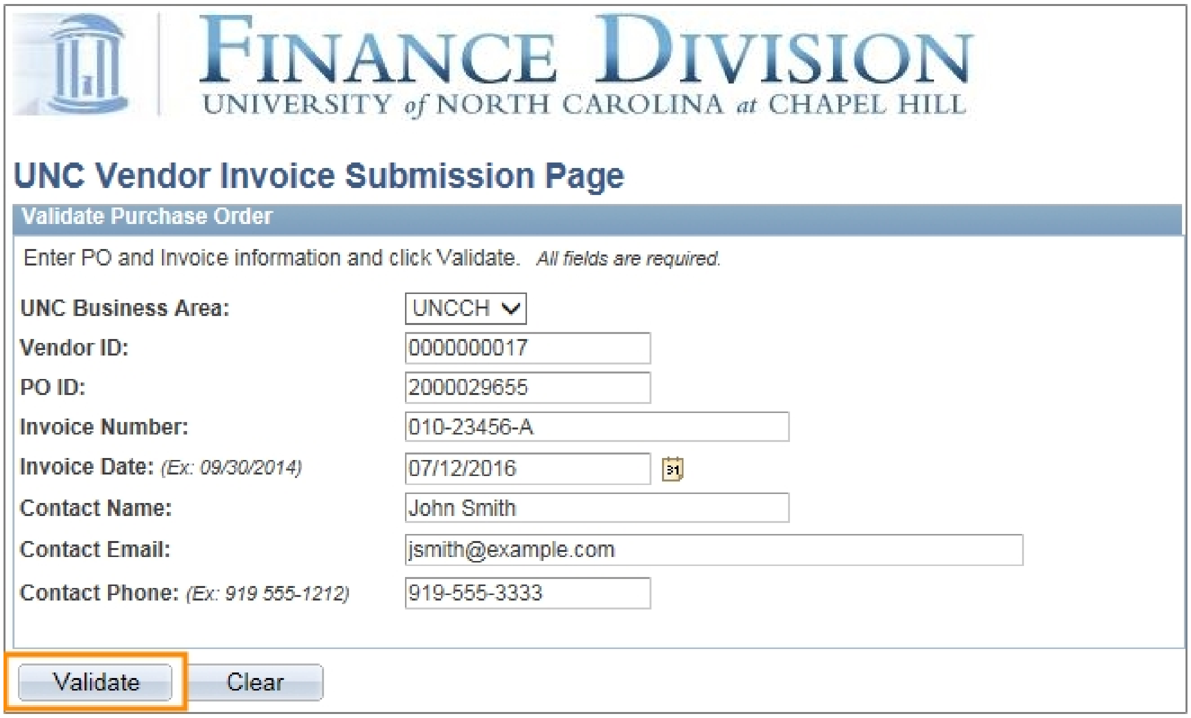
1. To access the Vendor Invoice Submission page do one of the following:

    - Go to https://vendor.itsapps.unc.edu/visp/vendor.
    - From the Admin WorkCenter home page, choose **Admin WorkCenter Links > Vendor Invoice Submission Page.**

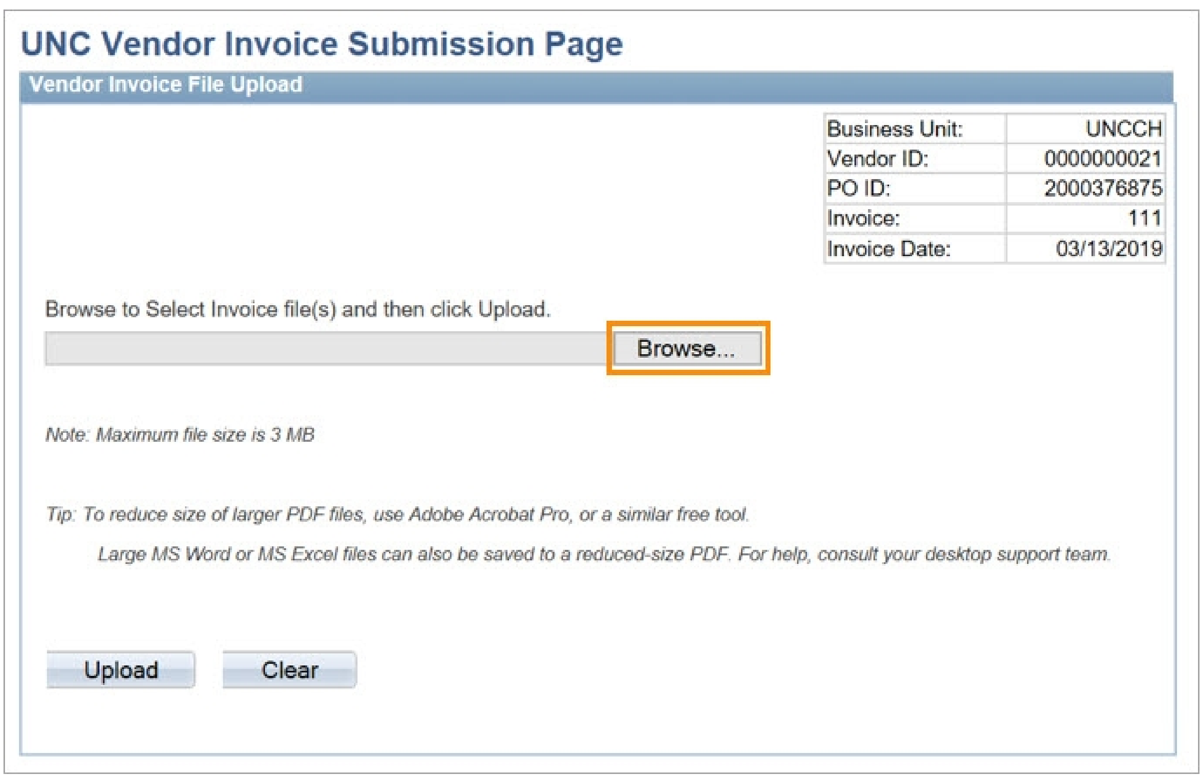


2. Using the information provided on both the purchase order and the invoice provided by the supplier, enter information into each field on the page and click **Validate**.

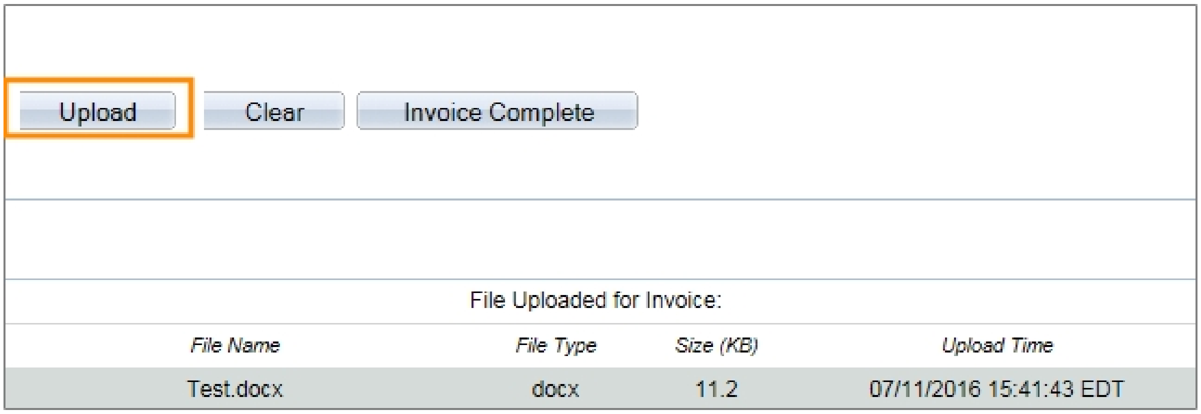
    Note: When you click **Validate**, the system verifies that there is a valid PO associated with the Supplier ID/Vendor ID. It also checks that the invoice you are submitting hasn't already been processed. If you receive an error, double-check the information you entered and click **Validate** again.



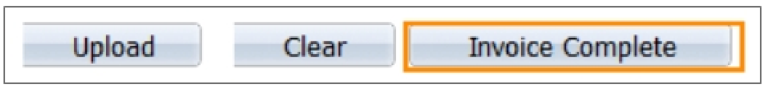
3. After the system recognizes the PO ID that you entered, the Vendor Invoice File Upload screen will appear. Click the **Browse** button to select the file name that you assigned to the invoice and click **Open**.



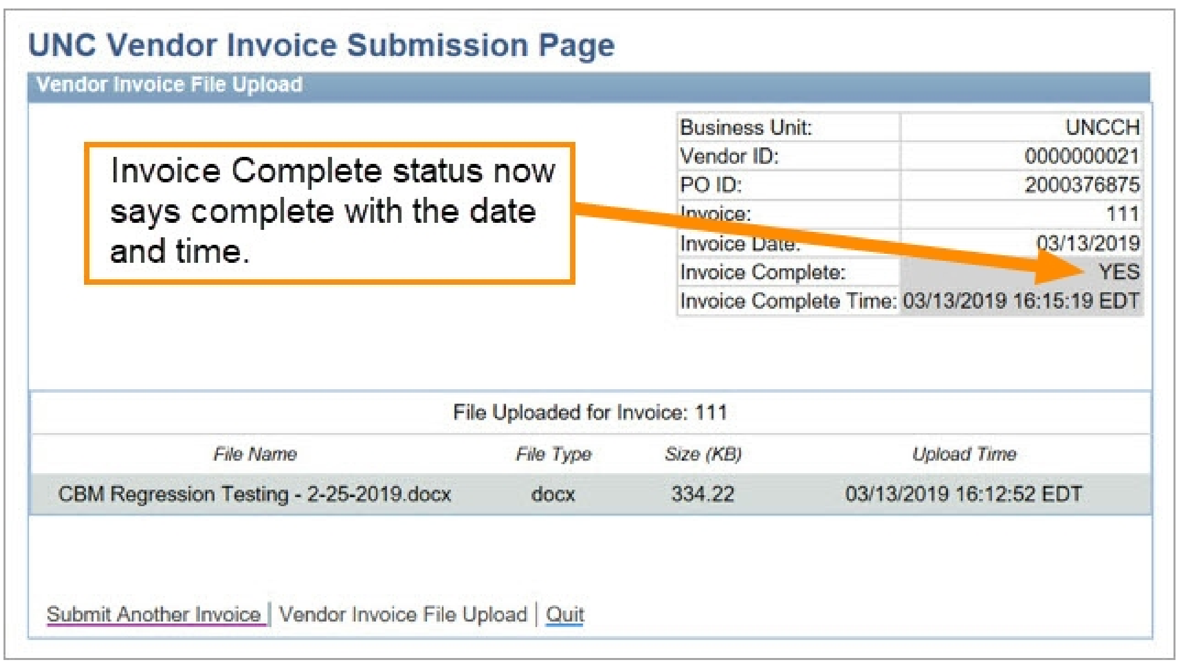
4. Click the **Upload** button.



5. If you need to attach more files, repeat steps 3, 4, and 5.
6. When you are done attaching files, click the **Invoice Complete** button to submit the invoice.



Result: The Invoice Complete status changes to YES and the Invoice Complete Time shows a timestamp with the date and time.



8. At this point, you can take a screenshot that shows the invoice is complete with the date/time it was completed.
9. When you are finished working on the invoice, do one of the following.
   - Click the **Submit Another Invoice** link.

Note: Your work on the current invoice will be discarded if you have not already clicked Invoice Complete.

- Click the **Quit** link.

Result: The system displays the main vendor invoice submission page and you can create another invoice from here.

Submitting a Change Order Request

When you need to make changes to a purchase order (PO), you need to submit a change order request which is a new purchase requisition to communicate the changes to the buyer. On the new purchase requisition, reference the PO you need changed and specify which lines need to be adjusted. The requisition for the change order doesn't become a new purchase order, it is used simply to notify the buyer of what to change on your existing PO. It is important to reference each line from the PO that you want changed and to put in the amount of change for each line based on whether you are increasing or decreasing a line or fully liquidating the PO. The buyer will adjust the purchase quantities and amounts and will run a budget check when updating the PO. You can make five different change order requests:

- Reducing the Amount or Quantity on a PO Line
- Increasing the Amount or Quantity on a PO Line
- Reducing a PO Line and Requesting Chartfield Changes for all Invoices Going Forward
- Increasing a PO Line and Requesting Chartfield Changes for all Invoices Going Forward
- Liquidating the Total PO Amount

Important: Before submitting the change order request we recommend that you contact the buyer associated with the purchase order before submitting the change order request to ensure that the PO and any related documents are updated properly.

Be sure you have completed any steps required by the UNC Purchasing policy and procedures. This can include, but is not limited to, ensuring the order is canceled with the supplier and that no outstanding invoices exist.

Also, prior to putting in a request to reduce any PO lines or totally liquidating the PO, you must review all receipts and vouchers related to the PO and be sure there are no unbilled receipts or vouchers that are unmatched or have match exceptions. Any issues related to receipts or vouchers must be cleaned up prior to the submitting the change order request so the buyer can source the request based on the requisition.

A PO that is in completed status can not have a change order request added. If you need to make a change to a completed PO, put in a new purchase requisition to create new PO.

Note: You can see the PO status in the upper right hand corner of the Purchase Order thru PO Inquiry or by clicking the PO icon on the original requisition through Manage Requisitions.

A. Reducing the Amount or Quantity on a PO Line

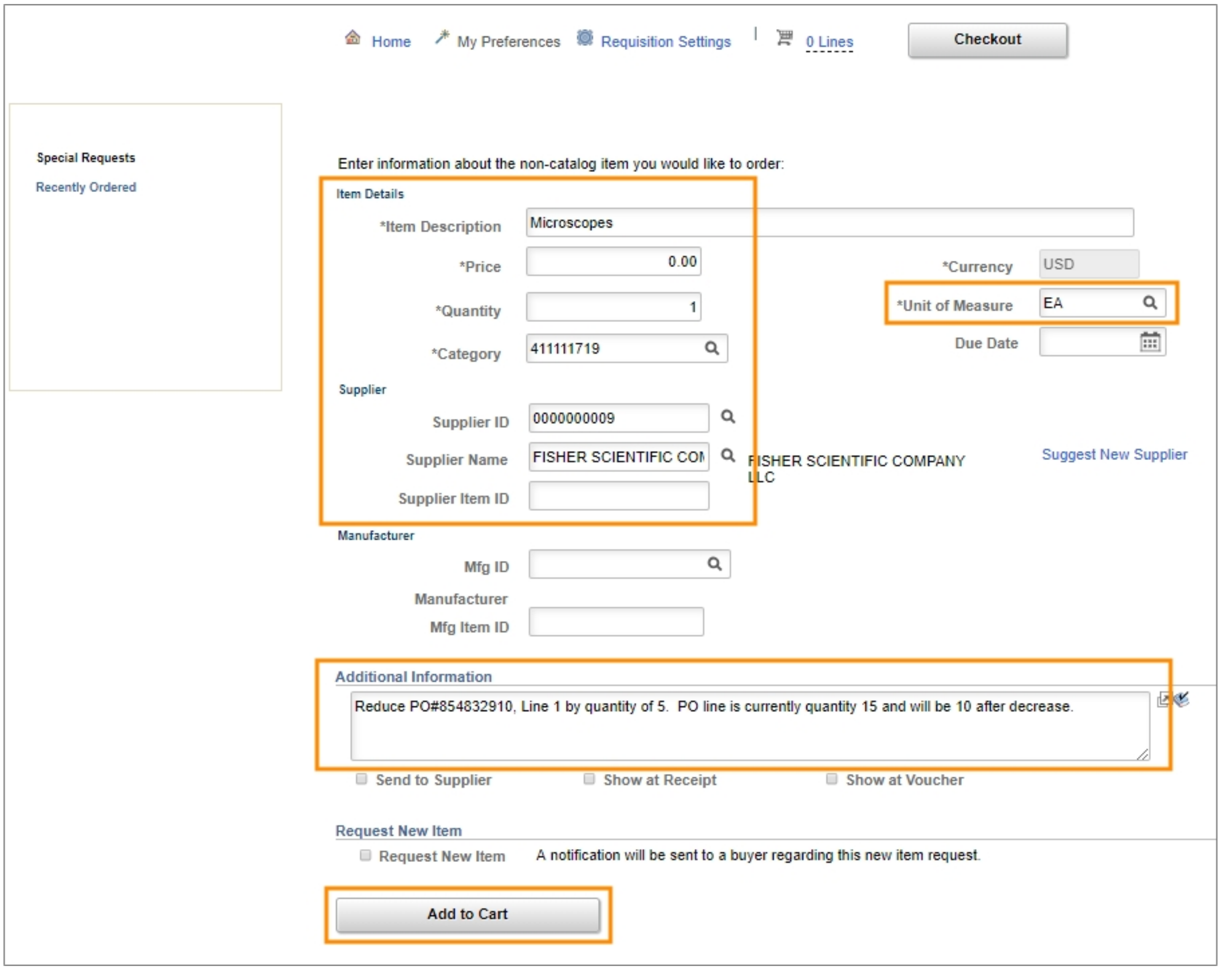
Follow these steps to reduce the amount of an item or the quantity on a PO line:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Requisition**

2. Click the **Special Request** link.

3. Complete the following fields:

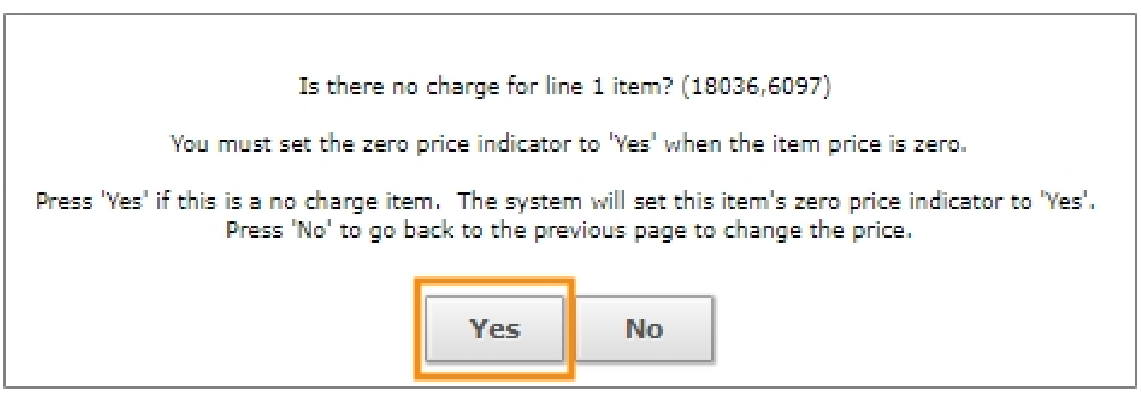
In this field:	**Do the following:**
Item Description	Enter the description of the item that needs to be changed. Be sure to use the same description used on the original purchase requisition.
Price	Enter **$0.00**. **Important:** The system sets the Zero Price Indicator for you which allows you to process the requisition with a price of zero. Make sure to enter zero for the price.
Quantity	Enter a **1.** **Note:** You must enter a "1" if you enter a price of $0.00. This isn't related to the actual quantity you want changed on the PO. Information about the quantity should be described in the Item Description field.
Unit of Measure	Enter the unit of measure, such as **EA** for each.
Category	Choose the category that most accurately describes the item.
Suppleir ID	Enter the supplier ID number.
Supplier Name	Enter the supplier's name.
Additional Information	To reduce the dollar amount enter the following: *"Reduce PO# XXXXX, Line# XXXXX by $XXXX.XX. PO line is currently $XXXXX.XX and should be $XXXX.XX after decrease."* To reduce quantity enter: *"Reduce PO#XXXXX, Line#XXXXX) by quantity of XXX. PO Line is currently quantity XXX and will be quantity XXX after decrease."* **For example:** *"Reduce PO# 548329, Line 1 by quantity of 5. PO line is currently quantity 15 and will be quantity 10 after decrease."*



4. Click the **Add to Cart** button.

   Result: The system displays a pop up message.

5. Click the **Yes** button.



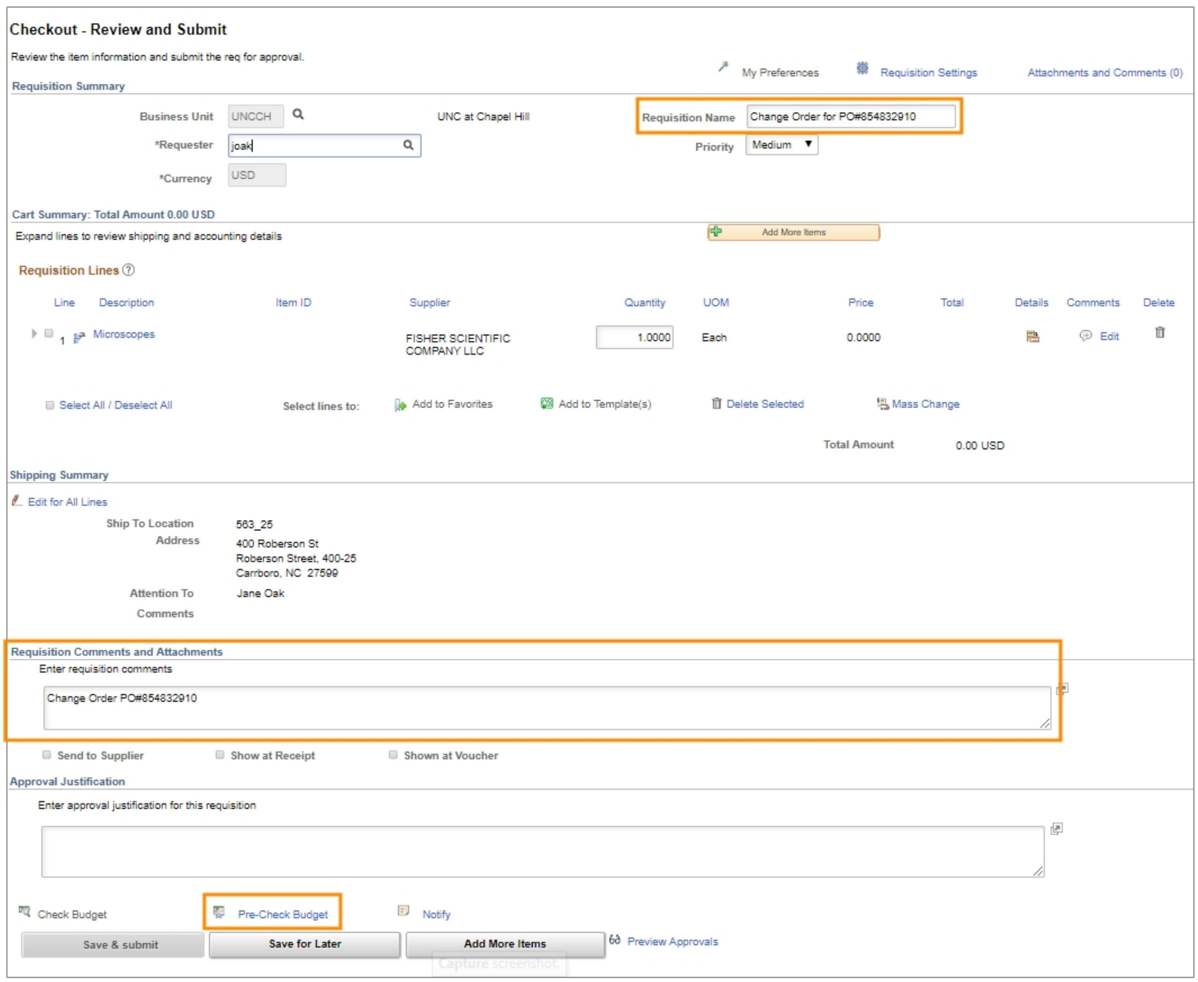
Result: The system refreshes and clears out the information on the Create Requisition page for you to enter another line item, and the item you just finished entering is added to the Shopping Cart box at the top right corner.

6. Click the **Checkout** button.

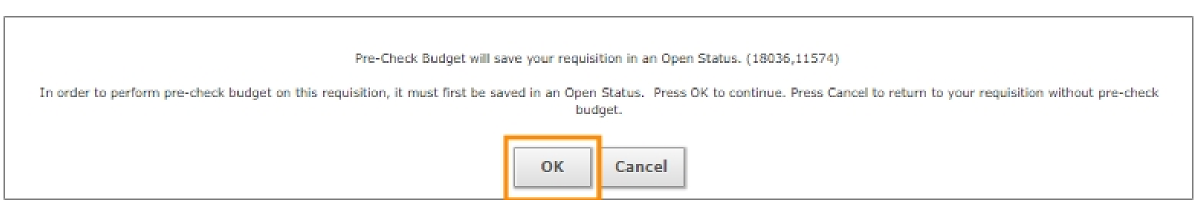
7. In the **Requisition Name** field, enter *"Change Order for PO XXXXX."*

8. In the **Comments** box, enter *"Change Order for PO XXXXX."*

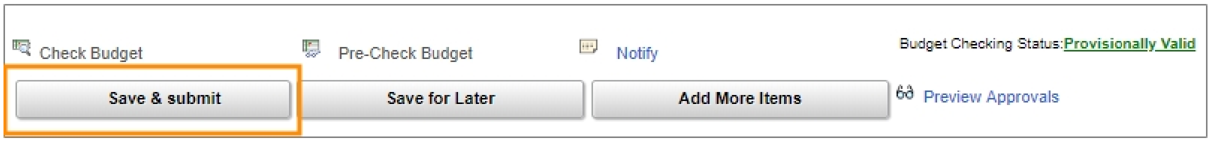
9. Click the **Pre-Check Budget** button.



10. When the following message appears, click the **OK** button.



11. Click the **Save & submit** button.



Result: The system displays a Confirmation page.

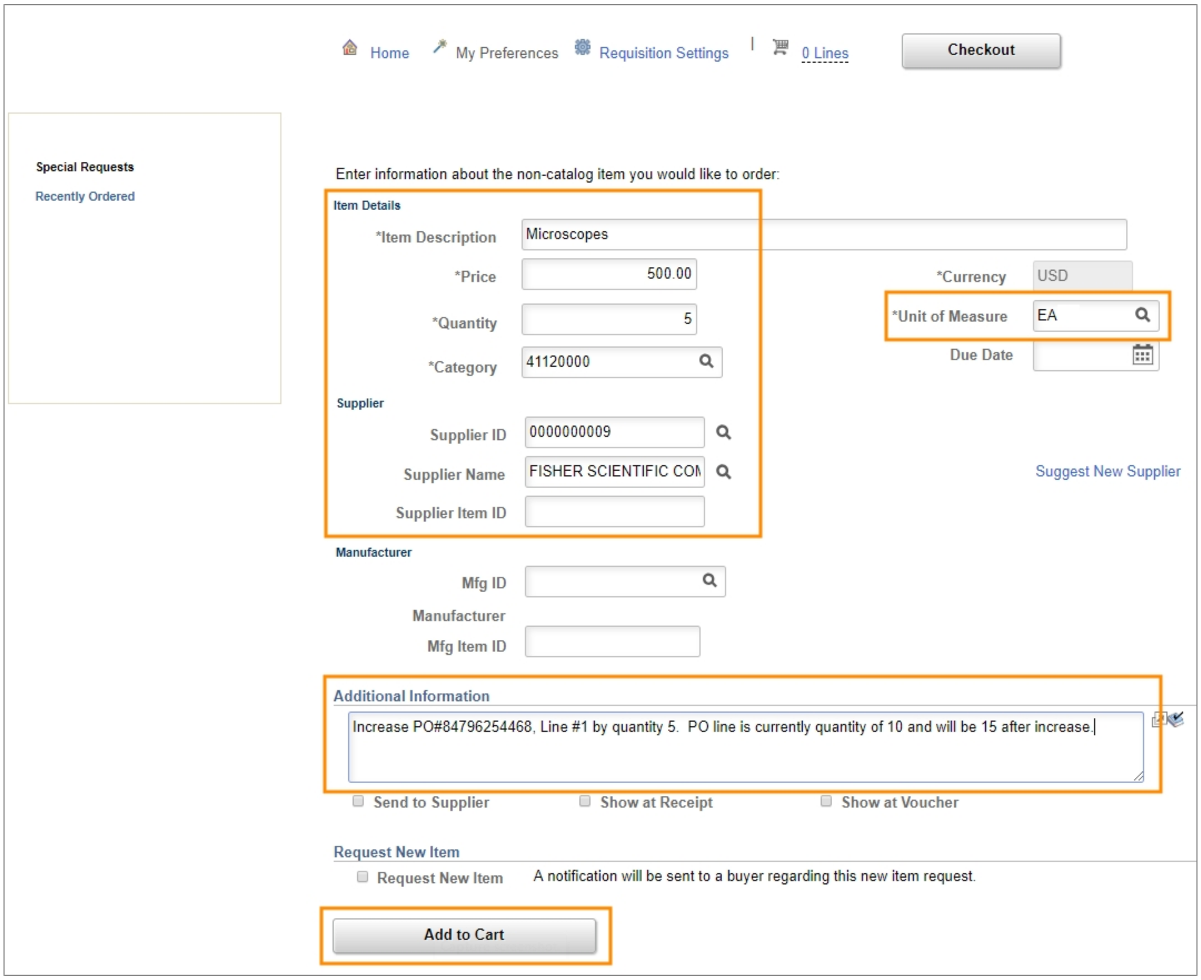
B. Increasing the Amount or Quantity on a PO Line

Follow these steps to increase the amount or quantity on a PO line:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Requisition**
2. Click the **Special Request** link.
3. Complete the following fields:

In this field:	Do the following:
Item Description	Enter the description of the item that needs to be changed. Be sure to use the same description used on the original purchase requisition.
Price	Enter the amount (or price per unit if increasing quantity) of increase.
Quantity	Enter a **"1"** if receiving by amount. If receiving by quantity, enter the quantity that you are increasing by.
Unit of Measure	Enter the unit of measure, such as **EA** for each.
Category	Choose the category that most accurately describes the item.
Supplier ID	Enter the supplier ID number.
Supplier Name	Enter the supplier's name.
Additional Information	To increase the dollar amount enter: *"Increase PO#XXXXX, Line#XXXXXby $XXXX.XX. PO total amount is currently $XXXX.XX and should be $XXXX.XX after increase."* OR To increase the quantity enter: *"Increase PO#XXXXX, Line#XXXXX by quantity of XXX. PO Line is currently quantity XXX and will be quantity XXX after increase."* **For example:** *"Increase PO#847624468, Line#1 by quantity of 5. PO line is currently quantity of 10 and will be quantity of 15 after increase."*

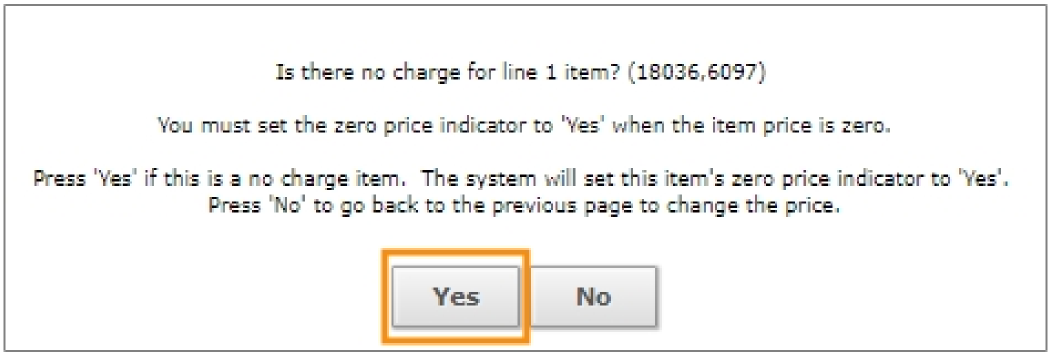
4. Click the **Add to Cart** button.



Result: The system does one of the following:

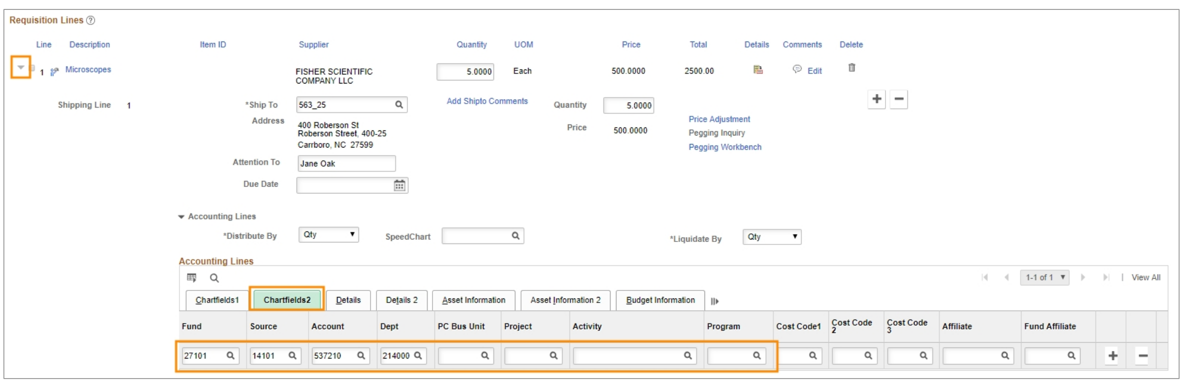
- If you are increasing by amount, the system refreshes and clears out the information on the Create Requisition page for you to enter another line item, and the item you just finished entering will be added to the Shopping Cart box at the top right corner.
- If you are increasing by quantity, the system displays a popup message.

5. Click the **"Yes"** button.



6. Click the **Checkout** button.

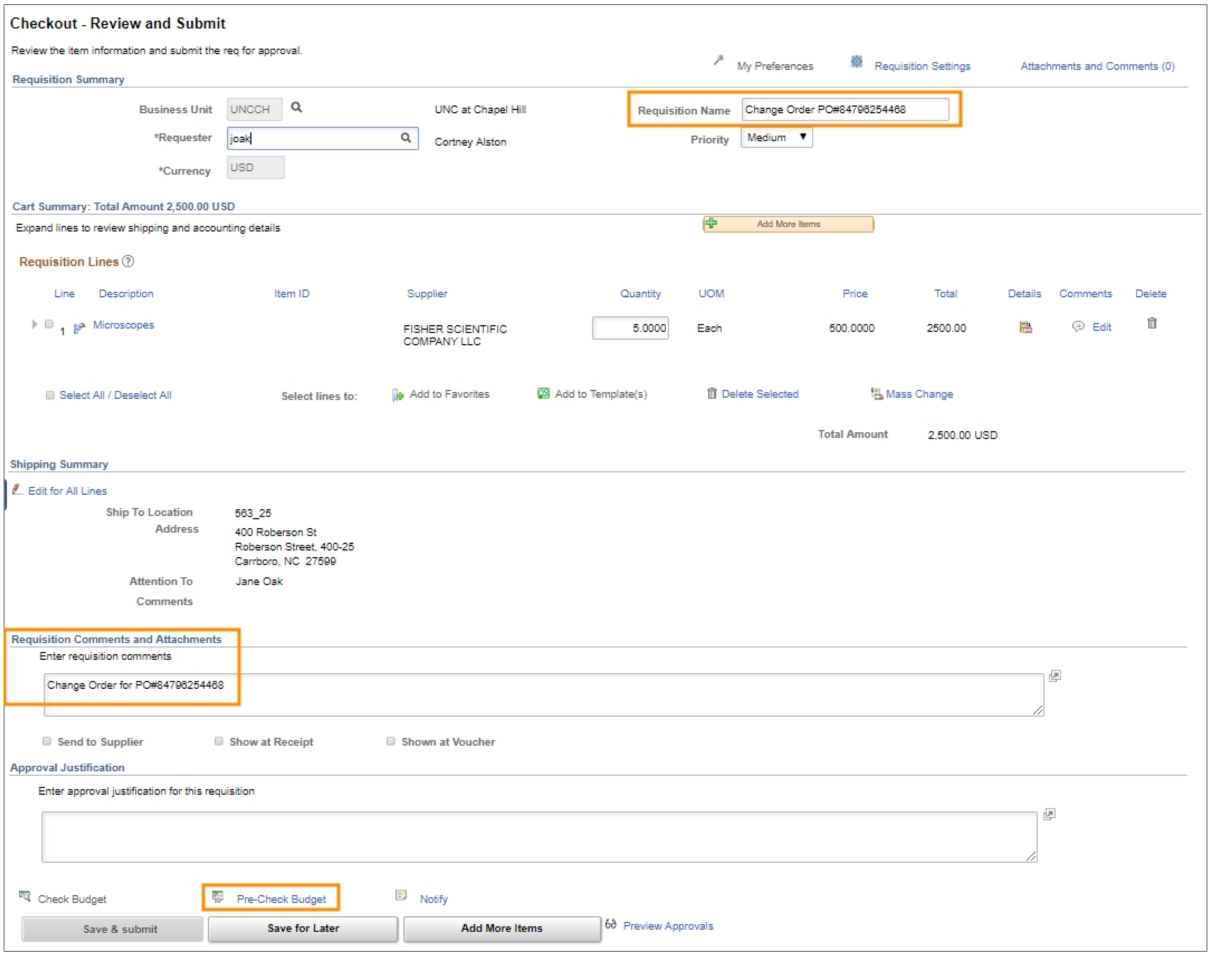
7. Click the **Expand Section** arrow on the left side of the screen and click **Chartfields 2** to verify that the existing chartfield string is the one that you want to use for the increase. (If you want to use a different chartfield string for the increase, follow the steps in Section D.)



8. After reviewing the chartfield string, click the **Collapse Section** arrow to close the expanded section.

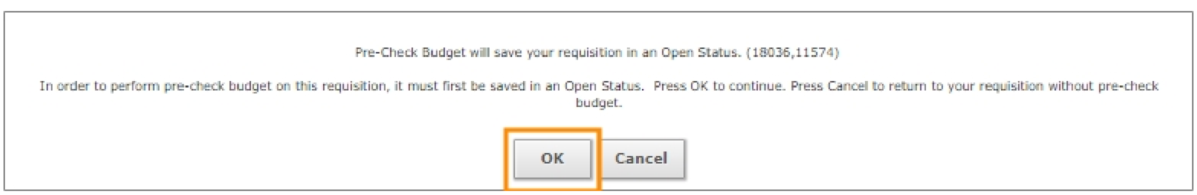
9. In the **Requisition Name** field and the **Comments** box, enter *"Change Order for PO XXXXXXXXXX."*

10. Click the **Pre-Check Budget** button.

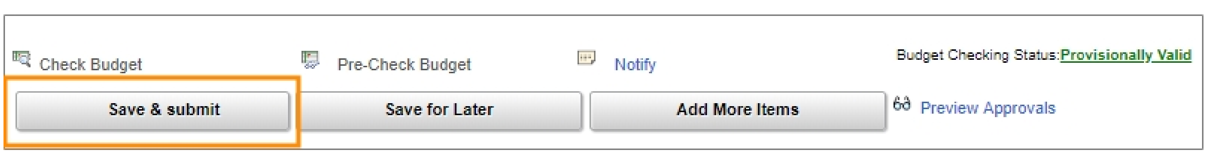


Result: The system displays a pop up message.

11. Click the **OK** button.



12. Click the **Save & submit** button.



Result: The system displays a Confirmation page.

C. Reducing a PO Line and Requesting Chartfield Changes for all Invoices Going Forward

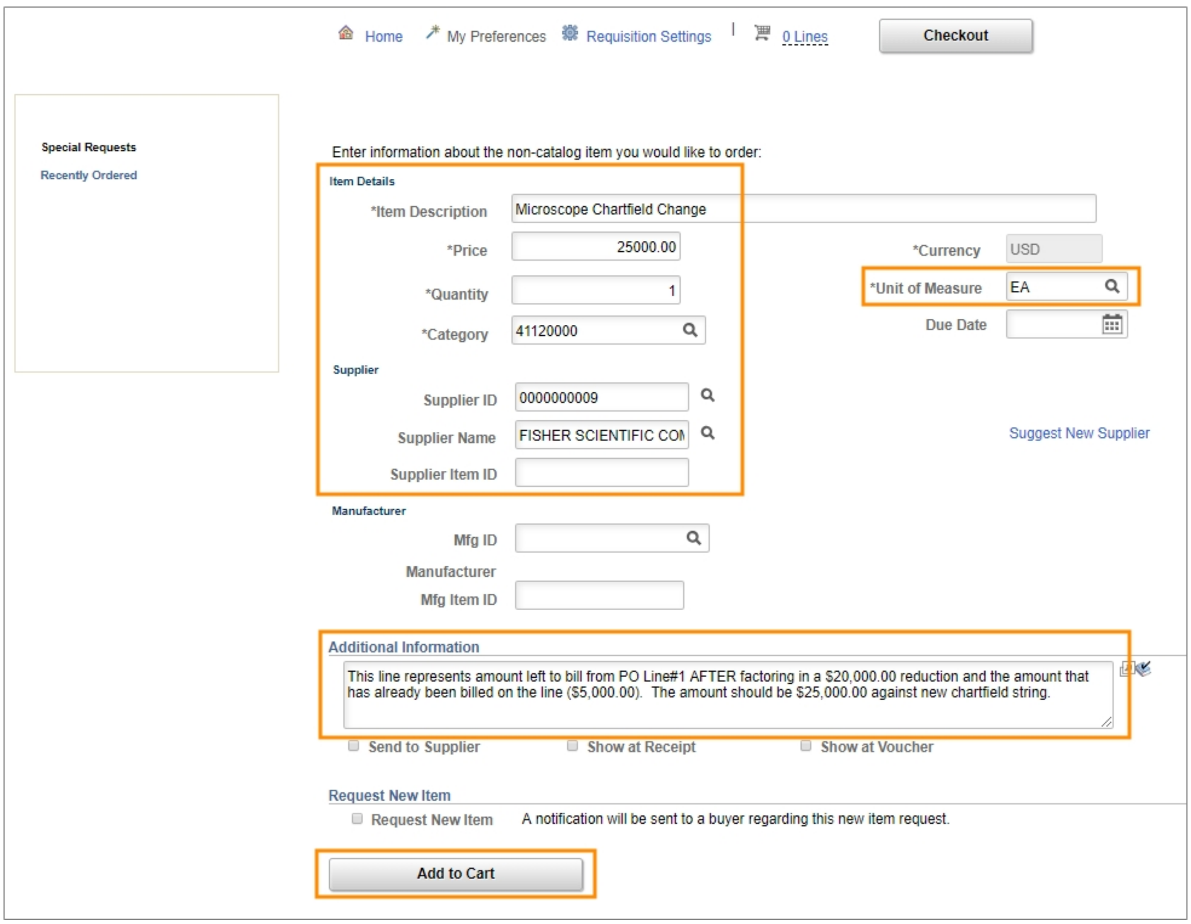
Follow these steps to reduce a PO line and request Chartfield changes for all invoices going forward:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Requisition**
2. Click the **Special Request** link.
3. ***Follow these steps to reduce the amount of an item or the quantity on a PO line:, page 66***.
4. For the second line on the Change Order, complete the following fields:

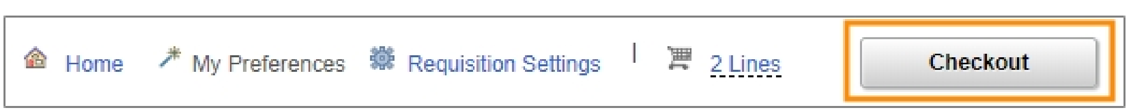
In this field:	Do the following:
Item Description	Enter the description of the item that needs to be changed. **Note:** You're not allowed to use the exact same line description that you used for Line #1 so you need to add "Chartfield Change" to the end. For example, if you entered "microscopes" for Line #1 you could enter "microscopes Chartfield Change" for Line #2.
Price	If you're receiving by amount, enter the total amount to pre-encumber on the new chartfield string. If receiving by quantity, enter price per unit.
Quantity	Enter **1** if you're receiving by amount. If you're receiving by quantity, enter the quantity that you are increasing by.
Unit of Measure	Enter the unit of measure, such as **EA** for each.
Category	Choose the category that most accurately describes the item.
Supplier ID	Enter the supplier ID number.
Supplier Name	Enter the supplier's name.

In this field:	Do the following:
Additional Information	Include the following statement: *"This line represents amount left to bill from PO Line #1 AFTER factoring in a reduction of X and the amount that has already been billed on the line X. The amount should be X against new chartfield string."* **For example:** *"This line represents amount left to bill from PO Lines#1 AFTER factoring in a $20,000 reduction and the amount that has already been billed on the line ($5,000). This amount should be $25,000 against new chartfield string."*

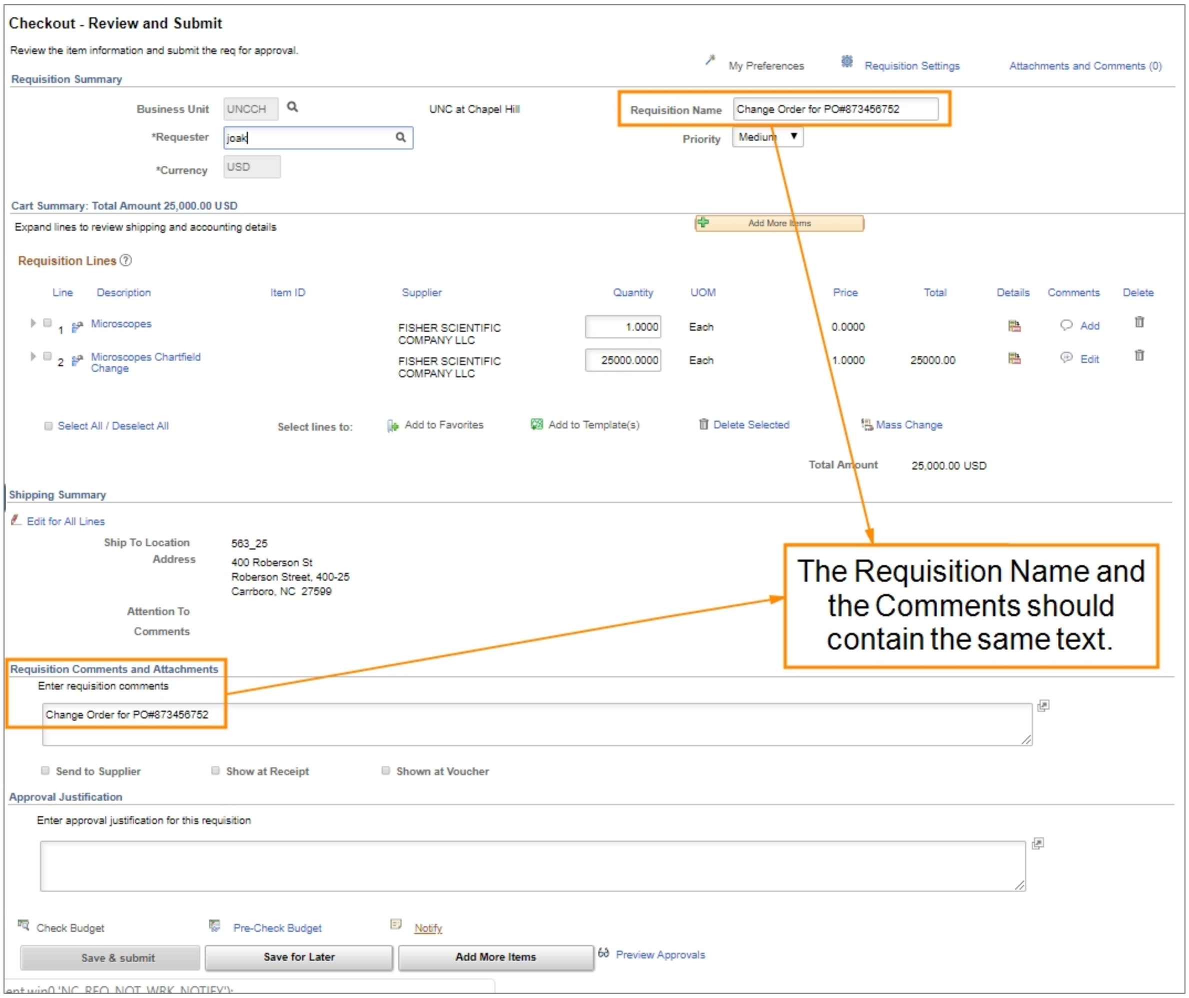
5. Click the **Add to Cart** button.



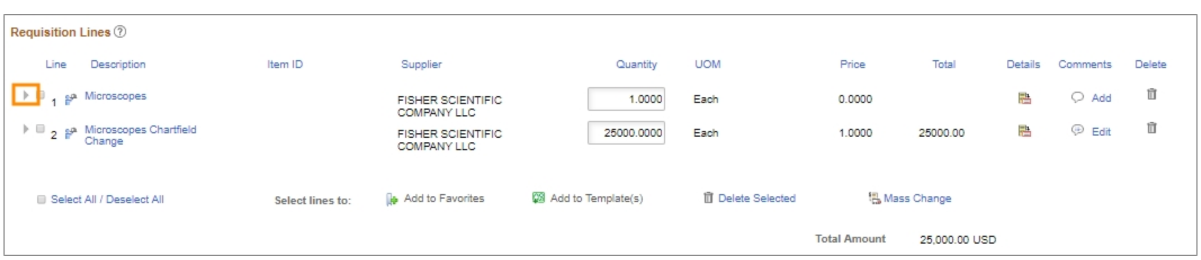
6. Click the **Checkout** button.



7. In the **Requisition Name** field and **Comments** box, enter *"Change Order for PO XXXXX."*

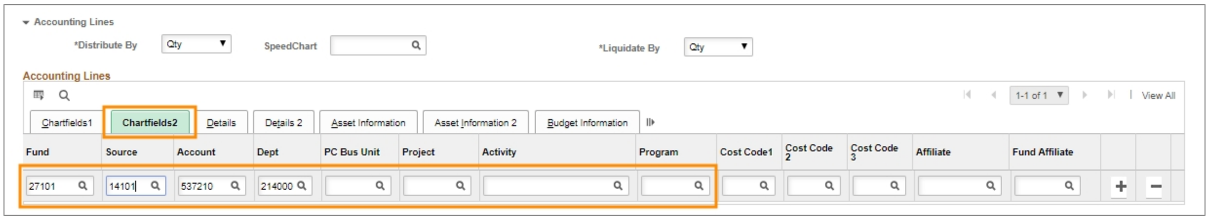


8. To see the chartfield string to make sure that it is the same, click the **Expand Section** arrow to the left of the first line.

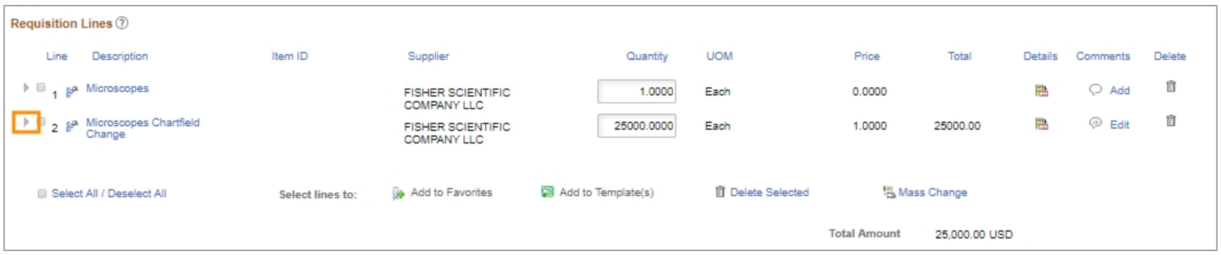


9. Click the **Chartfields2** tab to see the chartfield string for Line #1. The Chartfield string for Line #1 should be the same chartfield string that was used on the original line. If it is not the same chartfield string, enter the original chartfield string.

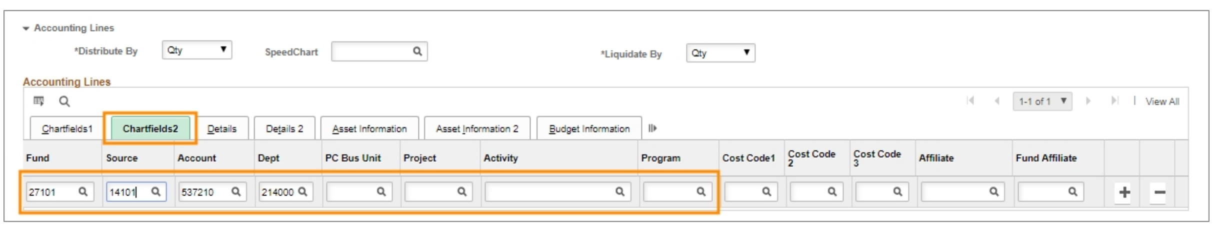
10. Click the **Expand Section** arrow again to minimize the section



11. To edit the chartfield string for Line #2, click the **Expand Section** arrow to the left of Line #2. The chartfield string for Line #2 should be the new chartfield string that will be used for the remaining monies.

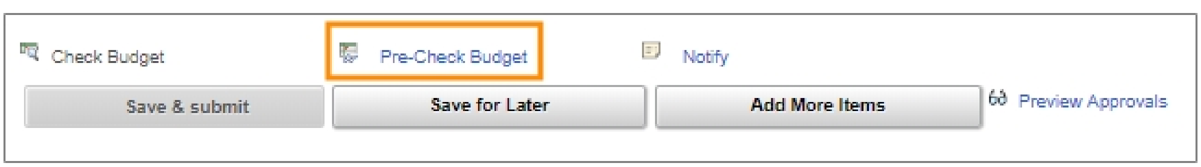


12. On the **Chartfields2** tab, enter the new chartfield string that will be used for the remaining monies.

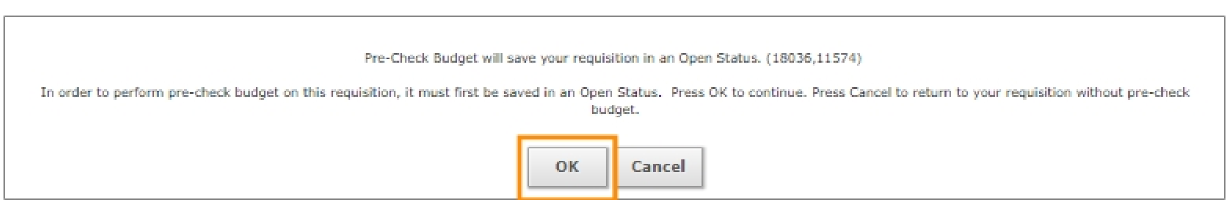


13. Click the **Expand Section** arrow again to minimize the section

14. Click the **Pre-Check Budget** button.



15. When the following message appears, click the **OK** button.



16. Click the **Save & submit** button.

Result: The system displays a confirmation page.

D. Increasing a PO Line and Requesting Chartfield Changes for all Invoices Going Forward

Follow these steps to increase a PO line and request chartfield changes for all invoices going forward:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Requisition**
2. Click the **Special Request** link.
3. *Follow these steps to increase the amount or quantity on a PO line:, page 70*

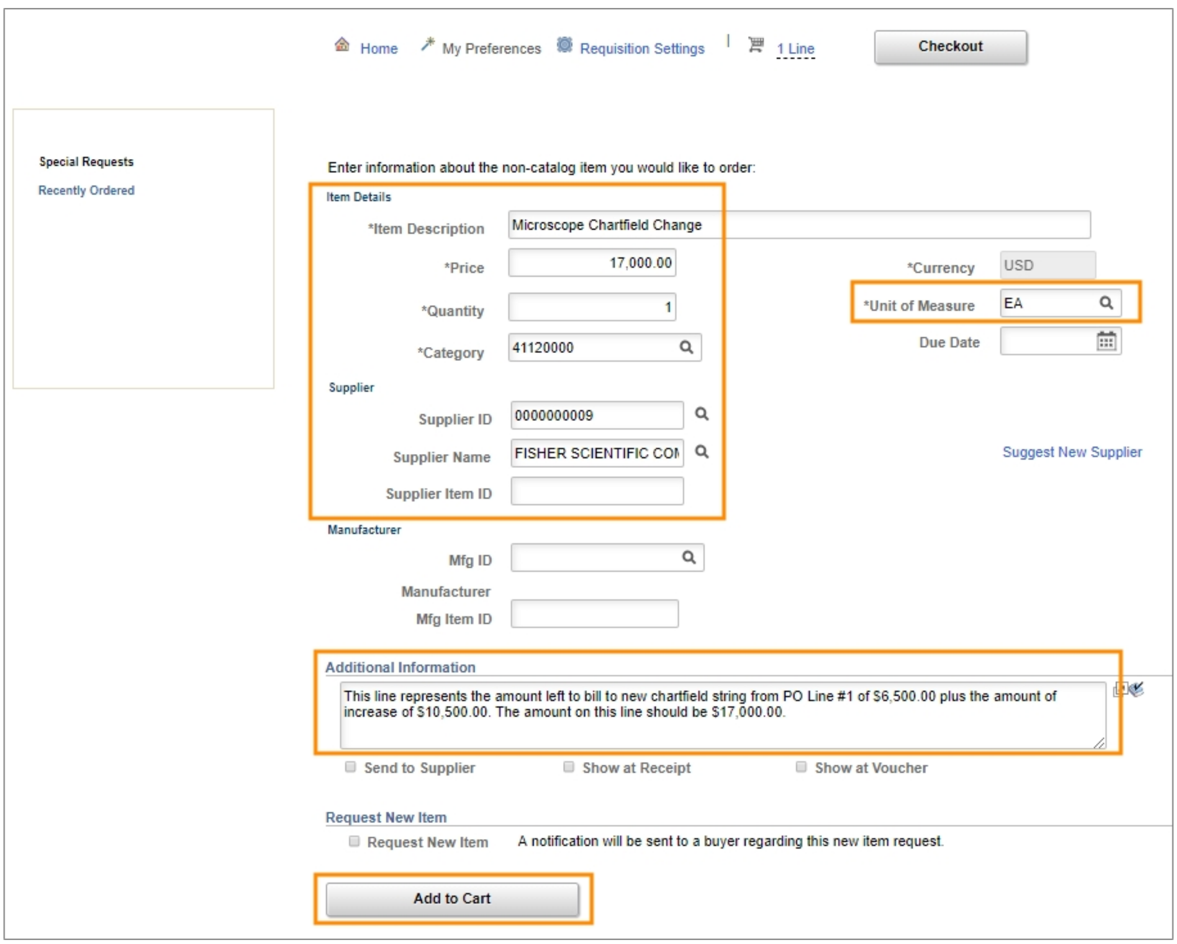
   Note: This particular type of Change Order requires at least two lines. If more than one chartfield string change is requested, then the Change Order Request will require more than two lines.

4. For the second line on the Change Order Request, include the following fields:

In this field:	Do the following:
Item Description	Enter the description of the item that needs to be changed. **Note:** You're not allowed to use the exact same line description that you used for Line #1 so you need to add "Chartfield Change" to the end. For example, if you entered "microscopes" for Line #1 you could enter "microscopes Chartfield Change" for Line #2.
Price	If you're increasing by amount, enter the total amount remaining on the PO combined with the amount of increase. If increasing by quantity, enter price per unit.
Quantity	Enter **1** if you're receiving by amount. If you're receiving by quantity, enter the quantity that you are carrying over from the original PO combined with the quantity you're increasing by.

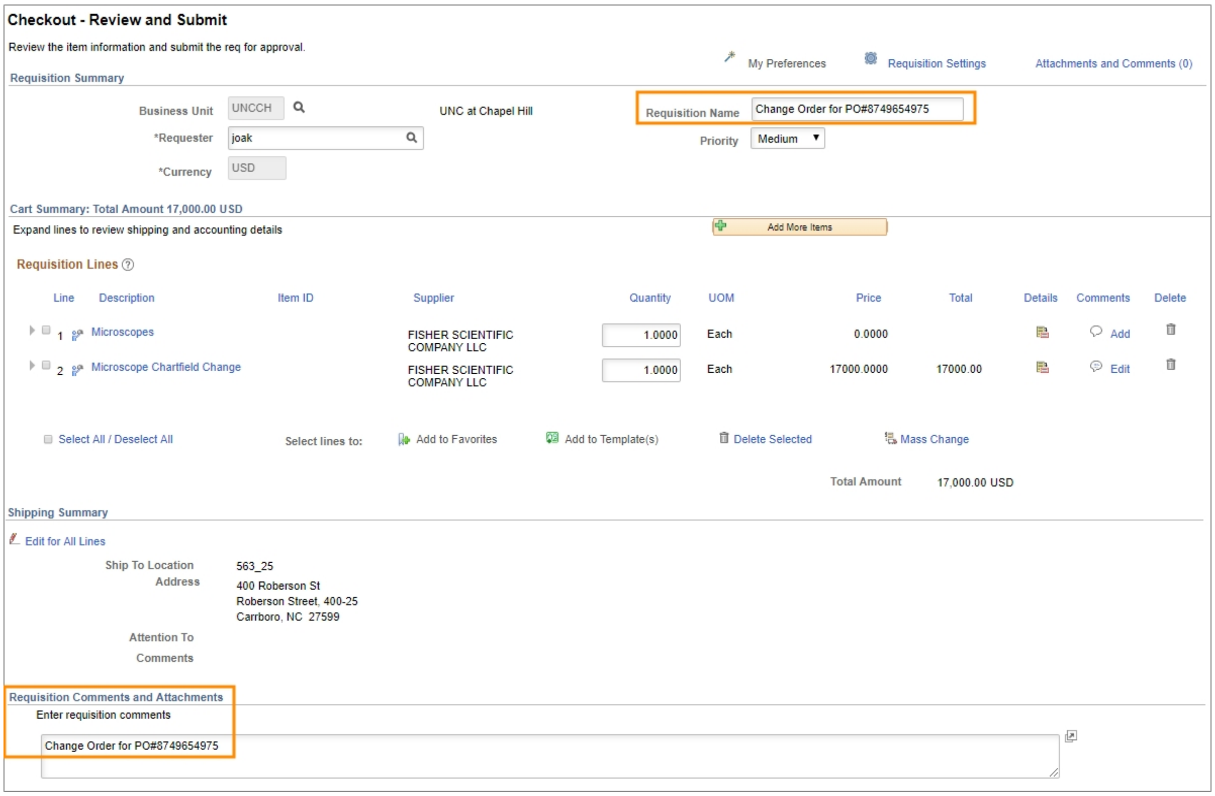
In this field:	Do the following:
Unit of Measure	Enter the unit of measure, such as **EA** for each.
Category	Choose the category that most accurately describes the item.
Supplier ID	Enter the supplier ID number.
Supplier Name	Enter the supplier's name.
Additional Information	Include the following statement: *"This line represents the amount left to bill to new chartfield string from PO Line#XXXXX of $XXXX.XX plus the amount of increase of $XXXX.XX. The amount on this line should be $XXXX.XX."* **For example:** *"This line represents the amount left to bill to new chartfield string from PO line#1 of $6,500 plus the amount of increase of $10,5000. the amount on this line should be $17,000."*

5. Click the **Add to Cart** button.

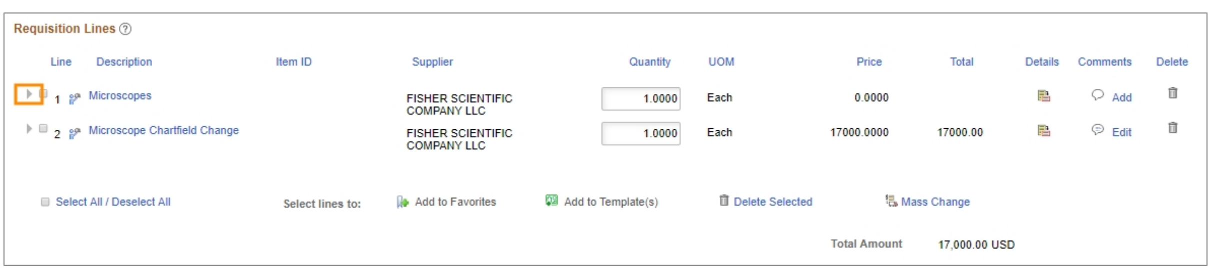


6. Click the **Checkout** button.

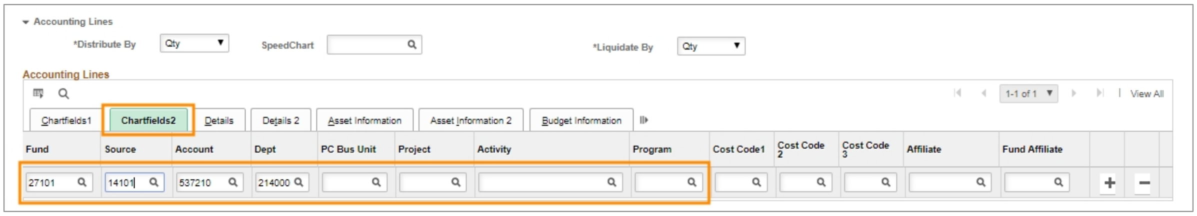
7. In the **Requisition Name** field and **Comments** box, enter "Change Order for PO XXXXX."



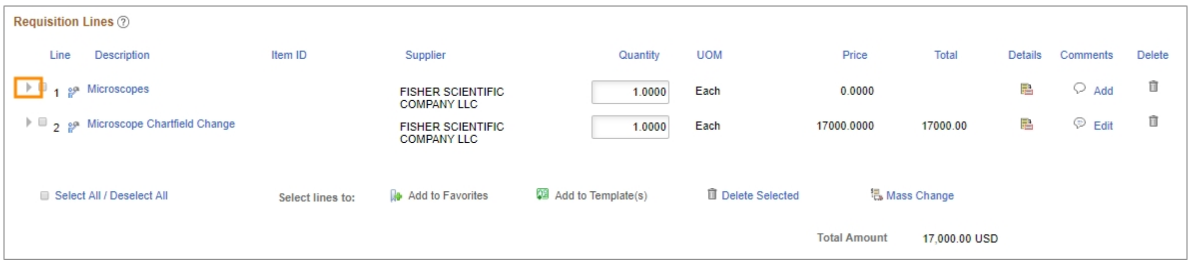
8. To view the chartfield string in order to make sure that it is the same, click the **Expand Section** arrow to the left of the first line.



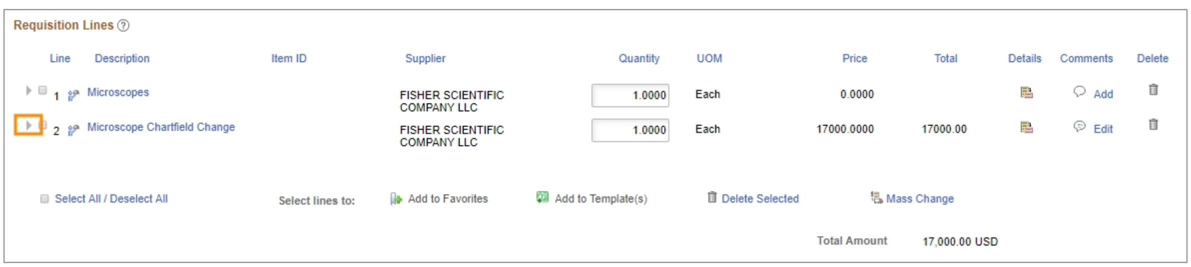
9. Click the **Chartfields2** tab to see the chartfield string for Line #1. The chartfield string for Line #1 should be the same chartfield string that was used on the original line. If it is not the same chartfield string that was used on the original line, enter the original chartfield string.



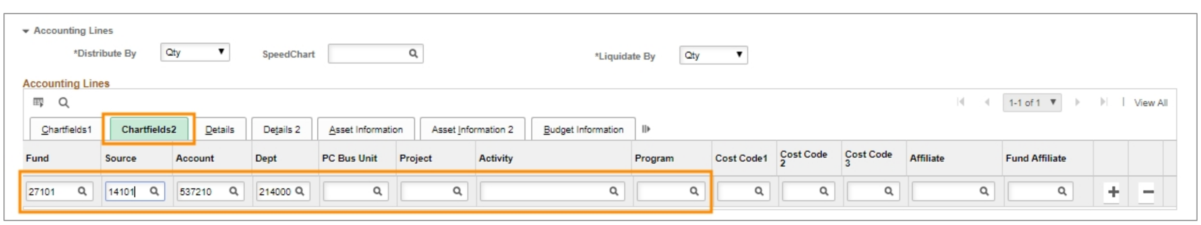
10. Once the original chartfield string has been entered, click the **Expand Section** arrow to minimize the section.



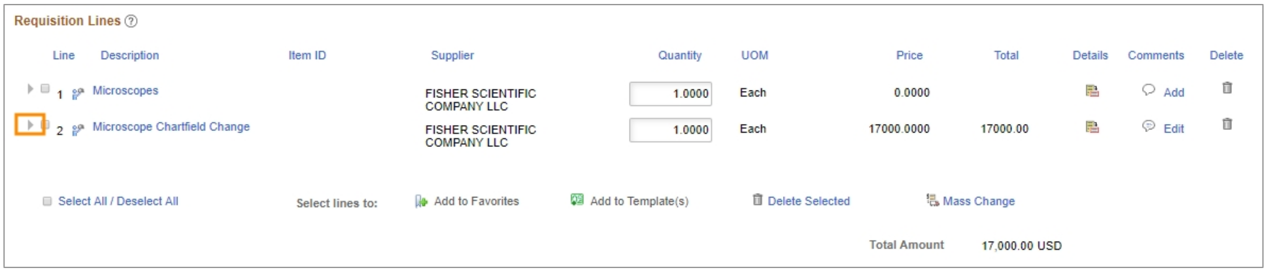
11. To edit the chartfield string for Line #2, click the **Expand Section** arrow to the left of Line #2. The chartfield string for Line #2 should be the new chartfield string that will now be used for the line.



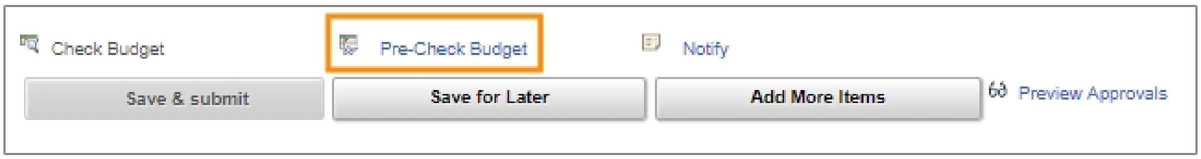
12. On the **Chartfields2** tab, enter the new chartfield string that will now be used for the line.



13. Click the **Expand Section** arrow to minimize the section.

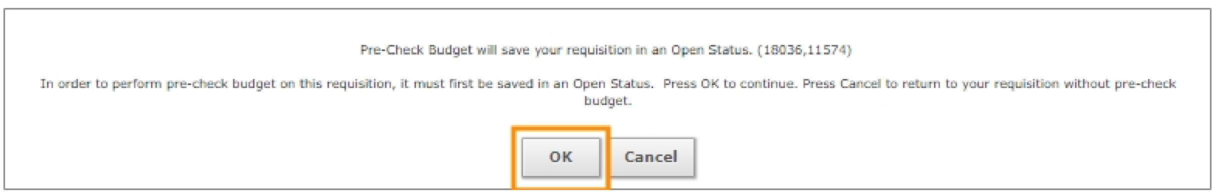


14. Click the **Pre-Check Budget** button.



Result: The system displays a pop up message.

15. Click the **OK** button.



16. Click the **Save & submit** button.

Result: The system displays a Confirmation page.

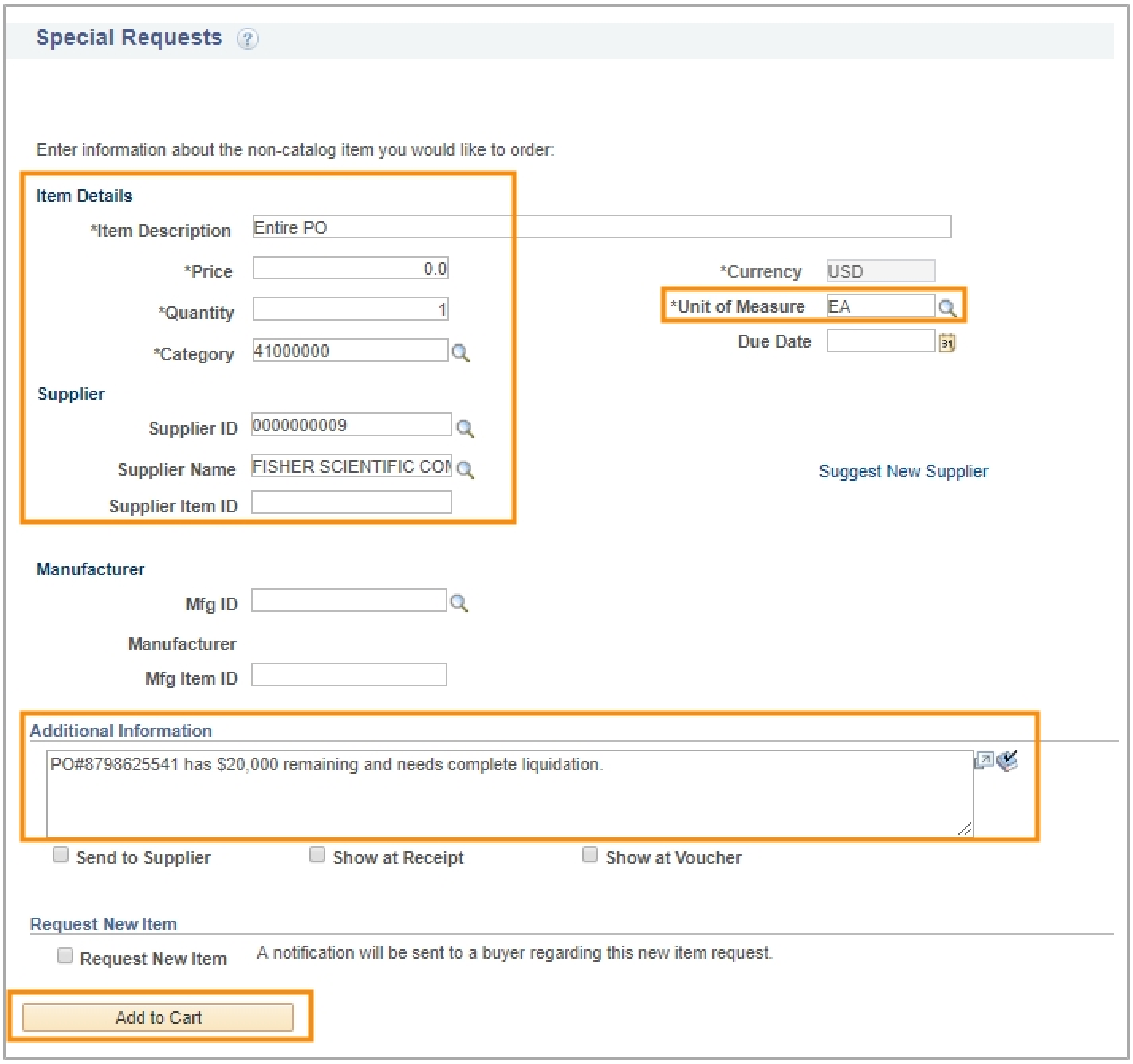
E. Liquidating the Total PO Amount

Follow these steps the liquidate the total amount remaining on a PO:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Requisition**
2. Click the **Special Item** link.
3. Complete the fields:

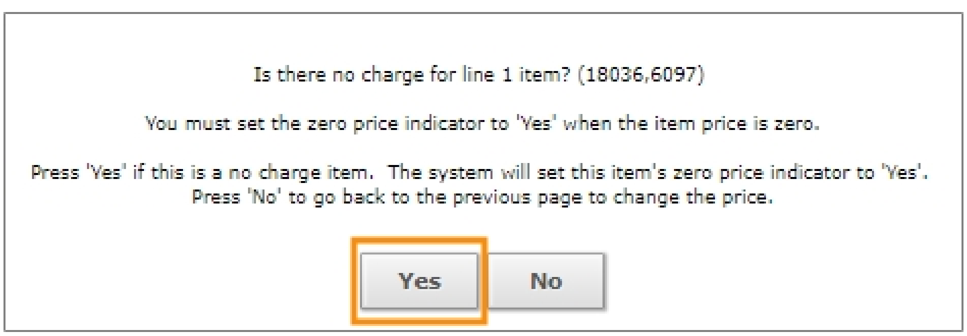
In this field:	Do the following:
Item Description	Enter **Entire PO.**
Price	Enter **$0.00.** **Important:** The system sets the Zero Price Indicator for you which allows you to process the requisition with a price of zero. Make sure to enter zero for the price.
Quantity	Enter a **1.** **Note:** You must enter a "1" when entering a price of $0.00. This isn't related to the actual quantity you want changed on the PO. Information about the quantity should be described in the Item Description field.
Unit of Measure	Enter the unit of measure, such as **EA** for each.
Category	Choose the category that most accurately describes the item.
Supplier ID	Enter the supplier ID number.
Supplier Name	Enter the supplier's name.
Additional Information	Enter the following: *"PO#XXXXX has $XXXX.XX remaining and needs complete liquidation."* **For example:** *"PO#8798625541 has $20,000 remaining and needs complete liquidation."*

4. Click the **Add to Cart** button.



Result: The system displays a pop up message.

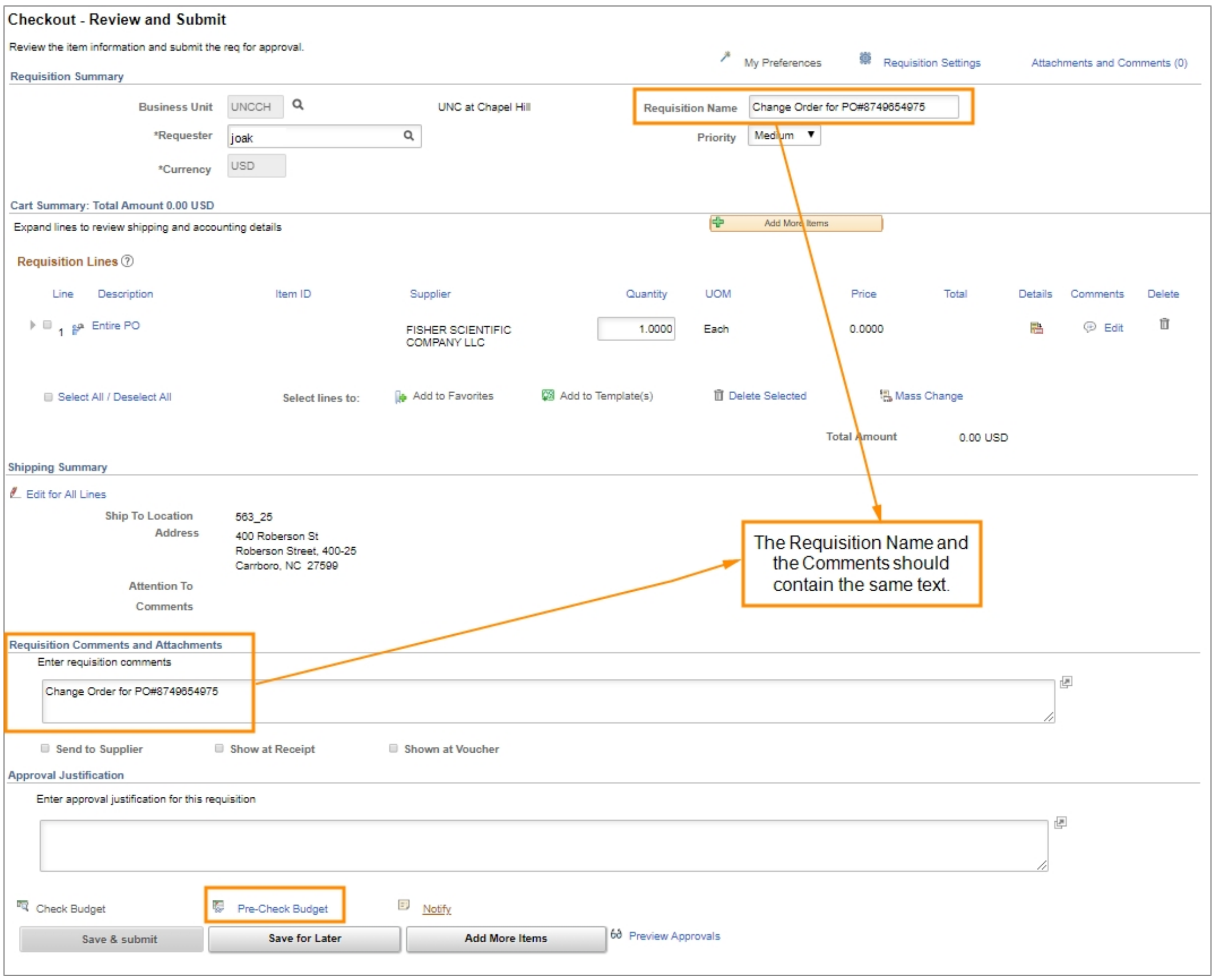
5. Click the **Yes** button.



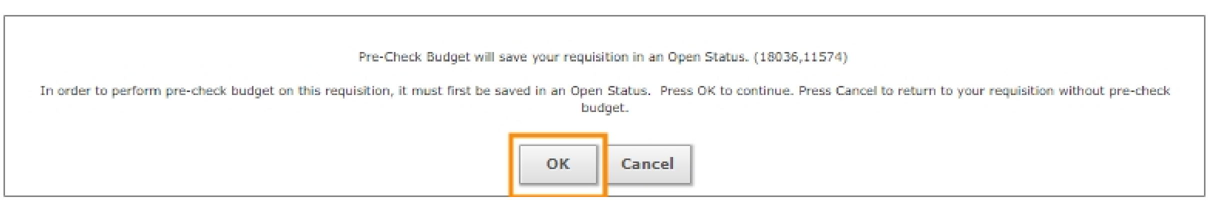
6. Click the **Checkout** button.

7. In the **Requisition Name** field and **Comments** box, enter *"Change Order for PO XXXXX."*

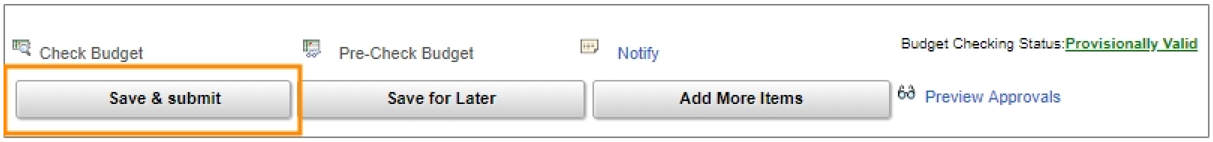
8. Click the **Pre-Check Budget** button.



9. When the following message appears, click the **OK** button.



10. Click the **Save & submit** button.



Result: The system displays a confirmation page.

Processing a Return

Overview

Returns of materials or equipment acquired with a purchase order require authorization from the supplier and documentation in the purchase order system to receive credit for the return.

Returns of materials or equipment acquired with a purchase order require a return material authorization (RMA) number from the suppleir. Once the RMA is received, a new requisition must be created in ConnectCarolina. All data entry fields must be completed and the requisition must be specified as a change order. The RMA number and the original purchase order number must be referenced in the requisition header. The change order requisition notifies the appropriate purchasing agent to contact the department about the details of the return.

Important: It is highly recommended that you contact the buyer associated with the purchase order to ensure that PO and any related documents are updated properly.

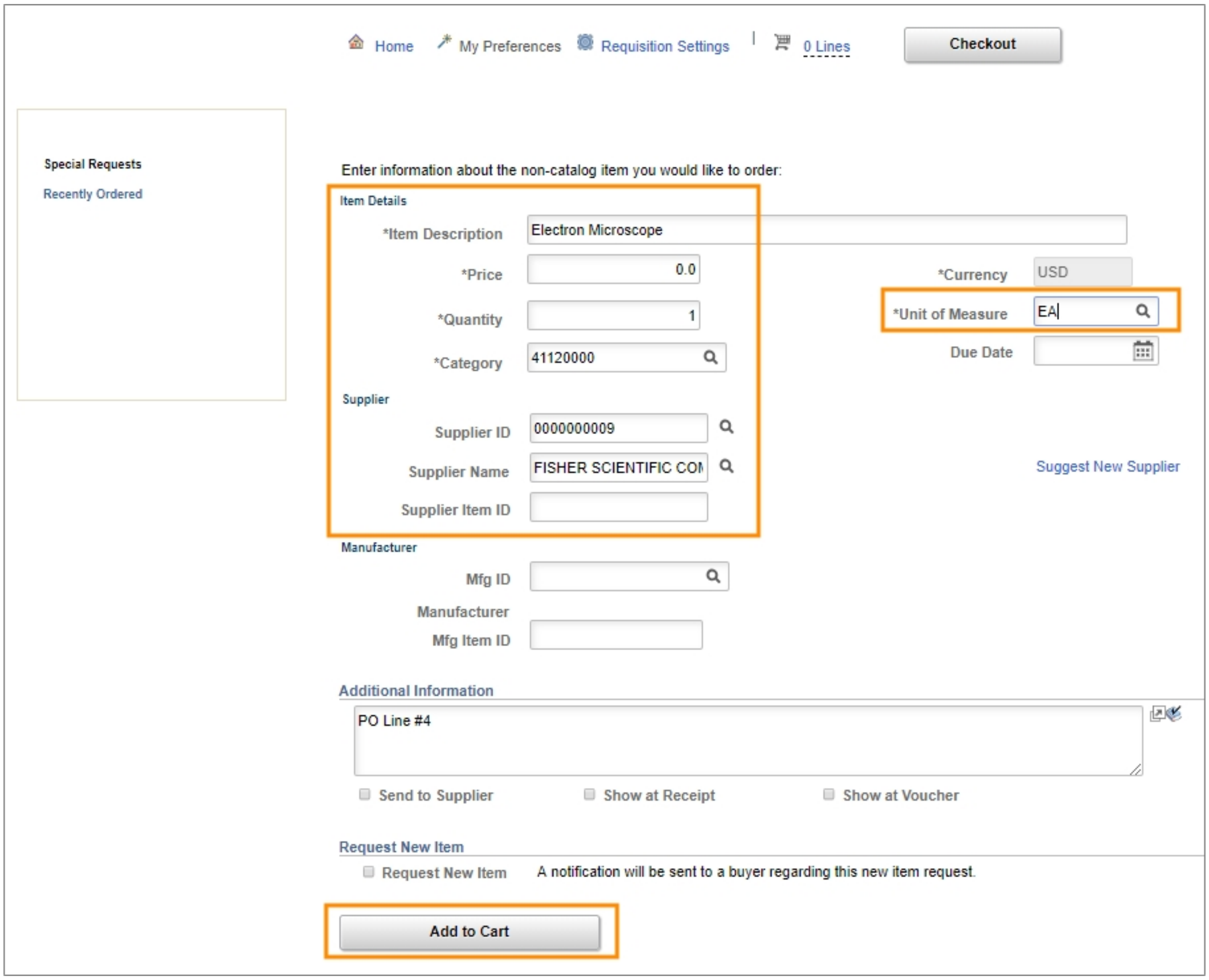
Processing a Return

Follow these steps to process a return:

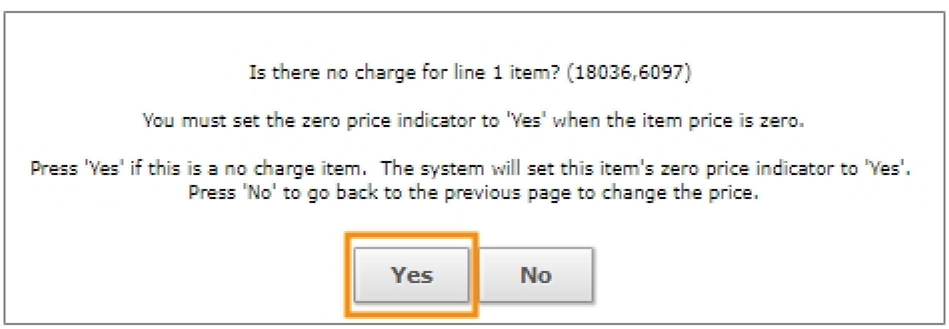
1. From the Admin WorkCenter home page, choose **Finance WorkCenter > BuyCarolina/Purchase Order> Requisition**
2. Click the **Requisition** tab.
3. Click the **Special Request** link.
4. Complete the fields:

In this field:	Do the following:
Item Description	Enter the description of the item you are returning.
Price	Enter $0.00.
Quantity	Enter the number of items you are returning.
Unit of Measure	Enter the unit of measure, often EA for each.
Category	Choose the category that most accurately describes the item.
Supplier ID	Enter the supplier number.
Supplier Name	Enter the supplier's name.
Additional Information	Enter the line number from the PO for the item you are returning.

5. Click the **Add to Cart** button.



Result: The system displays a pop up message.



6. Click the **Yes** button.

   Caution: The system sets the Zero Price Indicator for you which allows you to process the requisition with a price of zero. Make sure to enter zero for the price, otherwise the requisition will encumber funds for whatever amount is entered on the chartfield string entered for the item.

7. Click the **Checkout** button.

8. In the **Requisition Comments & Attachments**box, enter the PO number and the RMA number for the return you are processing.

9. Click the **Pre-Check Budget** button.

10. Click the **Save & submit** button.

Note: It is recommended that you inform the buyer of the return and reference the PO number as well as the requisition number for the return.

Infoporte Finance Transactions

Overview

InfoPorte is the principal reporting tool for finding balances, individual transactions, and various other information. The purpose of this document is to show you how to sign on to InfoPorte and find finance transactions.

This document is not intended to be the complete training on InfoPorte. To attain the necessary understanding of InfoPorte, you need to attend the Financial Reporting with InfoPorte class.

Access to InfoPorte is controlled by your InfoPorte Administrator. Generally, you are granted access to the pages and departments within the purview of your job. New users need to request access through their InfoPorte Administrator.

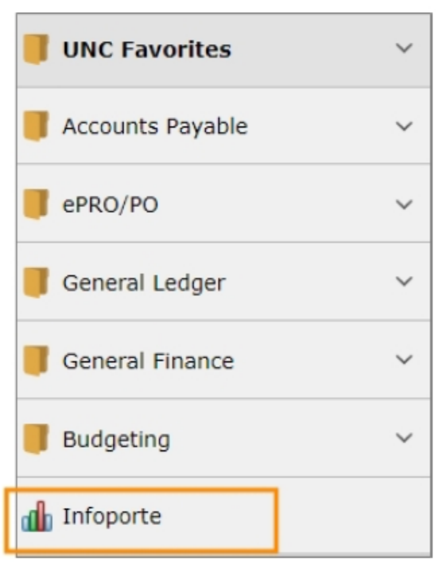
To access the request form and to see the list of InfoPorte Access Administrators, go to: https://infoporte.unc.edu/tools/data_dictionary_documents.php. In the first column, look for Infoporte Admin/Access Request Coordinator list. In the column to the far right, click Download to view the list in Excel.

Accessing InfoPorte and Finding Finance Transactions

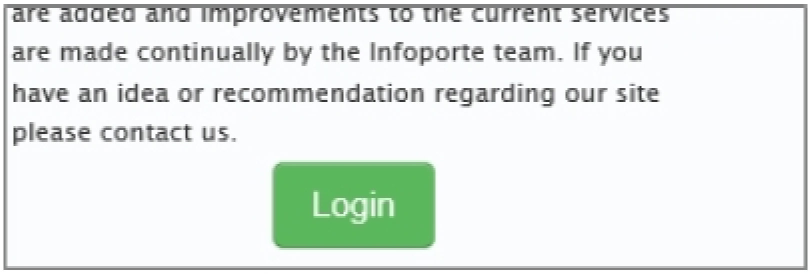
Follow these steps to access InfoPorte and find finance transactions:

There are two ways to access InfoPorte. Choose either Step 1 or 2.

1. From the Admin WorkCenter home page, choose Finance WorkCenter, click InfoPorte from the left menu.



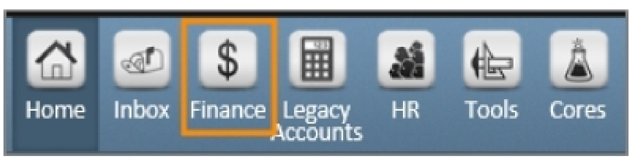
2. Click the **Login** button.



Result: The buttons that you have access to appear in the top toolbar. A useful button is the Tools button. This button contains the following tabs:

- Data Dictionary Data Dictionary > Account Mapping tab. This tab allows you to look up the translation from an FRS account to the equivalent chartfield string in ConnectCarolina.
- Data Dictionary > Chartfield Lookup tab. This tab allows you to search for ConnectCarolina chartfields by an alpha or numeric search.
- Data Dictionary > General Info tab. This tab contains a list of forms and files, such as the Access Request Form for InfoPorte and a list of the InfoPorte Administrators

3. Click the **Finance** button.



Result: The system displays the landing page for the Finance tab, which is the Dept Accounting tab.

4. Click the **Transactions** tab.

Result: The system displays the basic search fields. There is also an Advanced search field section beneath the Basic search section, which allows you to search at an additional level of detail.

5. Click the **Advanced** link to open the Advanced search section.

6. The Fiscal Year, Budget Year, and Acct Period fields default to the current period. Change these fields if you are looking for a transaction in a different accounting period.

   Note: For each accounting period you select, you will see transactions for just those accounting periods, rather than transactions life-to-date up to the period selected.

7. Complete the search fields per the table below. Keep in mind the following:

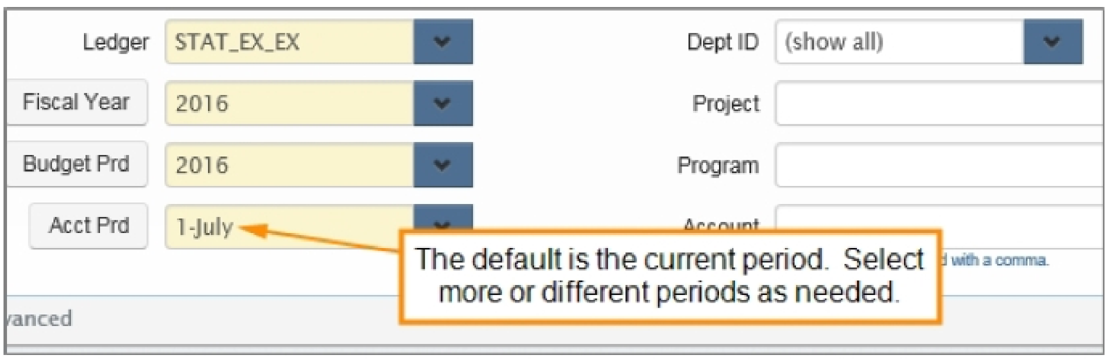
   - The list in the table below focuses on finding each transaction type, but it is not an exhaustive list of ways you can search. For example, you could search by a specific cost code, but that is not listed in this table.
   - Your complete set of search fields impacts your overall search results. For example, if you select STAT_EX_EX ledger in the Basic search section, and then enter a journal ID in the Advanced section that does not have a State fund, you will get no results.
   - There is an optimal set of chartfield combinations for reconciling. Those combinations are listed in the table at the end of this document.

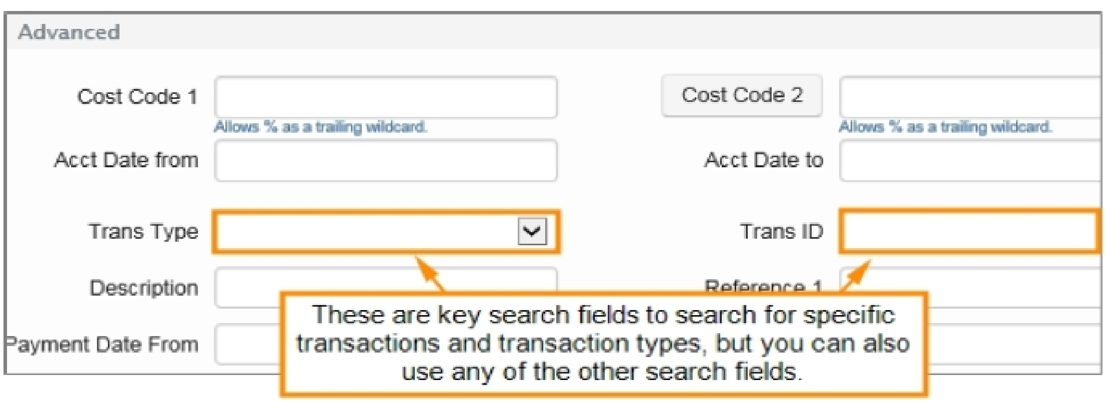
To find this transaction	From the Basic search section, enter:	From the Advanced section, enter:

purchase requisitions
 	
vendor catalog orders
 	
Note: These requirements will have an associated voucher if they have been invoiced to the vendor.
	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSR_ PRE
	  • STAT_ EX_PR
	  • TRST_ EX_PR
	• your department
		REQ_PREENC in the Trans Type field - to see all reqs for your dept
		
		Requisition ID in the Trans ID field - to see one specific requisition
		
		Acct Date From and Acct Date To - to see requisitions within a date range

vouchers **Note:** This includes travel vouchers, and purchase requisitions and vendor catalog orders that have been invoiced to the vendor.	• one or combination of pre-encumbrance ledgers: ◦ F&A_PRE ◦ OSR_ PRE ◦ STAT_ EX_PR ◦ TRST_ EX_PR • your department	AP_VOUCHER in the Trans Type field - to see all vouchers for your department Voucher ID in the Trans ID field - to see one specific voucher
Campus journals	• leave blank	Journal ID in the Trans ID field - to search for a single journals
expense from data collect batches, such as FEDEX, medical insurance, and core data fees	• one or combination of pre-encumbrance ledgers: ◦ F&A_PRE ◦ OSR_ PRE ◦ STAT_ EX_PR ◦ TRST_ EX_PR • your department	GL_JOURNAL in the Trans Type field
deposits	• your department	AR_MISCPAY in the Trans tpe field - to see all deposits Deposit ID in the Trans ID field - to see a specific deposit

budget journals or transfers	• one or combination of pre-encumbrance ledgers:
	  ◦ F&A_PRE
	  ◦ OSR_ PRE
	  ◦ STAT_ EX_PR
	  ◦ TRST_ EX_PR
	• your department	





8. Click the **Search** button.

   Result: The system displays the journals based on your search criteria. The table below shows the information in key fields by transaction type.

Transaction type	Description	Trans Type	Trans ID	Reference 1	Refrence 2

Purcahse requisitions vendor catalog orders	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_ Payment Date	Requisition ID
Campus vouchers	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_ Payment Date	not used
Travel vouchers	VendorID_ Vendor name	AP_ VOUCHER	Travel ID_ Invoice #	Payment Ref #_ Payment Date	not used
Campus journals	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
CABS	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
PCard	Merchant name	GL_ JOURNAL	Journal ID_ Posted Date	Transaction date	not used
other data collect batch files, such as fedex or core data fees	file description	GL_ JOURNAL	Journal ID_ Journal Date		not used
depostis	not used	AR_ MISCPAY	AR Business Unit_ Depost ID	not used	not used
budget journals	not used	GL_BD_ JRNL	Journal ID_ Posted Date	not used	not used

Search fields for reconciling

When you reconcile, it is best to search for transactions by specific chartfield string. Below are recommended chartfield combinations for reconciliation purposes.

Fund type	**Chartfield combination**
State	Fund- Source - Department ID
F&A	Source - Department ID
OSR	Source - Project ID
Trust	Source only, with two exceptions: • Endowments: Enter fund and source to see principal and income • Trusts allocated across multiple departments: Enter source and department ID