

GFEBS SPENDING CHAIN – PURCHASE REQUISITIONS PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What must occur before a Purchase Order can be created?**
 - A. The Purchase Requisition must be denied
 - B. The Purchase Requisition must have fund certification
 - C. The vendor must be selected
 - D. The invoice must be processed
- 2. How can GFEBS users manage changes in delivery schedules for Purchase Requisitions?**
 - A. By contacting the vendor directly
 - B. By discarding the requisition
 - C. By updating the delivery information within the requisition record
 - D. By submitting a new requisition
- 3. What type of objects can be categorized under cost objects?**
 - A. Only Cost Centers
 - B. Cost Centers, Internal Orders, and Work Breakdown Structures
 - C. Only Work Breakdown Structures
 - D. Only Cost Objects related to Contracting
- 4. What happens once a PR is created unfunded?**
 - A. It cannot be modified
 - B. It is automatically rejected
 - C. It can be partially-funded when funding is provided
 - D. It is deleted after a certain period
- 5. What constitutes a 'Line Item' in the context of a Purchase Requisition?**
 - A. A list of all pending orders
 - B. A detailed description of multiple requisition types
 - C. A line item details a specific good or service requested
 - D. It refers to the overall cost estimation of the requisition
- 6. What is a Purchase Order (PO) in GFEBS?**
 - A. A document that cancels old requisitions
 - B. A document that authorizes the purchase of goods or services
 - C. A financial report of expenditures
 - D. A request for service feedback

- 7. What function does the PR change function serve in GFEBS?**
- A. It allows users to create new Purchase Requisitions
 - B. It allows users to make modifications to existing Purchase Requisitions
 - C. It eliminates Purchase Requisitions that are outdated
 - D. It compiles reports on Purchase Requisitions
- 8. What role does the PR Interface Processing Monitor serve?**
- A. Creates new PRs manually
 - B. Resolves errors between GFEBS and external systems
 - C. Monitors financial compliance
 - D. Generates purchase orders
- 9. Which transaction is used to manually enter a Purchase Requisition in GFEBS?**
- A. ME5K
 - B. ME5A
 - C. ME51N
 - D. ME5J
- 10. How does GFEBS prevent duplicate Purchase Requisitions?**
- A. By changing the requisition IDs automatically
 - B. By utilizing validation checks for existing requisitions
 - C. By limiting the number of requisitions a user can create
 - D. By requiring manager oversight on all submissions

Answers

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1. B
2. C
3. B
4. C
5. C
6. B
7. B
8. B
9. C
10. B

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Explanations

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1. What must occur before a Purchase Order can be created?

- A. The Purchase Requisition must be denied
- B. The Purchase Requisition must have fund certification**
- C. The vendor must be selected
- D. The invoice must be processed

Before a Purchase Order can be created, it is essential that the Purchase Requisition has undergone fund certification. Fund certification is a critical step in the procurement process, ensuring that there are sufficient funds available in the budget to cover the costs associated with the proposed purchase. This process helps to prevent overspending and ensures that financial resources are appropriately allocated. By confirming that the funds are certified, the organization can confidently move forward with the purchase, knowing financial controls are in place. This step is integral to maintaining accountability and financial discipline within the spending chain, as it verifies that the necessary fiscal resources are available and authorized before any commitments are made, such as creating a Purchase Order.

2. How can GFEBS users manage changes in delivery schedules for Purchase Requisitions?

- A. By contacting the vendor directly
- B. By discarding the requisition
- C. By updating the delivery information within the requisition record**
- D. By submitting a new requisition

Managing changes in delivery schedules for Purchase Requisitions in GFEBS involves directly updating the existing requisition record. This approach allows users to maintain a clear and accurate record of all relevant details, including changes to delivery schedules, while retaining the historical context of the original requisition. Updating the delivery information within the requisition record ensures that any modifications are properly documented and communicated within the system, which is essential for tracking and reporting purposes. This method is not only efficient but also helps in preventing confusion that could arise from creating multiple requisitions for the same requirement or discarding existing data. Maintaining complete records aids in audit trails and can facilitate better supplier management as well. The ability to directly update the requisition reflects the importance of keeping financial and logistical information aligned within the GFEBS system.

3. What type of objects can be categorized under cost objects?

- A. Only Cost Centers
- B. Cost Centers, Internal Orders, and Work Breakdown Structures**
- C. Only Work Breakdown Structures
- D. Only Cost Objects related to Contracting

In the context of cost management within the GFEBS Spending Chain, cost objects represent areas where costs are incurred that can be tracked and managed. The correct response identifies that cost objects encompass a broader range of items, specifically cost centers, internal orders, and work breakdown structures. Cost centers serve as the primary organizational units to which costs are assigned; they allow the tracking of expenses related to specific functions or departments. Internal orders are temporary units used to track costs related to specific projects or tasks, providing greater granularity for financial tracking. Work breakdown structures are hierarchical frameworks that break down projects into manageable sections, facilitating detailed planning and cost allocation. The inclusion of all three elements as cost objects reflects the diverse nature of expense tracking across different dimensions of an organization. Each type of cost object plays a crucial role in effective budgeting, financial reporting, and strategic decision-making, ensuring a comprehensive approach to managing costs.

4. What happens once a PR is created unfunded?

- A. It cannot be modified
- B. It is automatically rejected
- C. It can be partially-funded when funding is provided**
- D. It is deleted after a certain period

When a Purchase Requisition (PR) is created unfunded, it signifies that there are currently no available funds allocated to it. However, this does not mean that the PR is rendered useless. Instead, an unfunded PR can remain in the system and can be partially funded once appropriate funding becomes available. This allows for flexibility in managing procurement needs as funding becomes accessible, enabling the organization to address its requisitions effectively. In the GFEBS system, the possibility of partially funding an unfunded PR underscores the approach to fiscal management in government budgeting, where funds may not always be available up front but can be allocated as part of subsequent budget adjustments or appropriations. This characteristic is crucial for effective financial planning and procurement processes within the organization.

5. What constitutes a 'Line Item' in the context of a Purchase Requisition?

- A. A list of all pending orders
- B. A detailed description of multiple requisition types
- C. A line item details a specific good or service requested**
- D. It refers to the overall cost estimation of the requisition

A 'Line Item' in the context of a Purchase Requisition specifically refers to a detailed entry that describes a particular good or service being requested. Each line item encompasses essential details such as the quantity, unit of measure, and specific characteristics of the item or service. This granularity allows for precise tracking and management of procurement within the spending chain. Having clear line items ensures that the purchase requisition accurately represents what is being ordered, making it easier for approval, budgeting, and eventual fulfillment processes. Understanding line items is crucial in ensuring that the procurement reflects actual organizational needs and facilitates effective financial management. In contrast, a comprehensive list of all pending orders lacks the specificity of individual requests, and multiple requisition types do not narrow down the focus to a single item or service. Lastly, an overall cost estimation of the requisition does not provide the necessary detail about each specific line item and their respective costs. Such distinctions highlight the importance of the line item in managing purchase requisitions effectively.

6. What is a Purchase Order (PO) in GFEBS?

- A. A document that cancels old requisitions
- B. A document that authorizes the purchase of goods or services**
- C. A financial report of expenditures
- D. A request for service feedback

A Purchase Order (PO) in GFEBS is a critical document that serves as formal authorization for acquiring goods or services. When a Purchase Order is created, it signifies the commitment of funds to fulfill the procurement needs of the organization. Essentially, it outlines the specifics of the purchase, including the items or services required, quantities, agreed prices, and delivery dates, ensuring that all parties involved in the transaction have clear expectations. This process helps maintain financial accountability and supports the budgeting and spending operations within GFEBS. By generating a Purchase Order, the organization establishes a legally binding agreement with the vendor, which enhances procurement efficiency and aids in tracking expenditures related to the purchase. In contrast, the other options represent concepts that are not aligned with the core purpose of a Purchase Order. Cancelling old requisitions relates to managing previous requests, financial reports involve summarizing spending data, and service feedback pertains to evaluating vendor performance, none of which define the function of a Purchase Order in the GFEBS system.

7. What function does the PR change function serve in GFEBS?

- A. It allows users to create new Purchase Requisitions
- B. It allows users to make modifications to existing Purchase Requisitions**
- C. It eliminates Purchase Requisitions that are outdated
- D. It compiles reports on Purchase Requisitions

The PR change function in GFEBS is essential for allowing users to make modifications to existing Purchase Requisitions. This feature is vital for updating requisitions to reflect changes in quantities, descriptions, or other pertinent details that might arise after the initial creation of the requisition. This flexibility is critical in procurement processes, as it ensures that the Purchase Requisitions remain accurate and up-to-date, facilitating smoother operational workflows. Users can efficiently correct errors, update requirements based on changing needs, or adjust for budget constraints, thereby enhancing the overall accuracy and reliability of procurement data in GFEBS. By enabling modifications rather than just creating new requisitions, this function helps maintain a cleaner and more organized system, preventing duplication and clutter in the procurement process.

8. What role does the PR Interface Processing Monitor serve?

- A. Creates new PRs manually
- B. Resolves errors between GFEBS and external systems**
- C. Monitors financial compliance
- D. Generates purchase orders

The PR Interface Processing Monitor plays a crucial role in ensuring the seamless flow of data between GFEBS (General Fund Enterprise Business System) and external systems. By focusing on resolving any discrepancies or errors that may arise during this data exchange, the monitor helps maintain the integrity of financial transactions and ensures that accurate information is being utilized across systems. This function is essential for effective financial management and reporting, as errors could lead to significant issues in budgeting and procurement processes. While creating purchase requisitions manually, monitoring financial compliance, and generating purchase orders are important tasks within the GFEBS environment, they do not fall under the specific responsibilities of the PR Interface Processing Monitor. Instead, this component is dedicated to managing and rectifying any interface issues, thereby ensuring that the overall procurement process operates smoothly and effectively.

9. Which transaction is used to manually enter a Purchase Requisition in GFEBS?

- A. ME5K
- B. ME5A
- C. ME51N**
- D. ME5J

The correct transaction for manually entering a Purchase Requisition in GFEBS is ME51N. This transaction allows users to create a new Purchase Requisition directly within the system. When using ME51N, users are presented with a detailed input screen where they can specify various elements such as the material, quantity, delivery date, and vendor information necessary to process the purchase requisition effectively. This transaction is essential because it facilitates the initiation of the procurement process, ensuring that the request for goods or services is documented and communicated within the organization. The structured format helps maintain data integrity and ensures all necessary information is captured, which is vital for successful procurement and budget management. Other transactions mentioned, while relevant to the purchasing process, serve different purposes. For example, some may be used for reporting or displaying existing Purchase Requisitions rather than creating new ones. Therefore, ME51N is specifically designed for the creation of Purchase Requisitions, making it the appropriate choice in this context.

10. How does GFEBS prevent duplicate Purchase Requisitions?

- A. By changing the requisition IDs automatically
- B. By utilizing validation checks for existing requisitions**
- C. By limiting the number of requisitions a user can create
- D. By requiring manager oversight on all submissions

The correct answer illustrates that GFEBS employs validation checks for existing requisitions as a means to prevent duplicates. This process works by systematically reviewing entered requisitions against those already in the system, ensuring that if a requisition with the same details (such as vendor, items requested, or total amount) already exists, the system will flag it. This proactive approach is efficient because it helps maintain the integrity of the purchasing process, minimizing redundancy and potential confusion that can arise from having multiple requisitions requesting the same items or services. The other methods mentioned, such as changing requisition IDs automatically or limiting the number of requisitions a user can create, do not directly address the issue of duplicates in the same manner. Automatic ID changes might lead to complications in tracking requisitions accurately over time. Similarly, capping the number of requisitions a user can create does not inherently prevent duplicate entries from being attempted; it merely restricts the volume of submissions. Manager oversight on all submissions might help catch duplicates at a later stage but is not as effective as real-time validation checks in preventing them from occurring in the first place. Thus, the validation checks are the most directly applicable mechanism for preventing duplicate purchase requisitions in the system.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

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We wish you the very best on your exam journey. You've got this!

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