



Functional Course

PeopleSoft v9.2 eProcurement

Financials Supply Chain Management (FSCM)

Developed for implementation team members and functional end users, PeopleSoft eProcurement v9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the ePro module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

Prerequisites:

- PeopleSoft v9.2 Foundations (FSCM)

Overview

- eProcurement Business Process
- eProcurement Integration

Business Unit Set Up and Configuration

- Purchasing Processing Options
- Purchasing Business Unit Definition
- eProcurement Business Unit Options
- Procurement Accounting Controls

Configuration Value Set Up

- Buyers
- Requesters
- Change Order Template
- Category Codes
- Item Numbering Control

Vendor Set Up

- Vendor Set Controls
- Maintain Vendors

Items

- Item Definition
- Item Purchasing Attributes
- Item Catalog Set Up
- Purchasing Kit

Establishing Users and User Roles

- Defining Users
- Defining Requesters and Buyers
- Establishing User Preferences
- Defining User Roles

Managing Approvals

- Setting Up Specific Data for eProcurement Approvals
- Approving and Denying Requisitions
- Delegating Approval Responsibility

Create Requisitions

- Requisition Workflow
- Create Requisitions
- Add Item to a Requisition
- Create Requisition Using Item ID/Description Search
- Create Requisition for a Special Item
- Create Requisition Using Catalog

Manage Requisitions

- Edit a Requisition
- Cancel an Approved Requisition
- Cancel an Unprocessed Requisition
- Change or Cancel a Processed Requisition
- View Requisition Status

Create Purchase Orders

- Sourcing Requisitions to Purchase Orders
- Using the Sourcing Workbench
- Dispatching Purchase Order

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Changing and Cancelling Purchase Order

- Change Request
- Approve Change Request and Build Change Order
- Create Change Order Online
- Cancel Purchase Orders

Receiving

- Receive From Manage Requisition Page
- Receive From Manage Receipts

Inquiries and Reports

- Procurement History
- Vendor Analysis
- Supplier Performance
- Review Procurement Information