



Oracle® Public Sector Purchasing User's Guide

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Oracle® Public Sector Purchasing User's Guide
Release 11

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Preface

This user's guide includes the information you need to work with Oracle Public Sector Purchasing effectively. It contains detailed information about the following:

- Overview and reference information
- Specific tasks you can accomplish using Oracle Public Sector Purchasing
- Oracle Public Sector Purchasing setup
- Oracle Public Sector Purchasing functions and features
- Oracle Public Sector Purchasing windows
- Oracle Public Sector Purchasing reports and processes

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

About This User's Guide

This guide contains overviews as well as task and reference information about Oracle Public Sector Purchasing. This guide includes the following chapters:

- Chapter 1 provides an overview of all the setup steps for Oracle Public Sector Purchasing and describes how Oracle Public Sector Purchasing can be tailored to your needs.

Note: Implementation information and procedures are contained in this chapter.

- Chapter 2 contains information on the document approval process, security, and document control. It also describes how Oracle Public Sector Purchasing uses Oracle Workflow technology to route documents for approval.
- Chapter 3 contains information about requisitions, including internal requisitions, and explains how to create requisitions.
- Chapter 4 fully explains the creation and details pertaining to purchase orders. It also describes how Oracle Public Sector Purchasing uses Oracle Workflow technology to create purchase orders and releases from approved requisitions.
- Chapter 5 describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. It also describes how to create requests for quotation (RFQs) and quotations, and manage buyer workload.
- Chapter 6 describes the AutoCreate process for purchasing documents.
- Chapter 7 contains full information about receiving, including inspections, returns, and corrections.
- Chapter 8 describes how to view the action history for specific purchasing documents or document lines.
- Chapter 9 describes Oracle Public Sector Purchasing reports and processes.

Audience for This Guide

This guide assumes you have a working knowledge of your business area's processes and tools. It also assumes you are familiar with Oracle Public Sector Purchasing. If you have never used Oracle Public Sector Purchasing, we suggest you attend one or more of the Oracle Public Sector Purchasing training classes available through World Wide Education. For more information about Oracle Public Sector Purchasing and Oracle training, see: Other Information Sources.

Do Not Use Database Tools to Modify Oracle Applications Data

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Consequently, we STRONGLY RECOMMEND that you never use SQL*Plus or any other tool to modify Oracle Applications data unless otherwise instructed.

Other Information Sources

Here are some other ways you can increase your knowledge and understanding of Oracle Public Sector Purchasing.

Online Documentation

All Oracle Applications documentation is available online on CD-ROM, except for technical reference manuals. There are two online

formats, HyperText Markup Language (HTML) and Adobe Acrobat (PDF).

All user's guides are available in HTML, Acrobat, and paper. Technical reference manuals are available in paper only. Other documentation is available in Acrobat and paper.

The *content* of the documentation does not differ from format to format. There may be slight differences due to publication standards, but such differences do not affect content. For example, page numbers and screen shots are not included in HTML.

The HTML documentation is available from all Oracle Applications windows. Each window is programmed to start your web browser and open a specific, context-sensitive section. Once any section of the HTML documentation is open, you can navigate freely throughout all Oracle Applications documentation. The HTML documentation also ships with Oracle Information Navigator (if your national language supports this tool), which enables you to search for words and phrases throughout the documentation set.

Related User's Guides

Oracle Public Sector Purchasing shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user's guides when you set up and use Oracle Public Sector Purchasing.

If you do not have the hardcopy versions of these manuals, you can read them online using the Applications Library icon or Help menu command.

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Public Sector Purchasing (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Oracle Applications Demonstration User's Guide

This guide documents the functional storyline and product flows for Global Computers, a fictional manufacturer of personal computers products and services. As well as including product overviews, the book contains detailed discussions and examples across each of the major product flows. Tables, illustrations, and charts summarize key flows and data elements.

Oracle Bills of Material User's Guide

This guide describes how to create various bills of materials to maximize efficiency, improve quality and lower cost for the most sophisticated manufacturing environments. By detailing integrated product structures and processes, flexible product and process definition, and configuration management, this guide enables you to manage product details within and across multiple manufacturing sites.

Oracle EDI Gateway User's Guide

This guide describes how Oracle EDI Gateway provides a means to conduct business with trading partners via Electronic Data Interchange (EDI). Data files are exchanged in a standard format to minimize manual effort, speed data processing and ensure accuracy.

Oracle Inventory User's Guide

This guide describes how to define items and item information, perform receiving and inventory transactions, maintain cost control, plan items, perform cycle counting and physical inventories, and set up Oracle Inventory.

Oracle Order Entry/Shipping User's Guide

This guide describes how to enter sales orders and returns, copy existing sales orders, schedule orders, release orders, plan departures and deliveries, confirm shipments, create price lists and discounts for orders, and create reports.

Oracle Product Configurator User's Guide

This guide describes how to improve order taking and fulfillment productivity by eliminating errors in new sales orders and bills of materials. You can use Oracle Product Configurator to verify product

configurations, automatically select configuration options, and generate manufacturing bills of materials according to configuration constraints.

Oracle Quality User's Guide

This guide describes how Oracle Quality can be used to meet your quality data collection and analysis needs. This guide also explains how Oracle Quality interfaces with other Oracle Manufacturing applications to provide a closed loop quality control system.

Oracle Self Service Web Applications User's Guide

This guide describes how Oracle Self Service Web Applications enable companies to provide a self-service and secure web interface for its employees, customers and suppliers. Employees can change their personal status, submit expense reports or request supplies; customers can check on their orders; and suppliers can share production schedules with their trading partners. This guide is available in HTML only.

Oracle Supplier Scheduling User's Guide

This guide describes how you can use Oracle Supplier Scheduling to calculate and maintain planning and shipping schedules and communicate them to your suppliers.

Oracle Work in Process User's Guide

This guide describes how Oracle Work in Process provides a complete production management system. Specifically this guide describes how discrete, repetitive, assemble-to-order, project, flow, and mixed manufacturing environments are supported.

Oracle Public Sector General Ledger User's Guide

This guide explains how to plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types, and enter daily rates. This manual also includes complete information on implementing Budgetary Control.

Oracle Public Sector Payables User's Guide

This guide describes how accounts payable transactions are created and entered in Oracle Public Sector Payables. This guide also contains detailed setup information for Oracle Public Sector Payables.

Oracle Public Sector Receivables User's Guide

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, banks, invoices, and payments windows.

Oracle HRMS User's Guide

This manual explains how to enter your employees. It also explains how to set up organizations and site locations. Even if you do not install Oracle HRMS, you can set up your employees, site locations, and organization using Oracle HRMS forms.

Oracle Workflow Guide

This manual explains how to define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes.

Reference Manuals

Oracle Automotive Implementation Manual

This manual describes the setup and implementation of the Oracle Applications used for the Oracle Automotive solution.

Oracle Manufacturing, Distribution, Sales and Service Open Interfaces Manual

This manual contains up–to–date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes open interfaces found in Oracle Manufacturing.

Oracle Applications Message Reference Manual

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11.

Oracle Project Manufacturing Implementation Manual

This manual describes the setup steps and implementation for Oracle Project Manufacturing.

Oracle Self-Service Web Applications Implementation Manual

This manual describes the setup steps for Oracle Self-Service Web Applications and the Web Applications dictionary.

Installation and System Administration

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Public Sector Purchasing. This manual details additional steps and setup considerations for implementing Oracle Public Sector Purchasing with this feature.

Multiple Organizations in Oracle Applications

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle Public Sector Purchasing installation, this guide describes all you need to know about setting up and using Oracle Public Sector Purchasing with this feature.

Oracle Applications Implementation Wizard User's Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Developer/2000 forms so that they integrate with Oracle Applications.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Public Sector Purchasing implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle Applications Installation Manual for Windows Clients

This guide provides information you need to successfully install Oracle Financials, Oracle Public Sector Financials, Oracle Manufacturing, or Oracle Human Resources in your specific hardware and operating system software environment.

Oracle Applications Product Update Notes

If you are upgrading your Oracle Applications, refer to the product update notes appropriate to your update and product(s) to see summaries of new features as well as changes to database objects, profile options and seed data added for each new release.

Oracle Applications Upgrade Preparation Manual

This guide explains how to prepare your Oracle Applications products for an upgrade. It also contains information on completing the upgrade procedure for each product. Refer to this manual and the *Oracle Applications Installation Manual* when you plan to upgrade your products.

Oracle Applications System Administrator's Guide

This manual provides planning and reference information for the Oracle Public Sector Purchasing System Administrator.

Other Sources

Training

We offer a complete set of formal training courses to help you and your staff master Oracle Public Sector Purchasing and reach full productivity quickly. We organize these courses into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle Education Services at any one of our many Education Centers, or you can arrange for our trainers to teach at your facility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Public Sector Purchasing working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle8 server, and your hardware and software environment.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database

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Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 140 countries around the world.

Thank You

Thank you for using Oracle Public Sector Purchasing and this user's guide.

We value your comments and feedback. At the end of this guide is a Reader's Comment Form you can use to explain what you like or dislike about Oracle Public Sector Purchasing or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

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Or, send electronic mail to gepddoc@us.oracle.com.

Setting Up

This chapter tells you everything you need to know about setting up, including:

- Setup Overview: page 1 – 2
- Defining Buyers: page 1 – 13
- Defining Approval Groups: page 1 – 15
- Assigning Approval Groups: page 1 – 18
- Annotating Purchasing Documents: page 1 – 20
- Defining Purchasing Options: page 1 – 29
- Defining Receiving Options: page 1 – 40
- Defining Requisition Templates: page 1 – 44
- Purchasing Hazardous Materials: page 1 – 48
- Defining Lookup Codes: page 1 – 54
- Purchasing Services: page 1 – 57
- Defining Document Types: page 1 – 65
- Controlling Purchasing Periods: page 1 – 71
- Choosing Workflow Options: page 1 – 73
- Profile Options in Purchasing: page 1 – 76

Setup Overview

This section contains an overview of each step you need to complete to set up Oracle Public Sector Purchasing. For instructions on how to complete each task, see the setup sections indicated in each step below.

Some of the steps below are **Required**, and some are **Optional**. **Required with defaults** means that the setup functionality comes with pre-seeded, default values in the database; however, you should review those defaults and decide whether to change them to suit your public sector needs. If you want or need to change them, you should perform that setup step.

Some of the steps below you may not need to perform if you've already performed a common-application setup (setting up multiple Oracle Applications products).

Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, you may want to use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross-product implementation dependencies and reduces redundant setup steps. The Wizard also identifies steps that can be completed independently—by several teams working in parallel—to help you manage your implementation process most efficiently.

You can use the Implementation Wizard as a resource center to see a graphical overview of setup steps, read online help for a setup activity, and open the appropriate setup window. You can also document your implementation, for further reference and review, by using the Wizard to record comments for each step.

Set Up Oracle Applications Technology

The setup steps in this chapter tell you how to implement the parts of Oracle Applications specific to Oracle Public Sector Purchasing.

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration. However, if you do not use the Wizard, you need to complete several other setup steps, including:

- performing system-wide setup tasks such as configuring concurrent managers and printers

- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities

Also, since Purchasing uses Oracle Workflow to manage the approval and creation of business documents, and to derive Accounting Flexfield values via the Account Generator, you need to set up Oracle Workflow.

See Also

Oracle Applications Implementation Wizard User's Guide

Oracle Applications System Administrator's Guide

Oracle Workflow Guide

Multiple Reporting Currencies

If you plan to use Multiple Reporting Currencies (MRC) with Oracle Public Sector Purchasing, additional setup steps are required. See: *Multiple Reporting Currencies in Oracle Applications*.

Setup Prerequisites

- Before you set up your Purchasing application, you should set up an Oracle Applications System Administrator responsibility. See: *Oracle Applications System Administrator's Guide*.
- Since Purchasing uses Oracle Workflow technology to perform document approvals, automatic document creation, and account generation via the Account Generator, you need to set up Oracle Workflow before you can use Purchasing. See: *Setting Up Oracle Workflow, Oracle Workflow Guide*.

Setup Steps

Step 1 Set Up System Administrator (Required)

This step involves the following tasks:

- Set up security. In particular, define user names. See: Overview of Oracle Applications Security, *Oracle Applications System Administrator's Guide*. See: Users Window, *Oracle Applications System Administrator's Guide*.
- Set up printers (optional). See: Setting Up Your Printers, *Oracle Applications System Administrator's Guide*.

Step 2 **Set Up Key Flexfields (Required)**

See: *Oracle Applications Flexfields Guide*.

Setting up key flexfields for Purchasing involves the following tasks:

- Set up accounting key flexfields. You may not need to perform this step if you have already installed and set up Oracle Public Sector General Ledger or performed a common-applications setup. See also: *Oracle Public Sector General Ledger User's Guide*.
- Set up the following Human Resources key flexfields. You may not need to set up these key flexfields if you have already installed and set up Oracle Human Resource Management Systems or performed a common-applications setup. See also: *Oracle Human Resources User's Guide*.
 - Grade flexfield
 - Job flexfield
 - Position flexfield
 - People Group flexfield
- Set up the following Inventory key flexfields. You may not need to set up these key flexfields if you have already installed and set up Oracle Inventory or performed a common-applications setup. See also: *Oracle Inventory User's Guide*.
 - Item Catalog flexfield
 - Item Category flexfield
 - System Items flexfield
 - Run item flexfield view.

Step 3 **Set Up Calendars, Currencies, and Set of Books (Required)**

If you have defined your calendars, currencies, and set of books while setting up a different Oracle Applications product, proceed to the next step. However, if you are performing a Multi-Org implementation of Purchasing, you may optionally create more than one calendar,

currency, or set of books. See: *Multiple Organizations in Oracle Applications*.

This step involves the following tasks:

- Set up calendars:
 - Define period types. See: *Defining Period Types, Oracle Public Sector General Ledger User's Guide*.
 - Define accounting calendar. See: *Defining Calendars, Oracle Public Sector General Ledger User's Guide*.
 - Define transaction calendar. See: *Defining Transaction Calendars, Oracle Public Sector General Ledger User's Guide*.
 - Define workday calendar. See: *Overview of Workday Calendar, Oracle Bills of Material User's Guide*.
 - Define exception templates. See: *Creating a Workday Exception Template, Oracle Bills of Material User's Guide*.
- Define currencies. See: *Defining Currencies, Oracle Public Sector General Ledger User's Guide*.
- Define conversion rate types. See: *Defining Conversion Rate Types, Oracle Public Sector General Ledger User's Guide*.
- Assign responsibility to a set of books. See: *Oracle Public Sector General Ledger User's Guide*.
- Set up currency rates:
 - Define daily rates. See: *Entering Daily Rates, Oracle Public Sector General Ledger User's Guide*.
 - Define period rates. See: *Entering Period Rates, Oracle Public Sector General Ledger User's Guide*.
 - Define historical rates. See: *Entering Historical Rates, Oracle Public Sector General Ledger User's Guide*.
- Open and close periods. See: *Opening and Closing Accounting Periods, Oracle Public Sector General Ledger User's Guide*.

Step 4 Set Up Organizations (Required)

You may not need to perform this step if you have already installed and set up Oracle Inventory or performed a common-applications setup.

For the following tasks relating to setting up organizations, see: *Oracle Human Resources User's Guide*:

- Define organization QuickCodes.
- Define organizations.
- Define business groups.
- Define human resources organizations.
- Define legal entities organizations.
- Define Oracle users for operating–unit organizations.
- Assign operating units to legal entities.
- Set up inventory organizations. For the following tasks relating to setting up inventory organizations, see: *Oracle Inventory User’s Guide*.
 - Define inventory organizations.
 - Define accounting information for inventory organizations.
 - Define customers and suppliers for inventory organizations.
 - Define inventory organization parameters.
 - Define receiving options for inventory organization. For this task, see: *Defining Receiving Options: page 1 – 40*.
- Define organization hierarchies. See: *Oracle Human Resources User’s Guide*.
- Assign business groups and operating units to responsibilities. See: *Oracle Human Resources User’s Guide*.

Step 5 Set Up Units of Measure (Required)

You may not need to perform this step if you have already installed and set up Oracle Inventory or performed a common–applications setup. See: *Oracle Inventory User’s Guide*.

This step involves the following tasks:

- Define units–of–measure classes.
- Define units of measure.
- Define units–of–measure conversions.
- Define inter–class unit–of–measure conversions

Step 6 Set Up Items

See: *Oracle Inventory User’s Guide*.

This step involves the following tasks:

- Define item attribute controls. **(Required with defaults)**
- Define container type QuickCodes. **(Required with defaults)**
- Define status. **(Required with defaults)**
- Define item type QuickCodes. **(Required with defaults)**
- Define customer item commodity codes. **(Optional)**
- Define item template. **(Optional)**

Step 7 Set Up Personnel

You may not need to perform this step if you have already installed and set up Oracle Human Resource Management Systems or performed a common–applications setup. See: *Oracle Human Resources User's Guide*.

This step involves the following tasks:

- Define employee QuickCodes. **(Required with defaults)**
- Define supplier and employee numbering. For this step, see: *Defining Financials Options, Oracle Public Sector Payables User's Guide*. **(Required)**
- Define employees. Use the setup window from within Purchasing for defining employees if you use Purchasing without Oracle Human Resource Management Systems. If you use Purchasing with Oracle Human Resource Management Systems, use the setup window for defining employees from within the Human Resource Management Systems application. **(Required)**
- Define jobs. **(Required)**
- Define positions. **(Optional)**
- Define position hierarchies **(Optional)**

Step 8 Set Up Oracle Workflow (Required)

Since Purchasing uses Oracle Workflow technology to perform document approvals, automatic document creation, and account generation via the Account Generator, you need to set up Oracle Workflow, if you haven't done so already. See: *Setting Up Oracle Workflow, Oracle Workflow Guide*.

Step 9 Decide How to Use the Account Generator (Required)

The Account Generator process in Purchasing builds a charge, budget, accrual, and variance account for each purchase order, release, and requisition distribution based on the distribution's Expense, Inventory, or Shop Floor destination type. You must review the default process that Purchasing uses to see if it meets your accounting requirements. You can optionally customize the Account Generator for each set of books that you have defined. See: Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2.

Note: This step needs to be performed for each operating unit.

Before you can use the Account Generator default process in Purchasing or customize your own process, you first need to set up Oracle Workflow if you haven't done so already. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

Step 10 Define Manufacturing System and User Profiles (Required)

See: Setting User Profile Options, *Oracle Applications System Administrator's Guide*. See: Common User Profile Options, *Oracle Applications System Administrator's Guide*. See: Profile Options in Purchasing: page 1 – 76.

Note: This step needs to be performed for each operating unit.

Step 11 Open Inventory and Purchasing Accounting Periods (Required)

This step involves the following tasks.

Note: This step needs to be performed for each operating unit.

- Open Inventory accounting period. See: Maintaining Accounting Periods, *Oracle Inventory User's Guide*.
- Open Purchasing accounting period. See: Purchasing Periods: page 1 – 71.

Step 12 Define Subinventory Locations (Optional)

You may not need to perform this step if you have already installed and set up Oracle Inventory. See: Defining Subinventories, *Oracle Inventory User's Guide*.

Note: This step needs to be performed for each operating unit.

Step 13 Set Up Cross-Reference Types, Tax Names, and Location Associations (Optional)

This step involves the following tasks:

- Define cross-reference types. See: Defining Cross-Reference Types, *Oracle Inventory User's Guide*.
- Define tax names. You may not need to perform this step if you have already installed and set up Oracle Public Sector Payables or performed a common-applications setup. See: Tax Names, *Oracle Public Sector Payables User's Guide*.
Note: This task needs to be performed for each operating unit.
- Define location associations. You only need to perform this step if you will be creating internal requisitions. See: Associating Ship-to and Receiving Locations, *Oracle Order Entry / Shipping User's Guide*. See also: Site Locations, *Oracle Human Resources User's Guide*. See also: Assigning a Business Purpose to a Customer Address, *Oracle Public Sector Receivables User's Guide*.
Note: This task needs to be performed for each operating unit.

Step 14 Set Up Approval Information

This step involves the following tasks.

- **Note:** This step needs to be performed for each operating unit.
- Define approval groups. See: Defining Approval Groups: page 1 – 15. **(Required)**
- Assign approval groups. See: Assigning Approval Groups: page 1 – 18. **(Required)**
- Fill employee hierarchy. See: Fill Employee Hierarchy Process: page 9 – 35. **(Optional)**
- Define document types. See: Defining Document Types: page 1 – 65. **(Required with defaults)**

Step 15 Set Up Lookups and Classes

This step involves the following tasks:

- Define Purchasing lookups. See: Defining Lookup Codes: page 1 – 54. **(Optional)**
- Define inspection codes. See: Defining Quality Inspection Codes: page 1 – 56. **(Optional)**

- Define hazard classes. See: Defining Hazard Classes: page 1 – 51. **(Optional)**
- Define United Nations (UN) numbers. See: Defining UN Numbers: page 1 – 52. **(Optional)**

Step 16 **Define Standard Attachments (Optional)**

See: Annotating Purchasing Documents: page 1 – 20. See: Attaching Notes to Purchasing Documents: page 1 – 28.

Step 17 **Set Up Purchasing Flexfields (Required)**

See: *Oracle Applications Flexfields Guide*.

This step involves the following tasks:

- Define Purchasing category flexfield structure.
- Define value sets.
- Define flexfield segments. See also: Item Category Flexfield Structures, *Oracle Inventory User's Guide*.
- Define flexfield segment values.
- Define security rules.
- Assign security rules.
- Define account aliases flexfield.
- Define cross-validation rules.

Step 18 **Define Purchasing Options (Required)**

See: Defining Purchasing Options: page 1 – 29.

Note: This step needs to be performed for each operating unit.

Step 19 **Define Buyers (Required)**

See: Defining Buyers: page 1 – 13.

Note: This step needs to be performed for each operating unit.

Step 20 **Define Items (Optional)**

This step involves the following tasks.

Note: This step needs to be performed for each inventory organization.

- Define items at the master level. See: Master Level vs. Organization Level, *Oracle Inventory User's Guide*. See: Defining Items, *Oracle Inventory User's Guide*.
- Define items at the organization level. See: Updating Organization Level Items, *Oracle Inventory User's Guide*.
- Define item relationships. See: Defining Item Relationships, *Oracle Inventory User's Guide*.

Step 21 **Set Up Document Controls (Required with defaults)**

This step involves the following tasks:

- Define line types. See: Defining Line Types: page 1 – 61.
- Start Purchasing Database Administrator. See: Purchasing Database Administration: page 9 – 94.

Step 22 **Set Up Financial Options (Required)**

See: Defining Financials Options, *Oracle Public Sector Payables User's Guide*.

Note: This step needs to be performed for each operating unit.

Step 23 **Set Up Receiving Options (Required)**

You may not need to perform this step if you've already defined receiving options in **Step 4 Set Up Organizations**. See: Defining Receiving Options: page 1 – 40.

Note: This step needs to be performed for each inventory organization.

Step 24 **Set Up Transaction Managers and Resubmission Intervals**

This step involves the following tasks:

- Start the following transaction managers. See: Administer Concurrent Managers Window, *Oracle Applications System Administrator's Guide*. **(Required)**
 - Receiving transaction manager
 - Document approval manager
- Define resubmission intervals for concurrent processes. See: Defining Managers and Their Work Shifts, *Oracle Applications System Administrator's Guide*. **(Optional)**

Step 25 **Define Suppliers (Required)**

You may not need to perform this step if you have already installed and set up Oracle Public Sector Payables or performed a common-applications setup. See: *Entering Suppliers, Oracle Public Sector Payables User's Guide*.

Step 26 **Start "Send Notifications for Purchasing Documents" Process (Required)**

See: Starting the "Send Notifications for Purchasing Documents" Process: page 1 – 73.

Step 27 **Set Up Document Creation Options (Required with defaults)**

See: Choosing Document Creation Options: page 1 – 73.

Note: This step needs to be performed for each operating unit.

Step 28 **Set Up Approval Timeout Feature**

See: Deciding If You Want to Use the Timeout Feature: page 1 – 74.

Note: This step needs to be performed for each operating unit.

Step 29 **Modify Change Order Workflow Options (Optional)**

See: Modifying Change Order Workflow Options: page 1 – 75.

Note: This step needs to be performed for each operating unit.

Defining Buyers

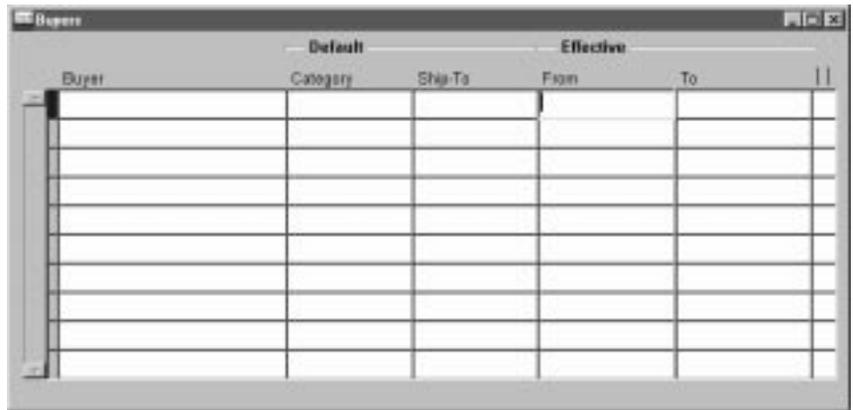
Use the Buyers window to define and maintain your buyers. Buyers can review all requisitions using the Requisitions window, and *only* buyers can enter and autcreate purchasing documents. See the Document Types window for rules governing access to documents. See: Defining Document Types: page 1 – 65.

Prerequisites

- Define employees before performing this step. See: Enter Person, *Oracle Human Resource Management Systems User's Guide*.
- Define locations before performing this step. See: Site Locations, *Oracle Human Resource Management Systems User's Guide*.

► **To define buyers:**

1. Navigate to the Buyers window by selecting Buyers from the menu.



2. Enter the Name of an employee who you want to define as a buyer. If the name you want does not appear in the list of values, use the Enter Person window to enter that person as an employee. See: Enter Person, *Oracle Human Resource Management Systems User's Guide*.
3. Enter the default purchasing Category of the goods the buyer typically orders. Purchasing defaults this value in the Category field when you are autcreating documents. See: Defining Categories, *Oracle Inventory User's Guide*.

4. Enter the name of the ship-to location for which the buyer typically creates purchase orders. Purchasing defaults this value when you are autocreating documents.
5. Enter the Start Date that you want to initiate the responsibilities for a buyer. The default is the current date.
6. Enter the End Date after which the employee is no longer a buyer.
7. Save your work.

Defining Approval Groups

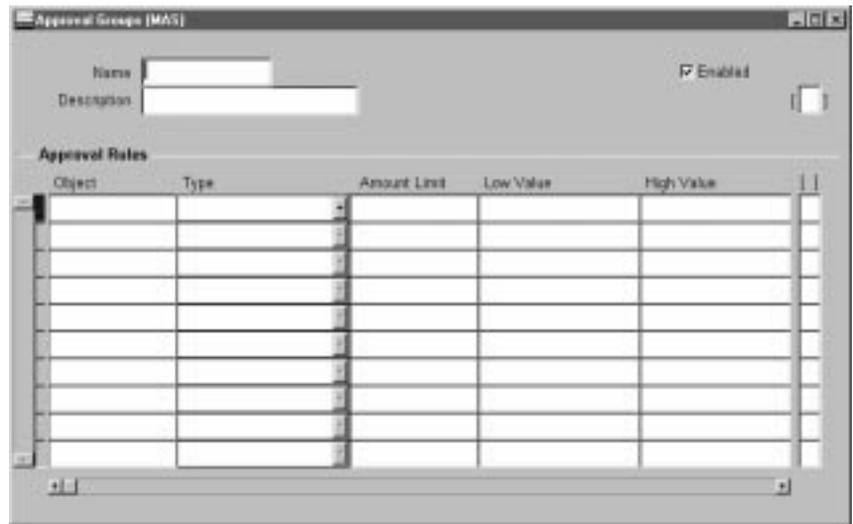
Use the Approval Groups window to define and update approval groups. Once you have defined an approval group here, you can then use it to assign approval functions to jobs or positions in the Approval Assignments window. You cannot delete an approval group that is used in an active assignment. You can enable or disable the entire approval group, or you can enter inactive dates for individual approval rules.

Prerequisites

- Define employees before performing this step. See: Enter Person, *Oracle Human Resource Management Systems User's Guide*.

► **To define approval groups:**

1. Navigate to the Approval Groups window by selecting Approval Groups from the menu.



2. Enter the Name of the approval group. You can change existing approval group names, but names must be unique.
3. Select Enabled to permit the approval group to be assigned to a position/job in the Approval Assignments window.
4. Choose one of the following Objects:

Account Range – For this option, you enter the accounting flexfields for the Low and High Values. Include Type rules identify accounts that you want to be included on the document. Exclude Type rules identify accounts that you do not want on the document. If you do not enter a rule for an account, the default is to exclude the account. The Inactive Date is optional, but you must enter an Amount Limit for Include Type rules.

Document Total – The document total refers to the monetary limit on an individual document. For this option, the Type defaults to Include, and you can enter only the Amount Limit (required) and the Inactive Date (optional).

Item Category Range – For this option, you enter the purchasing category flexfields for the Low and High Values. Include Type rules identify manufacturing categories that you want to be included on the document. Exclude Type rules identify categories that you do not want on the document. If you do not define a rule for a category, the default is Include. The Inactive Date is optional, but you must enter an Amount Limit for Include Type rules.

Item Range – For this option, you enter the item flexfields for the Low and High Values. Include Type rules identify items that you want to be included on the document. Exclude Type rules identify items that you do not want on the document. If you do not define a rule for an item, the default is Include. The Inactive Date is optional, but you must enter an Amount Limit for Include Type rules.

Location – The location refers to the deliver-to location on a requisition as well as the ship-to location on purchase orders and releases. Include Type rules identify locations that you want to be included on the document. Exclude Type rules identify locations that you do not want on the document. For this option, you enter the location in the Low Value field. If you do not define a rule for a location, the default is Include. The Inactive Date is optional, but you must enter an Amount Limit for Include Type rules.

5. Select the rule Type: Include or Exclude indicates whether to allow objects that fall within the selected range.
6. Enter the Amount Limit. This is the maximum amount that a control group can authorize for a particular object range. This field is required only for Include type rules.
7. Enter the Value Low. This is the lowest flexfield (accounting, purchasing category, or item) in the range pertinent to this rule.

When the object is Location, enter the location. You cannot enter this field when the object is Document Total.

8. Enter the Value High. This is the highest flexfield (accounting, purchasing category, or item) in the range pertinent to this rule. You cannot enter this field when the object is Location or Document Total.
9. Enter the Inactive Date on which Purchasing will no longer use this rule in formulating the group.
10. Save your work.

See Also

Defining Approval Assignments: page 1 – 18

Approval Authorization Rules: page 2 – 15

Defining Approval Authorization Rules: page 2 – 15

Using Approval Assignments: page 2 – 18

Assigning Approval Groups

Use the Assign Approval Groups window to assign approval groups and approval functions to positions or jobs. If you are using approval hierarchies (the Use Approval Hierarchies option in the Financials Options window is enabled), you must first use the Approval Groups window to establish rules for your approval groups. Then you can assign approval groups to positions in this window. When you are not using approval hierarchies, you can use this window to assign approval groups and approval functions to jobs within your organization.

Prerequisites

- Define approval groups before performing this step. See: Defining Approval Groups: page 1 – 15.

► **To assign approval groups:**

1. Navigate to the Assign Approval Groups window by selecting Assignments from the menu.

Document Type	Approval Group	Effective From	Effective To

2. Enter the Position for which you want to assign approval groups and approval functions. If the Use Approval Hierarchies option in the Financial Options window is not enabled, this field is not applicable.
3. If you are not using approval hierarchies, enter the Organization.

4. If you are not using approval hierarchies, enter the Job.
5. Select the approval function you want to assign to this position or job.
6. Enter the approval group that you want to assign to the selected position or job. The list of values includes only enabled approval groups with at least one approval rule. See: *Defining Approval Groups*: page 1 – 15.
7. Enter the Start Date and End Date for the assignment.



Attention: The start and end dates that you assign here are the effectivity dates of the assignment. When the system date reaches the end date of the assignment, the rule no longer applies. There is *no* explicit warning that the rule is no longer in effect.

8. Save your work.

See Also

Defining Financials Options, *Oracle Public Sector Payables User's Guide*

Representing Jobs and Positions, *Oracle Human Resource Management Systems User's Guide*

Defining Approval Groups: page 1 – 15

Approval Authorization Rules: page 2 – 15

Defining Approval Authorization Rules: page 2 – 15

Using Approval Assignments: page 2 – 18

Annotating Purchasing Documents

Purchasing provides you with powerful features to create attachments for your purchasing documents. You can provide *unlimited* text, specify who can review the attachments, and print text attachments onto your purchase orders. You can even modify existing attachments to personalize your messages for different suppliers. You can easily provide all the information you need when you create your purchasing documents. You should be able to:

- Provide unlimited text attachments on your purchasing documents
- Designate the appropriate people who can review the attachments
- Print text attachments on your purchase orders and RFQs for the supplier to review
- Reuse attachments on different documents
- Copy and modify existing attachments to speed up data entry
- Copy attachments from your requisitions to your RFQs and purchase orders
- Provide standard attachments for an item that you can reference whenever you create a purchasing document for that item

Major Features

Copy

You can copy an existing long attachment so that you can customize it without having to retype the entire attachment. This feature is particularly useful if you have a lengthy document that you want to modify for different suppliers.

Usage

You can indicate who has access to your long attachments. You indicate whether the attachment is for an approver, receiver, buyer, or supplier. Or you can indicate that you want the attachment for internal use only. You can also enter attachments that will be displayed during invoice matching in Accounts Payable. To understand how to enter and review attachments for different usages, see: *Managing Attachments: page 1 – 22.*

Using Brief Notes

You can provide brief notes on most of your documents. Unlike attachments, you cannot copy notes from one document to the next. You should provide notes when the attachment contains no more than 240 characters, you do not want to reuse the note on other documents, or you do not want to format the note. Otherwise, you should use attachments to provide additional text for your documents.

Using Attachments

You can provide as much text as you want for your documents. You can provide attachments at the header and line level for the following documents:

- Requisitions
- Standard and Planned Purchase Orders (also shipment level)
- Blanket Purchase Agreements
- Releases (header and shipment levels)
- Contract Purchase Agreements (header level only)
- RFQs
- Quotations
- Receipts (line level only)
- Receiving Transactions (line level only)

You can also provide attachments for your items. When you create an attachment, you designate whether you want the attachment to be available to the supplier, receiver, approver, or buyer. Or, you can designate that you want the attachment to appear to anyone who has access to that particular document on-line. Refer to the section in this document titled Notes Step by Step to understand how to create attachments.

See Also

Attaching Notes to Purchasing Documents: page 1 – 28

Managing Attachments: page 1 – 22

Managing Attachments

Item Attachments

You can provide attachments for your items. When you reference an item on a purchasing document, Purchasing makes the corresponding item attachments available for you to review. Purchasing also prints text attachments on your purchase orders and RFQs if you choose Supplier as the usage when you create the item attachment.

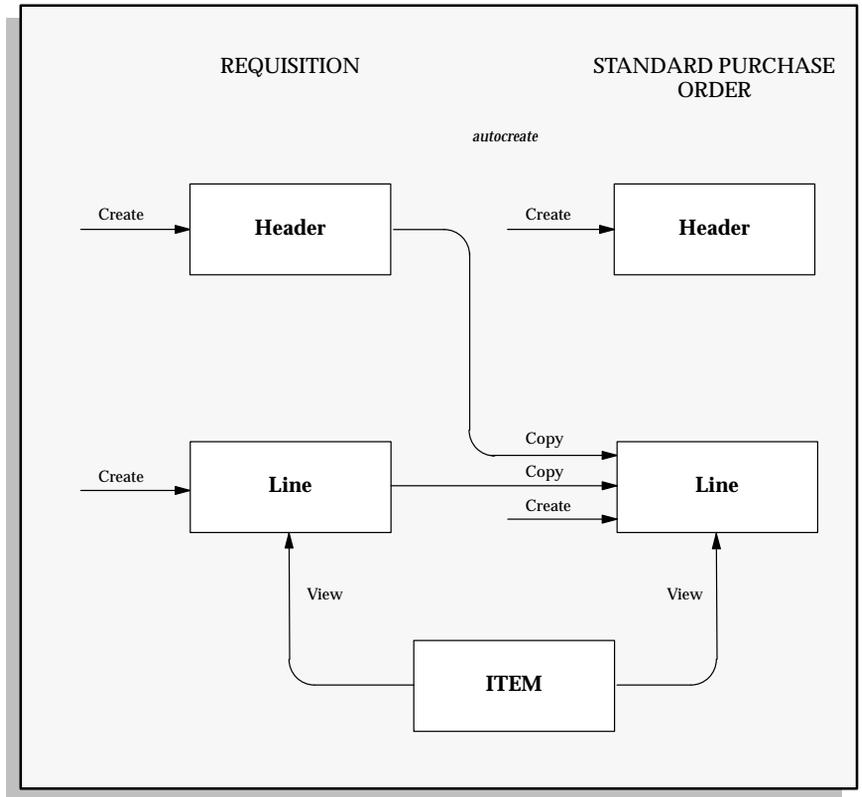
Requisition and Standard Purchase Order Attachments

You can create attachments for your requisition headers and lines. When you AutoCreate a requisition line onto a purchase order, Purchasing copies the attachments from the requisition header and line to the corresponding purchase order line. As a buyer, you can provide additional attachments to a purchase order even after you AutoCreated it from a requisition.

If the purchase order line references more than one requisition line, Purchasing copies only the header and line attachments from the requisition line that is the basis for the purchase order line. For example, if you place multiple requisition lines onto a single purchase order line, Purchasing copies only the requisition header and line attachments from the line where you use the Copy option.

For each requisition line copied, the corresponding header level attachment is copied. For example, you have a requisition with 3 lines and they have 3 line level attachments and a header level attachment. You then AutoCreate this requisition to a purchase order with 3 lines, each of the 3 lines in the purchase order would have the specific line attachment and the common header attachment.

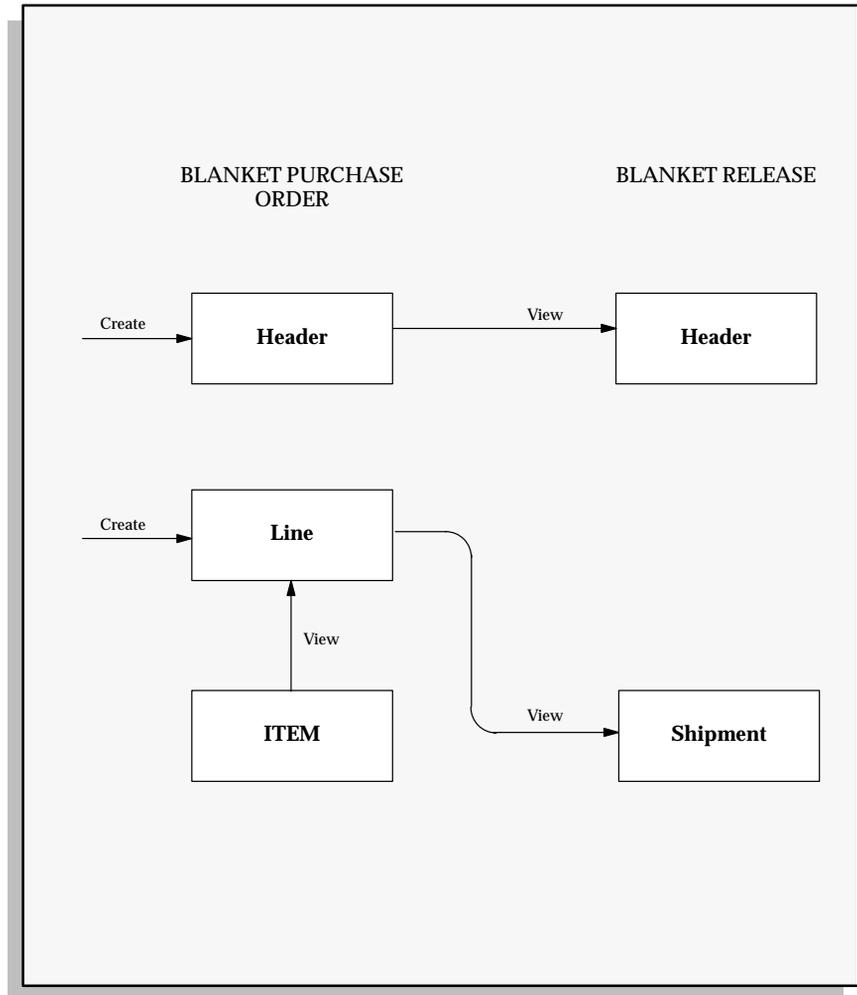
Figure 1 - 1



Blanket Purchase Agreement and Release Notes

You can create long attachments for your blanket purchase agreements at the header and line level. You can review the blanket purchase agreement header attachment on the corresponding release header, and you can enter new attachments on the release header. You can also review the blanket agreement line attachment on the corresponding release shipment, and you can enter new attachments for the shipments. Purchasing does not copy requisition attachments to a blanket agreement or release when you AutoCreate a release.

Figure 1 – 2

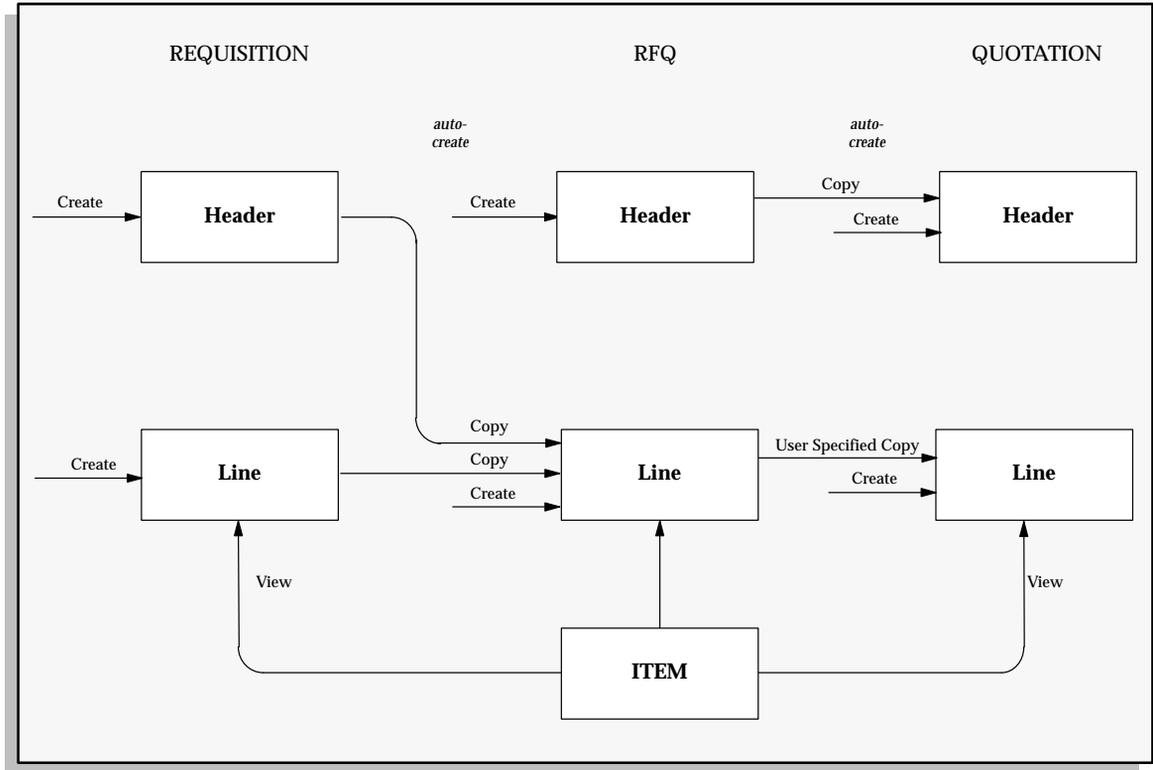


Requisition, RFQ, and Quotation Notes

Similar to standard purchase orders, Purchasing copies requisition header and line attachments to the corresponding RFQ line. Purchasing copies all RFQ header and line attachments to the corresponding quotation header and line when you copy a quotation using the Entire RFQ or RFQ Header and Lines options in the Copy Document window. Purchasing copies only the attachments from the RFQ header to the quotation header when you copy a quotation using RFQ Header Only. If you choose the Selective option when copying a quotation, Purchasing copies the RFQ header attachments to the

quotation header and lets you decide which line attachments you want to copy to the quotation line.

Figure 1 - 3



Printing Attachments

You can print text attachments on your purchase orders and RFQs. To print an attachment on a purchase order or an RFQ, simply designate Supplier as the usage for the attachment. Purchasing prints these attachments on the corresponding purchase order or RFQ. Purchasing prints as much as possible on each page and continues printing on the next page where applicable.

Purchasing also prints item attachments and attachments with usage Receiver on the Receipt Traveler.

Usages in Attachments

You can enter unlimited attachments on any requisition, purchase order, quotation, or request for quotation (RFQ). You decide which standard attachments to print on your documents and reports. You can easily combine the one-time attachments you enter for a specific document with predefined standard attachments. You can even create a new attachment directly from an existing attachment or use attachments to enter long descriptions for the items you purchase.

Understanding Usages

Purchasing provides you with a list of predefined usages you can use depending on the type of document you create. The following list shows the usages available for each document you can create.

Supplier	You can use this usage on purchase orders, RFQs, quotations, requisitions, and for items. Purchasing prints all Supplier text attachments on your documents.
Receiver	You can use this usage on purchase orders, quotations, RFQs, receipts, requisitions, and for items. Purchasing displays these attachments to the receiver in the receiving windows and prints text attachments on the Receipt Traveler.
Approver	You can use this usage on requisitions. Purchasing displays these attachments to the approvers when they approve your requisitions.
Buyer	You can use this usage on requisitions. Purchasing displays these attachments to the buyers when they create purchase orders from your requisitions.
[Document] Internal	You can enter these attachments only on a specific [Document]. Reference this usage when you want to enter information specific to a purchase order, quotation, RFQ, receipt, requisition, or item. Purchasing does not print or display these attachments outside the window you use to enter the document. RCV Internal attachments, however, are printed on the Receipt Traveler.
Payables	You can use this usage on purchase orders. Purchasing displays these attachments during invoice matching in Accounts Payable.

Defining a Standard Attachment

To define a standard attachment, you simply provide the usage for this attachment, a meaningful and unique name, and the attachment itself. You can also provide a start date and end date to control the availability of this attachment. Purchasing defaults today's date as the start date for standard attachments. You can easily inactivate an attachment by entering an end date for it. You cannot use a standard attachment on a document after the end date has expired. You define standard attachments in the Documents window. See: Defining Product Specific Documents, *Oracle Applications User's Guide*.

Referencing a Standard Attachment

After you define your standard attachments, you can reference them on your documents. You can reference as many standard attachments to your documents as you want.

See Also

Attaching Notes to Purchasing Documents: page 1 – 28

Attaching Notes to Purchasing Documents

You can *attach* files, such as notes, comments, spreadsheets, and graphics to your application data.

For example, in Purchasing, you can attach files to purchasing documents.

An attached file may include comments, for example if the buyer would like to be notified when an item fails inspection.

► **To attach notes to purchasing documents:**

- Choose the Attachments icon.

See Also

About Attachments, *Oracle Applications User's Guide*

Working With Attachments, *Oracle Applications User's Guide*

Annotating Documents: page 1 – 20

Managing Attachments: page 1 – 22

Defining Purchasing Options

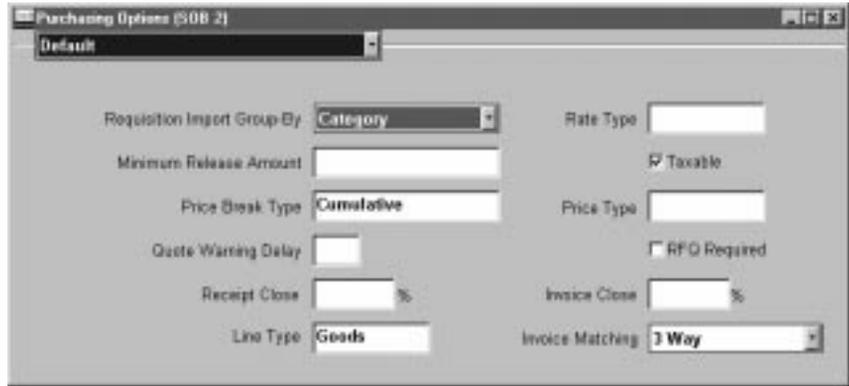
Use the Purchasing Options window to define default values and controls for functions throughout Purchasing. You can often override purchasing options when you are creating documents.

You can define specific categories of options when you select one of the following:

Accrual Options	Define accrual options, such as whether you accrue expense items at period end or upon receipt. See: Defining Accrual Options: page 1 – 32.
Control Options	Define control options, such as the receipt close point. See: Defining Control Options: page 1 – 33.
Default Options	Define default options, such as the minimum release amount. See: Defining Default Options: page 1 – 29.
Internal Requisition Options	Define the required order type and order source for internal requisitions. You can navigate to this window only when Purchasing, Order Entry, and Inventory are installed. See: Defining Internal Requisition Options: page 1 – 35.
Numbering Options	Define the numbering method, numbering type, and next number for each of your documents. See: Defining Numbering Options: page 1 – 36.
Tax Defaults Options	Define the sources from which purchasing documents default tax information. See Defining Tax Defaults Options: page 1 – 38.

Defining Default Options

- ▶ **To define default options:**
 1. Navigate to the Default alternative region in the Purchasing Options window.



2. Select one of the following ReqImport Group By options for requisitions imported through the requisition open interface: All (not grouped), Buyer, Category, Item, Location, or Supplier. See: Requisition Import Process; page 9 – 130.
3. Select the currency Rate Type that defaults on requisitions, purchase orders, RFQs, and quotations. If the Rate Type is User, you can override this default for each document line. If either your functional currency (defined in your set of books) or your transaction currency (the currency you enter in a purchasing document window) is Euro (the European Monetary Unit currency), and the other is another European currency, Purchasing defaults in the appropriate conversion Rate Type, Rate, and Rate Date. See: Defining Conversion Rate Types, *Oracle Public Sector General Ledger User's Guide*.
4. Enter the Minimum Release Amount that defaults on blanket, contract, and planned purchase orders. This amount is in your functional currency. See: Overview of Multi-Currency Accounting, *Oracle Public Sector General Ledger User's Guide*.
5. Select Taxable to set the default taxable status to Yes. This is the default for new items and for purchase order shipments without an item number. You can override the taxable status for each item or purchase order shipment. The taxable status is printed on your purchase orders. See: Defining Tax Names, *Oracle Public Sector Payables User's Guide*
6. Select the Price Break Type that defaults on blanket and planned purchase orders:

Cumulative: Price breaks apply to the cumulative quantity on all release shipments for the item.

Non-cumulative: Price breaks apply to quantities on individual release shipments for the item.

7. Select the Price Type that defaults on purchase orders. Use the Lookup Codes window to define price types. See: Defining Lookup Codes: page 1 – 54.
8. Enter the Quote Warning Delay. This is the number of days before a quotation expires that you want to receive an expiration warning. When a quotation is due to expire within the number of days you provide here, you receive the following message in the Notifications Summary window: Quotations active or approaching expiration: [number]. See: Viewing and Responding to Notifications: page 2 – 29.
9. Select RFQ Required to require an RFQ for an item before you can autocreate the corresponding requisition line onto a purchase order. You can override this value for each item or requisition line.
10. Enter the Receipt Close tolerance percentage for your shipments. Purchasing automatically closes a shipment for receiving if it is within the receiving close tolerance at the receiving close point. Set the receiving close point in the Control Options window. You can override this option for specific items and orders. See: Defining Control Options: page 1 – 33.
11. Enter the Invoice Close tolerance percentage for shipments. Purchasing automatically closes a shipment for invoicing if it is within the invoicing close tolerance at billing, when Payables matches invoices to purchase orders. You can override this option for specific items and orders. See: Defining Control Options: page 1 – 33.
12. Select a default Line Type for requisition, RFQ, quotation, and purchase order lines. When you create any of these documents, the line type is part of your item information. You can override the line type for each document line. See: Defining Line Types: page 1 – 61.



Attention: This field is enterable only when the form is accessed from the Purchasing menu.

13. Select one of the following Invoice Match options:

Two-Way: Purchase order and invoice quantities must match within tolerance.

Three-Way: Purchase order, receipt, and invoice quantities must match within tolerance.

Four-Way: Purchase order, receipt, inspection, and invoice quantities must match within tolerance.

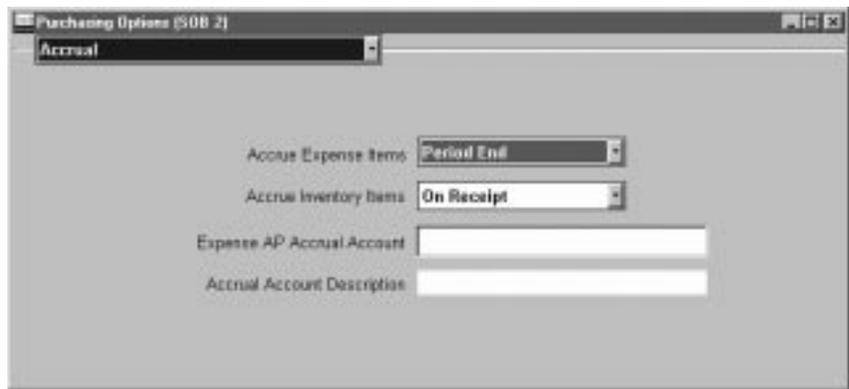
See: Receiving Controls, Options, and Profiles: page 7 – 7.

14. Save your work.

Defining Accrual Options

► **To define accrual options:**

1. Navigate to the Accrual alternative region in the Purchasing Options window.



2. Choose one of the following Accrue Expense Items options:

On Receipt: Accrue expense items upon receipt. You can override this flag in the Shipment Details window when you are entering purchase orders and releases.

Period End: Accrue expense items at period end.



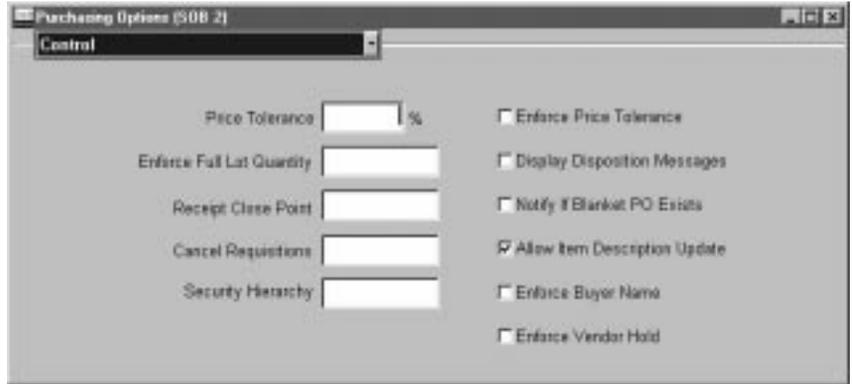
Attention: When using Cash Basis Accounting, you should set this option to Period End, but you will not normally run the Receipt Accrual – Period End process.

3. For Accrue Inventory Items, you currently have only one choice: On Receipt.
4. Enter the default Expense AP Accrual Account.
5. Save your work.

Defining Control Options

► To define document control options:

1. Navigate to the Control alternative region in the Purchasing Options window.



The screenshot shows the 'Purchasing Options (SOB 2)' window with the 'Control' tab selected. The window contains the following fields and checkboxes:

Field Name	Field Type	Checkbox Label
Price Tolerance	Text Input (with % symbol)	Enforce Price Tolerance
Enforce Full Lot Quantity	Text Input	Display Disposition Messages
Receipt Close Point	Text Input	Notify if Blanket PO Exists
Cancel Requisitions	Text Input	Allow Item Description Update
Security Hierarchy	Text Input	Enforce Buyer Name
		Enforce Vendor Hold

2. Enter the Price Tolerance Percent. This is the percentage by which the autocreated purchase order line price cannot exceed the requisition line price. If you select Enforce Price Tolerance, you can create, but not approve, purchase orders for which this tolerance is exceeded. There is no restriction on how much a price can decrease.
3. Select Enforce Price Tolerance if you want Purchasing to enforce the price tolerance percentage.
4. Select one of the following values for the Enforce Full Lot Quantity option:

None: The requisition quantity is not rounded to the lot quantity.

Automatic: The requisition quantity is forced to the rounded quantity.

Advisory: An advisory message suggesting rounding and a suggested rounding quantity are displayed, but you can override.

Enforce Full Lot Quantity is used for rounding quantities on Internal Requisitions, for example:

System Options Enforce Full Lot Quantities = Yes

Items Rounding Factor = 75%

Items Unit of Issue = DZ

Unit of Measure on Internal Requisition = Each

If the user enters 6 Each on the Internal Requisition, the quantity will be rounding to 0. If the user enters 11 Each on the Internal Requisition, the quantity will be rounded to 12 Each.

See: Overview of Requisitions: page 3 – 2.

5. Select Display Disposition Messages if you want to see any disposition messages defined against inventory items when they are placed on requisitions.
6. Select the Receipt Close Point, which is when the shipment is closed for receiving: Accepted (passed inspection), Delivered, or Received. Note that you need to set the receipt close tolerance percentage in the Default Options window. See: Defining Default Options: page 1 – 29.
7. Select Notify If Blanket PO Exists if you want to be notified of existing blanket purchase agreements when you create a requisition line for the item. If you sourced the item, you see the following message: Blanket purchase agreement [number] exists for this item. Your requestors can directly create a release for the blanket purchase agreements instead of creating a requisition if you allow your requestor to enter releases. See: Viewing and Responding to Notifications: page 2 – 29.
8. The Cancel Requisitions options apply only to requisitions from which purchase orders were autocreated. Select one of the following:
 - Always:* When canceling the purchase order, Purchasing also cancels the requisition.
 - Never:* When canceling the purchase order, Purchasing does not cancel the requisition, so it is again available for inclusion on a purchase order.
 - Optional:* When canceling the purchase order, you are given the option to cancel the requisition. See: Controlling Documents: page 2 – 48.
9. You can define for each item whether you allow updating of the item description during the creation of requisition, RFQ, quotation, or purchase order lines. This update affects *only* the line you are creating. Select Allow Item Description Update if you want Yes to be the initial default of the Allow Description Update attribute when you are defining a new item.
10. Select a Security Hierarchy, which is a position hierarchy from the Position Hierarchy window. When the Security Level is set to

Hierarchy for a document in the Document Controls window, this position hierarchy governs access security for the document.



Attention: This field is enterable only when the form is accessed from the Purchasing menu.

11. Select Enforce Buyer Name to enforce entry of only your name as the buyer on purchase orders. Otherwise, you can enter the name of any active buyer. See: Defining Buyers: page 1 – 13.
12. Select Enforce Supplier Hold if you do not want to be able to approve purchase orders created with suppliers that are on hold. Use the Enter Supplier window to place suppliers on hold. See: About Suppliers, *Oracle Public Sector Payables User's Guide*.
13. Save your work.

Defining Internal Requisition Options

► **To define internal requisition options:**

1. Navigate to the Internal Requisition alternative region in the Purchasing Options window.

The screenshot shows a window titled "Purchasing Options (SOB 2)" with a tab labeled "Internal Requisition". Inside the window, there are two input fields: "Order Type" and "Order Source".



Attention: The following two fields are enterable only when the form is accessed from the Purchasing menu.

2. Select the default Order Type for internal requisitions.



Attention: The Order Type field is visible only if the application Oracle Order Entry is installed.

3. Select the default Order Source for internal requisitions.

4. Save your work.

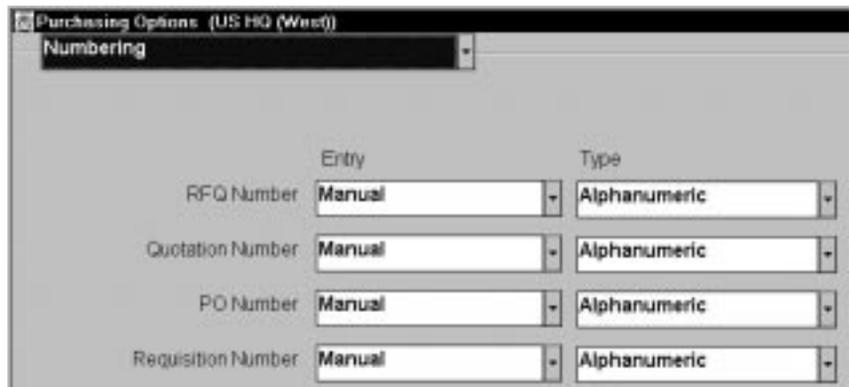
Defining Numbering Options

Purchasing numbers requisitions, purchase orders, quotations, and RFQs within operating units in a Multi-Org setup. So, for example, Purchasing allows the same requisition number to be used by different operating units.

Purchasing also numbers receipts within inventory organizations rather than across inventory organizations. So, for example, the same receipt number could be used by different inventory organizations. To define receipt numbering options, see: Defining Receiving Options: page 1 – 40.

► **To define numbering options for your documents:**

1. Navigate to the Numbering alternative region in the Purchasing Options window.



	Entry	Type
RFQ Number	Manual	Alphanumeric
Quotation Number	Manual	Alphanumeric
PO Number	Manual	Alphanumeric
Requisition Number	Manual	Alphanumeric

2. Select the [Document] Number Entry method for RFQ, quotation, purchase order, and requisition numbers:

Automatic: Purchasing automatically assigns a unique sequential number to each document when you create the document.

Manual: You provide a document number manually when you enter the document.



Attention: You can change the method of entering document numbers at any time. If you originally allow manual entry and

switch to automatic entry, make sure to enter a Next Number that is higher than the highest number you assigned manually.

3. Select the [Document] Number Type you want Purchasing to use for RFQ, quotation, purchase order, and requisition numbers: Numeric or Alphanumeric.



Attention: If you choose Automatic document number entry, you can *generate only* numeric document numbers, but you can still *import* either numeric or alphanumeric values from another purchasing system.



Attention: If you import purchasing documents from a foreign system that references alphanumeric numbers, you must choose Alphanumeric as your number type, regardless of your numbering method.

If you choose Manual document number entry, you can choose numeric or alphanumeric numbers. You can change the document number type from Numeric to Alphanumeric whenever you want. You can change the document number type from Alphanumeric to Numeric only if all your current document numbers are numeric.



Attention: The ordering of numeric values in lists of values can appear random when you use the Alphanumeric number type. If you are using Alphanumeric numbering, consider entering all numeric values with the same number of digits. For example, if you can assume all numeric values contain six digits, you should enter the first value as 000001.

4. Enter the Next Number. This is the starting value you want Purchasing to use for generating unique sequential document numbers if you choose Automatic document number entry. Purchasing displays the next document number that will be used for a new document when you create the new document. You cannot enter this field if you choose Manual document number entry.

If you use Master Scheduling/MRP, Inventory, Work in Process, or any non-Oracle system to create requisitions automatically, you must also let Purchasing number the corresponding requisitions automatically.

5. Save your work.

Defining Tax Defaults Options

The tax defaults you select in this window are used in the following windows and processes in Purchasing:

- Shipments window for standard and planned purchase orders
- Purchase order line shipments created by the AutoCreate Documents window
- Shipments alternative region in the Releases window
- Release shipments created by the Create Releases process
- RFQ Shipments window (for Bid or Standard RFQs) or RFQ Price Breaks window (for Catalog RFQs)
- Quotation shipments window (for Bid or Standard quotations) or Quotation Price Breaks window (for Catalog quotations)

A Tax Name defined in the Purchase Order Preferences window overrides any tax defaults you set here. See: *Entering Purchase Order Preferences*; page 4 – 33.

Each source you choose below corresponds to a tax name. For more information on defining tax names, see: *Defining Tax Names, Oracle Public Sector Payables User's Guide*. See: *Site Locations, Oracle Human Resource Management Systems User's Guide*.

1. Navigate to the Tax Defaults alternative region in the Purchasing Options window.



2. Check one or more of the tax defaults sources from which your purchasing documents default tax names.

Ship-To Location – The tax name defaults from the Tax Name you entered in the Location window.

Item – The tax name defaults from the Tax Code value you entered in the Purchasing region of the Master Item or Organization Item windows. The tax name defaults first from the item and the ship-to organization, if available; if not, it defaults from the item and inventory organization.

Supplier Site – The tax name defaults from the Invoice Tax Name in the Invoice Tax region of the Supplier Sites window (accessible from within the Suppliers window).

Supplier – The tax name defaults from the Invoice Tax Name value in the Invoice Tax region of the Suppliers window.

Financial Options – The tax name defaults from the Tax Name in the Financials Options window.

3. In the Hierarchy column, enter a ranking number (starting with 1) for each of the tax defaults sources you checked (even if you checked only one).

Here's an *example*:

		Hierarchy
	Ship-To Location	
X	Item	3
X	Supplier Site	2
X	Supplier	1
	Financials Options	

This example means that when your purchasing documents default tax information, they look first for tax information from the supplier; if that tax information is not found, they look next for tax information from the supplier site; if that's not found, they look for tax information corresponding to the item.

4. Save your work.

See Also

Tax Control Methods, *Oracle Public Sector Payables User's Guide*

Defining Receiving Options

Use the Receiving Options window to define options that govern receipts in your system. Most of the options that you set here can be overridden for specific suppliers, items, and purchase orders. See: Receiving Controls, Options, and Profiles: page 7 – 7.

► **To define receiving options:**

1. Navigate to the Receiving Options window from the menu.

The screenshot shows the 'Receiving Options (PAM)' window. It contains several sections for configuring receiving options:

- Receipt Date:** Fields for 'Days Early', 'Days Late', and 'Action' (set to 'Warning').
- Over Receipt Control:** Fields for 'Tolerance' and 'Action' (set to 'Warning').
- Receipt Number Options:** Fields for 'Entry' (set to 'Manual'), 'Type' (set to 'Numeric'), and 'Next Receipt Number'.
- Miscellaneous:** Checkboxes for 'Allow Substitute Receipts', 'Allow Unordered Receipts', 'Allow Express Transactions', 'Allow Cascade Transactions', and 'Allow Blind Receiving'.
- Receipt Floating:** Fields for 'Enforce Ship-To' and 'ASN Control Action' (both set to 'Warning').
- Receiving Account:** Fields for 'Account Description'.

2. Enter the maximum acceptable number of Days Early and Days Late for receipts.
3. Enter the Action for Receipt Date Control. This field determines how Purchasing handles receipts that are earlier or later than the allowed number of days selected above. Choose one of the following options:
 - None* – Receipts may exceed the allowed days early or late.
 - Reject* – Purchasing does not permit receipts outside the selected number of days early or late.
 - Warning* – Purchasing displays a warning message but permits receipts outside the selected number of days early or late.
4. Enter the maximum acceptable over-receipt Tolerance percentage.

5. Enter the Action for Overreceipt Quantity Control. This field determines how Purchasing handles receipts that exceed the quantity received tolerance. Choose one of the following options:
 - None* – Receipts may exceed the selected tolerance.
 - Reject* – Purchasing does not permit receipts that exceed the selected tolerance.
 - Warning* – Purchasing displays a warning message but permits receipts that exceed the selected tolerance.
6. Choose an action for ASN Control. This field determines how Purchasing handles receiving against purchase order shipments for which an Advance Shipment Notice (ASN) exists. Choose one of the following options.
 - None* – Purchasing does not prevent or warn you when you try to receive against a purchase order shipment for which an ASN exists.
 - Reject* – Purchasing gives you a message and prevents you from receiving against a purchase order shipment for which an ASN exists.
 - Warning* – Purchasing gives you a message informing you that an ASN exists for the purchase order shipment and lets you decide whether to receive against the purchase order shipment or its ASN.
7. Check Allow Substitute Receipts if you want to receive substitute items in place of ordered items. You must define substitute items in the Item Relationships window before you can receive them. You can override this option for specific suppliers, items, and orders. See: Defining Item Relationships, *Oracle Inventory User's Guide*.
8. Check Allow Unordered Receipts if you want to receive unordered items. You can later match the unordered receipts to a purchase order. If you enable this option, you can override it for specific suppliers and items.
9. Check Allow Express Transactions to enable express deliveries and receipts. See: Express Receipts and Receiving Transactions: page 7 – 24.
10. Check Allow Cascade Transactions to enable cascading for receipts and receiving transactions. See: Cascading Receipts and Receiving Transactions: page 7 – 22.
11. Select Allow Blind Receiving if you want blind receiving at your site. Blind receiving helps you ensure that receivers record the exact amount they receive. With blind receiving, you cannot see

the quantity due or the quantity ordered for shipments when you receive items. Purchasing ignores all quantity receipt tolerances to help ensure that you can receive the exact amount the supplier shipped.

12. Enter the default Receipt Routing that you assign goods: Direct Delivery, Standard Receipt, or Inspection Required. You can override this option for specific suppliers, items, and orders if the RCV: Allow Routing Override user profile is set to Yes. See: Profile Options in Purchasing; page 1 – 76.

13. Enter the Enforce Ship To location option to determine whether the receiving location must be the same as the ship-to location. Choose one of the following options:

None – The receiving location may differ from the ship-to location.

Reject – Purchasing does not permit receipts when the receiving location differs from the ship-to location.

Warning – Purchasing displays a warning message but permits receipts when the receiving location differs from the ship-to location.

14. Choose the Entry method for receipt numbers.

Automatic: Purchasing automatically assigns a unique sequential number to each receipt when you create the receipt.

Manual: You provide a receipt number manually when you enter the receipt.

Purchasing numbers receipts within inventory organizations rather than across inventory organizations. So, for example, the same receipt number could be used by different inventory organizations.

 **Attention:** You can change the method of entering receipt numbers at any time. If you originally allow manual entry and switch to automatic entry, make sure to enter a Next Number that is higher than the highest number you assigned manually.

15. Choose the receipt number Type you want Purchasing to use for receipt numbers: Numeric or Alphanumeric.

 **Attention:** If you choose Automatic receipt number entry, you can *generate only* numeric receipt numbers, but you can still *import* either numeric or alphanumeric values from another purchasing system.

 **Attention:** If you import purchasing documents from a foreign system that references alphanumeric numbers, you must choose

Alphanumeric as your number type, regardless of your numbering method.

If you choose Manual receipt number entry, you can choose numeric or alphanumeric numbers. You can change the receipt number type from Numeric to Alphanumeric whenever you want. You can change the receipt number type from Alphanumeric to Numeric only if all your current receipt numbers are numeric.



Attention: The ordering of numeric values in lists of values can appear random when you use the Alphanumeric number type. If you are using Alphanumeric numbering, consider entering all numeric values with the same number of digits. For example, if you can assume all numeric values contain six digits, you should enter the first value as 000001.

16. Enter the Next Receipt Number. This is the starting value you want Purchasing to use for generating unique sequential receipt numbers if you choose Automatic receipt number entry. Purchasing displays the next receipt number that will be used for a new receipt when you create the new receipt. You cannot enter this field if you choose Manual receipt number entry.
17. Enter the accounting flexfield for the default Receiving Accrual Account.

See Also

Defining Purchasing Options: page 1 – 29

Defining Requisition Templates

Use the Requisition Templates window to define requisition templates. These templates automate requisitioning of commonly ordered items like office supplies. To create a requisition for office supplies, requestors in your organization simply use your template and enter the quantity of each item they want to order.

To create a template, you can specify the items individually or you can reference an *existing* requisition or purchase order. If you reference an existing document, Purchasing adds all lines on the document to the template. You can reference multiple documents to add all their lines to the same template.

After you define a template, you can reference the template in the Supplier Item Catalog. When you do so, Purchasing displays all template lines that are valid for the destination organization, and you can use any of these lines on your requisition. You can create requisitions with this template as long as the requisition creation date is before the template inactive date.

► **To define requisition templates:**

1. Navigate to the Requisition Templates window by selecting Requisition Templates from the menu.

The screenshot shows the 'Requisition Template' window. At the top, there are input fields for 'Template', 'Description', and 'Inactive Date'. Below these is a table with the following columns: 'Num', 'Type', 'Item', 'Rev', 'Category', 'Description', 'Source Type', and 'UC'. The table is currently empty. Below the table, there is a 'Source' section with input fields for 'Supplier', 'Contact', 'Organization', 'Buyer', 'Site', 'Supplier Item', and 'Subinventory'. A 'Copy...' button is located at the bottom right of the window.

2. Enter the requisition Template name.
3. Enter a Description of the template.
4. Enter the Inactive Date after which you do not want any requestor to create a requisition from this template.
5. Enter the requisition Type: Internal or Purchase. In either case, you can enter individual requisition lines of either type.

► **To copy lines to a template:**

1. Select the Copy button to open the Base Document window.
2. Enter the Base Document Type: Purchase Order or Requisition.
3. Enter the base document Number from which you want to copy lines to the template.
4. Choose the OK button to copy all lines of the base document onto the template. You can choose the Cancel button to return to the Requisition Templates window without copying.

You can place lines from multiple documents onto the same requisition template.

► **To manually add lines to a template:**

1. Use the Lines region to manually add new lines to the template. You can also remove lines that you have copied from a base document, and you can change certain information in these lines.
2. Enter a Number in this field to identify the sequence of the line on your requisition. Purchasing provides default sequence numbers in increments of one.
3. Enter the line Type. You can enter or change information in this field only for new lines. The default is from the Purchasing Options window. See: Defining Default Options: page 1 – 29.
4. Enter the Item number. You can enter or change information in this field only for new lines.
5. For new lines only, you can enter the item Revision number.
6. If you entered an item, Purchasing displays the purchasing Category, and you cannot change it. Otherwise, you must enter a purchasing category.
7. Purchasing displays the item Description from the document you selected in the Base Document Number field. If you are entering a

new line, the description is from the item master. You can change the description only if this attribute is active for the item.

8. The Source type determines the source of the requisitioned items. The choice you have in this field is dependent on your user profile options and the system profile options. At either level, you may be restricted to one of the following options: Inventory or Supplier.

Note that if you have both options, you can source requisition lines independently of the requisition type. You can even mix inventory and supplier sourced requisition lines in the same requisition. Purchasing creates one internal sales order for each inventory source type requisition line on this requisition. The supplier source type requisition lines go onto purchase orders, either automatically with AutoCreate Documents or manually with the Purchase Orders window.

9. Enter the default unit of measure.
10. For supplier sourced lines, you can enter the unit price, and this price is used in the Requisitions window. For inventory sourced lines, the cursor does not enter this field, and the price in the Requisitions window is the actual cost from inventory.
11. Save your work.

► **To enter sourcing information:**

You can enter sourcing information for the current line in the lower part of the screen.

1. For supplier source type lines, you can enter the name of the Buyer to whom you want to assign the requisition line. The buyers can query requisition lines that you assign to them when they AutoCreate purchase orders.
2. For supplier source type lines, you can select RFQ Required to indicate that you want to require an RFQ before the buyer can create a purchase order for the requisition. Purchasing displays a warning message if you try to create a purchase order without a required RFQ.
3. For supplier source type lines, you can enter a suggested Supplier for your requisition items. You can choose a supplier from the list of available suppliers. Alternatively, you can suggest a new supplier by entering the name of the supplier directly.
4. For supplier source type lines, you can enter the supplier Site. You can enter this field only if you provide a suggested supplier name.

You can choose a supplier site from the list of values. Alternatively, you can enter a new site directly.

5. For supplier source type lines, you can enter the name of your Contact at the supplier site.
6. For supplier source type lines, you can enter the Supplier Item number.
7. For inventory source type lines, you can specify the source Organization.
8. For inventory source type lines, you can optionally specify the Subinventory source. If you do so, Oracle Order Entry uses only the specified subinventory for allocation. If the goods do not exist at the specified subinventory, Purchasing backorders them, even if they do exist in another subinventory.

See Also

Supplier Item Catalog Overview: page 5 – 7

Purchasing Hazardous Materials

Purchasing provides you with flexible features to handle all your hazardous materials purchasing and receiving requirements. You can *clearly* identify and classify hazardous materials and print information on your RFQs and purchase orders to ensure that your suppliers pack, label, and ship hazardous materials according to the regulations. You can also review hazardous materials information when receiving items and take the required safety precautions.

Use the Hazard Classes window (See: Defining Hazard Classes: page 1 – 51.) to define the hazard classes you need. Use the UN Numbers window (See: Defining UN Numbers: page 1 – 52.) to define the identification numbers you use and to assign them to hazard classes. Use the Item window to associate hazard classes and UN numbers with your items. See: Defining Items, *Oracle Inventory User's Guide*

Regulation Background

Section 19 of the ISRS (International Safety Rating System) requires that you clearly identify and record all orders for hazardous materials. The US Department of Transportation provides similar regulations. These regulations provide an extensive classification system for hazardous materials. The purpose of this classification is to provide detailed requirements for shipping papers, package marking, labelling, and transport vehicle placarding applicable to the shipment and transportation of hazardous materials. For each hazardous material, the classification provides:

Shipping Name Describes the item ordered or shipped. Shipping names are regulated in some cases.

Examples:

Calcium hydrogen sulfite solution

Epichlorohydrin

Fuel oil

Mercuric oleate, solid

Petroleum Distillate

Small arms ammunition

Hazard Class Categorizes the hazardous material. Most hazardous materials belong to only one hazard class. Some materials belong to more than one hazard class and some materials do not belong to any. If a material belongs to more than one hazard class, you should list these classes in a specific order.

Examples:

Corrosive Material

Flammable liquid

Forbidden

Combustible liquid

Poison A

ORM-A

Class A explosive

Identification Number Identifies the hazardous material. Each identification number has a description. There are two types of identification numbers. Identification numbers preceded by "UN" (United Nations) have descriptions appropriate for international and US domestic shipments. Identification numbers preceded by "NA" (North American) apply only to US domestic shipments and shipments between the US and Canada. Identification numbers are not unique. For instance, the same UN Number may correspond to two closely related but different types of materials.

Examples:

UN0001 Alarm Devices, Explosives

UN0027 Black powder

UN0180 Rockets

NA1133 Cement

NA2016 Grenade

UN2016 Ammunition

UN2769 Benzoic derivative pesticide, liquid

UN2769 Benzoic derivative pesticide, solid

Some hazardous materials do not have a corresponding identification number.

Examples:

Fuse, lighter

Propellant, explosive, liquid

In some cases, hazardous materials that you identify by the same identification number can belong to two different hazard classes.

Example:

Fuel, aviation, turbine engine has the ID Number UN1863, but it can be in either the Flammable Liquid or the Combustible Liquid hazard class.

Labels Required Specifies the labels required for each package of the hazardous material. The regulations provide detailed instruction concerning the format, size, colors, and printing of labels.

Examples:

Flammable liquid

Explosive C

Poison B

Packaging Requirements Specify the packaging and placarding requirements and exceptions for the hazardous material. Packaging requirements depend mainly on the hazard class for the hazardous material, but there are many exceptions to this rule.

Shipping Requirements Specify the maximum amount of hazardous material you can carry per package depending on the mode of transportation you use. Also provide additional shipping, handling, storing, or other information about the hazardous material.

Examples:

Keep dry
Keep cool
Store away from acids

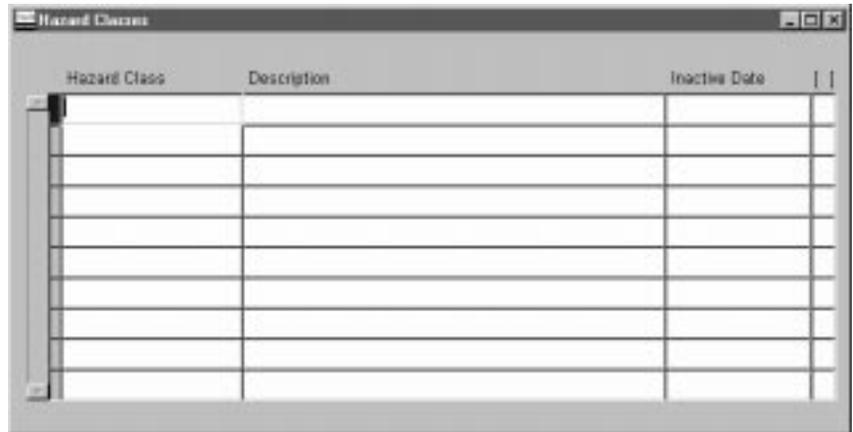
Defining Hazard Classes

Use this window to define codes for different classes of hazardous materials. You provide the class name, description, and the date after which the class is no longer active. You can assign a hazard class to multiple UN numbers to identify hazardous items.

Purchasing automatically copies hazardous material information onto your documents and prints this information on your purchase orders, RFQs, and Receipt Travelers. Purchasing automatically displays hazardous material information for your receivers.

► **To define hazard classes:**

1. Navigate to the Hazard Classes window.



2. Enter a unique name for each hazard class you want to define. For example, you might provide any of the following classes: Explosive, Poisonous, Toxic.
3. Enter a description for your hazard class. You can use this description to provide a more detailed explanation of the hazard class.

4. Enter the date your hazard class becomes inactive. You cannot use the hazard class after this date.
5. Save your work.

See Also

Purchasing Hazardous Materials: page 1 – 48

Defining UN Numbers: page 1 – 52

Defining Items, *Oracle Inventory User's Guide*

Defining UN Numbers

Use this window to define United Nations identification numbers for hazardous materials. You can associate a hazard class with multiple identification numbers. You can also assign an identification number and a hazard class to each item you define.

Purchasing automatically copies hazardous material information onto your documents. Purchasing prints hazardous material information on your purchase orders, RFQs, and Receipt Travelers and displays this information for your receivers and inspectors.

Prerequisites

- Define Hazard Classes before performing this step. See: Defining Hazard Classes: page 1 – 51.

► **To define UN numbers:**

1. Navigate to the UN Numbers window.

The screenshot shows a window titled "UN Numbers" containing a table with the following columns: "Number", "Description", "Hazard Class", and "Inactive Date". The table is currently empty, with only the header row visible.

Number	Description	Hazard Class	Inactive Date

2. Enter the UN identification number. You can define multiple instances of the same UN number as long as the descriptions are different.
3. Enter a Description for your identification number.
4. Enter the Hazard Class you want to associate with the identification number. This is optional.
5. Optionally enter the Inactive Date for the identification number.
6. Save your work.

See Also

Purchasing Hazardous Materials: page 1 – 48

Defining Hazard Classes: page 1 – 51

Defining Items, *Oracle Inventory User's Guide*

Defining Lookup Codes

Use the Lookup Codes window to define lookup codes in Purchasing.

Purchasing uses lookup codes to define lists of values throughout the system. You can add your own codes to those initially provided for some of the lookup codes.

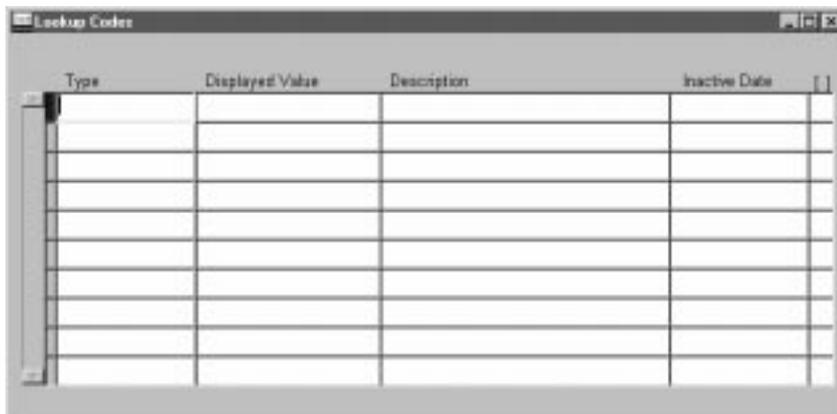
For example, Purchasing supplies the following Supplier Type codes: Employee and Supplier. You might want to define an additional code called Consultant to use for the purchase of consulting services.



Attention: You cannot change or delete codes once you have added and saved them, but you can change the code descriptions.

► To define lookup codes:

1. Navigate to the Lookup Codes window from the menu.



2. Enter one of the following predefined code Types: 1099 Supplier Exception, Acceptance Type, FOB (free on board), Freight Terms, Minority Group, Pay Group, PO/Requisition Reason, Price Type, Quotation Approval Reason, Reply/Receive Via, and Supplier Type.
3. Enter up to 25 characters as a unique code you want to add to those already provided. Purchasing provides the following codes for the listed code types:

1099 Supplier Exception: Purchasing provides no 1099 Supplier Exception codes, but you can define your own. These codes are

used only in the Payables reports: 1099 Invoice Exceptions Report and 1099 Supplier Exceptions Report.

Acceptance Type: Purchasing provides Accepted Terms, On Schedule, and Unacceptable Changes.

FOB: Purchasing provides no FOB codes, but you can define your own. This code is printed on your purchase orders.

Freight Terms: Purchasing provides no Freight Terms codes, but you can define your own. This code is printed on your purchase orders.

Minority Group: Purchasing provides no Minority Group codes, but you can define your own.

Pay Group: Purchasing provides no Pay Group codes, but you can define your own.

Price Type: Purchasing provides Cost Plus Fee, Cost Plus Percentage, Fixed, Indexed, and Variable.

Quotation Approval Reason: Purchasing provides Best Delivery, Best Design, Lowest Price, Only Source, Quality, and Service.

Reply/Receive Via: Purchasing provides no Reply/Receive Via codes, but you can define your own.

PO/Requisition Reason: Purchasing provides no transaction reason/transaction nature codes for purchase orders, requisitions, RFQs, and quotations, but you can define your own.

Supplier Type: Purchasing provides Employee and Supplier.

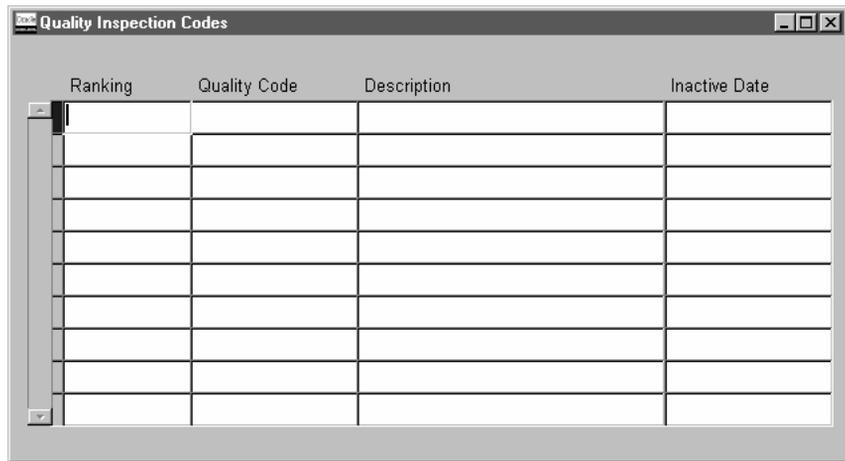
4. Enter an Inactive Date on which the code is no longer active.
5. Save your work.

Defining Quality Inspection Codes

Use the Quality Inspection Codes window to define and update your inspection codes. You can define as many codes for inspection as you want. Each code *must* have a corresponding numerical ranking, which provides an inspection scale. You use these inspection codes when you receive and inspect the items you ordered.

► **To define quality inspection codes:**

1. Navigate to the Quality Inspection Codes window by selecting Quality Inspection Codes on the menu.



The screenshot shows a window titled "Quality Inspection Codes" with a table containing four columns: "Ranking", "Quality Code", "Description", and "Inactive Date". The table is currently empty, with only the header row visible.

Ranking	Quality Code	Description	Inactive Date

2. Enter a Ranking number that corresponds to a specific quality code. This value must be between 0 and 100, where 0 represents the lowest quality. For example, 10 might represent a quality ranking of Poor, while 90 might represent a quality ranking of Excellent. Purchasing lists these rankings when you inspect your receipts.
3. Enter a Quality Code to indicate a particular quality standard. For example, you might want to define Excellent Condition or Damaged as quality codes.
4. Enter a description for your quality code. You can use this description to provide a more detailed explanation of the quality code.
5. Enter the Inactive Date after which the quality code is no longer active.
6. Save your work.

Purchasing Services

Purchasing provides the line type feature so that you can clearly differentiate orders for goods from those for amount-based services or outside processing.

Background

Requestors and buyers generally order both goods and services by quantity. You order the number of items you need in a specific unit of measure and at a given price. For instance, a buyer could order 10 computer terminals at a price of \$1500 each. Later, the receiving agent records the receipt of one crate of 5 terminals. The accounts payable department receives a bill for 5 terminals, and matches the invoice against the original purchase order. Sometimes, you also need to order services in the same way. For example, you purchase 40 hours of product training at a rate of \$40 per hour. You simply record the hours of training ordered and the price per hour. Once you receive the training, you record the hours received.

However, you sometimes order services by amount rather than by quantity. For example, a project manager orders \$10,000 of consulting services to install a local area network. In this case, the buyer only needs to record the total amount of the service.

When half of the work is complete, the project manager records a receipt of \$5000. The consulting firm may send an invoice for the complete amount of the service, or it may send partial invoices. In either case, the accounts payable department must match the invoice to the original purchase order by amount.

Purchasing provides you with the features you need to order both goods and services. You should be able to:

- Create your own purchasing document line types. For each line type, you should be able to specify the value basis: amount or quantity. For both amount and quantity based line types, you can specify default values for category, unit of measure, and whether you require receipt. For quantity based line types, you can specify the unit price, but for amount based line types the unit price defaults to 1. For quantity based lines, you can specify whether the line type is used for outside processing.
- Create a purchasing document with any combination of line types you need.

- AutoCreate purchase order lines from your requisition lines, grouping requisition lines for the same line type and item onto the same purchase order lines.
- Create amount-based purchase order lines by selecting an amount-based line type, category, item description, and total amount for the line.

Major Features

Line Type

The line type governs the type of requisition, purchase order, RFQ, and quotation lines you create. Quantity-based line types let you order and receive and/or invoice based on the quantity of goods or services provided. Amount-based line types let you order and receive and/or invoice based on the value of the service provided.

Quantity-Based Purchasing

Use quantity-based line types when you want to specify the quantity, unit of measure, and unit price for the items you are ordering. Purchasing provides Goods as an initial quantity-based line type. You can modify this line type or create new quantity-based line types to satisfy your needs.

Amount-Based Purchasing

Use amount-based line types when you want to order services and other items by amount. You create an order for a service by selecting an amount-based line type, category, item description, and total amount of the service. You can also receive and match services by amount.

Outside Processing Line Types

You can use outside processing line types to enter purchasing documents to pay suppliers for outside processing operations. Purchasing provides Outside Processing as an initial outside processing line type, and you can create additional outside processing line types. You cannot use outside processing line types, unless Purchasing, Work in Process, and Bills of Material are installed. See: Overview of Outside Processing: page 4 - 120.

Line Types Step by Step

Defining Line Types

Purchasing provides one initial line type: Goods. If Work in Process is installed, Purchasing also provides the line type Outside Processing. You can modify these line types or create new line types in the Line Types window. To define a new line type, you simply provide a name and description for lines types with a value basis of quantity or amount. You can then optionally specify a default category, whether receipt is required, and unit of measure. The unit price defaults to 1 for amount-based line types but is otherwise optional. You cannot specify a line as outside processing unless the value basis is quantity. You must provide a default unit of measure for amount-based line types. You use the unit of measure for amount-based lines as reference information only. Purchasing does not perform any unit conversion for amount based lines. You can create a unit of measure such as AMOUNT for amount based line types to help you determine if you ordered by amount. See: *Defining Line Types, Oracle Inventory User's Guide*.

Creating Purchasing Document Lines

Purchasing lets you specify whether you are creating a document line for quantity, amount, or outside processing. You simply choose the line type when you create your document line. You enter the item, item description, quantity, unit of measure, and unit price for quantity based document lines. For amount based document lines, you enter only the category, item description, and the amount (in the Quantity field). The Unit Price defaults to 1 and you cannot change it.

Setting Up a Default Line Type

Since you typically use one line type more than the others, Purchasing lets you define a system default line type in the Purchasing Options window. All new purchasing document lines default to this line type. You can override this value when you need to create document lines of another type. You do not have to set up a system default if you use many different line types. See: *Defining Default Options: page 1 – 29*.

AutoCreating Purchase Orders

You can use AutoCreate Purchase Orders to convert approved requisition lines for items and services into purchase orders and releases. You can gather requisition lines for the same line type and place them onto a single purchase order. You can also place requisitions for different line types onto the same purchase order.

Purchasing combines requisition lines for the same item, line type, unit of measure, and item revision onto a single purchase order line. See: Autocreate Documents Overview: page 6 – 2

Enhanced Document Printing

Purchasing prints your document lines according to their line types. For quantity based line types, Purchasing prints the quantity, unit price and total amount for purchase orders and RFQs. Purchasing prints only the amount for amount based document lines.

Enhanced Reporting

The line type feature includes enhanced reporting to differentiate between quantity and amount based orders. Purchasing prints the line type so you can easily determine whether the information is quantity or amount based. For amount based orders, Purchasing prints only the total amount of the order.

Purchasing Services Step by Step

Creating Requisitions for Services

Purchasing lets you create requisition lines for services and other amount based orders. When you choose an amount based line type, Purchasing automatically sets the unit price to 1 for your line and enters the default unit of measure for the line type. You cannot change the unit price or unit of measure for amount-based requisition lines. You enter the amount of the service in the Quantity field. Your total line amount is the same as the value displayed in the quantity field. You can use the quantity field in your distributions to allocate the order amount to multiple accounting flexfields.

Creating Purchase Orders for Services

You can use AutoCreate Purchase Orders to create purchase order lines and releases from approved requisitions. You can gather all requisition lines for services and review these lines before placing specific ones on purchase orders. You can also split a requisition line for a service into several requisition lines for goods and services. Purchasing creates a purchase order for all of the requisition lines you choose.

You can also enter purchase orders for services manually by entering a service line type, the amount (Quantity) of the service, the category, and the item description. Purchasing automatically enters the unit price and unit of measure.

Sourcing Services

When you request a quotation from a supplier for a particular service, you can provide a complete description of the service you are requesting. You must choose a quotation type of Catalog if you want to use it for sourcing.

If you provide a requested service amount on your RFQ, Purchasing prints "Amount Requested:" followed by the total amount you entered. For example, you request quotations for the installation of a local area network and you know that you would like to pay \$10000. You simply create an amount-based RFQ line and one shipment for this line. Purchasing automatically sets the unit price to 1 and fills in your unit of measure. On the RFQ shipment, you enter the amount, 10000, in the quantity field. Purchasing automatically sets the shipment break price and unit of measure.

When you choose sourcing information for amount-based requisition and purchase order lines, Purchasing copies the total amount from your chosen quotation shipment into the Quantity field of your purchasing document. Since you are creating an amount-based line and the unit price is set to 1, the Quantity field displays the total amount for the line.

Receiving Services

You receive services the same way you receive goods. When you receive a service, your quantity fields reflect the amounts of your order. Simply specify the amount you receive, correct, or return in the Quantity fields. Purchasing displays your line type so you can determine whether you are receiving by amount or quantity. You must receive services and other amount-based purchases in the unit of measure specified on the purchase order.

Matching Service Purchase Orders

When matching invoices to services purchase order lines in Payables, you enter the amount invoiced in the Quantity field. Payables defaults the unit price to 1 when matching to service orders. You should not change the unit price. Payables warns you if the unit price is not 1 for service orders.

Defining Line Types

Use the Line Types window to define and update line types.

When you enter a line on a purchasing document and choose a line type, Purchasing automatically displays the default information that you define here for the line type.

Line types let you distinguish between quantity and amount based line items. You use quantity based line items when you know the quantity and price of the line you are ordering. For example, you might buy a dozen pens for \$10. You use amount based line items when you are ordering a service. For example, you might order \$5,000 of consulting services over the next year.

When you are entering amount based document lines in purchasing windows such as the Purchase Orders window, Purchasing skips the Item and Revision fields, and sets the price to 1. You simply provide the total amount of 5,000 as the quantity. Then, when you record your receipts, you can enter the amount you have received as a quantity. For example, if you have incurred \$300 of a \$500 charge, you record a quantity of 300.

You can create line types to reflect different characteristics for the items you purchase. For example, you may want to define one line type for items you order by quantity and unit price, another line type for services you order by hour, and yet another that indicates an outside processing operation used in Oracle Work In Process (WIP). You can create purchasing document lines and specify whether they are for goods, services, outside processing, or any other line type you define.

Outside processing line types are necessary when you are using WIP and want to enter purchasing documents for outside processing operations in WIP. When you choose an outside processing line type on a purchasing document line, you can enter only outside processing items and the destination type can be only Shop Floor.

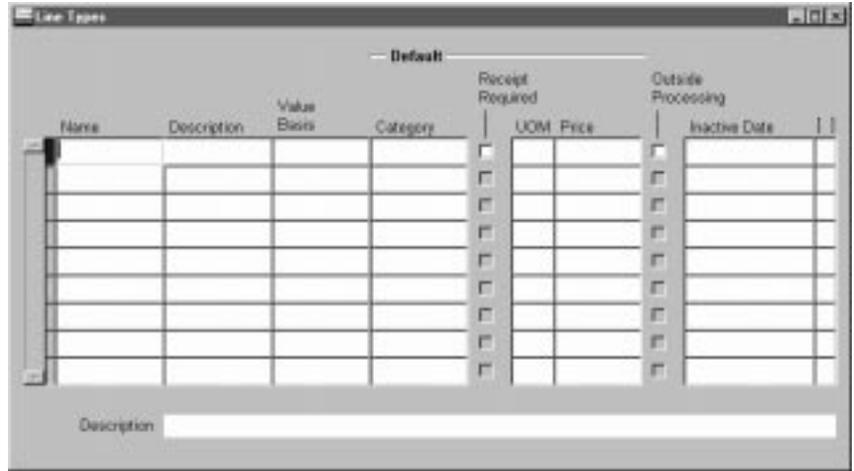
Purchasing automatically provides you with a line type of Goods that is quantity based. If Work in Process is installed, Purchasing also provides you with an Outside Processing line type. You can set up your purchasing options to copy a default line type for lines you add to every requisition, purchase order, RFQ, or quotation document. You can override the default line type for each document line you create.

Prerequisites

- Define categories. See: *Defining Categories, Oracle Inventory User's Guide.*
- Define units of measure. See: *Defining Units of Measure, Oracle Inventory User's Guide.*

► **To define line types:**

1. Navigate to the Line Types window from the menu.



2. Enter the Name and Description of the line type.
3. Enter the Value Basis for the line type. You cannot update this field after you save your work.

Amount: Receive items by amount. You cannot change the unit of measure and unit price on purchasing document lines.

Quantity: Receive items by quantity. Outside Processing line types must have this value basis.

4. Enter the default purchasing Category for items with this line type. You can override this purchasing category on purchasing document lines.
5. Select Receipt Required if you want this as the default on your purchasing document shipments with this line type. You can overrule the default when you enter the shipment.
6. Enter the default Unit of measure for items with this line type. You must enter a default unit when you use the Amount value basis for your line type. You can override this unit of measure on your purchasing document lines only when you use non-Outside Processing line types with Quantity value basis.

If you use the Amount value basis, you may want to choose your functional currency as the unit of measure. For example, if your functional currency is US dollars, you may want to define a unit of

measure USD that you can use for your line types with the Amount value basis.

7. Enter the default Unit Price for items with this line type. Purchasing automatically enters a unit price of 1 when you use the Amount value basis and prevents you from updating this price when you create your line type. You can override this unit price on your purchasing document lines only when you use line types with Quantity value basis.
8. Select Outside Processing to restrict this line type to purchasing outside processing. Also, when you use an outside processing line type on a purchasing document, your choices for the item are limited to outside processing items. You can select this check box only if the value basis is Quantity and if you are using Work in Process.
9. Enter the Inactive Date on which the line type is no longer usable.
10. Save your work.

See Also

Purchasing Services: page 1 – 57

Overview of Outside Processing: page 4 – 120

Defining Document Types

Use the Document Types window to define access, security, and control specifications for all Purchasing documents. You cannot enter new document types; you can enter new document subtypes only for RFQs and quotations.



Attention: The document controls that you specify here are fully operational during use of the Browse feature.

Prerequisites

- ❑ Before you use this window to set up your document types, you should perform the following steps:
 - If you want to be able to choose the document approval hierarchy in this form, you must enable Use Approval Hierarchies in the Financials Options window. See: *Defining Financials Options, Oracle Public Sector Payables User's Guide*.
 - You must use the Position Hierarchy window to create and update the position hierarchies, since Purchasing uses these hierarchies as document approval routings. See: *Representing Jobs and Positions, Oracle Human Resource Management Systems User's Guide*.

► To define document types:

1. Navigate to the Document Types window from the menu. A list of values displays in the Document Types field when the window opens. If you want to maintain information for an existing document type, select it from the list.

Purchasing provides the following Document Types: Purchase Agreement, Purchase Order, Quotation, Release, Request for Quotation, and Requisition.

2. You can enter user-defined Document Subtypes only for document types Quotation and Request for Quotation. You can delete Quotation and Request for Quotation document types you have created, but only if no actual document exists for the type. Purchasing provides the following document subtypes:

Purchase Agreement – Blanket and Contract

Purchase Order – Planned and Standard

Quotation – Bid, Catalog, and Standard

Release – Blanket and Scheduled

Request for Quotation – Bid, Catalog, and Standard

Requisition – Internal and Purchase

3. Enter your Document Name for the document. The description must be unique for the given document type. The name that you enter here appears as a list of values choice in the Type field in the appropriate document entry window. For example, it appears, along with the quotation class, as a list of values choice in the Quotation Type field in the Quotations window.
4. The Quotation Class is applicable only for document types Quotation and Request for Quotation. Choose one of the following options:

Bid – The quotation or RFQ is for a specific fixed quantity, location, and date.

Catalog – The quotation or RFQ includes price breaks at different quantity levels.

5. Check Owner Can Approve to indicate that document preparers can approve their own documents. This field is not applicable when the Document Type is Quotation or RFQ.



Attention: If you are using budgetary control and enable this option, you should also enable the Reserve at Requisition Completion option in the Financials Options window. Likewise, if you disable this option, you should also disable the Reserve at Requisition Completion option.

6. Check Approver Can Modify to indicate that document approvers can modify documents. This field is not applicable when the Document Type is Quotation or RFQ.
7. Check Can Change Forward-To to indicate that users can change the person the document is forwarded to. This field is not applicable when the Document Type is Quotation or RFQ.
8. Check Can Change Forward-From to indicate that users can change the name of the document creator. This field is applicable only when the Document Type is Requisition.
9. Check Can Change Approval Hierarchy to indicate that approvers can change the approval hierarchy in the Approve Documents window. This field is not applicable when the Document Type is Quotation or RFQ.
10. Check Disable to disable a document type. This field is applicable only for user-defined quotations and RFQs.
11. For user-defined quotations and RFQs, Purchasing displays as a default the Security Level of the Standard Quotation or RFQ, and you cannot enter the field. Otherwise, choose one of the following options:

Hierarchy – Only the document owner and users above the owner in the defined purchasing security hierarchy may access these documents.

Private – Only the document owner may access these documents.

Public – Any user may access these documents.

Purchasing – Only the document owner and users listed as buyers in the Define Buyers window may access these documents.

12. For user-defined quotations and RFQs, the Access Level is that of the Standard Quotation or Standard RFQ, and you cannot enter the field. Otherwise, choose one of the following Access Level options:
 - Full* – Users can view, modify, cancel, and final close documents.
 - Modify* – Users can only view and modify documents.
 - View Only* – Users can only view documents.
13. The Forward Method field is not applicable when the Document Type is Quotation or RFQ. The following options apply regardless of whether you are using position hierarchies or the employee/supervisor relationship to determine your approval paths. Choose one of the following options:
 - Direct* – The defaults for the approver is the first person in the preparer's approval path that has sufficient approval authority.
 - Hierarchy* – The default for the approver is the next person in the preparer's approval path.
14. The Archive When field is applicable only when the Document Type is Purchase Agreement, Purchase Order, or Release. Choose one of the following options:
 - Approve* – The document is archived upon approval. This option is the default.
 - Print* – The document is archived upon printing.
15. The Default Hierarchy field is not applicable when the Document Type is Quotation or RFQ. Otherwise, when Use Approval Hierarchies is enabled in the Financial Options window, you can enter a position hierarchy from the Position Hierarchy window. This hierarchy then becomes the default in the Approve Documents window.

► **To associate certain workflows with specific document types:**

In Purchasing, all approvals are handled in the background by Oracle Workflow technology. The default approval workflow processes in Purchasing use the approval controls and hierarchies you define according to the setup steps in *Setting Up Document Approval and Security: page 0 – 2*. If you created a workflow process of your own and wanted to associate it with a specific document type, you would choose that workflow process here.

1. Select the Approval Workflow you want to use for this particular document type, or use the default that is already provided.

The PO Approval workflow is used for approving purchase orders. The PO Requisition Approval workflow is used for approving requisitions. If you've created a workflow of your own, you can select that for this document. See: Approval Workflows: page 2 – 63.

2. Select the Workflow Startup Process you want to use for this particular document type, or use the default that is already provided.

Usually the Workflow Startup Process is the highest-level process in a workflow. For example, the highest-level process for the PO Approval workflow is the "PO Approval Top Process." If you've created a startup process of your own, you can select that for this document.

3. For requisitions only, select the Autocreate Workflow you want to use for automatically creating purchase orders or releases from approved requisition lines, or use the default that is provided.

The default workflow that comes with Purchasing is the PO Create Documents workflow. If you've created a workflow of your own, you can select that for this document. See: Workflow for Creating Purchase Orders or Releases: page 4 – 160.

4. For requisitions only, select the Autocreate Workflow Startup Process you want to use, or use the default that is already provided.

The highest-level process for the PO Approval workflow is the "Overall Document Creation / Launch Approval Process." If you've created a startup process of your own, you can select that for this document.

See Also

Defining Financials Options, *Oracle Public Sector Payables User's Guide*

Representing Jobs and Positions, *Oracle Human Resource Management Systems User's Guide*

Enter Person, *Oracle Human Resource Management Systems User's Guide*

Budgetary Control and Online Funds Checking, *Oracle Public Sector General Ledger User's Guide*

Submitting a Document for Approval: page 2 – 32

Entering Requisition Headers: page 3 – 49

Entering Purchase Order Headers: page 4 – 39

Entering RFQ Headers: page 5 – 32

Entering Quotation Headers: page 5 – 47

Controlling Purchasing Periods

Use the Control Purchasing Periods window to control the purchasing periods defined in the Accounting Calendar window. You use purchasing periods to create journal entries in your general ledger system. Purchasing lets you create journal entries only for transactions you enter in an open purchasing period. You create general ledger journal entries when encumbering requisitions, purchase orders or accruing receipts.

If you use encumbrance or budgetary control, Purchasing verifies that the GL Dates you provide on purchase order distributions and requisition distributions are within an open purchasing period. See: *Budgetary Control and Online Funds Checking, Oracle Public Sector General Ledger User's Guide.*

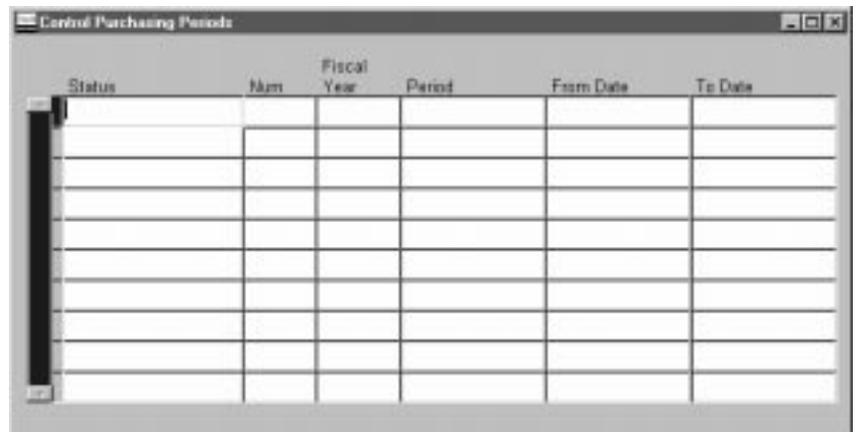
Prerequisites

Before using this window you should define your purchasing periods in the Accounting Calendar window. See: *Defining Calendars, Oracle Public Sector General Ledger User's Guide.*

► **To control purchasing periods:**

1. Navigate to the Control Purchasing Periods window from the menu.

Purchasing displays the Period Status, Period Number, Fiscal Year, Period Name, Begin Date, and End Date for each existing period.



Status	Num	Fiscal Year	Period	From Date	To Date

2. In the Period Status field, you have the following options:

Closed – Use this option to close this purchasing period. When you close a purchasing period, Purchasing does not allow further accruals during this period. Purchasing reverses the status of accrued purchase order lines so that you can accrue them in the next period if you want.

Future – Use this option if you want to open this purchase period in the future. This option is available only when the current status is Never Opened.

Never Opened – Purchasing displays this default status if you have not opened this period in the past.

Open – Use this option to open this purchasing period.

Permanently Closed – Use this option if you do not want to open this period in the future. This option is irreversible.

See Also

Defining Purchasing Options: page 1 – 29

Controlling the Status of AP Accounting Periods, *Oracle Public Sector Payables User's Guide*

Choosing Workflow Options

Starting the "Send Notifications for Purchasing Documents" Process

In Purchasing, a workflow called "Send Notifications for Purchasing Documents" looks for documents that are incomplete, rejected, or in need of reapproval and sends notifications to the appropriate people of the document's status. You can view and respond to these notifications through the Notifications Summary window. This workflow sends notifications for purchase order and requisition approvals, RFQs and quotations, and purchase order acceptances. In order for these notifications to be sent, you need to start the concurrent program process, Send Notifications for Purchasing Documents, and choose how frequently you want the process to run. See: Send Notifications for Purchasing Documents: page 9 – 142.

For information on the kinds of notifications sent by the Send Notifications for Purchasing Documents process, see: Viewing and Responding to Notifications: page 2 – 29.

Choosing Document Creation Options

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

Purchasing integrates with Oracle Workflow technology to create standard purchase orders or blanket releases automatically from approved requisition lines. The workflow for creating purchasing documents automatically is called PO Create Documents. PO Create Documents consists of three attributes, the values of which you can change in the Oracle Workflow Builder:

- Is Automatic Creation Allowed? – The default value of this attribute is set to 'Y,' meaning that automatic document creation is allowed for approved requisition lines. You can prevent automatic document creation by setting the default value of this attribute in the Workflow Builder to 'N' for No.

- **Should Workflow Create the Release?** – The default value of this attribute is set to 'Y,' meaning that the workflow tries to create the release; if it cannot, or if the value of this attribute is set to 'N' for No, then the workflow will not create the release; you must use the AutoCreate Documents window to create the release.
- **Is Automatic Approval Allowed?** – The default value of this attribute is set to 'N' for No, meaning that documents are not automatically approved after they are created. If you set it to 'Y' for Yes, then the PO Approval workflow is launched to route the documents for approval.

For each of these attributes you can change their values to 'Y' for Yes or 'N' for No. You make these changes in the Oracle Workflow Builder. See **Document Creation Options** in: Workflow for Creating Purchase Orders and Releases: page 4 – 160.



Attention: You need to make these changes for each operating unit.

Deciding If You Want to Use the Timeout Feature

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

The Timeout feature in the approval workflow enables you to specify a period of time after which, if no response has yet come from an approver, a reminder is sent. You can send up to two reminders to an approver using the Timeout feature. You can also specify that after a certain period of time, the document is forwarded automatically to the next approver in the hierarchy. You can optionally setup this feature through the Oracle Workflow Builder. See **Setting Up the Timeout Feature** in: Approval Workflows: page 2 – 63.



Attention: You need to set up this feature for each operating unit.

If you don't set up the Timeout feature, the approval workflow will not time out; it will simply wait to receive a response from each approver.

Modifying Change Order Workflow Options

Prerequisite

- ❑ Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

Purchasing integrates with Oracle Workflow technology to let you define what changes to purchase orders or releases—for example, to amounts, suppliers, or dates—require reapproval. All of the workflow processes and functions relating to change orders can be found within the PO Approval workflow. The change order workflow process uses the same reapproval rules already defined in Purchasing to determine whether a document, depending on its document type, requires reapproval. If you want to change the reapproval rules that the change order workflow uses, you can change those reapproval rules that determine what percentage change to a unit price, quantity, or document total requires reapproval. You can optionally change these rules by modifying their attributes in the Oracle Workflow Builder. See the section **Customizing the Change Order Workflow** in: Workflow Processes for Approving Change Orders: page 2 – 73.



Attention: You need to make these changes for each operating unit.

Profile Options in Purchasing

During implementation, you set a value for each user profile option to specify how Purchasing controls access to and processes data. The table below also indicates whether you (the "User") can view or update the profile option and at which System Administrator levels the profile options can be updated: at the user, responsibility, application, or site levels.

A "Required" profile option requires you to provide a value. An "Optional" profile option already provides a default value, so you only need to change it if you don't want to accept the default.

Generally, the system administrator sets and updates profile values. See: *Setting User Profile Options, Oracle Applications System Administrator's Guide.*

Key	
✓	You can update the profile option.
–	You can view the profile option value but you cannot change it.

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
Account Generator: Purge Runtime Data	✓	✓	✓	✓	✓	Optional	Yes
MRP: Default Sourcing Assignment Set	–				✓	Required if using sourcing rules	none
MRP: Sourcing Rule Category Set	✓	✓	✓	✓	✓	Required if using sourcing rules	none
PO: Allow Buyer Override in AutoCreate Find	✓	✓	✓	✓	✓	Optional	Yes
PO: Allow Category Override in AutoCreate Find	✓	✓	✓	✓	✓	Optional	Yes
PO: AutoCreate GL Date Option	✓	✓	✓	✓	✓	Optional	AutoCreate Date
PO: Change Supplier Site	–		✓	✓	✓	Optional	none

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
PO: Default Supplier Item Catalog Option	✓	✓	✓	✓	✓	Optional	Negotiated Sources
PO: Display AutoCreated Quotation	✓	✓	✓	✓	✓	Optional	Yes
PO: Display the Autocreated Document	✓	✓	✓	✓	✓	Optional	Yes
PO: Item Cross Reference Warning	–		✓	✓	✓	Optional	Disposition
PO: Legal Requisition Type	–		✓	✓	✓	Optional	Both
PO: Release During ReqImport	✓	✓	✓	✓	✓	Optional	No
PO: Supplier Pricing Method	✓	✓	✓	✓	✓	Optional	Last Price
PO: Warn if RFQ Required before AutoCreate	✓	✓	✓	✓	✓	Optional	No
RCV: Allow routing override	–		✓	✓	✓	Optional	No
RCV: Fail All ASN Lines if One Line Fails	–		✓	✓	✓	Optional	No
RCV: Print Receipt Traveler	✓	✓	✓	✓	✓	Optional	No
RCV: Processing Mode	✓	✓	✓	✓	✓	Optional	Online

Account Generator: Purge Runtime Data

Setting this profile option to Yes ensures that the Oracle Workflow data used to generate accounting flexfield code combinations using the Account Generator is purged after the Account Generator has completed.

This profile option should always be set to Yes unless you are debugging the Account Generator. It is recommended to set it to No temporarily at the User level. Running the Account Generator with this profile option set to No fills the workflow tables and slows performance.

MRP: Default Sourcing Assignment Set

This profile option indicates which sourcing rules assignment set will be used in Purchasing and Supplier Scheduling. Planning allows the user to use multiple Assignment Sets, but Purchasing looks at only a single Assignment Set. The value of this profile option should be the name of

the Assignment Set used in Purchasing. This profile option must be set if the user is using sourcing rules in Purchasing.

MRP: Sourcing Rule Category Set

This profile needs to be set to display Category and Category–Organization assignments in the Assignments Sets form.

PO: Allow Buyer Override in AutoCreate Find

Yes or No indicates whether the suggested buyer (from the Enter Person window) defaulted into the Find Requisition Lines window can be cleared or overridden. The default is Yes.

PO: Allow Category Override in AutoCreate Find

Yes or No indicates whether the category (from the Buyers window) defaulted into the Find Requisition Lines window can be cleared or overridden.

PO: AutoCreate GL Date Option

Indicates the date used on purchase orders generated by AutoCreate:

AutoCreate Date The autocreate date is used as the purchase order date.

Requisition GL Date The GL date on the requisition distribution is used as the purchase order date.

PO: Change Supplier Site

Yes or No indicates whether users can change the supplier site on approved purchase orders.

PO: Default Supplier Item Catalog Option

Indicates the *default* source alternative region in the supplier item catalog: Negotiated Sources, Prior Purchases, Sourcing Rules, or Requisition Templates.

PO: Display AutoCreated Quotation

Controls the viewing of an autocreated quotation.

PO: Display the Autocreated Document

Yes or No indicates whether Purchasing opens the appropriate transaction window (Purchase Orders window or RFQs window) and displays the created line(s) when you autocreate a document.

PO: Item Cross Reference Warning

Indicates the Item Cross Reference Type that you want to use as a disposition warning message for requisitions.

PO: Legal Requisition Type

Indicates whether users can enter internal requisitions sourced from stock by means of an internal sales order, purchase requisitions sourced from a purchase order, or both types. Available values are Both, Internal, and Purchase.

PO: Release During ReqImport

Yes or No indicates whether Purchasing can automatically create releases during the Requisition Import process.

PO: Set Debug Workflow ON

This profile option should *always* be set to No.

PO: Supplier Pricing Method

Indicates the pricing method for lists of values in the Price field in purchase orders and requisitions:

Catalog Price Pricing is from quotations and blanket purchase agreements.

Last Price Pricing is from the price history.

PO: Warn if RFQ Required before AutoCreate

Yes or No indicates whether you are given a warning message and an opportunity to cancel autocreate if one or more of the requisition lines selected for inclusion requires an RFQ and has not been placed on an RFQ.

RCV: Allow routing override

Yes or No indicates whether the receiving routing assigned during requisition or purchase order entry can be overridden at receipt time.

RCV: Fail All ASN Lines if One Line Fails

If you choose Yes, you can reject an entire Advance Shipment Notice (ASN) if any ASN line fails validation or processing. If you choose No, then you can accept an ASN if at least one ASN line is successful.

RCV: Print Receipt Traveler

Yes or No indicates whether Purchasing automatically prints the receipt traveler when you perform a receipt or a receiving transaction, and when you match unordered receipts. You can always print receipt travelers from the Submit Requests window.

RCV: Processing Mode

Indicate the processing mode used after you save your work for receiving transactions:

<i>Batch</i>	The transaction goes to the interface table, where it will be picked up the next time the Receiving Transaction Processor runs.
<i>Immediate</i>	The transaction goes to the interface table, and the Receiving Transaction Processor is called for the group of transactions that you entered since you last saved your work.
<i>On-line</i>	The Receiving Transaction Processor is called directly.

See Also

Overview of User Profiles, *Oracle Applications User's Guide*

Setting User Profile Options, *Oracle Applications System Administrator's Guide*

Setting Your Personal User Profile, *Oracle Applications User's Guide*

Common User Profile Options, *Oracle Applications User's Guide*

Profile Options in Oracle Application Object Library, *Oracle Applications User's Guide*

Approval, Security, and Control

This chapter tells you what you need to know about Approval, Security, and Control, including:

- Setting Up Document Approval and Security: page 2 – 2
- Position Hierarchies: page 2 – 6
- Document Security and Access: page 2 – 8
- Approval Routing: page 2 – 13
- Approval Authorization Control: page 2 – 15
- Assigning Employees: page 2 – 22
- The Document Approval Process: page 2 – 23
- Mass Forwarding Documents: page 2 – 35
- Document Control Overview: page 2 – 37
- MassCancel: page 2 – 58
- Approval Workflows: page 2 – 63

Setting Up Document Approval and Security

Human Resources with Purchasing

Human Resources and Purchasing share job and position information if they are installed together. You should consider your requirements from both perspectives before deciding on an approval/security structure.

Human Resources uses jobs to classify categories of personnel in your organization, and associates information like the exempt/non-exempt code and EEO code with individual jobs. Examples of a typical job include Vice President, Buyer, and Manager. Positions represent specific functions within these job categories. Examples of typical positions associated with the Vice President job include Vice President of Manufacturing, Vice President of Engineering, and Vice President of Sales.

Human Resources uses position hierarchies to define management line reporting and control access to employee information.

Review your Personnel department's system requirements before you decide how you want to use positions, jobs, and position hierarchies in Purchasing.

Using Approval Hierarchies

If you choose to use approval hierarchies, you must set up both jobs and positions, and you must define position approval hierarchies.

If you choose to use employee/supervisor relationships, you define your approval routing structures as you enter employees using the Enter Person window. In this case, Purchasing does not require that you set up positions.

While positions and position hierarchies require more initial effort to set up, they are easy to maintain and allow you to define approval routing structures that remain stable regardless of how frequently individual employees leave your organization or relocate within it.

Using Security Hierarchies

If you want to specify a Security Level of Hierarchy for any of your document types, you must first define all positions which should have access to the documents you want to restrict in this manner. (Even if you are using jobs to route documents for approval, you must define positions before you can enable this Security Level). You then define a security position hierarchy, and specify it in the Purchasing Options window.

Approval Workflow

Purchasing uses Oracle Workflow technology to handle approvals. Workflow works in the background, using the approval controls and hierarchies you define in the setup steps below to route documents for approval. Because Workflow handles your approval process in the background, you can use Oracle Workflow Builder's easy interface to modify your approval process. For more information about the approval workflow in Purchasing, see: Approval Workflows: page 2 – 63.

Approval and Security Setup Steps

1. Use the Financials Options window to indicate whether you want to route documents for approval using approval hierarchies or employee/supervisor relationships. This decision applies only to the Business Group you choose for your Purchasing installation in the Financials Options window. See: About Financials Options, *Oracle Public Sector Payables User's Guide*.

If you choose to use approval hierarchies, you must define positions in addition to jobs. You later build your hierarchies by referencing these positions.

2. Use the Job window to create each of the job titles in your organization (for example: Buyer, Supply Base Engineer). If you are not using positions, you assign one or more employees to each job. If you are using positions, you assign one more positions to each job, and later assign one or more employees to each position.



Attention: You assign authorization rules to jobs or positions based on your decision in Step 1. It is important to ensure that your job/position infrastructure supports the different approval levels in your organization.

For example, if your purchasing staff includes a Junior Buyer, a Senior Buyer, a Supply Base Manager, and a Purchasing Manager, all of whom have different authorization levels for different document types, you can define a different job or position for each role. If your purchasing department is comprised of five employees with common authorization limits, then a single job or position of Buyer may suffice. See: Representing Jobs and Positions, *Oracle Human Resource Management Systems User's Guide*.

3. Use the Position window to create each of the positions in your organization. This step is required if you plan to use either security or approval hierarchies. See: Representing Jobs and Positions, *Oracle Human Resource Management Systems User's Guide*

4. Use the Position Hierarchy window to build and administer your position hierarchies. There are two distinct uses for position hierarchies in Purchasing: 1) document approval routing and 2) document security control. You can use a single position hierarchy for both purposes. See: Representing Jobs and Positions, *Oracle Human Resource Management Systems User's Guide*.
5. Use the Purchasing Options window to choose a single security hierarchy for your installation if you want to use the document Security Level of Hierarchy for any or all of your document types. See: Defining Control Options: page 1 – 33.

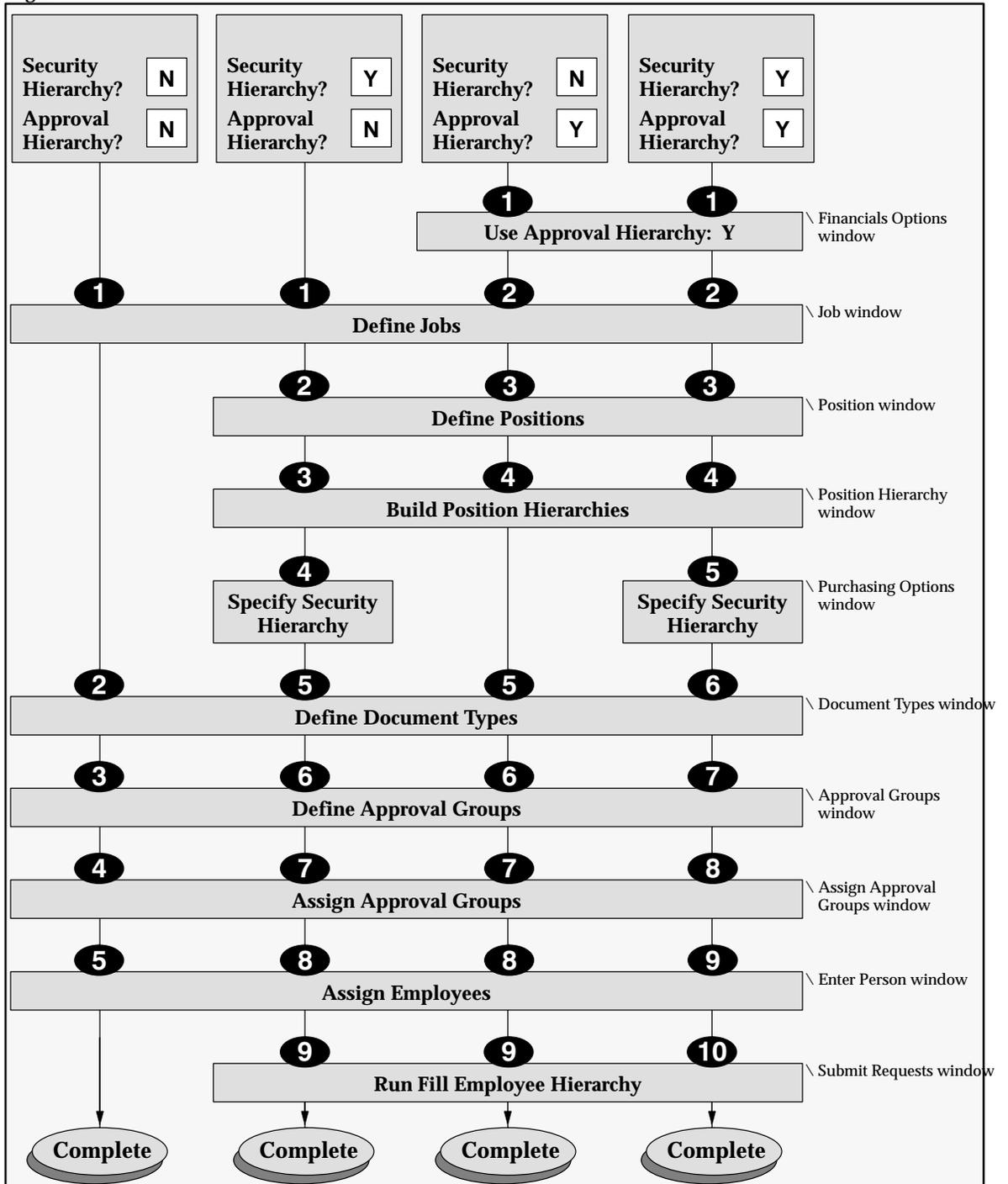


Attention: Note that a security hierarchy controls which positions (and therefore which employees) have access to a particular document type. It does not control whether an employee has the authority to approve a document or perform other actions. An Off-line approver is a valid employee with approval authority, but without access to the relevant form. An On-line approver is an active employee with approval authorization, and with access to the relevant form.

6. Use the Document Types window to specify distinct security and approval controls for each document type/subtype. See: Defining Document Types: page 1 – 65.
7. Use the Approval Groups window to define approval authorization rules. See: Defining Approval Groups: page 1 – 15.
8. Use the Assign Approval Groups window to associate approval rules with a specific job or position and a document type. See: Assigning Approval Groups: page 1 – 18.
9. Use the Enter Person window to assign employees to jobs or positions. If you are not using position approval hierarchies for document routing, you must provide the employee's supervisor. See: Enter Person, *Oracle Human Resource Management Systems User's Guide*.
10. Run the Fill Employee Hierarchy process. This process creates an employee-populated representation of your approvals hierarchy and should be run whenever you make a structural or personnel change to your hierarchies or assignments. You can set up this process to run automatically at predefined intervals. See: Fill Employee Hierarchy Process: page 9 – 35.

Approval and Security Setup Matrix (See next page.)

Figure 2 - 1



Position Hierarchies

Use the Positions window to create each of the positions in your organization. This step is required if you plan to use either security or approval hierarchies. See: *Representing Jobs and Positions, Oracle Human Resource Management Systems User's Guide*.

All the positions you want to include in your hierarchies must be included in the Business Group you selected in the Financials Options window.

A position can be added to multiple hierarchies.

Use the Position Hierarchy window to build and administer your position hierarchies. There are *two* distinct uses for position hierarchies in Purchasing: 1) document approval routing and 2) document security control. You can use a single position hierarchy for both purposes. See: *Representing Jobs and Positions, Oracle Human Resource Management Systems User's Guide*.

When you build your hierarchies, always begin with the most senior position and work down. Use your organization charts and predefined special approval paths to facilitate this process.

While you can include a position in many hierarchies, it can appear only once within a single hierarchy.

If you want to use the document Security Level of Hierarchy for any or all of your document types, the hierarchy you specify in the Purchasing Options window must include all the positions in your organization that should have access to these documents. See: *Defining Control Options: page 1 – 33*.

If you build multiple hierarchies for use in the approval process, it is useful to give them meaningful names. This helps employees quickly choose the appropriate approval path when moving documents from one approval hierarchy to another.

For example, you can define a special approval hierarchy including a Facilities Manager and Chief Financial Officer for all plant and property purchases. Name this hierarchy "Facilities." Your default approval hierarchy for standard purchase orders (called "Purchasing") includes only your procurement staff and a Vice President of Operations, none of whom have the authority to approve plant and property items. When a buyer attempts to approve a standard purchase order for these items, Purchasing will require a forward-to employee. Assuming your setup allows changes to the default approval hierarchy for standard purchase orders, instruct buyers to route these documents to the "Facilities" approval hierarchy.

Before you can reference your position hierarchies in Purchasing, you must assign employees to the referenced positions with the Enter Person window and then use the Submit Requests window to run the Fill Employee Hierarchy process. See: Fill Employee Hierarchy Process: page 9 – 35.

See Also

Setting Up Document Approval and Security: page 2 – 2

Document Security and Access

Purchasing lets you control which groups of employees have access to each document type, and what modification/control actions these individuals can take once they gain access. Use the Document Types window to specify your security options. See: Defining Document Types: page 1 – 65.

You can restrict document access based on the following Security Level options for each document type:

Public	All system users can access the document
Private	Only the document owner and subsequent approvers can access the document
Purchasing	Only the document owner, subsequent approvers, and individuals defined as buyers can access the document
Hierarchy	Only the document owner, subsequent approvers, and individuals included in the security hierarchy can access the document
	Within the installation security hierarchy, you can access only those documents that you or your reporting employees own

 **Attention:** You must define one position hierarchy including all positions that require access to the document types you want to control with a Security Level of Hierarchy. You need to specify this hierarchy in the Purchasing Options window before you can choose a Security Level of Hierarchy for a given document type. See: Defining Control Options: page 1 – 33.

In addition to the Security Level, you specify an Access Level to control what modification/control actions you can take on a particular document type once you gain access. Document owners always have **Full** access to their documents. The Access Level options include:

View Only	Accessing employees can only view this document
Modify	Accessing employees can view, modify, and freeze this document
Full	Accessing employees can view, modify, freeze, close, cancel, and final-close this document

Both the Security Level and Access Level apply to existing documents. Anyone with menu access to the document entry windows can create a document. These individuals then become the document owners.

The Security Level and Access Level work together. For example, if you assign a Security Level of Public and an Access Level of Full to standard purchase orders, then all users can access all standard purchase orders from document entry, view, and control windows.



Attention: While any document is in the approval process (regardless of Access or Security Level), no one can access it using an entry window.

If you change the Access Level to View Only for a document type, then all users (except for the document owner whose Access Level is always Full, and approvers who can optionally modify the document when it is in their approval queue based on the document control Approver Can Modify) can access these documents in the view windows, but not in the document entry or control windows. If you change the Security Level for a document type to Private, then only the document owner and subsequent approvers can access these documents.

Finally, the Security Level and Access Level work with the Approver Can Modify option that you choose in the Document Types window. If this control is set to Yes for a particular document type (even if the Access Level is View Only), then all approvers can modify documents in their pending approval queue. Once you approve a document, you cannot make further modifications.

The following matrix describes the effects of all possible Security Level and Access Level combinations in which groups of employees can access documents using the view, entry, or control windows.

The Security Level / Access Level Matrix

Document Type	Access Level	View Windows	Entry Windows		Control Windows	
			Doc NOT in Approval	Doc in Approval	Freeze/ Close	Cancel/ Final Close
Public	View Only	All	Owner	None	Owner	Owner
	Modify	All	All	None	All	Owner
	Full	All	All	None	All	All
Private	View Only	Owner Approver	Owner	None	Owner	Owner
	Modify	Owner Approver	Owner	None	Owner	Owner
	Full	Owner Approver	Owner	None	Owner	Owner
Purchasing	View Only	Owner Approver Buyers	Owner	None	Owner	Owner
	Modify	Owner Approver Buyers	Owner Approver Buyers	None	Owner Buyers	Owner Buyers
	Full	Owner Approver Buyers	Owner Approver Buyers	None	Owner Buyers	Owner Buyers
Hierarchy	View Only	Owner Approver Hierarchy	Owner	None	Owner	Owner
	Modify	Owner Approver Hierarchy	Owner Approver Hierarchy	None	Owner Hierarchy	Owner
	Full	Owner Approver Hierarchy	Owner Approver Hierarchy	None	Owner Hierarchy	Owner Hierarchy

Table 2 - 1 (Page 1 of 1)

Function Security for Purchasing

Function Security defines the specific access to individual forms and the business functions of each form. A form can have several business functions associated with it, however some forms and functions may not be appropriate for each user. Purchasing provides the following basic responsibilities: Requestor, Receiver, Buyer, and PO Superuser. You can create new responsibilities or modify the existing ones. A responsibility defines an application user's current privileges while working with Oracle Applications.

You can use Function Security to control access to forms (windows) and functions within windows, thereby tailoring each responsibility to the needs of an individual user. However, if you grant a user access to a window, all the functions within that window are automatically included in the user's access. If you want the user to have access to the window but not to all the window's functions, you must exclude access to each function individually.

For example, if you want a user to be able to view the Purchase Orders Summary window but not have access to the functions associated with the New Release, New PO, and Open buttons within that window, you would grant access to the Purchase Orders Summary window but disable access to the New Release, New PO, and Open functions.

Window	Function	Requestor	Receiver	Buyer	PO Superuser
Requisition Summary Special Menu	View Lines Distributions Purchase Orders Sales Orders Action History Preferences Control	X		X	X
Requisition Summary window	New	X		X	X
Purchase Order Summary window	New Release New PO Open Buttons			X	X
Purchase Order Summary Special Menu	View Lines Shipments Distributions Action History Invoices Receipts	X	X	X	X
	Acceptances Control Preferences			X	X
Supplier Summary window	Open			View Only	X
	New				X

See Also

Overview of Function Security, *Oracle Applications System Administrator's Guide*

Forms and Subfunctions, *Oracle Applications System Administrator's Guide*

Overview of Oracle Application Security, *Oracle Applications System Administrator's Guide*

Approval Routing

Purchasing lets you route documents for approval based on either position hierarchies or employee/supervisor relationships. In both cases, you control whether documents are routed to the first employee with enough authority to approve the document, or if they must pass through each level of the associated hierarchy or reporting infrastructure regardless of authority. You can also control whether document owners are able to approve the documents they create.

Use the Document Types window to specify routing controls by document type. See: Defining Document Types: page 1 – 65.

Owner Can Approve	Prevent or allow document owners to approve the documents they create.
Allow Change to Forward-From	<p>Prevent or allow changes to the default forward-from employee. This control applies only to requisitions.</p> <p>If you allow changes to the forward-from employee, Purchasing restricts the Forward-From list of values in the Approvals window to requestors associated with the requisition you are trying to approve.</p> <p>This flexibility allows you to build an approval history including the original requestor rather than the preparer.</p>
Allow Change to Forward-To	<p>Prevent or allow changes to the default forward-to employee.</p> <p>If you are using position approval hierarchies and there is more than one employee associated with a particular position, Purchasing defaults a Forward-To employee in the Approvals window based on alphabetic order.</p> <p>If you are using position approval hierarchies and allow changes to the Forward-To employee, the list of values in the Approvals window includes all employees in the selected hierarchy.</p> <p>If you are routing documents using employee/supervisor relationships and you allow changes to the Forward-To employee, the list of values in the Approvals window includes all</p>

employees defined in the Business Group you specify in the Financials Options window.

Approval Hierarchy

This control applies only if you are using position approval hierarchies. You must specify a default approval hierarchy for each document type.

Allow Change to Approval Hierarchy

This control applies only if you are using position approval hierarchies. Prevent or allow changes to the default approval hierarchy.

If you allow changes to the default approval hierarchy, the list of values in the Approvals window includes all hierarchies defined in the Business Group you specify in the Financials Options window.



Attention: When you submit a document for approval, Purchasing verifies that you are included in the default position hierarchy for your document. If you are not included in this hierarchy, and Allow Change to Approval Hierarchy is set to No, you cannot approve the document or route it to another employee. If you have enough authority to approve the document, you can complete this action regardless of whether you are included in the default hierarchy.

Forwarding Method

Select Direct to route documents to the first employee with enough authority to approve them. Select Hierarchy to route documents to the next person in the approval hierarchy or reporting infrastructure regardless of authority

Combine these controls to build an approval routing policy that is as strict or as flexible as your needs warrant. For example, if you set Allow Change to Approval Hierarchy and Allow Change to Forward-To to No, Purchasing forces employees to route all documents according to the approval hierarchy or employee /supervisor relationships that you define. If you set these controls to Yes, Employees can route documents for approval with a high degree of autonomy and flexibility within the structures you define.

See Also

About Financials Options, *Oracle Public Sector Payables User's Guide*
Submitting a Document for Approval: page 2 – 32

Approval Authorization Control

You can define flexible groups of authorization rules (Approval Groups) which you assign to specific document types and jobs or positions (based on your implementation). These authorization rules are comprised of include/exclude and amount limit criteria that you specify for Document Total, Account Range, Item Range, Item Category Range, and Location. You can associate multiple approval groups (collections of authorization rules) with a single document/job or position combination to create unique approval structures in support of your organization's signature policies. Finally, you link employees to authorization limits when you assign them to jobs or positions.

When you attempt to approve a document, Purchasing evaluates the authorization rules associated with your job or position and the document type to determine whether you have adequate authority. If you do not have enough authority to approve the document, Purchasing provides default routing information based on your approval setup. Depending on the level of routing flexibility you specify, approvers may or may not be able to change these defaults.

See Also

Defining Approval Groups: page 1 – 15

Assigning Approval Groups: page 1 – 18

Defining Approval Authorization Rules: page 2 – 15

Using Approval Assignments: page 2 – 18

Defining Approval Authorization Rules

An approval group is a set of authorization rules comprised of include/exclude and amount limit criteria for the following Object Types: Document Total, Account Range, Item Range, Item Category Range, and Location. For each position or job, you ultimately associate these approval groups with document types to implement your authorization rules.

To build an approval group, first assign a descriptive name that will make it easy to reference in the Assign Approval Groups window. You can then add multiple rules for the same Object Type to your approval group. When you associate two or more rules for the same Object Type

with a single job/position and document type combination, Purchasing uses the most restrictive criteria during the authorization check.

Optionally enter a Document Total rule defining the maximum document amount that the approval group can approve. This is not required to enable the approval group. If you want to specify a Document Total, choose this Object Type with an Approval Type of Include and enter an Amount Limit.

An Account Range rule defines the distribution accounting flexfield ranges and their amount limits that the approval group can approve, and an Include rule is required for at least one approval group associated with each document type in the Assign Approval Groups window. To include an account range, choose this Object Type with an Approval Type of Include, enter an Amount Limit, and specify the Value Low and Value High for your range.



Attention: The Amount Limit that you specify for an Account Range Include rule applies to the sum of all accounts included in the range. It does not apply to each individual account within the range.

To exclude an account range, choose this Object Type with an Approval Type of Exclude and specify the Value Low and Value High for your range. The approval group will be unable to approve documents including these accounting distributions, even if your enabling Include rule contains these accounts within its upper and lower bounds.

An Item Range rule defines the items and their amount limits that the approval group can approve. An Item Range rule is not required; approval groups can approve documents for all items by default.

To include an item range, choose this Object Type with an Approval Type of Include, enter an amount limit, and specify the Value Low and Value High for your range. An Item Range Include rule allows you to specify approval amount limits for individual items or item ranges, and the Amount Limit you enter applies to the sum of all items within the range. Also, an Item Range Include rule does not implicitly exclude items that are not referenced in the rule.

To exclude an Item Range, choose this Object Type with an Approval Type of Exclude and specify the Value Low and Value High for your range. The approval group will be unable to approve documents including these items.

An Item Category Range rule defines the item categories and their amount limits that the approval group can approve. An Item Category Range rule is not required; approval groups can approve documents for all item categories by default.

To include an Item Category Range, choose this Object Type with an Approval Type of Include, enter an Amount Limit, and specify the Value Low and Value High for your range. An Item Category Range include rule allows you to specify approval amount limits for individual item categories or item category ranges, and the Amount Limit you enter applies to the sum of all item categories within the range. Also, an Item Category Range include rule does not implicitly exclude item categories that are not referenced in the rule.

To exclude an Item Category Range, choose this Object Type with an Approval Type of Exclude and specify the Value Low and Value High for your range. The approval group will be unable to approve documents including these item categories.

A Location rule defines the ship-to and deliver-to locations and their amount limits that this approval group can approve. Purchasing verifies the ship to location for purchase orders and releases, and the deliver to location for requisitions. A Location rule is not required; approval groups can approve documents for all ship to and deliver to locations by default.

To include a Location rule, choose this Object Type with an Approval Type of Include, enter an Amount Limit, and specify the Location you want to control using the Value Low field. A Location Include rule allows you to specify approval amount limits for individual ship to and deliver to locations. It does not implicitly exclude locations not referenced in the rule.

To exclude a ship to or deliver to location, choose this Object Type with an Approval Type of Exclude and specify the location using the Value Low field. The approval group will be unable to approve purchase orders and releases that include this location as a ship to, or requisitions that include this location as a deliver to.

To illustrate approval group implementation, assume a Purchasing department is comprised of three kinds of purchasing professionals with a corresponding position defined for each in Purchasing: Senior Buyers (who purchase all manufacturing and MRO items/services with a \$50,000 document limit), MRO Buyers (who purchase all non-manufacturing items and services with a \$10,000 document limit), and Junior Buyers (who purchase all but one manufacturing item category with a \$25,000 document limit).

This organization uses four two-segment item categories: MRO-SERVICE, MRO-SUPPLIES, MFG-GENERAL, and MFG-SPECIAL.

First, define one approval group called "Buyer Master" containing a single Account Range Include rule for all accounting distribution ranges with a \$50,000 Amount Limit.

You can then define a supplementary approval group called "MRO Buyer" containing two rules: 1) a Document Total rule with an Amount Limit of \$10,000 and 2) an Item Category Range rule excluding all item categories with MFG as the first segment.

Finally, you can define another supplementary approval group called "Junior Buyer" containing three rules: 1) a Document Total rule with an Amount Limit of \$25,000, 2) an Item Category Range rule excluding all item categories with MRO as the first segment, and 3) another Item Category Range rule excluding the MFG-SPECIAL category.

See Also

Defining Approval Groups: page 1 – 15

Defining Approval Assignments: page 1 – 18

Approval Authorization Rules: page 2 – 15

Using Approval Assignments: page 2 – 18

Using Approval Assignments

Use the Assign Approval Groups window to associate approval groups with a specific job or position and a document type including: Purchase Requisition, Internal Requisition, Standard Purchase Order, Planned Purchase Order, Blanket Purchase Agreement, Contract Purchase Agreement, Scheduled Release, and Blanket Release. You can associate multiple approval groups with a single document type/job or position combination. Whenever you associate two or more approval groups with a single document type/job or position combination, Purchasing uses the most restrictive rule to evaluate authorization limits.



Attention: While individual approval groups do not require an enabling Account Range Include rule, every document type for each job/position must be associated with at least one approval group with this characteristic. Otherwise, employees in the associated job or position will be unable to approve this document type.

If no approval groups are associated with a particular document type for a given job or position, then employees assigned to this job or position will be unable to approve documents of this type.

If you want to specify the approval assignments for the Purchasing department described in the Defining Approval Authorization Rules document (See: Defining Approval Authorization Rules: page 2 – 15), you can begin with the Senior Buyer position. Assuming Senior Buyers should be able to approve all document types, you can set up the control assignments as follows:

Control Function	Approval Group	Start Date
Blanket Purchase Agreement	Buyer Master	dd-MON-yy
Blanket Release	Buyer Master	dd-MON-yy
Contract Purchase Agreement	Buyer Master	dd-MON-yy
Internal Requisition	Buyer Master	dd-MON-yy
Planned Purchase Order	Buyer Master	dd-MON-yy
Purchase Requisition	Buyer Master	dd-MON-yy
Scheduled Release	Buyer Master	dd-MON-yy
Standard Purchase Order	Buyer Master	dd-MON-yy

Table 2 – 2 (Page 1 of 1)

This plan allows Senior Buyers to approve all document types for all account ranges with a maximum amount limit of \$50,000. The Senior Buyer position can approve all locations, items, and item categories by default.

If Junior Buyers can approve releases (and no other document types) based on the authorization criteria you specified in the Defining Approval Authorization Rules document, set up the Control Assignments as follows for this position:

Control Function	Control Group	Start Date
Blanket Release	Buyer Master	dd-MON-yy
Blanket Release	Junior Buyer	dd-MON-yy

Table 2 – 3 (Page 1 of 2)

Control Function	Control Group	Start Date
Scheduled Release	Buyer Master	dd-MON-yy
Scheduled Release	Junior Buyer	dd-MON-yy

Table 2 – 3 (Page 2 of 2)

In this case, Junior Buyers can approve up to \$25,000 for each Blanket and Scheduled Release including all but one category of manufacturing items. These employees cannot approve Standard Purchase Orders, Planned Purchase Orders, Purchase Requisitions, Internal Requisitions, Blanket Purchase Agreements, or Contract Purchase Agreements regardless of document total or content. Finally, Junior Buyers are unable to approve any document type that includes MRO item categories.



Attention: Note that we assigned two approval groups to each document type in this example. The Buyer Master approval group lets Junior Buyers approve releases by providing an enabling Account Range Include rule. The Junior Buyer approval group introduces the specific authorization restrictions for this position. Remember, the most restrictive rules prevail at approval time, so even though the Buyer Master Account Range Include rule allows for a \$50,000 Amount Limit, the Junior Buyer Document Total rule with a \$25,000 Amount Limit controls the approval ceiling.

MRO Buyers should be able to approve any document type for up to \$10,000 of MRO item categories. Set up the approval assignments as follows:

Control Function	Approval Group	Start Date
Blanket Purchase Agreement	Buyer Master	dd-MON-yy
Blanket Purchase Agreement	MRO Buyer	dd-MON-yy
Blanket Release	Buyer Master	dd-MON-yy
Blanket Release	MRO Buyer	dd-MON-yy
Contract Purchase Agreement	Buyer Master	dd-MON-yy
Contract Purchase Agreement	MRO Buyer	dd-MON-yy
Internal Requisition	Buyer Master	dd-MON-yy
Internal Requisition	MRO Buyer	dd-MON-yy

Table 2 – 4 (Page 1 of 2)

Control Function	Approval Group	Start Date
Planned Purchase Order	Buyer Master	dd-MON-yy
Planned Purchase Order	MRO Buyer	dd-MON-yy
Purchase Requisition	Buyer Master	dd-MON-yy
Purchase Requisition	MRO Buyer	dd-MON-yy
Scheduled Release	Buyer Master	dd-MON-yy
Scheduled Release	MRO Buyer	dd-MON-yy
Standard Purchase Order	Buyer Master	dd-MON-yy
Standard Purchase Order	MRO Buyer	dd-MON-yy

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See Also

Defining Approval Groups: page 1 – 15

Defining Approval Assignments: page 1 – 18

Approval Authorization Rules: page 2 – 15

Defining Approval Authorization Rules: page 2 – 15

Assigning Employees

► **To assign employee to jobs or positions:**

1. Use the Enter Person window to assign employees to jobs or positions. If you are not using position approval hierarchies for document routing, you must provide the employee's supervisor.

You can assign an employee to only one job or position.



Attention: If Human Resources is installed, you must maintain employee information using the Enter Person window for Human Resources. See: Enter Person, *Oracle Human Resource Management Systems User's Guide*.

2. Before you can reference your position hierarchies in Purchasing, you must run the Fill Employee Hierarchy process. This process creates an employee-populated representation of your approvals hierarchy and should be run whenever you make a structural or personnel change to your hierarchies or assignments. You can set up this process to run automatically at predefined intervals. See: Fill Employee Hierarchy Process: page 9 – 35.

The process creates an error log which lists all positions to which no employee is assigned, but having such positions is a benign error that does not hamper system operation.

The Document Approval Process

Approve Document Window

Purchasing lets you approve requisitions, standard and planned purchase orders, blanket and contract purchase agreements, and releases using a common process. When you complete your documents and are ready to initiate the approval process, select the Approve button in the document entry window to open the Approve Document window.

In the Approve Document window, choosing Submit for Approval (and then choosing OK) approves the document if Owner Can Approve is enabled for the specific document type in the Document Types window and you have the authority to approve the document. See: Defining Document Types: page 1 – 65. If the document requires someone else's approval, choosing Submit for Approval (and then choosing OK) automatically submits the document to that person (or routes it to multiple approvers) for approval, based on your approval hierarchy setup. See: Setting Up Document Approval and Security: page 2 – 2.

Purchasing offers the following document approval actions in the Approve Document window: Reserve or Unreserve (if using encumbrance / budgetary control), Submit for Approval, and Forward. You can also change the approval hierarchy from within the Approve Document window if Allow Change to Approval Hierarchy is selected for the document type in the Document Types window. You can also specify a Forward To person if you want the document to be approved by someone outside the approval hierarchy. You can also select the Print option, and the document will automatically print once it is approved.

When you select the Approve button in a document entry window, Purchasing performs submission checks to verify that the document is complete and in an appropriate state for the action you chose. Status checks are performed when you take an approval action. See: Document Submission Checks: page 2 – 25. See: Document Status Checks: page 2 – 24.

Notifications Summary Window

You can also approve documents through the Notifications Summary window. The Notifications Summary window lists all the documents awaiting your approval, so that you can manage your pending approval queue and take approval actions. From this window, you can drill down to the documents themselves, and review them and their action histories. You can also modify documents if Approver Can

Modify is enabled for the document type. See: *Defining Document Types*: page 1 – 65. (After you modify a document, you need to return to the Notifications Summary window to take an approval action.)

Web or E-Mail

Another way to approve documents is through a notifications Web page or e-mail. Oracle Applications uses Oracle Workflow technology to route notifications through the Web or e-mail. This way, an approver who has easier access to the Web or e-mail than to the Purchasing application can view notifications and take approval actions. See: *Oracle Workflow Guide*.

Approval Workflow

Purchasing uses Oracle Workflow technology to handle the entire approval process. When you take an approval action in the Approve Document or Notifications Summary windows, or through the Web or e-mail, you are "submitting" the approval action to Workflow. Workflow works in the background, using the approval controls and hierarchies you've defined to route documents for approval. Because Workflow handles your approval process in the background, you can use Oracle Workflow Builder's easy interface to modify your approval process. For more information about the approval workflow in Purchasing, see: *Approval Workflows*: page 2 – 63.

See Also

Submitting a Document for Approval: page 2 – 32

Viewing and Responding to Notifications: page 2 – 29

Document Status Checks

Purchasing performs a status check on all documents whenever you perform or attempt an approval action. This check verifies that the document is in a valid state to perform the selected approval action. If your document fails the status check, Purchasing provides an error message in the window in which you are working.

The following matrix describes the valid actions for each document state. Generally, lists of values in the document entry and approval windows restrict the list of available approval actions based on document status, so you should rarely encounter status check failures.

Document Approval Status Rules

Current Document Status	Valid Actions			
	Approve	Reserve	Forward	Reject
Incomplete	X	X		
In Process	X	X	X	X
Approved				
Pre-Approved		X	X	X
Rejected	X	X		
Returned	X	X		
Requires Reapproval	X	X		
Not on Hold	X	X	X	X
Not Frozen	X	X	X	X
Not Cancelled	X	X	X	X
Not Reserved	X	X	X	X
Open	X	X	X	X
Closed	X	X	X	X

Table 2 - 5 (Page 1 of 1)

Document Submission Checks

Purchasing performs a submission check on all documents that successfully complete a status check whenever you perform or attempt an approval action.

The submission check verifies that all mandatory fields have been entered and that various quantities, amounts, and dates are within prescribed ranges or limits. If your document fails any of the submission check rules, Purchasing automatically brings you to the Approval Errors window where you can review the cause(s) of failure.

You can then return to the document entry window to make required corrections.

The following matrix describes the submission checks that are performed for each document type.

Submission Check Rules

HEADER	Standard	Planned	Blanket	Contract	Release	Requisition
Document must have a supplier	X	X	X	X		
Document must have a supplier site	X	X	X	X		
Supplier must not be on hold	X	X	X	X		
Supplier must be included in current Approved Supplier List entries for items requiring an approved supplier	X	X	X			
Document must have a currency	X	X	X	X		
Foreign currency must have a rate	X	X	X	X		
Foreign currency must have a rate type	X	X	X	X		
Foreign currency must have a rate date if rate type is not User	X	X	X	X		
Document must have a ship-to location	X	X	X	X		
Document must have a bill-to location	X	X	X	X		
Amount limit must be greater than or equal to Amount Agreed			X			
Amount limit must be greater than or equal to Minimum Release Amount		X	X			

Table 2 - 6 (Page 1 of 4)

HEADER	Standard	Planned	Blanket	Contract	Release	Requisition
Amount limit must be greater than or equal to the total amount already released		X	X			
Amount limit must be greater than or equal to the standard purchase order line total referencing this contract				X		
Related document cannot be on hold					X	
Release date must fall within related document effectivity dates					X	
Related purchase agreement cannot be on hold					X	
Related document supplier cannot be on hold					X	
Current release total must be greater than or equal to header minimum release amount specified on related agreement					X	
Current Release total plus all approved release totals must be greater than or equal to the related document amount limit					X	
LINE	Standard	Planned	Blanket	Contract	Release	Requisition
Each document must have at least one line	X	X	X			X
Line quantity must equal the sum of its shipment quantities	X	X				

Table 2 – 6 (Page 2 of 4)

LINE	Standard	Planned	Blanket	Contract	Release	Requisition
If a line references a contract, the contract must be approved	X	X				
If a line references a contract, the supplier on the contract must be the supplier on the PO header	X	X				
PO line total related to a contract plus existing approved lines relating to the same contract cannot exceed contract amount limit	X					
Requisition line quantity must equal the sum of its distribution quantities						X
SHIPMENT	Standard	Planned	Blanket	Contract	Release	Requisition
Each PO line must have at least one shipment	X	X				
Shipment quantity must equal the sum of its distribution quantities	X	X			X	
Each release must have at least one shipment					X	
Current shipment total must be greater than or equal to line minimum release amount specified on related document					X	
Price must be within specified price tolerance if Enforce Price Tolerance is Yes and the release was AutoCreated from a requisition					X	

Table 2 – 6 (Page 3 of 4)

DISTRIBUTION	Standard	Planned	Blanket	Contract	Release	Requisition
Each shipment must have at least one distribution	X	X			X	
Each requisition line must have at least one distribution						X
Foreign currency distributions must have a rate	X	X			X	X
Foreign currency distributions must have a rate type	X	X			X	X
Foreign currency distributions must have a rate date if rate type is not User	X	X			X	X

Table 2 – 6 (Page 4 of 4)

Viewing and Responding to Notifications

Use the Notifications Summary window to manage your pending approval queue and take approval actions. You can also submit a document for approval from the Notifications Summary window if you didn't yet do it through the Approve Document window.

Purchasing offers the following document approval actions in the Notifications Summary window: Approve, Approve and Forward, Forward, and Reject. You can also reassign a notification to somebody else.

Note: A **Reassign** action is not recorded in the Action History window, but a **Forward** action is. See: Viewing Action History: page 8 – 2. When you reassign a notification to another approver, and that approver takes the Approve action, it is the originally designated approver (you) who gets recorded as the approver in the Action History window—not the person to whom you assigned the notification and who actually took the Approve action.

Some reminder notifications include a response of Ignore. Ignore means that you are ignoring the notification for now. Purchasing will not display that notification again until it runs the concurrent program process (see: Send Notifications for Purchasing Documents: page 9 – 142) for sending notifications.

From the Notifications Summary window, you can also drill down to documents and modify them if Approver Can Modify is enabled for the document type. See: Defining Document Types: page 1 – 65. After you modify a document, you need to return to the Notifications Summary window to actually take an approval action on the document. Depending on the function security assigned to your responsibility, you have varying levels of access to information. A responsibility defines an application user's current privileges while working with Oracle Applications.

Purchasing Notifications

In the Notifications Summary window, notifications for the following Purchasing documents appear:

- Purchase orders and requisitions that require approval action.
- Purchase orders and releases that require acceptance. (You indicate on your standard purchase orders, purchase agreements, and releases whether you require your suppliers to accept your orders by a specific date by selecting Acceptance Required in the Terms and Conditions window.) For purchase orders and releases that have not been entered as accepted in the Acceptances window, Purchasing notifies you that acceptance is required. If the Acceptance Require By date indicates that the acceptance is overdue, Purchasing sends a notification that acceptance is past due.
- RFQs and quotations with a Status of In Process. Purchasing sends a notification that the document requires completion.
- RFQs for which the Status is Active and the current date is between the Due Date and the Close Date on the RFQ. Purchasing sends a notification that the RFQ is approaching expiration.
- Quotations for which the Status is Active and current date is between the Effectivity end date on the Quotation and the Quote Warning Delay end date in the Default region of the Purchasing Options window. Purchasing sends a notification that the quotation is approaching expiration.

For notifications about purchase order acceptances, RFQ expiration, and quotation expiration, you can choose a response of Close. Close closes the notification, which won't reappear again (unless you change the expiration date on the document).

If you receive a notification titled Document Manager Failed:

Open the notification and read the detailed message. You or your system administrator may need to reactivate the PO Document Approval Manager. Once the PO Document Approval Manager is reactivated, you can respond to the notification by choosing Retry.

If you receive a notification titled Unable to Reserve Document:

You have several options. You can try to reserve the document again if, for example, more funds have been allocated. Or you can send the document back to its preparer for modification; the preparer can then, for example, reduce the quantity on the document and submit it again for approval. Or you can forward the document to somebody else with authority to reserve the funds.

Additional Information

For more detailed instructions on how to use the Notifications Summary window, see: Reviewing Notifications in the Notifications Viewer, *Oracle Applications User's Guide*.

You can also view and respond to notifications through the Web or e-mail. Oracle Applications uses Oracle Workflow technology to route notifications through the Web or e-mail. This way, an approver who has easier access to the Web or e-mail than to the Purchasing application can view notifications and take approval actions. See: *Oracle Workflow Guide*. See also: Reviewing Notifications via Electronic Mail, *Oracle Workflow Guide* and Viewing Notifications from a Web Browser, *Oracle Workflow Guide*.

See Also

Overview of Function Security, *Oracle Applications System Administrator's Guide*

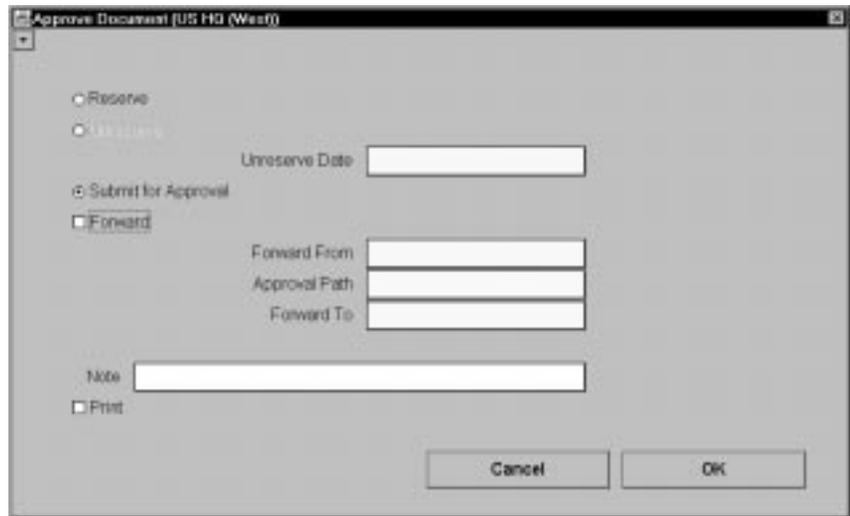
Function Security for Purchasing; page 2 – 11

Submitting a Document for Approval

Use the Approve Document window to take approval actions on documents that you create or modify. (You can also use this window to make changes to encumbered documents. See: Changing Encumbered Documents: page 4 – 119.)

► **To take approval actions:**

Navigate to the Approve Document window by selecting the Approve button in a document entry window.



The screenshot shows a window titled "Approve Document (US HQ (West))". It features a vertical list of radio buttons on the left: "Reserve", "Unreserve", "Submit for Approval", and "Forward". To the right of these are several input fields: "Unreserve Date" (a single line), "Forward From" (a single line), "Approval Path" (a single line), and "Forward To" (a single line). Below these is a "Note" text area and a "Print" checkbox. At the bottom right, there are two buttons: "Cancel" and "OK".

1. If you are using encumbrance/budgetary control, Reserve and Unreserve options are available. You can reserve funds now, or you can select Submit for Approval (and then choose OK), which reserves funds later, when the approver with the authority to reserve the funds approves the document.

Reserve – You can reserve funds for the document only if you are using encumbrance/budgetary control. Requisition preparers can choose this option only if Reserve at Completion in the Financials Options window is enabled and the document is currently unreserved. See: Defining Financials Options, *Oracle Public Sector Payables User's Guide*. When you select the Reserve option and choose OK, Purchasing also automatically approves the document if the document has been preapproved, you're the appropriate approver, and no more approvals are required. If you get a

message that you cannot reserve the funds, forward the document to an approver who has the authority to reserve them.

Unreserve – You can unreserve funds for the document only if you are using encumbrance/budgetary control and funds are currently reserved for that document.

Unreserve Date – Enter an Unreserve Date that falls within an open reserve period.

2. Select Submit for Approval.
3. Select Forward only if you want to forward the document to someone outside the default Approval Path. If you select Forward, you must enter a Forward To person. If you don't select Forward, Purchasing will automatically route the document to the appropriate person in the Approval Path, if you're not the appropriate approver.
4. If Allow Change to Approval Hierarchy is selected for the document type, you can select a new Approval Path. See: Defining Document Types: page 1 – 65.
5. Choose OK.

The document is submitted to the approval process, which routes the document to the appropriate approvers based on the approval hierarchies and controls you've defined. If Owner Can Approve is enabled for the specific document type in the Document Types window and you have the authority to approve the document, then choosing OK approves the document.

► **To cancel your approval action:**

- Choose the Cancel button to cancel your approval action and return to your document entry window.

► **To change the Forward From person:**

- For requisitions only, if you have selected Forward as the action and if Allow change to Forward-From is enabled for the document type in the Document Types window, you can change the Forward From person to the original preparer or to any requestor on a line of the requisition. See: Defining Document Types: page 1 – 65.

► **To change the Forward To person:**

- If you have selected Forward as the action and if Allow change to Forward-To is enabled for the document type in the Document

Types window, you can change the Forward To person. See:
Defining Document Types: page 1 – 65.

The Forward To value is a default from the employee/supervisor relationship or from the approval hierarchy, depending on whether you are using approval hierarchies.

► **To enter notes:**

- Enter notes in the Note field to record information about your approval action or provide instructions for the next approver if your document requires additional authorization. See also: Attaching Notes to Purchasing Documents: page 1 – 28.

► **To print the document:**

- Select Print.

The document will automatically print once it is approved.

See Also

Defining Document Types: page 1 – 65

The Document Approval Process: page 2 – 23

Viewing and Responding to Notifications: page 2 – 29

Setting Up Document Approval and Security: page 2 – 2

Approval Workflows: page 2 – 63

Mass Forwarding Documents

Use the Forward Documents window to forward all or selected documents awaiting approval from one approver to a new approver. This lets you keep your documents moving when the original approver of a document is unavailable.

► **To mass forward documents:**

1. Select Forward Documents from the menu. Purchasing displays the Enter Approver modal window, where you *must* provide the name of the original Approver and select OK to display the Forward Documents window.

Type	Number	Amount	Status	From	Owner	Creation Date
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

For each document available for forwarding, Purchasing displays the Forward Date, document Type, document Number, Currency, Amount, Status, From person, Note, document Description, document Owner, and Creation Date.

2. Select the documents you want to forward.
3. Enter the New Approver to whom you want to forward the selected documents.
4. Save your work.

- ▶ **To change the original approver:**
 - Select the Change Approver button to display the Enter Approver modal window, where you can change the original approver for whom the Forward Documents window displays documents available to be forwarded.

- ▶ **To view action history:**
 - Select View Action History on the Special menu. See: Viewing Action History: page 8 – 2.

Document Control Overview

Purchasing allows you to control the status of your requisitions, planned and standard purchase orders, blanket and contract purchase agreements, and releases during the document life cycle.

Purchasing provides you with the features you need to satisfy the following basic needs. You should be able to:

- Delete unapproved documents or unapproved lines, shipments, and distributions that you add to previously approved documents
- Terminate existing commitments to buy from suppliers by fully or partially cancelling your documents
- Indicate that no further internal activity is expected or allowed on completed orders by final closing them
- Freeze or unfreeze documents to control whether modifications are allowed
- Place documents on hold to prevent printing, receiving, invoicing, and approval until the hold is removed
- Control how Purchasing automatically closes documents for receiving and invoicing activity

Document Security determines the documents on which you can perform control actions. See: Document Security and Access: page 2 – 8.

Document Control Options

Delete

Before documents are approved, you can delete them or their components from the document entry window.



Attention: If you are using automatic numbering, you cannot reuse document numbers that you delete with this option.

You can also use the appropriate entry window to delete unapproved lines, shipments, and distributions that you added to previously approved documents.

If you use online requisitions, Purchasing returns all requisitions associated with your delete action to the requisition pool. You can reassign these unfilled requisitions to other purchase orders or releases

using the AutoCreate Documents window. See: Finding Requisition Lines for AutoCreate: page 6 – 10.

Cancel

Purchasing lets you terminate an existing commitment to buy from a supplier by cancelling document headers, lines, shipments, or releases.

When you cancel a purchase order entity, you are unable to receive or pay for cancelled items and services, however, you can pay for all previously received orders. You also cannot modify a cancelled entity or its components. For example, if you cancel a line you cannot modify the associated shipments and distributions. If you cancel a document header, you cannot access the document in the corresponding entry form. You can approve documents that include cancelled entities (lines and shipments), but you cannot approve documents that are cancelled at the header level. You can also print cancelled documents.

Purchasing marks these documents with a cancellation notice to highlight this action to the supplier. Finally, you can Purge documents that were cancelled at the header level before the Last Activity Date that you specify when you submit Purge. See: Printed Purchase Order Overview: page 4 – 96. See: About Purging Records, *Oracle Public Sector Payables User's Guide* .

If you are using encumbrance and budgetary control, Purchasing automatically creates negative debit encumbrance journal entries in your general ledger system to reverse the encumbrance that corresponds to the document header, lines, or shipments you are cancelling.

If you are using online requisitions, Purchasing returns unfilled requisitions associated with cancelled purchase order entities to the requisition pool based on the Cancel Requisitions control you specify in the Purchasing Options window. See: Defining Control Options: page 1 – 33.

Example You order 100 items from a supplier, and after receiving 30 of these items, you realize that you no longer have a need for the outstanding balance. Cancel the remaining 70 items, print the purchase order, and send it to the supplier to indicate contractually that you do not want to take delivery of these items.

You should cancel documents or their components only if you are absolutely certain that all desired activities have been completed; you cannot undo a cancel action.

You can cancel an entire requisition or particular requisition lines. However, you cannot cancel a requisition line a buyer placed on a

purchase order, modified during AutoCreate, or placed on a sales order.

If a buyer places a requisition line on a purchase order, you cannot cancel the requisition line or the corresponding requisition header until you cancel or final close all purchase order lines associated with the requisition.

Similarly, you cannot cancel a requisition if any of its lines are on an active internal sales order. However, if the related internal sales order is cancelled, you should cancel the originating requisition line.

When you cancel a requisition related to a cancelled sales order, the quantity cancelled on the requisition line is the same as the quantity cancelled on the sales order line, not the remainder of the requisition.

You cannot cancel a purchase order if there are batch receiving transactions in the receiving interface awaiting processing against the purchase order.

If you partially received a shipment corresponding to multiple distributions, Purchasing cannot always cancel the shipment. To make sure Purchasing can cancel a shipment, enter the delivery transactions for the receipts you entered against that shipment. You can use express delivery to facilitate this process.

Use the Control Document window to cancel a single document or its entities. Use the Define MassCancel and Run MassCancel windows to cancel many documents by accounting distribution and date range. See: Controlling Documents: page 2 – 48. See: Defining MassCancel: page 2 – 53. See: Running MassCancel: page 2 – 58.

Final Close

Prevent modifications to or actions against completed documents, lines, and shipments by final closing them. Final-closed documents are not accessible in the corresponding entry forms, and you cannot perform the following actions against final-closed entities: receive, transfer, inspect, deliver, correct receipt quantities, invoice, return to supplier, or return to receiving. You can approve documents that include final-closed entities, but you cannot approve documents that are final closed at the header level. You can print final-closed documents; this is an internal control action that has no bearing on your contractual relationship with the supplier. Finally, you can Purge documents that were final closed at the header level before the Last Activity Date that you specify when you submit Purge. See: About Purging Records, *Oracle Public Sector Payables User's Guide*.

You should final close documents or their components only if you are absolutely certain that all desired activities have been completed; you cannot undo a final–close action.

If you are using encumbrance and budgetary control, final close automatically creates credit encumbrance journal entries in your general ledger system to reverse the encumbrance that corresponds to the document header, lines, or shipments you are final closing.

If you are using online requisitions, Purchasing does not return unfilled requisitions associated with final–closed purchase order entities to the requisition pool. You must cancel or final close these requisitions using the Control Document window. See: *Controlling Documents: page 2 – 48.*

Payables can also final close documents by matching a final invoice when you submit AutoApproval. Use the Allow Final Matching flag in the System Options and Defaults window to control whether you allow this action. See: *Oracle Public Sector Payables User's Guide.*

You can final close an entire requisition or particular requisition lines. However, you cannot final close a requisition line a buyer placed on a purchase order, modified during AutoCreate, or placed on a sales order.

If a buyer places a requisition line on a purchase order, you cannot final close the requisition line or the corresponding requisition header until you cancel or final close all purchase order lines associated with the requisition.

Similarly, you cannot final close a requisition if any of its lines are on an active internal sales order. If the related internal sales order is closed, you can final close the originating requisition line.

You cannot final close a purchase order if there are batch receiving transactions in the receiving interface awaiting processing against the purchase order.

Freeze

Freeze your purchase orders and releases to prevent changes or additions while maintaining the ability to receive and match invoices against received shipments. You cannot access frozen documents in the entry forms.

Use the Control Document window to freeze or unfreeze a document. See: *Controlling Documents: page 2 – 48*

Hold

Place documents on hold to unapprove them while preventing printing, receiving, invoicing, and future approval until you remove the hold.

Example After sending a purchase order to a supplier and receiving some items, you discover a severe quality problem with one of the incoming lots. While you wait for corrective action from the supplier, place the document on hold until the problem is resolved.

Use the Control Document window to place a document on hold, or remove a hold. See: Controlling Documents: page 2 – 48.

Firm

Close, Close for Receiving, Close for Invoicing

Purchasing automatically closes shipments for receiving and invoicing based on controls that you specify in the Purchasing Options window. Once all shipments for a given line are closed, Purchasing automatically closes the line. When all lines for a given header are closed, Purchasing automatically closes the document.

You can specify closing controls including: Receipt Close Tolerance, Receipt Close Point, and Invoice Close Tolerance. See: Defining Purchasing Options: page 1 – 29.

- The Receipt Close Tolerance lets you specify a quantity percentage within which Purchasing closes a partially received shipment. For example, if your Receipt Close Tolerance is 5% and you receive 96% of an expected shipment, Purchasing automatically closes this shipment for receiving.
- The Receipt Close Point lets you choose which receiving action (Received, Accepted, or Delivered) you want to use as the point when Purchasing closes a shipment for receiving based on the Receipt Close Tolerance. For example, if you set a Receipt Close Tolerance of 5% and choose Delivered as your Receipt Close Point, Purchasing closes shipments for receiving when you have delivered 95% or more of the ordered quantity.
- The Invoice Close Tolerance lets you specify a similar quantity percentage within which Purchasing automatically closes partially invoiced shipments for invoicing.

Purchasing does not include closed shipments in the Open Purchase Order reports, and you can purge documents that were closed at the header level before the Last Activity Date that you specify in the

Submit Purge window. See: About Purging Records, *Oracle Public Sector Payables User's Guide*.

You can close and reopen documents and their components for invoicing and receiving using the Control Document window. You can reopen a document at any time by modifying it or taking another action against it. See: Controlling Documents: page 2 – 48.

Note: The Close for Invoicing status does not prevent you from matching an invoice to a purchase order.

Purchase Order Control Matrices

The following matrices describes each of the purchase order control functions including information on where the control is specified, what purchase order activities can occur when a document is in a given state, the related MRP/ATP effects, related encumbrance effects, and finally, related requisition effects.

Control Details	Actions		
	Close	Close for Invoicing	Close for Receiving
Document available to purge?	Yes, if header final closed before Last Activity Date	No	No
Modify controlled entity?	Yes	Yes	Yes
Action causes revision change?	No	No	No
Print document?	Yes	Yes	Yes
Receive against controlled entity?	Yes	Yes	Yes
RTV against controlled entity?	Yes	Yes	Yes
Invoice against controlled entity?	Yes	Yes	Yes
Approve document?	Yes	Yes	Yes
AutoCreate or Release against document?	Yes	Yes	Yes
MRP/ATP Effect	Closed quantity no longer available as supply; supply is recreated when reopened	No effect	Closed quantity no longer available as supply; supply is recreated when reopened
Encumbrance Effect	No effect	No effect	No effect
Associated Requisitions	No effect	No effect	No effect

Table 2 – 7 (Page 1 of 1)

Control Details	Actions				
	Cancel	Finally Close	Freeze	Hold	Firm
Document available to purge?	Yes, if header cancelled before Last Activity Date	Yes, if header final closed before Last Activity Date	No	No	No
Modify controlled entity?	Cannot modify entity or below cancelled entity	Cannot modify entity or below final-closed entity	No	Yes	Yes
Action causes revision change?	Yes	No	No	No	No
Print document?	Yes	Yes	Yes	No	Yes
Receive against controlled entity?	No	No	Yes	No	Yes
RTV against controlled entity?	No	No	Yes	Yes	Yes
Invoice against controlled entity?	Yes, against received qty.	No	Yes	No	Yes
Approve document?	No if header is cancelled; Yes if line or shipment is cancelled	No if header is final closed; Yes if line or shipment is final closed	No	No; documents on hold require reapproval	Yes
AutoCreate or Release against document?	Cannot add req to cancelled doc; cannot create release	Cannot add req to final-closed doc; cannot create release	Cannot create release against frozen purchase order	No effect	No effect
MRP/ATP Effect	Cancelled quantity no longer available as supply	Finally Closed quantity no longer available as supply	No effect. MRP can suggest reschedule actions	No effect	MRP will not reschedule in or cancel the order. (See Note)
Encumbrance Effect	Outstanding encumbrance reversed as a negative DR	Outstanding encumbrance reversed as CR	No effect	No effect	No effect
Associated Requisitions	Determined by Purchasing Options: Never, Always, Optional	Not returned to req pool; must manually final close or cancel associated req	No effect	No effect	No effect

Table 2 – 8 (Page 1 of 1)

Note: Within the time fence created by a Firm order, MRP will not suggest new planned orders, cancellations, or reschedule-in actions; but it will suggest reschedule-out actions.

Document Control Applicability Matrix

The Document Control Applicability matrix describes which control actions are valid for each document type and entity.

Current Document Type	Valid Actions							
	Cancel	Finally Close	Close	Close for Invoice	Close for Receipt	Freeze	Hold	Firm
Planned PO Header	X	X	X	X	X	X	X	X
Planned PO Line	X	X	X	X	X			
Planned PO Shipment	X	X	X	X	X			X
Standard PO Header	X	X	X	X	X	X	X	X
Standard PO Line	X	X	X	X	X			
Standard PO Shipment	X	X	X	X	X			X
Blanket Agreement Header	X	X	X			X	X	X
Blanket Agreement Line	X	X	X					
Contract Agreement Header	X	X	X			X	X	
Release Header	X	X	X			X	X	X
Release Shipment	X	X	X	X	X			X
Requisition Header	X	X						
Requisition Line	X	X						

Table 2 - 9 (Page 1 of 1)

Document Control Status Check Matrix

Purchasing performs a status check on all documents when you choose a control action. This check verifies that the document is in a valid state to perform the selected control action. If your document fails the

status check, Purchasing provides an error message in the window in which you are working.

The following matrix describes the valid actions for each possible document state. Generally, Purchasing restricts the list of available actions based on document status, so you should rarely encounter problems in the status check.

Current Document Status	Valid Actions							
	Cancel	Finally Close	Close	Open	Close for Invoice	Close for Receipt	Freeze	Hold
Incomplete	X							X
In Process	X							X
Approved	X	X	X		X	X	X	X
Pre-Approved	X							X
Rejected	X							X
Requires Reapproval								X
On Hold								
Frozen			X					X
Cancelled								
Finally Closed								
Reserved	X	X	X		X	X	X	X
Open	X	X	X		X	X	X	X
Closed		X		X			X	X
Closed for Invoicing	X	X	X	X		X	X	X
Closed for Receiving	X	X	X	X	X		X	X

Table 2 - 10 (Page 1 of 1)

Document Control Submission Check Matrix

Purchasing performs a submission check on each document for which you choose a Cancel or Finally Close control action. The submission check verifies that the document satisfies specific conditions for these

control actions. For example, if you try to cancel a blanket purchase agreement, the submission check verifies that all releases associated with this agreement have been cancelled or final closed. If your document fails any of the submission check rules, Purchasing opens the View Online Report window where you can review the cause(s) of failure.

The following matrix describes the submission checks that Purchasing performs for each document type.

CANCEL	Standard	Planned	Blanket	Contract	Release	Requisition
Shipment quantity received must be less than or equal to quantity ordered	X				X	
Shipment quantity billed must be less than or equal to quantity ordered	X	X			X	
Distribution quantity delivered must be less than or equal to quantity ordered	X				X	
Distribution quantity billed must be less than or equal to quantity ordered	X				X	
Delivery quantity must equal receipt quantity for all receipts	X				X	
Cancel date must be within accounting distribution effectivity dates	X	X			X	X
All associated releases must be cancelled or final closed		X	X			
All accounting flexfields must be valid	X	X			X	X
FINALLY CLOSE	Standard	Planned	Blanket	Contract	Release	Requisition
Delivery quantity must equal receipt quantity for all receipts	X				X	
Cancel date must be within accounting distribution effectivity dates	X	X			X	X

Table 2 – 11 (Page 1 of 2)

FINALLY CLOSE	Standard	Planned	Blanket	Contract	Release	Requisition
All associated releases must be cancelled or final closed		X	X			
All accounting flexfields must be valid	X	X			X	X

Table 2 – 11 (Page 2 of 2)

Controlling Documents

Use the Control Documents window to control requisitions and requisition lines as well as purchase orders, purchase order lines, releases, and shipments. For requisitions, the only available actions are Cancel and Finally Close. Only control options appropriate for the selected requisition or purchase order are displayed in the Actions field. The following control actions are available in this window:

Cancel – If you use on–line requisitions, and you cancel a purchase order you did not receive or pay at all, Purchasing cancels the requisition lines associated with the purchase order if the Cancel Requisitions check box is selected. If the Cancel Requisitions check box is not selected, the requisition lines are not cancelled and are returned to the pool of available requisitions. You can then assign these requisition lines to new purchase orders to fulfill your requestors’ needs. See: Defining Control Options: page 1 – 33.

If you use on–line requisitions, and you cancel a *partially* received purchase order line, Purchasing recreates requisition lines for the remainder of the maximum of the billed or received quantity you have not received. You can assign these requisition lines to a new purchase order line to fulfill the requestor’s needs. See: Autocreate Document Options: page 6 – 4.

If you are using encumbrance or budgetary control, Purchasing automatically creates negative debit entries in your general ledger system to cancel the encumbrance that corresponds to the purchase order header, lines, or shipments you are cancelling, using the action date you specify in Action Date. Purchasing recreates requisition encumbrances for the requisition lines you used to create the purchase order if the Cancel Requisitions check box is not selected. Purchasing uses the distributions from your cancelled purchase order to recreate

the encumbrance for your requisition. See: Budgetary Control and Online Funds Checking, *Oracle Public Sector General Ledger User's Guide*.

After you partially or completely cancel a purchase order, you need to inform your supplier of the cancellation. You can reprint purchase orders or releases you partially or completely cancelled. Purchasing automatically prints a cancellation message on the purchase order, purchase order line, purchase order shipment, or release you cancelled.

You can source a requisition line from a line in the Prior Purchases region of the Supplier Item Catalog window. (A line in the Prior Purchases region corresponds to a purchase order line.) However, Purchasing does not automatically update the corresponding sourcing information if you cancel a blanket agreement or agreement line with which you source requisition lines. If you cancel a blanket agreement or agreement line, be sure to update the corresponding information in the Requisition Templates or the Sourcing Rules window. See: Defining Requisition Templates: page 1 – 44. See: Automatic Sourcing: page 5 – 69.

Close – You can close at the header, release, line, and shipment levels.

Close for Invoicing – You can close for invoicing at the header, release, line, and shipment levels. Note that if you close for invoicing a purchase order header that is currently open, Purchasing sets the status of all purchase order shipments to Closed for Invoicing, but the purchase order lines and header remain open. This status will not prevent you from matching an invoice to the purchase order.

Close for Receiving – You can close for receiving at the header, release, line, and shipment levels. Note that if you close for receiving a purchase order header that is currently open, Purchasing sets the status of all purchase order shipments to Closed for Receiving, but the purchase order lines and header remain open.

Finally Close – You can final close at the header, release, line, and shipment levels. Purchasing automatically closes fully billed and received purchase orders. However, to prevent further actions on the purchase order, you should use this form to final close purchase orders. Finally Close prevents modifications to the purchase order. Also, if you are using encumbrance or budgetary control, Finally Close automatically creates credit encumbrance journal entries in your general ledger system to reverse the encumbrance that corresponds to the purchase order header, lines, or shipments you are closing, using the action date you specify in Action Date. See: Budgetary Control and Online Funds Checking, *Oracle Public Sector General Ledger User's Guide*.

Freeze – You can freeze only at the header and release level. You freeze a purchase order when you want to prevent any future modifications to the purchase order. When you freeze a purchase order, you can still receive and pay for goods you already ordered. If you want to prevent future receipt or matching invoices against this purchase order, cancel or final close the purchase order instead.

If you use a Requisition template or source to source requisition lines from a purchase order line, Purchasing does not automatically update the corresponding sourcing information when you freeze a purchase order with which you source requisition lines. If you freeze a purchase order, be sure to update the corresponding information in the Requisition Templates or the Sourcing Rules window. See: Defining Requisition Templates: page 1 – 44. See: Automatic Sourcing: page 5 – 69.

On Hold – You can place a purchase order on hold only at the header level. This unapproves the purchase order while preventing printing, receiving, invoicing, and future approval until you remove the hold.

Open – You can open at the header, line, and shipment levels.

Open for Invoicing – You can reopen for invoicing at the header, line, and shipment level.

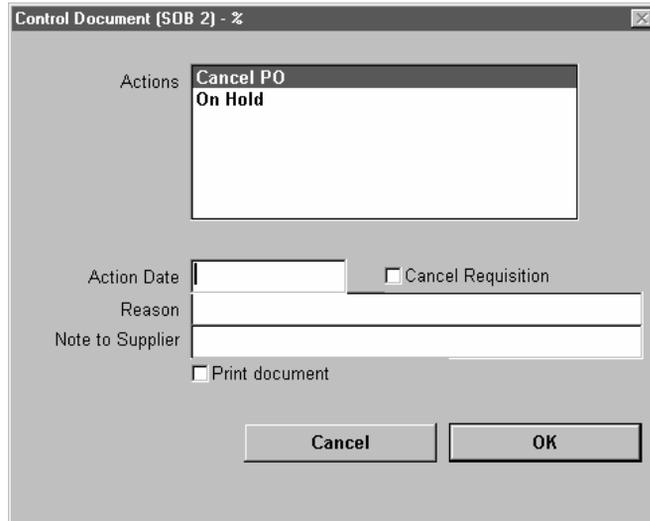
Open for Receiving – You can reopen for receiving at the header, line, and shipment level.

Release Hold – You can release a hold only at the header level.

Unfreeze – You can unfreeze only at the header and release levels.

► **To control documents:**

1. Navigate to the Control Document window by selecting Control from the Special menu in the Requisition Headers Summary and Requisition Lines Summary windows. For purchase orders, you can navigate to the Control Document window from the summary windows titled Purchase Order Headers, Purchase Order Lines, and Purchase Order Shipments.



2. Select the control Action.
3. If you selected the Cancel action, you can update the Action Date.
Note: If you are using encumbrance or budgetary control, make sure the action date you specify lies in an open period.
4. Optionally enter a Reason for the action.
5. If you are cancelling a purchase order, you can enter a Note to Supplier.
6. The Cancel Requisitions check box appears only when you have selected the Cancel action for a purchase order. The operation of the check box is governed by the Cancel Requisitions flag in the Purchasing Options window. If this flag is set to Never, the check box does not appear. If this flag is set to Always, the check box appears checked when you select the Cancel action, but you cannot update the check box. If this flag is set to Optional, the check box appears unchecked when you select the Cancel action, and you can update it. If the check box is checked, requisition lines associated with the cancelled purchase order header, line, shipment, or release are cancelled. If the check box is unchecked, requisition lines associated with the cancelled purchase order header, line, shipment, or release are not cancelled and are returned to the requisition pool. See: Defining Control Options: page 1 – 33.

- ▶ **To cancel control actions:**
 - Select the Cancel button to cancel your actions and return to the previous window.

See Also

Document Control Options: page 2 – 37

MassCancel

Defining MassCancel

Use the Define Mass Cancel window to specify criteria for cancelling groups of requisitions or purchase orders that you no longer want to honor.

You can specify a range of Accounting Flexfields for which to cancel requisitions or purchase orders. You can use this zone to specify a range of accounts, programs, projects, or funds, or one account, program, project, or fund for which to cancel purchase orders or requisitions. Purchasing selects for cancellation all purchase orders or requisitions that meet your other selection criteria and have distributions falling completely or partially within these ranges.

You can define multiple ranges of Accounting Flexfields, each including both a low and high value for each key segment. Purchasing excludes all values outside the specified ranges.

When you enter the Include Low field, Purchasing displays a pop-up window that contains a prompt for each segment you have defined for your Accounting Flexfield. You enter both the low and high ends of each range in this pop-up window. After you finish entering each range, Purchasing displays your low segment values in concatenated form in the Low field and displays your high segment values, similarly, in the High field.

Note that Purchasing does not perform checking for incompatible ranges, so you must take care to insure that your High value is actually higher than your Low value. Otherwise, no documents will be selected for MassCancel.

After you specify your cancellation criteria, Purchasing selects all purchase orders or requisitions meeting your cancellation criteria and automatically prints the Define MassCancel Listing. This report lists requisitions and purchase orders that are not cancellable, that fall partially within your cancellation criteria, and that fully meet your cancellation criteria. You can cancel purchase orders or requisitions in the latter two categories using the Run MassCancel window.

► **To define cancellation criteria:**

1. Navigate to the Define MassCancel window from the menu.

The screenshot shows a software window titled "Define MassCancel (US HQ (West))". It features several input fields: "Batch Name", "Document Type", "Requisition Type", "Creation Date" (with a range selector), and "Supplier". Below these is a section labeled "Include Rules" containing a table with two columns, "Low" and "High", and several empty rows. A "Create Batch" button is positioned at the bottom right.

2. Enter the MassCancel Batch Name. Purchasing displays this name in the Run MassCancel window, where you can choose the batch for cancellation.
3. Choose one of the following Options:

Requisition – Use this option to submit MassCancel for Requisitions.

Purchase Order – Use this option to submit MassCancel for planned and standard purchase orders, and blanket purchase agreements.

4. Select Cancel Backing Requisition Lines to indicate that you want to cancel the backing requisition lines when you cancel a purchase order. The cursor enters this field only when you choose the Purchase Order option in this window and then only when the Cancel Requisitions option in the Purchasing Options window is set to Optional. In this case, the default is to disable the check box, but you can change it. You *cannot* disable this option when the Cancel Requisitions option is Always or enable this option when the Cancel Requisitions option is Never. See: Defining Control Options: page 1 – 33.

If you set the Cancel Backing Requisition Lines option to Never, when you complete your MassCancel for purchase orders Purchasing recreates the requisition (and requisition encumbrance if you use requisition encumbrance or requisition budgetary

control) from which you created your purchase order. *Therefore, you should define and run MassCancel for all your purchase orders before you define and run MassCancel for your requisitions.*

5. Enter the Start Date and End Date you want Purchasing to use to choose requisitions or purchase orders for cancellation. The creation date is the date you created your requisitions or purchase orders. Purchasing selects requisitions or purchase orders for cancellation that have creation dates between the start date and end date you specify here.
6. For requisitions only, enter the Document Type: Internal or Purchase.
7. Enter the Supplier Name for which you want Purchasing to choose purchase orders for MassCancel. If you specify a supplier name, Purchasing selects for cancellation all purchase orders for this supplier that also fit your other cancellation criteria. If you do not specify a supplier name, Purchasing selects all purchase orders that meet your other selection criteria. You cannot specify a supplier name if you are cancelling requisitions.
8. Enter the Low and High values of your MassCancel rule range. Neither value has to be a valid Accounting Flexfield value nor does it have to be made up of valid key segment values.

The lowest and highest possible values in a range are operating system dependent. The lowest possible value is either the number 0 or the character A. If the lowest value on your computer is the number 0, then the highest possible value is the character Z. If the lowest value on your computer is the character A, then the highest possible value is the number 0. You must determine which combination is correct for your computer. If you enter the incorrect combination of lowest to highest, Purchasing displays an error message so you know your computer accepts the other lowest to highest range combination. Note that ZZ is a higher value than Z. If you want to specify a single value to include, enter the same value in both the Low and High fields.

Example You want to cancel all purchase orders you charge to project 305. You define your Accounting Flexfield as Fund – Account – Organization – Project. Your computer uses 0 as the lowest value. You specify the Include Low value as 00-0000-000-305 and Include High as ZZ-ZZZZ-ZZZ-305. Note that if none of the Accounting Flexfield segments are required, you can have a range of all null (empty) segments, which in effect means that all accounts are included in the range.

See Also

Overview of Encumbrance Accounting, *Oracle Public Sector General Ledger User's Guide*

Define MassCancel Listing: page 2 – 56

Running MassCancel: page 2 – 58

Define MassCancel Listing

Use the Define MassCancel Listing to review purchase orders and requisitions you have selected for cancellation using the Define MassCancel form. Purchasing prints this report automatically after you define your purchase order or requisition cancellation criteria in the Define MassCancel window and save your work. The report is in four sections: Unable to Cancel Requisitions, Unable to Cancel Purchase Orders, Partially in Range Documents, and Fully in Range Documents.

The Unable to Cancel Requisitions and Unable to Cancel Purchase Orders sections print documents which fit your selection criteria, but which are not cancellable by MassCancel for a reason that the report provides.

Purchasing displays one of the following reasons why you cannot cancel a requisition:

- | | |
|---|--|
| Included in PO | You have matched at least one line of your requisition to a purchase order. Therefore, you cannot cancel the entire requisition. |
| One or more POs are created based on this REQ | You have one or more purchase orders that have been created based on this requisition. Therefore, you cannot cancel the requisition. |
| REQ is either incomplete, cancelled, or final closed | The requisition is either incomplete, cancelled, or final closed. Therefore you cannot cancel the requisition. |

Purchasing displays one of the following reasons why you cannot cancel a purchase order:

- | | |
|------------------------|---|
| Line Overbilled | You have been billed for more goods or services than you ordered on at least one distribution of your purchase order. |
|------------------------|---|

	<p>If you required receipt, you have been billed for more goods or services than you have recorded deliveries for at least one distribution of your purchase order. Therefore, you cannot cancel the purchase order in its entirety.</p>
Line Overdelivered	<p>You have recorded deliveries in excess of goods or services ordered for at least one distribution of this purchase order. Therefore, you cannot cancel the purchase order in its entirety.</p>
Invalid Accounting Flexfield	<p>One of the Accounting Flexfields you use for a purchase order distribution has expired. Therefore, you cannot create a journal entry using this Accounting Flexfield. You need to reactivate the Accounting Flexfield if you wish to cancel this line.</p>
	<p>Purchasing prints this Cannot Cancel Reason only if you are using encumbrance or budgetary control for purchase orders.</p>
Shipment Fully Received	<p>You have received all the goods or services you ordered for at least one shipment of your purchase order. Therefore, you cannot cancel this purchase order in its entirety.</p>
Shipment Fully Billed	<p>You have been billed for all the goods or services for at least one of your shipments for this purchase order. Therefore, you cannot cancel this purchase order in its entirety.</p>
	<p>If you have been billed for goods or services in excess of the quantity ordered, Purchasing prints Line Overbilled as the Cannot Cancel Reason.</p>
Shipment Received But Not Delivered	<p>You have recorded receipts for some goods or services on at least one shipment for this purchase order. You have not recorded delivery of at least one of these items. Since you have received goods for this purchase order, you cannot cancel it in its entirety.</p>
Included in Invoice	<p>You have been billed for at least one item of your purchase order. Therefore, you cannot cancel the entire purchase order. Purchasing prints this Cannot Cancel Reason only if you are using encumbrance or budgetary control for purchase orders.</p>

The Partially in Range Documents section prints purchase orders or requisitions having distributions which fall partially in the range of Accounting Flexfields you selected for cancellation. Column headings provide you with descriptions of the contents of each column.

The Fully in Range section prints purchase orders or requisitions which meet all your selection criteria, and whose distributions fall completely within the range of Accounting Flexfields you selected for cancellation. Column headings provide you with descriptions of the contents of each column.

After you review the Define MassCancel Listing, you can complete the MassCancel process using the Run MassCancel window. You can cancel only purchase orders or requisitions which are Fully in Range or Partially in Range.

Report Submission

Since this report is automatically submitted, it is not available in the Submit Requests window.

See Also

Defining MassCancel: page 2 – 53

Running MassCancel: page 2 – 58

Running MassCancel

Use the Run MassCancel window to cancel a group of purchase orders or requisitions you have selected for cancellation, usually as part of your year-end processing. When you cancel purchase orders or requisitions using this window, Purchasing reverses encumbrances associated with your requisitions or purchase orders. If you cancel a purchase order you created from a requisition, and you are using requisition encumbrance or requisition budgetary control, Purchasing allows you to recreate the requisition encumbrance using the distributions from your purchase order. *Therefore, if you are cancelling both requisitions and purchase orders as part of your year-end processing, you need to cancel purchase orders before you cancel requisitions.*

When you define your MassCancel criteria, you may select some purchase orders or requisitions for cancellation that Purchasing is

unable to cancel for some reason. Purchasing does not display these purchase orders or requisitions in this window. However, you can review the Define MassCancel Listing for purchase orders or requisitions that cannot be cancelled, together with the reason why they cannot be cancelled. When the concurrent manager runs the MassCancel process, it checks whether the purchase orders or requisitions can be cancelled, using the same checks performed by the Define MassCancel window. The purchase orders or requisitions that cannot be cancelled are listed separately in the Run MassCancel Listing.

When you enter a batch name in this window, Purchasing displays the purchase orders or requisitions that can be cancelled. Cancel Backing Requisition Lines is checked if this option was selected for the batch in the Define MassCancel window. For each document, Purchasing displays the document Type (Requisition, Standard Purchase Order, Planned Purchase Order, or Blanket Purchase Agreement), document Number, Creation Date, and Supplier Name. Fully in Range is checked if all the distributions of this entry fall within all the Accounting Flexfield ranges you specify in the Define MassCancel window.

When you run MassCancel, Purchasing cancels all purchase orders or requisitions that are selected. If you are using encumbrance or budgetary control, Purchasing creates reversal entries for your commitments and obligations (pre-encumbrances and encumbrances) when you cancel requisitions and purchase orders, respectively.

Prerequisites

- Defining MassCancel: page 2 – 53
- Define MassCancel Listing: page 2 – 56

► To run MassCancel:

1. Navigate to the Run MassCancel window from the menu.
2. Enter the Batch Name of the MassCancel batch you want Purchasing to use for cancellation. See: Defining MassCancel: page 2 – 53.
3. If you are using budgetary control, enter the Cancel Date that you want Purchasing to use to create reversing encumbrance entries in your general ledger. Purchasing uses this date to reapply funds to a specific period. The date you enter must be in an open purchasing period.

4. Deselect each entry you do not want to cancel. If you save your work without running MassCancel, your selections are saved and are redisplayed the next time you query the batch.
5. Select the Run MassCancel button.

► **To delete the MassCancel batch:**

- Select the Delete MassCancel Batch button to delete the selected MassCancel batch.

See Also

Defining MassCancel: page 2 – 53

Define MassCancel Listing: page 2 – 56

Run MassCancel Listing: page 2 – 60

Overview of Encumbrance Accounting, *Oracle Public Sector General Ledger User's Guide*

Run MassCancel Listing

Use the Run MassCancel Listing to review purchase orders and requisitions you have cancelled or were unable to cancel using MassCancel. Purchasing prints this report automatically after you complete your Run MassCancel process. The listing is in three sections: Unable to Cancel Requisitions, Unable to Cancel Purchase Orders, and Cancelled Documents. The Unable to Cancel Requisitions and Unable to Cancel Purchase Orders sections print documents which fit your selection criteria but which are not cancellable by MassCancel for another reason, which the report provides.

Purchasing prints one of the following reasons you cannot cancel a requisition:

Included in Purchase Order You have matched at least one line of your requisition to a purchase order. Therefore, you cannot cancel the entire requisition.

One or more POs are created based on this REQ You have one or more purchase orders that have been created based on this requisition. Therefore, you cannot cancel the requisition.

REQ is either incomplete, cancelled, or final closed The requisition is either incomplete, cancelled, or final closed. Therefore you cannot cancel the requisition.

Purchasing prints one of the following reasons you cannot cancel a purchase order:

Line Overbilled You have been billed for more goods or services than you ordered on at least one distribution of your purchase order.

If you required receipt, you have been billed for more goods or services than you have recorded deliveries for at least one distribution of your purchase order. Therefore, you cannot cancel the purchase order in its entirety.

Line Overdelivered You have recorded deliveries in excess of goods or services ordered for at least one distribution of this purchase order. Therefore, you cannot cancel the purchase order in its entirety.

Invalid Accounting Flexfield One of the Accounting Flexfields you use for a purchase order distribution has expired. Therefore, you cannot create a journal entry using this Accounting Flexfield. You need to reactivate the Accounting Flexfield if you wish to cancel this line.

Purchasing prints this Cannot Cancel Reason only if you are using encumbrance or budgetary control.

Shipment Fully Received You have received all the goods or services you ordered for at least one shipment of your purchase order. Therefore, you cannot cancel this purchase order in its entirety.

Shipment Fully Billed You have been billed for all the goods or services for at least one of your shipments for this purchase order. Therefore, you cannot cancel this purchase order in its entirety.

If you have been billed for goods or services in excess of the quantity ordered, Purchasing prints **Line Overbilled** as the Cannot Cancel Reason.

Shipment Received But Not Delivered You have recorded receipts for some goods or services on at least one shipment for this purchase

order. You have not recorded delivery of at least one of these items. Since you have received goods for this purchase order, you cannot cancel it in its entirety.

Included in Invoice

You have been billed for at least one item of your purchase order. Therefore, you cannot cancel the entire purchase order. Purchasing prints this Cannot Cancel Reason only if you are using encumbrance for purchase orders.

When you cancel purchase orders or requisitions and you are using encumbrance or budgetary control, Purchasing creates relieving encumbrance entries for your purchase orders or requisitions. See: *Overview of Encumbrance Accounting, Oracle Public Sector General Ledger User's Guide*

Report Submission

Since this report is automatically submitted, it is not available in the Submit Requests window.

See Also

Defining MassCancel: page 2 – 53

Running MassCancel: page 2 – 58

Approval Workflows

Overview

Whenever you submit a purchase order or requisition for approval or take an action in the Notifications Summary window, Purchasing uses Oracle Workflow technology in the background to handle the approval process. Workflow uses the approval controls and hierarchies you define according to the setup steps in *Setting Up Document Approval and Security*; page 2 – 2 to route documents for approval. You can use Workflow Builder’s easy interface to modify your approval process.

Viewable from the Workflow Builder, the following approval workflows are available with Purchasing:

- PO Approval, for approving purchase orders
- PO Requisition Approval, for approving requisitions
- Send Notifications for Purchasing Documents, for sending automated reminders to approvers through the Notifications Summary window

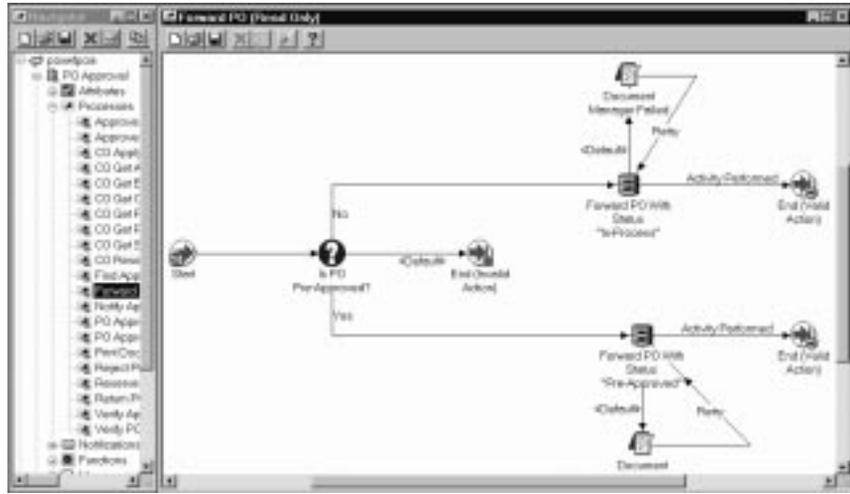
Each of these approval workflows consists of processes, which are viewable in the Workflow Builder as a diagram, some of whose objects and properties you can modify. Each workflow process consists of individual functions.

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven’t done so already when you set up Purchasing. See: *Setting Up Oracle Workflow, Oracle Workflow Guide*.

Below is an example of what a workflow process looks like in the Workflow Builder. For more information on using the Workflow Builder to view or modify a workflow, see the *Oracle Workflow Guide*.

Example Workflow Process in the Workflow Builder



When the Workflows Are Initiated

The PO Approval or PO Requisition Approval workflow is initiated at the following points in Purchasing:

- When you choose Submit for Approval (and then choose OK) in the Approve Document window. See: Submitting a Document for Approval: page 2 – 32.
- When you respond to a reminder in the Notifications Summary window reminding you to submit a document for approval that has not yet been submitted.

Customizing and Creating Approval Workflows

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already when you set up Purchasing. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

Use the Oracle Workflow Builder to customize workflows.



Attention: When you customize a workflow, only those documents that are submitted for approval *after* you customize it are affected by the customized workflow.

You can also use the Workflow Builder to create unique approval workflows for each document type in your organization. You associate particular workflows with certain document types in the Document Types window. See: *Defining Document Types*: page 1 – 65.

For detailed information on how to modify workflows in the Oracle Workflow Builder, see the *Oracle Workflow Guide*.

Like most workflows, the Purchasing approval workflows consist of the following components: processes, functions, messages, notifications, attributes, and lookup types. For detailed definitions of these components, see the *Oracle Workflow Guide*. Some of these workflow components are locked; others are unlocked, or available for modification to suit your public sector needs. For example, the Main Requisition Approval process can be customized, so that you could add a subprocess or a function of your own. Nearly all functions in the approval workflow are locked, however, because they correspond directly to stored procedures in the Oracle database. Generally, you need to be experienced with both Purchasing and Workflow before modifying a workflow. However, there are some setup-level modifications you can make to a workflow, as described in the next section.

Setting Up the Timeout Feature

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already when you set up Purchasing. See: *Setting Up Oracle Workflow*, *Oracle Workflow Guide*.

An example of an approval workflow component that you can modify is a notification associated with a Timeout. Both the PO Approval and PO Requisition Approval workflows contain notifications with a Timeout feature that is enabled only if:

- you modify the notification(s), and
- the Workflow Background process is running (See: *Workflow Background Process*: page 9 – 163).

In a notification associated with the Timeout feature, you can specify a period of time after which, if no response has yet come from an

approver, a reminder is sent. You can send up to two reminders to an approver using the Timeout feature. You can specify that after a certain period of time, the document is forwarded automatically to the next approver in the hierarchy. The Workflow Background process must be running in order for the Timeout feature to run.

If you don't set up the Timeout feature, the approval workflow will not time out; it will simply wait to receive a response from that approver.

► **To set up the Timeout feature:**



Attention: You need to set up this feature for each operating unit.

1. In the Oracle Workflow Builder, open the PO Approval or the PO Requisition Approval workflow (also called an "item type"). See: *Opening and Saving Item Types, Oracle Workflow Guide.*
2. Open the Notify Approver process and look at the Timeout transitions between the following three notifications: "Approve PO Notification," "PO Approval Reminder 1," and "PO Approval Reminder 2." (If you're in the PO Requisition Approval workflow, these will be "Approve Requisition Notification," "Requisition Approval Reminder 1," and "Requisition Approval Reminder 2.")

It's helpful to see how these notifications and the Timeout feature appear in the Notify Approver process.

3. In the Navigator, under Notifications for either the PO Approval workflow or the PO Requisition Approval workflow, open the "Approve PO Notification" if you're in the PO Approval workflow, or the "Approve Requisition Notification" if you're in the PO Requisition Approval workflow.
4. Choose the Details tab in the Control Properties window that appears.
5. Enter a number or numbers in any of the Timeout fields. Do the same for "PO Approval Reminder 1" and "PO Approval Reminder 2" in the Navigator under Notifications. (If you're in the PO Requisition Approval workflow, these will be "Requisition Approval Reminder 1" and "Requisition Approval Reminder 2.")

Let's say you entered the Timeout "days" fields of all three purchase order notifications as follows:

- Approve PO Notification – 3 days
- PO Approval Reminder 1 – 2 days
- PO Approval Reminder 2 – 1 day

In this example, "Approve PO Notification" times out after 3 days if the approver doesn't take an action on the notification, and "PO Approval Reminder 1" sends the reminder notification. "PO Approval Reminder 1" times out after 2 days if the approver doesn't take an action on the notification, and "PO Approval Reminder 2" sends the reminder notification. "PO Approval Reminder 2" times out after 1 day if the approver still doesn't take an action on the notification; then the "Find Approver" subprocess looks for the next approver in the hierarchy.

If you leave the Timeout fields of a notification as 0, then the workflow will not time out at that notification; it will wait to receive a response from that approver.

See Also

Setting Up Document Approval and Security: page 2 – 2

The Document Approval Process: page 2 – 23

PO Approval Workflow

The PO Approval Workflow consists of the PO Approval Top Process and numerous subprocesses. The two highest-level processes, PO Approval Top Process and PO Approval Process, are described here.

PO Approval Top Process

The PO Approval workflow, which approves purchase orders and releases, consists of a highest-level process called PO Approval Top Process.

PO Approval Top Process (partial view)



Set Workflow Startup Values (Function)

This function performs general setup functions. The functions "Update PO Header with Workflow Key" and "Get PO Attributes" also perform general setup functions.

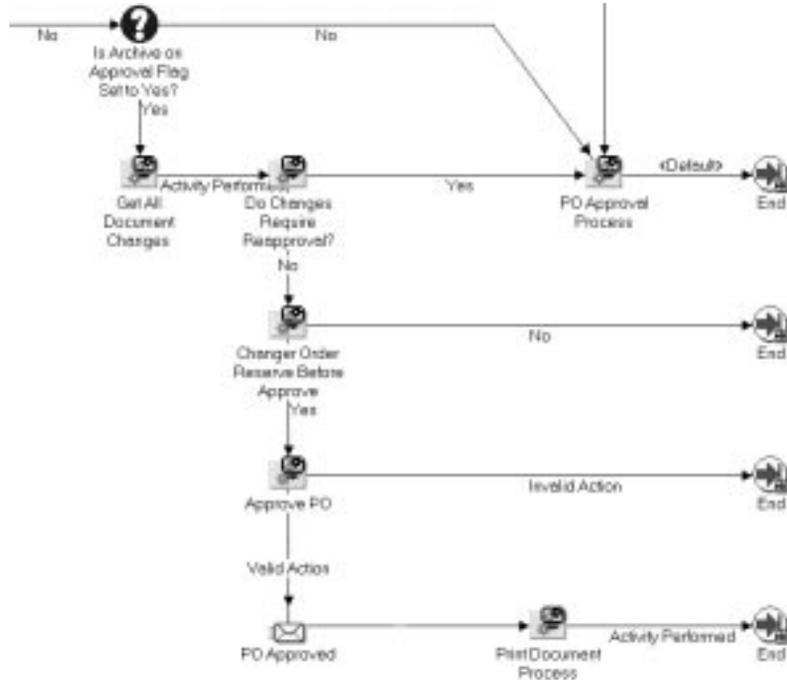
Change Order Setup (Function)

This function defines basic setup options for processing changes to purchase orders. See: Workflow Processes for Approving Change Orders: page 2 – 73.

Is This a New Document? (Function)

This function checks to see whether the purchase order is new or a change to an existing purchase order. If it's new, the purchase order goes through the PO Approval Process. If it's a change to an existing purchase order, it goes through the change order approval process if the document type is set to Archive on Approval. See: PO Approval Process: page 2 – 70. See: Workflow Processes for Approving Change Orders: page 2 – 73.

PO Approval Top Process, Continued (partial view)



Is Archive on Approval Flag Set to Yes? (Function)

This function checks to see if the document type is set to Archive on Approval or Archive on Print in the Document Types window. See:

Defining Document Types: page 1 – 65. If it's set to Archive on Approval and the previously approved document has been modified, then the workflow processes for approving changed purchase orders or releases begins. See: Workflow Processes for Approving Change Orders: page 2 – 73. If it's set to Archive on Print, then the document goes through the full approval process.

Get All Document Changes (Process)

If the purchase order is not new and it is set to Archive on Approval in the Document Types window, this process identifies the component or components of the purchase order or release that have changed. See: Workflow Processes for Approving Change Orders: page 2 – 73.

Do Changes Require Reapproval? (Process)

This process determines whether the changed components require the document to go through the full approval process (find the next approver in the approval hierarchy and send notifications, and so on) or if it should be approved immediately. If the changed components require approval, the PO Approval Process begins. See: PO Approval Process: page 2 – 70. See: Workflow for Approving Changed Orders: page 2 – 73.

PO Approval Process (Process)

This process is described in more detail in PO Approval Process: page 2 – 70.

Change Order Reserve Before Approval (Process)

This process checks to see if encumbrance is turned on and if funds for the document are not yet reserved. If encumbrance is on and funds are not yet reserved, then the process attempts to reserve funds for the document. If it cannot, it sends a notification to the person who created or modified the document that it was unable to reserve the funds. That person can then try to reserve the document again if, for example, more funds have been allocated; reject the document; modify the document; or forward the document to somebody else with authority to reserve the funds.

Approve PO (Process)

If funds *are* reserved before the approval, this process approves the purchase order. If while approving the purchase order, validation fails,

this process sends a notification to the buyer that the document failed state or correctness checks. See Document Status Checks: page 2 – 24. See Document Submission Checks: page 2 – 25.

PO Approved (Function)

If validation succeeds, this function sends a notification to the appropriate individuals that the purchase order has been approved.

See Also

PO Approval Process: page 2 – 70

PO Requisition Approval Workflow: page 2 – 72

PO Approval Process

The PO Approval Process is part of the PO Approval Top Process, which is part of the PO Approval workflow. See: PO Approval Top Process: page 2 – 67. The PO Approval Process is initiated when a new purchase order is submitted for approval or when changes to a purchase order require going through the full approval process.

Set PO Status to "In Process" (Function)

When you submit a purchase order for approval, its Status changes to In Process.

Verify PO (Process)

This process makes sure the purchase order is complete and the information is valid. If the purchase order fails validation, then this process sends a notification to the buyer that the purchase order has failed document state or correctness checks. See Document Status Checks: page 2 – 24. See Document Submission Checks: page 2 – 25. If it passes validation, then the function "Can Owner Approve?" begins.

Can Owner Approve? (Function)

This function checks to see if Owner Can Approve is enabled for the specific document type in the Document Types window. See: Defining Document Types: page 1 – 65. If Yes, then Verify Approval Authority begins. If No, then Find Approver begins.

Verify Approval Authority (Process)

This process checks the approver's approval authority limits. If the person has enough authority to approve the document, then "Is Forward-To Provided?" begins. If No, then "Find Approver" begins. "Find Approver" tries to find the next approver in the approval hierarchy.

Is Forward-To Provided? (Function)

This function checks to see if a forward-to person was provided in the Approve Document or Notifications Summary windows when the document was submitted for approval. If Yes, then "Approve And Forward PO" begins. If No, then "Reserve Before Approval" begins.

Reserve Before Approval (Process)

See: Change Order Reserve Before Approval: page 2 – 69 in the section, "PO Approval Top Process."

Approve PO (Process)

See: Approve PO: page 2 – 69 in the section, "PO Approval Top Process."

PO Approved (Function)

If validation succeeds, this function sends a notification to the appropriate individuals that the purchase order has been approved.

Is PO Pre-Approved? (Function)

This function checks to see if the purchase order has been pre-approved. A pre-approved document is one that has already been approved by the appropriate individual, who also chose to forward it to yet another person for approval.

Find Approver (Process)

This process looks for the next approver in the approval hierarchy if "Verify Approval Authority" determines that the document owner doesn't have the authority to approve the document, or if "Can Owner Approve?" finds that Owner Can Approve is not checked for the specific document type in the Document Types window. See: Defining Document Types: page 1 – 65.

Return PO To Submitter (Process)

If "Find Approver" doesn't find an approver, this process returns the purchase order to the buyer and sends the buyer a notification that no approver was found.

Forward PO (Process)

If "Find Approver" finds an approver, this process forwards the purchase order from one approver to the next in the approval hierarchy.

Approve And Forward PO (Process)

If a forward-to person is provided, this process approves and forwards the purchase order in one step. The resulting status of the purchase order is "Pre-Approved."

Notify Approver (Process)

After "Forward PO" or "Approve And Forward PO," this process sends a notification to the approver that a new document requires approval.

Reject PO (Process)

This process records the approver's rejection of the purchase order and sends the purchase order back to the buyer.

PO Rejected (Function)

After the approver's rejection is recorded and the purchase order sent back to the buyer, this function sends a notification to the buyer that the purchase order has been rejected.

PO Requisition Approval Workflow

The PO Requisition Approval workflow, which approves requisitions, consists of a highest-level process called Main Requisition Approval Process. The Main Requisition Approval Process consists of similar processes and activities as are in the PO Approval Process. See: PO Approval Process: page 2 – 70.

The main differences between the PO and Main Requisition approval processes (besides that one is for purchase orders and the other for requisitions) are as follows:

- After the requisitions are approved, the Main Requisition Approval Process launches a workflow for the automatic creation of purchase orders if you've allowed automatic approval for approved requisition lines. (By default in Purchasing, it is allowed.) See: Workflow for Creating Purchase Orders or Releases: page 4 – 160.
- If you're using encumbrance, the Main Requisition Approval process attempts to reserve funds for the document at the beginning of the process.
- The PO Approval Process includes change order workflow processes. See: Workflow Processes for Approving Change Orders: page 2 – 73.

Send Notifications for Purchasing Documents

The workflow process, Send Notifications for Purchasing Documents, looks for documents that are incomplete, rejected, or in need of reapproval and sends notifications to the appropriate people of the document's status. You can view and respond to these notifications through the Notifications Summary window.



Attention: In order for these notifications to be sent, you need to start the concurrent program process, Send Notifications for Purchasing Documents, and choose how frequently you want the process to run. See: Sending Notifications for Purchasing Documents: page 9 – 142.

For information on the kinds of notifications sent by the Send Notifications for Purchasing Documents process, see: Viewing and Responding to Notifications: page 2 – 29.

Workflow Processes for Approving Change Orders

Purchasing integrates with Oracle Workflow technology to let you define what changes to purchase orders or releases—for example, to amounts, suppliers, or dates—require reapproval. All of the workflow processes and functions relating to change orders can be found within

the PO Approval workflow. The processes and functions are described below.

The change order workflow process uses the same reapproval rules already defined in Purchasing to determine whether a document requires reapproval. It uses different reapproval rules depending on the document type: standard purchase order, planned purchase order, blanket purchase agreement, contract purchase agreement, blanket release, and schedule release. See: Document Reapproval Rules: page 4 – 114.

When the Workflow Is Initiated

The change order workflow begins when all of the following is true:

- changes to a purchase order cause its Status to change to 'Requires Reapproval,' *and*
- the document revision number of the purchase order increases, *and*
- you select Submit for Approval (and then choose OK) in the Approve Document window or otherwise submit the document for approval

Customizing the Change Order Workflow

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already when you set up Purchasing. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

The change order workflow uses the same reapproval rules already defined in Purchasing. (See: Document Reapproval Rules: page 4 – 114.)



Attention: These reapproval rules cause Purchasing to unapprove a document. The copy of these reapproval rules used by the change order workflow causes a document to go through the reapproval process. Changing the reapproval rules that the workflow uses does not change the reapproval rules described in the section, Document Reapproval Rules: page 4 – 114, which simply cause Purchasing to unapprove a document.

You can use the Workflow Builder to modify percentage tolerances. Some of the reapproval rules that the workflow uses determine what percentage change to a unit price, quantity, or document total requires reapproval. Workflow represents these percentage tolerances as attributes that you can change. For example, you can change an attribute's value from the unit price tolerance of 0 to the unit price tolerance of 20. This means that the document will be reapproved automatically by the change order workflow if the unit price is increased or decreased by less than 20 percent.

You can modify the percentage tolerances for the following attributes in the Workflow Builder.



Attention: You need to make these modifications for each operating unit.

- Change Order Header Blanket Total Tolerance
- Change Order Header Amount Limit Tolerance
- Change Order Purchase Order Total Tolerance
- Change Order Line Quantity Tolerance
- Change Order Line Unit Price Tolerance
- Change Order Line Quantity Committed Tolerance
- Change Order Line Agreed Amount Tolerance
- Change Order Line Price Limit Tolerance
- Change Order Shipment Price Override Tolerance
- Change Order Shipment Quantity Tolerance
- Change Order Distribution Quantity Ordered Tolerance

Change Order Processes

In the Workflow Builder, all the change order processes for reapproving changed purchase orders or releases can be found within the PO Approval workflow. The processes and functions are listed below.

Do Changes Require Reapproval? (Process)

This process uses reapproval rules that are already defined in Purchasing (or that you modify in the Workflow Builder) to determine if the document is required to go through the full PO Approval workflow process, or if it can be approved immediately.

Get All Document Changes (Process)

This process compares each document and its previous archived revision to find all the changes for each document type.

Get All Blanket PO Changes (Process)

This process compares the document and its previous archived revision to find all the changes for a blanket purchase order.

Get All Contract PO Changes (Process)

This process compares the document and its previous archived revision to find all the changes for a contract purchase order.

Get All Planned PO Changes (Process)

This process compares the document and its previous archived revision to find all the changes for a planned purchase order.

Get All Release Changes (Process)

This process compares the document and its previous archived revision to find all the changes for a blanket release or scheduled release.

Get All Standard PO Changes (Process)

This process compares the document and its previous archived revision to find all the changes for a standard purchase order.

Change Order Setup (Function)

This function sets up essential information like purchase order number and lookup type.

Determine Document Type (Function)

This function looks for the changed document's document type.

Does the Blanket PO Require Reapproval? (Function)

This function returns the value of 'Yes' when the blanket purchase agreement is required to go through the approval process. If it doesn't require reapproval, based on the defined reapproval rules in Purchasing, then this function returns the value of 'No.'

The following functions do the same thing for each of their document types:

- Does the Blanket Release Require Reapproval?
- Does the Contract PO Require Reapproval?
- Does the Planned PO Require Reapproval?
- Does the Scheduled Release Require Reapproval?
- Does the Standard PO Require Reapproval?

Get Distribution Changes (Function)

This function compares a distribution and its previous archived revision.

The following functions do the same thing for each of their document components:

- Get Header Changes
- Get Lines Changes
- Get Release Changes
- Get Shipments Changes

See Also

PO Approval Workflow: page 2 – 67

Requisitions

This chapter tells you everything you need to know about Requisitions, including:

- Overview of Requisitions: page 3 – 2
- Overview of Internal Requisitions: page 3 – 14
- Finding Requisitions: page 3 – 35
- Entering Requisition Preferences: page 3 – 44
- Entering Requisition Headers: page 3 – 49
- Entering Requisition Lines: page 3 – 52
- Entering Requisition Distributions: page 3 – 58
- Using Requisition Templates: page 3 – 61

Overview of Requisitions

Purchasing helps you manage the items you order. With on-line requisitions, you can easily centralize your purchasing department, source requisitions with the best suppliers, and ensure that you obtain the appropriate management approval before creating purchase orders from requisitions. You can use Purchasing to create internal requisitions, which are handled as internal sales orders and are sourced from your inventory rather than from outside suppliers like purchase requisitions. See: Overview of Internal Requisitions: page 3 – 14.

Purchasing provides you with the features you need to satisfy the following basic requisition needs. You should be able to:

- Create, edit, and review requisition information on-line. You should also be able to enter suggested supplier information, delivery instructions, multiple accounting distributions, and notes to buyers, approvers, and receivers.
- Review the current status and action history of your requisitions. You should always know who approves requisitions and whether they are in the approval, purchasing, receiving, or delivery stage.
- Route requisitions according to your approval structure. You should also be able to set authorization limits by amount, charge account, item category, and location.
- Review and approve requisitions that need your approval. You should also be able to see the full requisition detail and review the action history before you approve a requisition.
- Print requisitions (with status Approved, Cancelled, Rejected, In Process, Pre-Approved, and Returned) for off-line review and approval. You should always be able to track the status of requisitions through the approval process.
- Import requisitions from other systems such as material or distributions requirement planning applications
- Perform on-line funds checking before creating requisitions. You should always know how your planned expenses compare to your budget.
- Automatically source requisitions from outstanding blanket purchase agreements or quotations you have received from suppliers
- Create requisitions quickly and easily for commonly purchased items

- Provide attachments as notes on requisition headers and lines
- Assign requisition lines to buyers and review buyer assignments for requisition lines
- Forward all requisitions awaiting approval from one approver to an alternate approver. Within your security and approval constraints, you should be able to reroute requisitions from one approver to another whenever you want.
- Record suggested foreign currency information for each requisition line

Major Features

Eliminate Paper

With Purchasing, your requestors submit requisitions on-line. You therefore eliminate the need for paper requisitions that you can misplace or lose during the approval process.

Quick Online Entry

With Purchasing, you can easily create requisitions on-line. Complete a requisition for any item by simply entering the requestor name, item description, delivery location, price, delivery quantity, and accounting distribution. Purchasing uses the Account Generator to enter the distribution automatically whenever possible.

Approval Status

Purchasing automatically displays the approval status of your requisition and informs you whether it is Approved, Cancelled, In Process, Incomplete, Pre-Approved, Rejected, or Returned. You know where your requisition is at all times.

Action History

Purchasing lets you review the action history of requisitions as they move through the approval process. Purchasing uses your security and approval structure to help you forward requisitions. On-line notifications keep your requisitions moving. If someone rejects a requisition, you always know who and why.

Easy Resubmission

Purchasing lets you resubmit a rejected requisition for reconsideration. Depending on how you define system setup options, resubmitted

requisitions return either to the original approver for reconsideration or to an alternate approver that you choose.

Easy Cancellation / Final Close

Purchasing lets you cancel or final close a requisition or requisition line before your manager approves it or before a buyer places it on a purchase order.

If you are using encumbrance or budgetary control, Purchasing automatically creates negative debit encumbrance entries for the cancelled requisitions. When you final close a purchase order, Purchasing creates credit entries which reverse the encumbrances.

Easy Assignment

Purchasing lets you assign requisitions to specific buyers and review which requisitions are Assigned and Unassigned.

Accurate Accounting

Purchasing uses the Account Generator to automatically supply accounting information as part of a requisition. You can allocate line item quantities to cost centers, organizations, projects, or departments. You can also create multiple distributions for a single item. For instance, you can allocate a computer system purchase across more than one cost center or organization

Maximum Flexibility

Purchasing provides maximum flexibility by letting requestors create requisitions quickly and add details later. In the requisition header and on each line item, Purchasing provides space for descriptions and notes to approvers, buyers, and receivers.

Quick Customization

Purchasing lets you use Descriptive Flexfields to tailor the format of the requisition header and line blocks to your unique needs without additional programming.

Online Funds Availability Checking

Purchasing lets you verify whether you have enough funds available in your budget before you complete a requisition. You can check and reserve funds for a requisition at any level of a requisition.

Online Approvals

Purchasing lets you approve or reject requisitions on-line. You can access full requisition detail and prior action history to review the full detail before making an approval decision. Depending on your approval controls, you may be able to update a requisition before you approve it.

Requisition Templates

This feature, accessible through the Supplier Item Catalog, lets you quickly create requisitions for commonly purchased items. Buyers create templates that group commonly ordered items like office supplies into one place.

Quantity Rounding

If Quantity Rounding for inventory sourced lines is enabled in the Purchasing Options window, Purchasing either displays the rounded quantity you should have entered in a warning message or it updates the quantity to the appropriate rounded quantity. The rounding is based on the Unit of Issue (or primary unit of measure if the Unit of Issue is not defined) and the Rounding Factor defined for the item in Inventory. Rounding is up or down to the nearest whole Unit of Issue/primary unit of measure using the rounding factor.

Requisition Printing

Purchasing provides a requisition printing capability to provide hard copy requisitions to approvers who are not on-line users. You can print requisitions after completing them, or have somebody print and distribute all requisitions for off-line approval. Use the Printed Requisitions Report to print the requisitions which have the following status: Approved, Cancelled, Rejected, In Process, Pre-Approved, and Returned. The report does not include requisitions with status Incomplete.

Quick Access to Particular Requisitions

You can place requisitions that you reference frequently in the Oracle Applications Navigator. Placing documents in the Navigator is useful when you need to query large documents with multiple lines, shipments, or distributions. When the requisition is open, choose Place on Navigator from the Action menu. When you choose the Documents alternative region in the Navigator, you can then access that document directly from within the Navigator. You can also do this with purchase orders. See: *Using the Navigator's Documents Region, Oracle Applications User's Guide*.

Requisition Import

Using Requisition Import, you can import requisitions from other Oracle Applications or from non-Oracle systems. Requisition Import lets you integrate Purchasing with new or existing applications such as Material or Distribution Requirement Planning systems. You can import requisitions as often as you want. Then, you can review or place these requisitions on purchase orders. See: Requisition Import Process: page 9 – 130

Master Scheduling/MRP, Work In Process, Order Entry/Shipping, and Inventory all provide requisition information to the requisition interface table from which Requisition Import creates requisitions. While requisitions can be imported with any approval status, they are most commonly approved since they correspond to specific production schedules, outside processing, or stock resupply. However, if you are using requisition encumbrance, Requisition Import changes the Approved status to Pre-Approved so that you can reserve funds for the requisition.

Requisition Types

Benefits of On-line Requisitions

You can save time, money, and paper by processing requisitions on-line. With a paper system, you must provide forms to the requestor, the requestor must send the form to someone else to be approved, and the buyer must manually consolidate requisitions to place on a purchase order. Throughout all of these transactions, you may generate a number of errors, waste time, and lose money. Some of the many problems you may incur with paper requisitions include:

- The requestor may not fill in the requisition completely or accurately.
- The requestor's handwriting may be illegible.
- Someone without proper authority can potentially approve a requisition.
- The requestor might have to mail the requisition to an approver at a different location and wait a number of days to get it back.
- The approver or buyer may lose or damage the requisition.
- The buyer may translate the information from the requisition to the purchase order incorrectly.

- You may lose significant quantity discounts if the buyer cannot locate all the requisitions that reference a particular item.

Implementing On-line Requisitions

Many agencies want to provide on-line requisitions to everyone in the agency. Others want to limit the number of users who have access to the system. Purchasing is flexible enough to meet the needs of your agency. To give everyone access to the system, simply create a user name for each employee in the agency and assign the employee the appropriate responsibilities. You can easily designate a smaller group of individuals as the requisition preparers if you want to limit the number of requestors on the system. These people can create requisitions for anyone in the agency by identifying the appropriate requestor directly on the requisition line. You might also want to limit some preparers to internal requisitions and others to purchase requisitions. You can also print requisitions to obtain signature approvals if some of the approvers do not have access to the system. You can then assign an individual to update the authorization status for these requisitions.

Purchase Requisitions

Use the Requisitions window to create requisitions. You must choose the requisition type (internal or purchase). You can also provide a description, unlimited notes, and defaults for requisition lines. For each requisition line, you choose the item you want to order along with the quantity and delivery location. You can get sourced pricing from catalog quotations or open blanket purchase agreements. You can also choose a price from a list of historical purchase order prices. In the Distributions window, you can charge the item to the appropriate accounts, or you can let the Account Generator create the accounts for you. Once you complete the requisition, you send it through the approval process. See: *Entering Requisition Lines: page 3 – 52.* See: *Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2.*

Internal Requisitions

Unlike purchase requisitions, which are supplied from purchase orders, internal requisitions are supplied from internal sales orders. Internal requisitions are not picked up when you AutoCreate RFQs or purchase orders, nor can they be assigned to a buyer in the Assign Requisitions window. See: *Internal Requisitions Overview: page 3 – 14.*

Requisition Templates

Use the Requisition Templates window to define requisition templates for items you purchase frequently. For example, if you frequently buy certain office supplies, you can set up an office supplies template for your requestors. This template consists of a list of all items, prices, and sourcing information you want available to the requestor. When you want to order items from this template, use the Supplier Item Catalog, choose the office supplies template, and indicate the quantity you want to order. Purchasing supplies default sourcing and delivery information. See: *Defining Requisition Templates: page 1 – 44.*

Imported Requisitions

Purchasing lets you import or reschedule requisitions from other Oracle or non-Oracle systems. See: *Requisition Import Process: page 9 – 130.* For example, Work in Process uses Requisition Import to create requisitions for outside processing. See: *Overview of Outside Processing: page 4 – 120.* Similarly, Master Scheduling/MRP automatically creates requisitions using Requisition Import when you mass load purchase requisitions. Master Scheduling/MRP also automatically reschedules existing requisitions by updating the need-by date during this process. See: *Planner Workbench, Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide.* If you are using Inventory, you can send a requisition requirement to Purchasing and then run Requisition Import in Purchasing to create the requisition. See: *Overview of Inventory Planning and Replenishment, Oracle Inventory User's Guide.*

Paper Requisitions

You do not need to create a requisition on-line to purchase an item. Instead, you can reference a paper requisition number directly on the purchase order Distribution Details. See: *Entering Purchase Order Distributions: page 4 – 70.* Later, you can use the Purchase Orders window to review the status of the purchase orders referencing the paper requisitions.

Reserving Funds for Requisitions

Purchasing lets you reserve or encumber funds for requisitions. If you are using budgetary control, you can also check to see whether funds are available before you encumber the requisition. If you have problems reserving funds for a requisition, the Approval Errors window lets you review the reasons.

Purchasing automatically transfers the encumbrance from the requisition to the purchase order when you successfully approve the purchase order on which you placed the requisition. Purchasing also automatically transfers the encumbrance back to the requisition when you cancel the purchase order. See: *Overview of Encumbrance Accounting, Oracle Public Sector General Ledger User's Guide*.

See also: *Changing Encumbered Documents*: page 4 – 119.

Reviewing Requisitions

After you create a requisition, you can query the requisition at any time to review the status, action history, or problems with encumbering funds. Use the Requisition Summary windows to review requisitions. If a buyer has already placed the requisition line onto a purchase order, you can review the purchase order number. You can also review the changes that the buyer made to the requisition and the quantity receivers have delivered. See: *Finding Requisitions*: page 3 – 35.

Use the View Action History window to review the action history of requisitions. You can navigate to this window from the Special menu in many entry windows. You can see who has approved or rejected the requisition and the corresponding notes the approvers provided. For Inventory sourced lines, you can review the status of the internal sales order. See: *Viewing Action History*: page 8 – 2.

Use the Approval Errors window to review reasons you could not completely reserve funds for requisitions.

Managing Requisitions

Purchasing lets you manage requisitions to help buyers save money and time when creating requisitions.

Sourcing Requisitions

You can suggest buyer and supplier information when creating a requisition. Simply provide the appropriate information in the Source Details alternative region of the Requisitions window. A buyer can then query all requisition lines based on this information to help consolidate purchase orders. Alternatively, you can automatically source requisition line items by using the Sourcing Rule and Approved Supplier List windows. You use the Approved Supplier List window

to list the primary blanket purchase agreement or catalog quotation for each item you want to order. When you create a requisition line for any item that you list in the Sourcing Rule and Approved Supplier List windows, Purchasing automatically provides suggested supplier, buyer, and source document information for you. (See: Automatic Sourcing: page 5 – 69. See: Approved Supplier List: page 5 – 22.) Purchasing also automatically provides the sourcing information if you use Requisition Import to import requisitions from an outside system. See: Requisition Import Process: page 9 – 130.

Assigning Requisitions to a Buyer

Purchasing lets you manage the buyers' workload by reviewing how many requisition lines are assigned to a particular buyer and reassigning them to distribute the workload better. You can also review how many unassigned requisitions are urgent or are needed within a certain time limit so that you can assign them to the appropriate buyers for immediate ordering. See: Finding Requisition Lines for Review or Assignment: page 5 – 78.

Returning Requisitions

A buyer can return a requisition line to the original preparer instead of placing it onto a purchase order. Upon returning the requisition line, the buyer indicates the reason for the return. For example, the purchase price may exceed the requisition price, or the buyer may know that the requested item is no longer being purchased. When a buyer returns an individual requisition line, Purchasing automatically returns all other lines on the same requisition that are not currently on a purchase order. Purchasing returns the other lines to let the preparer decide whether it is still appropriate to order the rest of the requisition as is. See: Autocreate Purchase Order Options: page 6 – 4.

Referencing Requisition Reports

You can use the Buyer's Requisition Action Required Report to review all current requisition lines that are not currently on a purchase order. You can choose from a number of report setup options to narrow the search to a particular list of approved requisition lines. You can also print reports to review requisition status, requisition distribution detail, and requisition import status. See: Buyer's Requisition Action Required Report: page 9 – 23.

Managing Foreign Currency Information

For new requisitions, the initial default is the functional currency specified in the Financials Options window. You can specify a different suggested foreign currency for each requisition line.

If you source to a foreign currency blanket agreement or catalog quotation, Purchasing retrieves the foreign currency information for the document. Your user-defined preferences for currency are overridden by the currency information on the source document. This is also true even if the source document currency is blank (the same as the base currency).

Purchasing automatically updates the functional unit price if you enter the foreign currency unit price using the specified rate. Purchasing also updates the foreign currency price if you update the functional unit price.

When you AutoCreate new purchase orders, Purchasing converts the requisition price into a purchase order price based on specified currency and rate information. (See: *Entering Currency Information: page 4 – 56.*) You cannot specify currency information in AutoCreate if you are adding requisition lines to an existing document. See: *Entering Document Information and Completing AutoCreate: page 6 – 16.*

Purchasing performs price tolerance verification for all currencies and uses the requisition total in functional currency to verify authorization limits.

Cancelling Requisitions

With Purchasing, you can submit a requisition for approval and then cancel the requisition or a requisition line if you no longer want to order the item. Use the Control Documents window to cancel the entire requisition or specific requisition lines. Once a buyer places a purchase requisition line onto a purchase order, you can no longer cancel the requisition line or the corresponding requisition header. Similarly, you cannot cancel a requisition line that has been modified with the AutoCreate Documents window, or a line that is currently on a sales order. See: *Controlling Documents: page 2 – 48.*

If you cancel an internal sales order or back order that was generated by an internal requisition, you get a warning message that the order line is related to a requisition line that is now awaiting cancellation. At this point, you can navigate to the Control Documents window and explicitly cancel the requisition line. Alternatively, you can continue processing sales orders and later use the MassCancel function to cancel

any or all requisition lines awaiting cancellation. See: *Defining MassCancel*: page 2 – 53.

When you cancel an internal requisition related to a cancelled sales order, the quantity cancelled on the requisition is the same as the quantity cancelled on the sales order, not the remainder of the requisition. This is because a quantity of goods may have been shipped but not yet delivered against the requisition. See: *Controlling Documents*: page 2 – 48.

If you are using encumbrance or budgetary control, Purchasing automatically creates negative debit encumbrance journal entries in your general ledger system to cancel the encumbrance that corresponds to the requisition header or lines you are cancelling. See: *Budgetary Control and Online Funds Checking, Oracle Public Sector General Ledger User's Guide*.

Final Closing Requisitions

Use the Control Documents window to final close requisitions and requisition lines when you no longer need the items. You cannot final close a requisition line a buyer placed on a purchase order, a line that has been modified with the AutoCreate Documents window, or a line that is currently on a sales order. Purchasing automatically creates credit encumbrance journal entries to reverse the encumbrance that corresponds to the requisition header or lines you are final closing.

Updating Requisitions

Updating Incomplete Requisitions

As a requisition preparer, you can change the information on a requisition before you send it through the approval process. To update a requisition you created using the Requisitions window, simply navigate to the Find Requisitions window and query up the requisition. Once you send a requisition through the approval process, your access to it is determined by the security and approval structure.

Recreating Requisitions

When you cancel a purchase order line in the Control Documents window, you have the option to either have the referencing requisition lines cancelled or return them to the requisition pool for placement on another purchase order. If you have already partially received the item,

Purchasing recreates the requisition line for the quantity that was not received. See: Controlling Documents: page 2 – 48.

Using Modify to Update Requisitions

A buyer may want to alter a requisition line before placing it onto a purchase order. The buyer can either return the requisition line to the preparer for changes or simply choose Modify from the Special menu while in the AutoCreate Documents window to update the requisition line. You can split the requisition into multiple lines so that you can source the requisition across different suppliers. Or, you can change the requisition line if the preparer did not request the item correctly. For example, the preparer might order a computer, though you know you buy computers by ordering the peripherals and keyboards separately. The preparer can later review the requisition to see the original requisition line and the changes the buyer made. See: Additional Autocreate Features: page 6 – 8. You cannot modify requisition lines if you are using requisition encumbrance or budgetary control. See: Autocreate Purchase Order Options: page 6 – 4.

Updating Requisitions During Approval

Instead of approving a requisition, the approver can reject the requisition and send a note to the preparer to make specific changes. Alternatively, the approver can make changes directly to the requisition without rejecting it. From the Notifications Summary window or any of the requisitions summary windows, the approver can navigate to the Requisitions window and make the appropriate changes, if Approver Can Modify is enabled for the document type in the Document Types window. See: Viewing and Responding to Notifications: page 2 – 29.

Overview of Internal Requisitions

Internal Requisitions provide the mechanism for requesting and transferring material from inventory to other inventory or expense locations. When Purchasing, Order Entry / Shipping, and Inventory are installed, they combine to give you a flexible solution for your inter-organization and intra-organization requests. You should be able to:

- Set up your supply chain and automatically source your requirements from inventory or suppliers
- Define your inter-organization shipping network, and optionally require that you use internal orders for your inter-organization transfers
- Use intransit inventory when you want to track items as they move between organizations
- Reduce warehousing, shipping, and handling costs by requesting items in fixed lot sizes
- Use the same windows for data entry and inquiry that you use for purchase requisitions and sales orders
- Take advantage of standard requisition and sales order functionality to suit your individual business requirements
- Automatically generate inventory replenishment requisitions and fulfill them via internal or external suppliers
- View the status of requests on-line
- Use internal requisitions to move inventory items from one inventory organization to another, even if that organization belongs to a different operating unit, set of books, or chart of accounts

Major Features

Complete Item Sourcing Definition

Purchasing and Inventory combine to provide the flexibility you need to define your item sourcing information. You can use the default sourcing options to automatically determine the correct source type and source for your requests. You can specify either Inventory or Supplier as the default source type, as well as the source organization and subinventory for internal requests.

Inter-Organization Shipping Network

Inventory provides the features you need to define your inter-organization shipping network. For transfers between two organizations, you can specify whether to use intransit or direct shipments. You can also require internal orders for transfers between specific organizations.

Flexible Processing

You can tailor internal requisition processing to fit your requirements. You can limit on-line interaction by setting up background processes to automatically perform specific actions such as creating inventory replenishment requests and creating internal sales orders in Order Entry / Shipping. Or, you can take advantage of other features such as on-line requisition approvals, internal sales order cycles, and on-line receipt and delivery of internally requested items.

Creating Online Requisitions

You can create on-line internal requisitions for both expense and inventory destinations using the same windows you use to create purchase requisitions. You can combine inventory and supplier sourced requisition lines on the same requisition. Also, Purchasing uses your item sourcing information to default the correct source type and supplier for the item and destination. You can define requisition templates for commonly requested internally sourced items.

Full Unit of Issue Enforcement

Purchasing offers the option of full unit of issue enforcement in which quantities entered on internal requisitions are automatically rounded to a full unit of issue defined for the item. You can also set this option to recommend a rounded quantity on requisitions, but leave the opportunity to change the recommended quantity. The quantity rounding is based on the specified unit of issue, if available, otherwise on the primary unit of measure.

Inventory Replenishment Requisitions

Inventory generates replenishment requisitions through min-max planning, reorder point planning, subinventory replenishment, and Kanban replenishment. Purchasing uses your item sourcing information to create inter-organization or subinventory transfer requests. See: *Overview of Inventory Planning and Replenishment, Oracle Inventory User's Guide*. . See: *Kanban Replenishments*: page 3 – 18.

Approvals and Controls

You can control internal requisition approvals and document security just as you control purchase requisitions. Purchasing gives you the flexibility you need to set up approvals and limits for internal requests. You can use the same authorization rules, or you can relax or tighten controls for internal requisitions.

Creation of Internal Sales Orders

When you approve an internal requisition for a stocked item, Purchasing translates the requisition into an internal sales order, providing a link between the end user's requirement and the physical demand against Inventory.

Order Management

Once you create an internal sales order from a requisition, you can manage internal requisitions just as you manage regular sales orders. You can use Order Entry /Shipping to define order cycles, approvals and holds to effectively process requisition orders. You can selectively pick release and otherwise process internal sales orders as easily as you do regular sales orders.

Complete Requisitions Status Visibility

You get complete visibility on the status of requests through inquiries and reports. You get on-line visibility to the internal sales order number, as well as the shipment and delivery status for requisitions. You can report on backordered items, internal requisition status, and delivery discrepancies.

Exception Processing

Internal Requisitions help you manage exceptions to your normal business flow. Order Entry / Shipping automatically backorders your request when you have insufficient supply to fill the internal order. And, you can reschedule orders when the shipment date changes. For intransit shipments, you can update the expected arrival date as you confirm the shipment when you encounter delays.

Cancellation of Requisitions

You can easily cancel a request if you have a change in requirements or if you cannot fulfill the entire order. Using Order Entry / Shipping, you can partially or fully cancel the line quantities on the internal sales order. You complete the cancellation process by cancelling the original requisition line in Purchasing.

Using Internal Requisitions

Internal Requisitions provide a flexible solution to your inventory requisitioning needs. You can eliminate user intervention when you do not need it, such as when you are loading internal requisitions into Order Entry / Shipping or placing demand. The following sections describe the entire business and information flow for internal requisitions, and identifies opportunities for you to simplify processing.

Demand for Internal Requisitions

Demand for inventory requests can come from several sources. The primary sources are:

- Online user's request for stock items out of inventory
- Inventory Replenishment Requests
- External system's requests

Online Requests

On-line requisitions give users the choice of supplier or inventory sourced requisitions. Default sourcing information is determined by the requisition type, the item, and the destination of the request. When you enter a requisition, Purchasing automatically selects the correct source type and source information for the item and destination.

To restrict certain users to internal requisitions only, set their profile PO: Legal Requisition Type to Internal. Purchasing then requires that they source all internally orderable items from inventory. See: Entering Requisition Headers: page 3 – 49.

For frequently requested items, you can define requisition templates to create internal requisitions quickly. Requestors can pull up the template they need, fill in the need-by date and destination of the request, and specify the quantity for each desired item.

Internal Requisitions also use the Account Generator, which automatically builds account distributions. You can specify only one accounting distribution per inventory sourced line. See: Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2.

Inventory Replenishment Requests

Inventory automatically generates requisitions to maintain an item's stock level. The requisitions may request stock from an internal predefined source organization or from an outside supplier. See: *Overview of Inventory Planning and Replenishment, Oracle Inventory User's Guide.*

Inventory generates replenishment requests automatically using the following methods:

- Min–Max Planning
- Reorder Point Planning
- Subinventory Replenishments
- Kanban Replenishments

All inventory replenishment methods create requisitions via the Open Requisitions Interface.



Attention: If the destination subinventory uses locator control, you must specify a primary locator for direct inter-organization and subinventory transfers



Suggestion: You can use hand held collection devices to enter count information and load it into Inventory using the Replenishment Interface. Inventory automatically creates replenishment requisitions using the source and planning method you define.

Kanban Replenishments

In a pull-based system, inventory items for a particular part or assembly area are replenished as soon as they are needed. When the items are needed, kanban cards in Oracle Inventory change their Supply Status to Empty, and Inventory generates the kanban replenishment request automatically. Then Requisition Import in Purchasing validates and imports replenishment requests as requisitions. If the Source Type of the request is Supplier, Requisition Import creates a blanket release (if a blanket agreement exists) or a standard purchase order (if a valid quotation exists) for the item. If the Source Type is Inter–Org, Requisition Import generates an internal requisition for the item. See: *Overview of Kanban Replenishment, Oracle Inventory User's Guide.* See: *Requisition Import Process: page 9 – 130.*

Once Purchasing approves the standard purchase order, blanket release, or internal requisition, Inventory automatically receives a status for the kanban card of In Process.

In Purchasing, Kanban replenishment requests look like any other purchasing document, and you receive them like you do any other shipment. As soon as you receive the item for delivery through the Receipts or Receiving Transactions windows in Purchasing, Inventory automatically receives a status for the kanban request of Full, indicating that the inventory supply has been replenished.

External Systems

You can automatically import internal requisitions from other Oracle Applications or existing non-Oracle systems using the Open Requisitions Interface. This interface lets you integrate the Purchasing application quickly with new or existing applications. Purchasing automatically validates your data and imports your requisitions. You can import requisitions as often as you want. Then, you can review these requisitions, approve or reserve funds for them if necessary, and place them on internal sales orders. See: Requisition Import Process: page 9 – 130.

Internal Requisition Approvals

After you create an internal requisition, you can optionally require approval. For on-line requests, you can set up approval rules that are specific for internal requisitions, or you can share the same rules you use for purchase requisitions. If you do not require additional approval steps, you can set up rules so that you can always complete and approve the document in the Requisitions window. See: Entering Requisition Headers: page 3 – 49.

Min-max planning, Reorder Point planning, and MRP generated requisitions are loaded as approved requisitions through the Open Requisitions Interface. If you set the Inventory Profile INV: RC Requisition Approval to Unapproved, you can optionally load Subinventory Replenishment requisitions as unapproved and use the document approval functionality in Purchasing. This profile option affects only Subinventory Replenishment requisitions. See: Submitting a Document for Approval: page 2 – 32. See: Oracle Inventory Profile Options, *Oracle Inventory User's Guide*. An internal requisition corresponding to a kanban card in Oracle Inventory enters Purchasing through Requisition Import with a status of Approved. (If

encumbrance / budgetary control is on, Purchasing sets the status to Pre-Approved.) As soon as the internal requisition is approved, Inventory automatically receives a status for the kanban card of In Process. See: Kanban Replenishments: page 3 – 18. See: Requisition Import Process: page 9 – 130.

Requisition supply is created for the destination organization as soon as the requisition is approved. If you create approved requisitions through Requisition Import, supply is created at the time the requisition is created. Master Scheduling/MRP and Inventory planning get complete visibility to the incoming internal requisition supply so the planning processes do not create additional reorders for items that you have already requested.

Creation of Internal Sales Orders

Once you approve inventory sourced requisition lines, Purchasing translates the requisition into an internal sales order, providing the link between the requestor's requirement and the physical demand against inventory. You run two separate batch processes to create the internal sales order from the approved requisition:

- Create Internal Sales Orders. See: Create Internal Sales Orders Process: page 9 – 29.
- OrderImport. See: OrderImport, *Oracle Order Entry User's Guide*.

Purchasing uses location associations to create internal sales orders from internal requisitions for a given deliver-to location. When you associate a customer and customer site with a location and then enter an internal requisition with that location as the deliver-to point, Purchasing uses the associated customer and customer site on the internal sales order that it creates. The associated customer site becomes the ship-to site for Order Entry / Shipping's ship confirmation. See: Associating Ship-to and Receiving Locations, *Oracle Order Entry / Shipping User's Guide*. See also: Site Locations, *Oracle Human Resource Management Systems User's Guide*. See also: Assigning a Business Purpose to a Customer Address, *Oracle Public Sector Receivables User's Guide*.

If the OE:Reservations profile option is set to Yes, the Create Internal Sales Orders process requests that internal sales orders be Demanded rather than Reserved. Note that this process does not pass any revision or lot number information.

The Create Internal Sales Orders process loads the Order Entry / Shipping open interface, OrderImport, using the order type you define in the Purchasing Options window. See: Defining Internal Requisition Options: page 1 – 35. OrderImport creates internal sales orders from the records in the interface table, and determines the order cycle and defaults values based on the order type.

When you run OrderImport using the Run Concurrent Programs form in Order Entry / Shipping, you need to choose an OrderImport Source as a setup option. Refer to Internal Requisitions Setup Overview: page 3 – 25 for more information on how to define these sources.

Note: You should not drop-ship internal sales orders. See: Drop Shipments: page 4 – 156.

Multi-Org: Creation of Internal Sales Orders Across Operating Units

A Multi-Org implementation of Purchasing enables separate operating units within an organization to operate independently of each other. However, you may still need to obtain goods from another operating unit, and Purchasing supports this. You can create an internal sales order for an item in another operating unit. When creating this internal sales order, you must create it in the destination organization's operating unit, and all Order Entry / Shipping activity must take place within that destination operating unit. For example, let's say you have two operating units: Operating Unit 1 and Operating Unit 2. You must use your Order Entry / Shipping responsibility tied to Operating Unit 1 to create an internal sales order for an item in Operating Unit 2. Then you must continue to use that responsibility tied to Operating Unit 1 to perform other Order Entry / Shipping functions for that internal sales order.

Management of Internal Sales Orders

You manage internal sales orders using some of the same windows as customer sales orders. Once you import an internal requisition using OrderImport, you can use the Schedule Orders window to change the reserved quantity, schedule date, schedule status, ship-to contact, freight carrier, and shipment priority. The destination organization has complete visibility to any changes in incoming supply based on schedule date changes or partial shipments.

Pricing of internal requisitions is based on item costs as they are passed through OrderImport; price lists are irrelevant.

You can demand inventory for internal requisitions either to the organization, or the organization and subinventory levels. Use the Demand Interface to place demand against your source organization and/or subinventory in background, or the Schedule Orders window to place demand on-line.

You cannot view or update internal sales orders in the Sales Orders window. Use the View Orders window to view information and the Schedule Orders window to update information.

Order Entry / Shipping *does not* process internal sales order lines for the Receivables Interface, even if the Receivables Interface is an action in the order cycle for the internal sales order.

Note: You should not drop-ship internal sales orders. See: Drop Shipments: page 4 – 156.

Pick Release for Internal Sales Orders

You can selectively release one internal sales order at a time by entering the internal sales order number as a pick release criterion. Or, you can release a group of internal sales orders by specifying the internal sales order, order type, and a range of dates. You can also release internal sales orders with customer orders by entering a range of dates.

When you enter an internal requisition, you must specify the source organization, and you can optionally specify the subinventory source. If you do not enter source subinventory information on an internal requisition, picking proceeds using the standard inventory picking rules.

Order Entry / Shipping releases only order lines which meet the prerequisites of the order cycle specific to the internal sales order type.

Ship Confirmation for Internal Sales Orders

Use the Ship Confirm Deliveries window to ship confirm entire or partial shipments. You can also backorder the internal sales order when you do not have enough on-hand quantity to fulfill the request.

Although you can ship partial quantities, you cannot split internal order lines into multiple shipment schedules with different delivery dates. If you backorder an internal sales order, you can use the Schedule Orders window to update the schedule date. You cannot

change the warehouse on picking lines or the subinventories on the picking line details.

Order Entry / Shipping automatically prints the requestor and the internal requisition number on the Pick Slip and Pack Slip that prints for each shipment. Receiving personnel can use this information to quickly identify the source of the request and record receipts for inter-organization transfers.

When you ship confirm, Order Entry / Shipping updates the Inventory Interface. Inventory automatically updates on-hand quantities to reflect the internally ordered items that you shipped. If you are shipping using intransit inventory, the destination organization gets complete visibility of the incoming intransit supply. Internal requisition supply is reduced by the quantity of the shipment.

You can also enter the expected arrival date at ship confirmation to provide a more accurate supply picture to MRP and inventory planning.



Suggestion: When you perform partial shipments, resolve any problems with the Inventory Interface as quickly as possible to prevent an inconsistent state of supply and demand.

Management of Internal Requisitions

Update Intransit Information

For inter-organization transfers that use intransit, you can use the Maintain Shipments window to update the expected arrival date. Master Scheduling/MRP and inventory planning get complete visibility to the change in expected arrival date. See: Maintaining Shipments: page 7 – 66.

Receive, Inspect and Deliver Items

Use the Receipts and Receiving Transactions windows to process receipts of inter-organization requests that use intransit. Receiving personnel can simply enter the requisition number on the shipping documentation and process the entire shipment using express receiving transactions. For receipt of partial shipments, you can record the quantities for the individual items included in the shipment. You can receive items into receiving, or you can receive the goods directly to the final destination, either an inventory or expense location.

If you receive items into receiving/inspection, you process inspections, transfers, and deliveries for internal requisitions just as you would process supplier receipts or inventory transfers. See: Overview of Receiving: page 7 – 2.

View Internal Requisition Status

In Purchasing, you can view the internal sales order and any changes to it, by selecting View Sales Orders on the Special menu in the Requisition Headers and Requisition Lines summary windows. Or, you can access the View Order windows directly in Order Entry / Shipping and query on the specific internal sales order number, or any other relevant criteria. The View Orders window provides information about the cycle status of the internal sales order, quantities shipped, quantities cancelled, quantities backordered, and dates of transactions.

You can also report on requisition status. See: Backordered Internal Requisitions Report: page 9 – 18, Internal Requisitions Status Report: page 9 – 37, Internal Requisitions/Deliveries Discrepancy Report: page 9 – 39, and Requisitions on Cancelled Sales Order Report: page 9 – 136.

Cancelling Internal Requisitions

If you cancel an internal sales order or backorder that was generated by an internal requisition, you get a warning message that the order line is related to a requisition line that is now awaiting cancellation. You can then use the Control Document window to cancel the requisition line. See: Controlling Documents: page 2 – 48.

Purchasing lets you cancel or final close an inventory sourced requisition line only after you cancel the internal sales order in Order Entry / Shipping. See: Cancelling Orders, *Oracle Order Entry User's Guide*.

Internal Requisitions Processing Summary

Below is a summary of key transactions and processes you use for Internal Requisitions. If you are using inventory replenishment or MRP generated internal requisitions, Pick Release and Ship Confirmation are the only required on-line transactions. If you are creating on-line requests, you also use the Requisitions window. See: Online Processing Automation for Internal Requisitions: page 3 – 33 for suggestions on how to implement automated processing and reduce on-line interaction.

Step	Action	Required	Window/Process
1	Create Internal Requisition	On-line or Automatic	Requisitions window & Requisition Import process: Inventory replenishment, MRP Planned Orders, External Sources
2	Approve Requisition	Optional	Approve Documents window
3	Create Internal Sales Orders	Automatic	Create Internal Sales Orders process, OrderImport process
4	Modify Order Schedule	Optional	Schedule Orders window
5	Pick Release Orders	On-line	Release Sales Orders for Picking window
6	Ship Confirmation	On-line	Ship Confirm Deliveries window, Ship Confirm - Departure window, Update Shipping Information, Inventory Interface, Inventory Transaction Processor
7	Receive Items	Optional	Receipts window, Receiving Transaction Processor
8	Inspect Receipts	Optional	Receiving Transactions window, Receiving Transaction Processor
9	Deliver Receipts	Optional	Receiving Transactions window, Receiving Transaction Processor, Inventory Transaction Processor
10	View Requisition Status	Optional	View Requisitions window, View Requisition Summary window
11	Cancelling Internal Orders	Optional	Cancel Orders window, Control Document window, Define MassCancel window, Run MassCancel window

Table 3 - 1 (Page 1 of 1)

Internal Requisitions Setup Overview

Internal Requisitions provide a solution to a variety of inventory requisitioning needs. When you implement this feature, you need to carefully review the options and configure the applications to support your business processes.

For example, if you are using internal requisitions to generate inventory replenishment requisitions and fulfill them via subinventory

transfers within a plant, you may want to limit your on-line interaction to pick release and ship confirmation. You do not have to record separate ship, receive, and deliver transactions when the same employee actually picks the items out of the source subinventory and places them at the destination in one step.

Product	Internal Requisition Setup Function
Order Entry / Shipping	Update profile options, Define order cycles, Define order number sources, Define OrderImport sources, Update/define standard value rule sets, Define price lists, Define order types, Define Concurrent Program Resubmission interval for the OrderImport process
Inventory	Define internally requested items, Define inter-organization shipping network, Define item sourcing, Define Concurrent Program Resubmission intervals in Inventory planning and replenishment windows
Purchasing	Define Internal Requisition Deliver-To Sites, Set Legal Requisition Type profile, Define Purchasing Options, Define Concurrent Program Resubmission intervals for the Requisition Import and Create Internal Sales Orders processes

Table 3 – 2 (Page 1 of 1)

Minimum Order Entry / Shipping Setup for Internal Requisitions

You use standard sales order functionality to define the order cycle, defaulting rules, and order type for internal sales orders. You also need to set up a special OrderImport source for internal sales orders. Use the Purchasing Options window to specify the order type and OrderImport source you use for internal requisitions. See: *Defining Internal Requisition Options: page 1 – 35.*

You must perform the following setups in Order Entry / Shipping to use the internal requisition features. You may choose to take advantage of other Order Entry / Shipping features which require additional setups. See *Setting Up Order Entry / Shipping in the Oracle Financials Implementation Manual.*

Define Your Order Entry / Shipping Profile Options

You need to set the following profile options:

- **OE: Set of Books** – Defines the set of books for this installation
- **OE: Item Flexfield** – Defines which structure of the item flexfield to use
- **OE: Item Validation Organization** – Defines the Item Master organization for this installation.

See: Order Entry / Shipping Profile Options, *Oracle Order Entry User's Guide*.



Suggestion: You set the OE: Item Validation Organization profile option to the same Item Master organization as your purchasing reference organization (set in the Financials Options window). See: About Financials Options, *Oracle Public Sector Payables User's Guide*.

Define an Order Cycle For Internal Requisitions

Define order cycles to control the steps that an order must take from entry to completion.

See: Assigning Cycle Action Results, *Oracle Order Entry User's Guide*.

See: Defining Order Cycles, *Oracle Order Entry User's Guide*.

See: Defining Cycle Actions, *Oracle Order Entry User's Guide*.

See: Defining Cycle Results, *Oracle Order Entry User's Guide*.

You may want to include approval actions as part of your order cycles, or see how holds can affect internal sales orders.

Define an Order Entry / Shipping Number Source For Internal Requisitions

Define order number sources to automatically number internal sales orders as you import them. You can use a single order number source to assign unique numbers to all your orders, or you can use a different order number source within each order type. See: Defining Order Number Sources, *Oracle Order Entry User's Guide*.

Define an OrderImport Source For Internal Requisition

Define OrderImport sources to import internal sales order information from Purchasing. Define an import source specifically for use with importing internal requisitions. You choose the OrderImport source as a setup option when you run the OrderImport process from the Run Concurrent Programs form in Order Entry / Shipping.



Suggestion: Define a unique OrderImport source for internal sales orders and set the Use IDs field to Yes. See: Defining OrderImport Sources, *Oracle Order Entry User's Guide*.

Define a Price List For Internal Requisition

Although internal requisitions use the item's cost as the price, Order Entry / Shipping requires price lists to process all sales orders. Define a price list for use with the internal requisition order type. You do not need to add any lines to the price list. See: *Defining a Price List, Oracle Order Entry User's Guide*.

Update Standard Value Rule Set

Standard value rules define the defaulting that occurs as orders are entered or imported. Order Entry / Shipping supplies a predefined rule template for internal sales order called the Internal Sales Order Template. *Copy and rename* this template and update at least the following fields to ensure that internal requisitions import correctly:

- Channel
- Price List
- Payment Terms

Additional fields are available to help you manage orders but are not required. See: *Defining Standard Value Rule Sets, Oracle Order Entry User's Guide*.

Define Order Type for internal sales order

Define order types to classify orders for greater operational efficiency and control. Order types lend consistency to Order Entry / Shipping operations by letting you assign standard price lists, navigation preference sets, standard value rule sets, pricing override policies, approval cycles, payment terms, and freight terms to each type of order.

Assign the order cycle, price list and standard value rule set you created for internal sales orders to the order type. See: *Defining Order Types, Oracle Order Entry User's Guide*.

Define Inventory Accounting (Account Generator)

Order Entry / Shipping can dynamically create the Cost of Goods Sold (COGS) Account for each shipped or returned item based on rules you define. Order Entry / Shipping provides a default Account Generator process to be used in determining the COGS Account during the Inventory Interface process.

You can either accept the default COGS Account Generator process or customize it to suit your public sector needs. For more information on

how to accept or customize this feature, see: Using the Account Generator in Order Entry / Shipping, *Oracle Order Entry User's Guide*.



Attention: Be sure to have the OE: Set of Books profile option set up before you use this feature. The Account Generator uses the Set of Books ID to obtain your chart of accounts, which determines the COGS Account structure.

Internal Sales Orders Security (Optional)

Order Entry / Shipping security rules apply to all your sales orders, including internal sales orders imported from Purchasing. Security rules prevent users from adding, updating, deleting and cancelling order information beyond certain points in the order cycles. You can use the System rules Order Entry / Shipping provides, which prevent data integrity violations, or define your own, stricter, rules. See: Defining Security Rules, *Oracle Order Entry User's Guide*.

Minimum Purchasing Setup for Internal Requisitions

Define Internal Requisition Deliver-To Sites

Purchasing uses locations to identify the final delivery location for both inventory and supplier sourced requisitions. As a requestor, you want to specify the same destination for both purchase and internal requisitions. As a shipping clerk, you are concerned with the final delivery location of the item, regardless whether it is for an internal or external customer. Purchasing and Order Entry / Shipping use location associations to minimize the decisions you need to make when you create internal requests.

Use the Location window to define a location for each site that receives either inventory or supplier sourced material. See: Site Locations, *Oracle Human Resource Management Systems User's Guide*. For internal requisition deliver-to locations, you also need to associate the locations with a customer. Use the Customers window to define a Customer and Ship-To site for each deliver-to location. Use the Business Purposes region in the Customers window to associate your internal locations to your customers. See: Assigning a Business Purpose to a Customer Address, *Oracle Public Sector Receivables User's Guide*.



Suggestion: Create an internal customer for each destination organization, and customer ship-to site for each deliver-to location within the destination organization.



Suggestion: Define the same address for the customer ship-to site as the deliver-to location. Order Entry / Shipping prints the ship-to address on the shipping documentation.



Suggestion: Order Entry / Shipping requires both a ship-to and an invoice-to for each order, even though internal order lines are not invoiced. When you define a customer, either make the ship-to address both a ship-to and bill-to business purpose and set the Primary flag to Yes on the business purpose, or assign the ship-to to a bill-to location.

Set Up Internal Requisition Approvals and Security

You set up approval and security rules for internal requisitions just as you do for purchase requisitions. Use the Document Types, Position Controls, and Control Groups windows to set up approval and security options for internal requisitions. See: Setting Up Document Approval and Security: page 2 – 2

Define Purchasing Options for Internal Requisitions

You need to set up these additional purchasing options to use internal requisitions.

- **Order Type**

Pick the Order Type you defined in Order Entry / Shipping for internal sales orders. Purchasing uses this type to create sales orders from internal requisitions. See: Defining Internal Requisition Options: page 1 – 35.

- **Order Source**

Specify the OrderImport Source you defined in Order Entry / Shipping to use when you transfer internal requisitions from Purchasing to Order Entry / Shipping. See: Defining Internal Requisition Options: page 1 – 35.

- **Enforce Quantity Rounding**

In the Purchasing Options window, specify whether you enforce quantity rounding or display advisory messages when you create on-line requisitions using the Requisitions window. See: Defining Control Options: page 1 – 33

Minimum Inventory Setup for Internal Requisitions

Define Internally Orderable Items

When you define internally orderable items, there are a few attributes that require extra consideration. See: *Defining Items, Oracle Inventory User's Guide*.

- Inventory and Order Entry regions

Items you use on internal requisitions must be Inventory enabled, internally orderable and stockable, shippable, and Order Entry transactable for the source organizations. Under Inventory, you need to set the Inventory Item, Transactable, and Stockable attributes to Yes. Under Order Entry, you need to set the Internal Ordered, Internal Orders Enabled, and OE Transactable, and Shippable attributes to Yes.

- Source Type – General Planning region

You can specify a default source type of Inventory or Supplier.

You cannot create intraorganization internal requisitions for MRP planned items. When you specify sourcing information for MRP planned items, you need to ensure that you do not define an intraorganization sourcing rule for these items.

- List Price – Purchasing region

Inventory sourced requisitions use item costs for pricing. You may still want to specify a list price for items that are sourced both from suppliers or inventory.

- Unit of Issue – Purchasing region

You use units of issue to round order quantities, minimizing shipping, warehousing, and handling costs.

Enter the unit of measure you typically use to issue the item from inventory. Purchasing uses this unit of measure as the default for internal requisition lines sourced from inventory when you create them in the Requisitions window.

- Rounding Factor – Purchasing region

Enter a number between 0 and 1. This factor determines how to round the quantity on an internal requisition that results from conversions between the requisition line unit of measure and the item's Unit of Issue. This factor insures that the unit of issue resolves to an integer, rather than a fractional amount.

Purchasing either performs rounding automatically or advises you of the suggested quantity, depending how you set up your purchasing options.

Set Up Item Sourcing

Internal requisitions use the sourcing information you specify in Inventory. All items, subinventories, and organizations may have item sourcing information specified for them. At each level, you can choose whether items are replenished from inventory or purchased from a supplier. In case of a conflict between the levels, internal requisitions use the following order of precedence to determine the default source type and source for the item and destination:

- Sourcing information specified in the item–subinventory relationship
 - Sourcing information specified in the subinventory definition
 - Sourcing information specified in the item definition
 - Sourcing information specified in the organization setup options
- **Source Type**
Specify Inventory as the default source type if you want to source requests from an internal stock location.
 - **Source Organization and Subinventory**
If you specify an item to be replenished from inventory, you must specify a source organization; a source subinventory is optional. When you place an order for this item, Inventory creates an internal requisition for the item from the source location.

Define the Inter–Organization Shipping Network

Use the Inter–Organization Shipping Information form to define your inter–organization network. You must enable the network between each source (shipping) and destination (receiving) organization.

- **Require Internal Orders**
Set Require Internal Orders to Yes if you want all transfers between these two organizations to use internal orders.
- **Intransit Type**

Specify whether you ship material directly, or use intransit inventory for shipments between these two organizations.



Attention: If you use Lot, Serial, or Item Revision Control in both the source and destination organization, you must use intransit if you ship from an organization with less control (i.e. Lot Control), to an organization with more control (i.e. Lot and Serial Control).

- Primary RCV Routing

For intransit transfers, you can choose from the following primary receipt routings: Standard Receipt, Inspection Required, or Direct Delivery.

- FOB Point

Specify whether the destination organization takes ownership of transferred items when they are issued to intransit (Shipping), or when they are received out of intransit (Receiving).

- Inter-Organization Transfer Charge

Specify how you want to apply transfer costs to the destination organization. Choose either a predefined or requested percentage of the transaction value or a fixed amount that represents an added value.

Set Up a Customer Association

To define your organization as the destination for an internal requisition, Order Entry / Shipping has to recognize you as a customer. See: Associating Ship-to and Receiving Locations, *Oracle Order Entry / Shipping User's Guide*. See also: Site Locations, *Oracle Human Resource Management Systems User's Guide*. See also: Assigning a Business Purpose to a Customer Address, *Oracle Public Sector Receivables User's Guide*.

Online Processing Automation for Internal Requisitions

Internal Requisitions provide a number of options to automate processing. You can set up the following processes to run automatically as often as you like to limit on-line interaction and streamline processing. See: Submitting a Request, *Oracle Applications System Administrator's Guide*.

- Request Reorder Point Planning Report

- Request Min–Max Planning Report
- Requisition Import.
- Create Internal Sales Orders
- OrderImport



Suggestion: Create a report group to run all requests back-to-back over specific time intervals when you are using internal requisitions for automatic subinventory transfers.

Finding Requisitions

Use the Find Requisitions window to:

- Access the Requisitions window.
- Perform requisition inquiries at header, line, and distribution levels

Depending on the function security assigned to your responsibility, you have varying levels of access to information. A responsibility defines an application user's current privileges while working with Oracle Applications.

See Also

Overview of Function Security, *Oracle Applications System Administrator's Guide*

Function Security for Purchasing: page 2 – 11

► To enter search criteria:

1. Navigate to the Find Requisitions window by selecting Requisition Summary from the menu. Then enter as many as desired of the search criteria described in the following steps.



The screenshot shows the 'Find Requisitions (SOE 2)' window. It features a grid of input fields for search criteria. On the left side, there are fields for 'Requisition Number', 'Preparer', 'Buyer', 'Reference Num', and 'Line'. On the right side, there are fields for 'Type', 'Requestor', 'Modified', 'Import Source', and 'Line Type'. Below these, there is an 'Item' dropdown menu and fields for 'Item Rev', 'Category', and 'Supplier Item'. To the right of the input fields, there is a 'Results' section with three checkboxes: 'Headers', 'Lines', and 'Distributions'. At the bottom of the window, there are three buttons: 'Clear', 'New', and 'Find'.

2. Enter the requisition number. If you enter a requisition number, you can also enter a Line number.

3. Select the requisition Type (Purchase or Internal).
4. Enter the Preparer.
5. Enter the Requestor.
6. Enter the Buyer.
7. Select *Yes* or *No* to restrict the search to Modified requisitions.
8. Enter the Reference Number.
9. Enter the Import Source.
10. Enter the Line Type.
11. Use the alternative regions to further restrict the search:
 - In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item number.
 - In the Status region, you can limit the search by Approval status (Approved, Incomplete, In Process, Pre-Approved, Rejected, or Returned), Control status (Open, Cancelled, or Finally Closed), or Reserved status (Yes or No).
 - In the Date Ranges region, you can enter date ranges for the following dates: Creation, Need By, and Closed.
 - In the Sourcing region, you can limit the search by Source (Supplier or Inventory). For Supplier sourced requisitions, you can further limit the search by Supplier, Site, and Currency. For Inventory sourced requisitions, you can further limit the search by Organization and Subinventory.
 - In the Deliver To region, you can limit the search by Destination Type (Expense, Inventory, or Shop Floor), Organization, Location, and (for Inventory destinations only) Subinventory.
 - In the Related Documents region, you can limit the search by Document Type, Document number and Line Number, Purchase Order number, and Sales Order number.
 - In the Accounting region, you can limit the search by Period, GL Date, Charge Account, Budget Account, and whether there are Active Encumbrances (Yes or No).
12. Select the Results group (Headers, Lines, or Distributions) to determine which summary window to open. Depending on the search criteria you have specified, all summary windows may not be available. For example, if you specify criteria in the Accounting region, only the Distributions summary window is available.

13. Select the Find button to initiate the search and open the appropriate Summary window.

► **To clear existing search criteria:**

- Select the Clear button to clear any existing search criteria.

► **To enter a new requisition:**

- Select the New button to open the Requisitions window. See: Entering Requisition Headers: page 3 – 49.

See Also

Using the Requisition Headers Summary Window: page 3 – 37

Using the Requisition Lines Summary Window: page 3 – 39

Using the Requisition Distributions Summary Window: page 3 – 41

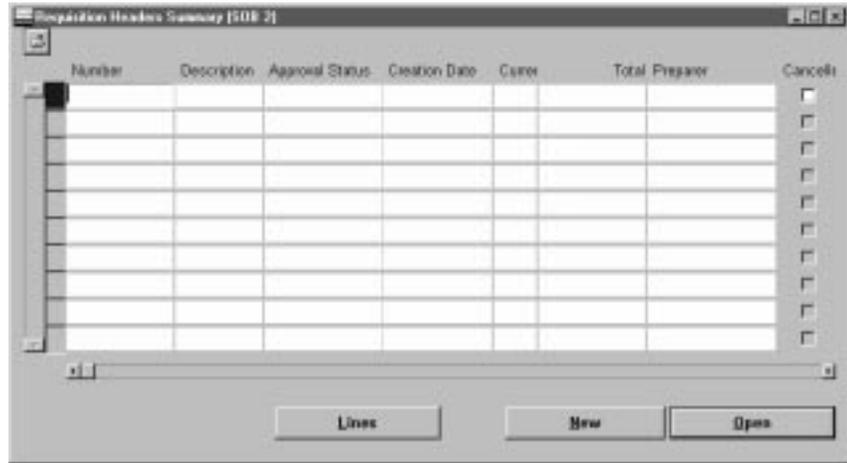
Using the Requisition Headers Summary Window

Use the Requisition Headers Summary folder window to:

- View requisition header information.
- Drill down to view requisition line and distribution information.
- Access the Requisitions window for entry of new documents.
- Access the Requisitions, Requisition Preferences, and Control Document windows for maintenance of existing information.
- View information in the Action History window.
- View purchase order and sales order information, if the requisition has been placed on a purchase or sales order.

► **To navigate to the Requisition Headers Summary window:**

1. In the Find Requisitions window, select Headers in the Results region and select the Find button to open the Requisition Headers Summary folder window.



The following information is displayed: requisition Number, Preparer, Status, Description, Total amount, Currency, Creation Date, Type, Cancelled status, Finally Closed status, and Reserved status.

- ▶ **To drill down to view requisition line information:**
 - Select the Lines button to drill down to the Requisition Lines Summary folder window. You can also select View Lines on the Special menu to open this window. See: Using the Requisition Lines Summary Window: page 3 – 39.

- ▶ **To enter a new requisition:**
 - Select the New button to open the Requisitions window. See: Entering Requisition Headers: page 3 – 49.

- ▶ **To open the Requisitions window for the current line:**
 - Select the Open button to open the Requisitions window and query the requisition on the current line. Your options in this window depend on the status of the requisition and your approval and security options. See: Entering Requisition Headers: page 3 – 49.

- ▶ **To view requisition distributions information:**
 - Select View Distributions on the Special menu to open the Requisition Distributions Summary folder window. See: Using the Requisition Distributions Summary Window: page 3 – 41.

- ▶ **To view action history:**
 - Select View Action History on the Special menu to open the Action History window. See: Viewing Action History: page 8 – 2.

- ▶ **To view purchase orders:**
 - Select View Purchase Orders on the Special menu to open the Find Purchase Orders window. See: Finding Purchase Orders: page 4 – 19.

- ▶ **To view sales orders:**
 - Select View Sales Orders on the Special menu to open the Sales Orders window.

- ▶ **To enter requisition control information:**
 - Select Control on the Special menu to open the Control Document window for the document on the current line. See: Controlling Documents: page 2 – 48.

- ▶ **To enter requisition preferences:**
 - Select Preferences on the Special menu to open the Requisition Preferences window. See: Entering Requisition Preferences: page 3 – 44.

See Also

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Finding Purchase Orders: page 4 – 19

Using the Requisition Lines Summary Window

Use the Requisition Lines Summary folder window to:

- View requisition line information.
- Drill down to view requisition distribution information.
- Access the Requisitions window for entry of new documents.

Distributions on the Special menu to open this window. See: Using the Requisition Distributions Summary Window: page 3 – 41.

- ▶ **To enter a new requisition:**
 - Select the New button to open the Requisitions window. See: Entering Requisition Headers: page 3 – 49.

- ▶ **To open the Requisitions window for the current line:**
 - Select the Open button to open the Requisitions window and query the requisition on the current line. Your options in this window depend on the status of the requisition and your approval and security options. See: Entering Requisition Headers: page 3 – 49.

See Also

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Viewing Action History: page 8 – 2

Finding Purchase Orders: page 4 – 19

Controlling Documents: page 2 – 48

Entering Requisition Preferences: page 3 – 44

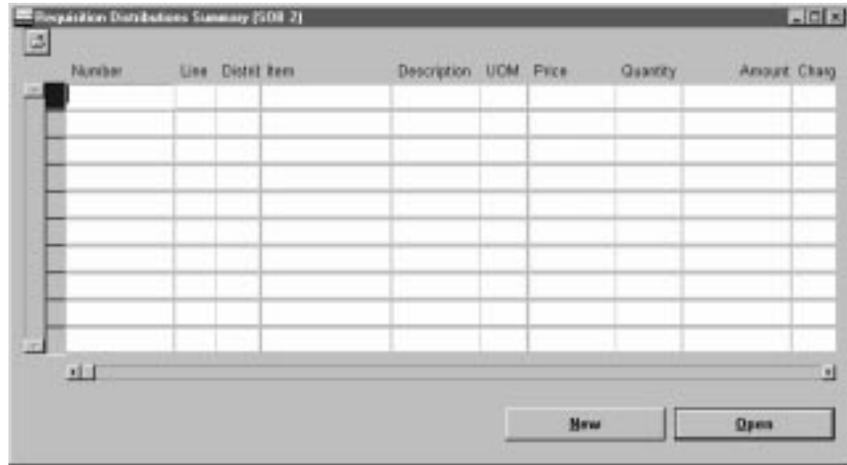
Using the Requisition Distributions Summary Window

Use the Requisition Distributions Summary folder window to:

- View requisition distribution information.
- Access the Requisitions window for entry of new documents.
- Access the Requisitions, Requisition Preferences, and Control Document windows for maintenance of existing information.
- View information in the Action History window.

► **To navigate to the Requisition Distributions Summary window:**

1. In the Find Requisitions window, select Distributions in the Results region and select the Find button to open the Requisition Distributions Summary folder window. You can also navigate to this window by selecting View Distributions on the Special menu in the Requisition Headers Summary and Requisition Lines Summary windows.



The following information is displayed: requisition Number, Line number, Distribution number, Item, item Description, UOM, Price, Quantity, Amount, and Charge Account.

► **To enter a new requisition:**

- Select the New button to open the Requisitions window. See: Entering Requisition Headers: page 3 – 49.

► **To open the Requisitions window for the current line:**

- Select the Open button to open the Requisitions window and query the requisition on the current line. Your options in this window depend on the status of the requisition and your approval and security options. See: Entering Requisition Headers: page 3 – 49.

See Also

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Viewing Action History: page 8 – 2

Finding Purchase Orders: page 4 – 19

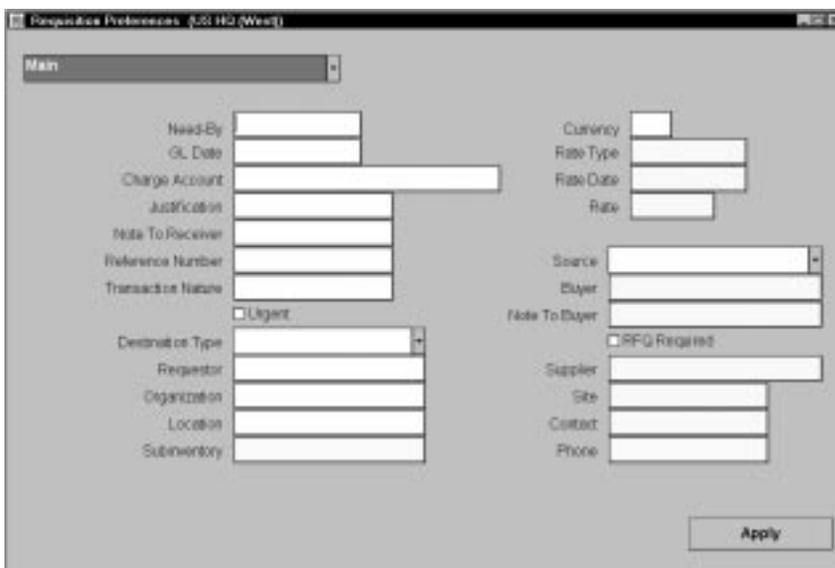
Entering Requisition Preferences: page 3 – 44

Entering Requisition Preferences

Use the Requisition Preferences window to enter requisition line defaults (including currency, destination, project, and sourcing default information). These defaults are applicable during this user session to all new requisition lines you create after you set the defaults until you exit Purchasing. You can override these defaults for specific lines.

► **To enter main preferences:**

1. Navigate to the Requisitions Preferences window by selecting Preferences on the Special menu in the Requisitions window or in the Requisitions Headers, Lines, and Distributions Summary windows. In the Main alternative region, you can enter the defaults described in the following steps.



The screenshot shows the 'Requisition Preferences (J20 HQ (West))' window with the 'Main' alternative region selected. The window contains the following fields and controls:

- Need-By: [Text Field]
- GL Date: [Text Field]
- Charge Account: [Text Field]
- Justification: [Text Field]
- Note To Receiver: [Text Field]
- Reference Number: [Text Field]
- Transaction Nature: [Text Field]
- Urgent
- Destination Type: [Text Field]
- Requestor: [Text Field]
- Organization: [Text Field]
- Location: [Text Field]
- Subinventory: [Text Field]
- Currency: [Text Field]
- Rate Type: [Text Field]
- Rate Date: [Text Field]
- Rate: [Text Field]
- Source: [Text Field]
- Buyer: [Text Field]
- Note To Buyer: [Text Field]
- RFQ Required
- Supplier: [Text Field]
- Site: [Text Field]
- Contact: [Text Field]
- Phone: [Text Field]
- Apply: [Button]

2. Enter the Need By date.
3. Enter the GL Date to be used when funds are reserved. You can enter a GL Date only if you set up your financials system options to use encumbrance or budgetary control for requisitions. See: About Financials Options, *Oracle Public Sector Payables User's Guide*. See: Budgetary Control and Online Funds Checking, *Oracle Public Sector General Ledger User's Guide*.
4. Enter the Charge Account for the cost of the items on the requisition line. The account you enter here is used only for

expense destinations, and it overrides any account built by the Account Generator.

5. Enter a Justification for your requisition line. Buyers and approvers can review this justification.
6. For Internal requisitions only, enter a Note To Receiver. For example, you could note that the receiver should unpack your requested items or that only you can accept delivery. For both internal and purchase requisitions, you can provide additional notes to the receiver by using attachments. See: *Attaching Notes to Purchasing Documents: page 1 – 28.*
7. Enter the default Reference Number for all requisition lines. You use the reference number to match your requisition line with a specific work, project, etc.
8. Enter the Transaction Nature. See: *Defining Lookup Codes: page 1 – 54.*
9. Check Urgent to indicate that your requisition should be expedited. Buyers have the option to process urgent requisitions faster when they AutoCreate purchase orders from requisitions.
10. Enter a default suggested Currency for the requisition lines. This must be an enabled code from the Currency window. See: *Defining Currencies, Oracle Applications System Administrator's Guide.*
11. Enter the default Rate Type. You can also set this default in the Purchasing Options window. *Defining Default Options: page 1 – 29.* Purchasing supplies you with one of two predefined currency rate types: User or EMU Fixed. A rate type of User means that you can enter a conversion rate between the foreign currency (or transaction currency in a document entry window) and the base currency (or functional currency, defined in your set of books). A rate type of EMU Fixed means that if either your transaction currency or your functional currency is Euro (the European Monetary Unit currency) and the other is another European currency, Purchasing automatically enters a conversion Rate Date and Rate for you that you cannot change.

You can define additional currency rate types in the Daily Conversion Rate Types window. See: *Defining Conversion Rate Types, Oracle Public Sector General Ledger User's Guide.*

12. Enter the default currency Rate Date.
13. Enter the default currency conversion Rate. Purchasing overrides this default when you are entering requisition lines if the rate type

is not User and if you have established a rate for the rate type and date. See: Entering Daily Rates, *Oracle Public Sector General Ledger User's Guide*.

14. Enter the Deliver To destination to indicate the final destination of the purchased items:

Expense – The goods are delivered to the requestor at an expense location.

Inventory – The goods are received into inventory upon delivery. This option is appropriate only if the item is stock enabled in the deliver-to organization.

Shop Floor – The goods are delivered to an outside processing operation defined by Work in Process. This option is appropriate only for outside processing items.

15. Enter the Requestor. This is the employee who requests the quantities on the requisition lines. Purchasing copies this name as the requestor for every requisition line.
16. Enter the Organization. The default is the requestor's organization. The List of Values displays all valid receiving organizations.
17. Enter the delivery Location for all requisition lines. The default is the requestor's location. You can pick any location that does not have an organization or any location whose organization matches the deliver-to organization. See: Enter Person, *Oracle Human Resource Management Systems User's Guide*. See: Site Locations, *Oracle Human Resource Management Systems User's Guide*.

If the Deliver-To destination is Inventory, you can also enter the Subinventory. See: Defining Subinventories, *Oracle Inventory User's Guide*.

18. Enter the Source type: Inventory or Supplier. If you have both options, you can source requisition lines independently of the document type. You can also mix inventory and supplier sourced requisition lines in the same requisition. Purchasing creates one internal sales order for all Inventory source type requisition lines on this requisition. You can use the Autocreate Documents window to place Supplier source type requisition lines onto purchase orders.

For Inventory source type lines, you can enter a default Organization and Subinventory. If you specify a subinventory for an internal requisition line, Order Entry uses only the specified subinventory for allocation. If the goods do not exist at the

specified subinventory, Purchasing backorders them, even if they do exist in another subinventory.

For Supplier source type lines, you can enter the following defaults: Buyer, Note to Buyer, Supplier, Site, Contact, and Phone. You can also check RFQ Required to indicate that you want to require an RFQ before the buyer creates a purchase order for the requisition. If RFQs are required and you AutoCreate a purchase order before creating an RFQ for the requisition line, Purchasing displays a warning message. You can also set this default in the Purchasing Options window. See: *Defining Default Options*: page 1 – 29.

► **To enter project information preferences:**

You see a Project Information alternative region if one of the following is true:

- Oracle Projects is installed, or
- Oracle Project Manufacturing is installed and Project Reference Enabled is selected in the Organization Parameters window in Oracle Inventory

The project information you enter is used by Oracle Projects for Deliver To destination types of Expense, or by Oracle Project Manufacturing for Deliver To destination types of Inventory or Shop Floor. See: *Oracle Projects User's Guide*. See: *Oracle Project Manufacturing Implementation Manual*.

1. Choose the Project Information alternative region.
2. Select a Project Number.

For a Deliver To destination type of Inventory or Shop Floor, you can optionally enter a Project Number if the Project Control Level is set to Project in the Project Information alternative region of the Organization Parameters window.

For a Deliver To destination type of Expense, you can always optionally enter a Project Number.

3. If you entered a Project number, select a Task number.

You must enter a Task number for a Deliver To destination type of Inventory or Shop Floor, if the Project Control Level is set to Task in the Organization Parameters window and if you have entered a Project number.

4. Enter Expenditure information:

Expenditure information is required only if your Destination Type is Expense.

- Select the Expenditure Type.
- If you chose an Expenditure Type, enter an Expenditure Organization.
- If you chose an Expenditure Organization, select the Expenditure Item Date.

► **To apply your defaults:**

- Select the Apply button to apply your defaults. The preferences entered here will affect new lines entered after you select Apply until you exit the application.

See Also

Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2

Entering Requisition Headers

Use the Requisitions window to:

- Enter internal and purchase requisitions. Your approval and security setup options determine which types of requisitions you can enter.
- Take approval actions on individual requisitions online.
- Edit requisitions. Your approval and security setup options determine which requisitions you can edit. See: Controlling Documents: page 2 – 48.

► **To enter requisition header information:**

1. Navigate to the Requisitions window from the menu, by selecting the New button in the Find Requisitions and requisitions summary windows, or by selecting the Requisitions button in the Order Pad of the Supplier Item Catalog.

Num	Type	Item	Req	Category	Description	UCM	Quant

The upper part of the Requisitions window has the following display-only fields:

Preparer – Your employee name from the Application User window.

Status – The requisition status:

Incomplete – The requisition is incomplete, or the preparer has not yet submitted the requisition to an approver.

Rejected – The approver rejected the requisition.

Returned – A buyer rejected the requisition. Purchasing returns to the preparer all requisition lines within the same requisition that are not on a purchase order.

Total – The currency code and the base currency total amount of all lines in this requisition.

2. Enter a unique Requisition number. If automatic requisition number generation is active, the cursor does not enter this field and the number is generated when you save your work. See: Defining Numbering Options: page 1 – 36.
3. Choose the Requisition Type:

Purchase Requisition – The requisition lines are usually satisfied from an outside supplier by means of a purchase order.

Internal Requisition – The requisition lines are usually satisfied from inventory by means of an internal sales order.

When you enter requisition lines you can source them independently of the document type. You can mix inventory and supplier sourced requisition lines in the same requisition of either document type. See: Profile Options in Purchasing: page 1 – 76.

► **To open the Supplier Item Catalog:**

- Select the Catalog button to open the Supplier Item Catalog. See: Supplier Item Catalog Overview: page 5 – 7.

► **To take approval actions:**

- After completing a requisition, select the Approval button to open the Approve Documents window. See: Submitting a Document for Approval: page 2 – 32

► **To check funds:**

- Select Check Funds on the Special menu.

- ▶ **To enter requisition preferences:**
 - Select Preferences on the Special menu to open the Requisition Preferences window. See: *Entering Requisition Preferences*: page 3 – 44.

- ▶ **To place a requisition in the Navigator:**
 - Choose Place on Navigator from the Action menu. Choose the Documents alternative region in the Navigator to later access the requisition more quickly. See also: *Using the Navigator's Documents Region, Oracle Applications User's Guide*.

See Also

Overview of Requisitions: page 3 – 2

Entering Requisition Lines: page 3 – 52

Entering Requisition Lines

Use the Lines alternative region in the Requisitions window to enter requisition line information.

You can choose a predefined item (See: *Defining Items, Oracle Inventory User's Guide.*) or you can enter an item without an item number.

► **To enter requisition line information:**

1. Navigate to the Items alternative region in the Requisitions window.

The screenshot shows the Oracle Requisitions window with the 'Items' alternative region selected. The window title is 'Requisitions (SOB 2) - [New]'. At the top, there are fields for 'Number', 'Type', 'Prepared', 'Description', 'Status', and 'Total'. Below these is a 'Name' dropdown menu. The main area is a table with columns: 'Line', 'Type', 'Item', 'Pce', 'Category', 'Description', 'UOM', and 'Quantity'. The table is currently empty. At the bottom, there are two columns of fields: 'Destination type', 'Requestor', 'Organization', 'Location', 'Subinventory' on the left; and 'Source', 'Supplier', 'Site', 'Contact', 'Phone' on the right. At the very bottom, there are four buttons: 'Outside Processing', 'Catalog', 'Distributions', and 'Export'.

2. Enter a line Type for the requisition line. Line types help you define how you want to categorize your items. The default for this field is the Line Type from the Purchasing Options window. (See: *Defining Default Options: page 1 – 29.*) If you change this line type, defaults from the Line Types window appear in the Category, UOM and Price fields, and the cursor moves to the Category field. See: *Defining Line Types: page 1 – 61.*

For purposes of requisition line entry, line types are handled in three classes: amount-based, quantity-based, and outside processing. The defaults that appear when you enter a line type are cleared if you change the line type to a different class. Once you have committed a line, you can change the line type only to another line type of the same class.

3. For quantity-based line types and outside processing line types, enter the Item you want to request. Purchasing displays defaults for purchasing category, item description, unit of measure, and unit price for this item. See: *Defining Items, Oracle Inventory User's Guide*.
4. Enter the Revision (if any) that corresponds to the item you want to order.
5. Enter the purchasing Category. You cannot change the category if you provide an item number in the Item field.
6. Enter the item Description to explain the item in further detail. When you enter an item number, Purchasing displays the item description from the Items window. You can change this description only if the Allow Description Update attribute for the item is enabled. See: *Defining Items, Oracle Inventory User's Guide*.
7. Enter the Quantity you want to request for the item. You can enter decimal quantities, but you must enter a value greater than 0.

If there is a source document and a sourcing rule for the item you choose, you can use list of values in this field to get price breaks from quotations or blanket purchase agreements. When you change the quantity, the unit price is recalculated from the price breaks on the document.

If Quantity Rounding is enabled, Purchasing either displays the rounded quantity you should have entered in a warning message or it updates the quantity to the appropriate rounded quantity. The rounding is based on the Unit of Issue (or primary unit of measure if the Unit of Issue is not defined) and the Rounding Factor defined for the item in Inventory. Rounding is up or down to the nearest whole Unit of Issue/primary unit of measure using the rounding factor. See: *Overview of Requisitions: page 3 – 2*.

8. Enter the unit of measure you want to use for your requisition line. If you enter an item number, Purchasing defaults the unit of measure for this item. If you change this value, the quantity is rounded again if appropriate, and the price is recalculated. If you enter a line type that is amount based, Purchasing uses the unit of measure that you assigned to that line type in the Line Types window. You cannot change the unit of measure of amount based items.
9. Enter the unit Price for the item. You can enter the price in decimal format. You must enter a value greater than or equal to 0. If you enter an item number, Purchasing defaults the list price for this item, but you can change this value. If you create a requisition line

for an amount based line type, Purchasing sets the price to 1, and you cannot change it. Unit prices are in the functional currency.

10. Enter the Need By date for the requested items. This is required only for planned items. You must enter a date greater than or equal to the requisition creation date.

The Charge Account is rolled up from a single distribution after the distribution is created. If more than one distribution is created for the line, Multiple is displayed.

The lower part of the screen below the Lines alternative region consists of optional fields for which the default can be set in the Requisition Preferences window. See: Entering Requisition Preferences: page 3 – 44.

11. Enter the Deliver To type:

Expense – The goods are delivered to the requestor at an expense location. The destination subinventory is not applicable.

Inventory – The goods are received into inventory upon delivery.

Shop Floor – The goods are delivered to an outside processing operation defined by Work in Process. Purchasing uses this option for outside processing items.

12. Enter the name of the employee who is requesting the item. You must provide a Requestor before you can approve the requisition. The default is the requisition preparer.

13. Enter the Organization.

14. Enter the delivery Location for the requested items. Purchasing defaults the deliver-to location that you assign to the employee in the Enter Person window. You must provide a deliver-to location before you can approve the requisition. Before the source of the line can be Inventory, the deliver-to location must be linked to a customer address in the Customer Addresses window. See: Assigning a Business Purpose to a Customer Address, *Oracle Public Sector Receivables User's Guide*.

15. Enter the Subinventory. This field applies only when the Deliver To is Inventory.

16. Enter the Source type. The source type determines the source of the requisitioned items. The choice you have in this field is dependent on the PO: Legal Requisition Type profile option. You may be able to use either the Inventory or the Supplier source type, or both types. See: Profile Options in Purchasing: page 1 – 76.

Note that if you have both options, you can source requisition lines independently of the document type. You can even mix inventory and supplier sourced requisition lines in the same requisition. Purchasing creates one internal sales order for all inventory source type requisition lines on this requisition. The supplier source type requisition lines are placed onto purchase orders with the AutoCreate Documents window.

Even if you are restricted to one type, Purchasing restricts the source type as appropriate for the item. If you are restricted to Inventory but you are requesting a Supplier item (Purchased Item attribute – Yes, Internal Ordered Item attribute – No), the source type can be only Supplier. Conversely, if you are restricted to Supplier requisitions and you ask for an Inventory item (Purchased Item attribute – No, Internal Ordered Item attribute – Yes), the source type can be only Inventory. This is allowed because a requestor may not know the item source type.

17. For the Supplier source type, enter the suggested Supplier, Supplier Site, Contact, and Phone. For the Inventory source type, enter the Organization and Subinventory.
18. Save your work. If you save a requisition line without entering a distribution, Purchasing tries to generate a distribution line for you, using the Account Generator based on the information you have entered. If you want your distribution account numbers to be generated based on project information, you must enter project information in the Requisition Preferences or Requisition Distributions windows before committing the distribution line. See **To enter project information preferences** in: Entering Requisition Preferences: page 3 – 44. See **To enter project information** in: Entering Requisition Distributions: page 3 – 58.

► **To enter line source details for the Supplier source type:**

- Navigate to the Source Details alternative region. When the source type is Supplier, you can enter the Note to Buyer, Buyer, RFQ Required, Supplier Item number, source Document Type (Blanket or Quotation), source Document, and document Line Number.

► **To enter line details:**

- Navigate to the Details alternative region. You can enter a Justification, Note to Receiver, Transaction Nature, Reference Number, UN Number, and Hazard class. See: Defining Lookup Codes: page 1 – 54

► **To enter line currency information**

1. Navigate to the Currency alternative region.
2. Enter a suggested currency for the requisition line. This must be an enabled code from the Currency window. The cursor enters the remaining currency fields only if you have entered a currency here. See: *Defining Currencies, Oracle Applications System Administrator's Guide*.
3. Purchasing supplies you with one of two predefined currency rate types: User or EMU Fixed. A rate type of User means that you can enter a conversion rate between the foreign currency (or transaction currency in a document entry window) and the base currency (or functional currency, defined in your set of books). A rate type of EMU Fixed means that if either your transaction currency or your functional currency is Euro (the European Monetary Unit currency) and the other is another European currency, Purchasing automatically enters a conversion Rate Date and Rate for you that you cannot change.

You can define additional currency rate types in the Define Daily Conversion Rate Types form, and you can enter User or one of your additional types. See: *Defining Conversion Rate Types, Oracle Public Sector General Ledger User's Guide*.

4. Enter the currency rate date.
5. Enter the currency conversion rate. Purchasing overrides this default when you are entering requisition lines if the rate type is not User and if you have established a rate for the rate type and date. See: *Entering Daily Rates, Oracle Public Sector General Ledger User's Guide*

► **To enter outside processing information:**

- Select the Outside Processing button to open the Outside Processing window for outside processing line types. See: *Entering Outside Processing Information: page 4 – 75*

► **To open the Supplier Item Catalog:**

- Select the Catalog button to open the Supplier Item Catalog. See: *Supplier Item Catalog Overview: page 5 – 7*.

- ▶ **To enter requisition distributions:**
 - Select the Distributions button to open the Distributions window. See: *Entering Requisition Distributions: page 3 – 58.*

- ▶ **To approve requisitions:**
 - Select the Approval button to open the Approve Documents window. See: *Submitting a Document for Approval: page 2 – 32*

- ▶ **To check funds:**
 - Select Check Funds on the Special menu.

- ▶ **To enter requisition preferences:**
 - Select Preferences on the Special menu to open the Requisition Preferences window. See: *Entering Requisition Preferences: page 3 – 44.*

- ▶ **To place a requisition in the Navigator:**
 - Choose Place on Navigator from the Action menu. Choose the Documents alternative region in the Navigator to later access the requisition more quickly. See also: *Using the Navigator’s Documents Region, Oracle Applications User’s Guide.*

See Also

Overview of Requisitions: page 3 – 2

Using the Account Generator in Oracle Public Sector Purchasing, *Oracle Applications User’s Guide*

Entering Requisition Headers: page 3 – 49

Entering Requisition Distributions

Use the Distributions window to enter requisition distributions. You can charge the cost of this requisition line to multiple Accounting Flexfields or update the default values you provided in the Requisition Preferences window. Note that if the line source type is Inventory, you cannot approve the requisition if you enter more than one distribution line.

► **To enter requisition distributions:**

1. Navigate to the Distributions window by selecting the Distributions button in the Requisitions window. You begin in the Accounts alternative region.
2. Enter the Quantity you want to distribute. The quantity must be in decimal format. Purchasing displays the quantity you have not yet assigned to an Accounting Flexfield. Multiple distribution quantities must total to the requisition line quantity.

Using decimal quantities in this field, you can easily distribute costs across distributions using percentages. For instance, you can have a simple quantity of one (1) on your requisition line. If you want to charge one Accounting Flexfield for 30% of the cost of the item and another Accounting Flexfield for 70% of the cost of the item, simply enter .3 and .7 as the respective quantities for the requisition distribution lines.

If you have a quantity different from one (1), you can use the Calculator to perform the arithmetic, as illustrated by the following example:

- Your requisition line quantity is 5000
- You want to charge 35% of the cost to a first Accounting Flexfield
- You want to charge 65% of the cost to a second Accounting Flexfield

Simply enter $(5000 \times 35) / 100 = 1750$ as the quantity for the first requisition distribution and $(5000 \times 65) / 100 = 3250$ as the quantity for the second requisition distribution.

3. When you enter a Charge Account, Purchasing uses the Account Generator to automatically create the following accounts for each distribution:
 - Accrual: the AP accrual account
 - Variance: the invoice price variance account

If you are using encumbrance control, Purchasing also creates the following account for each distribution:

- Budget: the encumbrance budget account

The Account Generator creates these accounts based on predefined rules. See: *Using the Account Generator in Oracle Public Sector Purchasing*: page 0 – 2.

With one exception, you cannot create or update these accounts manually. If the requisition line destination type is Expense, however, you can change the default charge account supplied by the Account Generator.

4. Enter the GL Date that you want to use when you reserve funds. You can enter a GL Date only if you set up your financials options to use encumbrance for requisitions. The Reserved check box indicates whether funds have been reserved. The default is the current date. See: *About Financials Options, Oracle Public Sector Payables User's Guide*.

If you enter a date that belongs to two separate accounting periods, Purchasing creates a journal entry in the first accounting period that contains this date. See: *Controlling Purchasing Periods*: page 1 – 71.

5. Save your work.

► **To enter project information:**

You see a Project alternative region if one of the following is true:

- Oracle Projects is installed, or
- Oracle Project Manufacturing is installed and Project Reference Enabled is selected in the Organization Parameters window in Oracle Inventory

The project information you enter is used by Oracle Projects for destination types of Expense, or by Oracle Project Manufacturing for destination types of Inventory or Shop Floor. See: *Oracle Projects User's Guide*. See: *Oracle Project Manufacturing Implementation Manual*.

1. Choose the Project alternative region.
2. Select a Project Number.

For a requisition line Destination Type of Inventory or Shop Floor, you can optionally enter a Project Number if the Project Control Level is set to Project in the Project Information alternative region of the Organization Parameters window.

For a requisition line Destination Type of Expense, you can always optionally enter a Project Number.

3. If you entered a Project number, select a Task number.

You must enter a Task number for a requisition line Destination Type of Inventory or Shop Floor, if the Project Control Level is set to Task in the Organization Parameters window and if you have entered a Project number.

4. Enter Expenditure information.

Expenditure information is required only if your Destination Type is Expense.

- Select the Expenditure Type.
- If you chose an Expenditure Type, enter an Expenditure Organization.
- If you chose an Expenditure Organization, select the Expenditure Date.

5. Note that the distribution Quantity that will be charged to the project should already be entered for you.

If you change the Quantity here, then the distribution Quantity on the requisition line changes as well.

6. Save your work.

The Charge, Budget, Accrual, and Variance accounts in the Account Description region are generated automatically. See: Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2.

See Also

Budgetary Control and Online Funds Checking, *Oracle Public Sector General Ledger User's Guide*

Entering Requisition Lines: page 3 – 52

Using Requisition Templates

From the Requisitions window, use the Supplier Item Catalog window and Requisition Templates to create requisitions more easily.

► **To use requisition templates to enter requisitions:**

1. Navigate to the Requisitions window by selecting Requisitions from the menu.
2. Enter requisition header information. See: Entering Requisition Headers: page 3 – 49.
3. Navigate to the Items alternative region. See: Entering Requisition Lines: page 3 – 52
4. Select Catalog to open the Search Supplier Item Catalog window. See: Finding Supplier Items: page 5 – 10.
5. Select the desired Requisition Template from the list of values. See: Defining Requisition Templates: page 1 – 44.
6. Choose the Find button to open the Supplier Item Catalog window and display the template lines.
7. Copy the desired lines to the Order Pad. See: Using the Supplier Item Catalog Alternative Regions: page 5 – 14
8. Choose the Select button to close the Supplier Item Catalog window and transfer the order pad lines to the requisition.
9. Save your work.

See Also

Supplier Item Catalog Overview: page 5 – 7

Purchase Orders

This chapter tells you everything you need to know about Purchase Orders, including:

- Overview of Purchase Orders: page 4 – 3
- Purchase Order Defaulting Rules: page 4 – 11
- Finding Purchase Orders: page 4 – 19
- Entering Purchase Order Preferences: page 4 – 33
- Entering Purchase Order Headers: page 4 – 39
- Entering Purchase Order Lines: page 4 – 44
- Entering Purchase Order Price Reference Information: page 4 – 48
- Entering Purchase Order Reference Document Information: page 4 – 50
- Entering Purchase Order Miscellaneous Information: page 4 – 52
- Entering Purchase Agreement Information: page 4 – 54
- Entering Currency Information: page 4 – 56
- Entering Purchase Order Details Information: page 4 – 58
- Entering Purchase Order Shipments: page 4 – 61
- Entering Purchase Order Receiving Controls: page 4 – 65
- Entering Purchase Order Price Break Information: page 4 – 68

- Entering Purchase Order Distributions: page 4 – 70
- Entering Outside Processing Information: page 4 – 75
- Entering Purchase Order Notification Controls: page 4 – 77
- Entering and Viewing Purchase Order Acceptances: page 4 – 79
- Entering Releases: page 4 – 81
- Automatic Release Generation: page 4 – 93
- Printed Purchase Order Overview: page 4 – 96
- Document Revision Numbering: page 4 – 110
- Changing Encumbered Documents: page 4 – 119
- Overview of Outside Processing: page 4 – 120
- Drop Shipments: page 4 – 156
- Tax Defaults in Purchasing: page 4 – 158
- Workflow for Creating Purchase Orders and Releases: page 4 – 160

Overview of Purchase Orders

Purchasing provides the Purchase Orders window that you can use to enter Standard and Planned purchase orders as well as Blanket and Contract purchase agreements. You *must* be defined as a buyer to use this window. See: Entering Purchase Order Headers: page 4 – 39. See: Defining Buyers: page 1 – 13.

To create purchasing documents more quickly, use the AutoCreate Documents window. See: Autocreate Documents Overview: page 6 – 2.

Purchasing provides you the features you need to satisfy the following purchasing needs. You should be able to:

- Review all of your purchases with your suppliers to negotiate better discounts
- Create purchase orders simply by entering a supplier and item details
- Create standard purchase orders and blanket releases from both on-line and paper requisitions
- Create accurate and detailed accounting information so that you charge purchases to the appropriate departments
- Check your funds availability while creating purchase orders.
- Review the status and history of your purchase orders at any time for all the information you need
- Print purchase orders flexibly by using a number of print options
- Inform your suppliers of your shipment schedule requirements
- Record supplier acceptances of your purchase orders. You always know whether your suppliers have received and accepted your purchase order terms and conditions
- Create your purchase orders by providing a quantity and price for each item you are ordering. Alternatively, you should also be able to create your purchase order simply by providing an amount if you are ordering a service that you cannot break down by price and quantity

Purchase Order Types

Purchasing provides the following purchase order types: Standard Purchase Order, Planned Purchase Order, Blanket Purchase Agreement, and Contract Purchase Agreement. You can use the Document Name field in the Document Types window to change the names of these documents. For example, if you enter Regular Purchase Order in the Document Name field for the Standard Purchase Order type, your choices in the Type field in the Purchase Orders window will be Regular Purchase Order, Planned Purchase Order, Blanket Purchase Agreement, and Contract Purchase Agreement.

Standard Purchase Orders

You generally create standard purchase orders for one-time purchase of various items. You create standard purchase orders when you know the details of the goods or services you require, estimated costs, quantities, delivery schedules, and accounting distributions. If you use encumbrance accounting, the purchase order may be encumbered since the required information is known.

Blanket Purchase Agreements

You create blanket purchase agreements when you know the detail of the goods or services you plan to buy from a specific supplier in a period, but you do not yet know the detail of your delivery schedules. You can use blanket purchase agreements to specify negotiated prices for your items before actually purchasing them.

Blanket Releases

You can issue a blanket release against a blanket purchase agreement to place the actual order (as long as the release is within the blanket agreement effectivity dates). If you use encumbrance accounting, you can encumber each release.

Contract Purchase Agreements

You create contract purchase agreements with your suppliers to agree on specific terms and conditions without indicating the goods and services that you will be purchasing. You can later issue standard purchase orders referencing your contracts, and you can encumber these purchase orders if you use encumbrance accounting.

Planned Purchase Orders

A planned purchase order is a long-term agreement committing to buy items or services from a single source. You must specify tentative delivery schedules and all details for goods or services that you want to buy, including charge account, quantities, and estimated cost.

Scheduled Releases

You can issue scheduled releases against a planned purchase order to place the actual orders. If you use encumbrance accounting, you can use the planned purchase order to reserve funds for long term agreements. You can also change the accounting distributions on each release and the system will reverse the encumbrance for the planned purchase order and create a new encumbrance for the release.

Purchase Order Types Summary

	Standard Purchase Order	Planned Purchase Order	Blanket Purchase Agreement	Contract Purchase Agreement
Terms and Conditions Known	Yes	Yes	Yes	Yes
Goods or Services Known	Yes	Yes	Yes	No
Pricing Known	Yes	Yes	Maybe	No
Quantity Known	Yes	Yes	No	No
Account Distributions Known	Yes	Yes	No	No
Delivery Schedule Known	Yes	Maybe	No	No
Can Be Encumbered	Yes	Yes	No	No
Can Encumber Releases	N/A	Yes	Yes	N/A

Table 4 - 1 (Page 1 of 1)

Purchase Order Features

AutoCreate

AutoCreate lets you compose a purchase order or a release from on-line requisitions in a few keystrokes. See: Autocreate Documents Overview: page 6 – 2.

Workflow for Automatic Purchase Order and Release Creation

Purchasing uses Oracle Workflow technology to create purchase orders and releases automatically from approved requisition lines. Purchase orders and releases are created automatically only if the approved requisition lines are valid (for example, they contain valid source document information) and if the "Is Automatic Creation Allowed?" attribute in the Oracle Workflow Builder is set to 'Y' for Yes. (It is set to 'Y' by default.) See: Workflow for Creating Purchase Orders or Releases: page 4 – 160. See: Choosing Workflow Options: page 1 – 73. See also: Automatic Release Generation: page 4 – 93.

Accurate Accounting

You supply accounting information as part of your purchase order. You can allocate order line quantities and costs to cost centers, projects, or departments.

On-line Funds Availability Checking

You can determine whether you have enough funds available in your budget before you complete a purchase order. You can check funds at the purchase order header, lines, shipments, distributions, and release levels. You can also check whether funds are available before you approve your purchase order. You can even set up your system setup options to prevent a buyer from approving a purchase order until sufficient funds are available.

To use on-line funds checking, you need to implement budgetary controls. You can check funds at the detail or summary level. You can also choose to check your funds for each period, quarter, or year. See: Budgetary Control and Online Funds Checking, *Oracle Public Sector General Ledger User's Guide*

Revising Purchase Orders

To change a standard or planned purchase order, simply query this purchase order and enter your changes. You can provide additional paper requisition information to a standard purchase order. You can also revise blanket or contract purchase agreements. When you make changes to a purchase order or release, Purchasing's change order workflow processes determine whether or not the changes require reapproval and, if so, route the document for the necessary reapprovals. See: *Workflow Processes for Approving Change Orders: page 2 – 73.*

To add on-line requisition lines to an existing standard purchase order or release, use AutoCreate. You can add requisition lines as a new purchase order line or add to an existing purchase order line. See: *Autocreate Document Options: page 6 – 4.*

When you change a purchase order, Purchasing automatically increments the revision number. See: *Document Revision Rules: page 4 – 111.*

Shipment Schedules

You can create purchase order lines that have an unlimited number of ship-to locations and delivery dates. Each shipment line has a Ship-To Organization and Location, Promise-By Date, Need-By Date, and Last Accept Date. You receive goods and services against each shipment line.

Acceptances

You can enter purchase order acceptances to verify that your suppliers have agreed to and accepted the details on the purchase orders you send to them. See: *Entering Purchase Order Acceptances: page 4 – 79.*

Line Types

Purchasing uses Line Types to distinguish between items you order by quantity and price, and services that you order by amount. Line Types also serve to identify outside processing services for which Work in Process creates requisitions. See: *Defining Line Types: page 1 – 61.*

Approving Purchase Orders

Purchasing checks purchase orders for accuracy and completeness before printing. You can submit purchase orders to the approval process from the Purchase Orders window before you print them. Also, you can use the Notifications Summary window to submit purchase orders for approval. See: *Submitting a Document for Approval*: page 2 – 32. See: *Viewing and Responding to Notifications*: page 2 – 29.

You can also assign an authorization limit to each buyer and decide whether you want to enforce this limit whenever any buyer approves a purchase order. See: *Overview of Purchasing Options*: page 1 – 29. See: *Defining Buyers*: page 1 – 13.

Printing Purchase Orders

You can print purchase orders at the time you approve them. (See: *Submitting a Document for Approval*: page 2 – 32.) You can reprint purchase orders as often as you want using the Submit Requests window (See: *Submitting a Request, Oracle Applications System Administrator's Guide*). You can choose from the following options:

- Print all new and changed purchase orders
- Print all changed purchase orders
- Print all new purchase orders
- Print a particular purchase order or range of purchase orders
- Print a test purchase order
- Landscape or portrait format

Cancelling Purchase Orders

Purchasing lets you cancel a purchase order or purchase order line after you have approved it. When you cancel a purchase order or purchase order line, you pay only for those goods you received before cancellation, and you can optionally reassign any unfilled requisitions to another purchase order. See: *Controlling Documents*: page 2 – 48.

If you are using encumbrance or budgetary control and if you choose to cancel referencing requisitions, Purchasing creates negative debit entries in your general ledger system to cancel the encumbrance associated with the purchase order. Purchasing recreates requisition encumbrances for the requisition lines you used to create the purchase order, using the distributions from your cancelled purchase order. See:

Closing and Final Closing Purchase Orders

Purchasing lets you automatically close a purchase order once you have received and paid for all items you ordered. This feature lets you concentrate on those purchase orders that are overdue or partially received. You can also manually close purchase orders at any time. Of course, you always have the option to review or reopen a purchase order by adding new lines or creating additional receipt transactions until the purchase order is final closed. See: Controlling Documents: page 2 – 48.

If you designate an invoice as the final match to a purchase order, Payables final closes the purchase order shipment during AutoApproval. You cannot update the status of a final-closed purchase order. See: Approval, *Oracle Public Sector Payables User's Guide*.

If you are using encumbrance or budgetary control and if you choose to cancel referencing requisitions, Purchasing automatically creates credit entries in your general ledger system to reverse the encumbrance that corresponds to the purchase order are final closing. See: Budgetary Control and Online Funds Checking, *Oracle Public Sector General Ledger User's Guide*.

Close for Receiving and Close for Invoicing

Purchasing automatically closes shipments for receiving and invoicing based on controls that you specify in the Purchasing Options window. Once all shipments for a given line are closed, Purchasing automatically closes the line. When all lines for a given header are closed, Purchasing automatically closes the document.

You can specify closing controls including: Receipt Close Tolerance, Receipt Close Point, and Invoice Close Tolerance. See: Defining Purchasing Options: page 1 – 29.

Note: The Close for Invoicing status does not prevent you from matching an invoice to a purchase order.

Holding and Freezing Purchase Orders

Purchasing lets you freeze a purchase order so that you can prevent changes or additions to it, but still receive and pay for goods already

ordered. You can easily control your purchase order changes because you can freeze or unfreeze a purchase order when appropriate. Likewise, you can place a purchase order on hold to prevent all actions until you remove the order from hold. See: Controlling Documents: page 2 – 48.

Notification Controls (Using Oracle Alert)

For planned purchase orders, blanket purchase agreements, and contracts, you can establish expiration and release control notification conditions and specify the number of days before the condition is met that you want to be notified. In the Notification Controls window, accessible through the Purchase Orders window, you can specify the following notification conditions:

- Amount released by date
- Amount not released by date
- Amount not released
- Amount released
- Expiration date

When the notification conditions are met, Purchasing sends you an Alert (or email) so that you can take appropriate action. See: Entering Purchase Order Notification Controls: page 4 – 77. See: Using Oracle Alert in Oracle Public Sector Purchasing: page 0 – 2.

Quick Access to Particular Purchase Orders

You can place purchase orders that you reference frequently in the Oracle Applications Navigator. Placing documents in the Navigator is useful when you need to query large documents with multiple lines, shipments, or distributions. When the purchase order is open, choose Place on Navigator from the Action menu. When you choose the Documents alternative region in the Navigator, you can then access that document directly from within the Navigator. You can also do this with requisitions. See: Using the Navigator's Documents Region, *Oracle Applications User's Guide*.

Purchase Order Defaulting Rules

Purchasing uses a *comprehensive* defaulting mechanism to provide most required purchase order information and minimize document creation time. For example, when you are entering a standard purchase order and you want only one shipment and distribution for each purchase order line, you do not need to navigate beyond the Lines alternative region unless you want to change the default information in the shipments and distributions that Purchasing automatically creates. If you are creating an outside processing line, you must go to the Distributions window to enter outside processing information. Finally, note that the Account Generator may be unable to build accounts for a number of reasons, for example, if you have entered a one-time item. In this case, you must enter distributions in the Distributions window.

Purchase Order Default Matrix Conventions

The Purchase Order Default Matrix uses the following conventions:

- "Default" in this context means that Purchasing provides this information for you. It does not mean that you can always change the defaulted information.
- When options are listed as 1-2-3, Purchasing looks first for the option specified as 1. If new information is provided, or if information is not available in the first source, Purchasing uses the next source. For example, when defaulting the currency to a standard purchase order header, Purchasing first provides the currency specified in the Financials Options window. When you specify a supplier, Purchasing updates the currency based on the supplier's default currency. Finally, when you specify a supplier site, Purchasing updates the currency accordingly.
- For Releases, "Source Agreement" refers to Blanket Purchase Agreements or Planned Purchase Orders, as appropriate.
- The Last Acceptance Date is calculated using the Promised Date if available. Otherwise, Purchasing uses the Need-By date.
- Purchasing provides a GL Date only if you are using encumbrance.
- The following abbreviations are used in the matrix:
 - OSP Outside Processing
 - PO Opt Purchasing Options

Purchase Order Defaulting Rules

Header		Standard	Planned	Blanket	Contract	Release
Purchase Order Type		Value = "Standard"				Value = "Blanket"
Buyer		User name (must be buyer)	User name (must be buyer)			
Currency	1	Set of Books	Set of Books	Set of Books	Set of Books	Source Agreement (not changeable)
	2	Supplier	Supplier	Supplier	Supplier	
	3	Supplier Site	Supplier Site	Supplier Site	Supplier Site	
Supplier						Source Agreement (not changeable)
Supplier Site		From supplier if only 1 "Purchasing" site exists	From supplier if only 1 "Purchasing" site exists	From supplier if only 1 "Purchasing" site exists	From supplier if only 1 "Purchasing" site exists	Source Agreement (not changeable)
Supplier Contact		From site if only 1 contact exists				
Confirm Order		Value = "No"	Value = "No"	Value = "No"	Value = "No"	
Ship To Location	1	Financials Options	Financials Options	Financials Options	Financials Options	Source Agreement (not changeable)
	2	Supplier	Supplier	Supplier	Supplier	
	3	Supplier Site	Supplier Site	Supplier Site	Supplier Site	
Bill To Location	1	Financials Options	Financials Options	Financials Options	Financials Options	Source Agreement (not changeable)
	2	Supplier	Supplier	Supplier	Supplier	
	3	Supplier Site	Supplier Site	Supplier Site	Supplier Site	
Payment Terms	1	Financials Options	Financials Options	Financials Options	Financials Options	Source Agreement (not changeable)
	2	Supplier	Supplier	Supplier	Supplier	
	3	Supplier Site	Supplier Site	Supplier Site	Supplier Site	
Freight Terms	1	Financials Options	Financials Options	Financials Options	Financials Options	Source Agreement (not changeable)
	2	Supplier	Supplier	Supplier	Supplier	
	3	Supplier Site	Supplier Site	Supplier Site	Supplier Site	
Ship Via	1	Financials Options	Financials Options	Financials Options	Financials Options	Source Agreement (not changeable)
	2	Supplier	Supplier	Supplier	Supplier	
	3	Supplier Site	Supplier Site	Supplier Site	Supplier Site	

Table 4 – 2 (Page 1 of 2)

Header		Standard	Planned	Blanket	Contract	Release
FOB	1	Financials Options	Financials Options	Financials Options	Financials Options	Source Agreement (not changeable)
	2	Supplier	Supplier	Supplier	Supplier	
	3	Supplier Site	Supplier Site	Supplier Site	Supplier Site	
Rate Type		Purchasing Options	Purchasing Options	Purchasing Options	Purchasing Options	Source Agreement (not changeable)
Effective Date						Source Agreement (not changeable)
Expiration Date						Source Agreement (not changeable)
Minimum Release Amount			Purchasing Options	Purchasing Options		
Notification Control Expiration Date			Terms and conditions expiration date	Terms and conditions expiration date	Terms and conditions expiration date	
Acceptance Required		Value = "No"	Value = "No"	Value = "No"	Value = "No"	Source Agreement (not changeable)
Release Number						Existing number + 1
Release Date						Today's date

Table 4 - 2 (Page 2 of 2)

PO Preferences	Standard	Planned	Blanket	Contract	Release
GL Date	Today's date if in valid period; else null	Today's date if in valid period; else null			
Period	Period currently open in PO & open or future in GL	Period currently open in PO & open or future in GL			

Table 4 - 3 (Page 1 of 2)

PO Preferences		Standard	Planned	Blanket	Contract	Release
Ship-To Organization	1	Financials Options' Ship-To location's organization	Financials Options' Ship-To location's organization			
	2	If 1 is null, Purchasing Options' Inventory organization	If 1 is null, Purchasing Options' Inventory organization			
	3	PO Header's Ship-To Location's organization if not null	PO Header's Ship-To Location's organization if not null			

Table 4 - 3 (Page 2 of 2)

Line		Standard	Planned	Blanket	Contract	Release
Line Type		Purchasing Options	Purchasing Options	Purchasing Options		
Category	1	Line Type	Line Type	Line Type		
	2	Item	Item	Item		
UOM	1	Line Type	Line Type	Line Type		
	2	Item	Item	Item		
Unit Price	1	Line Type	Line Type	Line Type		
	2	List Price	List Price	List Price		
	3	Auto Sourcing	Auto Sourcing	Auto Sourcing		
UN Number		Item	Item	Item		
Hazard Class		Item	Item	Item		
OSP UOM Type		Item	Item	Item		
List Price		Item	Item	Item		
Market Price		Item	Item	Item		
Price Type		PO Preferences	PO Preferences	PO Preferences		
Allow Price Override			Value = "No"	Value = "No"		
Promised Date		PO Preferences	PO Preferences	PO Preferences		Source Agreement (not changeable)
Need-By Date		PO Preferences	PO Preferences	PO Preferences		Source Agreement (not changeable)

Table 4 - 4 (Page 1 of 2)

Line	Standard	Planned	Blanket	Contract	Release
Transaction Nature	PO Preferences	PO Preferences	PO Preferences		
Price Break Type			PO Preferences		

Table 4 – 4 (Page 2 of 2)

Shipment		Standard	Planned	Blanket	Contract	Release
Ship-To Organization	1	Financial System Options	Financial System Options	Agreement Header's Ship-To locations organization		Source Agreement (not changeable)
	2	PO Preferences – Validated against item	PO Preferences – Validated against item	Agreement Header's Ship-To locations organization		Source Agreement (not changeable)
Ship-To Location		PO Preferences – Validated against validated organization	PO Preferences – Validated against validated organization	Agreement Header		Source Agreement (not changeable)
Promised Date	1	Lines	Lines	Lines		Lines
	2	PO Preferences	PO Preferences	PO Preferences		PO Preferences
Need-By Date	1	Lines	Lines	Lines		Lines
	2	PO Preferences	PO Preferences	PO Preferences		PO Preferences
Receipt Close Tolerance	1	Purchasing Options	Purchasing Options			Purchasing Options
	2	Item	Item			Item
Invoice Close Tolerance	1	Purchasing Options	Purchasing Options			Purchasing Options
	2	Item	Item			Item
Invoice Matching (2, 3, 4 Way)	1	Purchasing Options	Purchasing Options			Purchasing Options
	2	Line Type	Line Type			Line Type
	3	Item	Item			Item

Table 4 – 5 (Page 1 of 3)

Shipment		Standard	Planned	Blanket	Contract	Release
Accrue on Receipt	1	Yes, if line type is OSP	Yes, if line type is OSP			Yes, if line type is OSP
	2	Yes, if item is stockable in ship-to organization	Yes, if item is stockable in ship-to organization			Yes, if item is stockable in ship-to organization
	3	No, if PO Opt expense accrual is "Period End"	No, if PO Opt expense accrual is "Period End"			No, if PO Opt expense accrual is "Period End"
	4	Else = Receipt Required Value	Else = Receipt Required Value			Else = Receipt Required Value
Taxable	1	Purchasing Order Preferences	Purchase Order Preferences			Purchase Order Preferences
	2	Ship to Organization/Item	Ship to Organization/Item			Ship to Organization/Item
	3	Inventory Organization/Item	Inventory Organization/Item			Inventory Organization/Item
	4	Purchasing Options System Default	Purchasing Options System Default			Purchasing Options System Default
Tax Name	1	Purchasing Order Preferences	Purchase Order Preferences			Purchase Order Preferences
	2					Tax Name from planned purchase order shipment
	3	Tax Defaults in Purchasing Options window	Tax Defaults in Purchasing Options window			Tax Defaults in Purchasing Options window
Enforce Ship-To Location	1	Receiving Options	Receiving Options			Receiving Options
	2	Supplier	Supplier			Supplier
	3	Item	Item			Item
Allow Substitute Receipts	1	Receiving Options	Receiving Options			Receiving Options
	2	Supplier	Supplier			Supplier
	3	Item	Item			Item
Receipt Routing	1	Receiving Options	Receiving Options			Receiving Options
	2	Supplier	Supplier			Supplier
	3	Item	Item			Item
Quantity Received Tolerance	1	Receiving Options	Receiving Options			Receiving Options
	2	Supplier	Supplier			Supplier
	3	Item	Item			Item

Table 4 – 5 (Page 2 of 3)

Shipment		Standard	Planned	Blanket	Contract	Release
Quantity Received Exception	1	Receiving Options	Receiving Options			Receiving Options
	2	Supplier	Supplier			Supplier
	3	Item	Item			Item
Days Early Receipt Allowed	1	Receiving Options	Receiving Options			Receiving Options
	2	Supplier	Supplier			Supplier
	3	Item	Item			Item
Days Late Receipt Allowed	1	Receiving Options	Receiving Options			Receiving Options
	2	Supplier	Supplier			Supplier
	3	Item	Item			Item
Last Accept Date		Promised Date or Need By Date + Late Receipt Tolerance	Promised Date or Need By Date + Late Receipt Tolerance			Promised Date or Need By Date + Late Receipt Tolerance
Receipt Date Exception	1	Receiving Options	Receiving Options			Receiving Options
	2	Supplier	Supplier			Supplier
	3	Item	Item			Item
Shipment Price						Source Agreement (not changeable)

Table 4 - 5 (Page 3 of 3)

Distribution		Standard	Planned	Blanket	Contract	Release
Destination Type	1	If line type is OSP = "Shop Floor"	If line type is OSP = "Shop Floor"			If line type is OSP = "Shop Floor"
	2	If item stockable in ship-to org. = "Inventory"	If item stockable in ship-to org. = "Inventory"			If item stockable in ship-to org. = "Inventory"
	3	If item stockable in ship-to org. and purchasable and Accrue on Receipt is No = "Expense"	If item stockable in ship-to org. and purchasable and Accrue on Receipt is No = "Expense"			If item stockable in ship-to org. and purchasable and Accrue on Receipt is No = "Expense"
	4	If item is NOT stockable = "Expense"	If item is NOT stockable = "Expense"			If item is NOT stockable = "Expense"
Requestor		PO Preferences	PO Preferences			
Deliver-To Location	1	PO Preferences if valid for ship-to org and item	PO Preferences if valid for ship-to org and item			Requestor's location
	2	Requestor's location	Requestor's location			Requestor's location

Table 4 - 6 (Page 1 of 2)

Distribution		Standard	Planned	Blanket	Contract	Release
Project Details		PO Preferences	PO Preferences			PO Preferences
Rate Date		PO Header	PO Header			Source Agreement (not changeable)
GL Date		PO Preferences	PO Preferences			Today's date if in valid period; else null
Accounts		Account Generator	Account Generator			Account Generator
Requisition Information	1	PO Preferences	PO Preferences			
	2	Source Requisition (Online)	Source Requisition (Online)			Source Requisition (Online)

Table 4 – 6 (Page 2 of 2)

See Also

Defining Financials Options, *Oracle Public Sector Payables User's Guide*
 About Suppliers, *Oracle Public Sector Payables User's Guide*
 Site Locations, *Oracle Human Resource Management Systems User's Guide*
 Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2
 Defining Purchasing Options: page 1 – 29
 Defining Receiving Options: page 1 – 40
 Profile Options in Purchasing: page 1 – 76
 Entering Purchase Order Shipments: page 4 – 61
 Entering Purchase Order Distributions: page 4 – 70

Finding Purchase Orders

Use the Find Purchase Orders window to:

- Access the Purchase Orders window.
- Access the Releases window.
- Perform purchase order inquiries at header, line, shipment, and distribution levels

Depending on the function security assigned to your responsibility, you have varying levels of access to information. A responsibility defines an application user's *current* privileges while working with Oracle Applications.

See Also

Overview of Function Security, *Oracle Applications System Administrator's Guide*

Function Security for Purchasing: page 2 – 11

Forms and Subfunctions, *Oracle Applications System Administrator's Guide*

► **To enter search criteria:**

1. Navigate to the Find Purchase Orders window by selecting Purchase Order Summary from the menu. Enter desired search criteria as described in the following steps.

The screenshot shows a software window titled "Find Purchase Orders (S00 2)". It features a grid of input fields for search criteria. The top row includes "Number" and "Type". The second row has "Release" and "Currency". The third row contains "Supplier" and "Site". The fourth row includes "Skip-To Org" and "Ship-To". The fifth row has "Bill-To" and "Buyer". The sixth row contains "Line" and "Line Type". The seventh row includes "Shipment" and a "View Releases" checkbox. Below this is a "Item" dropdown menu. The bottom section has input fields for "Item, Rev", "Category", "Description", and "Supplier Item". To the right of these is a "Results" section with checkboxes for "Headers", "Lines", "Shipments", and "Distributions". At the very bottom are four buttons: "Clear", "New Release", "New PO", and "Find".

2. Enter the purchase order number. If you enter a purchase order number, you can also enter a Release, Line, and/or Shipment number for the purchase order.
3. Select the View Releases check box to include all associated releases for blanket purchase agreements and planned purchase orders. Purchasing automatically selects this check box if you specify selection criteria for which it would be required (for example, if you select Scheduled Releases as the purchase order Type). This check box is not available when inappropriate (for example, if you select Standard PO as the purchase order Type).
4. Select the purchase order Type (Standard purchase order, Blanket purchase agreement, Planned purchase order, Contract purchase agreement, Blanket Release, or Scheduled Release).
5. Enter the Currency.
6. Enter the Supplier. If you enter a supplier, you can also enter a supplier Site.
7. Enter the Ship To Organization.
8. Enter the Ship To location.
9. Enter the Bill To location.
10. Enter the Buyer.
11. Enter the Line Type.

12. Use the alternative regions to further restrict the search:
 - In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item Number.
 - In the Date Ranges region, you can enter date ranges for the following dates: Order, Approved, Promised, Need By, and Closed.
 - In the Status region, you can limit the search by:
 - Order Approval status (Approved, In Process, Incomplete, Pre-Approved, Rejected, or Requires Reapproval)
 - Control status (Open, Closed, Finally Closed, Closed for Invoicing, Closed for Receiving, or Cancelled)
 - Hold status (Yes or No)
 - Frozen status (Yes or No)
 - Firm status (Yes or No)
 - In the Related Documents region, you can limit the search by Supplier Quote number, Quote number, Quote Line number, Requisition number, Receipt number, Contract number, Invoice number, and Paper Requisition number.
 - In the Deliver To region, you can limit the search by destination Type (Expense, Inventory, Shop Floor), Deliver To Person, Organization, Location, and Subinventory.
 - In the Accounting region, you can limit the search by Period, GL Date, Charge Account, Budget Account, and whether there are Active Encumbrances (Yes or No).
13. Select the Results summary window (Headers, Lines, Shipments, or Distributions). Depending on the search criteria you have specified, all summary windows may not be available. For example, if you specify criteria in the Accounting region, only the Purchase Order Distributions summary window is available.
14. Select the Find button to initiate the search and open the appropriate summary window.

► **To clear existing search criteria:**

- Select the Clear button to clear any existing search criteria.

- ▶ **To enter a new release:**
 - Select the New Release button to open the Releases window. See: Entering Release Headers: page 4 – 81.

- ▶ **To enter a new purchase order:**
 - Select the New PO button to open the Purchase Orders window. See: Entering Purchase Order Headers: page 4 – 39.

- ▶ **To enter purchase order preferences:**
 - Select Preferences on the Special menu to open the Purchase Order Preferences window. See: Entering Purchase Order Preferences: page 4 – 33.

See Also

Overview of Purchase Orders: page 4 – 3

Using the Purchase Order Headers Summary Window: page 4 – 22

Using the Purchase Order Lines Summary Window: page 4 – 25

Using the Purchase Order Shipments Summary Window: page 4 – 28

Using the Purchase Order Distributions Summary Window: page 4 – 30

Using the Purchase Order Headers Summary Window

Use the Purchase Order Headers results folder window to:

- View purchase order header information.
- Drill down to view purchase order line, shipment, and distribution information.
- Access the Purchase Orders and Releases windows for entry and update of documents.
- Access other windows from the Special menu.

- ▶ **To navigate to the Purchase Order Headers results window:**
 - In the Find Purchase Orders window, select Headers in the Results region and select the Find button to open the Purchase Order Headers folder window.

- ▶ **To drill down to view purchase order line information:**
 - Select the Lines button to drill down to the Purchase Order Lines results folder window. You can also select View Lines on the Special menu to open this window. See: Using the Purchase Order Lines Summary Window: page 4 – 25.

- ▶ **To enter a new release:**
 - Select the New Release button to open the Releases window. If the current record is a blanket purchase agreement or a planned purchase order, then you can create a release against it.

 **Attention:** Depending on how the Function Security is set for your user responsibility, you may not have access to the New Release button. (With Function Security, a system administrator can limit people's access to this function.)

- ▶ **To enter a new purchase order:**
 - Select the New PO button to open the Purchase Orders window. See: Entering Purchase Order Headers: page 4 – 39.

 **Attention:** Depending on how the Function Security is set for your user responsibility, you may not have access to the New PO button. (With Function Security, a system administrator can limit people's access to this function.)

- ▶ **To open the Purchase Orders or Releases window for the current order:**
 - Select the Open button to open the Purchase Orders window and query the purchase order on the current line. If the current order is for a blanket or scheduled release, Purchasing opens the Releases window and queries the current order. Your options in this window depend on the status of the order and your approval and security options. See: Entering Purchase Order Headers: page 4 – 39

 **Attention:** Depending on how the Function Security is set for your user responsibility, you may not have access to the Open

button. (With Function Security, a system administrator can limit people's access to this function.)

- ▶ **To drill down to view purchase order shipment information:**
 - Select View Shipments on the Special menu to open the Purchase Order Shipments results folder window. See: Using the Purchase Order Shipments Summary Window: page 4 – 28.

- ▶ **To drill down to view purchase order distributions information:**
 - Select View Distributions on the Special menu to open the Purchase Order Distributions results folder window. See: Using the Purchase Order Distributions Summary Window: page 4 – 30.

- ▶ **To view acceptances:**
 - Select View Acceptances on the Special menu to open the View Acceptances window. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79

- ▶ **To enter acceptances:**
 - Select Enter Acceptances on the Special menu to open the Enter Acceptances window. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79.

- ▶ **To view action history:**
 - Select View Action History on the Special menu to open the Action History window. See: Viewing Action History: page 8 – 2.

- ▶ **To view invoices:**
 - Select Invoices on the Special menu to view invoice information: See: Invoice Overview, *Oracle Public Sector Payables User's Guide*.

- ▶ **To view receipts:**
 - Select View Receipts on the Special menu to open the Find Receiving Transactions window. See: Finding Receiving Transactions (Summary): page 7 – 39.

- ▶ **To enter purchase order control information:**
 - Select Control on the Special menu to open the Control Document window. See: Controlling Documents: page 2 – 48.

- ▶ **To enter purchase order preferences:**
 - Select Preferences on the Special menu to open the Purchase Order Preferences window. See: Entering Purchase Order Preferences: page 4 – 33

See Also

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Overview of Purchase Orders: page 4 – 3

Finding Purchase Orders: page 4 – 19

Using the Purchase Order Lines Summary Window: page 4 – 25

Using the Purchase Order Shipments Summary Window: page 4 – 28

Using the Purchase Order Distributions Summary Window: page 4 – 30

Using the Purchase Order Lines Summary Window

Use the Purchase Order Lines results folder window to:

- View purchase order line information.
 - Drill down to view purchase order shipment and distribution information.
 - Access the Purchase Orders and Releases windows for entry and update of documents.
 - Access other windows from the Special menu.
-
- ▶ **To navigate to the Purchase Order Lines results window:**
 - In the Find Purchase Orders window, select Lines in the Results region and select the Find button to open the Purchase Order Lines folder window. You can also navigate to this window by selecting

View Lines on the Special menu in the Purchase Order Headers results folder window.

- ▶ **To drill down to view purchase order shipment information:**
 - Select the Shipments button to drill down to the Purchase Order Shipments results folder window. You can also select View Shipments on the Special menu to open this window. See: Using the Purchase Order Shipments Summary Window: page 4 – 28

- ▶ **To enter a new release:**
 - Select the New Release button to open the Releases window. If the current record is a blanket purchase agreement or a planned purchase order, then you can create a release against it.

- ▶ **To enter a new purchase order:**
 - Select the New PO button to open the Purchase Orders window. See: Entering Purchase Order Headers: page 4 – 39.

- ▶ **To open the Purchase Orders or Releases window for the current line:**
 - Select the Open button to open the Purchase Orders window and query the purchase order on the current line. If the current line is for a blanket or scheduled release, Purchasing opens the Releases window and queries the current line. Your options in this window depend on the status of the order and your approval and security options. See: Entering Purchase Order Headers: page 4 – 39

- ▶ **To drill down to view purchase order distributions information:**
 - Select View Distributions on the Special menu to open the Purchase Order Distributions results folder window. See: Using the Purchase Order Distributions Summary Window: page 4 – 30.

- ▶ **To view acceptances:**
 - Select View Acceptances on the Special menu to open the View Acceptances window. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79

- ▶ **To enter acceptances:**
 - Select Enter Acceptances on the Special menu to open the Enter Acceptances window. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79.

- ▶ **To view action history:**
 - Select View Action History on the Special menu to open the Action History window. See: Viewing Action History: page 8 – 2.

- ▶ **To view invoices:**
 - Select Invoices on the Special menu to view invoice information: See: Invoice Overview, *Oracle Public Sector Payables User's Guide*.

- ▶ **To view receipts:**
 - Select View Receipts on the Special menu to open the Find Receiving Transactions window. See: Finding Receiving Transactions (Summary): page 7 – 39

- ▶ **To enter purchase order control information:**
 - Select Control on the Special menu to open the Control Document window. See: Controlling Documents: page 2 – 48.

- ▶ **To enter purchase order preferences:**
 - Select Preferences on the Special menu to open the Purchase Order Preferences window. See: Entering Purchase Order Preferences: page 4 – 33

See Also

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

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Using the Purchase Order Headers Summary Window: page 4 – 22

Using the Purchase Order Shipments Summary Window: page 4 – 28

Using the Purchase Order Shipments Summary Window

Use the Purchase Order Shipments results folder window to:

- View purchase order shipment information.
- Drill down to view purchase order distribution information.
- Access the Purchase Orders and Releases windows for entry and update of documents.
- Access other windows from the Special menu.

Note that this window does not display price breaks.

► **To navigate to the Purchase Order Shipments results window:**

1. In the Find Purchase Orders window, select Shipments in the Results region and select the Find button to open the Purchase Order Shipments folder window. You can also navigate to this window by selecting View Shipments on the Special menu in the Purchase Order Headers and Purchase Order Lines results folder windows.

► **To drill down to view purchase order distribution information:**

- Select the Distributions button to drill down to the Purchase Order Distributions results folder window. You can also select View Distributions on the Special menu to open this window. See: Using the Purchase Order Distributions Summary Window: page 4 – 30.

► **To enter a new release:**

- Select the New Release button to open the Releases window. If the current record is a blanket purchase agreement or a planned purchase order, then you can create a release against it.

► **To enter a new purchase order:**

- Select the New PO button to open the Purchase Orders window. See: Entering Purchase Order Headers: page 4 – 39.

- ▶ **To open the Purchase Orders or Releases window for the current shipment:**
 - Select the Open button to open the Purchase Orders window and query the purchase order shipment on the current line. If the current shipment is for a blanket or scheduled release, Purchasing opens the Releases window and queries the current shipment. Your options in this window depend on the status of the order and your approval and security options. See: *Entering Purchase Order Headers*: page 4 – 39

- ▶ **To view acceptances:**
 - Select View Acceptances on the Special menu to open the View Acceptances window. See: *Entering and Viewing Purchase Order Acceptances*: page 4 – 79

- ▶ **To enter acceptances:**
 - Select Enter Acceptances on the Special menu to open the Enter Acceptances window. See: *Entering and Viewing Purchase Order Acceptances*: page 4 – 79.

- ▶ **To view action history:**
 - Select View Action History on the Special menu to open the Action History window. See: *Viewing Action History*: page 8 – 2.

- ▶ **To view invoices:**
 - Select Invoices on the Special menu to view invoice information: See: *Invoice Overview, Oracle Public Sector Payables User's Guide*.

- ▶ **To view receipts:**
 - Select View Receipts on the Special menu to open the Find Receiving Transactions window. See: *Finding Receiving Transactions (Summary)*: page 7 – 39.

- ▶ **To enter purchase order control information:**
 - Select Control on the Special menu to open the Control Document window. See: *Controlling Documents*: page 2 – 48.

- ▶ **To enter purchase order preferences:**
 - Select Preferences on the Special menu to open the Purchase Order Preferences window. See: Entering Purchase Order Preferences: page 4 – 33

See Also

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

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Using the Purchase Order Distributions Summary Window: page 4 – 30

Using the Purchase Order Distributions Summary Window

Use the Purchase Order Distributions results folder window to:

- View purchase order distribution information.
- Access the Purchase Orders and Releases windows for entry and update of documents.
- Access other windows from the Special menu.

- ▶ **To navigate to the Purchase Order Distributions results window:**
 1. In the Find Purchase Orders window, select Distributions in the Results region and select the Find button to open the Purchase Order Distributions folder window. You can also navigate to this window by selecting View Distributions on the Special menu in the Purchase Order Headers, Purchase Order Lines, and Purchase Order Shipments results folder windows.

- ▶ **To enter a new release:**
 - Select the New Release button to open the Releases window. If the current record is a blanket purchase agreement or a planned purchase order, then you can create a release against it.

- ▶ **To enter a new purchase order:**
 - Select the New PO button to open the Purchase Orders window. See: Entering Purchase Order Headers: page 4 – 39.

- ▶ **To open the Purchase Orders or Releases window for the current line:**
 - Select the Open button to open the Purchase Orders window and query the purchase order on the current line. If the current line is for a blanket or scheduled release, Purchasing opens the Releases window and queries the current line. Your options in this window depend on the status of the order and your approval and security options. See: Entering Purchase Order Headers: page 4 – 39

- ▶ **To view acceptances:**
 - Select View Acceptances on the Special menu to open the View Acceptances window. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79

- ▶ **To enter acceptances:**
 - Select Enter Acceptances on the Special menu to open the Enter Acceptances window. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79.

- ▶ **To view action history:**
 - Select View Action History on the Special menu to open the Action History window. See: Viewing Action History: page 8 – 2.

- ▶ **To view invoices:**
 - Select Invoices on the Special menu to view invoice information: See: Invoice Overview, *Oracle Public Sector Payables User's Guide*.

- ▶ **To view receipts:**
 - Select View Receipts on the Special menu to open the Find Receiving Transactions window. See: Finding Receiving Transactions (Summary): page 7 – 39.

- ▶ **To enter purchase order preferences:**
 - Select Preferences on the Special menu to open the Purchase Order Preferences window. See: Entering Purchase Order Preferences: page 4 – 33

See Also

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Overview of Purchase Orders: page 4 – 3

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Using the Purchase Order Shipments Summary Window: page 4 – 28

Entering Purchase Order Preferences

Use the Purchase Order Preferences window to enter preference information for purchase order lines, shipments, distributions, and releases. You can save time and effort by entering valid default values here. When you save your work in the Lines alternative region in the Purchase Orders window, Purchasing creates a shipment using the organization and ship-to location if you provided valid values in the defaults region. Then, if it is successful in creating a shipment, Purchasing creates a distribution using these values. Similarly, when you save your work in the Purchase Order Shipments window, Purchasing creates a distribution if it does not already exist and if you provided a valid organization here. You can update these shipments and distributions by navigating to the Purchase Order Shipments or Purchase Order Distributions windows.

Purchasing can create shipments only when it has default information that meets the following criteria:

- There must be an organization and a location.
- The location must belong to the organization or not be assigned to any organization.
- If the line contains an item (and optionally a revision), that item (and revision) must be valid in the default shipment organization.

Purchasing can create distributions only when it has default information that meets the following criteria:

- If the Destination Type is Inventory, the line must have an item that is stock enabled in the ship-to organization. Also, if a default subinventory has been entered, it must be defined in the ship-to organization.
- The Account Generator must be able to supply the accounts. If the Destination Type is Expense, you can enter a default charge account, which overrides any account supplied by the Account Generator.
- If you are using encumbrance accounting, you must enter a default GL date.

Purchasing uses the preferences you enter in this window for the current line and all subsequent purchase order lines that you enter during this user session. Thus, for existing purchase orders, the defaults apply only to new lines, shipments, and distributions that you add during this session. If you want to clear the default information,

either choose Delete Record in the Purchase Order Preferences window or exit the application. The default values are only valid for the session in which you are currently working. They are not saved to the database.

► **To enter main preferences:**

1. Navigate to the Purchase Order Preferences window by selecting Preferences on the Special menu in most of the purchase orders and releases windows.

The screenshot shows the 'Purchase Order Preferences (SQL 2)' window with the 'Main' alternative region selected. The window contains several input fields and a checkbox. The 'Confirming Order' checkbox is checked. The input fields are arranged in two columns. The left column includes: Price Type, Contract, Need By, Taxable (with a dropdown arrow), Requisition, GL Date, Organization, Destination Type (with a dropdown arrow), Requestor, Location, and Subinventory. The right column includes: Minimum Release Amount, Transaction Nature, Processed, Tax Name, Requisition Line, Charge Account, and Ship-To. An 'Apply' button is located at the bottom right of the window.

In the Main alternative region, you can enter the defaults described in the following steps.

2. Select Confirming Order to indicate that this order is confirming a previous informal order with the supplier.
3. Enter a Price Type from the Lookup Codes window. See: Defining Lookup Codes: page 1 – 54.
4. For planned purchase orders and blanket purchase agreements, enter the Minimum Release Amount for a line.
5. If you are referencing contract purchase agreement on a standard purchase order, enter the Contract number. The contract must be effective; that is, the current date has to be within the effective date and the expired date of the contract.

If you reference a contract purchase agreement on a standard purchase order line, Purchasing adds the total amount of the purchase order line to the total amount of the contract.

6. Enter the Transaction Nature. See: Defining Lookup Codes: page 1 – 54.
7. Enter the Need By date when the requestor needs the item. This date is printed on the purchase order if you do not provide a promised-by date. If you are using Purchasing with Master Scheduling/MRP, you must provide either a need-by date or a promised-by date for shipments that correspond to purchase order lines with Master Scheduling/MRP planned items. A need-by date is also required for Inventory planned items. See: Planner Workbench, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*.
8. Enter the Promised By date when the supplier promised delivery of the items. This date is printed on the purchase order.
9. Choose Yes, No, or Null (blank) from Taxable to indicate if the item is taxable. For taxable items, you can enter the Tax Name. See: Defining Items, *Oracle Inventory User's Guide*. See: Defining Tax Names, *Oracle Public Sector Payables User's Guide*.
Note: If Null is chosen as the taxable option, then the system defaults the item taxable status from the item organization attribute. If there is no default in the item organization attribute then it derives the taxable status from the Defaults region of the Purchasing Options window. See Defining Purchasing Options: page 1 – 29.
10. Enter the Tax Name for all shipments. The Tax Name overrides the tax defaulting hierarchy defined in the Purchasing Options window. See: Defining Tax Defaults Options: page 1 – 38.
11. Enter the paper Requisition Number for all distributions. Purchasing automatically copies this number to every distribution you create for this purchase order line. You can later review purchase orders based on paper requisitions using the Find Purchase Orders window. If you enter a requisition number, you can also enter a Requisition Line number. See: Finding Purchase Orders: page 4 – 19.
12. Enter the date you want to post expenses in your General Ledger for every distribution you create for this purchase order line. You can enter a GL Date only if you set up your financials system options to use encumbrance for purchase orders. See: About Financials Options, *Oracle Public Sector Payables User's Guide*. See:

13. Enter the Accounting Flexfield that you want to charge for the expenses. Purchasing uses the account you enter here only for expense destinations and overrides any account built by the Account Generator. See: *Using the Account Generator in Oracle Public Sector Purchasing*; page 0 – 2.
14. Enter the organization. The List of Values displays all valid receiving organizations.
15. Enter the ship-to location for the shipment.
16. Enter the Destination type to indicate the final destination of the purchased items:

Expense – The goods are delivered to the requestor at an expense location. The destination subinventory is not applicable.

Inventory – The goods are received into inventory upon delivery.
17. Enter the Requestor. This is the employee who requests the quantities on the purchase order distribution lines. Purchasing copies this name as the requestor for every distribution you create for this purchase order line.
18. Enter the Deliver To location for all distributions. Purchasing copies this location to every distribution you create for this purchase order line. The default is the requestor's location. You can pick any location that does not have an organization or any location whose organization matches the ship-to organization. See: *Enter Person, Oracle Human Resource Management Systems User's Guide*. See: *Site Locations, Oracle Human Resource Management Systems User's Guide*.
19. If the destination type is Inventory, you can enter the Subinventory. See: *Defining Subinventories, Oracle Inventory User's Guide*.

► **To enter project information preferences:**

You see a Project Information alternative region if one of the following is true:

- Oracle Projects is installed, or
- Oracle Project Manufacturing is installed and Project Reference Enabled is selected in the Organization Parameters window in Oracle Inventory

The project information you enter is used by Oracle Projects for destination types of Expense, or by Oracle Project Manufacturing for destination types of Inventory or Shop Floor. See: *Oracle Projects User's Guide*. See: *Oracle Project Manufacturing Implementation Manual*.

1. Choose the Project Information alternative region.

2. Select a Project Number.

For a Destination Type of Inventory or Shop Floor, you can optionally enter a Project Number if the Project Control Level is set to Project in the Project Information alternative region of the Organization Parameters window.

For a Destination Type of Expense, you can always optionally enter a Project Number.

3. If you entered a Project number, select a Task number.

You must enter a Task number for a Destination Type of Inventory or Shop Floor, if the Project Control Level is set to Task in the Organization Parameters window and if you have entered a Project number.

4. Enter Expenditure information.

Expenditure information is required only if your Destination Type is Expense.

- Select the Expenditure Type.
- If you chose an Expenditure Type, enter an Expenditure Organization.
- If you chose an Expenditure Organization, select the Expenditure Item Date.

► **To apply your preference changes.**

- Select the Apply button to apply your changes.

See Also

Entering Purchase Order Lines: page 4 – 44

Entering Purchase Order Shipments: page 4 – 61

Entering Purchase Order Distributions: page 4 – 70

Overview of Purchasing Options: page 1 – 29

Purchase Order Defaulting Rules: page 4 – 11

Entering Purchase Order Headers

Use the Purchase Orders window to:

- Enter standard and planned purchase orders as well as blanket and contract purchase agreements

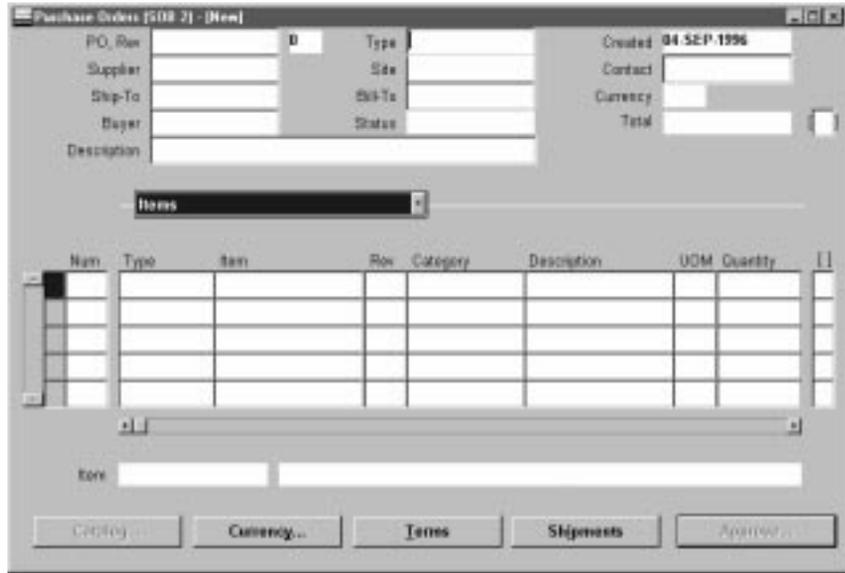
Note: You can also receive blanket purchase agreement lines electronically from your suppliers through the Purchasing Documents Open Interface. See: Receiving Price/Sales Catalog Information Electronically: page 5 – 20.
- Enter purchase orders from paper requisitions or without a requisition
- Take approval actions on individual purchase orders and agreements on-line

If you want to create a release against a planned purchase order or a blanket purchase agreement, use the Enter Releases window. See: Entering Release Headers: page 4 – 81.

If you want to place on-line requisitions onto a new or existing purchase order, use the AutoCreate Documents window. See: Autocreate Documents Overview: page 6 – 2.

► **To enter purchase order headers:**

1. Navigate to the Purchase Orders window from the menu:
 - by selecting the New PO button in the Find Purchase Orders window or any of its results windows
 - by selecting the Open button in any of the Find Purchase Order results windows
 - by selecting the Open button and then double-clicking the Open Documents icon in the Notifications Summary window when the current line is a purchase order
 - if the PO: Display the AutoCreated Document profile option is set to Yes, Purchasing opens the Purchase Orders window when you have completed AutoCreation of a purchase order. See: Profile Options in Purchasing: page 1 – 76.



The upper part of the Purchase Orders window has the following display-only fields:

Created – The system date is displayed as the creation date.

Status – Possible order status values are: Incomplete – The order has not been approved. Approved – You have approved the order. You can print it and receive items against it. Requires Reapproval – You approved the order and then made changes that require you to reapprove it.

Total – For standard and planned purchase orders, Purchasing displays the current Total order amount.

Amount Agreed – For blanket and contract purchase agreements only, Purchasing displays the agreed-to amount for the agreement. The amount Released value should not exceed the Amount Agreed.

Released – For blanket and contract purchase agreements only, Purchasing displays the current total amount Released. The amount released is 0.00 until you create releases against the blanket purchase agreement or reference the contract on a standard purchase order.

Currency – Purchasing displays the functional currency. This is overridden by supplier currency information.

2. Enter a unique Purchase Order number. The Revision is displayed to the right of the number. If you chose automatic purchase order

number generation in your Purchasing Options, the cursor does not enter this field and the number is generated when you save your work.

3. Choose the purchase order Type: Standard Purchase Order, Planned Purchase Order, Blanket Purchase Agreement, Contract Purchase Agreement. See: Purchase Order Types: page 4 – 4.



Attention: The names of the above purchase order types can be modified in the Document Types window. See: Defining Document Types: page 1 – 65.

4. Enter the name of the Supplier for this purchase order. To approve a purchase order, you must provide a supplier.



Attention: You cannot change the supplier once you approve the purchase order. The purchase order becomes a legal document when you approve it. To change the supplier after you approve a purchase order, you must cancel the existing purchase order and create a new one for the other supplier.

5. Enter the Site of the supplier you want to use for your purchase order. If the supplier you choose has only one site, it is defaulted into this field. Before you can approve a purchase order, you must provide a site. Once the purchase order is approved, you can change the supplier site only if the PO: Change Supplier Site profile option is set to Yes. If you change the supplier site, the revision will be incremented, and will require reapproval. You cannot enter the supplier site until you have entered a supplier.

You can optionally enter the name of the Contact at the supplier site. If the supplier you choose has only one contact name, it is defaulted into this field. You cannot enter a contact until you have entered a supplier site.

6. Enter the Ship To and Bill To locations for the purchase order. If you entered a supplier and supplier site, the Ship To and Bill To defaults reflect the locations you assigned to the supplier or supplier site. You can accept these values or change them to other locations. See: Purchase Order Defaulting Rules: page 4 – 11
7. If the Enforce Buyer Name option in your Purchasing Options is set to Yes, your name is displayed as the Buyer, and you cannot change this value. Otherwise, you can enter the name of any buyer. See: Defining Control Options: page 1 – 33.
8. For blanket and contract purchase agreements only, enter the total Amount Agreed. This is the amount you have agreed to spend with the supplier.

9. Enter a Description of the purchase order. These comments are for internal use only and do not print on the purchase order. You can enter up to 240 characters. If you want to add unlimited notes, use the Attachments feature. See: Attaching Notes to Purchasing Documents: page 1 – 28.
10. For standard and planned purchase orders and blanket purchase agreements, enter line information for the header you have just created. See: Entering Purchase Order Line Information: page 4 – 44.

► **To open the Supplier Item Catalog:**

- Select the Catalog button to open the Supplier Item Catalog. See: Supplier Item Catalog Overview: page 5 – 7.

► **To enter currency information:**

- Select the Currency button to open the Purchase Order Currency window. See: Entering Currency Information: page 4 – 56.

► **To enter terms and conditions information:**

- Select the Terms button to open the Purchase Order Details window. See: Entering Purchase Order Details Information: page 4 – 58.

► **To enter shipment information:**

- Select the Shipments button to open the Purchase Order Shipments window. See: Entering Purchase Order Shipments: page 4 – 61.

► **To enter price break information:**

- For blanket purchase agreements, you can select the Price Break button to open the Price Breaks window. See: Entering Purchase Agreement Price Break Information: page 4 – 68.

► **To take approval actions:**

- Select the Approval button to open the Approve Documents window. See: Submitting a Document for Approval: page 2 – 32.

► **To check funds:**

- Select Check Funds on the Special menu.

- ▶ **To enter notification controls:**
 - Select Notification Control on the Special menu (For planned purchase orders, contract purchase agreements, and blanket purchase agreements). See: Entering Purchase Order Notification Controls: page 4 – 77.

- ▶ **To enter or view acceptances:**
 - Select Acceptances on the Special menu to open the Acceptances window. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79

- ▶ **To view action history:**
 - Select View Action History on the Special menu to open the Action History window. See: Viewing Action History: page 8 – 2.

- ▶ **To enter purchase order preferences:**
 - Select Preferences on the Special menu. See: Entering Purchase Order Preferences: page 4 – 33

- ▶ **To place a purchase order in the Navigator:**
 - Choose Place on Navigator from the Action menu. Choose the Documents alternative region in the Navigator to later access the purchase order more quickly. See also: Using the Navigator's Documents Region, *Oracle Applications User's Guide*.

See Also

Overview of Purchase Orders: page 4 – 3

Entering Purchase Order Lines: page 4 – 44

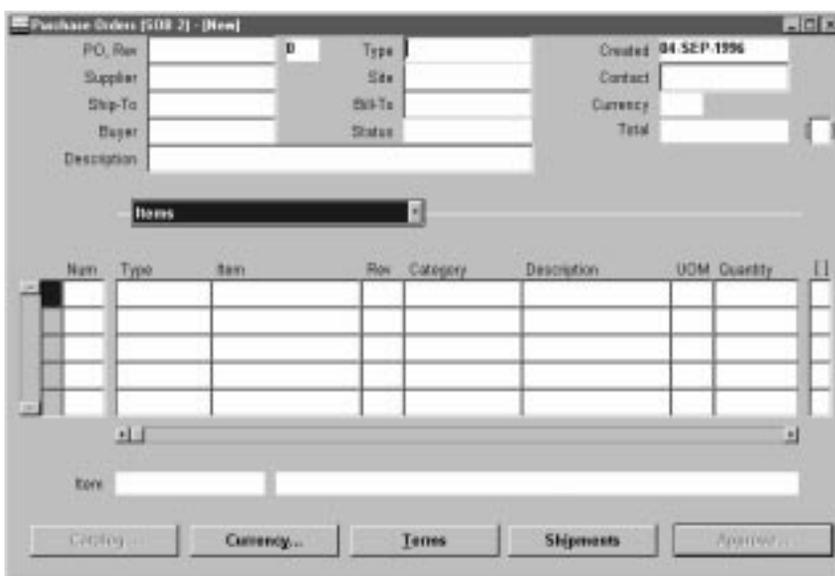
Entering Purchase Order Lines

Use the Lines alternative region in the Purchase Orders window to create purchase order lines.

When you save your work, Purchasing creates shipments and distributions if sufficient valid default information is available. Use the Purchase Order Shipments window to review, edit, and create multiple shipment lines for each purchase order line. See: Entering Purchase Order Shipments: page 4 – 61.

► **To enter a purchase order line:**

1. Select the Items alternative region in the Purchase Orders window.



The screenshot shows the Oracle Purchasing 'Purchase Orders' window. The title bar reads 'Purchase Orders [5187] - [New]'. The window is divided into several sections. At the top, there are fields for 'PO, Row', 'Supplier', 'Ship-To', 'Buyer', and 'Description'. To the right, there are fields for 'Type', 'Site', 'Ship-To', 'Status', 'Created' (04 SEP 1996), 'Contact', 'Currency', and 'Total'. Below these fields is a dropdown menu labeled 'Items'. The main area of the window is a table with the following columns: 'Line', 'Type', 'Item', 'Rev', 'Category', 'Description', 'UOM', and 'Quantity'. The table is currently empty. At the bottom of the window, there are buttons for 'Cancel', 'Currency...', 'Terms', 'Shipments', and 'Apply'.

2. Enter the purchase line Number for the purchase order line. If you start a new purchase order line, Purchasing displays the next sequential line number available. You can accept this number or enter any line number that does not already exist. This number is used for *all* alternative regions in the Purchase Orders window.
3. Enter the line Type for the item. When you create your purchase order line, you enter a line type as part of your item information. When you enter a line type, Purchasing automatically copies the corresponding defaults. You cannot change the line type after you have saved your work. You can enter predefined items for your purchase order line only when you specify a quantity based line

type. If Bills of Material and Work in Process are installed and you have defined an outside processing line type, you can enter that type here to purchase outside processing. See: *Defining Default Options: page 1 – 29*. See: *Defining Line Types: page 1 – 61*.

4. Enter the Item you want to purchase. If you enter an item, Purchasing displays the purchasing category, item description, unit of measure, and unit price associated with the item. To create a purchase order line for a one-time item, simply skip the item number field and enter a purchasing category and an item description. If you are purchasing outside processing, you can enter only outside processing items. See: *Defining Items, Oracle Inventory User's Guide*.
5. Enter the Revision number for the item on the purchase order line. You can enter a revision number only for items under revision control. See: *Defining Item Revisions, Oracle Inventory User's Guide*.
6. Enter the purchasing Category of the item you want to purchase. If you choose an item, Purchasing displays the purchasing category for the item. You cannot change the purchasing category if you choose an item. See: *Defining Categories, Oracle Inventory User's Guide*.
7. Enter the Description of the item. If you choose an item, Purchasing displays its description. You can change the item description only if you set up the item attributes to let you do so. The full item description for the current line is displayed beneath the Lines alternative region.
8. Enter the total Quantity you are ordering on the purchase order line.
9. Enter the UOM of the item. The unit of measure qualifies the quantity you enter on the purchase order line. When you choose a line type, its default unit of measure appears here. When you choose an item number, its unit of measure overrides the line type default. You can change the UOM until the item has been received, billed, or encumbered.
10. Enter the unit Price for the item. If you choose an item, the default price is the list price for the item. Otherwise, the default price is from the line type. The Amount field displays the unit price multiplied by the quantity.
11. Enter the Promised date that the supplier promised delivery of the items. This promised-by date is printed on the purchase order.

12. Enter the Need By date when the requestor needs the item. This date is printed on the purchase order if you do not provide a promised-by date. If you are using Master Scheduling/MRP, you must provide either a need-by date or a promised-by date for shipments that correspond to purchase order lines with Master Scheduling/MRP planned items. A need-by date is also required for Inventory planned items. See: *Planner Workbench, Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*.

13. Optionally enter the Supplier's Item number for this item.
Multiple distributions, Promised date, and Need-By date display as "multiple" at the line level.

14. Select Reserved to reserve funds for the line.

► **To place a purchase order in the Navigator:**

- Choose Place on Navigator from the Action menu. Choose the Documents alternative region in the Navigator to later access the purchase order more quickly. See also: *Using the Navigator's Documents Region, Oracle Applications User's Guide*.

See Also

Overview of Purchase Orders: page 4 – 3

Entering Purchase Order Headers: page 4 – 39

Supplier Item Catalog Overview: page 5 – 7

Entering Currency Information: page 4 – 56

Entering Purchase Order Details Information: page 4 – 58

Entering Purchase Order Shipments: page 4 – 61

Entering Purchase Agreement Price Break Information: page 4 – 68

Submitting a Document for Approval: page 2 – 32.

Entering Purchase Order Notification Controls: page 4 – 77

Entering and Viewing Purchase Order Acceptances: page 4 – 79

Viewing Action History: page 8 – 2

Entering Purchase Order Preferences: page 4 – 33

Entering Purchase Order Price Reference Information

Use the Price Reference alternative region in the Purchase Orders window to enter pricing information for purchase order lines.

► **To enter price reference information:**

1. Select the Price Reference alternative region in the Purchase Orders window.
2. Enter the List Price for the item. If you have entered an item, Purchasing displays the list price for the item. (See: Defining Items, *Oracle Inventory User's Guide*.) You can accept the default list price or change it. Use this field to help evaluate your buyers. Purchasing uses the list price you enter here in the savings analysis reports. See: Savings Analysis Report (By Buyer): page 9 – 138 and Savings Analysis Report (By Category): page 9 – 140.
3. Enter the latest Market Price for the item. If you enter an item, Purchasing displays the market price for the item. Use this field to help evaluate your buyers. Purchasing uses the price you enter here in the savings analysis reports if you do not provide a value in the List Price field.
4. Enter the Price Type from your lookup codes. See: Defining Lookup Codes: page 1 – 54.
5. For planned purchase orders and blanket purchase agreements only, check Allow Price Override to indicate that the release price can be *greater* than the price on the purchase agreement line. If you allow a price override, the release price cannot exceed the Price Limit specified on the line. If you do not allow a price override, the release price cannot exceed the Unit Price. You cannot enter this field if the line type is amount based.
6. If you allow price override, enter the Price Limit. This is the maximum price per item you allow for the item on this agreement line.
7. Select Negotiated to indicate that the purchase price is negotiated. If the actual price is greater than or equal to the list price, then the field is unchecked as the default. If the actual price is less than the list price, then the field is checked as the default. You can accept the default value or change it.
8. Save your work.

See Also

Supplier Item Catalog Overview: page 5 – 7

Entering Currency Information: page 4 – 56

Entering Purchase Order Details Information: page 4 – 58

Entering Purchase Order Shipments: page 4 – 61

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Entering Purchase Order Preferences: page 4 – 33

Entering Purchase Order Reference Document Information

Use the Reference Documents alternative region in the Purchase Orders window to enter reference document information for purchase order lines.

Purchasing lets you reference quotation information on your purchase orders.

► **To enter reference document information:**

1. Select the Reference Documents alternative region in the Purchase Orders window.
2. Enter the Contract purchase agreement number. You cannot enter a contract number until you have entered a supplier in the header, and the contract must be for this supplier. The contract you choose must be effective; that is, the current date has to be within the effective date and the expired date of the contract.

If you reference a contract purchase agreement on a standard purchase order line, Purchasing adds the total amount of the purchase order line to the total amount of the contract purchase agreement. Purchasing lists only those contracts with the same supplier as the one on your standard purchase order.



Attention: If you have not yet provided a supplier on your standard purchase order, you cannot choose any contracts for your purchase order lines. If you want to change the supplier on your standard purchase order after you reference a contract on your purchase order lines, you must remove the references to the contract purchase agreement, or you will not be able to approve the purchase order. Purchasing lets you change suppliers only on standard and planned purchase orders with the status Incomplete.

Purchasing displays the Quotation and Quotation Line numbers, Quotation Type, and Supplier Quotation Number if you select a quotation from the Supplier Item Catalog or Supplier-Item Attributes windows.

3. Save your work.

See Also

Supplier Item Catalog Overview: page 5 – 7

Entering Currency Information: page 4 – 56

Entering Purchase Order Details Information: page 4 – 58

Entering Purchase Order Shipments: page 4 – 61

Entering Purchase Agreement Price Break Information: page 4 – 68

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Entering Purchase Order Preferences: page 4 – 33

Entering Purchase Order Miscellaneous Information

Use the More alternative region in the Purchase Orders window to enter miscellaneous information for purchase order lines.

► **To enter miscellaneous information:**

1. Select the More alternative region in the Purchase Orders window.
2. Enter a Note to the Supplier for the purchase order header. You can enter up to 240 characters. If you want to enter unlimited notes, use the Attachments feature. See: Attaching Notes to Purchasing Documents: page 1 – 28
3. Enter the UN identification Number for the item on the purchase order line. The default, if present, is from the item record. See: Defining UN Numbers: page 1 – 52.
4. Enter the Hazard Class for the item on the purchase order line. If you enter a UN number, Purchasing displays the corresponding hazard class. The default, *if present*, is from the item record. See: Defining Hazard Classes: page 1 – 51.
5. Select Capital Expense to indicate that the purchase is a capital expenditure.
6. Enter the Transaction Nature. See: Defining Lookup Codes: page 1 – 54.
7. Save your work.

See Also

Supplier Item Catalog Overview: page 5 – 7

Entering Currency Information: page 4 – 56

Entering Purchase Order Details Information: page 4 – 58

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Entering Purchase Order Preferences: page 4 – 33

Entering Purchase Agreement Information

Use Terms in the Purchase Orders window to enter additional information for blanket purchase agreement lines and headers.

► **To enter additional agreement information on the header:**

1. From the Purchase Orders window, select Terms.

The screenshot shows a software window titled "Terms and Conditions (SOB 2) - [New]". It contains the following elements:

- Terms Section:** Four input fields labeled "Payment", "Freight", "Carrier", and "FOB".
- Checkboxes:** Four checkboxes: "Confirming Order", "Firm", "Acceptance Required", and "Supply Agreement". The "By" field is located between "Acceptance Required" and "Supply Agreement".
- Notes:** Two text input fields labeled "Supplier Note" and "Receiver Note".
- Agreement Controls Section:** Three input fields: "Effective" (with a date format), "Amount Limit", and "Minimum Release".

2. Choose the Payment term. An example of a payment term is *Net 30*.
3. Choose a Freight term. An example of a freight term is *Prepaid*.
4. Choose a Carrier. An example of a carrier is *Rail*.
5. Choose an FOB point. An example of an FOB point is *Origin*.
6. Save your work.

► **To enter additional agreement line information:**

1. In the Agreement alternative region of the Purchase Orders window, enter the Minimum Release Amount against this purchase agreement line.
2. Enter the Quantity Agreed. This is printed on your purchase orders. Purchasing does not automatically compute the quantity

agreed from the amount agreed. Use the Amount Agreed field to provide agreed amounts.

3. Enter the Amount Agreed. Purchasing does not automatically compute the amount agreed from the quantity agreed.
4. Select Cumulative Pricing if you want Purchasing to choose the price break by adding the current release shipment quantity to the total quantity already released against the purchase agreement line. Otherwise, Purchasing chooses the price break by using the individual release shipment quantity.
5. Save your work.

See Also

Supplier Item Catalog Overview: page 5 – 7

Entering Currency Information: page 4 – 56

Entering Purchase Order Details Information: page 4 – 58

Entering Purchase Order Shipments: page 4 – 61

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Submitting a Document for Approval: page 2 – 32.

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Entering and Viewing Purchase Order Acceptances: page 4 – 79

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Entering Purchase Order Preferences: page 4 – 33

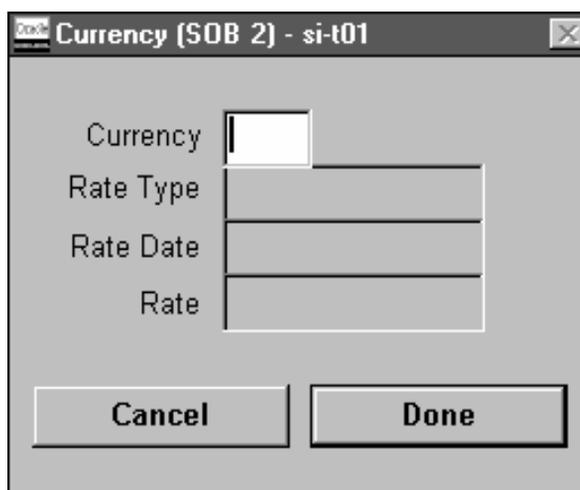
Entering Currency Information

Use the Currency window to enter and change currency information for purchase orders, RFQs, and quotations.

For purchase orders, you can change currency information until the purchase order is approved or encumbered. Note that changing the purchase order supplier to one that uses a different currency *overrides* any information you have entered in this region.

► **To enter currency information:**

1. Navigate to the Currency window by selecting the Currency button in the Purchase Orders, RFQs, and Quotations windows.



The screenshot shows a dialog box titled "Currency (SOB 2) - si-t01". It contains four input fields: "Currency", "Rate Type", "Rate Date", and "Rate". The "Currency" field is a small box, while the others are larger. At the bottom of the dialog are two buttons: "Cancel" and "Done".

2. Purchasing displays the functional Currency from your Set of Books, and you can accept or change the currency. If you change currency, prices on existing lines are not converted to the new currency.
3. You can enter a Rate Type only if the currency for this document is different from your functional or base currency. The default is the currency rate type from the Purchasing Options window.

Purchasing supplies you with one of two predefined currency rate types: User or EMU Fixed. A rate type of User means that you can enter a conversion rate between the foreign currency (or transaction currency in a document entry window) and the base currency (or functional currency, defined in your set of books). A rate type of EMU Fixed means that if either your transaction

currency or your functional currency is Euro (the European Monetary Unit currency) and the other is another European currency, Purchasing automatically enters a conversion Rate Date and Rate for you that you cannot change.

You can define additional currency rate types in the Daily Conversion Rate Types window, and you can enter User or one of your additional types as the default. Note that you cannot approve a purchase order without a rate type if you are not using your functional currency.

4. You can enter a Rate Date only if the currency for this document is different from your functional currency. The default is the current date. Purchasing uses this date to obtain the currency conversion rate from your conversion definitions and displays the rate if it finds one.
5. If the rate type is User, you can enter the conversion rate between the foreign currency and your functional currency. This rate corresponds to the value of your foreign currency in your functional currency. For example, if your functional currency is US Dollars, the foreign currency is British Pounds, and 1 British Pound equals 2 US Dollars, you should enter 2 in this field. For other rate types, when you enter a rate date for which a rate has been defined, Purchasing displays the rate.

► **To cancel your entries and return:**

- Select the Cancel button to cancel your entries and return to the window from which you accessed the Currency window.

► **To apply your entries:**

- Select the Done button to apply your entries.

See Also

Purchase Order Defaulting Rules: page 4 – 11

Defining Purchasing Options: page 1 – 29

Defining Currencies, *Oracle Applications System Administrator's Guide*

Defining Conversion Rate Types, *Oracle Public Sector General Ledger User's Guide*

Entering Daily Rates, *Oracle Public Sector General Ledger User's Guide*

Entering Purchase Order Details Information

Use the Terms and Conditions window to enter terms and conditions information for purchase orders.

► **To enter purchase order terms information:**

1. Navigate to the Terms and Conditions window by selecting the Terms button in the Purchase Orders window.

The screenshot shows a software window titled "Terms and Conditions [SOB 2] - si-t01". The window is divided into several sections:

- Terms:** A group box containing four input fields labeled "Payment", "Freight", "Carrier", and "FOB".
- Checkboxes:** Four checkboxes are listed: "Confirming Order", "Firm", "Acceptance Required", and "Supply Agreement".
- By:** A text input field labeled "By" is positioned below the checkboxes.
- Supplier Note:** A large text input field.
- Receiver Note:** A large text input field.
- Agreement Controls:** A section containing:
 - An "Effective" date field followed by a hyphen and another date field.
 - An "Amount Limit" field.
 - A "Minimum Release" field.

2. For planned purchase orders, blanket purchase agreements, and contract purchase agreements, enter the Starts On date for the purchase order. A starting date is necessary if you are using a warning delay on notification controls. You cannot associate a purchase order line with a contract that is not yet effective. You also cannot create a release with a date that is before the corresponding blanket purchase agreement or planned purchase order effective date.
3. For planned purchase orders, blanket purchase agreements, and contract purchase agreements, enter the Expires On date for the purchase order. This date must be *later* than the starting date and later than any existing releases. You cannot associate a purchase order line with a contract that has expired. You also cannot create a

release with a date that is after the corresponding blanket purchase agreement or planned purchase order expiration date.

4. Enter the Payment terms for the purchase order. Purchasing displays default payment terms that you can accept or change. See: *Defining Payment Terms, Oracle Public Sector Payables User's Guide*.
5. Enter the Freight terms for the purchase order. Purchasing displays default freight terms that you can accept or change. See: *Defining Lookup Codes: page 1 – 54*
6. Enter the freight Carrier for shipment of the purchase order. Purchasing displays a default freight carrier that you can accept or change. See: *Defining Freight Carriers, Oracle Inventory User's Guide*.
7. Enter the FOB point for the purchase order. Purchasing displays a default free on board (FOB) designation that you can accept or change. See: *Defining Lookup Codes: page 1 – 54*.
8. Select Acceptance Required to indicate that the supplier must accept the purchase order. If you select this check box, you can enter the due By date, when you require the supplier to return an acceptance for your purchase order. See: *Entering and Viewing Purchase Order Acceptances: page 4 – 79*.
9. Select Confirming Order to indicate that the purchase order is a confirming order. A confirming order is an order that you are submitting formally to confirm a verbal order already placed with the supplier. For confirming orders, Purchasing prints the following on the purchase order header: **This is a confirming order. Do not duplicate.**
10. Select Firm to indicate that the purchase order is firm. Firm your purchase order when you want to indicate to Master Scheduling/MRP or your manufacturing application that it should not reschedule this purchase order shipment.
11. For planned purchase orders, blanket purchase agreements, and contract purchase agreements, enter the Amount Limit (for the total of all releases) and the Minimum Release Amount that can be released against this purchase order. Enter Effective from and to dates to limit the agreement controls by time.
12. Enter a Supplier Note and a Receiver Note. You can enter up to 240 characters in these fields.
13. Save your work.

See Also

Purchase Order Defaulting Rules: page 4 – 11

Entering Purchase Order Shipments

Use the Shipments window to enter multiple shipments for standard and planned purchase order lines and to edit shipments that Purchasing automatically created for you. A purchase order shipment specifies the quantity, ship-to organization and location, and date you want your supplier to deliver the items on a purchase order line. When you save your work, Purchasing creates distributions if sufficient valid default information is available and if there are no existing distributions.

► **To enter purchase order shipment information:**

1. For standard and planned purchase orders, you can navigate to the Shipments window by selecting the Shipments button in the Purchase Orders window.

The screenshot shows a window titled "Shipments (SOB 2)". At the top, there is a dropdown menu labeled "Shipments". Below this is a table with the following columns: Num, Org, Ship-To, UOM, Quantity, Promised Date, Need-By, Original Promise, and a checkbox. The table is currently empty. Below the table, there is an input field labeled "Item". At the bottom right, there are two buttons: "Receiving Controls" and "Distributions".

The first alternative region in the Shipments window is the Shipments alternative region. In addition to the enterable fields discussed in the following steps, this region displays the UOM, the Original Promise date (if the Promised date has already been changed, the original promised date is displayed here), the Charge Account, the line Amount, and a check box to indicate whether funds have been Reserved. See: *Budgetary Control and Online Funds Checking, Oracle Public Sector General Ledger User's Guide*.

2. Enter the line Number for the shipment line. If you enter a new shipment line, Purchasing displays the next sequential line number available. You can enter any line number that does not already exist.

3. Enter the ship-to Organization. If you entered an item, you can pick only organizations in which the item is defined. If you entered a revision number on the purchase order line, then the item revision must also be defined in the organization. Note that you cannot update the organization once you have saved your work if the shipment has distributions. See: *Purchase Order Defaulting Rules: page 4 – 11*
4. Enter the Ship-To location for the shipment. You can pick any location that does not have an organization or any location whose organization matches the organization in the previous field. See: *Purchase Order Defaulting Rules: page 4 – 11.*
5. Enter the Quantity for the shipment. This value must be greater than 0. The default is the quantity from the corresponding Purchase Order Line. If you decrease this quantity, Purchasing automatically defaults the quantity ordered of the next line to the total quantity that you have not yet placed on a shipment line. The UOM is displayed to the right of the Quantity.
6. Enter the date that the supplier Promised delivery of the items. This promised date is printed on the purchase order shipment. The default is from the Purchase Order Preferences window.
7. Enter the Need By date when the requestor needs the item. This date is printed on the purchase order if you do not enter a promised date. The default is from the Purchase Order Preferences window. If you use Purchasing with Master Scheduling/MRP, you must provide a need-by date for purchase order shipments with Master Scheduling/MRP planned items. You must also provide a need-by date for Inventory planned items. See: *Planner Workbench, Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide.*
8. Select Taxable to indicate that the item is taxable.
9. Enter or use the default Tax Name for taxable items.

The tax name defaults from the following sources, in the following order:
 - The Purchase Order Preferences window. If you have specified a preferred tax name in this window, Purchasing defaults this tax name onto the purchase order shipment.
 - The Tax Defaults region in the Purchasing Options window. If you have specified a tax defaulting hierarchy in this window, Purchasing searches for and defaults the tax name corresponding

to that tax defaulting hierarchy. See: Defining Tax Defaults Options: page 1 – 38.

You can accept the default tax name or select some other. If you need additional help with how tax defaulting works in Purchasing, see: Tax Defaults in Purchasing: page 4 – 158.

10. Save your work.

► **To display and enter more shipment information:**

1. Select the More alternative region in the Purchase Order Shipments window.
2. Enter the Receipt Close Tolerance percent for your shipments. Purchasing automatically closes a shipment for receiving if it is within the receiving closing tolerance at the receiving close point. You need to set the receiving close point in the Purchasing Options window. See: Defining Control Options: page 1 – 33.
3. Enter the Invoice Close Tolerance percent for your shipments. Purchasing automatically closes a shipment for invoicing if it is within the invoicing closing tolerance at billing, when Payables matches invoices to purchase orders. See: Defining Control Options: page 1 – 33
4. Select one of the following Invoice Matching options:
 - Two-Way:* Purchase order and invoice quantities must match within tolerance.
 - Three-Way:* Purchase order, receipt, and invoice quantities must match within tolerance.
 - Four-Way:* Purchase order, receipt, accepted, and invoice quantities must match within tolerance.

If you enter an item, the default value for this field comes from the item information. If you do not enter an item, the default is from your Purchasing Options. See: Receiving Controls, Options, and Profiles: page 7 – 7.
5. Select Accrue on Receipt to indicate that the items on this purchase order line accrue on receipt. Inventory destined items always accrue on receipt. For expense items, if the Accrue Expense Items flag in the Purchasing Options window is set to Period End, the items cannot accrue on receipt, and you cannot change the shipment level default. If the Accrue Expense Items flag is set to On Receipt, the default is to accrue on receipt, but you can change it to Period End. See: Defining Accrual Options: page 1 – 32.



Attention: If you are using Cash Basis Accounting, you should use the Purchasing Options window to set the Accrue Expense Items flag to Period End, and you should not select Accrue on Receipt in this window.

6. Select Firm to firm the purchase order shipment. Firm your purchase order when you want to indicate to Master Scheduling/MRP or your manufacturing application that it should not reschedule this shipment.
7. Save your work.

▶ **To display status information:**

- Select the Status alternative region in the Purchase Order Shipments window.

For each shipment, Purchasing displays the Status and the quantity Ordered, Received, Cancelled, and Billed.

▶ **To enter receiving control information:**

- Select the Receiving Controls button to open the Receiving Controls window. See: Entering Purchase Order Receiving Controls: page 4 – 65.

▶ **To enter purchase order distribution information:**

- Select the Distributions button to open the Distributions window. See: Entering Purchase Order Distributions: page 4 – 70.

See Also

Entering Purchase Order Preferences: page 4 – 33

Entering Purchase Order Receiving Controls

Use the Receiving Controls window to enter receiving control information for purchase orders and releases. Note that controls you enter here apply to specific purchase orders/releases and override the receiving controls you enter in the Receiving Options window. See: Receiving Controls, Options, and Profiles: page 7 – 7

► **To enter purchase order receiving controls:**

1. Navigate to the Receiving Controls window by selecting the Receiving Controls button in the Shipments window for purchase orders and in the Releases window for releases.

Receiving Controls

Receipt Date

Days Early

Days Late

Action

Last Accept Date

Over Receipt Quantity

Tolerance %

Action

Miscellaneous

Allow Substitute Receipts

Receipt Routing

Enforce Ship To

Cancel OK

2. Enter the maximum acceptable number of Days Early and Days Late for receipts.
3. Enter the Action for receipt date control. This field determines how Purchasing handles receipts that are earlier or later than the allowed number of days selected above. Choose one of the following options:

None – Receipts may exceed the allowed days early or late.

Reject – Purchasing does not permit receipts outside the selected number of days early or late.

Warning – Purchasing displays a warning message but permits receipts outside the selected number of days early or late.

Purchasing displays the Last Accept Date, which is the last date when the shipment can be received. This is the promised date plus the number of days late allowed.

4. Enter the maximum acceptable over-receipt Tolerance percent.
5. Enter the Action for Overreceipt Quantity control. This field determines how Purchasing handles receipts that exceed the quantity received tolerance. Choose one of the following options:

None – Receipts may exceed the selected tolerance.

Reject – Purchasing does not permit receipts that exceed the selected tolerance.

Warning – Purchasing displays a warning message but permits receipts that exceed the selected tolerance.

6. Select Allow Substitute Receipts to indicate that receivers can receive substitute items in place of ordered items. You must define substitute items before you can receive them. See: Defining Item Relationships, *Oracle Inventory User's Guide*
7. Enter the default Receipt Routing that you assign goods: Direct Delivery, Inspection Required, or Standard Receipt. You can override this routing during receipt only if the RCV: Allow Routing Override user profile option is enabled. See: Profile Options in Purchasing; page 1 – 76.
8. Enter the Enforce Ship To location option to determine whether the receiving location must be the same as the ship-to location. Choose one of the following options:

None – The receiving location may differ from the ship-to location.

Reject – Purchasing does not permit receipts when the receiving location differs from the ship-to location.

Warning – Purchasing displays a warning message but permits receipts when the receiving location differs from the ship-to location.

► **To cancel your entries:**

- Select the Cancel button to cancel your entries and return to the original window.

- ▶ **To apply your entries:**
 - Select the OK button to apply your entries and return to the original window.

See Also

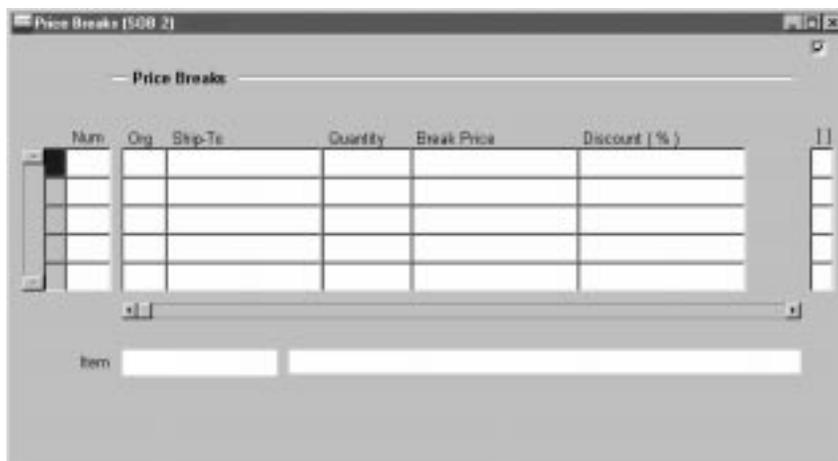
Defining Receiving Options: page 1 – 40

Entering Purchase Order Price Break Information

Use the Price Break window to enter price break information for blanket purchase agreement lines.

► **To enter price break information:**

1. Navigate to the Price Break window by selecting the Price Break button in the Purchase Orders window.



The screenshot shows a window titled "Price Breaks (1508 2)". Below the title bar is a header "Price Breaks". The main area contains a table with the following columns: "Num", "Org", "Ship-To", "Quantity", "Break Price", and "Discount (%)". The table is currently empty. Below the table is a scroll bar and a "Item" label with a text input field.

2. Enter a line Number for the shipment line. Purchasing displays the next available line number as the default.
3. Enter the ship to Organization. If you entered an item, you can select *only* organizations in which the item is defined. If you entered a revision number on the purchase order line, then the item revision must also be defined in the organization. See: Purchase Order Defaulting Rules: page 4 – 11.
4. Enter the Ship To location for the price break. You can select only locations for this organization or locations for which no organization is defined.
5. Enter the minimum Quantity that must to ordered to obtain this price break. The shipment quantity is displayed as the default.
6. Enter the Break Price at this quantity. Purchasing calculates the Discount % for you.
7. You can optionally enter a Discount % to have the Break Price calculated for you.

8. Save your work.

See Also

Entering Purchase Order Lines: page 4 – 44

Entering Purchase Order Distributions

Use the purchase order Distributions window to enter distribution information for purchase order shipments and to view distributions that Purchasing has automatically created for you. You can enter multiple distributions per shipment line. You can also enter information about paper requisitions in this window.

► **To enter purchase order distribution information:**

1. Navigate to the Distributions window by selecting the Distributions button in the Shipments window. The Shipments window is accessed from the Purchase Orders window. You begin in the Destination alternative region.

Line	Type	Requestor	Deliver-To	Subinventory	Quantity	Cha

Account Description

Charge: Budget:

Accrual: Variance:

Cancel Processing

2. Enter the line Number for the distribution line. If you enter a new distribution line, Purchasing displays the next sequential line number available. You can enter any line number that does not already exist.
3. The destination type determines the final destination of the purchased items. Choose one of the following options:
 - Expense* – The goods are delivered to the requestor at an expense location. The destination subinventory is not applicable.
 - Inventory* – The goods are received into inventory upon delivery. You can choose this option only if the item is stock enabled in the ship-to organization.

Shop Floor – The goods are delivered to an outside processing operation defined by Work in Process. You can choose this option only for outside processing items.

4. Enter the Requestor and Deliver To location for this distribution. If the destination type is Inventory, you can also enter the Subinventory.
5. Enter the Quantity of the purchase order shipment that you want to charge to the Accounting Flexfield. The default value comes from the quantity you enter in the Shipments window. If you decrease the default quantity, Purchasing automatically defaults on the next distribution line the total quantity you have not yet assigned to a distribution line.
6. Enter the Charge Account. When you save your changes in this window, Purchasing uses the Account Generator to automatically create the following three accounts for each distribution:
 - Charge: the account to charge for the cost of this item
 - Accrual: the AP accrual account
 - Variance: the invoice price variance account

If you are using encumbrance control, Purchasing also creates the following account for each distribution:

- Budget: the encumbrance budget account

The Account Generator creates these accounts based on predefined rules. See: *Using the Account Generator in Oracle Public Sector Purchasing*; page 0 – 2.

If the destination type is Expense, the default charge account you enter in the Purchases Order Preferences window overrides the charge account supplied by the Account Generator, and you can update the charge account here.

For outside processing lines, the cursor does not enter this field during initial entry, since the Account Generator cannot build accounts until you have entered the Resource Sequence in the Outside Processing window.

7. Enter the GL Date you want to use when you reserve your funds. You can enter a GL Date only if you set up your financials system options to use encumbrance or budgetary control for purchase orders. The default is the current date. See: *About Financials Options, Oracle Public Sector Payables User's Guide*. See: *Budgetary Control and Online Funds Checking, Oracle Public Sector General Ledger User's Guide*.

If you enter a date that belongs to two separate accounting periods, Purchasing automatically creates a journal entry in the first accounting period that contains this date. See: *Controlling Purchasing Periods: page 1 – 71.*

The Reserved check box indicates whether you successfully reserved funds for this purchase order distribution. You reserve your distribution when you approve your purchase order. You cannot change any purchase order distribution that you have already encumbered. See: *About Financials Options, Oracle Public Sector Payables User's Guide* See: *Budgetary Control and Online Funds Checking, Oracle Public Sector General Ledger User's Guide.*

► **To enter distribution detail information:**

1. Select the More alternative region.

The Online check box indicates whether this distribution is part of an on-line requisition. If so, Purchasing displays the requisition number and line number.

2. If this distribution comes from an on-line requisition, Purchasing displays the Requisition Number and Line number, you cannot update this field. If this distribution does not come from an on-line requisition, enter the paper requisition number in this field. The default is the paper requisition number from the Purchase Order Preferences window.

Purchasing displays the Budget Account, Accrual Account, and Variance Account numbers supplied by the Account Generator.

3. Enter the Rate Date for the currency. Purchasing uses this date to obtain the currency conversion rate from your conversion definitions. You cannot enter this field when you edit a purchase order created in your base currency. See: *Defining Purchasing Options: page 1 – 29.* See: *Entering Daily Rates, Oracle Public Sector General Ledger User's Guide.*

Note: The Rate Date is a required field for a foreign currency purchase order, to complete the approval process.

4. You can enter the conversion Rate between the foreign currency and the base currency only when the rate type is User. If you entered a rate date for which a conversion rate is defined, Purchasing displays that rate and you cannot change it.

► **To enter project information:**

You see a Project alternative region if one of the following is true:

- Oracle Projects is installed, or
- Oracle Project Manufacturing is installed and Project Reference Enabled is selected in the Organization Parameters window in Oracle Inventory

The project information you enter is used by Oracle Projects for destination types of Expense, or by Oracle Project Manufacturing for destination types of Inventory or Shop Floor. See: *Oracle Projects User's Guide*. See: *Oracle Project Manufacturing Implementation Manual*.

1. Choose the Project alternative region.
2. Select a Project Number.

For a Destination Type of Inventory or Shop Floor, you can optionally enter a Project Number if the Project Control Level is set to Project in the Project Information alternative region of the Organization Parameters window.

For a Destination Type of Expense, you can always optionally enter a Project Number.

3. If you entered a Project number, select a Task number.

You must enter a Task number for a Destination Type of Inventory or Shop Floor, if the Project Control Level is set to Task in the Organization Parameters window and if you have entered a Project number.

4. Enter Expenditure information.

Expenditure information is required only if your Destination Type is Expense.

- Select the Expenditure Type.
- If you chose an Expenditure Type, enter an Expenditure Organization.
- If you chose an Expenditure Organization, select the Expenditure Date.

5. Note that the distribution Quantity that will be charged to the project should already be entered for you.

If you change the Quantity here, then the distribution Quantity on the purchase order line changes as well.

6. Save your work.

The Charge, Budget, Accrual, and Variance accounts in the Account Description region are generated automatically. See:

Using the Account Generator in Oracle Public Sector Purchasing:
page 0 – 2.

- ▶ **To enter outside processing information:**
 - Select the Outside Processing button to open the Purchase Order Outside Processing window. See: Entering Outside Processing Information: page 4 – 75.

See Also

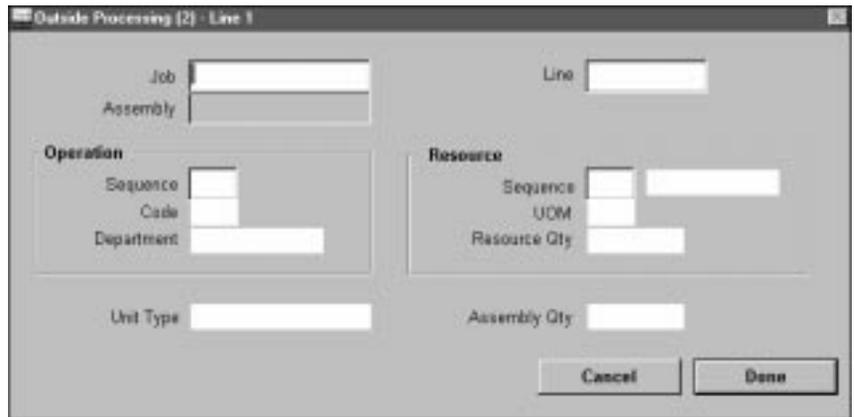
Entering Purchase Order Shipments: page 4 – 61

Entering Outside Processing Information

Use the Outside Processing window to review and enter outside processing information for document lines.

► **To enter outside processing information:**

1. Navigate to the Outside Processing window by selecting the Outside Processing button in the Requisitions window and the Purchase Orders Distributions window when you've selected a Type of Outside Processing. See: Entering Requisition Lines: page 3 – 52. See: Entering Purchase Order Distributions: page 4 – 70.

The image shows a screenshot of a software window titled "Outside Processing [2] - Line 1". The window is divided into several sections for data entry. On the left, there are fields for "Job" and "Assembly". Below these is a section labeled "Operation" containing fields for "Sequence", "Code", and "Department". On the right side, there are fields for "Line", "Resource" (with sub-fields for "Sequence", "UOM", and "Resource Qty"), "Unit Type", and "Assembly Qty". At the bottom right of the window, there are two buttons: "Cancel" and "Done".

2. Enter the Job or repetitive Assembly that uses this outside processing operation. For an assembly, you can *also* enter the production Line. Use this to choose a schedule with the earliest first unit start date.
3. Enter the operation Sequence number of the outside processing operation. Purchasing displays the operation Code and the Department.
4. Enter the Sequence number of the resource the outside processing operation uses. Purchasing displays the resource UOM and Quantity. Purchasing also displays the Unit Type and Assembly Quantity.

► **To cancel your entries:**

- Select the Cancel button to cancel your entries and return to the window from which you came.

- ▶ **To apply your entries:**
 - Select the Done button to apply your entries and return to the window from which you came.

See Also

Requisitioning Outside Process Items: page 4 – 148

Creating Outside Processing Purchase Orders: page 4 – 150

Entering Purchase Order Notification Controls

Use the Notification Controls window to enter notification controls for planned purchase orders, contract purchase agreements, and blanket purchase agreements. For these documents, you can establish expiration and release control notification conditions and specify the number of days before the condition is met that you want to be notified. When the notification conditions are met, Purchasing sends you an alert, using Oracle Alert (or e-mail).

► **To enter notification controls**

1. Select Notification Controls on the Special menu in the Purchase Orders window to open the Notification Controls window and display any existing controls. The Notification Controls option is active on the menu only when there is no unsaved information for the purchase order.

Condition	Warning Delay	Effective		% Amount	
		From	To		

2. Enter one of the following notification Conditions:

Amount Not Released – If you choose this condition, you can optionally specify effective and expiration dates, but you must specify the amount not released.

Amount Released – If you choose this condition, you can optionally specify the effective and expiration dates, but you must specify the amount released.

Expiration – Before you can use this condition, you must have specified an expiration date for the purchase order in the Details

window. If you choose this condition, you must enter an effective date, and you can optionally enter an expiration date.

3. Enter the Warning Delay. This is the number of days before the expiration date that you want to be alerted. The warning delay is applicable only to the Expiration condition and helps you calculate the effective date.
4. Purchasing calculates the Effective Date based on your warning delay and the expiration date, but you can change this date. The effective date is required for the Expiration condition.
5. Purchasing displays the Expiration Date from the Terms and Conditions region as the default, but you can change this date.



Attention: If you do not enter an expiration date and your condition continues to be met, the alert will be issued forever. Therefore, we recommend entry of an expiration date.

6. The Percent field is applicable only when you have already entered an order line. For the Amount Released (or Not Released) conditions, you can enter a percentage of the order line total, and Purchasing calculates the amount.
7. When the amount released (or not released) reaches the Amount you enter here, Purchasing sends you an alert. If you have already entered an order line, Purchasing calculates the percentage and displays it in the Percent field.
8. Select the Done button to save your work and return to the Purchase Orders window.

► **To cancel your entries:**

- Select the Cancel button to cancel your entries and return to the Purchase Orders window.

See Also

Using Oracle Alert in Oracle Public Sector Purchasing: page 0 – 2

Entering Purchase Order Headers: page 4 – 39

Entering and Viewing Purchase Order Acceptances

Use the Acceptances window to view and enter purchase order acceptances from your suppliers. The original copy of the purchase order you send to the supplier is a legal offer to buy. A binding purchase contract does not exist until the supplier accepts your offer either by performing the contract or formally accepting the offer by returning an acceptance document to you.

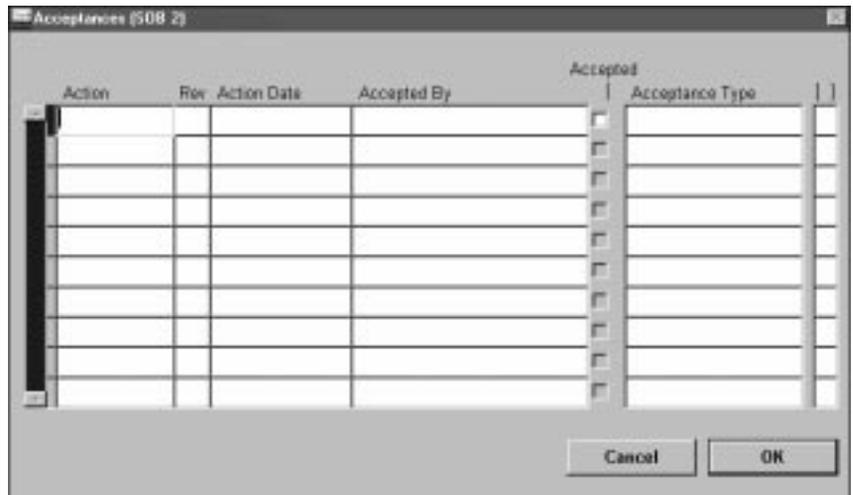
You indicate on your standard purchase orders, purchase agreements, and releases whether you require your suppliers to accept your orders by a specific date. Purchasing notifies you in the Notifications Summary window of the orders for which the suppliers have not responded by the acceptance due date.

► **To view acceptances:**

- Navigate to the Acceptances window by selecting Acceptances from the Special menu in the Purchase Orders and Releases windows when you do not have a purchase order open. Purchasing displays the Acceptances window with all previously accepted purchase orders for review.

► **To enter acceptances:**

1. Navigate to the Acceptances window by selecting Acceptances from the Special menu in the Purchase Orders and Releases windows.



The screenshot shows a window titled "Acceptances (508 2)". It contains a table with the following columns: "Action", "Rev", "Action Date", "Accepted By", "Accepted", and "Acceptance Type". The table is currently empty. At the bottom right of the window, there are two buttons: "Cancel" and "OK".

You can accept only purchase orders and releases that you approved at least once and that are not closed.

2. In the Action field, enter the results of your supplier follow-up. You can easily record the type of follow-up you performed such as Follow-up telephone call, Follow-up letter, or Fax follow-up. You can also use this field to record the outcome of the follow-up such as Will call back, No answer, Schedule slippage, or Cannot fulfill order.
3. Enter the Revision number. The default is the current revision. Purchasing removes the notification from the Notifications Summary window only when you record the acceptance of the most recent revision.
4. Enter the Action Date for the acceptance transaction. Today's date is the default, but you can enter any date.
5. Enter the Accepted By person. Your name is the default.
6. Select Accepted to indicate that the supplier accepted the purchase order. If you accept the most recent revision, Purchasing removes the acceptance requirement and the acceptance date from your purchase order or release. Purchasing also deletes the corresponding notification from the Notifications Summary window if any late acceptance notification exists for this order.
7. Enter an Acceptance Type for the acceptance. You can define your own acceptance types, or use one of the following that Purchasing provides. See: Defining Lookup Codes: page 1 – 54.

Accepted All Terms – The supplier accepted all the terms of the purchase order.

On Schedule – The supplier agreed to meet the delivery dates on the purchase order.

Unacceptable Changes – The supplier made modifications to the terms of the purchase order that you do not find acceptable.

See Also

Entering Purchase Order Headers: page 4 – 39

Entering Release Headers: page 4 – 81

Entering Releases

Entering Release Headers

Use the Releases window to enter, edit, and approve releases against blanket purchase agreements or planned purchase orders.

► **To enter release headers:**

1. Navigate to the Releases window by selecting Releases from the menu or selecting the New Release button in the Find Purchase Orders window.

The screenshot shows the 'Releases (SOB 2)' window. It contains several input fields for release details: PO, Rev; Supplier; Buyer; Release; Site; Status; Created; Currency; Total; and Due By. There are also checkboxes for 'Final' and 'Acceptance Required'. Below these fields is a 'Shipments' section with a dropdown menu and a table. The table has columns for Item, Line, Shipment, Org, Ship-To, UOM, Quantity, Price, and Promised. At the bottom of the window, there are buttons for 'Receiving Controls...', 'Agreement', 'Distributions', and 'Approve...'. An 'Item' input field is also visible at the bottom left.

2. Enter the PO number for the release you want to create. The list of values displays all blanket and planned purchase order numbers that have been approved, the document type, status, supplier, buyer, and effectivity date range. When you select a purchase order, Purchasing displays the Supplier, Site, and Currency for that order. Purchasing also displays the Status of the release and the current Total amount of the release.
3. Purchasing displays the next Release number available. You can change the release number to any number that does not already exist.

4. Enter the Created date. The default is the system date, but you can change this.
5. If the Enforce Buyer Name option in the Purchasing Options window is set to Yes, your name is displayed as the Buyer, and you cannot change this value. Otherwise, you can enter the name of any buyer. See: Defining Control Options: page 1 – 33.
6. Select Firmed to firm your release shipment when you want to indicate to Master Scheduling/MRP or your manufacturing application that it should not reschedule this release shipment automatically.
7. Select Acceptance Required to indicate that you want to require the supplier to accept your release
8. If acceptance is required, enter the Due-By date when you require the supplier to return an acceptance for your purchase order.
9. Enter release shipment line information in the Shipments alternative region. See: Entering Purchase Order Shipments: page 4 – 61

▶ **To take approval actions:**

- Select the Approve button to open the Approve Documents window. See: Submitting a Document for Approval: page 2 – 32.

▶ **To enter receiving control information:**

- Select the Receiving Controls button to open the Receiving Controls window. See: Entering Purchase Order Receiving Controls: page 4 – 65.

▶ **To enter release distribution information:**

- Select the Distributions button to open the Distributions window. See: Entering Release Distributions: page 4 – 87.

▶ **To enter and view acceptances:**

- Select Acceptances on the Special menu to open the Acceptances window. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79

- ▶ **To view action history:**
 - Select View Action History on the Special menu to open the Action History window. See: Viewing Action History: page 8 – 2.
- ▶ **To enter purchase order preferences:**
 - Select Preferences on the Special menu. See: Entering Purchase Order Preferences: page 4 – 33

See Also

Entering Release Shipments: page 4 – 83

Entering Release Distributions: page 4 – 87

Entering Release Shipments

Use the Shipments alternative region to enter shipment lines for planned and blanket releases and to edit shipments that Purchasing automatically generated for you. (See: Automatic Release Generation: page 4 – 93) A purchase order shipment specifies the quantity, ship-to location, and date you want your supplier to deliver the items on a purchase order line.

- ▶ **To enter release shipment information:**
 1. Navigate to the Shipments alternative region in the Releases window.

The first alternative region is the Shipments region. In addition to the enterable fields discussed in the following steps, this region displays the UOM, the Originally Promise date (if the Promised date has been changed, the original promised date is displayed here), the Charge Account, the shipment Amount, and a check box to indicate whether funds have been Reserved. See: *Budgetary Control and Online Funds Checking, Oracle Public Sector General Ledger User's Guide.*
 2. Enter the line Number for the shipment line. If you enter a new shipment line, Purchasing displays the next sequential line number available. You can enter any line number greater than zero that does not already exist.

3. Enter the source Line number. The list of values includes the item number, revision, and description.
4. For scheduled releases only, you can enter the source Shipment. This is the planned purchase order shipment against which you want to issue a release. The details from the shipment are used as defaults for the scheduled release shipment.
5. Enter the ship-to Organization. If you picked a line with an item, you can pick only organizations in which the item is defined. If you picked a revision number on the purchase order line, the item revision must also be defined in the organization. For scheduled releases (against planned purchase orders), you cannot change the default organization from the planned purchase order shipment. Note that you cannot update the organization once you have saved your work.
6. Enter the Ship-To location for the shipment. You can pick any location that does not have an organization or any location whose organization matches the organization in the previous field. See: Purchase Order Defaulting Rules: page 4 – 11 For blanket releases, Purchasing defaults the ship-to location from the Release Header zone. For scheduled releases, Purchasing gets default information from the planned purchase order shipment.
7. Enter the Quantity for the shipment. This value must be greater than zero.
8. Enter the Price you want to use for this shipment. Purchasing displays the actual price for the shipment from the purchase order line price for the item. The actual price defaults from the purchase agreement line.

You can use list of values to choose purchase agreement price breaks. If your purchase agreement has price breaks, the quantity entered here determines what break price is defaulted into the Price field. The cursor does not enter this field when you are editing an existing line.

If you allow price override for this purchase order line in the Purchase Orders window, the release price cannot exceed the price limit specified for the line. If you allow price override but did not enter a price limit, Purchasing does not check the shipment price for the releases. If you do not allow price override, Purchasing displays the shipment price from the purchase agreement and prevents you from navigating to this field. This field can be defaulted from the purchase agreement price breaks if you have entered a sufficient quantity.

9. Enter the date that the supplier Promised delivery of the items. This promised date is printed on the release.
10. Enter the Need By date when the requestor needs the item. This date is printed on the release if you do not enter a promised date. The default is from the Purchase Order Preferences window. If you use Purchasing with Master Scheduling/MRP, you must provide a need-by date or promised date for shipments that correspond to purchase order lines with Master Scheduling/MRP planned items. You must also provide a need-by date or promised date for Inventory planned items. See: *Planner Workbench, Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*.
11. Select Taxable to indicate that the item is taxable.
12. Enter or use the default Tax Name for taxable items.

The tax name defaults from the following sources, in the following order:

- The Purchase Order Preferences window. If you have specified a preferred tax name in this window, Purchasing defaults this tax name onto the release shipment.
- The planned purchase order shipment. If you are creating a release shipment from a planned purchase order and a tax name exists on the planned purchase order shipment, Purchasing defaults this tax name onto the release shipment.
- The Tax Defaults region in the Purchasing Options window. If you have specified a tax defaulting hierarchy in this window, Purchasing searches for and defaults the tax name corresponding to that tax defaulting hierarchy. See: *Defining Tax Defaults Options: page 1 – 38*.

You can accept the default tax name or select another. If you need additional help with how tax defaulting works in Purchasing, see: *Tax Defaults in Purchasing: page 4 – 158*.

13. Save your work.

► **To display item information:**

- Select the Item alternative region in the Releases window.
For each shipment, Purchasing displays the Item number, purchasing Category, item Description, and the Supplier Item number.

► **To display and enter more shipment information:**

1. Select the More alternative region in the Releases window.
2. Enter the Receipt Close Tolerance percent for your shipments. Purchasing automatically closes a shipment for receiving if it is within the receiving closing tolerance at the receiving close point. You need to set the receiving close point in the Purchasing Options window. See: Defining Control Options: page 1 – 33
3. Enter the Invoice Close Tolerance percent for your shipments. Purchasing automatically closes a shipment for invoicing if it is within the invoicing closing tolerance at billing, when Payables matches invoices to purchase orders. See: Defining Control Options: page 1 – 33
4. Select one of the following Invoice Matching options:

Two-Way Matching: Purchase order and invoice quantities must match within tolerance.

Three-Way Matching: Purchase order, receipt, and invoice quantities must match within tolerance.

Four-Way Matching: Purchase order, receipt, accepted, and invoice quantities must match within tolerance.

If you enter an item, the default value for this field comes from the item information. If you do not enter an item, the default is from your Purchasing Options. See: Receiving Controls, Options, and Profiles: page 7 – 7.

5. Select Accrue on Receipt to indicate that the items on this purchase order line accrue on receipt. Shop Floor and Inventory destined items always accrue on receipt, and you cannot change this default. For expense items, if the Accrue Expense Items flag in the Purchasing Options window is set to Period End, the items cannot accrue on receipt, and you cannot change the default. If the Accrue Expense Items flag is set to On Receipt, the default is to accrue on receipt, but you can change it to not accrue on receipt. See: Defining Accrual Options: page 1 – 32.



Attention: If you are using Cash Basis Accounting, you should use the Purchasing Options window to set the Accrue Expense Items flag to Period End, and you should not select Accrue on Receipt in this window.

6. Select Firm to firm the shipment to indicate to Master Scheduling/MRP or your manufacturing application that it should not reschedule this release shipment.

7. Save your work.

► **To display status information:**

- Select the Status alternative region.

For each shipment, Purchasing displays the Status and the quantity Ordered, Received, Cancelled, and Billed.

► **To take approval actions:**

- Select the Approve button to open the Approve Documents window. See: Submitting a Document for Approval: page 2 – 32.

► **To enter receiving control information:**

- Select the Receiving Controls button to open the Receiving Controls window. See: Entering Purchase Order Receiving Controls: page 4 – 65.

► **To enter distribution information:**

- Select the Distributions button to open the Distributions window. See: Entering Release Distributions: page 4 – 87.

See Also

Entering Release Headers: page 4 – 81

Entering Release Distributions: page 4 – 87

Entering Purchase Order Preferences: page 4 – 33

Viewing Action History: page 8 – 2

Entering Release Distributions

Use the release Distributions window to enter distribution information for release shipments. You can enter multiple distributions per shipment line. You can also enter information about paper requisitions in this window.

► **To enter release distribution information:**

1. Navigate to the Distributions window by selecting the Distributions button in the Releases window.

The screenshot shows the Oracle Distributions window. At the top, there is a 'Destination' dropdown menu. Below it is a table with the following columns: Line, Name, Source, Destination Type, Requestor, Deliver To, Subinventory, and Quantity. The table is currently empty. Below the table, there are several input fields: 'Account Description', 'Charge', 'Budget', 'Accrual', and 'Variance'. At the bottom right, there is a button labeled 'Outside Payments'.

2. Enter the line Number for the distribution line. If you enter a new distribution line, Purchasing displays the next sequential line number available. You can enter any line number greater than zero that does not already exist.
3. For scheduled releases only, enter the Source (the planned purchase order distribution you want to release).
4. The Destination Type determines the final destination of the purchased items. Choose one of the following options:
 - Expense* – The goods are delivered to the requestor at an expense location. The destination subinventory is not applicable.
 - Inventory* – The goods are received into inventory upon delivery. You can choose this option only if the item is stock enabled in the ship-to organization.
 - Shop Floor* – The goods are delivered to an outside processing operation defined by Work in Process. You can choose this option only for outside processing items.
5. Enter the Requestor and Deliver To location for this distribution. If the destination type is Inventory, you can also enter the Subinventory.
6. Enter the Quantity of the purchase order shipment that you want to charge to the Accounting Flexfield. The default value comes from

the quantity you enter in the Shipments region. If you decrease the default quantity, Purchasing automatically defaults on the next distribution line the total quantity you have not yet assigned to a distribution line. This quantity is printed on the release.

7. Enter the Charge Account. When you save your changes in this window, Purchasing uses the Account Generator to automatically create the following three accounts for each distribution:

- Charge: the account to charge for the cost of this item
- Accrual: the AP accrual account
- Variance: the invoice price variance account

If you are using encumbrance control, Purchasing also creates the following account for each distribution:

- Budget: the encumbrance budget account

The Account Generator creates these accounts based on predefined rules. See: *Using the Account Generator in Oracle Public Sector Purchasing*; page 0 – 2.

You cannot create or update these accounts manually unless the destination type is Expense. In this case, the default charge account you enter in the Purchases Order Preferences window overrides charge account supplied by the Account Generator, and you can update the charge account in this zone.

For outside processing lines, the cursor does not enter this field during initial entry, since the Account Generator cannot build accounts until you have entered the Resource Sequence in the Outside Processing window.

8. Enter the GL Date you want to use when you reserve your funds. You can enter a GL Date only if you set up your financials system options to use encumbrance or budgetary control for purchase orders. The default is the current date. See: *About Financials Options, Oracle Public Sector Payables User's Guide*. See: *Budgetary Control and Online Funds Checking, Oracle Public Sector General Ledger User's Guide*.

If you enter a date that belongs to two separate accounting periods, Purchasing automatically creates a journal entry in the first accounting period that contains this date. See: *Controlling Purchasing Periods*; page 1 – 71.

The Reserved check box indicates whether you successfully reserved funds for this purchase order distribution. You reserve your distribution when you approve your purchase order. You

cannot change any purchase order distribution that you have already encumbered. See: About Financials Options, *Oracle Public Sector Payables User's Guide* See: Budgetary Control and Online Funds Checking, *Oracle Public Sector General Ledger User's Guide*.

9. Save your work.

► **To enter distribution detail information:**

1. Select the More alternative region.

The Online check box indicates whether this distribution is part of an on-line requisition. If so, Purchasing displays the requisition number and line number.

2. If this distribution comes from an on-line requisition, Purchasing displays the Requisition Number and Line number, and you cannot update this field. If this distribution does not come from an on-line requisition, enter the paper requisition number in this field. The default is the paper requisition number from the Purchase Order Preferences window.

Purchasing displays the Budget Account, Accrual Account, and Variance Account numbers supplied by the Account Generator.

3. Enter the Rate Date for the currency. Purchasing uses this date to obtain the currency conversion rate from your conversion definitions. You cannot enter this field when you edit a purchase order created in your base currency. See: Defining Purchasing Options; page 1 – 29. See: Entering Daily Rates, *Oracle Public Sector General Ledger User's Guide*.
4. You can enter the conversion Rate between the foreign currency and the base currency only when the rate type is User. If you entered a rate date for which a conversion rate is defined, Purchasing displays that rate and you cannot change it.
5. Save your work.

► **To enter project information:**

You see a Project alternative region if one of the following is true:

- Oracle Projects is installed, or
- Oracle Project Manufacturing is installed and Project Reference Enabled is selected in the Organization Parameters window in Oracle Inventory

The project information you enter is used by Oracle Projects for destination types of Expense, or by Oracle Project Manufacturing for destination types of Inventory or Shop Floor. See: *Oracle Projects User's Guide*. See: *Oracle Project Manufacturing Implementation Manual*.

1. Choose the Project alternative region.

2. Select a Project Number.

For a Destination Type of Inventory or Shop Floor, you can optionally enter a Project Number if the Project Control Level is set to Project in the Project Information alternative region of the Organization Parameters window.

For a Destination Type of Expense, you can always optionally enter a Project Number.

3. If you entered a Project number, select a Task number.

You must enter a Task number for a Destination Type of Inventory or Shop Floor, if the Project Control Level is set to Task in the Organization Parameters window and if you have entered a Project number.

4. Enter Expenditure information.

Expenditure information is required only if your Destination Type is Expense.

- Select the Expenditure Type.
- If you chose an Expenditure Type, enter an Expenditure Organization.
- If you chose an Expenditure Organization, select the Expenditure Date.

5. Note that the distribution Quantity that will be charged to the project should already be entered for you.

If you change the Quantity here, then the distribution Quantity on the release line changes as well.

6. Save your work.

The Charge, Budget, Accrual, and Variance accounts in the Account Description region are generated automatically. See: *Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2*.

See Also

Entering Release Headers: page 4 – 81

Entering Release Shipments: page 4 – 83

Viewing Action History: page 8 – 2

Entering Purchase Order Preferences: page 4 – 33

Automatic Release Generation

You can minimize purchase order administrative costs by automatically creating releases for both manually entered and imported requisitions.

Purchasing provides you with the features you need to satisfy the following basic needs. You should be able to:

- Automatically create a release when you source your items from a single supplier using a single blanket purchase agreement.
- Specify for each blanket agreement whether you want to create approved releases automatically, create releases automatically but require manual approval, or require the use of the AutoCreate Documents window to create releases.
- Run the Create Release process automatically as part of the Requisition Import process.

Major Features

Flexible Sourcing Definitions

When you are defining your sourcing rules and Approved Supplier List entries, you can also define how you want your releases generated. Automatic Release automatically converts approved requisition lines to approved blanket purchase releases based on the sourcing rules and Approved Supplier List entries. Automatic Release/Review automatically converts approved requisition lines to blanket releases. Buyers can then review and modify these releases before approving them. Release Using Autocreate lets buyers use the AutoCreate Documents window to collect, review, and optionally modify requirements before creating and approving their releases. See: Autocreating Documents Overview: page 6 – 2.

You can define a different release generation method for each item and supplier. For frequently purchased items, you can set up Purchasing to automatically create and approve releases. For expensive or critical items, you can let Purchasing create the releases, while you review and approve them in a separate step. For infrequent purchases, your buyers can take more control by using the AutoCreate Documents window to combine requests.

You must set up a suggested blanket purchase agreement in the Approved Supplier List window so that Purchasing can use the price and ship-to information when it is generating releases against the agreement. See: Defining the Supplier/Item Attributes: page 5 – 29.

Generate Releases Automatically

The Create Releases process generates releases when the following criteria are met:

- The requisition is sourced to an approved blanket purchase agreement that is not on hold
- The Approved Supplier List entry for the item, supplier, and agreement must be active, and the Release Generation method must be Automatic Release or Automatic Release/Review in the Approved Supplier List window
- The source agreement is still active and the release will not put the agreement over the amount limit
- The release amount must be greater than the minimum line release amount
- The supplier on the source agreement is active and not on hold
- The requisition line is Approved (and Reserved, if requisition encumbrance is active)
- The requisition line is not cancelled, closed, or already on a purchase order
- The line type of the requisition line is quantity based

Note: If the release generation method in the Approved Supplier List window is Automatic Release or Automatic Release/Review, then the Create Releases process creates the release. If the release generation method is Release Using AutoCreate, then the PO Create Documents workflow tries to create the release; if it cannot, then you must use the AutoCreate Documents window to create the release.

If the release generation method is Automatic Release, the process sets the status to Approved and updates the action history. Otherwise, the process sets the status to Incomplete and updates the notifications.

Purchasing automatically creates releases for requirements entered by any source: Work in Process, Master Scheduling/MRP, Inventory Planning, purchase requisitions, or external systems.

For foreign currency blanket purchase agreements, the automatic release process uses the rate on the agreement as the default rate for the release and translates the functional unit price on the requisition into the foreign currency price. Automatically generated releases use the price retrieved by sourcing, which is price break sensitive but does not consider the quantity already released against the blanket purchase agreement.

The Create Releases process creates a release for each source blanket purchase agreement, with a release shipment for each requisition line and a release distribution for each requisition distribution. If release archiving is set to Approve, the process updates the archive table for the release, shipments, and distributions. See: Create Releases Process: page 9 – 30.

If you've set up a tax defaulting hierarchy in the Tax Defaults region of the Purchasing Options window, the appropriate tax names automatically default onto the release shipments created by the Create Release process. See: Defining Tax Defaults Options: page 1 – 38.

Variable Release Generation Frequency

You can determine how often Purchasing creates releases by using the Submit Requests window to set the Create Releases process to run automatically at any frequency you desire. You can also use the Submit Requests window to run the process manually.

Optionally, you can set the profile PO: Release During ReqImport to create releases each time you run the Requisition Import process. For example, when you implement planned orders as requisitions in the MRP Planner Workbench, you can automatically create the releases at the same time you create the requisitions. As part of the Requisition Import process, Purchasing automatically creates (and optionally approves) releases for *all* blanket-sourced, approved requisitions, not just those created by the Requisition Import run.

See Also

AutoCreate Documents Overview: page 6 – 2

Workflow for Creating Purchase Orders or Releases: page 4 – 160

Profile Options in Purchasing: page 1 – 76

Automatic Sourcing: page 5 – 69

Create Releases Process: page 9 – 30

Requisition Import Process: page 9 – 130

Submitting a Request, *Oracle Applications System Administrator's Guide*

Printed Purchase Order Overview

Purchasing formats your purchase orders to be printed on a standard purchase order form. The following descriptions explain how Purchasing prints the purchase order information. You can use the standard format or customize the report to meet your needs.

Major Features

Portrait and Landscape Formats

Purchasing lets you print your purchase orders in portrait or landscape format. Use the Submit Requests window to choose either the Printed Purchase Order Report (Landscape) or the Printed Purchase Order Report (Portrait). The explanations that follow describe both portrait and landscape characteristics. See: Submitting a Request, *Oracle Applications User's Guide*

Printed Change Orders Report

In addition to the Printed Purchase Order Report, you can also use the Submit Requests window to choose the Printed Change Orders Report in portrait or landscape formats. This prints only the changes between revisions of purchase orders, but is otherwise *identical* to the Printed Purchase Order Report. When you have purchase orders with many lines, you can print only pertinent change information to send to the supplier. If a modification to the purchase order shipment causes the purchase order revision to change, the Printed Change Orders Report prints the revised shipment, line, and header. If the modification is to the line, the report prints the revised line and header. If only the header is modified, the report prints only the header. Note that the report does not include purchase orders for which only the distribution is modified.

Brief Notes

Purchasing prints the brief notes to supplier that you attach to the purchase order header or line. These notes can contain up to 240 characters. Purchasing automatically wraps the notes after 103 characters per line for landscape orientation and 75 for portrait. These notes may wrap in the middle of a word to ensure the correct line count for each page.

Attachments

Purchasing prints all attachments with a usage of Supplier on the purchase order. These notes contain up to 64K characters per note. You can attach as many notes as you want to the purchase order headers and lines. Purchasing also prints text attachments to the items. Purchasing prints 78 characters per line and automatically wraps to the next line. The note appears on the purchase order exactly as you enter it. See: Attaching Notes to Purchasing Documents: page 1 – 28.

Purchase Agreements

Purchasing prints **Purchase Agreement** on all your blanket purchase agreements. Purchasing prints **Purchase Agreement Release** on all your releases.

Purchasing also prints the following messages on contract and blanket purchase agreements. If you provide effective dates on your contract or blanket purchase agreements, Purchasing prints **EFFECTIVE FROM** [start effective date] **TO** [end effective date]. If you provide an effective start date without an effective end date, Purchasing prints only **EFFECTIVE FROM** [start effective date]. If you provide an effective end date without an effective start date, Purchasing prints only **EFFECTIVE TO** [end effective date].

Cancelled Orders

Purchasing automatically indicates whether you cancelled any part of your purchase order. If you cancel the purchase order header, Purchasing prints the following cancellation message at the top of the purchase order and does not print cancellation messages for lines or shipments:

- **This purchase order CANCELLED on:** [date]

If you cancel a purchase order release, Purchasing prints the following cancellation message:

- **This release CANCELLED on:** [date]

If you cancel a blanket purchase agreement line without cancelling the corresponding header, Purchasing prints the following cancellation messages:

- **This purchase order line CANCELLED on:** [date]
- **Original quantity ordered:** [quantity]
- **Quantity CANCELLED:** [quantity]

If you cancel a purchase order shipment without cancelling the corresponding purchase order line, Purchasing prints the following messages. Purchasing also prints these messages for each shipment if you cancel the corresponding purchase order line.

- **This shipment CANCELLED on:** [date]
- **Original shipment quantity:** [quantity]
- **Quantity CANCELLED:** [quantity]

See: Controlling Documents: page 2 – 48.

Confirming Orders

You designate whether a purchase order is a confirming order when you enter the purchase order header information. If you select Confirming Order in the Purchase Order Details window, Purchasing automatically prints **CONFIRMATION -- DO NOT DUPLICATE**.

See: Entering Purchase Order Details Information: page 4 – 58.

Foreign Currency

If you designate that a purchase order is in a different currency than your base currency, Purchasing prints **All prices and amounts on this order are expressed in:** [foreign currency]. You designate the currency when you create the purchase order.

Acceptances

If you require an acceptance from your supplier, Purchasing prints the following message: **Please formally accept this order by:** [acceptance date]. You designate whether you require an acceptance when you create the purchase order. When you indicate that you require an acceptance, you also provide an acceptance date by which you expect your supplier to respond. See: Entering and Viewing Purchase Order Acceptances: page 4 – 79.

UN Number

If you associate a UN number with a purchase order line, Purchasing prints **UN Number:** [UN number and description]. The UN number and description can contain up to 240 characters. Purchasing prints 87 characters per line for landscape orientation (60 for portrait) and automatically wraps to the next line. See: Purchasing Hazardous Materials: page 1 – 48.

Hazard Class

If you associate a hazard class with a purchase order line, Purchasing prints **Hazard Class** [hazard class name]. Purchasing prints up to 87 characters per line for landscape orientation (60 for portrait). See: Purchasing Hazardous Materials: page 1 – 48.

Contract Purchase Agreement References

Purchasing prints the following message for each standard purchase order line that references a contract number: **This PO line references contract PO#** [contract number]. You associate a contract purchase agreement number with a standard purchase order line when you create the purchase order.

Quotation References

Purchasing prints the following message for each purchase order line that references a quotation number: **This PO line references Quotation #:** [supplier quotation number] **Line:** [line number] **Your Quotation #:** [purchase order quotation number]. You associate a quotation number with a purchase order line when you create the purchase order.

Automatic Table Update

Purchasing automatically updates the item history table when you print your purchase order for each revision. Purchasing records the item, supplier, quantity, unit of measure, price, and purchase order number. This information is available when you view last price and history information. See: Supplier Item Catalog Overview: page 5 – 7.

Printed Purchase Order Diagram Descriptions

The following descriptions include both portrait and landscape explanations.

PO Number	Purchasing prints the purchase order number. If the order is a release, Purchasing prints a dash ('-') after the purchase order number followed by the release number. (12 characters, portrait and landscape)
Revision	Purchasing prints the purchase order revision. (4 characters, portrait and landscape)
Page	Purchasing prints the page number. (3 characters, portrait and landscape)

Ship To	The ship to information contains up to 3 lines of address. After the address, Purchasing prints the city, state (or province), and zip code on the line 4. On line 5, Purchasing prints the country. Purchasing prints the ship to location even if it is the same as the bill to location. (portrait – 28 characters for line 1 through 4 lines, 25 characters for line 5; landscape – 30 characters for lines 1 through 4, 25 characters for line 5)
Bill To	The bill to information contains up to 3 lines of address. After the address, Purchasing prints the city, state (or province), and zip code on the line 4. On the line 5, Purchasing prints the country. (portrait – 28 characters for line 1 through 4 lines, 25 characters for line 5; landscape – 30 characters for lines 1 through 5)
Supplier	Purchasing prints the supplier name on line 1. Purchasing then prints up to 3 lines of address. On line 5, Purchasing prints the city, state (or province), and zip code. Purchasing prints the country on line 6. (portrait – 40 characters for line 1, 35 characters for lines 2 through 4, 42 characters for line 5; landscape – 42 characters for line 1, 35 characters for lines 2 through 6)
Customer Account	Purchasing prints the number your supplier associates with your agency. You provide this number in the Supplier window. (portrait – 13 characters, landscape – 9 characters) See: About Suppliers, <i>Oracle Public Sector Payables User's Guide</i> .
Supplier No.	Purchasing prints the number for your supplier. (portrait – 13 characters; landscape – 9 characters)
Date Of Order/ Buyer	Purchasing prints the original buyer and creation date. (portrait – first initial of first name and 10 characters of last name; landscape – first initial of first name and 11 characters of last name)
Revised Date/ Buyer	If you revise the purchase order and do not change the name of the original buyer, Purchasing prints the original buyer's name and the date of the revision. If you change the buyer's name, the new name is printed. If you have not yet revised the purchase order, Purchasing leaves this field blank. (portrait – first initial of first name and 10

	characters of last name; landscape – first initial of first name and 11 characters of last name)
Payment Terms	Purchasing prints the payment terms for your purchase order. (portrait – 27 characters; landscape – 21 characters)
Ship Via	Purchasing prints the mode of transportation for the items on the purchase order. (portrait – 22 characters; landscape 22 characters)
FOB	Purchasing prints the free on board terms. (portrait – 28 characters; landscape 20 characters)
Freight Terms	Purchasing prints the freight terms code that explains the condition of the freight charges and the party responsible for the freight. (portrait – 27 characters; landscape – 21 characters)
Requestor/ Deliver To	If the standard purchase order is for one requestor only, Purchasing prints the full first and last name of the requestor. For multiple requestors, Purchasing prints Many . (portrait – 22 characters; landscape – 52 characters)
Confirm/ Telephone	Purchasing prints the contact name and contact phone number. (portrait – first initial of first name, up to 10 characters of last name, 15 characters for the phone number; landscape – 37 characters for first and last name combined, 16 characters for the phone number)

Standard/Planned Purchase Order Components

Purchasing prints the main text underneath the Item title on the purchase order. Purchasing first prints header information followed by line, shipment, and distribution information.

For single shipments with the same ship-to address as the header, Purchasing pulls all information up to the line level and blanks out the shipment level entirely, regardless of other factors. For multiple shipments or a single shipment with a different ship-to address from the header, Purchasing prints information at both shipment and line levels.

Standard and Planned Purchase Order Header

Standard and planned purchase orders print the following header information if it pertains to the purchase order:

- Brief Supplier Note
- Long Supplier Note
- **This purchase order CANCELLED on:** [date].
- **CONFIRMATION -- DO NOT DUPLICATE**
- **All prices and amounts on this order are expressed in** [foreign currency].

Standard and Planned Purchase Order Lines

After printing the header information, Purchasing prints the following line information:

Line	Purchasing prints the purchase order line number.
Item Number/ Description	Purchasing prints your item number first. If you have an item revision number, Purchasing prints [revision number]. If you specify a supplier item number, Purchasing prints (Your #: [supplier item number]) on the next line. Purchasing then prints the item description on the following line. (portrait – wraps after 23 characters per line, landscape – wraps after 45 characters per line)
Delivery Date	Purchasing prints dates only for single shipments. If you provided a promised date, Purchasing prints the promised date. If you do not provide a promised date or a last date, but you provide a need by date, Purchasing prints the need by date. Otherwise, this space is blank.
Quantity	Purchasing prints the quantity of the item you are ordering if the line type is quantity-based (in number format 999999999 with any existing decimal places, portrait and landscape)
Unit	Purchasing prints the item unit of measure for quantity-based items (4 characters, portrait and landscape)
Unit Price	Purchasing prints the item unit price if the line type is quantity-based (in number format 999999999999 with any existing decimal places in the precision associated with the currency, portrait and landscape)
Extension	Purchasing prints the total amount of the line. This number is the product of the quantity and unit

price. (in number format 999999999999 with any existing decimal places in the precision associated with the currency, portrait and landscape). For amount-based line types, Purchasing prints the price extension only for single shipments.

Tax For single shipments, Purchasing prints **Y** or **N** to indicate whether this is a taxable item.

After printing the first line of the purchase order, Purchasing prints the following if they pertain to the purchase order:

- **UN Number:** [UN number and description]
- **Hazard Class:** [hazard class name]
- Brief Supplier Line Note
- Long Supplier Line Notes
- **This PO line references contract PO#** [contract number]
- **This PO line references your Quotation #:** [quotation number]

Standard and Planned Purchase Order Shipments

After printing each line, Purchasing prints the following shipment information:

- **o** (This symbol indicates a distinct shipment)
- **SHIP TO:** [ship to address]. If the ship to address is the same as the one for the purchase order header, Purchasing prints **Address at top of page** directly below the **SHIP TO:** note without printing the address again. This address contains up to 3 lines of address. On line 4, Purchasing prints the city, state (or province), state, and zip code. On line 5, Purchasing prints the country. (35 characters for lines 1 through 5, portrait and landscape)

After printing the bullet and address to signify a new shipment, Purchasing prints the following information:

Delivery Date If you provided a promised date, Purchasing prints the promised date. If you do not provide a promised date or a last date, but you provide a need by date, Purchasing prints the need by date. Otherwise, this space is blank.

Quantity Purchasing prints the quantity of the item you are ordering for quantity-based items (in number

	format 999999999 with any existing decimal places, portrait and landscape)
Unit	Purchasing prints the item unit of measure for quantity-based items (4 characters, portrait and landscape)
Extension	For multiple shipments of amount-based line types, Purchasing prints the total amount of the line. This number is the product of the quantity and item price override. (in number format 999999999999 with any existing decimal places in the precision associated with the currency, portrait and landscape)
Tax	Purchasing prints Y or N to indicate whether this is a taxable item. For amount-based line types, Purchasing prints the tax flag only for multiple shipments.

If you cancelled a shipment, Purchasing prints the following information:

- **This shipment CANCELLED on:** [date]
- **Original shipment quantity:** [quantity]
- **Quantity CANCELLED:** [quantity]

Standard and Planned Purchase Order Distributions

After printing each shipment, Purchasing prints the following distribution information:

- **DELIVER TO:**
- [Last Name], [First Name] [Middle Initial] ([quantity ordered]) if you provided a requestor name on your purchase order distribution and if there is more than one distribution. (54 characters, portrait and landscape)

Agreement/Release Components

Blanket/Contract Purchase Agreement Header

Purchasing prints the following header information if it pertains to the purchase order:

- Brief Supplier Note
- Long Supplier Notes

- **PURCHASE AGREEMENT**
- **EFFECTIVE FROM** [start effective date] **TO** [end effective date]
or
- **EFFECTIVE FROM** [start effective date], or
- **EFFECTIVE TO** [end effective date]
- **Total agreement amount:** [amount agreed].
- **This purchase order CANCELLED on:** [date]
- **CONFIRMATION -- DO NOT DUPLICATE**
- **All prices and amounts on this order are expressed in** [foreign currency].

Blanket Purchase Agreement Lines

After printing the header information, Purchasing prints the following line information:

Line	Purchasing prints the purchase agreement line number
Item Number/Description	Purchasing prints your item number first. If you have an item revision number, Purchasing prints [revision number]. If you specify a supplier item number, Purchasing prints (Your #: [supplier item number]) on the next line. Purchasing then prints the item description on the following line. (portrait – wraps after 23 characters per line, landscape – wraps after 45 characters per line)
Quantity	Purchasing prints the quantity committed of the item you are ordering for quantity-based items (in number format 999999999 with any existing decimal places, portrait and landscape)
Unit	Purchasing prints the item unit of measure for quantity-based items (4 characters, portrait and landscape)
Unit Price	Purchasing prints the item unit price for quantity-based items (in number format 999999999999 with any existing decimal places in the precision associated with the currency, portrait and landscape)
Extension	Purchasing prints the total amount committed for the line. This number is the product of the

quantity and unit price. (in number format 9999999999999 with any existing decimal places in the precision associated with the currency, portrait and landscape). For amount-based line types, Purchasing prints the price extension only for single shipments.

After printing the first line of the purchase order, Purchasing prints the following information if it pertains to the purchase order:

- **UN Number:** [UN number and description]
- **Hazard Class:** [hazard class name]
- **This purchase order line CANCELLED on:** [date]
- **Original quantity ordered:** [quantity]
- **Quantity CANCELLED** [quantity]
- Brief Supplier Line Note
- Long Supplier Line Notes
- **This PO line references your Quotation #:** [quotation number]

Blanket Purchase Agreement Release Header

Purchasing prints the following header information if it pertains to the release:

- Brief Supplier Note from Blanket Purchase Agreement
- Long Supplier Note from Blanket Purchase Agreement
- **BLANKET AGREEMENT RELEASE** (for blanket releases)
- **PLANNED PURCHASE ORDER RELEASE** (for scheduled releases)
- **This release CANCELLED on:** [date]
- **All prices and amounts on this order are expressed in** [foreign currency].

Blanket Purchase Agreement Release Lines

After printing the header information, Purchasing prints the following line information:

Line	Purchasing prints the purchase order line number
Item Number/ Description	Purchasing prints your item number first. If you have an item revision number, Purchasing prints [revision number]. If you specify a supplier item

number, Purchasing prints (**Your #:** [supplier item number]) on the next line. Purchasing then prints the item description on the following line. (portrait – wraps after 23 characters per line, landscape – wraps after 45 characters per line)

Unit Price Purchasing prints the item unit price for quantity-based items (in number format 999999999999 with any existing decimal places in the precision associated with the currency, portrait and landscape)

After printing the first line of the purchase order, Purchasing prints the following information if it pertains to the purchase order:

- **UN Number:** [UN number and description]
- **Hazard Class:** [hazard class name]
- **This purchase order line CANCELLED on:** [date]
- **Original quantity ordered:** [quantity]
- **Quantity CANCELLED** [quantity]
- Brief Supplier Line Note
- Long Supplier Line Notes
- **This PO line references your Quotation #:** [quotation number]

Blanket Purchase Agreement Release Shipments

After printing each line, Purchasing prints the following shipment information:

- **o** (This symbol indicates a distinct shipment)
- **SHIP TO:** [ship to address]. If the ship to address is the same as the purchase order header address, Purchasing prints **Address at top of page** directly below the **SHIP TO:** note without printing the address again. This address contains up to 3 lines of address. On line 4, Purchasing prints the city, state (or province), and zip code. On line 5, Purchasing prints the country. (35 characters for lines 1 through 3, 74 characters for line 4, and 25 characters for line 5, portrait and landscape)

After printing the bullet and address to signify a new shipment, Purchasing prints the following information:

Delivery Date If you provided a promised date, Purchasing prints the promised date. If you do not provide a promised date or a last date, but you provide a

	need by date, Purchasing prints the need by date. Otherwise, this space is blank.
Quantity	Purchasing prints the quantity of the item you are ordering for quantity-based items (in number format 999999999 with any existing decimal places, portrait and landscape)
Unit	Purchasing prints the item unit of measure for quantity-based items (4 characters, portrait and landscape)
Unit Price	Purchasing prints the item price override for quantity-based items (in number format 999999999999 with any existing decimal places in the precision associated with the currency, portrait and landscape)
Extension	Purchasing prints the total amount of the line. This number is the product of the quantity and item price override. (in number format 9999999999999 with any existing decimal places in the precision associated with the currency, portrait and landscape)
Tax	Purchasing prints Y or N to indicate whether this is a taxable item.

If you cancelled a shipment, Purchasing prints the following information:

- **This shipment CANCELLED on:** [date]
- **Original shipment quantity:** [quantity]
- **Quantity CANCELLED** [quantity]

Blanket Purchase Agreement Release Distributions

After printing each shipment, Purchasing prints the following distribution information:

- **DELIVER TO:**
- [Last Name], [First Name] [Middle Initial] ([quantity ordered]) if you name the requestor. **Unspecified** ([quantity ordered]) otherwise. (45 characters, portrait and landscape)

Total

Purchasing prints **Continued** at the bottom of every page except for the last page of the purchase order. Purchasing prints the sum of the purchase order lines on the bottom of the last page.

Document Revision Numbering

You can create *multiple* revisions of your purchasing documents (planned and standard purchase orders and blanket and contract purchase agreements). Use the Document Types window to set whether each of these documents is archived upon approval or upon printing. All revisions begin at 0, and Purchasing increments this revision number by 1 when you make changes to controlled information and the current revision number is equal to the archived number. As a result, the first revision that you print might not be 0 if you are archiving on approval. See: Defining Document Types: page 1 – 65.

The following examples illustrate the difference between archiving on approval and on printing:

Archiving on Approval		
Action	Archive Rev	Current Rev
Step 1. Create purchase order	None	0
Step 2. Approve purchase order	0	0
Step 3. Change controlled information	0	1
Step 4. Approve purchase order	1	1
Step 5. Print purchase order	1	1

Table 4 – 7 (Page 1 of 1)

Archiving on Print		
Action	Archive Rev	Current Rev
Step 1. Create purchase order	None	0
Step 2. Approve purchase order	None	0

Table 4 – 8 (Page 1 of 2)

Action	Archive Rev	Current Rev
Step 3. Change controlled information	None	0
Step 4. Approve purchase order	None	0
Step 5. Print purchase order	0	0
Step 6. Change controlled information	0	1
Step 7. Approve purchase order	0	1
Step 8. Change controlled information	0	1
Step 9. Print purchase order	1	1

Table 4 – 8 (Page 2 of 2)

Document Revision Rules

The following table describes the additions and changes that cause Purchasing to increment document revision numbers:

		Standard	Planned	Blanket	Contract	Release
HEADER	Buyer	✓	✓	✓	✓	✓
	Contact	✓	✓	✓	✓	
	Confirm	✓	✓	✓	✓	
	Ship-To	✓	✓	✓	✓	
	Bill-To	✓	✓	✓	✓	
	Payment Terms	✓	✓	✓	✓	
	Freight Carrier / Ship Via	✓	✓	✓	✓	
	FOB	✓	✓	✓	✓	
	Freight Terms	✓	✓	✓	✓	
	Brief Note to Supplier	✓	✓	✓	✓	
	Acceptance Re- quired	✓	✓	✓	✓	✓
	Acceptance Due Date	✓	✓	✓	✓	✓
	Amount Limit		✓	✓	✓	
	Effective Date		✓	✓	✓	
	Expiration Date		✓	✓	✓	
	Cancel Flag	✓	✓	✓	✓	
	Amount Agreed			✓	✓	
	Release Number					✓
	Release Date					✓
	Confirming Order	✓	✓	✓	✓	✓

Table 4 - 9 (Page 1 of 3)

		Standard	Planned	Blanket	Contract	Release
LINES	Unit Price	✓	✓	✓		
	Line Number	✓	✓	✓		
	Item	✓	✓	✓		
	Item Revision	✓	✓	✓		
	Item Description	✓	✓	✓		
	Payment Terms	✓	✓	✓		
	Quantity	✓	✓	✓		
	Unit of Measure	✓	✓	✓		
	Source Quotation Header	✓	✓	✓		
	Source Quotation Line	✓	✓	✓		
	Hazard Class	✓	✓	✓		
	UN Number	✓	✓	✓		
	Contract Number	✓	✓	✓		
	Supplier Item Number	✓	✓	✓		
	Brief Note to Supplier	✓	✓	✓		
	Price Type	✓	✓	✓		
	Quantity Agreed			✓		
	Amount Agreed			✓		
	Closed Code	✓	✓	✓	✓	✓
	Cancel Flag	✓	✓	✓	✓	✓

Table 4 - 9 (Page 2 of 3)

		Standard	Planned	Blanket	Contract	Release
PRICE BREAKS	Ship-To Location			✓		
	Quantity			✓		
	Break Price			✓		
	Price Break Number	✓	✓	✓		
SHIPMENT	Shipment Number	✓	✓	✓		✓
	Ship-To	✓	✓	✓		✓
	Quantity	✓	✓	✓		✓
	Promise Date	✓	✓	✓		✓
	Need-By Date	✓	✓	✓		✓
	Last Acceptance Date	✓	✓	✓		✓
	Taxable	✓	✓	✓		✓
	Shipment Price					✓
	Cancel Flag	✓	✓	✓	✓	✓
DISTRIBUTION	Quantity	✓	✓	✓		✓
	Requestor	✓	✓	✓		✓
	Charge Account	✓	✓			✓

Table 4 - 9 (Page 3 of 3)

Document Reapproval Rules

Documents are unapproved when you add or change specific information, regardless of whether the revision is incremented. Almost all changes that cause the revision to be incremented also unapprove the document, as does placing the document on hold. However, if you change the line level Brief Note to Supplier, cancel the document or its entities, or change the Firm Demand flag or receiver note, the document does not require reapproval.

Controlled changes unapprove either the document header alone, or both the header and its shipments. However, you can continue to receive against approved shipments even when the header is unapproved.

You can also control whether—or how much of—a revision (for example, to Quantity) requires the document to undergo the entire approval process or to be instantly approved. See: *Workflow Processes for Approving Change Orders*: page 2 – 73.

The following table describes the additions and changes you can make that cause Purchasing to unapprove a document.

		Standard	Planned	Blanket	Contract	Release
HEADER: Unapproves Header	Buyer	✓	✓	✓	✓	✓
	Contact	✓	✓	✓	✓	
	Confirm	✓	✓	✓	✓	
	Ship-To	✓	✓	✓	✓	
	Bill-To	✓	✓	✓	✓	
	Payment Terms	✓	✓	✓	✓	
	Ship via	✓	✓	✓	✓	
	FOB	✓	✓	✓	✓	
	Freight Terms	✓	✓	✓	✓	
	Brief Note to Supplier	✓	✓	✓	✓	
	Acceptance Required	✓	✓	✓	✓	✓
	Acceptance Due Date	✓	✓	✓	✓	✓
	Amount Limit		✓	✓	✓	
	Effective Date		✓	✓	✓	
	Expiration Date		✓	✓	✓	
	Amount Agreed			✓		
	Release Number					✓
	Release Date					✓

Table 4 - 10 (Page 1 of 3)

		Standard	Planned	Blanket	Contract	Release
LINE Unapproves Header	Unit Price	✓	✓	✓		
	Line Number	✓	✓	✓		
	Item	✓	✓	✓		
	Item Revision	✓	✓	✓		
	Item Description	✓	✓	✓		
	Item Category	✓	✓	✓		
	Quantity	✓	✓	✓		
	Unit of Measure	✓	✓	✓		
	Source Quota- tion Header	✓	✓	✓		
	Source Quota- tion Line	✓	✓	✓		
	Hazard Class	✓	✓	✓		
	Contract Number	✓	✓	✓		
	Supplier Item Number	✓	✓	✓		
	UN Number	✓	✓	✓		
	Price Type	✓	✓	✓		
	Price Limit			✓		
	Quantity Agreed			✓		
	Amount Agreed			✓		
	Brief Note to Supplier	✓	✓	✓		
	Promised Date	✓	✓	✓		
Need-By Date	✓	✓	✓			
Capital Expense	✓	✓	✓			

Table 4 - 10 (Page 2 of 3)

		Standard	Planned	Blanket	Contract	Release
PRICE BREAKS: Unapproves Header	Ship-To Location			✓		
	Quantity			✓		
	Break Price			✓		
	Discount			✓		
SHIPMENT: Unapproves Header and Shipment	Shipment Number	✓	✓			✓
	Ship-To	✓	✓			✓
	Quantity	✓	✓			✓
	Promise Date	✓	✓			✓
	Need-By Date	✓	✓			✓
	Last Acceptance Date	✓	✓			✓
	Taxable (Header only)	✓	✓			✓
	Shipment Price					✓
DISTRIBUTION: Unapproves Header and Shipment	Distribution Number (Header Only)	✓	✓			✓
	Quantity	✓	✓			✓
	Requestor (Header Only)	✓	✓			✓
	Charge Account	✓	✓			✓

Table 4 - 10 (Page 3 of 3)

Changing Encumbered Documents

You can make changes to a purchase order for which funds have already been reserved (or encumbered). You do this by temporarily unreserving the document, making the desired changes, and reserving the document again. The Unreserve action takes place at the header level only; it affects all lines on a purchase order, and changes the document's status to Requires Reapproval.

Note: If the appropriate approver modifies an encumbered requisition, Purchasing unreserves the requisition automatically.

► **To make changes to an encumbered purchase order:**

1. Choose the Approve button.
The Approve Document window appears.
2. Select Unreserve.
The Unreserve option is available only if funds are currently reserved for at least one line in your document.
3. Enter an Unreserve Date that falls within an open reserve period.
4. Choose OK.
5. Make your changes to the document and choose Approve again.
6. In the Approve Document window that appears, select Reserve to reserve funds again for the document.
7. Select Submit for Approval and choose OK to resubmit the document for approval.

See Also

Submitting a Document for Approval: page 2 – 32

Document Reapproval Rules: page 4 – 114

Overview of Encumbrance Accounting, *Oracle Public Sector General Ledger User's Guide*

Overview of Outside Processing

The competitive advantages of outside processing include:

- using specialized supplier skills in your manufacturing process to help lower engineering and manufacturing costs and increase production quality
- using supplier capacity to temporarily or permanently increase your overall production capacity

Oracle Manufacturing allow you to include supplier-sourced components and resources in your manufacturing processes. The complete life cycle of outside processing from setup through execution is described below.

Outside Processing Items and Outside Resources

You can define outside processing items that represent supplier-sourced items, resources, and services you include in your build process. These items can be non-stocked items which represent the actual supplier contribution in your build process or you can define the assembly itself as an outside processing item. The outside processing item is the item you enter on your purchase order lines and receive in your purchase order shipments.

You also define outside resources and associate them with these outside processing items. The outside resources are included on your routings for scheduling and costing purposes. A job or repetitive schedule in Work in Process is charged for outside processing through these outside resources.

Work in Process automatically requisitions the outside processing items associated with outside resources when you perform move transactions on jobs or repetitive schedules with outside processed assemblies. Purchasing charges outside resources to jobs or repetitive schedules when you receive the outside processing items.

Multiple Outside Resources per Operation

You can assign multiple outside resources to each operation on the routings of your outside processed assemblies.

Supplier-Sourced Components

You can define supplier-sourced components on your bills of material to identify components that are provided by suppliers.

Automatic Requisition Generation

Work in Process automatically generates a purchase requisition when you move into Queue of an operation that contains an outside resource linked to an outside processing item. You then use Autocreate to convert these requisitions to purchase orders or releases against blanket agreements.

Manual Outside Resource Requisitions and Purchase Orders

You can manually requisition and/or purchase outside resources that are not linked to outside processing items by requisitioning and/or purchasing an outside processing item and referencing a particular outside resource on a job or repetitive schedule.

Multiple Jobs or Repetitive Schedules per Purchase Order Line

You can define a purchase order with several lines; each line can be for a different outside processing item, and each outside processing item can refer to several discrete jobs or repetitive schedules.

View Jobs or Repetitive Schedules Included on a Purchase Order

You can view each of the jobs or repetitive schedules referenced on a purchase order. You can also report purchase order information associated with resources on jobs or repetitive schedules.

Outside Processed Assembly Tracking

You can track outside processed assemblies at the supplier using intraoperation move transactions.

Automatic Resource Charging

Purchasing automatically charges jobs or repetitive schedules for outside resources when you receive against the outside processing items linked to outside resources on those jobs or repetitive schedules.

Automatic Move Transactions

Purchasing automatically moves assemblies to Queue of the next operation or to To Move of the final operation (if you are at the final operation) when you receive outside processing items linked to PO Move resources.

Receiving Inspection Options

Oracle Manufacturing gives you several options to handle your receiving inspection flow: Supplier Inspection, Shop Floor Inspection, and Receiving Inspection.

Returns and Corrections

You can return outside processed assemblies to suppliers for rework, and you can reverse receiving transactions to correct over-receipts. Oracle Manufacturing reverses accounting charges and move transactions associated with any correction you make.

Introduction to Outside Processing

Oracle Manufacturing provides complete life cycle support of your outside processing public sector needs from setup through receipt.

Product	Setup Function
Inventory	Define outside processing items
	Define outside processing item list prices and lead times
	Define units of measure
Purchasing	Define and assign supplier sourcing rules
	Define outside processing line types
	Link employees to application users
	Define quantity received tolerances and control
	Define receiving routing controls
	Define ship to, deliver to locations
	Define receiving, PPV, IPV, and AP accrual accounts
Bills of Material	Define outside resources
	Define departments
	Define routings
	Attach supplier-sourced components to bills of material
	Perform cost rollup
Work in Process	Define WIP accounting classes

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Outside Processing Business Examples

Oracle Manufacturing provides flexible outside processing that you can adapt to match your business flow. You can review the business examples in this section to better understand how the Oracle Manufacturing outside processing features are used in real business scenarios.

Understanding the Physical Flow of Outside Processed Assemblies

Oracle Manufacturing supports your physical outside processing flow by providing you with the tools necessary to record and charge each activity. Before you implement the system, you should understand your physical material flows to and from your suppliers and then tailor your implementation to match your physical model.

Setting Up Inventory

You define outside processing items in Inventory. These items can be non-stocked items which represent the actual supplier contribution in your build process or you can define the assembly itself as an outside processing item. When you create purchase requisitions and purchase orders, you enter outside processing items on the requisition and purchase order lines.

You must define all outside processing items in your purchasing organization. In addition, you must define and maintain these outside processing items in all your work in process organizations. You must maintain the outside processing item list price and lead time which are used when automatically creating a purchase requisition. You must maintain consistent item attributes for outside processing items you include in multiple organizations.

You also define outside processing item and outside resource units of measure in Inventory. You can receive an item in an alternate unit of measure. When Purchasing charges the resource to the job or repetitive schedule, it converts the receiving unit of measure back to the resource unit of measure.

Setting Up Bills of Material

You define outside resources, departments, routings, and components in Bills of Material. Resources identify the item, resource, or service you are purchasing from a supplier. You must associate an outside resource with a manufacturing department so you can attach the resource to a routing operation.

When you define your bills of material, you can identify the components supplied by a supplier. You do this by choosing the Supplier supply type for these components on your bill of material.

Setting Up Purchasing

You can define supplier sourcing rules and Approved Supplier List entries to reference source documents such as blanket purchase agreements when you requisition outside processing items. Also, the preparer on a requisition comes from the employee who is linked to the application user who enters the move transaction which creates the requisition.

You must also define ship to and deliver to locations which Purchasing uses when receiving outside processing items. The ship to location represents the delivery dock and/or inspection location and the deliver to location represents the destination location, which is work in process. The destination location is the same location that you associate with the department of the outside operation.

You can also enable receiving tolerance percentages as well as receiving routing controls in Purchasing. Finally, you must specify several accounts which Purchasing uses when receiving outside processing items.

Setting Up Work in Process

You define your standard discrete, non-standard, and repetitive assembly accounting classes in Work in Process. You must enter an outside processing account to charge when you receive outside processing items linked to outside resources on jobs and repetitive schedules.

Planning Outside Resource Load

Capacity plans either rough-cut or detailed resource load for outside resources with time-based units of measure.

Requisitioning Outside Processing Items

Work in Process automatically requisitions appropriate outside processing items when you move into Queue of an operation with an outside resource. You can also manually define a purchase requisition for an outside processing item and link it to a job or repetitive schedule.

Purchasing Outside Processing Items

You can automatically create a purchase order or blanket release from an outside processing purchase requisition. The purchase order or

release contains lines referencing outside processing items, shipments referencing delivery information, and distributions referencing jobs or repetitive schedules and resources to charge. You can also manually define a purchase order for an outside processing item and link it to a job or repetitive schedule.

Receiving Outside Processing Items

When you receive outside processing items linked to jobs or repetitive schedules, Purchasing automatically charges your job or repetitive schedule for the cost of the outside processing item at standard or at the purchase price, depending upon how you define the outside resource linked to the outside processing item you are receiving. Purchasing also moves outside processed assemblies to the next operation on the shop floor if you defined the resource as To Move.

Managing Returns and Adjustments

You can return outside processed assemblies to suppliers for rework, and you can reverse over-receipts you erroneously transacted. Purchasing reverses move transactions and accounting charges associated with the initial transactions.

Outside Processing Business Examples

In general, you use outside processing to facilitate the purchase and costing of supplier services included in your production activities. The following are three examples of how you can use outside processing in Oracle Manufacturing.

You are not required to manage your outside processing manufacturing activities exactly as described in the following examples. Rather, the objective of these examples is to highlight the flexibility of outside processing across a variety of situations.

Oracle recommends that you experiment and review the results of different approaches to determine the best implementation of the outside processing functionality for your unique needs. You should use these examples as a starting point to better understand how you might use outside processing at your manufacturing facilities.

A Computer Plating Service Example

You are a computer manufacturer who sends your frame assemblies to a supplier for plating. You have defined a primary routing for your assemblies that includes a supplier plating operation. Further, you

have created a relationship, a contract, and even blanket purchase agreements with your plating supplier based on your production capabilities and capacity planning.

To support the purchase and costing of the supplier plating service, you define an outside resource called "Plating" with an autocharge type of PO Move, a UOM of EA for each, and a standard cost. Then you link this resource to an outside processing item called "Plating". This is the item that you purchase and receive from your supplier.

When your assemblies are ready for plating, you ship them to your supplier and enter a move transaction recording the move to the supplier plating operation. The move automatically initiates a purchase requisition for the "Plating" outside processing item based on the number of assemblies you moved. You create a purchase release for the requisition against a blanket order for the "Plating" outside processing item and send it to the supplier.

You receive the plated assemblies back from the supplier at the next operation on your routing. The job or repetitive schedule you use to control your production is automatically charged for the "Plating" outside resource when you receive the assemblies. The assemblies are automatically moved to the next operation for inspection to match your physical flow.

You perform inspection of the assemblies at the following operation and either move them on or return them to the supplier for rework. If you return them for rework, Oracle Manufacturing automatically reverses the charges and performs a reversing move transaction to accurately track the physical flow of your assemblies.

A Plating Service Setup Example

You are a computer manufacturer who sends your frame assemblies to a supplier for plating. As part of your contract, your supplier charges the same setup fee for each job or repetitive schedule, regardless of the number of assemblies on the job or repetitive schedule. You have defined a primary routing for your assemblies that includes a supplier plating operation with a Lot based outside resource for plating setup.

To support the purchase and costing of this setup charge, you define an outside resource called "Plating SU" with an autocharge type of PO Receipt, a UOM of EA for each, and a standard cost. Then you link this resource to an outside processing item called "Plating SU". The purchase quantity is always 1 on a job or repetitive schedule, unlike the "Plating" outside processing item, which was based on the number of assemblies you shipped.

When your assemblies are ready for plating, you ship them to your supplier and enter a move transaction recording the move to the supplier plating operation. The move automatically initiates a purchase requisition for a single "Plating SU" outside processing item associated with the "Plating SU" outside resource. You create a purchase order from the requisition and send it to the supplier.

When you receive the assemblies back from the supplier, there is a separate line item for "Plating SU". The job or repetitive schedule you use to control your production is automatically charged for the setup charge when you receive that item. The assemblies are not moved after this receipt; rather they are moved when you receive the "Plating" item since the "Plating" resource's autocharge type is PO Move.

A Supplier Labor Charging Example

You are a computer manufacturer who sends your frame assemblies to a supplier for plating. Your supplier charges a setup fee for each job or repetitive schedule and a plating service charge for each assembly he services. In addition, the supplier has a resource at his plant to perform periodic chemical analysis relating to the assembly plating process. Although this service is not a standard part of the plating process, you still include this outside resource on your routing so you can charge it as needed.

To support the purchase and costing of this chemical analysis resource, you define an outside resource called "Analysis" with an autocharge of PO Receipt, a UOM of EA for each, and a standard cost of \$1. However, you do *not* link this resource to the "Analysis" outside processing item.

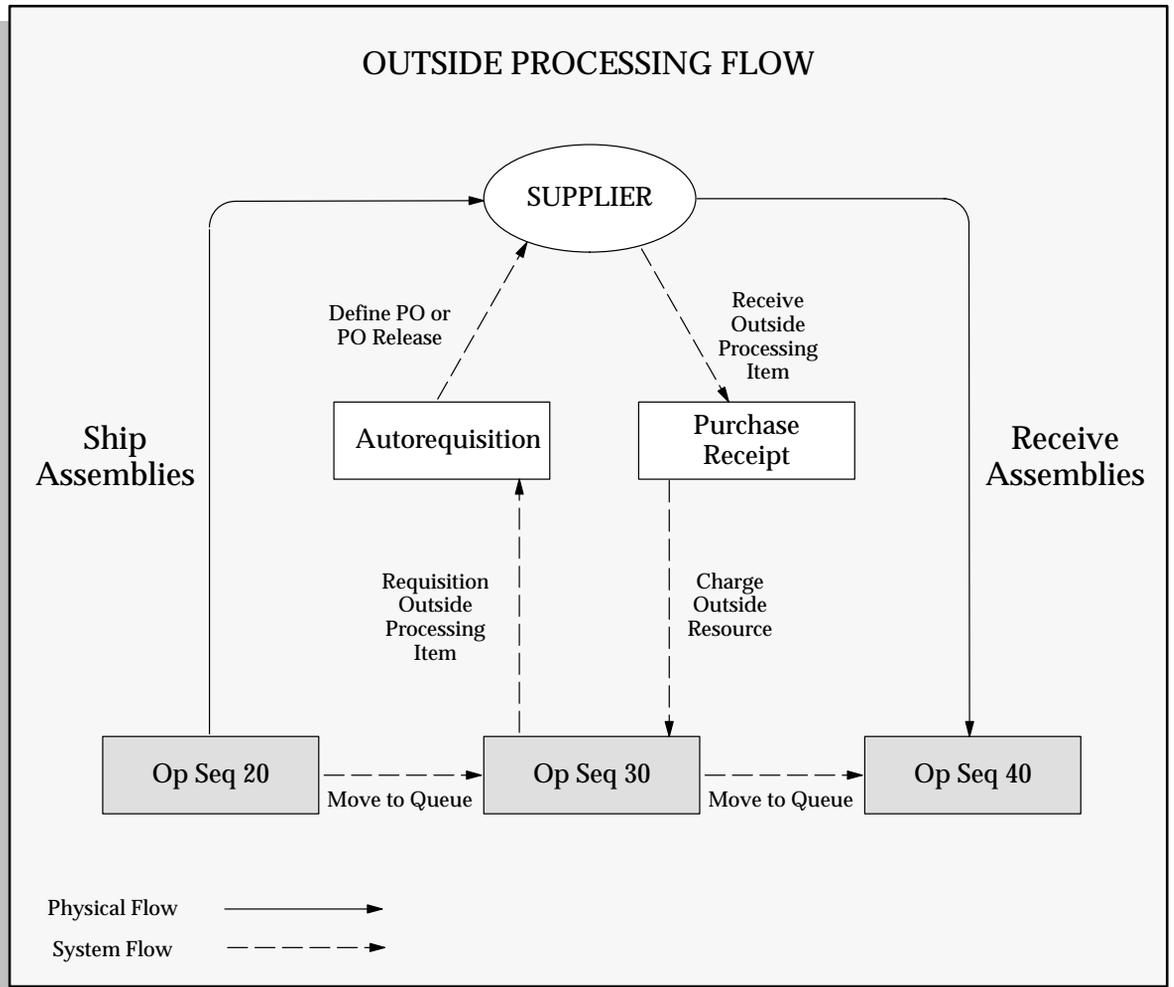
Since the "Analysis" resource is not linked to the "Analysis" outside processing item, your move transaction to the supplier plating operation never requisitions the resource. However, your buyer includes this item on purchase orders as necessary to authorize this periodic chemical analysis service. The buyer includes the amount he authorizes (such as 100 EA @ \$1 = \$100) and the job or repetitive schedule to charge.

When you receive assemblies back from the supplier, there is a separate line item for "Analysis" charges. The job or repetitive schedule the buyer referenced on the purchase order line is automatically charged for the chemical analysis service charges when you receive that item. The assemblies are not moved after this receipt.

Understanding the Physical Flow of Outside Processed Assemblies

Oracle Manufacturing gives you the flexibility you need to control your outside processing flows. This essay highlights some basic outside processing scenarios and discusses all of the options you have to manage your particular outside processing flows. Before you learn the transaction flows of Oracle Manufacturing, you should understand the physical flow assumptions on which they are based. This section covers areas such as consuming material requirements, shipping assemblies to suppliers, tracking assemblies at suppliers, and inspecting outside processed assemblies.

Figure 4 - 1



Kitting Options

An outside operation may have material requirements in addition to labor or machine requirements. Further, you may have different methods for satisfying material requirements at an outside operation. For example, you may kit and ship components to your supplier for assembly. Or, you may let your supplier provide the components himself. Regardless, Oracle Manufacturing lets you model and transact to match the way you perform outside processing.

You can use the supply type on your bill to indicate who supplies components and when you record the material transactions in the system. For example, if your supplier provides components in addition to labor, you can include the components on your bill with a Supplier supply type. You can charge a job or repetitive schedule for these components by including their cost in the standard cost of the outside resource on your routing. Or, if your supplier charges you separately for these components, you can add another outside resource specifically for these costs. Master Scheduling/MRP does *not* plan supplier-sourced components.

If you kit components to send to a supplier for assembly, you can include these components on your bill with a Push supply type. Before shipping the assemblies, you can run a Pick List and issue these components to the job or repetitive schedule using the WIP Material Transactions window in Work in Process. The material WIP is charged to the job or repetitive schedule when you issue the components. You can ship the components along with the assemblies to the supplier. Master Scheduling/MRP *does* recognize this component demand.

If you want to backflush the components at an outside operation, you can identify the components on your bill with either an Operation Pull or Assembly Pull supply type. You must still get the components out of inventory and to the supplier, even if you are delaying the backflush until later in your process. You would typically run a pick list to identify the necessary components and ship these components along with the assemblies to the supplier. You would then backflush the components and charge the material cost to a job or repetitive schedule when you complete the outside operation or complete the assemblies to inventory. Master Scheduling/MRP also recognizes this component demand.

Shipping Options

You have several options for shipping your outside processed assemblies to your supplier. Your supplier may pick up assemblies at your plant based on a regular schedule, or you may ship assemblies to your supplier on an as needed basis. In some cases, you may want your supplier to drop ship assemblies directly to another supplier for additional outside processing.

You can use move transactions in Work in Process to record outside processing shipments to your supplier. You can include the specific costs of shipping as separate resources on your routing. In addition, Purchasing lets you record the FOB point on your purchase orders. And, as discussed in the next section, you can also track assemblies at your supplier using move transactions in Work in Process.

If you have sequential outside processing operations and you have worked out the physical flows between your suppliers, you can use PO Move resources to automatically move outside processed assemblies from one outside operation to the next one on your routing. You must enter a receiving transaction in Purchasing confirming completion by the first supplier and receipt by the second supplier.

Outside Processed Assembly Tracking Options

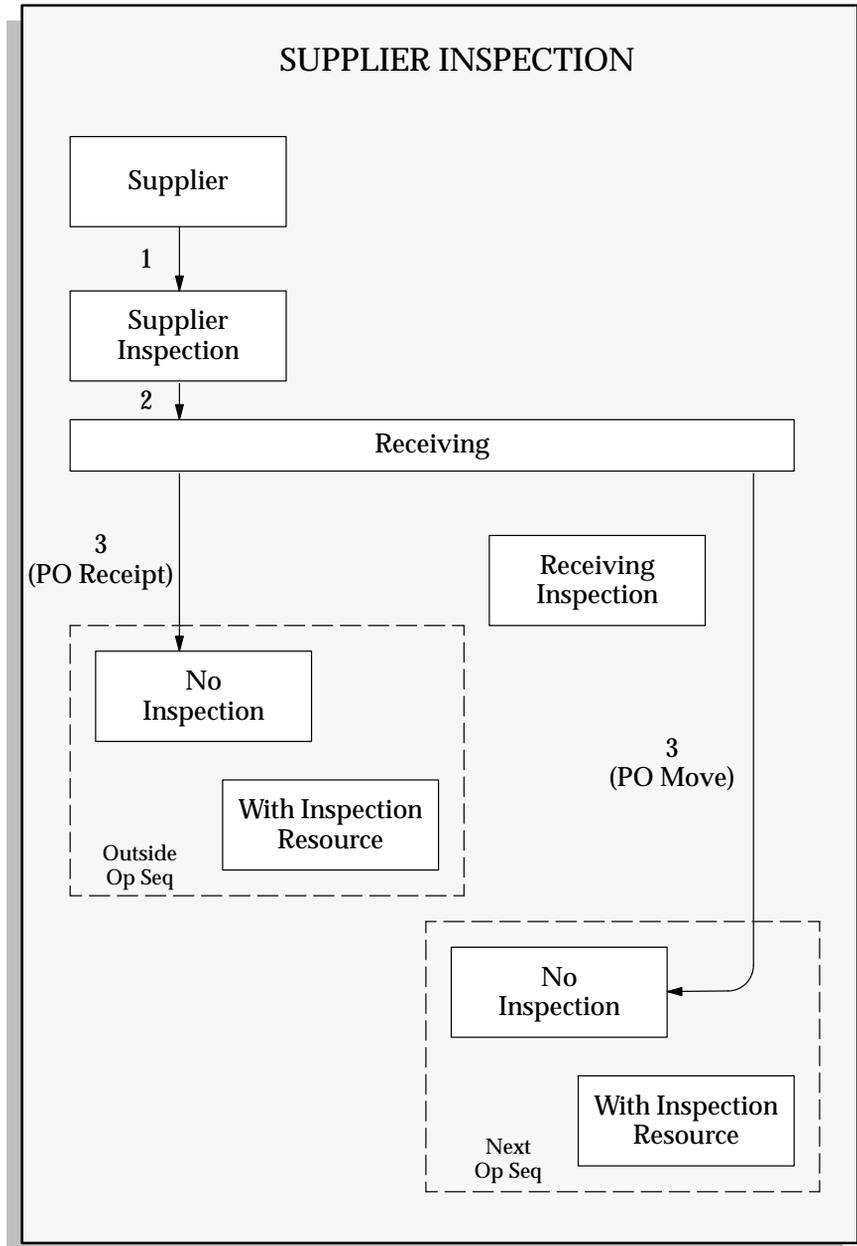
After your supplier receives and begins work on your assemblies, you can track his progress by entering intraoperation move transactions in Work in Process. For example, when your supplier confirms the start of work you might want to move assemblies from Queue to Run. Later when your supplier notifies you that the completed assemblies are being shipped back, you might want to move the assemblies from Run to To move.

Inspection Options

Oracle Manufacturing provides you with several options for inspecting your supplier work. In general, either you or your supplier can perform inspection.

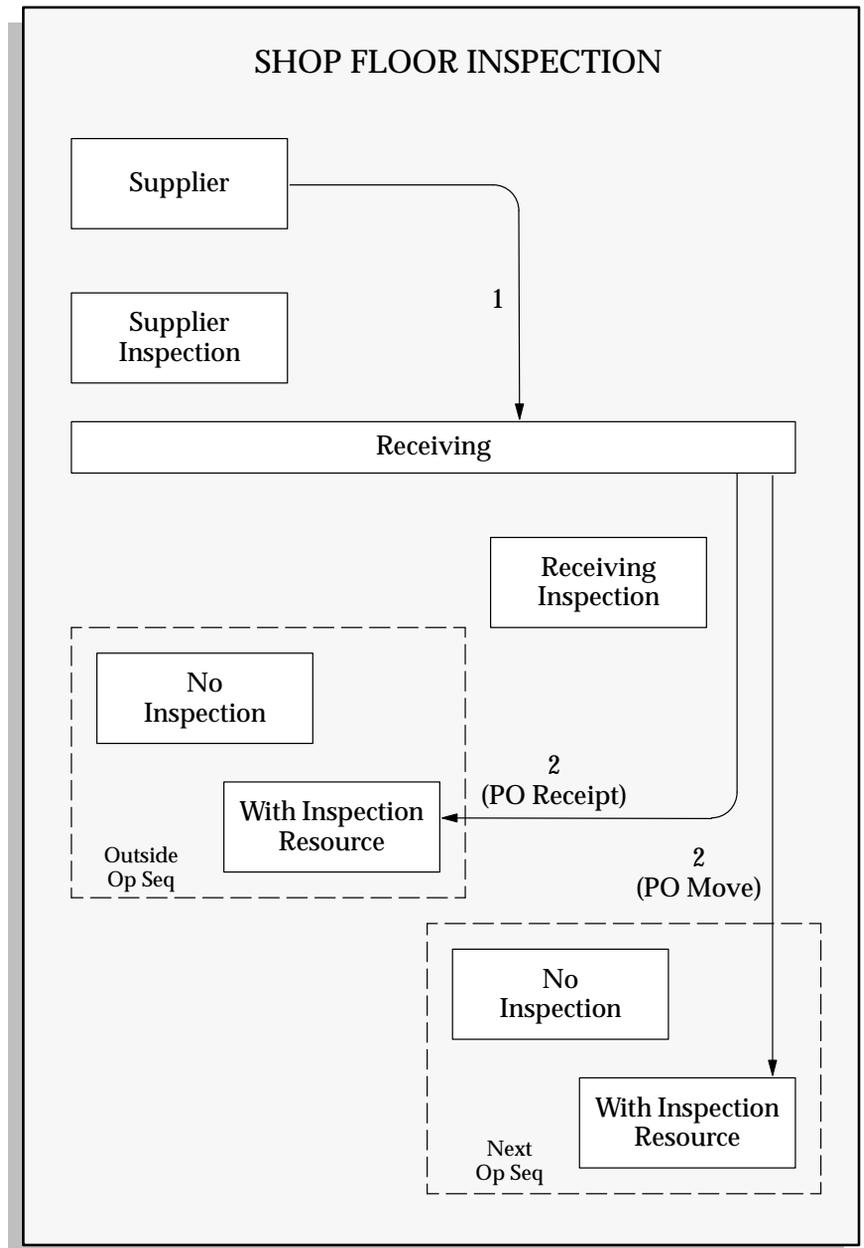
If your supplier performs inspection (to your specifications), he can then ship the assemblies directly to the next operation on your routing. He can include the inspection fee either in his overall fee or as a separate line item. If he charges you separately, you must define a separate outside resource on your routing for the inspection.

Figure 4 - 2



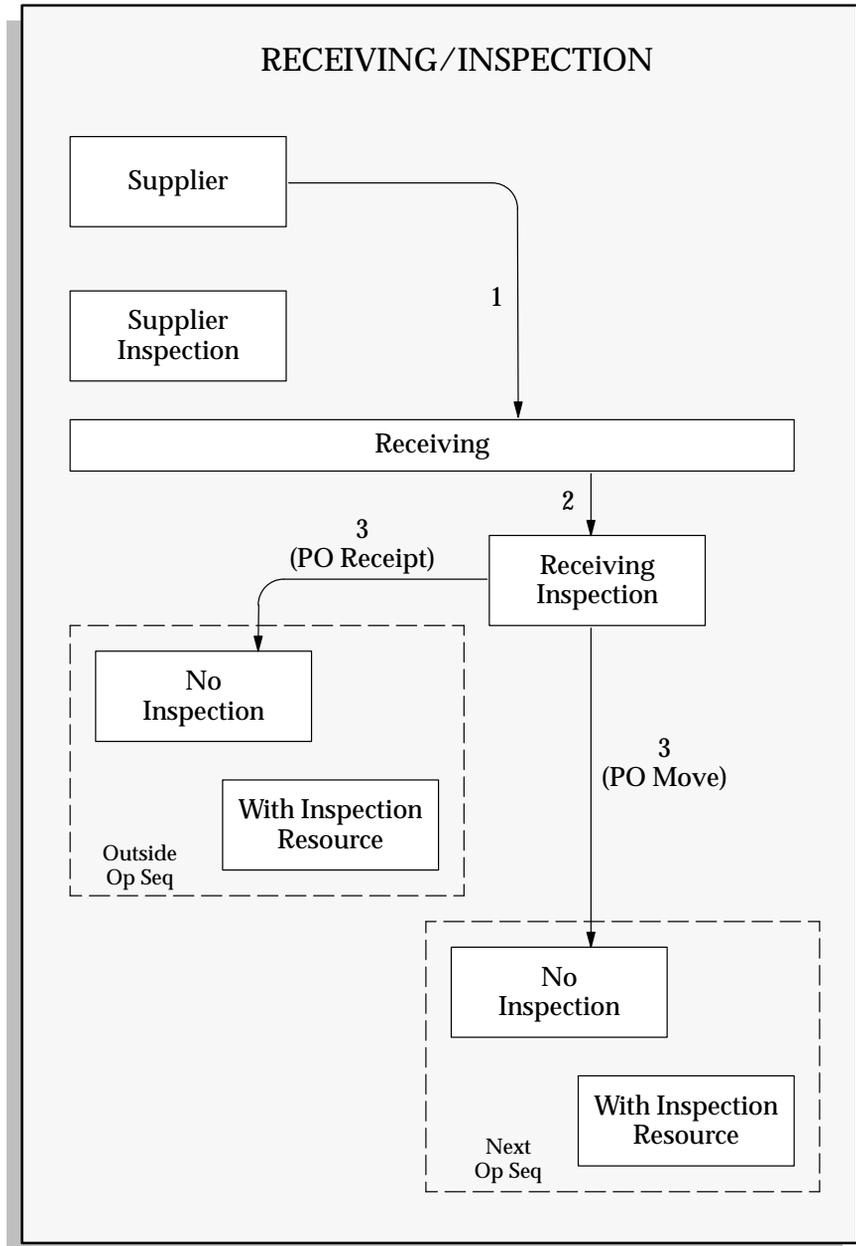
If you perform the inspection internally, you can define an internal inspection resource either at the outside operation or at a separate inspection operation with an inspection resource.

Figure 4 - 3



You can also receive the outside processed assemblies into a receiving inspection location in Purchasing and perform your inspection activities in receiving inspection. Then, you can deliver the assemblies to the shop floor and charge the job or repetitive schedule for the outside processing services.

Figure 4 - 4



Setting Up Inventory

Use the Items window to define and maintain outside processing items. These items can be non-stocked items which represent the actual supplier contribution in your build process or you can define the assembly itself as an outside processing item. You must define and maintain these outside processing items across all organizations that use them, including the inventory organization you define in Purchasing. See: Defining Items, *Oracle Inventory User's Guide*.

Define Outside Processing Items

When you define outside processing items for outside processing, you must define certain item attributes in the Items window. (See: Purchasing Attribute Group, *Oracle Inventory User's Guide*.) These attributes let you link outside resources to the outside processing items and then include the items on outside processing requisition and purchase order lines. For each outside processing item, you must define the following:

Outside Processing Item

Set this attribute to Yes to link an outside processing item with an outside resource and to include an item on an outside processing purchase order line.

Purchasable

Set this attribute to Yes to include an item on a purchase order line.

Outside Processing Unit Type

You can requisition outside processing items from Work in Process in two ways. You can requisition them based on the number of assemblies you are moving into the outside operation. Or, you can requisition them based on the extension of the number of assemblies times the usage rate or amount of the resource. In either case, you always charge the job or repetitive schedule using the extended quantity for the associated outside resource.

If you want to requisition one outside processing item for each assembly you ship to a supplier, then you should set the Outside Processing Unit Type to Assembly.

For example, suppose your frame assemblies each require one plating service. You would set up a "Plating" outside resource and a corresponding "Plating" outside processing item to represent this outside service. You should also set the unit of measure of the frame assembly and the "Plating" outside processing item to be EA for each. Finally, you need to assign the "Plating" outside resource to the frame

assembly routing and enter the appropriate usage rate or amount and a basis of Item.

When you move one EA of the frame assembly into the outside operation, Work in Process automatically requisitions one EA of the "Plating" outside processing item. Later, when you receive one EA of the plated assembly back from the supplier, Purchasing relieves the purchase order for one "Plating" item. Purchasing charges the job or repetitive schedule one frame assembly times the usage rate or amount of the "Plating" outside resource using the outside resource's unit of measure.

If you want to requisition the usage rate or amount of the outside resource for each assembly you move to an outside operation, you should set the Outside Processing Unit Type to Resource.

For example, suppose your frame assemblies each require three hours of plating machine time. You would set up a "Plating" outside resource and a corresponding "Plating" outside processing item to represent this outside machine time service. You should also set the unit of measure of the outside resource and the outside processing item to HR for hours. Finally, when you assign the "Plating" outside resource to the frame assembly routing, you should set the usage rate or amount to three for three HR of plating machine time per assembly.

When you move one EA of the frame assembly into the outside operation, Work in Process automatically requisitions three HR of the "Plating" outside processing item. Later when you receive the plated frame assembly back from the supplier, Purchasing relieves the purchase order for three "Plating" outside processing item HR and charges the job or repetitive schedule for three "Plating" outside resource HR.

	Outside Processing UOM Type = Assembly	Outside Processing UOM Type = Resource
Outside Processing Item UOM	Equals the job or repetitive schedule assembly UOM.	Equals the outside resource UOM.
Req/PO/Receipt *	Equals the assembly move quantity using the outside processing item UOM.	Equals the assembly move quantity times the outside resource usage rate or amount using the outside processing item UOM.
Charge work in process job or repetitive schedule	Charge the receipt quantity times the outside resource usage rate or amount using the outside resource UOM.	Charge the receipt quantity using the outside resource UOM.

Table 4 – 12 (Page 1 of 1)

* Assumes the outside resource associated with the item has a basis of Item

Maintain Outside Processing Items in Multiple Organizations

You must maintain each outside processing item you define across all organizations that use the item in outside processing. This includes the Purchasing inventory organization that you establish in the Financials Options window (See: *About Financials Options, Oracle Public Sector Payables User's Guide.*) as well as each of the work in process organizations you use for building your assemblies. Each of these organizations should be part of the same master organization for ease of maintenance.

When you requisition and purchase an outside processing item, Purchasing validates the item attributes for the item definition in the inventory organization. For example, purchasing makes sure the item is an outside processing item and that it is purchasable. Purchasing then enters the work in process organization for the job or repetitive schedule as the Ship-To organization on the purchase order line shipment. When you receive against the purchase order line shipment you must be logged into the Ship-To organization.

Define Units of Measure (UOM)

When you define outside resources in Bills of Material and outside processing items in Inventory, you must also define a primary UOM for each entity. See: *Defining Units of Measure, Oracle Inventory User's Guide.*

Purchasing always purchases an outside processing item in the item's UOM and charges the job or repetitive schedule in the resource's UOM. Purchasing can optionally receive an item in an alternate UOM. See: *Creating a Routing, Oracle Bills of Material User's Guide*.

Setting Up Bills of Material

Much of the setup required for outside processing occurs in Bills of Material. You must define outside resources and assign them to departments and shifts. You must also define routings that include operations with outside resources. You can also include supplier-sourced components on your bills of material.

Define Outside Resources

You must define outside resources and link them to outside processing items in order to automatically generate purchase requisitions for outside processing. When you assign outside resources to a routing, you also specify a usage rate or amount that determines the quantity you are requisitioning and/or charging to work in process jobs or repetitive schedules. You must define the following resource attributes for outside resources: See: *Defining a Routing, Oracle Bills of Material User's Guide*. See: *Defining a Standard Operation, Oracle Bills of Material User's Guide* and *Count Point and Autocharge Fields, Oracle Bills of Material User's Guide*

Autocharge

Use this attribute to determine how you charge a resource to a job or repetitive schedule. For outside resources you want to automatically requisition, you choose either PO Move or PO Receipt. Purchasing charges these resources to jobs and repetitive schedules when you receive against purchase order lines linked to the resources.

In addition, Purchasing enters move transactions when you receive against purchase order lines linked to PO Move resources. Purchasing moves the outside processed assemblies to Queue of the next operation unless you're at the final operation. In this case, Purchasing moves the assemblies to the To Move step of the last operation. You should choose PO Move and/or PO Receipt based on your physical flow. You can have only one PO move resource per operation. You can override the autocharge of a resource when you assign the resource to a routing.

You can manually link a purchase order line to a job or repetitive schedule and charge any PO Move or PO Receipt resource on the routing.

Outside Processing Item

Use this attribute to associate an outside resource with the outside processing item you are buying from a supplier. When you enter a move into Queue of an operation with an outside resource, Work in Process automatically requisitions the outside processing item associated with the outside resource.

You may not necessarily want to link an outside processing item with every outside resource. As discussed earlier in the "Chemical Analysis" resource example, you might want to charge a resource to a job or repetitive schedule but not create requisitions with each move transaction.

UOM

Use this attribute to specify the UOM associated with a resource. In general, the UOM of the resource would be quantity based such as EA for each plated item since this is the likely unit of measure for items on purchase orders. However, you can use a time based UOM if you purchase a quantity of time, such as plating machine hours. If your resource UOM is time based, you can also schedule the resource and include the resource in capacity plans. If the UOM is quantity based, you can define a separate resource for scheduling your jobs or repetitive schedules and for including outside resource load in capacity plans.

Purchasing always purchases items linked to outside resources using the outside processing item's UOM. Purchasing always charges items to jobs or repetitive schedules using the resource's UOM.

Standard Rate

Use this attribute to control whether you charge an outside resource to a job or repetitive schedule at the standard rate of the resource or whether you charge the job or repetitive schedule at the actual purchase order line price. If you charge at standard, then Purchasing writes any variance between the purchase order actual and the resource standard cost to the purchase price variance account of the resource at purchase order receipt. If you charge at actual, then Work in Process writes any variance to the outside processing elemental variance account associated with the job or repetitive schedule you are charging at job or period close. You can override whether you charge a resource at standard when you assign the resource to a routing.

Absorption and Variance Accounts

You must define a purchase price variance account for each outside resource you define. This account defaults from the organization's

purchase price variance account. You must also define an absorption account for each outside resource. The absorption account defaults from the organization's receiving account, which Purchasing debits when it receives an outside processing item and subsequently credits when it delivers the item to work in process. Purchasing debits the outside processing account associated with the accounting class of the job or repetitive schedule when it delivers the item to work in process.

Cost Element

When you define a resource with an Autocharge of either PO Move or PO Receipt, Bills of Material automatically defaults Outside Processing as the cost element. However, you can also charge PO Move and PO Receipt resources to any of the other cost elements, including Material, Material Overhead, Resource, and Resource Overhead.

Assuming you use the Outside Processing cost element, the assembly cost rollup inserts the outside resource standard cost into the outside processing cost element for the assembly. Purchasing charges the outside processing cost element when you receive against purchase orders. Work in Process credits the outside processing cost element at standard when you complete assemblies. See: Overview of Work in Process Costing, *Oracle Work in Process User's Guide*.

Costed

Enter Yes to include an outside resources in your cost rollup. You can enter No if you want to use a resource for other purposes such as scheduling. You cannot override this attribute on the routing.

Default Basis

You can define a default basis of either Lot or Item, which you can then override on the routing. Enter Lot if you schedule or charge the resource once for each job or repetitive schedule. Enter Item if you schedule or charge a resource based upon the job or repetitive schedule's assembly quantity.

You might enter Lot for outside resources that represent services such as setup and teardown. Other services for which a supplier charges based on the assembly quantity should have a basis of Item.

Resource Unit Cost

Use the resource unit cost to define the standard cost per UOM for a resource. Bills of Material uses this standard along with the standard lot size, usage rate or amount, and basis on the routing when it calculates the outside processing elemental standard during an assembly cost rollup. Purchasing also charges jobs and repetitive

schedules using this cost when you receive against outside processing items linked to outside resources that charge at standard.

As your buyer negotiates price changes with your suppliers, he maintains the List Price attribute in the Items window. Purchasing defaults this price when it creates requisitions and purchase orders (except if you set up a blanket, in which case Purchasing defaults the price on the blanket.). As the actual purchase price varies from the standard resource cost, you create variances. You can reduce these variances by keeping the resource's unit cost in line with the list price for the outside processing item in the Items window. See: *Defining Items, Oracle Inventory User's Guide* and *Defining a Resource, Oracle Bills of Material User's Guide*.

Define Departments with Delivery Locations

You must define departments with outside resources and valid delivery locations before you can include outside operations in your routings. You cannot associate an outside resource with an operation on a routing unless the resource is assigned to the operation's department and the department has a location associated with it.

Work in Process passes the department location to Purchasing as the Deliver-To location when requisitioning outside processing items. Purchasing requires a Deliver-To location when you receive outside processing items and deliver them to the shop floor. See: *Defining a Department, Oracle Bills of Material User's Guide*

Define Routings

Use the Routing window in Bills of Material to associate outside resources with assemblies requiring outside processing. You can define a routing with one or more outside operations that each include one or more outside resources. When you associate an outside resource with an operation on a routing, you set the usage rate or amount for that resource. Work in Process uses the routing to calculate the requisition quantities and to schedule jobs and repetitive schedules. Cost Management uses the routing to calculate the assembly's standard cost. See: *Creating a Routing, Oracle Bills of Material User's Guide*.

Calculating Requisition Quantities for Outside Processing Unit Type of Resource

When Work in Process requisitions an outside processing item with a Outside Processing Unit Type of Resource, it uses the outside resource's usage rate or amount and basis to calculate the requisition quantity.

If the basis is Item, Work in Process requisitions the usage rate or amount times the move quantity each time you move into Queue of the outside operation. For example, if you have an outside resource with a UOM of HR and a usage rate or amount of 10, and you move five assemblies into the outside operation, Work in Process requisitions 50 HR of the outside processing item linked to the outside resource.

For outside resources with a basis of Lot, Work in Process requisitions the usage rate or amount of the resource when you move the first assembly on the job or repetitive schedule into Queue of the outside operation.

Calculating Requisition Quantities for Outside Processing Unit Type of Assembly

When requisitioning items with an Outside Processing Unit Type of Assembly, Work in Process does not extend the assembly move quantity by the usage rate or amount.

For outside resources with a basis of Item, Work in Process requisitions the move quantity each time you move into Queue of the outside operation.

For outside resources with a basis of Lot, Work in Process requisitions a quantity of 1 when you move the first assembly on the job or repetitive schedule into Queue of the outside operation.

Job/Schedule Assembly		Outside Processing Item			Outside Resource				Transaction Quantities	
Move Qty	UOM	Outside Processing Unit Type	List Price	UOM	Basis	Usage Rate or Amount	Standard Rate	UOM	Req. PO, Receipt Quantities	Job/Schedule Charge Amount
50	EA	Assembly	\$1	EA	Item	10	\$1	EA	50 EA	(50 x 10) @ \$1 = \$500
50	EA	Assembly	\$1	EA	Lot	10	\$1	EA	1 EA	(1 x 10) @ \$1 = \$10
50	EA	Resource	\$1	HR	Item	10	\$1	HR	500 HR	(500 HR @ \$1) = \$500
50	EA	Resource	\$1	HR	Lot	10	\$1	HR	10 HR	(10 HR @ \$1) = \$10

Table 4 – 13 (Page 1 of 1)

Work in Process Scheduling

Work in Process schedules all resources in a routing with Scheduling set to Yes and with a time based unit of measure. If you are requisitioning outside processing items for outside operations with units of measure that are not time based, you may want to add resources with time based units of measure to the routing to accurately schedule the outside processing work. You can also include time based outside resources in capacity planning. See: Overview of Work in Process Scheduling, *Oracle Work in Process User's Guide* and Creating a Routing, *Oracle Bills of Material User's Guide*.

Define Supplier–Sourced Components

You can define supplier–sourced components on bills of material by choosing a supply type of Supplier. Work in Process prints the supply type on several reports including the Pick Lists and the Routing Sheets. This information signals to your supplier the components that he is responsible for supplying. Master Scheduling/MRP does not plan these components.

Whether you associate a standard cost with these supplier–sourced components in the item master depends on how your supplier charges you for the item. If your supplier includes the component costs in the price of his service (the outside resource), then you would *not* want to also include the cost in the assembly's bill. For example, if your plating supplier provides zinc as part of his plating service, then you might include zinc on your bill at the outside operation but include the cost of zinc in the plating resource. See: Creating a Bill of Material, *Oracle Bills of Material User's Guide*

Cost Rollup

The cost rollup uses the outside resource's usage rate or amount, unit cost, and basis to calculate the outside processing costs for the primary routing of each assembly. Lot based resources are allocated across the assembly's standard lot size in calculating the assembly's standard cost. Assuming you associate the Outside processing cost element with your outside resources, the assembly cost rollup inserts the outside resource costs into the outside processing cost element. See: Rolling Up Assembly Costs, *Oracle Cost Management User's Guide*

Setting Up Purchasing

There are several setup steps for outside processing that you must perform in Purchasing. Some of these steps are optional and can be performed to help facilitate your outside processing flow. Other steps are required to be able to link requisitions and purchase orders to jobs or repetitive schedules as well as to receive purchase order shipments.

Define Outside Processing Line Types

Purchasing requires you to enter a line type when you enter a requisition or purchase order line. Purchasing is installed with a predefined line type called Outside Processing, and Work in Process uses this line type when it creates pending requisitions. You can define additional line types for outside processing. You may want to use a user defined line type if you manually requisition and purchase an outside processing item. See: *Defining Line Types: page 1 – 61.*

Enter Employee and Link to Applications Users

Purchasing requires an employee for all requisitions. When Work in Process requisitions outside processing items, it includes an employee name for Purchasing to put on the requisition as the preparer. This employee name is the one linked to the applications user who performs the move transaction that initiates the requisition.

To support this functionality, you must define employees and link them to the applications users who enter move transactions. This includes users who enter move transactions on-line as well as users associated with bar code transactions and other moves you insert into the move transaction open interface. See: *Enter Person, Oracle Human Resource Management Systems User's Guide* and *Users Window, Oracle Applications User's Guide.*

Define Sourcing Rules

You can define rules for each outside processing item to help you determine from which supplier to source the item. When Work in Process requisitions an outside processing item, it checks whether a sourcing rule exists for that item. If so, then that supplier is defaulted on the requisition. You can override the supplier default on the purchase order. See: *Automatic Sourcing: page 5 – 69.*

Define Outside Processing Item List Prices

When you requisition an outside processing item, Purchasing enters a default price for the item. If there is a blanket purchase agreement, Purchasing uses this price. Otherwise, Purchasing defaults the list

price from the Items window for the outside processing item. See: *Defining Items, Oracle Inventory User's Guide*.

If you have defined source documents in the Approved Supplier List, Purchasing uses the highest ranking document to determine the price.

Define Outside Processing Item Lead Times

When Work in Process requisitions an outside processing item, it calculates the Need by Date by adding the sum of the preprocessing, postprocessing, fixed lead time, and the variable lead time elements of the outside processing item to the move transaction date. You should maintain accurate item lead times for outside processing items in the Items window. See: *Defining Items, Oracle Inventory User's Guide*.

Define Overreceipt Tolerance and Control

You can specify a quantity received tolerance percent to limit the quantity you can over receive on a purchase order shipment. You can also control whether you provide a warning for over-receipts or whether you prevent over-receipts beyond the percentage you specify. For outside processing, you may want to prevent any over-receipts by specifying a 0% tolerance. For example, if you purchase assembly plating for 10 assemblies and receive 11 from the supplier, you are unable to automatically move the assemblies to the next operation. Work in Process prevents move transactions for quantities greater than what exists in an operation. Also, you are adding more costs to a job or repetitive schedule than you relieve which causes a variance at job or period close.

You can define your receiving tolerance in the Receiving Options window in Purchasing and override it at the supplier, item, and purchase order shipment levels. See: *Defining Receiving Options: page 1 – 40*.

Control Your Receipt Routing

You can control your receiving routing by specifying one of three options. The first option lets you receive an outside processing item directly into work in process. The second option requires you to receive to the Ship To location before you can deliver to work in process. The third option requires you to deliver to the Ship To location, inspect the outside processing items, and then deliver to work in process.

You can define your receiving routing in the Receiving Options window in Purchasing and override it at the supplier, item, and purchase order shipment levels. You can also override the receiving

routing at receipt time if the RCV: Allow Routing Override profile option is set to Yes. See: Defining Receiving Options: page 1 – 40 and Profile Options in Purchasing: page 1 – 76.

Define Ship To and Deliver To Locations

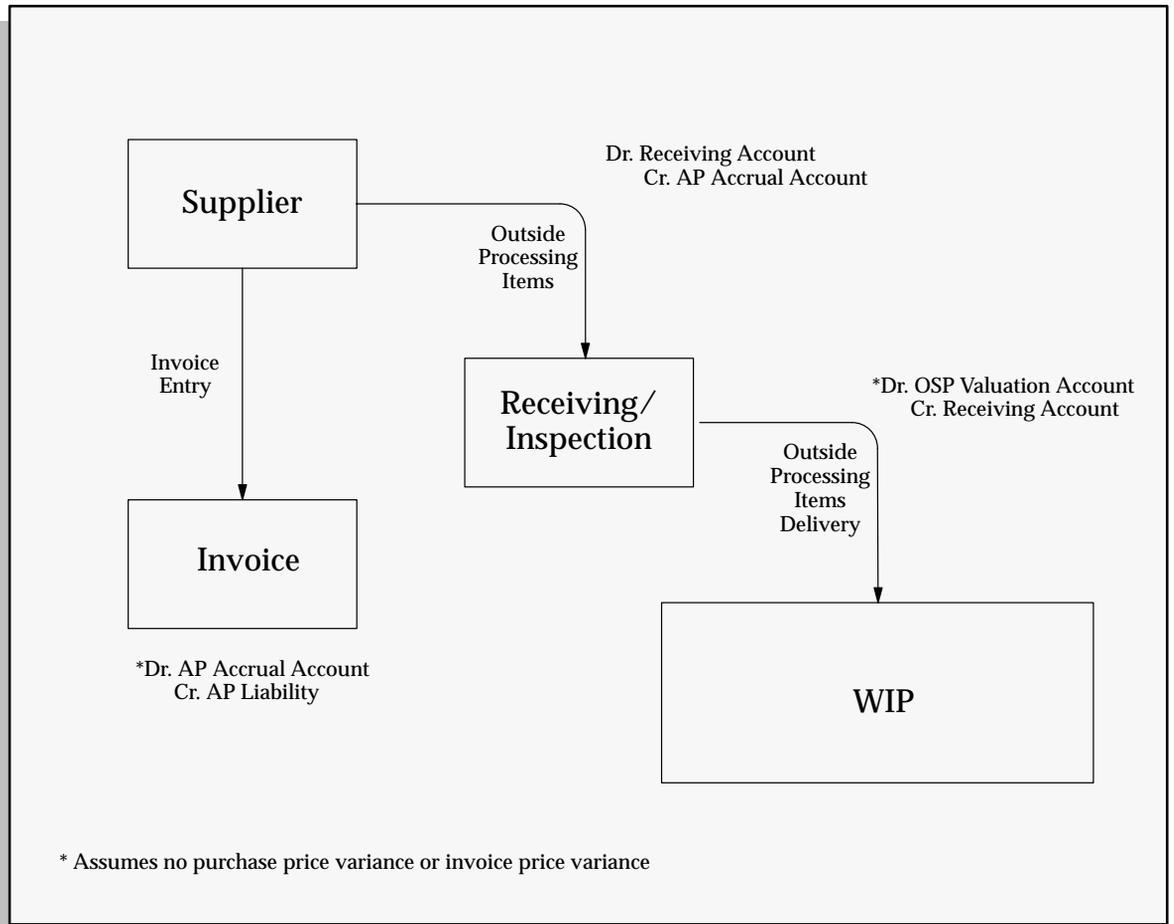
You must define Ship To and Deliver To locations to include on your requisitions and purchase orders. When you receive an outside processing item from a supplier, you receive to the Ship To location specified on the purchase order shipment. When you deliver the outside processed items to work in process, you deliver to the purchase order destination associated with your purchase order distribution. The destination location is the same as the location associated with the department of the outside operation. See: Site Locations, *Oracle Human Resource Management Systems User's Guide*.

Define Accounting Information

You must define a Receiving Account in the Receiving Options window. (See: Defining Receiving Options: page 1 – 40.) Purchasing debits this account when you receive outside processing items and credits this account when you deliver outside processing items to work in process. Bills of Material defaults this account into the Absorption Account when you define an outside resource.

In the Organization Parameters window you must define the Purchase Price and Invoice Price Variance accounts and the Inventory AP Accrual account. Bills of Material defaults the Purchase Price Variance account into the Resource Variance Account when you define an outside resource. Purchasing charges this account when you receive an outside processing item at a purchase price which differs from the standard cost of the resource associated with the item and when you charge the resource at standard. Purchasing credits the Inventory AP Accrual Account when you receive outside processing items (and Payables reverses the accrual when you enter the supplier invoice). The Invoice Price Variance account is charged when you enter an invoice for an amount different from the purchase order price. See: Organization Parameters Window, *Oracle Inventory User's Guide*.

Figure 4 - 5



Setting Up Other Oracle Products

Though outside processing revolves around your shop floor, the only required setup step in Work in Process is to define the outside processing valuation and variance accounts in each of your WIP accounting classes.

Define WIP Accounting Classes

For each accounting class you define, you must enter an outside processing valuation and variance accounting flexfield. This includes standard discrete, non-standard asset, non-standard expense, and repetitive assembly accounting classes. See: *Defining WIP Accounting Classes, Oracle Work in Process User's Guide*.

Purchasing debits the outside processing valuation account when you receive outside processing items. It charges this account at either standard or purchase order actual, depending on whether the Standard Rate for the outside resource is set to Yes for standard or No for actual.

Master Scheduling/MRP and Capacity require no additional setup steps to support outside processing.

Planning Outside Resource Load

Capacity performs rough-cut and detailed capacity planning for time based outside resources. As such, you can analyze your capacity plans for your outside resources and use these to set load expectations for your supplier. You can also use capacity planning to help you negotiate prices and volume discounts for outside services.

Capacity does not include resources with non-time based units of measure in its capacity plans. All capacity plans are displayed in hours. So, even resources which have time based units of measure other than hours must have unit of measure conversions defined for hours. For outside resources in units of measure such as EA for each, you can define another resource on your routing to use for scheduling purposes and to include in your capacity plans.

Requisitioning Outside Processing Items

Work in Process automatically requisitions outside processing items linked to outside resources when you move assemblies into Queue of operations with outside resources. You can also manually requisition outside processing items by including them on requisition lines and linking each line to a discrete job or repetitive schedule.

Work in Process Move Transactions

When you move assemblies into Queue of an operation with an outside resource, Work in Process automatically creates a pending requisition

in the PO_REQUISITIONS_INTERFACE table for the outside processing item linked to the outside resource. If you define several outside resources in an operation, Work in Process creates a separate pending requisition for each outside processing item linked to each resource.

If you move into any intraoperation step other than Queue, Work in Process does not create a pending requisition. Also, if you move backwards into Queue, Work in Process does not create a pending requisition.

If you have an outside resource in the first operation of your routing, you should manually create a requisition and link it to your job or repetitive schedule, since Work in Process cannot automatically generate a pending requisition in this case.

Submitting Requisition Import

You can submit the Requisition Import process through the Submit Requests window in Purchasing to generate approved requisitions created by Work in Process. You must specify WIP as the Import Source when you submit the process. You have several choices for grouping your requisitions including All, Buyer, Category, Item, Location, and Supplier. For example, you can group your requisitions by Item to create a separate requisition for each item. Or, you can group your requisitions by All to include multiple items on a single requisition. Purchasing creates a separate requisition line for each line in the interface table. See: *Requisition Import Process*: page 9 – 130.

You can specify a default Group By option for Requisition Import in the Purchasing Options window. You can also automate the approval of pending requisitions by using the resubmit functionality of the Submit Requests window to automatically submit the Requisition Import process at prespecified intervals. See: *Defining Default Options*: page 1 – 29 and *Submitting a Request*, *Oracle Applications System Administrator's Guide*.

Creating Approved Purchasing Requisitions

Purchasing automatically checks for supplier sourcing rules when it creates a requisition line for an outside processing item. If you defined a supplier sourcing rule, Purchasing defaults the primary supplier you specified. If you have a blanket purchase agreement active for the item/supplier combination in the Approved Supplier List, then Purchasing also defaults the price associated with the outside processing item on the blanket. If no price exists, then Purchasing defaults the List Price from the item master.

The need by date on the requisition comes from the preprocessing, postprocessing, fixed and variable item lead time elements in the Items window. Work in Process adds the sum of these lead time elements to the move transaction date and passes the incremented date to Purchasing. If the incremented date is a non-workday, Work in Process passes the next greatest workday based on the manufacturing calendar of the work in process organization.

The preparer for a requisition is the employee associated with the applications user who entered the move transaction in Work in Process.

For each requisition line, Purchasing automatically enters accounting flexfield information. The Charge Account for a requisition line comes from the outside processing valuation account on the accounting class associated with the job or repetitive schedule you are charging. The Budget Account is left null unless you use encumbrance accounting. The Accrual Account comes from the organization Inventory AP Accrual Account. And, the Variance Account comes from the organization Invoice Price Variance Account.

Manually Creating Requisitions

You can manually define a purchase requisition which includes one or more outside processing items. For each requisition line, you must specify a job or repetitive schedule to charge. You can charge any resource on a job or repetitive schedule which has an autocharge type of PO Move or PO Receipt. See: Entering Outside Processing Information: page 4 – 75.

Approving Requisitions

Purchasing automatically approves requisitions created by the Requisition Import program. You must approve any requisitions you define manually. Only approved requisitions become part of the requisition pool from which AutoCreate Documents creates purchase orders. See: Autocreate Purchase Order Options: page 6 – 4.

Creating Outside Processing Purchase Orders

You must create a purchase order line for each of the outside processing items you are buying. You can modify purchase order lines to reference jobs or repetitive schedules other than those referenced in the requisition. You can also add a purchase order line and reference a job or repetitive schedule. You can even charge multiple jobs or repetitive schedules for a single purchase order line.

Automatically Generating Purchase Orders from Requisitions

Use the AutoCreate Documents window to generate purchase orders from approved requisitions. You can specify search criteria to locate the requisition lines you want to include on a purchase order, and you can choose whether to create a new purchase order or add to an existing purchase order. See: Autocreate Purchase Order Options: page 6 – 4.

You can optionally combine multiple requisition lines onto a single purchase order line. In this case, Purchasing takes the lowest price of all the requisition lines for the purchase order line, but you can edit this price after you complete the autocreation process.

Manually Creating Purchase Orders and Lines

You can manually define a purchase order which includes one or more outside processing items. For each purchase order line, you must specify a job or repetitive schedule to charge. You can charge any resource on a job or repetitive schedule which has an autocharge type of PO Move or PO Receipt. You can even charge multiple jobs or repetitive schedules by including several distributions for a purchase order line. See: Entering Purchase Order Distributions: page 4 – 70.

Approving Purchase Orders

You must approve a purchase order before you can send it to a supplier to authorize work and before you can receive against it. See: Submitting a Document for Approval: page 2 – 32.

Viewing Purchase Orders

You can view purchase order information including which jobs and/or repetitive schedules you are charging in the Purchase Orders window. You can view all purchase orders linked to a job or repetitive schedule by submitting the WIP Outside Processing report. See: WIP Outside Processing Report, *Oracle Work in Process User's Guide*.

Foreign Currency Purchases

You can manually requisition and purchase outside processing items in foreign currencies. When you receive against purchase order shipments, Purchasing automatically enters the purchase price in the foreign currency with an exchange rate, and Work in Process converts this and charges the job or repetitive schedule in the functional currency of the work in process organization.

Receiving Outside Processing Items

You receive outside processing items using the receiving functions in Purchasing. From a physical flow point of view, you receive the outside processed assemblies and move them to the next manufacturing operation or into inventory. From a transaction point of view, you actually receive the outside processing items against purchase order lines. The receipt transaction relieves the purchase order, creates the appropriate payables accrual, charges the job or repetitive schedule for the outside resource, and optionally moves the outside processed assembly to the next operation. See: Receiving Transactions: page 7 – 37.

Direct vs. Standard Receipts

When you receive outside processing items from suppliers, you can optionally receive them directly into work in process or into a receiving/inspection location before delivering them to work in process. If you inspect your assemblies in work in process, for example, you can enter a direct receipt in the Receipts window to immediately charge a job or repetitive schedule for the outside processing. A direct receipt also moves the assemblies to the next operation in work in process if the outside processing item you are receiving is linked to a PO Move resource.

Note: The move transactions are processed only if the Move Transaction Manager is running. See: Transaction Managers and Launching Transaction Managers, *Oracle Inventory User's Guide*.

If you enter a standard receipt in the Receipts window, you must specify a ship to location. You then use the Receiving Transactions window to deliver the outside processing items to work in process. In this case, you do not charge and move assemblies in work in process until you enter the delivery transaction in the Receiving Transactions window. See: Receiving Transactions: page 7 – 37.

Receiving Partial vs. Full Quantities

When you receive outside processing items you can receive full or partial quantities against a particular purchase order shipment. If you want to receive a complete shipment, you can use the express option on either the Receipts or Receiving Transactions windows. If not, you can enter the quantity you want to receive. Purchasing charges work in process only for the quantity you receive. For items linked to PO Move resources, Purchasing moves an assembly quantity equal to the quantity you receive.

For partial receipts of purchase order shipments linked to multiple jobs or repetitive schedules, you must specify the quantity to receive against each job or repetitive schedule. Purchasing does not automatically allocate receipt quantities for you.

Receiving Assembly vs. Resource Outside Processing Unit Type Items

The quantity of outside processing items you receive can relate to the assembly quantity on the job or repetitive schedule in several ways depending on the outside processing item's Outside Processing Unit Type and the outside resource's basis.

If the outside processing item has an Outside Processing Unit Type of Assembly and the outside resource has a basis of Item, you receive one outside processing item for each assembly you receive. If the outside resource has a basis of Lot, you receive one outside processing item for each job or repetitive schedule.

If the outside processing item has an Outside Processing Unit Type of Resource and the outside resource has a basis of Item, you receive the extended quantity (using the outside resource usage rate or amount) of the outside processing item for each assembly you receive. For example, if you purchase 3 hours of plating service for each assembly, (usage rate or amount is 3), then you receive a quantity of 3 hours for each assembly you receive from the supplier. If the outside resource has a basis of Lot, you receive 1 outside processing item extended by the outside resource usage rate or amount for each job or repetitive schedule.

In all cases, Purchasing charges the job or repetitive schedule using the extended quantity of the associated outside resource.

Work in Process Resource and Move Transactions

When you receive an outside processing item linked to an outside resource, Purchasing charges the job or repetitive schedule associated with the resource at either the standard cost of the resource or the actual purchase order line price.

If you charge an outside resource at standard, any variance between the resource standard cost and the actual purchase price is written to the variance account associated with the outside resource. If you charge at actual, any variance is charged to the outside processing variance account for the accounting class associated with the job or repetitive schedule. This outside processing variance is recognized at job or period close.

When you receive an outside processing item linked to a resource with an autocharge of PO Move, Purchasing enters a move transaction for the assembly on the job or repetitive schedule you charge. Purchasing enters a move for the assembly quantity you are receiving. As such, you should use outside processing items with Assembly unit types and PO move resources with a basis of Item. It moves the assemblies to Queue of the next operation or to To Move if the resource is in the final operation. You can have only one PO Move resource per operation on a routing.

When Purchasing moves assemblies it is completing the outside operation for the quantity it moves. These operation completions automatically backflush any material associated with the outside operation that has an Operation Pull supply type and charges any WIP Move resources associated with the outside operation. See: Overview of Material Control, *Oracle Work in Process User's Guide*.

You cannot backflush any serial controlled components at an outside operation with a PO Move resource since the Receipts window does not allow entry of component serial numbers. You can, however, backflush lot controlled components as long as you set your Backflush Lot Entry setup option to one of the automatic FIFO options in the Parameters window in Work in Process. You must enter move transactions on-line using the Move Transactions window in Work in Process if you want to manually record serial and lot numbers for components you backflush. See: Defining WIP Parameters, *Oracle Work in Process User's Guide* and Performing Move Transactions, *Oracle Work in Process User's Guide*.

If you receive outside processing items linked to a job or repetitive schedule with an untransactable status, such as On Hold or Cancelled, Work in Process gives these transactions an error status. You can use the Pending Move Transactions window in Work in Process to view the errors and resubmit the transactions. See: Processing Pending Move Transactions, *Oracle Work in Process User's Guide*.

Managing Returns and Corrections

Oracle Manufacturing gives you the tools necessary to correct over-receipts and to return to suppliers outside processed assemblies that fail your inspection processes.

Correcting Errors in Receiving

If you receive an outside processing item and enter an incorrect quantity, you can easily adjust the receipt using the Corrections window in Purchasing. Purchasing automatically reverses the charges made to a job or repetitive schedule based on the corrected quantity you enter. Purchasing enters a reversing move transaction if you enter a correction for an outside processing item linked to a PO Move resource. Before correcting a receipt for a PO Move resource, you should make sure that a sufficient quantity of assemblies exists in Queue of the operation immediately following the outside operation. See: Corrections: page 7 – 59.

In general, you may want to prevent the possibility of incorrect receipts by defining a 0% tolerance on outside processing purchase order lines.

Returning Assemblies to Suppliers

If you want to return to a supplier outside processed assemblies that fail your internal inspection, you can enter a return to supplier transaction in the Returns window in Purchasing. Purchasing automatically reverses the outside resource charges made to a job or repetitive schedule based on the return quantity you enter. Purchasing enters a reversing move transaction if you enter a return quantity for an outside processing item linked to a PO Move resource. Before entering a return quantity for a PO Move resource, you should make sure that a sufficient quantity of assemblies exists in Queue of the operation immediately following the outside operation. See: Returns: page 7 – 54.

Drop Shipments

Oracle Order Entry and Oracle Public Sector Purchasing integrate to provide drop shipments. Drop shipments are orders for items that your supplier ships directly to the customer either because you don't stock or currently have the items in inventory, or because it's more cost-effective for the supplier to ship the item to the customer directly.

Drop shipments are created as sales orders in Order Entry. The Purchase Release concurrent program in Order Entry creates rows in the Requisition Import tables in Purchasing. Then Purchasing's Requisition Import process creates the requisitions. Drop shipments are marked with the Source Type of External in Order Entry and Supplier in Purchasing.

When the drop shipment has been sent to the customer, the supplier can confirm the shipment through a phone call, an invoice, or an Electronic Data Interchange (EDI) document, such as an Advance Shipment Notice (ASN).

When you receive confirmation of a drop shipment, enter the shipment as a receipt, even though you have not received the item physically (because your customer has received it directly). If your supplier sends only an invoice, you need to enter a passive receipt. This creates inbound and outbound material transactions in your system for accounting purposes.

You need to associate drop shipments with a receiving location. See: *Associating Ship-to and Receiving Locations, Oracle Order Entry / Shipping User's Guide*.

Drop shipments support a Destination Type of Expense or Inventory only.

You can handle returns of drop shipments using standard Order Entry/Shipping or Purchasing functionality. There are different ways you may want to handle returns depending on whether the customer returned the item to you or directly to the supplier.

Note: You should not drop-ship internal sales orders.

See Also

Drop Shipments, *Oracle Order Entry / Shipping User's Guide*

Drop-Ship Order Flow, *Oracle Order Entry / Shipping User's Guide*

Drop-Ship Return Flow, *Oracle Order Entry / Shipping User's Guide*

Purchase Release, *Oracle Order Entry / Shipping User's Guide*

Advanced Shipment Notices (ASNs): page 7 – 14

Returns: page 7 – 54

Entering Receipt Header Information: page 7 – 28

Entering Receipt Lines: page 7 – 30

Requisition Import Process: page 9 – 130

Tax Defaults in Purchasing

You can set up Purchasing to default tax names based on your public sector needs. You set up the Tax Defaults hierarchy in the Tax Defaults region of the Purchasing Options window to determine the following:

- Which sources you use for tax names
- The order in which Purchasing searches the sources to find a valid tax value

A Tax Name defined in the Purchase Order Preferences window overrides any tax defaults you set in the Tax Defaults region of the Purchasing Options window. See: *Entering Purchase Order Preferences*: page 4 – 33.

For instructions on defining the Tax Defaults hierarchy, see: *Defining Tax Defaults Options*: page 1 – 38

Duplicating Tax Functionality from Previous Releases

Purchasing preserves your tax defaults from previous releases. That is, Purchasing continues to default tax from the ship-to location if you don't set a tax defaulting hierarchy in the Tax Defaults region of the Purchasing Options window. (Note that a Tax Name defined in the Purchase Order Preferences window overrides this tax defaulting hierarchy.)

How Tax Defaults Affect Purchasing Documents

The tax defaults you select in the Tax Defaults region of the Purchasing Options window are used in the following windows and processes in Purchasing:

- Shipments window for standard and planned purchase orders
- Purchase order line shipments created by the AutoCreate Documents window
- Shipments alternative region in the Releases window
- Release shipments created by the Create Releases process
- RFQ Shipments window (for Bid or Standard RFQs) or RFQ Price Breaks window (for Catalog RFQs)

- Quotation shipments window (for Bid or Standard quotations) or Quotation Price Breaks window (for Catalog quotations)

These tax defaults in the Tax Defaults region of the Purchasing Options window affect your purchasing documents in the following ways:

- When creating a release from a planned purchase order, the tax name on the planned purchase order shipment overrides any tax defaults you set in the Tax Defaults region of the Purchasing Options window.
- If you change the tax name of a tax source (for example, the Tax Name in the Invoice Tax alternative region of the Supplier Sites window), Purchasing does not update your existing documents with the new tax name; it updates only new documents you create.
- Once you created a purchase order shipment and a tax name has already been defaulted onto the shipment, if you change any of the tax sources (for example, the Supplier or Site on a purchase order header), Purchasing will not automatically update the tax name. For example, if you change a Supplier or Site after a Tax Name has already defaulted onto the purchase order shipment, you will have to manually update the Tax Name for the new Supplier or Site you entered.
- If you've set up a tax defaulting hierarchy in the Tax Defaults region of the Purchasing Options window, the appropriate tax names automatically default onto the release shipments created by the Create Releases process.
- If you've set up a tax defaulting hierarchy in the Tax Defaults region of the Purchasing Options window, the appropriate tax names automatically default onto documents you autcreate.

See Also

Defining Tax Defaults Options: page 1 – 38

Tax Control Methods, *Oracle Applications Payables User's Guide*

Workflow for Creating Purchase Orders and Releases

Overview

Purchasing integrates with Oracle Workflow technology to create standard purchase orders or blanket releases automatically from approved requisition lines. The workflow for creating purchasing documents automatically is called PO Create Documents. You can modify this workflow in the Oracle Workflow Builder to define additional business rules that determine when your approved requisitions are automatically converted into standard purchase orders and blanket releases. The PO Create Documents workflow does basically the same thing that AutoCreate does, except that it does so automatically.

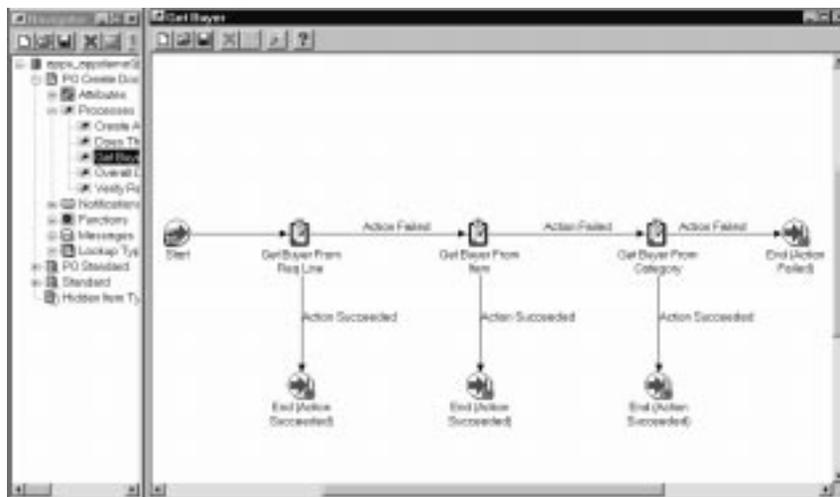
In the Workflow Builder, PO Create Documents consists of several processes. Each of these processes is viewable in the Workflow Builder as a diagram whose objects and properties you can modify. Each workflow process consists of individual functions.

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

Below is an example of a workflow process in the Workflow Builder. For more information on using the Workflow Builder to view or modify a workflow, see the *Oracle Workflow Guide*.

Example Workflow Process in the Workflow Builder



PO Create Documents Processes

The processes in the PO Create Documents workflow are as follows:

- Overall Document Creation / Launch Approval. This is the highest-level process, which contains the rest of the subprocesses in this list.
- Verify Req Line Information
- Does This Req Line Have Enough Information To Automatically Create A Document?
- Create and Approve Purchase Order Or Release
- Get Buyer

For each document that is created successfully by the PO Create Documents workflow, the PO Approval workflow is called to approve the document if you have allowed automatic approval. See: Approval Workflows: page 2 – 63.

There are also workflow processes for approving changes to purchase orders and releases. For more information about the change order workflow, see: Workflow Processes for Approving Change Orders: page 2 – 73.

You can use the Workflow Monitor to follow where certain documents are in a workflow process. See: Workflow Monitor, *Oracle Workflow Guide*.

Customizing the Workflow

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

Use the Oracle Workflow Builder to customize workflows.



Attention: When you customize a workflow, only those documents that are created *after* you customize it are affected by the customized workflow.

For detailed information on how to modify workflows in the Oracle Workflow Builder, see the *Oracle Workflow Guide*.

Like most workflows, PO Create Documents consists of the following components: processes, functions, messages, notifications, attributes, and lookup types. For detailed definitions of these components, see the *Oracle Workflow Guide*. Some of these workflow components are locked; others are unlocked, or available for modification to suit your public sector needs. Generally, you need to be experienced with both Purchasing and Workflow before modifying a workflow. However, there are some setup-level modifications you can make to a workflow, as described in the next section.

Choosing Document Creation Options

Prerequisite

- Before you can use or modify any of the workflows in Purchasing, you need to set up Oracle Workflow if you haven't done so already. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.

The following three attributes in PO Create Documents can be customized. For each of these attributes you can change their values to 'Y' for Yes or 'N' for No. For information on opening workflows (also called "item types") in the Workflow Builder so that you can modify the attribute values, see: Opening and Saving Item Types, *Oracle Workflow Guide*.



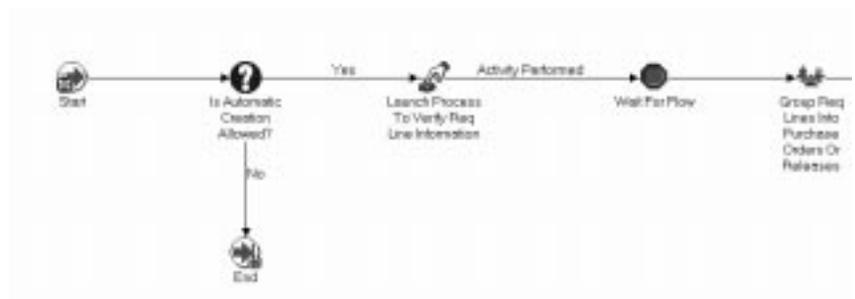
Attention: You need to make the changes below for each operating unit.

- **Is Automatic Creation Allowed?** – The default value of this attribute is set to 'Y,' meaning that automatic document creation is allowed for approved requisition lines. You can prevent automatic document creation by setting the default value of this attribute in the Workflow Builder to 'N' for No. For more information on how this attribute is used, see: Overall Document Creation / Launch Approval Process: page 4 – 163.
- **Should Workflow Create The Release?** – The default value of this attribute is set to 'Y,' meaning that the workflow tries to create the release; if it cannot, or if the value of this attribute is set to 'N' for No, then the workflow will not create the release; you must use the AutoCreate Documents window to create the release. For more information on how this attribute is used, see: Verify Req Line Information Process: page 4 – 165.
- **Is Automatic Approval Allowed?** – The default value of this attribute is set to 'N' for No, meaning that documents are not automatically approved after they are created. If you set it to 'Y' for Yes, then the PO Approval workflow is launched to automatically route the documents for approval. For more information on how this attribute is used, see: Create and Approve Purchase Order Or Release (Process): page 4 – 168.

Overall Document Creation / Launch Approval Process

The Overall Document Creation / Launch Approval process, which is the highest-level process of the PO Create Documents workflow consists of the functions and processes described below.

Overall Document Creation / Launch Approval Process (partial view)



Is Automatic Creation Allowed? (Function)

This function checks the "Is Automatic Creation Allowed?" attribute, which you can see in the Oracle Workflow Builder. If the Default Value of this attribute is 'Y' for Yes, then automatic document creation is allowed and "Verify Req Line Information" begins. You can prevent automatic document creation by setting the default value of this attribute in the Workflow Builder to 'N' for No.

Verify Req Line Information (Function)

This function retrieves all requisition lines available for processing and launches the "Verify Req Line Information" process for each requisition line.

Wait For Flow (Function)

This function waits for all the requisition lines to be processed by "Verify Req Line Information."

Group Req Lines Into Purchase Orders Or Releases (Function)

Once "Verify Req Line Information" finishes processing all the requisition lines, this function groups together requisition lines that have similar characteristics and allows them to be created onto the same document. For example, if two requisition lines have the same Supplier, Site, Currency, and Buyer, they are created on a single purchase order header.

Overall Document Creation / Launch Approval Process, Continued (partial view)



Launch Process To Create And Approve Purchase Order Or Release (Function)

This function initiates the "Create and Approve Purchase Order Or Release" process for each document. Then it initiates the PO Approval

workflow. Purchase orders or blanket releases that match pre-defined approval criteria get approved automatically.

Remove Processed Req Lines From Temp Table (Function)

In the "Verify Req Line Information" process, there is a function, "Insert Req Line Into Temp Table As A Candidate For Creation." This function puts into a temporary table those requisition lines that contain enough information to at least attempt autocreation. These lines are picked up from this table later when certain requisition lines are grouped onto particular purchase orders or releases. Once these purchase orders or releases are created, the lines in this temporary table can be purged. That is what this function, "Remove Processed Req Lines From Temp Table," does.

Verify Req Line Information Process

The "Verify Req Line Information" process of the PO Create Documents workflow consists of the processes and functions described below.

Get Req Line Info (Function)

This function retrieves information from the requisition line and updates the PO Create Documents' attributes with the information. For example, the Currency Code attribute (under Attributes in the Workflow Builder) gets updated with information from the Currency field in the Requisition line.

Does This Req Line Require An RFQ? (Function)

This function checks to see if the following is true: RFQ Required is set to Yes (enabled in the Requisitions window), the profile option PO: Warn if RFQ Required before AutoCreate is set to Yes, and the requisition line has not been autocreated into an RFQ. If all of these are true, then this function returns "Yes." Otherwise, this function returns "No."

Does This Req Line Have Enough Information to Automatically Create a Document? (Process)

This process checks to see if the requisition line has enough and the correct information to automatically create a purchase order or blanket

release. The individual functions that belong to this process are described in the section Does This Req Line Have Enough Information to Automatically Create a Document?: page 4 – 167.

Get The Source Document Type (Function)

This function checks for the source document type—blanket agreement or quotation—referenced on the requisition line.

Does the Req Line Have A One-Time Item? (Function)

This function checks for the type of item—one-time or predefined—used on the requisition line.

Get Release Generation Method From ASL (Function)

If the requisition line has a predefined item, this function checks to see if an approved supplier list (ASL) entry exists for that particular combination of item, supplier, and supplier site. Then the function retrieves the Release Generation Method specified in the approved supplier list.

If the Release Generation Method is either Automatic Release or Automatic Release Review, then the Creates Releases process in Purchasing will create a blanket release for this requisition line. If the Release Generation Method is Release Using AutoCreate, then the workflow can continue.

Should Workflow Create The Release? (Function)

This function checks the value of the attribute, "Should Workflow Create The Release?" If the value of this attribute is set to 'Y' for Yes, then the workflow continues. That is, the workflow tries to create the release; if it cannot, or if the value of this attribute is set to 'N' for No, then the workflow will not create the release; you must use the AutoCreate Documents window to create the release.

Insert Req Line Into Temp Table As A Candidate For Creation (Function)

This function puts into a temporary table those requisition lines that contain enough information to at least attempt autocreation. These lines are picked up from this table later when certain requisition lines are grouped onto particular purchase orders or releases. Once these purchase orders or releases are created, the lines in this temporary table

are purged. (The function that does the purging, "Remove Processed Req Lines From Temp Table," is described in Overall Document Creation / Launch Approval Process: page 4 – 163.)

Continue Flow (Function)

This function tells the first "Wait for Flow" function in the "Overall Document Creation / Launch Approval Process" that "Verify Req Line Information" for a particular requisition line has been completed successfully. "Wait for Flow" now has to wait only for the other requisition lines to be processed.

Does This Req Line Have Enough Information To Automatically Create A Document?

The process "Does This Req Line Have Enough Information To Automatically Create A Document?" in the PO Create Documents workflow consists of the processes and functions described below.

Does The Req Line Have Valid Supplier Information? (Function)

This function checks to see if a valid Supplier and Supplier Site exist for the requisition line.

Does The Req Line Have Valid Source Document Information? (Function)

This function checks to see if valid source document information (from a blanket agreement or quotation) exists for the requisition line. Specifically, it checks the source document type, the source document, and the source document line.

Get Buyer (Process)

This process retrieves buyer information for the purchase order. It retrieves a valid buyer's name from one of the following sources: the buyer field from the requisition line, the default buyer from the item definition in the Master Item window, or the default category assigned to a buyer in the Define Buyers window. When creating a release, the process retrieves the buyer's name from the blanket agreement. The process is described in more detail in Get Buyer Process: page 4 – 168.

Create and Approve Purchase Order Or Release (Process)

The "Create and Approve Purchase Order Or Release" process of the PO Create Documents workflow consists of the functions described below.

The "Create and Approve Purchase Order Or Release" process actually creates the documents. For those documents created successfully, a notification is sent to the buyer. If "Is Automatic Approval Allowed?" is set to 'Y' for Yes, then the PO Approval workflow is launched.

Create Purchase Order Or Release (Function)

This function creates a standard purchase order or blanket release depending on the information on the requisition line.

Purchase Order Or Release Has Been Created (Function)

If the document is created successfully, this function sends a notification to the buyer.

Is Automatic Approval Allowed? (Function)

This function checks the value of the attribute, "Is Automatic Approval Allowed?". If it's set to 'Y' for Yes, then the PO Approval workflow is launched. The default value for this attribute is 'N' for No.

Launch Document Approval Process (Function)

This function launches the PO Approval workflow. See Approval Workflows: page 2 – 63.

Continue Flow (Function)

This function tells the second "Wait for Flow" function in the "Overall Document Creation / Launch Approval Process" that the process "Create and Approve Purchase Order Or Release" has completed. "Wait for Flow" now has to wait only for the other documents to be processed.

Get Buyer Process

The "Get Buyer" process tries first to get the buyer from the requisition line, through the "Get Buyer From Req Line" function. If that fails,

then "Get Buyer From Item" tries to get the buyer assigned to the item in the Master Items window. If that fails, "Get Buyer From Category" tries to get the buyer assigned to the Category on the requisition line; if more than one or no buyers are assigned, then this function fails.

Supply Base Management

This chapter tells you everything you need to know about Supply Base Management, including:

- Overview of Sourcing: page 5 – 2
- Overview of the Supplier Item Catalog: page 5 – 7
- Receiving Price/Sales Catalog Information Electronically: page 5 – 20
- Approved Supplier List: page 5 – 22
- Entering RFQs: page 5 – 32
- Entering Quotations: page 5 – 47
- Copying Quotations from RFQs: page 5 – 61
- Approving Quotations: page 5 – 63
- Automatic Sourcing: page 5 – 69
- Defining Supplier Lists: page 5 – 76
- Managing Buyer Workload: page 5 – 78

Overview of Sourcing

Purchasing provides you with request for quotation (RFQ), and quotation features to handle your sourcing needs. You can create an RFQ from requisitions, match supplier quotations to your RFQ, and automatically copy quotation information to purchase orders. Purchasing provides *complete* reporting to control your requests for quotations and evaluate supplier responses.

- Identify requisitions that require supplier quotations and automatically create a request for quotation.
- Create a request for quotation with or without approved requisitions so that you can plan ahead for your future procurement requirements.
- Record supplier quotations from a catalog, telephone conversation, or response from your request for quotation. You can also receive quotations electronically.
- Review, analyze, and approve supplier quotations that you want available to reference on purchase orders and requisitions. You should be able to evaluate your suppliers based on quotation information.
- Receive automatic notification when a quotation or request for quotation approaches expiration.
- Review quotation information on-line when creating purchase orders or requisitions and copy specific quotation information to a purchase order or requisition.
- Identify a supplier that you want to use only for receiving RFQs and quotations. You should later be able to access purchase history to help you decide if the quotations are acceptable.
- Hold all purchasing activity on a supplier at any time. You should still be able to match invoices to approved purchase orders for this supplier. You should be able to release a supplier hold at any time.
- Create, change, and review supplier information on-line. You should be able to enter supplier site information, supplier contacts, and supplier-specific delivery information.
- Review the purchase history for a specific item. You should be able to identify the suppliers you used in the past, quantities you ordered, and pricing information. You should be able to match this information to specific purchase orders.

- Simplify the sourcing of commonly purchased items. You should be able to define requisition templates for your commonly purchased items. Requestors can use these requisitions templates to create simple, pre-sourced requisitions.
- Source the items for which you negotiated purchase agreements automatically. If you created sourcing rules and Approved Supplier List entries for the items, supplier information is entered automatically in the Requisitions window when you create requisitions. You should also be able to place supplier information for items onto blanket purchase order releases.

Major Features

Electronically Received Catalog Information

You can receive price/sales catalog information electronically from your supplier through the Purchasing Documents Open Interface. The information is imported directly as blanket purchase agreement lines or catalog quotations. See: Receiving Price/Sales Catalog Information Electronically: page 5 – 20.

Flexible Document Numbers

Purchasing identifies each RFQ or quotation with a unique document number. You decide whether you want to enter document numbers manually or have the numbers assigned automatically.

Sourcing Power

Purchasing lets you source your items so you can negotiate the best deals with your suppliers. You can create requests for quotations, record the results, and reference the corresponding quotation when creating your purchase order. You can also review historical purchase prices so that you can evaluate how to purchase your items more effectively.

Supplier Defaulting

For each supplier, you can define default preferred ship-to locations, freight terms and carriers, free-on-board information, tax names, and payment terms to be used when you enter purchase orders. You can always override any default.

Supplier Purchasing Hold

You can prevent purchasing activity on specific suppliers at any time by using the Suppliers window to provide a reason for holding the

supplier. You cannot approve any purchase order for a supplier on hold; however, you can receive and match against approved purchase orders for a supplier on hold. You can release a hold at any time.

AutoCreating RFQ and Quotation Information

You can AutoCreate RFQs directly from requisitions. You can also Copy quotations directly from RFQs to facilitate recording responses from your suppliers. See: Copying Quotations from RFQs: page 5 – 61. (If you receive catalog information from your supplier electronically, that information is sent automatically in the form of a catalog quotation. See: Receiving Price/Sales Catalog Information Electronically: page 5 – 20.)

Request for Quotation Requirement

You can identify whether a request for quotation is necessary for a specific item or requisition line.

Supplier Lists

Purchasing lets you create supplier lists so that you can predefine groups of suppliers to whom you want to send RFQs. You can establish supplier lists according to criteria you define (item, manufacturing category, geographic location, or other) and you can combine supplier lists to produce many copies of your RFQ automatically.

Note: If the Oracle Public Sector Payables profile option **AP:Enter Alternate Fields** is enabled, alternate fields will appear on designated windows like Enter Suppliers.

See: Profile Options in Payables, See *Oracle Public Sector Payables User's Guide*

Purchasing History

Purchasing lets you review your purchase price history information to help you source your items better. You can either review all historical prices for a particular item or the last prices you paid for a specific item by quantity. You can review the detailed information of the purchase order corresponding to this last price.

Flexible, Custom Notes

Purchasing lets you quickly add extended Notes and instructions to your RFQs and quotations. You can include standard notes or create your own custom notes. You can use as much descriptive text as you need.

Automatic Sourcing

Automatic sourcing automatically defaults sourcing information onto the requisitions, blanket purchase orders, or quotations you create. You can easily assign any item with an item number to a specific blanket purchase agreement or quotation you created. Purchasing automatically assigns the name of the supplier for the blanket purchase order and quotation to any requisition for this item. (If you receive catalog information from your supplier electronically—and you specified sourcing rules to be sent electronically also—then the sourcing rule and Approved Supplier List entry for this supplier is entered in your system automatically.) See: Automatic Sourcing: page 5 – 69. See: Approved Supplier List: page 5 – 22.

Using Quotation Information on Your Documents

Purchasing lets you use your quotation information when you build purchase orders.

Using Quotation Information for a Purchase Order

When you create a purchase order (manually or from requisitions), you can use the Supplier Item Catalog window to retrieve quotation information. (The Supplier Item Catalog window can include quotations sent to you by your supplier through the Purchasing Documents Open Interface. See: Receiving Price/Sales Catalog Information Electronically: page 5 – 20.) Purchasing provides all your approved quotation shipment information for a specific item or manufacturing category. You can copy this quotation shipment to an existing blanket purchase agreement or standard purchase order when you add this item or purchasing category to a purchase order line. You can sort this quotation information according to your needs, using criteria such as price or quantity. You can easily evaluate the source that is best for an item.

After you select the quotation shipment you want to use, Purchasing copies the item unit price, quantity, unit of measure, supplier product number, inspection required status, receipt required status, quotation number, quotation type, and supplier quotation number on your purchase order. Purchasing also copies the quotation item description on your purchase order if you define your items to do so.

Purchasing automatically warns you when the terms and conditions of the quotation are different from the terms and conditions of your purchase order. The original purchase order terms and conditions remain unchanged.

Using Partial Quotation Information on a Requisition

When you enter an item or purchasing category on a requisition line, you can use the Supplier Item Catalog window to access quotation shipment information for the item or category. After you select the quotation shipment you want to use, Purchasing automatically copies the item unit price, quantity, unit of measure, supplier product number, supplier name, supplier site, and supplier contact to your requisition line. Purchasing also copies the quotation item description on your purchase order if you define your items to do so.

Overview of the Supplier Item Catalog

The Supplier Item Catalog provides a simple mechanism for locating items and their source information for the purpose of creating purchase order and requisition lines. You can open the catalog from an existing requisition or purchase order and add lines to that document. Alternatively, you can open the catalog from the menu and create new requisitions.

Search Supplier Item Catalog Window

Purchasing displays the Search Supplier Item Catalog window whether you invoke the Supplier Item Catalog from the menu or from a requisition or purchase order.

To invoke the Supplier Item Catalog from a requisition or purchase order, select the Catalog button when the cursor is in the Lines alternative region. Whether this button is present for a particular document type can be determined by Function Security.

The Supplier Item Catalog does not support Outside Processing. However, you can open the Catalog from an outside processing line in a requisition or a purchase order to find other items.

In the search window, lists of values show only valid values. For example, inactive suppliers are not displayed.

The "Item description contains the words" field is used for keyword searches. If you search for "desk executive mahogany", you get any item whose description includes all three words. In this case you could widen the search by removing "mahogany" and/or "desk." The words in the description do not have to occur in the order listed, so searches on "desk executive" and "executive desk" would get the same result: all items whose description included both of the words.

The Deliver To Organization and Location (when invoked from the menu or a requisition) are the Ship To Organization and Location when the window is invoked from a purchase order. Lists of values display deliver-to or ship-to values, as appropriate. For query purposes, the deliver-to actually uses the associated ship-to information.

Supplier Item Catalog Window

There are four alternative regions in the upper screen of this folder window, but Function Security can be used to determine whether a user will be able to see all of them. A profile option (PO: Default Supplier Item Catalog Option) determines which of these alternative regions is

the default when the catalog opens from the menu and for the first time in a user session that the catalog opens from a requisition or purchase order. If you close the catalog and reopen it from a purchase order or requisition during the same session, the default source region is the last one previously open. The regions are:

Negotiated Sources	Long term agreements with a supplier that support repetitive buys: Blanket purchase agreements, catalog quotations, and planned purchase orders. This alternative region is a folder.
Prior Purchases	Actual past buys: Standard purchase orders, scheduled releases, blanket releases. This alternative region is a folder.
Sourcing Rules	Sourcing rules. There are + and – iconic buttons just below the region box. Select the + icon or Expand Sourcing Rules on the Special menu to display source documents for the rule in a folder region. Use the – icon or Collapse Sourcing Rules on the Special menu to collapse the region displaying the documents. You must be in the documents region to add to the Order Pad or to select a price.
Requisition Templates	Requisition Templates. The PO: Legal Requisition Type profile option governs whether templates for supplier and internally sourced lines are displayed. This alternative region is a folder.

Using the Order Pad

Open the Supplier Item Catalog window by choosing Catalog in the Requisitions or Purchase Orders window to view and use the Order Pad. Use the Add (down arrow) button, select Add to Order Pad on the Special menu, or double click to highlight the selected line in a source region and add it to the Order Pad. Validation takes place at this point, and if there is a problem, Purchasing displays a message window with an explanation. Depending on the problem, you may or may not be permitted to add the line. Also, if Disposition messages are enabled for the Purchasing Inventory organization, they are displayed as lines and added to the Order Pad.

When you add to the Order Pad, you must specify the following information. Defaults for this information are defined in the Order Pad Options window.

- Deliver-To organization (if you opened the catalog from the menu or a requisition)

- Ship-To organization (if you opened the catalog from a purchase order)
- Deliver-To location (if you opened the catalog from the menu or a requisition)
- Ship-To location (if you opened the catalog from a purchase order)
- Destination Type (Expense or Inventory)
- Subinventory (if the Destination Type is Inventory)
- Need-By date (if the item is planned in the destination organization)
- Quantity. The quantity must be greater than zero. It defaults to 1 or the quantity on the requisition/purchase order line if a quantity was specified and if the first record was added to the Order Pad.

If you are adding to the Order Pad from Negotiated Sources or Sourcing Rules and enter a quantity less than an existing price break quantity, Purchasing opens a Decision window and asks whether you want to increase the order quantity to reduce the unit price.

Use the Remove (eraser) button, Remove from Order Pad on the Special menu, or Clear Record to remove selected lines from the Order Pad. When you remove a line from the Order Pad, Purchasing returns it to the source region and unhighlights the line. To support return a line to its source alternative region, Purchasing does not permit Clear Record in the source alternative regions or Clear Block in the Order Pad.

Order Pad Options

Use the Options button when you are on the Order Pad to open the Order Pad Options window, where you can enter Order Pad defaults and options. If you have opened the Supplier Item Catalog from a purchase order, the Order Pad Options window includes the Copy Option alternative region, where you can specify the Supplier, Supplier Site, Supplier Contact, FOB, Carrier, Payment Terms, and Freight Terms to be copied to the purchase order header.

Order Pad Total

For each line on the Order Pad, Purchasing displays the extended price in that line's currency. To see the total Order Pad amount in your functional currency, open the Order Pad Total window by selecting the Order Total button.

Select Price Only Option

As a mutually exclusive alternative to the Order Pad, there is a Select Price Only check box at the top right of the screen when you have opened the Supplier Item Catalog from a requisition or a purchase order. If the requisition or purchase order line is saved, when you open the Catalog, you must use Select Price Only. This check box can be enabled only if nothing has been added to the Order Pad. If this check box is selected, the Add (down arrow), Order Total, and Options buttons are disabled and the Select button is enabled. You can then select prices for inclusion on a requisition or purchase order.

See Also

Profile Options in Purchasing: page 1 – 76

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Finding Supplier Items: page 5 – 10

Using the Supplier Item Catalog Alternative Regions: page 5 – 14

Entering Order Pad Options (from Requisitions): page 5 – 17

Finding Supplier Items

Use the Search Supplier Item Catalog window to enter search criteria for supplier items.

Depending on the function security assigned to your responsibility, you have varying levels of access to information. A responsibility defines an application user's current privileges while working with Oracle Applications.

If you enter an item with **Purchasing Enabled = 'N'** and with **Internal Orders Enabled = 'Y'**, the item is valid for an internal order, but you cannot search for this item in the Supplier Item Catalog. If you want to

be able to search the Supplier Item Catalog, the item must have **Purchasing Enabled = 'Y'**.

See Also

Overview of Function Security, *Oracle Applications System Administrator's Guide*

Function Security for Purchasing: page 2 – 11

► To enter search criteria:

1. Navigate to the Search Supplier Item Catalog window by selecting Supplier Item Catalog from the menu. Also, the Search Supplier Item Catalog window is displayed when you select the Catalog button in the Requisitions and Purchase Orders windows.

The screenshot shows the 'Search Supplier Item Catalog' window with the following fields and sections:

- Commodity**: Text input field.
- Requisition Template**: Text input field.
- Item** section:
 - Category Set**: Text input field.
 - Item, Rev**: Text input field.
 - Category**: Text input field.
 - Description**: Text input field.
 - Item description contains the words**: Text area.
- Supplier** section:
 - Supplier**: Text input field.
 - Site**: Text input field.
 - Approved Suppliers Only**: Check box.
 - Supplier Item**: Text input field.
- Bottom section:
 - Due Date**: Text input field.
 - Line Type**: Text input field.
 - UOM**: Text input field.
 - Deliver-To Organization**: Text input field.
 - Deliver-To Location**: Text input field.
 - Currency**: Text input field.
- Clear** and **Find** buttons at the bottom right.

Enter optional search criteria as described in the following steps:

2. Enter the Commodity. This is used to locate matching stored categories on Purchasing document lines.
3. Enter the Requisition Template. This is enabled only if the window is accessed from the menu or from the Requisitions window.
4. Enter the Category Set. This is used to find predefined items associated with a specific category set. If you access this window from the Requisitions or Purchase Orders windows, the default is

the Purchasing category set. If you enter a category set, you can also further restrict the search by entering a Category.

5. Enter the Item number. If you access this window from the Requisitions or Purchase Orders window, the default is the item on the originating document line. If you enter an item, you can also further restrict the search by entering an item Revision number.
6. Enter the item Description. If you access this window from the Requisitions or Purchase Orders window, the default is the description on the originating document line.
7. Enter key words separated by spaces in the Item description contains the words: field to find item descriptions containing all the specified words. The search is not case sensitive, nor does it consider the sequence of the words.
8. Enter the Supplier. If you access this window from the Requisitions or Purchase Orders window, the default is the supplier on the originating document line. If you enter a supplier, you can enter a supplier Site.
9. Enter the Supplier Item number. If you access this window from the Requisitions or Purchase Orders window, the default is the supplier item number on the originating document line.
10. Select Approved Suppliers Only to get only records where the supplier and the item exist in a current sourcing rule and Approved Supplier List entry.
11. Enter the Due Date to get documents that are current as of this date or future effective. If you access this window from the Requisitions or Purchase Orders window, the default is the due date on the originating document line.
12. Enter the Line Type. If you access this window from the Requisitions or Purchase Orders window, the default is the line type on the originating document line.
13. Enter the UOM. If you access this window from the Requisitions or Purchase Orders window, the default is the UOM on the originating document line.



Attention: Since catalog quotations in the Negotiated Sources and Sourcing Rules alternative regions can have different units of measure on the line and the price break, Purchasing performs the following test on the UOM you enter in this field:

If a UOM exists on the shipment, Purchasing returns rows where this matches the search value. If no UOM exists on the shipment, Purchasing returns rows where the line UOM matches the search

value. We do this because if you add to the Order Pad from a row with a different UOM on the price break, this is the UOM we copy to the Order Pad.

14. Enter the Organization. If you access this window from the menu or the Requisitions window, the field title is Deliver-To Organization. If you access this window from the Purchase Orders window, the field title is Ship-To Organization. The defaults are from the originating document line, deliver-to from the requisition and ship-to from the purchase order.
15. Enter the Location. If you access this window from the menu or the Requisitions window, the field title is Deliver-To Location. If you access this window from the Purchase Orders window, the field title is Ship-To Location. The query is based on the ship-to location associated with the deliver-to location. The defaults are from the originating document line, deliver-to location from the requisition and ship-to location from the purchase order.
16. Enter the Currency. If you access this window from the Purchase Orders window, the default is the currency from the purchase order line.

► **To clear existing search criteria:**

- Select the Clear button to clear any existing search criteria.

► **To initiate the search:**

- Select the Find button to initiate the search and open the Supplier Item Catalog window.

► **To close the Search Supplier Item Catalog window:**

- Select the Close Catalog button to close the Search Supplier Item Catalog window. This button is available only when you have accessed this window from the Requisitions or Purchase Orders windows; when you close the catalog window, you return to your originating document window.

Note that you must select either Find or Close Catalog before you can return to the originating document. While the Search Supplier Item Catalog window is open, you cannot:

- Exit to the menu
- Navigate to the originating document
- Save your work

See Also

Overview of the Supplier Item Catalog: page 5 – 7

Defining Categories, *Oracle Inventory User's Guide*

Defining Category Sets, *Oracle Inventory User's Guide*

Defining Items, *Oracle Inventory User's Guide*

About Suppliers, *Oracle Public Sector Payables User's Guide*

Using the Calendar to Enter Dates, *Oracle Applications User's Guide*

Defining Line Types: page 1 – 61

Defining Units of Measure, *Oracle Inventory User's Guide*

Representing Internal and External Organizations, *Oracle Human Resources User's Guide*.

Site Locations, *Oracle Human Resource Management Systems User's Guide*

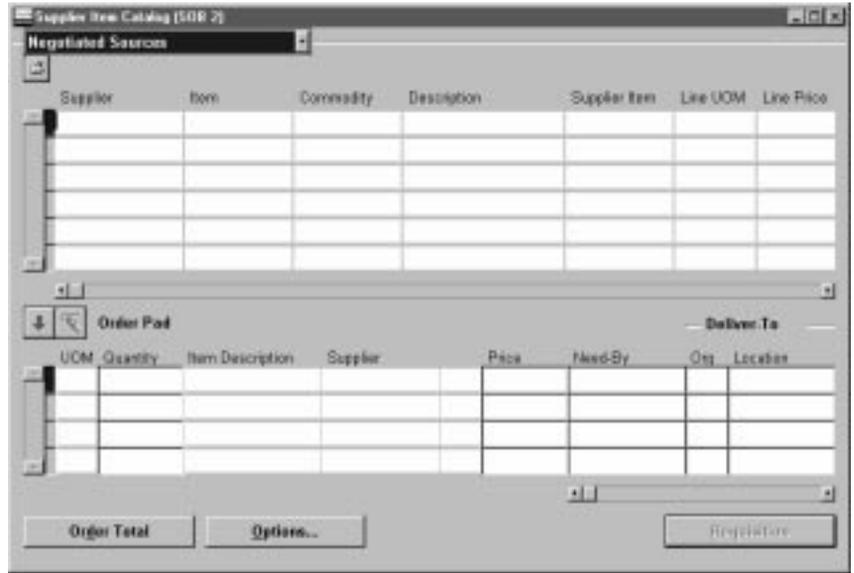
Defining Currencies, *Oracle Applications System Administrator's Guide*

Using the Supplier Item Catalog Alternative Regions

Use the Supplier Item Catalog window to:

- Review results of your search in the alternative regions of the Search Supplier Item Catalog window.
- Select prices from the alternative regions for placement onto requisition and purchase order lines.
- Place source lines from the alternative regions onto the Order Pad, where you can modify them before placing them onto requisition and purchase order lines or onto new requisitions.

The Supplier Item Catalog window has four alternative regions (Negotiated Sources, Prior Purchases, Sourcing Rules, and Requisition Templates), but Function Security controls which are present. A profile option (PO: Default Supplier Item Catalog Option) determines which of these alternative regions is the default, but this applies only to regions permitted by Function Security.



The query based on your search criteria is executed in the currently displayed alternative results region in the Supplier Item Catalog window. As you change alternative regions, a query is executed in each alternative region using the original search criteria. Search criteria are considered only in alternative regions in which they are relevant.

For example, if your original search criteria consisted of a requisition template and a key word, the query in the Negotiated Sources alternative region would ignore the requisition template.

► **To review the alternative regions:**

- Navigate to the Supplier Item Catalog window by selecting the Find button in the Search Supplier Item Catalog window. You can also navigate to the Search Supplier Item Catalog window by selecting the Catalog button in the Requisitions and Purchase Orders windows.

The Negotiated Sources alternative region is a folder. As installed, it displays the Supplier, Item, Commodity, item Description, Supplier Item number, Line UOM, Line Price, Break Quantity, and Break Price.

The Prior Purchases alternative region is a folder. As installed, it displays the Order Date, Supplier, Item number, Commodity, item Description, UOM, Price, Supplier Item number, and Quantity.

The Sourcing Rules alternative region displays the Item number, Rank, Supplier, Rule number, and the rule Effective date range. You can expand and collapse sourcing rule lines either by selecting the + and – icons or from options on the Special menu. When you expand a sourcing rule line, Purchasing opens a folder window that, as installed, displays the Rank, Commodity, Supplier Item, Line UOM, Line Price, Break Quantity, and Break Price for documents referencing the rule.

The Requisition Templates alternative region is a folder. As installed, it displays the Supplier, Item number, Commodity, UOM, Price, Source Type, Supplier Item number, Template name, Template Description, and Buyer.

► **To select prices from the alternative regions:**

1. Select the Select Price Only check box, if you opened the Supplier Item Catalog from a requisition (the target document.). If you opened the Supplier Item Catalog from a purchase order, the Select Price Only check box is already selected, and you cannot deselect it. You cannot use the Order Pad if you have checked Select Price Only. You cannot use the Order Pad if you opened it from a Purchase Order window.
2. Move the cursor to the desired line in one of the alternative regions.
3. Select the Select button to copy the price of the current line to your target document.

► **To use the Order Pad:**

1. Select the Down Arrow to place the current line in the open alternative region onto the Order Pad. The cursor moves to the Order Pad, where you can select the Eraser icon to return the current line to its original alternative region.
2. You can enter or edit the following fields for an Order Pad line: Quantity, Price, Need-By date, Organization, Location, Destination Type, and Subinventory.
3. Select the Select button to add the order pad lines to the requisition or purchase order from which you accessed the catalog. This also closes the Supplier Item Catalog window.

► **To enter order pad options and defaults:**

- Select the Options button to open the Order Pad Options window. See: Entering Order Pad Options (from Requisitions): page 5 – 17.

- ▶ **To view the current order pad total:**
 - Select the Order Total button to open the Order Pad Total window. This window displays the Functional Currency and the current total amount on the order pad.

- ▶ **To close the Supplier Item Catalog window:**
 - Select the Close Catalog button to close the Supplier Item Catalog windows. This button is available only when you have accessed this window from the Requisitions or Purchase Orders windows; when you close the Search Supplier Item Catalog and the Supplier Item Catalog windows, you return to your originating document window.

Note that you must either Select information to copy back or Close Catalog before you can return to the originating document. While the Supplier Item Catalog window is open, you cannot:

 - Exit to the menu
 - Navigate to the originating document
 - Clear the window
 - Save your work

See Also

Overview of the Supplier Item Catalog: page 5 – 7

Using the Search Supplier Item Catalog Window: page 5 – 10

Entering Requisition Lines: page 3 – 52

Site Locations, *Oracle Human Resource Management Systems User's Guide*

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Entering Order Pad Options (from Requisitions)

Use the Order Pad Options window to enter order pad defaults and options. You access this version of the window when you have opened the Supplier Item Catalog from a requisition.

► **To enter order pad defaults and options:**

1. Navigate to the Order Pad Options window by selecting the Options button in the Supplier Item Catalog window.

Order Pad Options

New Order Pad Lines

Default From Options
 Default From Previous Line

Deliver-To Defaults

Need-By

Destination Type **Expense** ▼

Organization

Location

Requestor

Subinventory

Expense Charge Account

OK

2. Select the default option:

Default From Previous Line – Defaults for Order Pad lines are from the previous line on the Order Pad. (The first line on the Order Pad uses defaults from this window.)

Default From Options – Defaults for Order Pad records come from this window.

3. Enter the default Need-By date.
4. Enter the default Destination Type: Expense or Inventory.
5. Enter the default Organization.

6. Enter the default Location.
7. Enter the default Requestor.
8. For the Destination Type of Inventory, enter the default Subinventory.
9. Enter the default Expense Charge Account.

► **To apply the defaults:**

- Select the OK button to apply the defaults and return to the Supplier Item Catalog window.

See Also

Overview of the Supplier Item Catalog: page 5 – 7

Site Locations, *Oracle Human Resource Management Systems User's Guide*

Receiving Price/Sales Catalog Information Electronically

Your supplier can send you the latest price/sales catalog information and responses to requests for quotation through the Purchasing Documents Open Interface. The Purchasing Documents Open Interface processes catalog data in the Oracle Applications interface tables to ensure that it is valid before importing it into Purchasing. One way to import catalog data into the Purchasing Documents Open Interface, and finally into Purchasing, is through Electronic Data Interchange (EDI). EDI programs import the catalog information into Purchasing directly as blanket purchase agreement lines or catalog quotations, whichever you choose. You can also choose to have the programs automatically populate the item master and/or apply sourcing rules to the imported item information. If you import price/sales catalog information as blanket purchase agreement lines, you can also specify release generation methods.

The catalog information is sent by the supplier in the form of a "flat file." Your supplier can send you flat files with two kinds of action codes: Original or Replace. An Original file is one in which all the catalog information is new to your system. A Replace file replaces already-created blanket purchase agreement lines or catalog quotations with new documents containing new price/sales catalog information. (The Purchasing Documents Open Interface program replaces the old documents by invalidating their effectivity dates; then it creates new documents with the new price/sales catalog information and the old effectivity dates.) For EDI Gateway to distinguish between Original and Replace action codes, you need to set up code-conversion categories and values in EDI Gateway. See: Defining Code Conversion Categories, *Oracle EDI Gateway User's Guide*. See: Defining Code Conversion Values, *Oracle EDI Gateway User's Guide*. See also: Overview of Code Conversion, *Oracle EDI Gateway User's Guide*.

Allowing updating of the item master enables price changes or any other changes in part specifications to be quickly communicated to Purchasing. Before you run the EDI Price/Sales Catalog Inbound Program or the EDI Response to Request for Quote Inbound Program, you need to make sure of the following settings if you want to update the item master:

- Allow updating of item descriptions. Navigate to the Purchasing Options window. In the Control options region, check Allow Item Description Update. See: Defining Control Options: page 1 – 33.

- Allow updating of item status codes at the site level. Navigate to the Personal Profiles window. Make sure that INV: Default Item Status is set to Active.

See Also

Inbound Price/Sales Catalog (832/PRICAT), *Oracle EDI Gateway User's Guide*

Running the EDI Price/Sales Catalog Inbound Program, *Oracle EDI Gateway User's Guide*

Inbound Response to Request for Quote (843/QUOTE), *Oracle EDI Gateway User's Guide*

Running the EDI Response to Request for Quote Inbound Program, *Oracle EDI Gateway User's Guide*

Purchasing Documents Open Interface: page 9 – 95

Oracle Manufacturing, Distribution, Sales and Service Open Interfaces Manual, Release 11

Approved Supplier List

All procurement organizations maintain lists that associate the items and services they buy with the organizations who supply them, either formally or informally. Data stored in a controlled, global repository containing relevant details about each ship-from/ship-to/item relationship, is known as an Approved Supplier List (ASL). This repository includes information about all suppliers with business statuses ranging from fully **Approved** (the supplier has demonstrated the ability to satisfy rigorous quality, cost, and delivery requirements over a sustained period) to **Debarred** (no business is allowed with this supplier), or **New** if you have never placed a purchase order with the supplier. Each status has four business rules associated with it. You can prevent or allow certain business rules for each status, change the name of a status, or create a status of your own.

In the Approved Supplier List window, you also specify the blanket purchase order or catalog quotation for an item-supplier combination. See: *Defining the Supplier and Commodity/Item Combination*: page 5 – 26. See: *Defining the Supplier/Item Attributes*: page 5 – 29.

See Also

Overview of the Approved Supplier List, *Oracle Supplier Scheduling User's Guide*

Supply Chain Planning, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

Automatic Sourcing: page 5 – 69

ASL Repository Maintenance

Through maintenance of the Approved Supplier List repository the following goals are realized:

- Supports Supplier Certification programs by providing a single store of information regarding a supplier's current status.
- Helps design engineers achieve higher quality designs at a lower total cost through the re-use of preferred suppliers in new designs. Avoids supply base proliferation or unnecessary design dependence on 'difficult' suppliers.

- Eliminates redundant sourcing efforts within departments, and across organizations. Facilitates a more global approach to contract negotiation.
- Provides immediate procurement visibility when a supplier is assigned an unfavorable status. This 'early warning' can help prevent problem replication in multiple organizations.
- Complies with external Quality System process requirements like ISO 9001/9002.
- Provides storage for general data attributes that are unique to the supplier/item intersection.
- Maintains lists of supplier 'candidates' by commodity or item for future consideration.

ASL Public Sector Needs

Using Oracle Public Sector Purchasing Approved Supplier List, you can:

- Set approval/certification status at the appropriate level for your business. For example, approve a supplier for a given commodity (e.g. 'Office Supplies') for expense purchases while approving a specific supplier/site for each production item.
- Approve suppliers (they perform their own manufacturing), distributors (they represent manufacturers), and manufacturers (they manufacture items marketed and sold by distributors).
- Define global or local ASL entries. All organizations should be able to specify their own attributes (information about the supplier/item relationship) even if the supplier/item status is defined as a global record. This enables individual ship-to-organizations to determine, for example, whether they are ready to perform supplier scheduling, their purchasing unit of measure, their default item price, etc.
- Link the primary supplier item number with your internal item number. This designated item will default to Purchase Order and Requisition lines.
- Specify a Review By date indicating a proactive, planned review of the business with a longstanding supplier partner.
- Review ASL information in a flexible inquiry format.

- Define your own approval statuses and associate them with specific business rules.
- Control procurement activity by preventing purchase order approval or supplier schedule confirmation for certain supplier/item combinations. Optionally provide specific individuals with an override capability for exception buys.
- Control ASL access and modification.
- Control whether Sourcing Rules must be comprised of approved suppliers. Quickly create Sourcing Rules based on your ASL entry.
- Define reference information for the supplier/item combination.
- Define ASL entries quickly using existing entries as a template.

See Also

Overview of Supplier Scheduling, *Oracle Supplier Scheduling User's Guide*

Sourcing Rules and Bills of Distributions, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

Bucket Patterns, *Oracle Supplier Scheduling User's Guide*

Defining Supplier Lists: page 5 – 76

Defining Ship-to Organization Level Defaults and Controls, *Oracle Supplier Scheduling User's Guide*

Defining Sourcing Rules: page 5 – 71

Defining Bills of Distributions, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

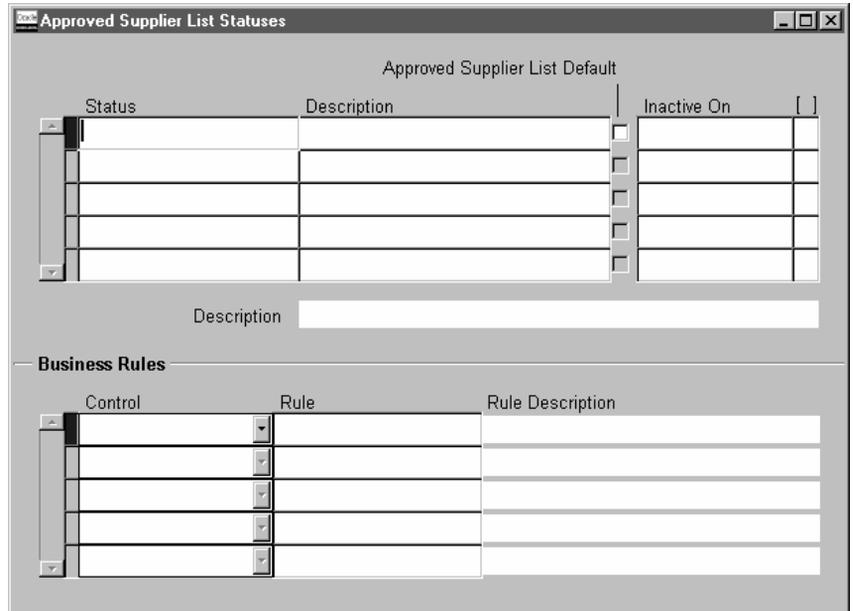
Defining Approved Supplier Statuses

You can create any number of Approved Supplier Statuses to describe the condition of the Approved Supplier. Each Approved Supplier

Status can have Business Rules applied to manage the characteristics of the status. For example, the default status of Approved allows all the default business rules: PO Approval, Sourcing, Schedule Confirmation, and Manufacturer Linking. But you could change the Approved status to prevent one of the Business Rules. Likewise, you can create your own status with your own combination of Business Rules.

► **To define Approved Supplier Statuses:**

1. Navigate to the Approved Supplier List Statuses window.



2. Enter a unique Status name.
3. Enter a status Description to convey the meaning of the status.
4. Optionally check Approved Supplier List Default to set this status as a default.

This is the status that appears as the default for suppliers you add to the Approved Supplier List window. (You can change a supplier's status from within the Approved Supplier List window.)

Note: You can only have one Approved Supplier Status as a default.

5. Optionally choose a date for Inactive On to set the time when the status will no longer be active.

6. If you choose to apply Business rules to the Approved Supplier Status, choose a Control. By choosing a Control, you either Allow or Prevent the Business Rule.
7. Select a Business Rule.
 - PO Approval – Enables you to allow or prevent purchase order approvals sourced to this supplier.
 - Sourcing – Enables you to allow or prevent sourcing to this supplier.
 - Schedule Confirmation – Enables you to allow or prevent schedule confirmation for this supplier in Supplier Scheduling.
 - Manufacturer Link – In the Approved Supplier List window, you choose a Business from one of the following: Direct (Supplier), Manufacturer, or Distributor. If you have a Distributor defined in the Approved Supplier List window, this Business Rule enables you to allow or prevent linking to the Manufacturer also defined in the Approved Supplier List window.
8. Save your work.

See Also

Defining Planners *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

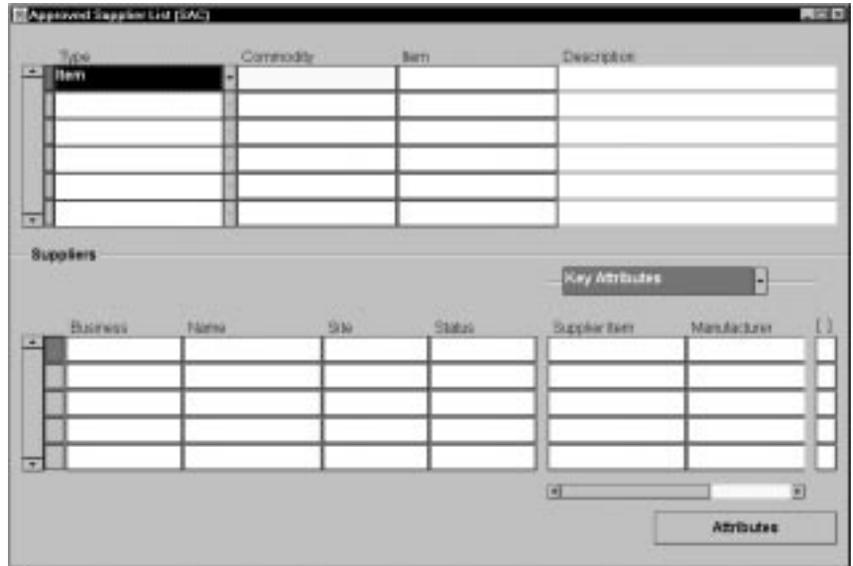
Defining Supplier Lists: page 5 – 26

Defining the Supplier and Item/Commodity Combination

- Before you define the supplier and item/commodity combination in the Approved Supplier List window, you should perform the following:
 - Create blanket purchase agreements. See: *Entering Purchase Order Headers*: page 4 – 39.
 - Create and approve quotations. See: *Entering Quotation Headers*: page 5 – 47.

► **To define the supplier and item/commodity combination:**

1. Navigate to the Approved Supplier List window.



2. In the Organizations window that appears, choose the ship-to organization for which you want to define Approved Supplier List (ASL) entries.
3. Choose one of the following options to which you want to assign a supplier:
 - Item – Assigns a supplier to a particular item.
 - Commodity – Assigns a supplier to a group of items belonging to a category (or commodity).
4. Choose a Business from the following:
 - **Direct** (Supplier): Organization sells their products directly to you
 - **Direct** (Supplier): Organization sells their products directly to you
 - **Direct** (Supplier): Organization sells their products directly to you

If you choose Direct, choose the supplier Name and optionally, the Site.

- **Manufacturer:** Organization manufactures and sells through distributors
If you choose Manufacturer, choose the Manufacturer Name.
 - **Distributor:** Organization sells products made by manufacturers
If you choose Distributor, choose the distributor Name and optionally, the Site. You must associate the Distributor with a Manufacturer, meaning you must define a Manufacturer before you define its Distributor.
5. Choose the supplier's approval Status.
Use one of the default Statuses provided, or choose a status of your own if you defined other statuses in the Approved Supplier List Statuses window. See: Defining Approved Supplier Statuses: page 5 – 24.
 6. Optionally choose the supplier item number.
For Suppliers and Distributors, this supplier item number defaults to your purchase order and requisition lines, and is used to validate the source documents.
 7. Optionally choose a Review By date.
You can use this date to determine when a proactive business review will be performed for the supplier.
 8. Choose the Record Details alternative region.
 9. Choose one of the following in Global:
 - Yes – This ASL entry is valid for all inventory organizations in your operating unit.
 - No – This ASL entry is local—that is, valid only for the organization you chose in the Organizations window when you first navigated to the Approved Supplier List window.
 10. Save your work.

See Also

Automatic Sourcing: page 5 – 69

Defining Sourcing Rules: page 5 – 71

Assigning Sourcing Rules and Bills of Distribution: page 5 – 74

Setting Up and Implementing Sourcing Strategies, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

Defining the Supplier/Item Attributes

Use the Supplier–Item Attributes window to define the informational data attributes for each supplier/item combination.

- ▶ **To define the supplier and commodity/item attributes:**
 1. Navigate to the Supplier–Item Attributes window by choosing the Attributes button in the Approved Supplier List window.

Seq	Type	Number	Line	Status	Effective From	Effective To

2. Choose the Purchasing UOM.
3. Choose the Release Generation Method from the following options:
 - Automatic Release/Review: automatically generate releases.
 - Automatic Release: automatically generate approved releases with a status of 'Incomplete.'
 - Release Using AutoCreate: use the AutoCreate window to create releases.
4. Choose one of the following attribute groupings from the alternative region:
 - Source Documents

- **Supplier Scheduling:** you can choose this option if you specified an item and a supplier site.

► **If you chose Source Documents:**

1. Enter a unique Seq (Sequence) Number.
2. Select a Document Type from the following:
 - Blanket
 - Quotation
3. Choose a Document Number.
4. Choose a Line Number.

The Status and Effective Dates are displayed.

5. Save your work.

► **If you chose Supplier Scheduling:**

1. Optionally check Enable Planning Schedules and/or Enable Shipping Schedules if you want to build Planning and/or Shipping Schedules.

If you check Enable Planning Schedules and/or Enable Shipping Schedules, you can choose an assigned Scheduler.

2. Check Enable AutoSchedule if you want your schedule automatically built.
3. If you check Enable Planning Schedules and Enable AutoSchedule, you must choose the following:
 - Plan Bucket Pattern
 - Plan Schedule Type
4. If you check Enable Shipping Schedules and Enable AutoSchedule, you must choose the following:
 - Ship Bucket Pattern
 - Ship Schedule Type
5. If you check Enable Planning Schedules and Enable Authorizations, you can optionally choose up to four Resource Authorizations with their associated timefences.
6. Save your work.

See Also

AutoScheduling, *Oracle Supplier Scheduling User's Guide*

Resource Authorizations, *Oracle Supplier Scheduling User's Guide*

Defining Sourcing Rules: page 5 – 71

Assigning Sourcing Rules and Bills of Distribution: page 5 – 74

Setting Up and Implementing Sourcing Strategies, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

Defining the Supplier and Commodity/Item Combination: page 5 – 26

View Approved Suppliers

Use the Approved Supplier List Summary window to view all the Approved Supplier List entries. When you select and open a line in the Approved Supplier List Summary window, the Approved Supplier List window for that supplier appears.

► **To view the Approved Supplier List:**

1. Navigate to the Approved Supplier List Summary window from the menu. The Search Approved Supplier List window opens.
2. Optionally choose or enter data into the available fields to further define your search.

Note: Check Include Global Entries to specify that Global Entries are to be included.

3. Choose Find to begin the search.

Note: You can choose Clear to erase the data from the form to redefine your search, or choose New to navigate to the Approved Supplier List window to define new approved suppliers.

4. Choose a record to view then choose Open to view the Approved Supplier List window.

Entering RFQs

Entering RFQ Headers

Use the RFQs window to:

- Enter and edit a request for quotation (RFQ)
- Review and edit an RFQ you autocreated from on-line requisitions

Each RFQ consists of header, line, and shipment information. You can send the RFQ to as many suppliers you want and decide how much item information to provide to the suppliers.

Note: Whether or not you send an RFQ, suppliers can send you catalog quotations electronically, through the Purchasing Documents Open Interface. See: Receiving Price/Sales Catalog Information Electronically: page 5 – 20.

Prerequisites

Before using this window you should perform the following:

- Define suppliers and supplier sites. See: About Suppliers, *Oracle Public Sector Payables User's Guide*.
- Define supplier lists. See: Defining Supplier Lists: page 5 – 76.
- Define locations. See: Site Locations, *Oracle Human Resource Management Systems User's Guide*
- Define buyers. See: Defining Buyers: page 1 – 13.
- Define unit of measure classes. See: Defining Unit of Measure Classes, *Oracle Inventory User's Guide*.
- Define units of measure. See: Defining Units of Measure, *Oracle Inventory User's Guide*.
- Define payment terms. See: Defining Payment Terms, *Oracle Public Sector Payables User's Guide*.

► **To enter RFQ header information:**

1. Navigate to the RFQs window by selecting RFQs from the menu. Purchasing displays today's date as the Created date and the functional Currency from your set of books.

2. Enter a unique number for the RFQ. In the Purchasing Options window, you can choose whether RFQ numbers are numeric or alphanumeric and whether Purchasing automatically generates them when you save your changes. See: Defining Numbering Options: page 1 – 36.
3. In the Type field, enter one of the document names defined for RFQs. The list of values lists the Document Type (Document Name) and Quotation Class from the Document Types window. For existing RFQs, the list of values includes only RFQs with the same Quotation Class. See: Defining Document Types: page 1 – 65.
4. Enter the Ship-To and Bill-To locations for the items on the RFQ. See: Site Locations, *Oracle Human Resource Management Systems User's Guide*.
5. Use the Status field to control the status of the RFQ:
 - In Process* – The initial status when you create the RFQ.
 - Active* – Choose this status when the RFQ is complete and you are ready to send it to your suppliers. Only Active RFQs are printed.
 - Printed* – The status assigned to the RFQ when you have printed at least one copy of it. You must change the status to Active if you want to reprint the RFQ.
 - Closed* – Choose this status to close the RFQ when all suppliers have responded or when you no longer want responses. When you

close an RFQ, Purchasing deletes all follow up notifications associated with it.

6. Enter the Due Date when you want your suppliers to reply. Purchasing prints the reply due date on the RFQ. Purchasing notifies you if the current date is between the RFQ reply due date and the close date and if the RFQ is Active. Purchasing knows that a supplier replied to an RFQ if you enter a quotation for this supplier referencing the RFQ. See: Viewing and Responding to Notifications: page 2 – 29. See: Entering Quotation Headers: page 5 – 47.
7. Enter the Reply/Receive Via code for the method you want the supplier to use to send the quotation. For example, by mail, telephone, or FAX. See: Defining Lookup Codes: page 1 – 54.
8. Enter the Close Date for the RFQ. Purchasing prints the close date on the RFQ. Purchasing notifies you if the current date is between the RFQ reply due date and the close date and if the RFQ is Active. Purchasing warns you when you enter a quotation against this RFQ after the close date. See: Viewing and Responding to Notifications: page 2 – 29.
9. Select Require Quote Approval to enforce approval of any quotation referencing this RFQ before the quotation can be used for a purchase order.
10. Purchasing displays your name as the Buyer. You can forward the RFQ to another buyer by choosing the name of this buyer from the list of values. The buyer you enter receives all notifications regarding this RFQ.
11. Enter the beginning and ending Effectivity Dates for the supplier quotation.
12. Enter RFQ lines in the Lines alternative region: See: Entering RFQ Lines: page 5 – 35.

► **To enter supplier information:**

- Select the Suppliers button to open the RFQ Suppliers window. See: Entering RFQ Supplier Information: page 5 – 37

► **To enter currency information:**

- Select the Currency button to open the Currency window. See: Entering Currency Information: page 4 – 56.

- ▶ **To enter terms and conditions information:**
 - Select the Terms button to open the RFQ Terms window. See: Entering RFQ Terms Information: page 5 – 39

- ▶ **To enter shipment information:**
 - When the Quotation Class of the header Type is Bid, you can select the Shipments button to open the RFQ Shipments window. See: Entering RFQ Shipment Information: page 5 – 40

- ▶ **To enter price break information:**
 - When the Quotation Class of the header Type is Catalog, you can select the Price Break button to open the Price Breaks window. See: Entering RFQ Price Break Information: page 5 – 43

Entering RFQ Lines

Use the Lines alternative region in the RFQs window to enter and edit RFQ lines.

- ▶ **To enter an RFQ line:**
 1. Select the Lines alternative region in the RFQs window.
 2. Enter a unique Number for the RFQ line.
 3. Enter the line Type for the item. When you enter a line type, Purchasing automatically copies the corresponding purchasing category, unit, and unit price. You can enter predefined items only when you choose a quantity based line type. Purchasing defaults the value you define in the Purchasing Options window. See: Defining Default Options: page 1 – 29. See: Defining Line Types: page 1 – 61.
 4. Enter the Item for your RFQ line. Purchasing retrieves the item description, purchasing category, and unit of measure. If you do not enter a predefined item, you must provide a purchasing category and item description for the RFQ line. For amount based line types, the cursor does not enter this field. See: Defining Items, *Oracle Inventory User's Guide*.
 5. Enter the Revision number for the item on the requisition line.

6. Enter the purchasing category for your RFQ line. If you enter a predefined item, Purchasing supplies the purchasing category.
7. Enter the item Description for your RFQ line. If you enter an item, Purchasing supplies the item description. You can set up the item definition so that you can override the item description for this particular RFQ. See: *Defining Items, Oracle Inventory User's Guide*.
8. Enter the UOM for your RFQ line. If you enter an item number, Purchasing supplies the unit of measure. For amount based line types, the cursor does not enter this field.
9. Enter an optional Target Price for the RFQ line. You may want to provide a target price on the RFQ line for negotiation purposes. For amount based line types, Purchasing uses a target price of 1.
10. Enter the supplier's number for the item.
11. Save your work.

► **To enter additional RFQ line information:**

1. Select the More alternative region in the RFQs window. You can enter optional information in the fields described in the following steps.
2. Enter a unique line number for your RFQ line. Purchasing defaults the next available line number.
3. Enter the UN Number for the item on the RFQ line. See: *Defining UN Numbers: page 1 – 52*.
4. Enter the Hazard class for the item on the RFQ line. If you enter a UN number, Purchasing displays the corresponding hazard class if one has been defined. See: *Defining Hazard Classes: page 1 – 51*.
5. Enter the Minimum Order Quantity for the item on the RFQ line.
6. Enter the Maximum Order Quantity for the item on the RFQ line.
7. Optionally enter a Project Number.
8. Optionally enter a Task Number.
9. Enter a note to the supplier about this item. This note prints on the RFQ.
10. Save your work.

- ▶ **To copy RFQs to quotations:**
 - Select Copy Document on the Special menu to open the Copy Document window. See: Copying Quotations from RFQs: page 5 – 61.

See Also

Entering RFQ Headers: page 5 – 32

Entering RFQ Supplier Information: page 5 – 37

Entering RFQ Terms Information: page 5 – 39

Entering RFQ Shipment Information: page 5 – 40

Entering RFQ Price Break Information: page 5 – 43

Entering Currency Information: page 4 – 56

Oracle Projects User's Guide

Oracle Project Manufacturing Implementation Manual

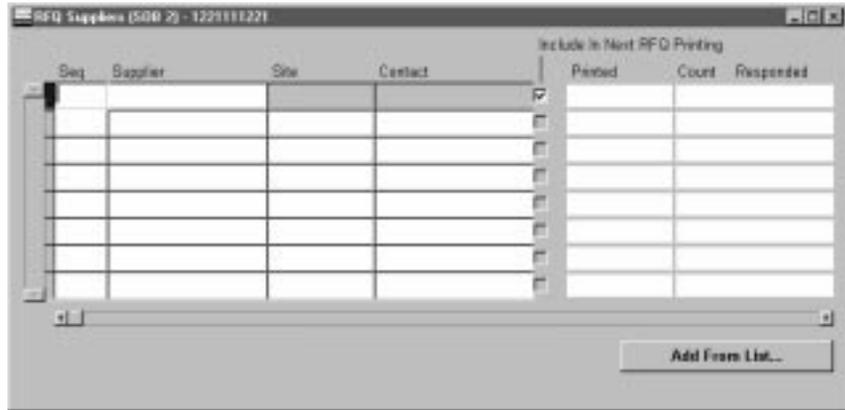
Entering RFQ Supplier Information

Use the RFQ Suppliers window to:

- Enter the suppliers to which this RFQ will be sent. You can also delete suppliers from the RFQ until you have printed the RFQ for them.
- Review the supplier activity.

▶ **To enter RFQ supplier information:**

1. Navigate to the RFQ Suppliers window by selecting the Suppliers button in the RFQs window. For each supplier that you enter, Purchasing displays the Printed and Responded dates as well as the Count of the number of times the RFQ has been printed. The Responded date is the receipt date recorded for the quotation from the supplier.



The Include In Next RFQ Printing check box is checked when you add a supplier. You can postpone printing the RFQ for a supplier by deselecting the check box. After you print the RFQ for a supplier, Purchasing deselects this field. If you want to reprint the RFQ for a supplier, you must use this window to select the field again.

2. Enter a unique sequence number for the supplier on the RFQ Suppliers list. Purchasing uses this sequence number to print your RFQs for these suppliers.
3. Enter the name of the active Supplier you want to place on the RFQ Supplier list. The list of values displays the supplier name, number, Tax ID number, and VAT number.
4. Enter the Supplier Site you want to place on the RFQ Supplier list for this supplier. You can choose only sites that you defined as RFQ Only suppliers. You cannot enter the same supplier site twice.
5. Enter the name of the Contact for this site
6. If you want to postpone printing the RFQ for a supplier, you can deselect Select for Printing.
7. Save your work.

► **To add suppliers from supplier lists:**

1. Select the Add From List button in the RFQ Suppliers window to open the Supplier Lists modal window. This window is a display-only version of the Supplier Lists window, but includes only the Supplier List name, Description, and a Count of the number of suppliers on the list. See: Defining Supplier Lists: page 5 – 76

2. Select any supplier list for which you want to copy all suppliers to the RFQ. Suppliers already on the RFQ are omitted.
3. Select the Apply button to close the window and add these suppliers to the RFQ. Otherwise, you can select the Cancel button to return to the RFQ Suppliers window without adding suppliers from a list.
4. Save your work.

See Also

Entering Currency Information: page 4 – 56

Entering RFQ Headers: page 5 – 32

Entering RFQ Lines: page 5 – 35

Entering RFQ Terms Information

Use the RFQ Terms window to enter terms and conditions information for RFQs.

► **To enter RFQ terms and conditions information:**

1. Navigate to the RFQ Terms window by selecting the Terms button in the RFQs window. All terms and conditions information is optional. The defaults are from the Financial Options window. See: *Defining Financials Options, Oracle Public Sector Payables User's Guide*.



The screenshot shows a window titled "RFQ Terms [SOB 2] - 1221111221". The window contains a "Terms and Conditions" section with the following fields:

Payment Terms	<input type="text"/>	Freight Terms	<input type="text"/>
Carrier	<input type="text"/>	FOB	<input type="text"/>
Note To Supplier <input type="text"/>			

2. Enter the Payment terms for the RFQ. Purchasing displays default payment terms that you can accept or change. See: *Defining Payment Terms, Oracle Public Sector Payables User's Guide*.

3. Enter the Freight terms for the RFQ. Purchasing displays default freight terms that you can accept or change. See: Defining Lookup Codes: page 1 – 54
4. Enter the freight Carrier for shipment of the RFQ. Purchasing displays a default freight carrier that you can accept or change. See: Defining Freight Carriers, *Oracle Inventory User's Guide*.
5. Enter the FOB point for the RFQ. Purchasing displays a default free on board (FOB) designation that you can accept or change. See: Defining Lookup Codes: page 1 – 54.
6. Enter a Note To Supplier. You can enter up to 240 characters in this field.
7. Save your work.

See Also

Entering RFQ Headers: page 5 – 32

Entering RFQ Lines: page 5 – 35

Entering RFQ Shipment Information

Use the RFQ Shipments window to enter and review shipment information for Bid RFQs.



Attention: Use this window to request as many shipment quotations as you want. You might want to provide multiple shipments if you want to receive quotations from your suppliers for different ship-to locations, quantities, or other criteria.

► To enter RFQ shipment information:

1. Navigate to the RFQ Shipments window by selecting the Shipments button in the RFQs window. This button is available only when the RFQ header Type has a Quotation Class of Bid. See: Entering RFQ Headers: page 5 – 32.

Num	Org	Ship To	Qty	UOM	Price	Last Accept Date	Need-By	Firm	Appx
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

Item:

2. In the Shipments alternative region, enter the shipment Number. Purchasing supplies shipment numbers in increments of one.
3. Enter the Organization.
4. Enter the Ship-To location for the quotation shipment. Purchasing defaults the ship-to location from the RFQ header.
5. Enter the Quantity for which you want to receive a quotation from your supplier.
6. Enter the shipping UOM for the RFQ shipment line. You may want the supplier to ship the item in different units of measure depending on the quantity ordered. Purchasing defaults the unit of measure from the RFQ line. For amount based line types, the field is not applicable.
7. Enter the unit Price for the RFQ shipment line. Leave this field blank if you want the supplier to provide a price independent of the price you want. For amount based line types, the cursor does not enter this field, and the price is set to 1.
8. Enter the Last Accept Date.
9. Enter the Need-By date.
10. Select Firm to indicate that the bid is firmed.
The Approved check box indicates that there is an approved quotation shipment referencing this line.
11. Save your work.

► **To enter additional RFQ shipment information:**

1. Select the More alternative region in the RFQ Shipments window.
2. Enter the shipment number. Purchasing provides shipment numbers in increments of one.
3. Select Taxable to indicate that the item is taxable. If you entered an item in the RFQ Lines window, Purchasing defaults the taxable status from the item record. If you do not enter a predefined item, Purchasing defaults this value from the Default region of the Purchasing Options window. See: *Defining Items, Oracle Inventory User's Guide*. See: *Defining Default Options: page 1 – 29*.
4. Enter or use the default Tax Name for taxable items.

The tax name defaults from the following sources, in the following order:

- The Purchase Order Preferences window. If you have specified a preferred tax name in this window, Purchasing defaults this tax name onto the RFQ shipment.
- The Tax Defaults region in the Purchasing Options window. If you have specified a tax defaulting hierarchy in this window, Purchasing searches for and defaults the tax name corresponding to that tax defaulting hierarchy. See: *Defining Tax Defaults Options: page 1 – 38*.

You can accept the default tax name or select another. If you need additional help with how tax defaulting works in Purchasing, see: *Tax Defaults in Purchasing: page 4 – 158*.

5. Choose the Invoice Matching option. The default is from the Purchasing Options window. See: *Defining Default Options: page 1 – 29*.

Two-Way – Purchase order and invoice quantities must match within tolerance.

Three-Way – Purchase order, receipt, and invoice quantities must match within tolerance.

Four-Way – Purchase order, receipt, inspection, and invoice quantities must match within tolerance.

6. Enter the Quantity Received Tolerance. The default is from the Receiving Options window. See: *Defining Receiving Options: page 1 – 40*.
7. Enter the Quantity Received Exception option. See: *Defining Receiving Options: page 1 – 40*.

None – Receipts may exceed the selected tolerance.

Reject – Receipts cannot exceed the selected tolerance.

Warning – The receiver gets a warning message, but receipts can exceed the tolerance.

8. Save your work.

See Also

Entering RFQ Headers: page 5 – 32

Entering RFQ Lines: page 5 – 35

Entering RFQ Price Break Information

Use the RFQ Price Breaks window to enter pricing information for RFQs.



Attention: Use this window to request as many price breaks as you want. You can provide multiple price breaks if you want to receive quotations from your suppliers for different terms, ship-to locations, or quantities.

► **To enter RFQ price break information:**

1. Navigate to the RFQ Price Breaks window by selecting the Price Breaks button in the RFQs window. This button is available only when the RFQ header Type has a Quotation Class of Catalog.

The screenshot shows a software window titled "RFQ Price Breaks [508 2]". At the top, there is a "Price Break" dropdown menu and a "Discount" field with a radio button for "Effective". Below this is a table with the following columns: Item, UOM, Quantity, Price, Org, Ship-To, Discount (%), Effective From, and To. The table is currently empty. At the bottom of the window, there is a "Item" input field.

2. In the Price Break alternative region, enter the line Number. Purchasing supplies line numbers in increments of one.
3. Enter the Quantity at this price.
4. Enter the shipping UOM for the RFQ price break line. You may want the supplier to ship the item in different units of measure depending on the quantity you order. Purchasing defaults the unit of measure from the RFQ line.
5. Enter the unit Price for the RFQ price break line. You might want to provide price discounts to indicate to the supplier the prices you would like to receive. Leave this field blank if you want the supplier to provide a price independent of the price you want
6. Enter the Organization.
7. Enter the Ship-To location for the quotation line shipment. Purchasing defaults the ship-to location from the RFQ header.
8. Enter the Discount percentage from the unit price for the RFQ line. If you enter a unit price and break price for this line, Purchasing does not automatically calculate the discount. You should provide either a break price or a discount, not both. If you enter both values for the RFQ, Purchasing prints only the break price on the RFQ. If you provide a discount without providing a break price, Purchasing prints the discount on the RFQ.
9. Enter the Effective Date when you want to be able to start using the quotation from your supplier. If you leave this field blank, Purchasing applies the quotation effective date from the RFQ Header window. You can also enter lead time information instead of date information.
10. Enter the Expiration Date when you no longer need the quotation from your supplier. If you leave this field blank, Purchasing applies the expiration date from the RFQ header.
11. Enter the Lead Time for this RFQ line.
12. Enter the UOM you want to use to define the lead time.
13. Enter the Payment Terms for the RFQ. Purchasing prints these terms on the RFQ only if they are different from the terms on the RFQ header. The default is the payment terms from the RFQ header.
14. Enter the Freight Terms for the RFQ. Purchasing prints these terms on the RFQ only if they are different from the freight terms on the RFQ header. The default is the freight terms from the RFQ header.

15. Enter the FOB point for your RFQ Line. Purchasing prints this FOB point on the RFQ only if it is different from the FOB point on the RFQ header. The default is the FOB name from the RFQ header.
16. Enter the freight carrier for your RFQ. Purchasing prints this carrier on the RFQ only if it is different from the carrier on the RFQ header. The default is the carrier from the header.

The Approved check box indicates that there is an approved quotation shipment referencing this line.

17. Save your work.

► **To enter additional RFQ price break information:**

1. Select the More alternative region in the RFQ Price Breaks window.
2. Enter the line number. Purchasing provides line numbers in increments of one.
3. Select Taxable to indicate that the item is taxable. If you entered an item in the RFQ Lines window, Purchasing defaults the taxable status from the item record. If you do not enter a predefined item, Purchasing defaults this value from the Default region of the Purchasing Options window. See: *Defining Items, Oracle Inventory User's Guide*. See: *Defining Default Options: page 1 – 29*.
4. Enter or use the default Tax Name for taxable items.

The tax name defaults from the following sources, in the following order:

- The Purchase Order Preferences window. If you have specified a preferred tax name in this window, Purchasing defaults this tax name onto the RFQ shipment.
- The Tax Defaults region in the Purchasing Options window. If you have specified a tax defaulting hierarchy in this window, Purchasing searches for and defaults the tax name corresponding to that tax defaulting hierarchy. See: *Defining Tax Defaults Options: page 1 – 38*.

You can accept the default tax name or select another. If you need additional help with how tax defaulting works in Purchasing, see: *Tax Defaults in Purchasing: page 4 – 158*.

5. Choose the Invoice Matching option. The default is from the Purchasing Options window. See: *Defining Default Options: page 1 – 29*.

Two-Way – Purchase order and invoice quantities must match within tolerance.

Three-Way – Purchase order, receipt, and invoice quantities must match within tolerance.

Four-Way – Purchase order, receipt, inspection, and invoice quantities must match within tolerance.

6. Enter the Quantity Received Tolerance. The default is from the Receiving Options window. See: Defining Receiving Options: page 1 – 40.

7. Enter the Quantity Received Exception option. See: Defining Receiving Options: page 1 – 40.

None – Receipts may exceed the selected tolerance.

Reject – Receipts cannot exceed the selected tolerance.

Warning – The receiver gets a warning message, but receipts can exceed the tolerance.

8. Save your work.

See Also

Entering RFQ Headers: page 5 – 32

Entering RFQ Lines: page 5 – 35

Entering Quotations

Entering Quotation Headers

Use the Quotations window to:

- Enter and edit quotations
- Review and edit quotations you copied from RFQs

Note: You can also receive catalog quotations electronically from your suppliers through the Purchasing Documents Open Interface. See: Receiving Price/Sales Catalog Information Electronically: page 5 – 20.

Prerequisites

Before using this window you should perform the following:

- Define suppliers and supplier sites. See: About Suppliers, *Oracle Public Sector Payables User's Guide*.
- Define supplier lists See: Defining Supplier Lists: page 5 – 76.
- Define locations. See: Site Locations, *Oracle Human Resource Management Systems User's Guide*
- Define buyers. See: Defining Buyers: page 1 – 13.
- Define unit of measure classes. See: Defining Unit of Measure Classes, *Oracle Inventory User's Guide*.
- Define units of measure. See: Defining Units of Measure, *Oracle Inventory User's Guide*.
- Define payment terms. See: Defining Payment Terms, *Oracle Public Sector Payables User's Guide*.

► **To enter quotation header information:**

1. Navigate to the Quotations window by selecting Quotations from the menu. Purchasing displays the functional Currency from your set of books.



2. Enter a unique number for the quotation. In the Purchasing Options window, you can choose whether quotation numbers are numeric or alphanumeric and whether Purchasing automatically generates them when you save your changes. See: Defining Numbering Options: page 1 – 36.
3. In the Type field, enter one of the document names defined for quotations. The list of values lists the Document Type (Document Name) and Quotation Class from the Document Types window. For existing quotations, the list of values includes only quotations with the same Quotation Class. See: Defining Document Types: page 1 – 65.
4. If you copied this quotation from an existing RFQ, Purchasing displays the corresponding RFQ number, which you can override. You can also manually provide an RFQ number. Purchasing verifies the supplier and supplier site you provide and lets you choose from a corresponding list of RFQs. If you want to enter a quotation as a response to an RFQ for a supplier you did not provide on the RFQ supplier list, you need to modify the RFQ supplier list first. If you change the supplier or supplier site information on this quotation after you enter an RFQ number, Purchasing removes the RFQ number, and you must re-enter it. See: Entering RFQ Supplier Information: page 5 – 37.

If you enter the number of an RFQ for which you already entered a response for this supplier and supplier site, Purchasing displays a warning message but permits your entry.



Attention: If you are entering a quotation that is a response to an RFQ you previously sent to the supplier, you need to provide this RFQ number to indicate to Purchasing that the supplier responded.

5. Enter the Supplier for this quotation. When you enter a supplier name, Purchasing uses the default terms, conditions, and currency information for this supplier in the Quotation Terms and Currency windows. The list of values displays the supplier name, number, Tax ID number, and VAT number.
6. Enter the supplier Site for this quotation. You do not need to provide a supplier site for a quotation. When you enter a supplier site, Purchasing uses the default terms, conditions, and currency information for this supplier site in the Quotation Terms and Currency windows.
7. Enter a supplier Contact for this quotation.
8. Enter the Ship-To and Bill-To locations for the items on the quotation. See: Site Locations, *Oracle Human Resource Management Systems User's Guide*.
9. Use the Status field to control the status of the quotation:
 - In Process* – The initial status when you create the quotation. Purchasing sends you notifications that the quotation is awaiting completion.
 - Active* – Choose this status when the quotation is complete and you are ready to approve it. Only Active quotations can be approved.
 - Closed* – When you enter a quotation, you provide an expiration date for it. Purchasing sends you a notification when the quotation approaches expiration using the warning delay you provided in the quotation header. You can manually close the quotation to acknowledge the notification. If you do not acknowledge the notification by closing the quotation, the status of your quotation is still Active. You cannot use Closed quotation information on purchase orders.
10. Enter the Supplier Quote number.
11. Select Approval Required to indicate that approval is required to purchase goods based on this quotation.

12. The Response Date is the date you actually received the quotation. Purchasing defaults today's date as the response date, but you can change this date.
13. Enter the beginning and ending Effective Dates for the quotation.
14. Purchasing displays your name as the Buyer. You can forward the quotation to another buyer by choosing the name of this buyer from the list of values. The buyer you enter receives all notifications regarding this quotation.
15. Enter quotation lines in the Lines alternative region. See: Entering Quotation Lines: page 5 – 50.

▶ **To approve the quotation:**

- Select the Approve button to open the Approve Entire Quotation window. See: Approving Entire Quotations: page 5 – 66.

▶ **To enter currency information:**

- Select the Currency button to open the Currency window. See: Entering Currency Information: page 4 – 56.

▶ **To enter terms and conditions information:**

- Select the Terms button to open the Quotation Terms window. See: Entering Quotation Terms Information: page 5 – 53.

▶ **To enter shipment information:**

- When the Quotation Class of the header Type is Bid, you can select the Shipments button to open the Quotation Shipments window. See: Entering Quotation Shipment Information: page 5 – 54.

▶ **To enter price break information:**

- When the Quotation Class of the header Type is Catalog, you can select the Price Breaks button to open the Price Breaks window. See: Entering Quotation Price Break Information: page 5 – 57.

Entering Quotation Lines

Use the Lines alternative region in the Quotations window to enter and edit quotation lines.



Attention: If your supplier gives you a single quotation that is independent of the quantity you order, you must still provide at least one shipment quotation since you approve quotation information by shipment rather than by line. Therefore, if your supplier provides you with a base unit price only, you can enter the base unit price here, but you must also provide a shipment with the same base unit price.

► **To enter a quotation line:**

1. Select the Lines alternative region in the Quotations window.
2. Enter a unique Number for the quotation line.
3. Enter the line Type for the item. When you enter a line type, Purchasing automatically copies the corresponding purchasing category, unit, and unit price. You can enter predefined items only when you choose a quantity based line type. Purchasing defaults the value you define in the Purchasing Options window. See: *Defining Default Options: page 1 – 29*. See: *Defining Line Types: page 1 – 61*.
4. Enter the Item for your quotation line. Purchasing retrieves the item description, purchasing category, and unit of measure. If you do not enter a predefined item, you must provide a purchasing category and item description for the quotation line. For amount based line types, the cursor does not enter this field. See: *Defining Items, Oracle Inventory User's Guide*.
5. Enter the Revision number for the item on the requisition line.
6. Enter the purchasing Category for your quotation line. If you enter a predefined item, Purchasing supplies the purchasing category.
7. Enter the item Description for your quotation line. If you enter an item, supplies the item description. You can set up the item definition so that you can override the item description for this particular quotation. See: *Defining Items, Oracle Inventory User's Guide*.
8. Enter the UOM for your quotation line. If you enter an item number, Purchasing supplies the unit of measure. For amount based line types, the cursor does not enter this field.
9. Enter the unit Price for the quotation line. For amount based line types, Purchasing uses a target price of 1.
10. Enter the supplier's number for the item.
11. Save your work.

► **To enter additional quotation line information:**

1. Select the More alternative region in the Quotations window. You can enter optional information in the fields described in the following steps.
2. Enter a unique line number for your quotation line. Purchasing defaults the next available line number.
3. Enter the UN Number for the item on the quotation line. See: Defining UN Numbers: page 1 – 52. If you enter a UN number, Purchasing displays the corresponding hazard class if one has been defined.
4. Enter the Hazard class for the item on the quotation line. See: Defining Hazard Classes: page 1 – 51.
5. Enter the Minimum Order Quantity for the item on the quotation line.
6. Enter the Maximum Order Quantity for the item on the quotation line.
7. Optionally enter a Project Number.
8. Optionally enter a Task Number.
9. Enter a Note From Supplier about this item.
10. Save your work.

► **To approve the quotation:**

- Select the Approve button to open the Approve Entire Quotation window. The Approve button is disabled if the quotation is not active and doesn't have at least one shipment. See: Approving Entire Quotations: page 5 – 66.

See Also

Entering Currency Information: page 4 – 56

Entering Quotation Headers: page 5 – 47

Entering Quotation Terms Information: page 5 – 53

Entering Quotation Shipment Information: page 5 – 54

Oracle Projects User's Guide

Entering Quotation Terms Information

Use the Quotation Terms window to enter terms and conditions information for quotations.

► **To enter quotation terms and conditions information:**

1. Navigate to the Quotation Terms window by selecting the Terms button in the Quotations window. All terms and conditions information is optional. If you created the quotation using the Copy Document window, the defaults are from the RFQ. Otherwise, the defaults are from the supplier site, supplier, or the Financial Options window. See: Defining Financials Options, *Oracle Public Sector Payables User's Guide*.



2. Enter the Payment terms for the quotation. Purchasing displays default payment terms that you can accept or change. See: Defining Payment Terms, *Oracle Public Sector Payables User's Guide*.
3. Enter the Freight terms for the quotation. Purchasing displays default freight terms that you can accept or change. See: Defining Lookup Codes: page 1 – 54
4. Enter the freight Carrier for shipment of the quotation. Purchasing displays a default freight carrier that you can accept or change. See: Defining Freight Carriers, *Oracle Inventory User's Guide*.
5. Enter the FOB point for the quotation. Purchasing displays a default free on board (FOB) designation that you can accept or change. See: Defining Lookup Codes: page 1 – 54.
6. Enter a Note To Supplier. You can enter up to 240 characters in this field.

7. Enter the method the supplier used to answer to your RFQ. For instance, you could ask your supplier to send a quotation by mail, telephone, or FAX. See: Defining Lookup Codes: page 1 – 54.
8. Enter the Warning Delay (in days) that you want Purchasing to use when sending you an on-line notification before the quotation expiration date.
9. Save your work.

See Also

Entering Quotation Headers: page 5 – 47

Entering Quotation Lines: page 5 – 50

Entering Quotation Shipment Information

Use the Quotation Shipments window to enter shipment information for bid quotations.

► **To enter quotation shipment information:**

1. Select the Shipments button to open the Quotation Shipments window. This button is available only when the header Type has a Quotation Class of Bid.

The screenshot shows a window titled "Quotation Shipments (SOR 2) - 21121111112". At the top, there is a dropdown menu labeled "Shipments". Below this is a table with the following columns: Item, Org, Ship To, Qty, UOM, Price, Last Accept Date, Need By, and Appro. The table is currently empty. At the bottom of the window, there is a "Item:" label followed by a text input field and an "Approve..." button.

2. In the Shipments alternative region, enter the shipment Number. Purchasing supplies shipment numbers in increments of one.

3. Enter the Organization.
4. Enter the Ship-To location for the quotation shipment. Purchasing defaults the ship-to location from the quotation header.
5. Enter the Quantity for which you received a quotation from your supplier.
6. Enter the shipping UOM for the quotation shipment line. You may want the supplier to ship the item in different units of measure depending on the quantity ordered. Purchasing defaults the unit of measure from the quotation line. For amount based line types, the field is not applicable.
7. Enter the unit Price for the quotation shipment line. For amount based line types, the cursor does not enter this field, and the price is set to 1.
8. Enter the Last Accept Date.
9. Enter the Need-By date.
10. Select Firm to indicate that the bid is firmed.
The Approved check box indicates whether the shipment has been approved.
11. Save your work.

► **To enter additional quotation shipment information:**

1. Select the More alternative region in the Quotation Shipments window.
2. Enter the shipment number. Purchasing provides shipment numbers in increments of one.
3. Select Taxable to indicate that the item is taxable. If you entered an item in the Quotation Lines window, Purchasing defaults the taxable status from the item record. If you do not enter a predefined item, Purchasing defaults this value from the Default region of the Purchasing Options window. See: *Defining Items, Oracle Inventory User's Guide*. See: *Defining Default Options: page 1 – 29*.
4. Enter or use the default Tax Name for taxable items.
The tax name defaults from the following sources, in the following order:

- The Purchase Order Preferences window. If you have specified a preferred tax name in this window, Purchasing defaults this tax name onto the quotation shipment.
- The Tax Defaults region in the Purchasing Options window. If you have specified a tax defaulting hierarchy in this window, Purchasing searches for and defaults the tax name corresponding to that tax defaulting hierarchy. See: Defining Tax Defaults Options: page 1 – 38.

You can accept the default tax name or select another. If you need additional help with how tax defaulting works in Purchasing, see: Tax Defaults in Purchasing: page 4 – 158.

5. Choose the Invoice Matching option. The default is from the Purchasing Options window. See: Defining Default Options: page 1 – 29.

Two-Way – Purchase order and invoice quantities must match within tolerance.

Three-Way – Purchase order, receipt, and invoice quantities must match within tolerance.

Four-Way – Purchase order, receipt, inspection, and invoice quantities must match within tolerance.

6. Enter the Quantity Received Tolerance. The default is from the Receiving Options window. See: Defining Receiving Options: page 1 – 40.
7. Enter the Quantity Received Exception option. See: Defining Receiving Options: page 1 – 40.

None – Receipts may exceed the selected tolerance.

Reject – Receipts cannot exceed the selected tolerance.

Warning – The receiver gets a warning message, but receipts can exceed the tolerance.

8. Save your work.

► **To approve the quotation:**

- Select the Approve button to open the Approve Entire Quotation window. See: Approving Entire Quotations: page 5 – 66.

See Also

Entering Quotation Headers: page 5 – 47

Entering Quotation Lines: page 5 – 50

Entering Quotation Price Break Information

Use the Quotation Price Breaks window to enter pricing information for catalog quotations.

► **To enter quotation pricing information:**

1. Select the Price Breaks button to open the Quotation Price Breaks window. This button is available only when the header Type has a Quotation Class of Catalog.

Item	UOM	Quantity	Price	Org	Ship-To	Discount (%)	From	To

2. In the Price Break alternative region, enter the price break line Number. Purchasing supplies line numbers in increments of one.
3. Enter the Quantity for this price.
4. Enter the shipping UOM for the quotation price break. The supplier may ship the item in different units of measure depending on the quantity you order. Purchasing defaults the unit of measure from the quotation line.
5. Enter the unit Price for the quotation price break.
6. Enter the Organization.

7. Enter the Ship-To location for the quotation price break. Purchasing defaults the ship-to location from the quotation header.
8. Enter the Discount percentage from the unit price for the quotation price break. If you enter a unit price and break price for this shipment, Purchasing does not automatically calculate the discount. You should provide either a break price or a discount, not both. If you enter both values for the quotation, Purchasing prints only the break price on the quotation. If you provide a discount without providing a break price, Purchasing prints the discount on the quotation.
9. Enter the Effective Date when you want to be able to start using this quotation. If you leave this field blank, Purchasing applies the quotation effective date from the Quotation Header window. You can also enter lead time information instead of date information.
10. Enter the Expiration Date when you no longer need the quotation. If you leave this field blank, Purchasing applies the expiration date from the quotation header.
11. Enter the Lead Time for this price break.
12. Enter the UOM you want to use to define the lead time.
13. Enter the Payment Terms for the quotation. Purchasing prints these terms on the quotation only if they are different from the terms on the quotation header. The default is the payment terms from the quotation header.
14. Enter the Freight Terms for the price break. Purchasing prints these terms on the quotation only if they are different from the freight terms on the quotation header. The default is the freight terms from the quotation header.
15. Enter the FOB point for the price break. Purchasing prints this FOB point on the quotation only if it is different from the FOB point on the quotation header. The default is the FOB name from the quotation header.
16. Enter the freight Carrier for the price break. Purchasing prints this carrier on the quotation only if it is different from the carrier on the quotation header. The default is the carrier from the header.
17. Save your work.

► **To enter additional quotation pricing information:**

1. Select the More alternative region in the Quotation Price Breaks window.

2. Enter the line number. Purchasing provides line numbers in increments of one.
3. Select Taxable to indicate that the item is taxable. If you entered an item in the Quotation Lines window, Purchasing defaults the taxable status from the item record. If you do not enter a predefined item, Purchasing defaults this value from the Default region of the Purchasing Options window. See: Defining Items, *Oracle Inventory User's Guide*. See: Defining Default Options: page 1 – 29.
4. Enter or use the default Tax Name for taxable items.

The tax name defaults from the following sources, in the following order:

- The Purchase Order Preferences window. If you have specified a preferred tax name in this window, Purchasing defaults this tax name onto the quotation shipment.
- The Tax Defaults region in the Purchasing Options window. If you have specified a tax defaulting hierarchy in this window, Purchasing searches for and defaults the tax name corresponding to that tax defaulting hierarchy. See: Defining Tax Defaults Options: page 1 – 38.

You can accept the default tax name or select another. If you need additional help with how tax defaulting works in Purchasing, see: Tax Defaults in Purchasing: page 4 – 158.

5. Choose the Invoice Matching option. The default is from the Purchasing Options window. See: Defining Default Options: page 1 – 29.

Two-Way – Purchase order and invoice quantities must match within tolerance.

Three-Way – Purchase order, receipt, and invoice quantities must match within tolerance.

Four-Way – Purchase order, receipt, inspection, and invoice quantities must match within tolerance.

6. Enter the Quantity Received Tolerance. The default is from the Receiving Options window. See: Defining Receiving Options: page 1 – 40.
7. Enter the Quantity Received Exception option. See: Defining Receiving Options: page 1 – 40.

None – Receipts may exceed the selected tolerance.

Reject – Receipts cannot exceed the selected tolerance.

Warning – The receiver gets a warning message, but receipts can exceed the tolerance.

8. Save your work.

► **To approve the quotation:**

- Select the Approve button to open the Approve Entire Quotation window. See: Approving Entire Quotations: page 5 – 66.

See Also

Entering Quotation Headers: page 5 – 47

Entering Quotation Lines: page 5 – 50

Copying Quotations from RFQs

Use the Copy Documents window to create quotations *directly* from RFQs. Quotations you receive in response to an RFQ usually match the format of your RFQ. To create a quotation from an RFQ, open the original RFQ and choose Copy Document from the Special menu. You can copy the complete RFQ or part of it to your quotation. You can then edit the quotation to provide detailed quotation line information.

Project and task information, if any, is carried from an RFQ when you copy a quotation from it.

► **To copy a quotation from an RFQ:**

1. In the RFQs window, open the RFQ you want to copy.
1. Navigate to the Copy Document window by selecting Copy Document on the Special menu. See: Entering RFQ Lines: page 5 – 35.



The image shows a dialog box titled "Copy Document". It contains the following fields and controls:

- Action: [Text Input Field]
- Number: [Text Input Field]
- Type: [Text Input Field]
- Supplier: [Text Input Field]
- Site: [Text Input Field]
- Contact: [Text Input Field]
- Copy Attachments
- Buttons: Cancel, OK

2. Enter the copy-from Action: Entire RFQ, RFQ Header Only, or RFQ Header and Lines.
3. Enter a quotation Number if you are using manual quotation number entry. Otherwise, Purchasing assigns a number for you

when you save your work. See: Defining Numbering Options: page 1 – 36.

4. Enter the document Type. This is one of the document names defined for RFQs. The list of values lists the Document Type (Document Name) and Quotation Class from the Document Types window. See: Defining Document Types: page 1 – 65.
5. Enter the name of the active Supplier. The list of values displays the supplier name, Hold Status, 1099 Number, and VAT Registration Number. See: About Suppliers, *Oracle Public Sector Payables User's Guide*.
6. Enter the Supplier Site.
7. Enter the name of the Contact for this site
8. Select Copy Attachments if you want to include the RFQ attachments on the quotation.
9. Select the OK button to copy the RFQ. Purchasing displays a confirmation message and opens the new quotation in the Quotations window.

► **To clear your entries and return to the RFQs window:**

- Select the Cancel button to clear entries and return to the RFQs window.

See Also

AutoCreate Documents Overview: page 6 – 2

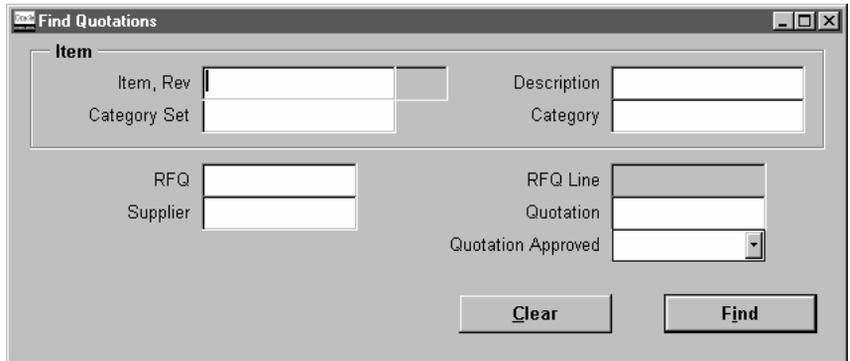
Approving Quotations

Finding Quotations for Approval

Use the Find Quotations window to enter search criteria for quotations that you want to approve.

► **To enter search criteria:**

1. Navigate to the Find Quotations window by selecting Quote Analysis from the menu. Enter optional search criteria as described in the following steps:



Attention: Provide the item as part of the search criteria if you know it. If not, you can provide the appropriate purchasing category or description. Use the wildcard (%) to help your search for the item. For example, to search for all items that have Computer as part of the description, enter %Computer% in the Description field. Note that the Description is case sensitive.

2. Enter the Item number. If you enter an item, you can also further restrict the search by entering an item Revision number.
3. Enter the item Description.
4. Enter the Category Set. This is used to find predefined items associated with a specific category set. If you enter a category set, you can also further restrict the search by entering a Category.
5. Enter the RFQ number. If you enter an RFQ number, you can also enter an RFQ Line number.
6. Enter the Supplier.

7. Enter the Quotation number.
8. Enter the Quotation Approval status: Yes or No

► **To clear existing search criteria:**

- Select the Clear button to clear any existing search criteria.

► **To initiate the search:**

- Select the Find button to initiate the search and open the Analyze Quotations window.

See Also

Defining Categories, *Oracle Inventory User's Guide*

Defining Category Sets, *Oracle Inventory User's Guide*

Defining Items, *Oracle Inventory User's Guide*

About Suppliers, *Oracle Public Sector Payables User's Guide*

Entering Quotation Headers: page 5 – 47

Approving Quotation Shipments: page 5 – 64

Approving Quotation Shipments

Use the Analyze Quotations window to review and approve general or specific quotation information for an item or a purchasing category.

You need to approve quotation shipments if you want requestors or buyers to be able to reference the shipments on purchase orders or requisitions. Purchasing lets you approve quotation shipment for specific purposes so that you can control the use of your sourcing information.

► **To approve quotation shipments:**

1. Navigate to the Analyze Quotations window by selecting the Find button in the Find Quotations window. Purchasing opens the Analyze Quotations window and displays in the Quotations alternative region all shipment lines from active quotations.



For each shipment line, Purchasing displays the following information: Quotation number, Supplier, Item Number, Item Description, Unit Price, Freight Terms, Payment Terms, and Discount.

In the Shipment Approvals region, Purchasing displays all existing approvals for the current line. You can delete any of the existing approvals, or you can add approvals for the current line as described in the following steps.

2. Enter the approval Type. Approval types determine the types of documents on which you can use the approved shipment. The available types are: All Orders (all types of purchase orders and requisitions), Purchase Agreements, Requisitions, Standard Purchase Orders.
3. Enter an active approval reason. See: Defining Lookup Codes: page 1 – 54.
4. Enter comments about your approval.
5. Enter the name of the Approver. Purchasing defaults your name in this field.
6. Enter the Effective date range for your approval. You can use approved quotation shipments on your documents only if the quotation is active and if the current date is within the effectivity dates. If you do not provide an expiration date, you can always

use the shipment for your documents while the quotation is active and approved.

7. Save your work.

► **To approve entire quotations**

- To approve/unapprove all shipments from a single quotation at one time, select the Approve Entire Quotations button to open the Approve Entire Quotations window. See: Approving Entire Quotations: page 5 – 66.

See Also

Entering Quotation Shipment Information: page 5 – 54

Entering Quotation Price Break Information: page 5 – 57

Finding Quotations for Approval page 5 – 63

Approving Entire Quotations

Use the Approve Entire Quotations window to approve or unapprove all shipments for a single quotation. You simply provide an approval type and reason. Purchasing approves or unapproves all shipments on the quotation.

You need to approve quotation information if you want to let your requestors or buyers reference it on purchase orders or requisitions. You can approve quotation information for specific purposes so that you can control the use of your sourcing information.

Use the Quotations window to approve or unapprove individual quotation shipments. See: Approving Quotation Shipments: page 5 – 64.

► **To approve/unapprove entire quotations:**

1. Navigate to the Approve Entire Quotation window by selecting the Approve Entire Quotation button in the Quotations window. In this case, your approval action applies to all shipment lines on the quotation behind the current quotation shipment when you select the Approve Entire Quotation button. You can also navigate to this window by selecting the Approve button in the Quotations, Quotation Shipments, and Quotation Price Breaks windows.

The screenshot shows a dialog box titled "Approve Entire Quotation". It features two radio buttons at the top: "Unapprove" (unselected) and "Approve" (selected). Below these are five input fields: "Type", "Reason", "Approver", "Effective" (with a date range separator "-"), and "Comments" (with a small square icon to its right). At the bottom are "Cancel" and "OK" buttons.

2. Select either Approve or Unapprove as the approval action. You can approve an entire quotation as often as you want. Each time you approve an entire quotation, Purchasing creates a new approval for each quotation shipment.

If you select Approve, you must enter an approval type and reason before you can save your changes. You can approve a specific quotation several times for different approval types and reasons. If you enter Unapprove, you will be unapproving all shipment lines for the current quotation.

3. Enter the approval Type for your quotation. Approval types determine the types of documents on which you can use the quotation. The available types are: All Orders (all types of purchase orders and requisitions), Purchase Agreements, Requisitions, Standard Purchase Orders.
4. Enter an active approval reason. You can enter this field only when you choose Approve as the action. See: *Defining Lookup Codes: page 1 – 54*.
5. Enter the name of the approver. Purchasing defaults your name in this field. You can enter this field only when you choose Approve as the action.
6. Enter the Effective date range for your approval. You can use approved quotation information on your documents only if the

quotation is active and if the current date is within the effectivity dates. If you do not provide an expiration date, you can always use the quotation for your documents while the quotation is active and approved.

7. Enter comments about your approval. You can enter this field only when you choose Approve as the action.
8. Select OK to approve/unapprove the quotation.

► **To cancel your entries:**

- Select the Cancel button to cancel your action and return to the window from which you accessed the Approve Entire Quotation window.

See Also

Entering Quotation Shipment Information: page 5 – 54

Entering Quotation Price Break Information: page 5 – 57

Approving Quotation Shipments: page 5 – 64

Automatic Sourcing

Purchasing lets you automatically source on-line requisitions with blanket purchase orders or quotations you create. You can easily assign any item with an item number to a specific blanket purchase agreement or catalog quotation you created. (You can choose only quotations with a quotation class of Catalog.) Purchasing automatically assigns the name of the supplier for the blanket purchase order and quotation to any requisition for this item.

You use the Sourcing Rule and Sourcing Rule / Bill of Distribution Assignments windows to create sourcing rules. You use the Approved Supplier List and Supplier-Item Attributes windows to specify source document information for a particular item-supplier combination.

You can define allocation percentages when creating sourcing rules in the Sourcing Rule window. Master Scheduling/MRP uses these allocation percentages when creating planned orders, which Purchasing imports as requisitions through Requisition Import. In a *group* of requisitions imported from Master Scheduling/MRP, those requisitions show the percentage allocation you define. In other words, at the end of a planning period, orders—as a group—to those suppliers approximately equal the percentage split you defined. However, when you create a requisition in Purchasing, Purchasing sources to the supplier with the highest allocated percentage. The Approved Supplier List (ASL) entry for that supplier is then referenced in order to pick up source document information (from a blanket purchase agreement or catalog quotation), if source documents exist. You can also rank the suppliers in the Sourcing Rule window, so that if a percentage allocation is the same for some suppliers, Purchasing sources to the one with the highest rank.

In the Approved Supplier List and Sourcing Rule windows, you can also source at an item or commodity level. That is, you can provide sourcing information for an item at the item level, or for a category of items at the commodity level. You can also perform global or local sourcing. A sourcing rule assigned at the global level in the Sourcing Rule / Bill of Distribution Assignments window is valid for all operating units. A global ASL entry in the Approved Supplier List window is valid for all inventory organizations in an operating unit. A local sourcing rule or ASL entry is valid only for the operating unit you're in or the organization you chose.

If you define a blanket purchase agreement or quotation as the source document for your item, Purchasing provides the following sourcing information for your requisition line: Buyer, Supplier, Site, Contact, Phone, Supplier Item Number, Document Type (Blanket or Quotation)

Source Document, Source Line Number, and RFQ Required (Yes or No). You can later review the sourcing information in the AutoCreate Documents window before placing the requisition line onto a purchase order.

Purchasing defaults sourcing information from the blanket purchase agreement or quotation except under the following conditions:

- The blanket purchase agreement is frozen or cancelled, or the purchase agreement line is cancelled.
- The quotation is not active.
- You have copied sourcing information back to the requisition from the Supplier Item Catalog.

Note: You can also receive blanket purchase agreements and quotations electronically from your suppliers through the Purchasing Documents Open Interface. See: Receiving Price/Sales Catalog Information Electronically: page 5 – 20.

Creating Sourcing Rules and ASL Entries

If you want source document information from a blanket purchase agreement or catalog quotation to default in your requisition line for an item-supplier combination, then you need to create ASL entries in the Approved Supplier List window *and* create sourcing rules. If you want just a supplier and optionally a supplier site to default in your requisition line, then it is enough just to create sourcing rules for the item or commodity.

► To create sourcing rules:

- Before you define and assign sourcing rules, you should perform the following:
 - Define items. See: Defining Items, *Oracle Inventory User's Guide*.
 - Create suppliers and supplier sites in the Suppliers window. See: About Suppliers, *Oracle Public Sector Payables User's Guide*.
- 1. Use the Sourcing Rule window to define your sourcing rules. See: Defining Sourcing Rules: page 5 – 71.

Note: Some of the fields in the Sourcing Rule window may already be completed for you if your supplier sends you catalog information electronically.

- 2. Use the Sourcing Rule/Bill of Distribution Assignments window to assign your sourcing rules to particular items or organizations. See: Assigning Sourcing Rules and Bills of Distribution: page 5 – 74.

► **To create ASL entries:**

See: Defining the Supplier and Commodity/Item Combination: page 5 – 26. See: Defining the Supplier/Item Attributes: page 5 – 29.

See Also

Setting Up and Implementing Sourcing Strategies, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

Sourcing Rules and Bills of Distribution, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

Defining Sourcing Rules

You can define sourcing rules that specify how to replenish items in an organization, such as purchased items in plants. Sourcing rules can also specify how to replenish all organizations, as when the entire enterprise gets a subassembly from a particular organization.

If there is a conflict between a sourcing rule and a bill of distribution, the sourcing rule takes precedence. For instance, if you assign a bill of distribution to AUS that tells it to source a part from NYC, AUS can still define a sourcing rule to source the part from SAC. In this case, the local sourcing rule overrides the bill of distribution.

► **To define a sourcing rule:**

1. Navigate to the Sourcing Rule window.

2. Enter a unique sourcing rule name.
3. Indicate whether this sourcing rule is used for all organizations (global) or a single organization (local).
If the sourcing rule is local, you *must* enter an organization name; otherwise, your current organization will be the receiving organization.
4. Choose Copy From to copy the effectivity dates and shipping organization from another sourcing rule into this one.
5. Enter effectivity dates. You must enter a start date, but entering an end date is optional.
6. For each range of effectivity dates, you can include multiple shipping organizations. For each shipping organization you want to include, select a sourcing type to specify whether you make, buy, or internally transfer the item. You can also copy a list of shipping organizations from an existing sourcing rule.

If you enter a customer organization as the receiving organization, then you cannot select a supplier organization as the shipping organization.

Note: Suppliers and supplier sites are predefined in Oracle Public Sector Payables. (See: About Suppliers, *Oracle Public Sector Payables User's Guide*.)

7. Enter an allocation percentage for each shipping organization. Allocation percentage includes the number of planned orders issued to the part for the entire the planning horizon. Your total allocation may not exceed 100.

If the allocation percentage for all the shipping organizations included within a range of effectivity dates equals 100, Planning Active is checked. If the sourcing rule is not planning active, the planning process will use the rule to assign planned orders.

Note: You cannot set the allocation percentage to less than or greater than 100 for sourcing rules that are already assigned in assignment sets.

8. Enter a numeric rank value to prioritize each sourcing type.

If you have two sources with the same allocation percentage, planned orders are sourced from the highest rank first.

9. Select a shipping method, such as FEDEX, UPS, or rail. (See: Defining Shipping Methods, *Oracle Inventory User's Guide*.)
10. Save your work.

► **To copy shipping organizations from an existing sourcing rule:**

This feature allows you to include long, previously defined lists of shipping organizations without manual entry.

1. Select a sourcing type to specify whether you make, buy, or internally transfer the item.
2. Choose Copy Shipping Orgs From.
3. In the Find window, select a sourcing rule that includes the shipping organizations you want to duplicate in this new sourcing rule.
4. Choose OK.

► **To purge a sourcing rule:**

1. Select a sourcing rule name.
2. Choose Purge.

Assigning Sourcing Rules and Bills of Distribution

Once you have defined your sourcing rules and bills of distribution, you must assign them to particular items and/or organizations. These assignments are grouped together in assignment sets. This is where your various sourcing strategies define a particular supply chain network.

Each assignment set to represents selection of organizations and/or items you want planned. To influence the planning process, you must include an assignment set in your plan options.

In an assignment set you can assign your sourcing rules and bills of distribution at different levels, as follows:

- an item across all organizations
- a single item in an inventory organization
- all items in an inventory organization
- categories of items
- categories of items in an inventory organization
- all organizations

These levels allow you to assign a replenishment rule to as many or as few items as possible. For example, a category of items could be defined as packaging material, and a sourcing rule that identifies the suppliers could be assigned.

► **To assign a sourcing rule or bill of distribution:**

1. Navigate to the Sourcing Rule/Bill of Distribution Assignments window.

2. Enter an assignment set name and description.
3. Select an Assigned To type. See: *Assignments Hierarchy, Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*.
Note: You can assign a sourcing rule or bill of distribution to a category only if you have updated the profile option. See: *MRP:Sourcing Rule Category Set, Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*.
4. Enter an organization name, if the Assigned To type requires one.
Note: You cannot assign customers modelled as organizations to a global sourcing rule.
5. Enter an Item/Category if you selected Item or Item–Org as the Assign To type.
6. Enter the sourcing rule or bill of distribution as the Type.
7. Enter the name of the sourcing rule or bill of distribution.
8. Save your work.

► **To purge a sourcing rule or bill of distribution:**

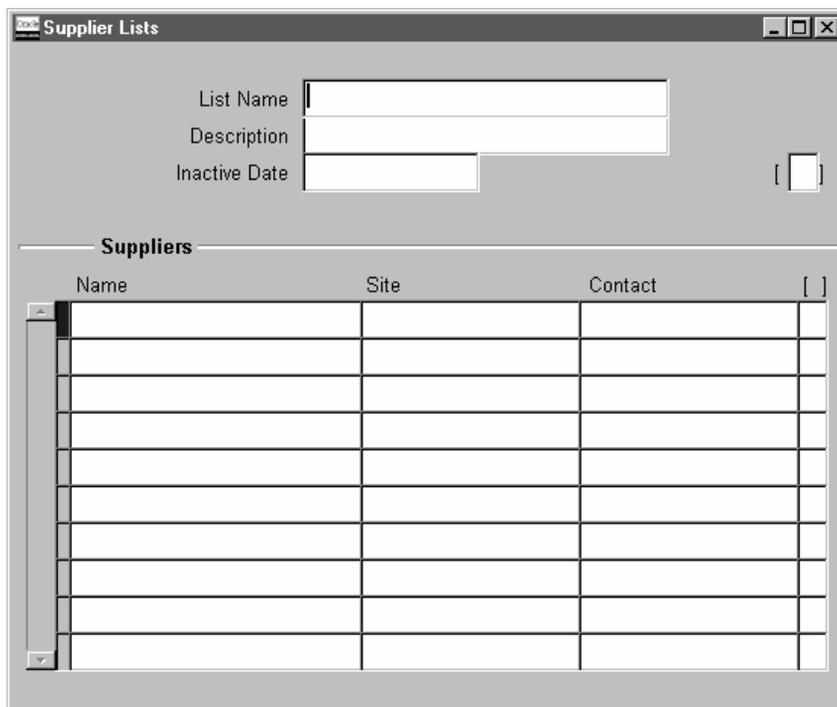
1. Select an assignment set name.
2. Choose Purge.

Defining Supplier Lists

Use the Supplier Lists window to enter and edit supplier lists. You can copy suppliers from the supplier lists onto the RFQ supplier list when you create an RFQ.

► **To define supplier lists:**

1. Navigate to the Supplier Lists window from the menu.



The screenshot shows a window titled "Supplier Lists" with a standard Windows-style title bar. Inside the window, there are three text input fields: "List Name", "Description", and "Inactive Date". To the right of the "Inactive Date" field is a small square button with a plus sign. Below these fields is a section header "Suppliers" followed by a table. The table has four columns: "Name", "Site", "Contact", and an empty column with a plus sign in its header. The table body is currently empty.

2. Enter the Supplier List Name of the list you want to create. Each supplier list name *must* be unique.
3. Enter a Description for your supplier list.
4. Enter the Inactive Date for the list
5. Enter the Supplier name you want to place on the supplier list. The list of values displays the supplier name, number, On Hold, Taxpayer ID, and VAT number. When you copy a supplier list onto your RFQ supplier list, Purchasing copies every unique combination of supplier and supplier site that does not already appear on the current RFQ supplier list.

6. Enter the supplier Site you want to place on the supplier list. Purchasing lets you send a request for quotation to different sites of a same supplier. You cannot enter the same combination of supplier and supplier site twice on the same supplier list.
7. Enter the name of the Contact at this supplier site.

See Also

Entering RFQ Headers: page 5 – 32

Managing Buyer Workload

Finding Requisition Lines for Review or Assignment

Purchasing lets you suggest a buyer for each supplier-sourced requisition line you create. (See: *Entering Requisition Lines*: page 3 – 52.) When you assign requisitions or requisition lines to buyers, the buyers can choose the requisition lines assigned to them and place these lines on purchase orders.

Use the Find Requisition Lines window to choose whether to review requisition assignments or to assign/reassign requisition lines and to enter selection criteria for the lines. Choosing the Review action takes you to the Review Buyer Workload window, where you can review requisition assignments. You can identify requisition lines that reference the wrong buyer or that were not assigned to a buyer. You can also use this window to analyze buyers' workloads. (See: *Reviewing Buyer Workload*: page 5 – 80.) Choosing the Assign action takes you to the Assign Requisition Lines window, where you can assign or reassign requisition lines to buyers. See: *Assigning Requisition Lines*: page 5 – 82.

- ▶ **To enter search criteria:**
 1. Navigate to the Find Requisition Lines window by selecting Manage Buyer Workload from the menu.

2. Select Assign or Review mode. Then enter desired search criteria as described in the following steps.
3. Enter the Requisition number.
4. Enter the Requestor.
5. Enter the Supplier Sourcing criterion (Sourced or Unsourced). If you leave this field blank, Purchasing displays both sourced and unsourced requisition lines. Requisitions have a suggested supplier either if the preparer entered a supplier when creating the requisition, or if Purchasing sourced the requisition. See: Automatic Sourcing: page 5 – 69.
6. Enter the Buyer name.
7. For sourced lines, enter the Supplier and Supplier Site
8. Enter the Ship To location to locate requisition lines for a specific location. When you set up Deliver-To Locations, you specify a Ship-To Location for each Deliver-To Location. If you enter a Ship-To Location, Purchasing displays all requisition lines for Deliver-To Locations that reference the Ship-To Location.
9. Enter the Rate Type.
10. Enter the Currency.
11. Use the alternative regions to further restrict the search:

- In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Line Type.
 - In the Status region, you can limit the search by Late status (Yes or No), Urgent status (Yes or No), Assigned status (Yes or No), RFQ Required status (Yes or No), Approval status (Approved, Incomplete, In Process, Pre-Approved, Rejected, Requires Reapproval, or Returned), or Need By date.
12. Select the Find button to initiate the search and open the Review Buyer Workload or the Assign Requisition Lines window, as chosen above.

► **To clear existing search criteria:**

- Select the Clear button to clear any existing search criteria.

See Also

Reviewing Buyer Workload: page 5 – 80

Assigning Requisition Lines: page 5 – 82

Reviewing Buyer Workload

Use the Reviewing Buyer Workload window to review requisition assignments. You can identify requisition lines that reference the wrong buyer or that were not assigned to a buyer. You can also use this window to analyze buyers' workloads. Use the Assign Requisition Lines window to assign or reassign requisition lines to buyers.

► **To review buyer workload:**

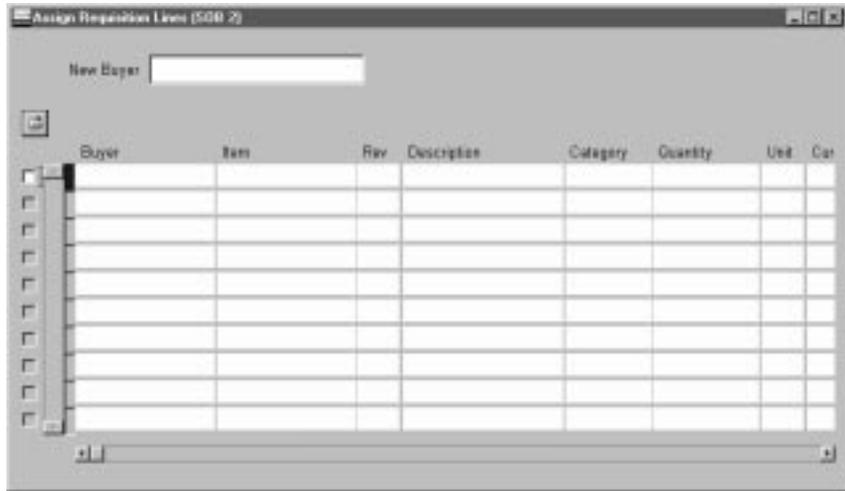
1. Navigate to the Review Buyer Workload window by selecting the Review action and then selecting the Find button in the Find Requisitions Line window.

Assigning Requisition Lines

Use the Assign Requisition Lines folder window to assign or reassign requisition lines to buyers.

► **To assign requisition lines:**

1. Navigate to the Assign Requisition Lines window by selecting the Assign action and then selecting the Find button in the Find Requisitions Line window.



For each requisition line meeting the search criteria, Purchasing displays the Buyer, Item number, Revision number, item Description, Category, Quantity, Unit of Measure, Currency, Unit Price, Need By Date, Requisition number, requisition Line number, Line Type, Note to Buyer, Source Type, Supplier, Supplier Site, Requestor, Destination Type, Ship To location, Rate Type, Urgent status, RFQ Required status, and Encumbered status.

2. Enter the New Buyer to whom you want to assign or reassign the requisition line.
3. Select the requisition lines that you want to assign to the new buyer.
4. Save your work.

See Also

Finding Requisition Lines for Review or Assignment: page 5 – 78

Reviewing Buyer Workload: page 5 – 80

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Documents

This chapter tells you everything you need to know about AutoCreating Documents, including:

- AutoCreate Documents Overview: page 6 – 2
- Finding Requisition Lines for AutoCreate: page 6 – 10
- Selecting AutoCreate Criteria: page 6 – 13
- Entering Document Information and Completing AutoCreate: page 6 – 16
- Using the Document Builder: page 6 – 19
- Modifying Requisition Lines: page 6 – 21

AutoCreate Documents Overview

Purchasing provides automatic creation capabilities for documents. Buyers can quickly create standard purchase orders, planned purchase orders, blanket releases, and RFQs from any available purchase requisition lines. The purchase requisition lines can be for predefined items or one-time items as well as outside processing items. However, internally sourced requisition lines are supplied by internal sales orders, so they are not available for autocreation. AutoCreating documents can be as simple as selecting requisition lines and adding a supplier—and letting Purchasing do the rest. Use the AutoCreate Documents window to access the features of AutoCreate.

Note: For information on creating quotations directly from RFQs, see: Copying Quotations from RFQs: page 5 – 61.

AutoCreate provides you with the features you need to satisfy your automatic document creation needs. You should be able to:

- Create new standard or planned purchase orders, blanket releases, RFQs, and quotations with a minimum number of keystrokes. Add to existing blanket releases, planned purchase orders, standard purchase orders, RFQs, and quotations
- Review all approved requisition lines before placing specific requisition lines on a purchase order or RFQ
- Review RFQ headers, lines, and shipments before creating a quotation from a specific RFQ
- Collect all requisition lines that meet a certain set of criteria that you establish
- Split one requisition line into several requisition lines
- Consolidate multiple like requisition lines into single purchase order lines
- Review or change your purchase orders, quotations, or RFQs immediately after creation
- Use document security to control whether buyers can add to certain document types
- Specify foreign currency details during autocreation. You should be able to use the requisition foreign currency or choose another currency
- Review requisition lines by currency type

Major Features

Complete Search Criteria

You have flexible criteria by which you can search for unpurchased approved purchase requisition lines for inclusion on purchase orders and RFQs as well as unapproved requisition lines for inclusion on RFQs. When you are creating quotations from RFQs, you specify the RFQ number and lines from which you want to create the quotation. See: Copying Quotations from RFQs: page 5 – 61.

Fast Purchase Order and RFQ Creation

All purchase requisition lines available for autocreation go into a single requisition pool. Buyers can retrieve any of the requisition lines from the pool and use the AutoCreate Documents window to create standard and planned purchase orders, blanket releases and RFQs. You can place a requisition line on as many RFQs as you want before you place it on a purchase order, after which it is no longer available in the requisition pool.

Fast Quotation Creation

Buyers can use the Copy Documents window to create supplier quotations for each RFQ. Buyers can choose entire RFQs or specific RFQ lines and shipments. See: Copying Quotations from RFQs: page 5 – 61.

Automatic Creation Mode

Automatic Creation Mode lets you create purchase orders, blanket releases, or RFQs with a minimum number of keystrokes. You provide search criteria to locate the requisition lines you want to place on a purchase order or RFQ. After reviewing the requisition lines, you select all lines that you want. Then you select the Automatic button to create the purchase order or RFQ. You have the option to group requisition lines with the same item, revision, line type, unit of measure, and transaction reason into individual purchase order lines. Similarly, you can group requisition lines with the same item, revision, and line type into individual RFQ lines. Alternatively, you can autcreate documents that parallel the structure of the requisition from which they were created.

Manual Creation Mode

Manual Creation Mode lets you specify which requisition lines you want to place on a document. You decide which requisition lines you

want to combine and where you want them to appear on the document. Then you select the Manual button to create the document.

Foreign Currency Options

When you autocreate new purchase orders, the requisition price is converted into a purchase order price based on specified currency and rate information. You cannot specify currency information in AutoCreate if you are adding requisition lines to an existing document. Purchasing performs price tolerance verification for all currencies.

See Also

Finding Requisition Lines for AutoCreate: page 6 – 10

Selecting AutoCreate Criteria: page 6 – 13

Entering Document Information and Completing AutoCreate: page 6 – 16

Using the Document Builder: page 6 – 19

Modifying Requisition Lines: page 6 – 21

Copying Quotations from RFQs: page 5 – 61

AutoCreate Document Options

The AutoCreate Documents window has features that simplify purchase order and blanket release creation into a few steps:

- Enter selection criteria for your requisition lines in the Find Requisition Lines window. See: Finding Requisition Lines for AutoCreate: page 6 – 10.
- Choose whether to create a new document or add to an existing document. See: Selecting AutoCreate Criteria: page 6 – 13.
- In the AutoCreate Documents window, select the Document Type: Standard Purchase Order, Planned Purchase Order, Blanket Release, or RFQ. See: Selecting AutoCreate Criteria: page 6 – 13.
- Choose the Grouping method: *Default* – requisition lines for the same item, revision, line type, unit of measure, and transaction reason are combined into individual purchase order lines; and requisition lines for the same item, revision, and line type are combined into individual RFQ lines. *Requisition* – the

autogenerated documents parallel the structure of the requisition from which they were created. See: Selecting AutoCreate Criteria: page 6 – 13.

- Choose Automatic or Manual creation mode to place the requisition lines onto a document. Based on the results of your search and on how you want the autogenerated document to look, you can decide whether Automatic or Manual creation mode is more appropriate. See: Selecting AutoCreate Criteria: page 6 – 13.

Selecting Requisition Lines

In the Find Requisition Lines window, enter search criteria to narrow the selection of requisition lines. Purchasing chooses all requisition lines from the requisition pool that meet your search criteria and displays them in the AutoCreate Documents window. Requisition lines for the same item and item category are grouped together, but they are not necessarily in order alphabetically. Within each grouping of item and item category, requisition lines are ordered by need-by date.

Creating a Purchase Order, Release, or RFQ

In the AutoCreate Documents window, you can create a new planned purchase order, standard purchase order, blanket release, or RFQ. Also, depending on your security criteria, you can add lines to an existing document. For example, if standard purchase orders have an access level of View Only, you cannot add lines to an existing standard purchase order unless you are the document owner. See: Defining Document Types: page 1 – 65. See: Selecting AutoCreate Criteria: page 6 – 13

- To create a new document, select Create New in the Action field.
- To add to an existing document, choose Add To as the and select the document number in the Document Number field.

Using Automatic Creation Mode

Use the Automatic creation mode when any of the following conditions occur:

- A majority of the requisition lines that your search criteria located are items you want to place on the document
- You want Purchasing to determine where to place the requisition lines on the document
- You want Purchasing to combine similar requisition lines automatically onto a single document line

- You are creating or adding to a release
- You are using Requisition grouping

Automatic Creation Mode lets you create documents with a minimum number of keystrokes. If you want to place on a document all the requisition lines that you selected from those which met your search criteria, select the Automatic button. Purchasing creates in a new document or adds to an existing document all the requisition lines you selected, and these lines are removed from the requisition pool if you are placing them on a purchase order. Lines that you did not select and lines placed on an RFQ remain in the requisition pool. Purchasing also copies the notes from the requisition lines and the corresponding requisition headers, but *not* descriptive flexfields, to the document lines you create.

When creating a purchase order, Purchasing combines the quantities of all requisition lines that have the same item, item revision, line type, transaction reason, and unit of measure onto a single document line. For RFQs, quantities of all requisition lines that have the same item, revision, and line type are combined. The lowest unit price from the combined requisition lines becomes the actual price of the purchase order line. If the items on the requisition lines you combine have different prices, you may want to use Manual creation mode to ensure you get the price you want. See the discussion of Manual creation mode below.

For purchase orders and releases, Purchasing combines shipment information only if the requisition lines have the same need-by date, ship-to location, organization, Accrual type (period-end or on-line), and shipment type. Each purchase order distribution corresponds to only one requisition distribution. Purchasing does not add to an existing purchase order shipment if that shipment has been encumbered. For RFQs, Purchasing combines shipment information only if the requisition lines have the same ship-to location, need-by date, and unit of measure.

For new documents, Purchasing places the items on document lines in the same order that they are displayed, and the shipments will be ordered by need-by date if all requisition lines share a common unit price. Additions to existing documents or document lines will be placed after any existing lines or shipments.

If the items you selected are not predefined items, Purchasing does not combine the lines. To combine lines that do not have predefined items, you must use Manual creation mode. See the discussion of Manual creation mode below.

If the profile option PO: Display the Autocreated Document is set to Yes, Purchasing displays the Purchase Orders, Releases, or RFQ window, as appropriate, after creating your document lines. See: Profile Options in Purchasing: page 1 – 76.

Using Manual Creation Mode

Use Manual creation mode when any of the following conditions occur:

- You want to manually choose the requisition lines to combine onto a single document line
- You want to specify the location of the items on the document (for example, specify which purchase order lines the requisition lines will become)
- You want to ensure you get the negotiated price when combining multiple requisition lines with different prices

Manual creation mode lets you take control of the actual placement of requisition lines on purchase order lines. You move each line into the position you want it on the document by using the Document Builder. See: Using the Document Builder: page 6 – 19.

You can combine requisition lines that have the same predefined item and lines that have one-time items onto a single document line. If you want to combine two requisition lines for the same item, one with an item number and one without, use Modify on the Special menu to add the predefined item to the requisition line for the one-time item.

Note: You cannot use Modify with outside processing items or if you are using encumbrance or budgetary control. See: Modifying Requisition Lines: page 6 – 21.

Purchasing copies only the notes from the remaining selected requisition lines (and their corresponding headers).

Adding Lines to Existing Documents

You can add lines to existing documents only if your security criteria allow you to modify them. However, you can always create new releases against blanket purchase agreements – even if your security criteria do not permit you to access the document elsewhere in the system. To add lines to an existing planned or standard purchase order, specify the purchase order number:

If you use Automatic creation mode, Purchasing creates new lines beginning with the next available line number or combines your requisition lines with existing document lines

If you use Manual creation mode, you can select any displayed line and place it onto a line in the Document Builder region

Entering Document Information

Once you have completed specification of all criteria (and used the Document Builder for Manual creation mode), you add document information to complete the autcreate process. See: Entering Document Information and Completing AutoCreate: page 6 – 16.

Additional AutoCreate Features

Modifying Requisition Lines

Use the Modify feature when you want to split an existing requisition line into multiple requisition lines that represent the same or different items. For example, if the requisition line quantity is so large that a single supplier cannot fill the entire order by the need-by date, then you need to multisource the order (that is, fill it from more than one supplier). On the other hand, if you have a requisition line item that contains parts that you want to order as unique items, you can explode the requisition line into several lines.

Note: After you modify a requisition line, you cannot modify the new requisition line(s) again. You cannot modify requisition lines for outside processing items and when you are using encumbrance accounting or budgetary control.

- In the AutoCreate Documents window, select Modify on the Special menu to display the Modify Lines window with the current requisition line selected. See: Modifying Requisition Lines: page 6 – 21.
- Enter as many new lines as you need to represent the original requisition line. Purchasing automatically creates new distribution lines and prorates quantities for the new distributions from the original requisition line distributions. Purchasing also backs out requisition supply for the original requisition line and creates new supply for the new lines.

When you return to the AutoCreate Documents window, Purchasing displays the new requisition lines that are now available for placement on a purchase order or RFQ. These lines do not appear, however, if the new requisition lines do not meet your original search criteria. The original requisition line is no longer available for purchase order or

RFQ placement, but your requestor can easily review the modification status of a requisition line in the Requisitions window.

Returning a Requisition

Purchasing lets you return a requisition line to the requisition preparer. You might want to return a requisition line if you are unable to obtain the requestor's price and want the requestor to resubmit the requisition for approval at a higher price.

Select Return Requisitions on the Special menu to display the Return Requisitions window. Enter a reason for the return and select OK to return all requisition lines on the current requisition except any lines from the requisition already placed on a purchase order. When you return requisition lines, they are no longer available in the requisition pool.

Automatic Tax Defaulting

If you've set up a tax defaulting hierarchy in the Tax Defaults region of the Purchasing Options window, the appropriate tax names automatically default onto the documents you autocreate. See: Defining Tax Defaults Options: page 1 – 38.

Finding Requisition Lines for AutoCreate

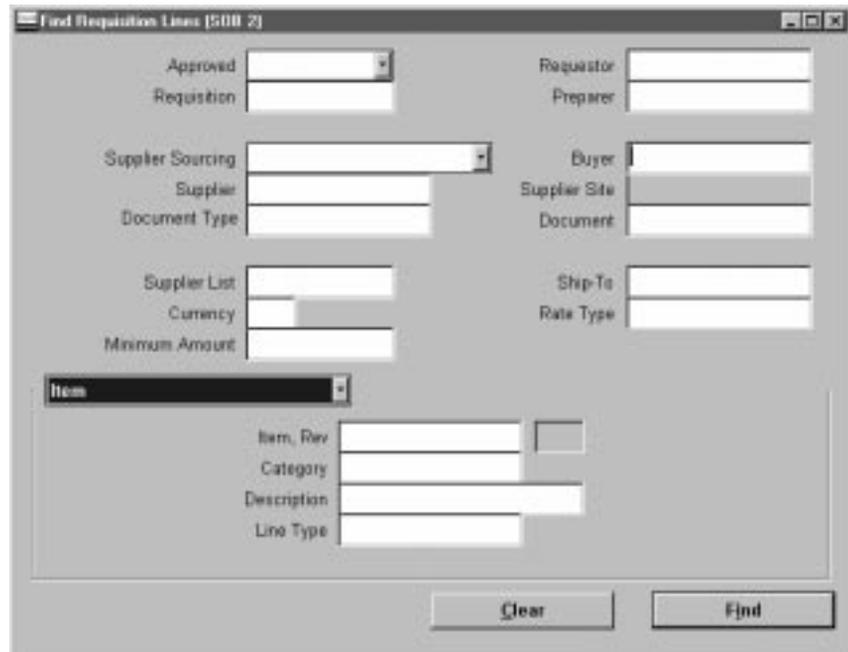
Use the Find Requisition Lines window to specify search criteria for requisition lines that you will use to autocreate purchase orders and RFQs.

Prerequisites

- Create on-line requisitions with Enter Requisitions. See: Entering Requisition Headers: page 3 – 49. Approve the requisitions. See: The Document Approval Process: page 2 – 23.
- Use Requisition Import to import requisitions generated by other products. See: Requisition Import Process: page 9 – 130.

► **To enter search criteria:**

1. Navigate to the Find Requisition Lines window by selecting AutoCreate from the menu. Then enter desired search criteria as described in the following steps.



The screenshot shows the 'Find Requisition Lines (500 2)' window. It features a grid of input fields for search criteria. The fields are arranged in two columns. The left column includes: 'Approved Requisition' (a dropdown menu), 'Supplier Sourcing' (a dropdown menu), 'Supplier' (a text field), 'Document Type' (a text field), 'Supplier List' (a text field), 'Currency' (a text field), 'Minimum Amount' (a text field), 'Item' (a dropdown menu), 'Item, Rev' (a text field), 'Category' (a text field), 'Description' (a text field), and 'Line Type' (a text field). The right column includes: 'Requisitioner' (a text field), 'Preparer' (a text field), 'Buyer' (a text field), 'Supplier Site' (a text field), 'Document' (a text field), 'Ship-To' (a text field), and 'Rate Type' (a text field). At the bottom of the window, there are two buttons: 'Clear' and 'Find'.

2. Select the Approved status: Yes or No. Only approved lines can be used when you autocreate purchase orders. Either status can be

used on RFQs. If you do not make a selection, both approved and unapproved requisition lines will be included.

Yes – You can autocreate purchase orders, releases, and RFQs.

No – You can autocreate only RFQs.

3. Enter the Requisition number.
4. Enter the Requestor.
5. Select the Supplier Sourcing criterion (Sourced or Unsourced).
6. The suggested Buyer from the Enter Person window is displayed as the default. If the PO: Allow Buyer Override in AutoCreate Find profile option is set to Yes, you can clear the default or enter a different buyer.
7. Enter the Supplier and Supplier Site.
8. Select the Document Type to indicate that you want to include requisition lines sourced to a Blanket purchase agreement or to a Quotation.
9. Enter the PO Number.
10. Enter the Ship To location to include requisition lines with this Deliver To location. The default is the Ship-To Location for the buyer from the Enter Person window.
11. Enter the currency Rate Type.
12. Enter the Currency.
13. Use the alternative regions to further restrict the search:
 - In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item number. The default Category is the category defined for the buyer from the Enter Person window. If the PO: Allow Category Override in AutoCreate Find profile option is set to Yes, you can clear the default or enter a different category.
 - In the Status region, you can limit the search by Late status (Yes or No), Urgent status (Yes or No), Assigned status (Yes or No), RFQ Required status (Yes or No), or the number of need by days from today (For example, enter 10 if you want to locate all requisition lines with a need-by date within the next ten calendar days.)
14. Select the Find button to initiate the search and open the AutoCreate Documents window. See: Selecting AutoCreate Criteria: page 6 – 13.

- ▶ **To clear existing search criteria:**
 - Select the Clear button to clear any existing search criteria.

- ▶ **To enter requisition preferences:**
 - Select Requisition Preferences on the Special menu to open the Requisition Preferences window. See: Entering Requisition Preferences: page 3 – 44.

See Also

Defining Buyers: page 1 – 13

Profile Options in Purchasing: page 1 – 76

Enter Person, *Oracle Human Resource Management Systems User's Guide*

Selecting AutoCreate Criteria

The AutoCreate Documents folder window displays the requisition lines that met the search criteria entered in the Find Requisition Lines window. Use this window to:

- Select whether you are creating a new document or adding to an existing document
- Select the type of document you are creating: Standard PO, Planned PO, Blanket Release, or RFQ
- Select the grouping method: Default or Requisition
- For Automatic creation mode, select which of the displayed requisition lines you will use on the autocreated document
- Select the creation mode: Manual or Automatic



Attention: To select a requisition line for autocreation, press <Control> and click on the line. Press <Shift> and click on a line to select all lines between that line and the current line. Click on any unselected line to deselect all lines. You can also use 'Select All' or 'Deselect All'.

► To select autocreation criteria:

1. Navigate to the AutoCreate Documents window by selecting the Find button in the Find Requisition Lines window. See: Finding Requisition Lines for AutoCreate: page 6 – 10.

Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need By

Action:

Document Type:

Grouping:

2. In the Action field, select whether you want to Create a New document or Add To an existing document.
3. Select the Document Type you want to create: Standard PO, Planned PO, Blanket Release, or RFQ. The Document Type can be

only RFQ if you did not select Approved Requisitions in the Find Requisition Lines window.

4. Select the Grouping for requisition lines on the document:

Default: Combine requisition lines for the same item, revision, line type, unit of measure, and transaction reason onto one purchase order line. Combine requisition lines for the same item, revision, and line type onto one RFQ line.

Requisition: Create document with one line for each requisition line. Used only when you select lines on a single requisition.

5. For Automatic creation mode, select the requisition lines that you want to use on the document and then select the Automatic button.

For Manual creation mode, select the Manual button. Manual creation mode is available only when you have chosen Default grouping for Standard and Planned Purchase Orders and RFQs.

For both creation modes, Purchasing displays the Add To Document, New Document Number, or New Document window, depending on the action you selected. See: Entering Document Information for AutoCreate: page 6 – 16.

► **To return requisition lines:**

1. Select Return Requisitions on the Special menu to display the Return Requisitions window.
2. Enter a Reason for the return.
3. Select OK to return to the requisition pool all unpurchased lines on the current requisition.

► **To modify requisition lines:**

- Select Modify on the Special menu to open the Modify Lines window. See: Modifying Requisition Lines: page 6 – 21

► **To view action history:**

- Select View Action History on the Special menu to open the Action History window and display action history for the current line. See: Viewing Action History: page 8 – 2.

- ▶ **To view blanket purchase agreements:**
 - Select View Blanket POs on the Special menu to open the Purchase Order Lines window and display all blanket purchase agreements for the item on the current line.

- ▶ **To enter requisition preferences:**
 - Select Requisition Preferences on the Special menu to open the Requisition Preferences window. See: Entering Requisition Preferences: page 3 – 44.

See Also

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Entering Document Information and Completing AutoCreate

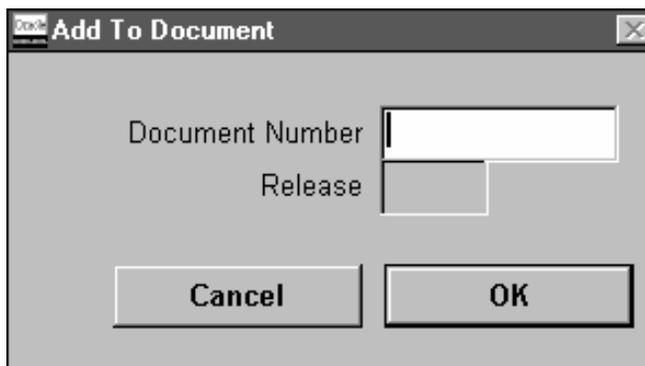
Use the Add To Document, New Document Number, and New Document modal windows to enter document information for documents you are autocreating. Which window displays is determined by your Action choice in the AutoCreate Documents window.



Attention: If the PO: Warn RFQ Required before AutoCreate profile option is set to Yes, and one or more of the requisition lines selected for autocreation requires an RFQ and has not been placed on an RFQ, you will be given a warning message and can cancel the autocreate. See: Profile Options in Purchasing: page 1 – 76

► **To enter information in the Add To Document window:**

1. The Add To Document modal window appears when you have chosen the Add To action and selected either the Manual or the Automatic creation mode button in the AutoCreate Documents window.



2. Select the Document Number. For blanket releases, you must also enter the Release Number.

You can select Cancel to close the modal window.

3. Select OK to go to the next step.

If you are in Automatic creation mode, this completes all required steps. Purchasing autocreates the document and displays the document entry window appropriate for the selected criteria if the PO: Display the AutoCreated Document profile option is set to Yes. See: Profile Options in Purchasing: page 1 – 76.

If you are in Manual creation mode, you go to the Document Builder. See: Using the Document Builder: page 6 – 19.

► **To enter information in the New Document Number window:**

1. The New Document Number window appears when you have chosen the Create New action and selected the Manual creation mode button in the AutoCreate Documents window. This short version of the New Document window requires only that you enter the Document Number. Later, after you have entered information in the Document Builder, the New Document window will appear. See: Using the Document Builder: page 6 – 19.

► **To enter information in the New Document window:**

1. The New Document window appears after you have selected the Create button in the Document Builder when you are creating a new document in Manual creation mode and in all cases when you are creating a new document in Automatic creation mode.

The screenshot shows a window titled "New Document" with the following fields:

- Document: [Text Field]
- Release: [Text Field]
- Supplier: [Text Field]
- Currency: [Section Header]
- Source: [Dropdown Menu, value: Default]
- Requisition: [Text Field]
- Currency: [Text Field, value: USD]
- Rate Date: [Text Field]
- RFQ Type: [Text Field]
- Release Date: [Text Field]
- Supplier Site: [Text Field]
- Supplier List Name: [Text Field]
- Line: [Text Field]
- Rate Type: [Text Field]
- Rate: [Text Field]

Buttons: [Cancel] [Create]

2. Enter the Document Number. If automatic document numbering is enabled for the document type, this field is not enterable. See: Defining Numbering Options: page 1 – 36.

For RFQs, you must enter the RFQ Type, and you can enter the Supplier List Name.

For releases, you must enter the Release and the Release Date

3. For standard and planned purchase orders, you can enter the Supplier and Supplier Site. This is filled in for releases.
4. Enter the Currency Source:
 - Default* – The currency is defaulted from the supplier site (if foreign currency), the supplier (if foreign currency), or the functional currency.
 - First Requisition Line* – The currency from the first requisition line is used.
 - Specify* – If you select a Requisition and Requisition Line, the currency from that line is autoselected; however, you can override this currency.

The Rate and Rate Date are enterable only when the Rate Type is User. A rate type of EMU Fixed means that if either your base currency (functional currency, defined in your set of books) or your foreign currency (transaction currency in a document entry window) is Euro and the other is another European currency, Purchasing automatically enters a conversion Rate Date and Rate for you that you cannot change.

You can select Cancel to close the modal window.
5. Select Create to complete autocreation of the document. If the PO: Display the AutoCreated Document profile option is set to Yes, Purchasing displays the document entry window appropriate for the selected criteria. See: Profile Options in Purchasing; page 1 – 76.

Using the Document Builder

Use the Document Builder region in the AutoCreate Documents window to build documents for autocreation in Manual creation mode.

► **To build documents when creating a new document:**

1. Navigate to the Document Builder by selecting the Manual button in the AutoCreate Documents window and entering a document number in the New Document Number window. See: Entering Document Information and Completing AutoCreate: page 6 – 16



2. In the upper region, select one requisition line for build placement. This enables the down arrow.
3. Select the down arrow. This converts the cursor to cross hairs.
4. Position the cross hairs in the Document or Line field and click. This places the selected requisition line from the upper region into the Document Builder, highlights the upper region, restores the cursor to its normal shape, and positions the cursor in the next available Line field.

You can position the cursor anywhere in a *populated* line in the Document Builder to enable the up arrow. Click on the up arrow to return the line to the upper region and deselect the line.

5. You can select additional lines one at a time in the upper region and move them to the Document Builder.

Click in the Line field of an existing line to attempt to add the new line to the existing line. If the proposed new line fails to pass the validation tests, Purchasing places it on the next available open line. Click in the Document field of an open line to add the new line to the first available existing line. You can change a line number to any unused line number.

6. Select Create to display the New Document window. See: Entering Document Information and Completing AutoCreate: page 6 – 16

► **To build documents when adding to an existing document:**

If you are adding to an existing document, Purchasing displays all the existing document lines in the Document Builder, with the line disabled. You cannot remove any of these existing lines.

1. Follow steps 2 – 5 above.
2. Select Create to complete autocreation. If the PO: Display the AutoCreated Document profile option is set to Yes, Purchasing displays the document entry window appropriate for the selected criteria. See: Profile Options in Purchasing: page 1 – 76.

► **To cancel the current placement in the Document Builder:**

- When you have selected a line in the upper region and then selected the down arrow but have not yet placed the selected line onto the Document Builder, you can select the Cancel Placement button to cancel the current placement attempt without removing previously-placed lines from the Document Builder.

► **To cancel the current session in the Document Builder:**

- Select the Cancel Build button to remove any lines you have added to the Document Builder and return them to the upper region.

See Also

Autocreate Documents Overview: page 6 – 2

Modifying Requisition Lines

Use the Modify Lines window to split an existing requisition line into multiple requisition lines that represent the same or different items. For example, if the requisition line quantity is so large that a single supplier cannot fill the entire order by the need-by date, then you need to fill this order from more than one supplier. On the other hand, if you have a requisition line item that contains parts that you want to order as unique items, you can explode the requisition line into several lines. After you modify a requisition line, you cannot modify the new requisition line(s) again.

Note: You cannot modify requisition lines for outside processing items and when you are using encumbrance accounting or budgetary control.

► **To modify requisition lines:**

1. Navigate to the Modify Lines window by selecting Modify on the Special menu in the AutoCreate Documents window. Purchasing displays the current requisition line in the Lines alternative region.

The screenshot shows the 'Modify Lines' window with a table and several input fields. The table has the following columns: Item, Type, Item, Rev, Category, Description, UOM, and Quantity. Below the table, there are two columns of input fields. The left column is labeled 'Deliver To' and includes fields for Requestor, Organization, Location, and Subinventory. The right column is labeled 'Source' and includes fields for Supplier, Site, Contact, and Phone. At the bottom right, there are 'Cancel' and 'OK' buttons.

2. Enter as many new lines as you need to represent the original requisition line. Purchasing automatically creates new distribution lines and prorates quantities for the new distributions from the original requisition line distributions. Except that you cannot update destination information (destination type, organization,

location, requestor, and subinventory), the entry of information in the Lines, Source Details, Details, and Currency alternative regions is identical to entry of this information in the Requisitions window. See: Entering Requisition Lines: page 3 – 52.

▶ **To cancel your entries:**

- Select Cancel to cancel your entries and return to the AutoCreate Documents window.

▶ **To save your work:**

- Select OK to save your work and return to the AutoCreate Documents window, where Purchasing displays the new requisition lines that are now available for placement on a purchase order or RFQ. These lines do not appear, however, if the new requisition lines do not meet your original search criteria. The original requisition line is no longer available for purchase order or RFQ placement, but your requestor can easily review the modification status of a requisition line in the View Requisitions window.

Receiving

This chapter tells you everything you need to know about Receiving, including:

- Overview of Receiving: page 7 – 2
- Advanced Shipment Notices (ASNs): page 7 – 14
- Managing Receipts: page 7 – 21
- Unordered Receipts: page 7 – 33
- Receiving Transactions: page 7 – 37
- Inspections: page 7 – 51
- Returns: page 7 – 54
- Corrections: page 7 – 59
- Finding Intransit Shipments: page 7 – 65
- Control Numbers: page 7 – 68
- Receiving Reports: page 7 – 71
- Overview of Receipt Accounting: page 7 – 73
- Automatic Offsets in Oracle Public Sector Purchasing: page 7 – 102

Overview of Receiving

Purchasing lets you control the items you order through receiving, inspection, transfer, and internal delivery. You can use these features to control the quantity, quality, and internal delivery of the items you receive.

Purchasing provides you with the features you need to satisfy your receipt, inspection, transfer, and delivery needs. You should be able to:

- Use routing controls at the organization, supplier, item, or order level to enforce material movement through receiving. For example, you can require inspection for some items and dock-to-stock receipt for others. See: Receiving Controls, Options, and Profiles: page 7 – 7.
- Define receiving tolerances at the organization, supplier, item, and order level, with the *lowest* level overriding previous levels. You can define tolerances for receipt quantity, on-time delivery, and receiving location. You can assign looser tolerances to low-value items that you consume at high volumes. You can set enforcement options to ignore, warn the user, or reject transactions that violate the tolerances. See: Receiving Controls, Options, and Profiles: page 7 – 7.
- Use blind receiving to improve accuracy in the receiving process. With this option, the quantity due for each shipment does not show and quantity control tolerances are ignored. Also, the quantity is not visible in view windows or in reports. However, if you choose to have visible receiving, then your receiving staff can see the quantity due. See: Receiving Controls, Options, and Profiles: page 7 – 7.
- Use Express Receipt to receive an entire purchase order with a few keystrokes. You can exclude certain lines for express transactions. See: Express Receipts and Receiving Transactions: page 7 – 24
- Use Advance Shipment Notices (ASNs) to enter receipts in the Enter Receipts window, reducing data entry time. See: Advance Shipment Notices: page 7 – 14.
- Use the Cascade function to distribute a given quantity of an item from a single supplier across multiple shipments and distributions. This function is enabled by a Receiving Options checkbox, Allow Cascade Transactions, and is available only when you have specified a source and an item in the Find

Expected Receipts window. See: Cascading Receipts and Receiving Transactions: page 7 – 22.

- Specify invoice matching controls. You can specify two-, three-, and four-way matching on a purchase order line. Purchasing uses your receiving and inspection information to ensure that you only accept and pay for the items you order. Choose three-way matching if you want to receive items before you allow payment. Choose four-way matching if you require inspection and acceptance of receipts before authorizing payment. See: Receiving Controls, Options, and Profiles: page 7 – 7.
- Print the receiving and inspection documentation you need. For example, you can print Receipt Travelers. Also, you can prepare for incoming receipts by printing the Expected Receipts Report to help you identify items and quantities you expect to receive. You can use this report to plan your work, identify receipts satisfying an urgent demand, and control unexpected receipts. Finally, you can produce summary and detail receiving transaction reports by item, supplier, purchase order number, and/or receiving date range. See: Receiving Reports: page 7 – 71.
- Track, update, and record the receipt of intransit and inter-organization shipments.
- Enter different types of receipt transactions based on your organization's needs. For example, you should be able to record in one transaction a direct receipt of inventory items into inventory.
- Record receipt of unordered items based on your item, supplier, or organization defaults. For example, if your organization does not allow receipt of unordered items, you should not be able to enter a receipt unless it is matched to an order shipment. See: Unordered Receipts: page 7 – 33.
- Record receipt of predefined substitute items if you set your receiving options to allow this feature. You define the acceptable substitutes during setup for the items you purchase. See: Receiving Controls, Options, and Profiles: page 7 – 7.
- Automatically update related supply information, inventory balances, WIP operations, requisition details, and purchase order details while entering a single receiving transaction.
- You can record transfers of inventory items from receiving and inspection to inventory or to the shop floor. You can also record

transfers of items to different locations in the receiving and inspection area. For example, you might need to move refrigerated items from the receiving dock into a cold storage area while you are waiting to inspect them. Purchasing lets you record these types of transfers in the same window you use to deliver to stock or expense.

- Record receipts against services and labor. You can enter either the total value of services received, or the amount of services tied to an invoice. For example, you might receive 40 hours of consulting services.
- Receive services, inventory, expense, and outside processing items using one screen. You acknowledge receipt of services by receiving amounts of the service, generally related to receipt of an invoice. You receive inventory items to expense or asset subinventories, you receive expense items to the requestor, and you receive outside processing to the shop floor (designated operations in your manufacturing process).
- Distinguish closed for invoicing from closed for receiving. Purchasing automatically closes your purchase order for receipt when it is fully received. You can manually close partially received purchase orders if you no longer expect any more receipts against them. Close for invoicing and close for receiving are managed using tolerances. You can specify that when you have received a certain percentage of a shipment, Purchasing will close the receipt. This is a soft close, and you can reopen the receipt. Purchasing rolls up closing to the line and header level, and "Closed" information does not show in the Open Purchase Orders Report. Also, if there is a remaining balance, closed quantities are no longer visible as supply scheduled receipts to MRP/ATP.
- Decide how you accrue un-invoiced receipts. For instance, you can accrue receipts perpetually or at period-end for expense items. Purchasing uses perpetual accrual for your inventory and shop floor item receipts. Purchasing and Inventory together provide you with perpetual visibility and control on your accrued liabilities for inventory items. Inventory lets you maintain the value of your inventories on a perpetual basis. And Purchasing automatically records your accrued liability in your general ledger as you enter receiving transactions. Purchasing also provides you with complete visibility and control of your inventories values, accrued liabilities for inventory and non-inventory items, purchase price variances, and invoice price variances. And Purchasing provides you with the information

you need to facilitate your period close and your inventory, purchasing, and payables reconciliation process. See: Overview of Receipt Accounting: page 7 – 73.

- Identify and handle hazardous materials. You can use attachments to provide detailed handling instructions. Purchasing displays hazardous material information in the receiving, transfer, and inspection windows as well as on the Receipt Traveler. See: Purchasing Hazardous Materials: page 1 – 48.
- Track the quantity and destination of internally delivered items. You know exactly what items you receive and where to deliver them within your organization.
- Define detailed rules for locator within subinventories for the disposition of inventory receipts. See: Defining Stock Locators, *Oracle Inventory User's Guide*.
- Track lot and serially controlled items. See: Control Numbers: page 7 – 68.
- Define which of your items require inspection. Purchasing lets you inspect received items before you move the items into stock or deliver them to the requestor. You can accept or reject items and provide detailed information about your inspection results. Purchasing lets you review your inspection results on-line. You can review your inspection results by receipt number, purchase order number, supplier, item, and/or transaction date range. Purchasing also provides summary and detail reports to help you analyze your suppliers' performance. You can produce supplier quality reports by buyer, supplier, and item. You can use the receiving inspection register to review your inspections by receipt. See: Inspections: page 7 – 51.
- Record returns to suppliers. You can return items that are damaged on receipt or that fail your inspection process. If you return items that you have already delivered to inventory, Purchasing automatically updates the inventory stock levels. See: Returns: page 7 – 54.
- Correct receiving transaction errors. Purchasing automatically updates the inventory balances if you correct the quantities of items that have already been moved into inventory. See: Corrections: page 7 – 59.
- Use flexible search criteria to choose receipts for review.

- View receipts details. You should be able to view all the details of your receipt, including matching purchase order and shipment information.
- Perform transactions with minimal effort. For example, you can record a complete receipt with only a few mouse clicks.
- Use attachments throughout the receiving process to more completely identify transactions and to inform users of special requirements. See: Attaching Notes to Purchasing Documents: page 1 – 28.
- Record drop shipments as receipts once the supplier informs you that the drop shipment has been delivered to the customer. See: Drop Shipments: page 4 – 156.
- Receive purchase orders for kanban replenishment requests that were generated from Oracle Inventory. Once you record delivery of a kanban item through the Receipts or Receiving Transactions windows, Inventory automatically receives a status of Full for the order, indicating that the inventory supply has been replenished. See: Kanban Replenishments: page 3 – 18.

Centralized Purchasing for Multiple Receiving Organizations

Purchasing provides complete centralized procurement support. You can leverage your purchasing power by consolidating the requirements from different plants, warehouses, and office sites; yet retain receiving support. You can define separate, autonomous receiving organizations for each of these sites.

Use the Change Organization window (See: *Changing Your Organization, Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*) to choose your receiving organization. With the Receipts window, you can receive goods only for your current organization. The current organization code is displayed in the title bar of the Receipts window. (See: *Entering Receipt Lines: page 7 – 30*) For supplier shipments, you specify the receiving organization on the purchase order shipment. For intransit inventory shipments, you specify the receiving organization when you create the intransit shipment. For internal requisitions, you use the destination organization to specify the receiving organization.

All other receiving windows can access receiving only in your current organization. You also must deliver to the same organization in which you received the goods.

Use the Maintain Shipments window to update intransit information to provide accurate expected delivery date information to better plan your production processes. See: *Maintaining Shipments: page 7 – 66.*

Receiving Locations

Receiving locations are designated areas in which you temporarily store items before you deliver them to their final destinations. Your receiving dock and the area in which items are inspected are receiving locations. See: *Site Locations, Oracle Human Resource Management Systems User's Guide.*

Receiving locations are not required when the routing is Direct Receipt, when you are delivering goods to their final locations. However, when the routing is Standard Receipt, you initially receive the items into a receiving location, and you must specify the receiving location. If the routing is Inspection Required, you could transfer the items to an inspection location before delivering them to their destination. If necessary, you can create additional receiving locations, such as a cold storage area where items can be held pending inspection.

See Also

Entering Receipt Header Information: page 7 – 28

Receiving Transactions: page 7 – 37

Inspections: page 7 – 51

Receiving Controls, Options, and Profiles

Purchasing provides you with all the necessary functionality to set up flexible purchasing and receiving controls, control options, and profile options. The profile options can be set at the site, application, responsibility, or user level. The receiving controls and options can be set at one or more of the following levels: order, item, supplier, organization, and system. Controls at any level override those at a higher level. For example, item level controls override supplier controls but are overridden by order controls.

Use the Profile Options window to set profile options for receiving. Use the Receiving Controls window (See: *Entering Purchase Order Receiving Controls: page 4 – 65.*) and the More alternative region in the

PO Shipments window (See: Entering Purchase Order Shipments: page 4 – 61.) to set receiving options at the order level. Use the Item window (See: Defining Items, *Oracle Inventory User's Guide*.) to set receiving options at the item level. Use the Supplier window (See: About Suppliers, *Oracle Public Sector Payables User's Guide*) to set receiving options at the supplier level. Use the Receiving Options window (See: Defining Receiving Options: page 1 – 40.) to set receiving options at the organization level. Use the Purchasing Options window (See: Defining Purchasing Options: page 1 – 29.) to set receiving options at the system level. You can set the following receiving options:

- Invoice matching: whether the items on a purchase order line must be received and/or inspected before the corresponding invoice can be paid. See: Defining Default Options: page 1 – 29. You can override this option for specific suppliers, items, and orders.
- The Invoice Close % tolerance for your shipments. Purchasing automatically closes a shipment for invoicing if it is within the invoicing closing tolerance at billing, when Payables matches invoices to purchase orders. See: Defining Default Options: page 1 – 29. You can override this option for specific items and orders.
- The Receipt Close % tolerance for your shipments. Purchasing automatically closes a shipment for receiving if it is within the receiving closing tolerance at the receiving close point. See: Defining Default Options: page 1 – 29. Note also that in the Find Expected Receipts form you have the option to include closed purchase orders when you are entering search criteria. You can override this option for specific items and orders. See: Finding Expected Receipts: page 7 – 26.
- The Receipt Close Point, when the shipment is closed for receiving: Accepted (passed inspection), Delivered, or Received. See: Defining Control Options: page 1 – 33.
- Whether expense accrual is on receipt or at period end. See: Defining Accrual Options: page 1 – 32.
- The default expense AP accrual account. See: Defining Accrual Options: page 1 – 32.
- Automatic or manual receipt numbering. If you choose Automatic, you can also set the start of the receipt number sequence. This is used with manual receipt numbering for inter-organization direct receipts. See: Defining Numbering Options: page 1 – 36.

- Alphanumeric or numeric receipt numbering. See: Defining Numbering Options: page 1 – 36.
- Whether you can receive a defined substitute item instead of the originally ordered item. See: Defining Receiving Options: page 1 – 40. You can override this option for specific suppliers, items, and orders.
- Whether you can receive unordered items. See: Defining Receiving Options: page 1 – 40. You can override this option for specific suppliers and items.
- Whether you allow express transactions. See: Defining Receiving Options: page 1 – 40.

Express receipt/delivery allows you to receive/deliver the entire quantity of all selected shipments (except those you specifically omit) without entering specific quantities for each shipment and distribution

- Whether you allow cascade transactions. See: Defining Receiving Options: page 1 – 40.

The cascade function lets you distribute a quantity of an item from a single supplier across multiple shipments and distributions.

- Blind receipt. If you choose this option, Purchasing does not enforce quantity tolerances, nor does it display the Quantity Due or the Quantity Ordered for shipments on line or on receiving worksheets. See: Defining Receiving Options: page 1 – 40.
- Whether goods can be received only to the receiving location that was defined as the ship-to location on the purchase order and whether Purchasing prohibits the transaction, displays a warning message while permitting the transaction, or permits the transaction without a warning. See: Defining Receiving Options: page 1 – 40. You can override this option for specific suppliers, items, and orders.
- The maximum acceptable over-receipt percentage and whether Purchasing prohibits the transaction, displays a warning message while permitting the transaction, or permits the transaction without a warning. See: Defining Receiving Options: page 1 – 40. You can override this option for specific suppliers, items, and orders.
- The number of calendar days before and after the purchase order delivery date that you allow receipt and whether Purchasing prohibits the transaction, displays a warning message while

permitting the transaction, or permits the transaction without a warning. See: Defining Receiving Options: page 1 – 40. You can override this option for specific suppliers, items, and orders.

- The receiving account for your accrual entries. See: Defining Receiving Options: page 1 – 40.
- The default receipt routing that you assign goods: Direct Delivery, Standard Receipt, or Inspection Required. See: Defining Receiving Options: page 1 – 40. You can override this option for specific suppliers, items, and orders.
- Whether you can override the receipt routing at receipt time. This is a profile option (RCV: Allow Routing Override) that you can set at the application, responsibility, or user level. See: Profile Options in Purchasing: page 1 – 76.
- Whether receipt travelers are automatically printed when you perform a receipt or receiving transaction, and match an unordered receipt. This is a profile option (RCV: Print Receipt Traveler) that you can set at the site, application, responsibility, or user level. See: Profile Options in Purchasing: page 1 – 76.
- The processing mode for receiving transactions: Batch, Immediate, or Online. (See Receiving Transaction Processor: page 9 – 117.) This is a profile option (RCV: Processing Mode) that you can set at the site, application, responsibility, or user level. See: Profile Options in Purchasing: page 1 – 76.
- Whether or not you receive an error message—or are prevented by Purchasing—when you attempt to receive against a purchase order shipment for which an Advance Shipment Notice (ASN) already exists. This is done through an option (ASN Control) in the Receiving Options window. See: Defining Receiving Options: page 1 – 40. See also: Advance Shipment Notices (ASNs): page 7 – 14.
- Whether to reject an entire Advance Shipment Notice (ASN) if any ASN line fails validation or processing, or to accept an ASN if at least one ASN line is successful. This is a profile option (RCV: Fail All ASN Lines if One Line Fails). See: Profile Options in Purchasing: page 1 – 76. See also: Advance Shipment Notices (ASNs): page 7 – 14.

	Purchasing Options Window	Receiving Options Window	Supplier Window	Item Window	PO Shipments Window *	User Profile Window
	System	Org	Supplier	Item	Order	User
Invoice Matching (2-, 3-, or 4-way)	✓		✓	✓	✓	
Invoice Close Tolerance	✓			✓	✓	
Receipt Close Tolerance	✓			✓	✓	
Receipt Close Point	✓					
Expense Accrual Point	✓					
Expense AP Accrual Account	✓					
ASN Control – None, Reject, Warning		✓				
Receipt Numbering – Auto or manual / alpha or numeric		✓				
Allow Substitute Items		✓	✓	✓	✓	
Allow Unordered Items		✓	✓	✓		
Allow Express Transactions		✓				
Allow Cascade Transactions		✓				
Allow Blind Receiving		✓				
Enforce Ship-To Location		✓	✓	✓	✓	
Overreceipt Tolerance		✓	✓	✓	✓	
Early/Late Receipt Tolerance		✓	✓	✓	✓	
Receiving Account		✓				
Receipt Routing		✓	✓	✓	✓	
Allow Routing Override						✓
Fail All ASN Lines if One Line Fails						✓

Table 7 – 1 Receiving Controls Matrix (Page 1 of 2)

	System	Org	Supplier	Item	Order	User
Print Receipt Traveler						✓
Processing Mode						✓

Table 7 - 1 Receiving Controls Matrix (Page 2 of 2)

* Note: Controls are entered through the More alternative region in the PO Shipments window (See: Entering Purchase Order Shipments: page 4 - 61) or through the Receiving Controls window (See: Entering Purchase Order Receiving Controls: page 4 - 65), which is accessible only through the PO Shipments window.

Receipt Tolerances

You may want to allow over-receipts on items that you use frequently within your organization, and you can prevent misallocation of shipments to incorrect destinations by setting tolerance levels and the control action. You can over-receive for a particular item if the over-receipt quantity is within tolerance, and you can set the control action to allow all over-receipts, permit over-receipts outside the tolerance but issue a warning message, or reject over-receipts outside the tolerance. See: Receiving Controls, Options, and Profiles: page 7 - 7.

Example You order 100 boxes of shelf braces and indicate on the purchase order that this order requires a receipt. You decide to relax the restriction on the receiving tolerance for shelves since shelves are a low cost/high turnover item. You define the receiving tolerance level for shelves to be 10% but choose to allow receipts over this tolerance level after displaying a warning.

At the receiving dock, the receiving agent receives 111 boxes of shelf braces and enters a receipt for all of them. The receiving agent can accept them all because your system setup allows receipt over tolerance for this item.

Later, you determine that you are not using all the shelf braces you had predicted, and you decide to change the tolerance level to 3% and to not allow receipts over tolerance. In the next shipment, you receive another 111 boxes of shelf braces. Again, the purchase order was for 100 boxes. The receiving agent attempts to receive 111, but Purchasing displays an error message stating that the receipt quantity is over

tolerance and does not let the receiving agent record the over receipt. So, this time the receiving agent can receive only 103 and must reject the additional 8.

Advance Shipment Notices (ASNs)

An Advance Shipment Notice (ASN) is transmitted via Electronic Data Interchange (EDI) from a supplier to let the receiving organization know that a shipment is coming. The ASN contains details including shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; purchase order number; and returnable container information.

Once an ASN is successfully validated, you can use it in the Receipts window to create receipts, reducing data entry time. (A validated ASN is one that contains no errors during data validation in the Receiving Open Interface.)

Suppliers can also send ASNs with billing information. These contain the same information as ASNs plus invoice and tax information. Once an ASN with billing information is validated in the receiving open interface and imported into Purchasing, an invoice for the shipment is created automatically.

A supplier creates an ASN based on the demand conveyed by the purchasing organization's Purchase Order, Planning Schedule, or Shipping Schedule. If Purchasing detects errors or discrepancies in the ASN at any time, from the time the ASN is sent to the time it is entered as received, an Application Advice, transmitted via EDI, is sent automatically to the supplier. The supplier can then send a corrected ASN.



Attention: ASNs come from external suppliers only. They cannot be used for internal sales orders sourced from your inventory and generated by internal requisitions.

You can view or cancel an accepted ASN as an intransit shipment in the Maintain Shipments window.

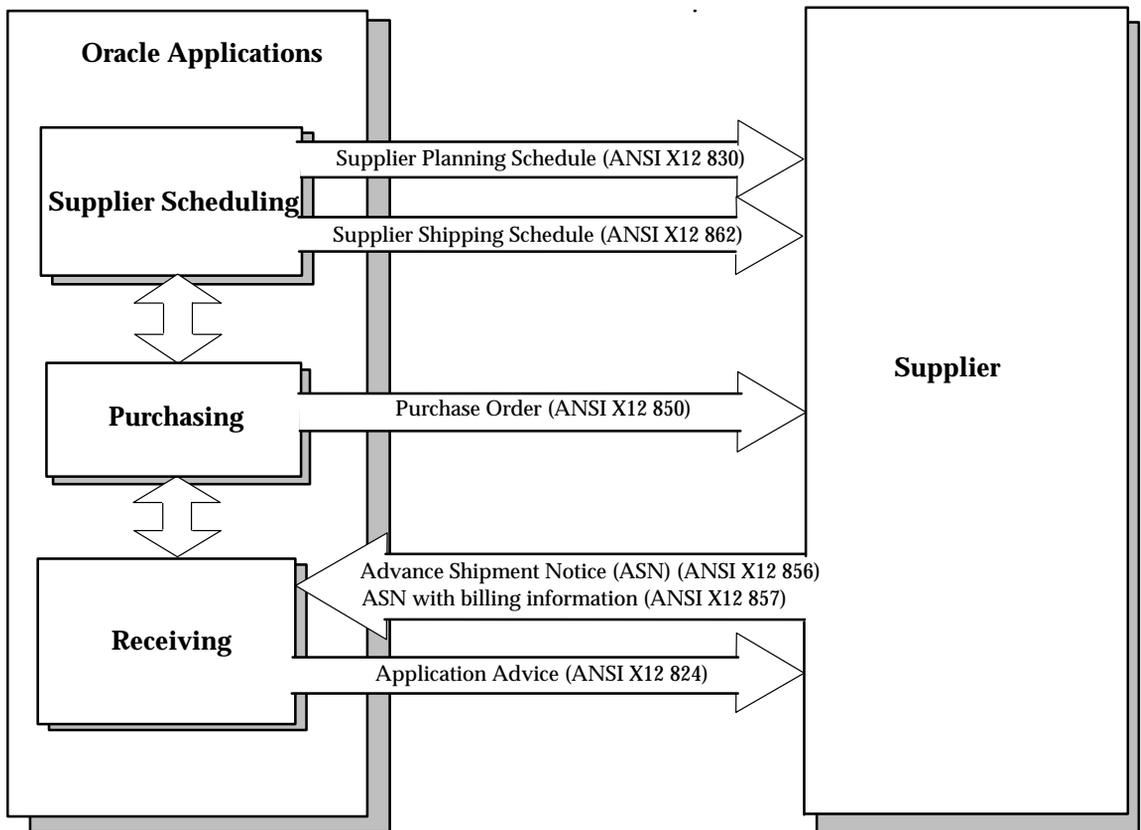
ASN Process

The ASN process, shown in the next figure, includes the following:

- **A shipment authorization is made** to the supplier in the form of a Purchase Order, Planning Schedule, or Shipping Schedule.
- **The supplier sends the ASN** to the receiving organization at the time of shipment.
- **The ASN is verified in the Receiving Open Interface.** Intransit and purchasing supplies are updated for ASN lines that are successfully validated. For each accepted line on the ASN,

intransit supply is increased and purchasing supply is reduced. If the data isn't accepted or if there is an error or discrepancy in the data, an Application Advice, containing the most likely cause of the error, is sent to the supplier. The supplier can then send a corrected (Replacement) ASN.

- **The goods arrive.** You can use the ASN in the Receipts window to create receipts.
- **Shipment-vs.-receipt quantities are compared** during the receipt transaction process. (As an optional step, CUM quantities can be compared if Oracle Supplier Scheduling is installed.) If discrepancies are detected in shipment-vs.-receipt or CUM quantity comparisons, an Application Advice is sent to the supplier.



ASN Receiving Options

There are two receiving options related to ASNs:

- **ASN Control option in the Receiving Options window** – With this option, you can choose whether or not you receive an error message—or are prevented by Purchasing—when you attempt to receive against a purchase order shipment for which an ASN already exists. See: *Defining Receiving Options*: page 1 – 40.
- **RCV: Fail All ASN Lines if One Line Fails** – With this profile option, you can choose to reject an entire ASN if any ASN line fails validation or processing, or to accept an ASN if at least one ASN line is successful. See: *Profile Options in Purchasing*: page 1 – 76.

Application Advices

If an ASN is not accepted or is only partially accepted, errors and discrepancies are electronically conveyed to the supplier in an Application Advice. The Application Advice transmits to the supplier the status (acceptance with errors or rejection) of the ASN, and the severity and description of the errors.

An Application Advice can be sent at several points during the receiving process:

- When the ASN is first sent and contains header or line errors.
- When the quantity received does not match the quantity shipped indicated by the ASN.
- When the receiving organization's newly updated cumulative received quantities do not match the supplier's cumulative shipped quantities.

Note: CUM quantity comparisons can be performed only if Oracle Supplier Scheduling is installed.

The supplier can respond to an Application Advice by sending a Replacement or Cancellation ASN. The receiving organization can also cancel an ASN manually in the Maintain Shipments window.

The following table indicates the appropriate supplier response to particular Application Advices.

Supplier Response to Application Advices

ASN Header	ASN Lines	Transaction Status	Supplier Action
Fatal Error	Not Validated	Transaction Rejected	Send Original ASN before goods arrive.
Warning or Valid	All lines Warning or Valid (no fatal errors)	Transaction Accepted	Do not send an Original ASN, but correct indicated problems on future ASNs.
Warning or Valid	Some Warning Some Valid Some Fatal Error	Transaction Accepted with Some Lines Rejected	Send Cancellation ASN, then send an Original (corrected) ASN.
Warning or Valid	All lines had a Fatal Error	Transaction Rejected	Send Original (corrected) ASN before goods arrive.

Table 7 – 2 (Page 1 of 1)

Types of ASNs

There are four types of ASNs: Original, Cancellation, Replacement, and Test.

Note: A validated ASN, as described below, is one that contains no errors during data validation in the receiving open interface.

An **Original** ASN is the initial ASN.

A **Cancellation** ASN, once validated, cancels the Original ASN *if the Original ASN has not yet had a receipt created against it*. The shipment number on the Cancellation ASN is matched to the shipment number on the validated Original ASN.

A **Replacement** ASN, once validated, replaces all of the Original ASN *if the Original ASN has not yet had a receipt created against it*. The shipment number on the Replacement ASN is matched to the shipment number on the validated Original ASN.

The Replacement ASN can convey the supplier's substitute item if one is used. To accurately handle substitutions, the supplier must indicate both the buyer's original item number and the buyer's substitute item number on the ASN. With both identifiers available, substitutes can be

validated as allowed, and a valid substitute item is referenced against valid purchasing document information.



Attention: A Replacement ASN will be rejected if receipt of *all* the goods has already taken place. However, a supplier can still send a Replacement ASN for items that have not yet been entered as received.

A **Test** ASN is sent by the supplier usually to make sure the ASN transmission works between you and your supplier. A Test ASN is verified as if it were an Original ASN and generates an outbound Application Advice if necessary. A Test ASN is not available for creating a receipt against it and is not visible as inbound supply.

ASNs and CUM Management

You can perform CUM management under the following conditions:

- Oracle Supplier Scheduling is installed and CUM Accounting is enabled for the ship-to organization.
- The ASN item or items are defined in the Approved Supplier List.
- The items are sourced from the supplier using a Supply Agreement Blanket Purchase Order.

The CUM is the total quantity received from a supplier site, for a particular item, within a CUM period. When an ASN is used during receiving and Supplier Scheduling is installed, the updated CUM is compared to the supplier's CUM. Any discrepancy transmits an Application Advice to the supplier and an Oracle Alert to the item scheduler. For more information about CUM management, see: CUM Management, *Oracle Supplier Scheduling User's Guide*.

ASNs and Supply

For each accepted line on the accepted ASN, intransit supply quantity is automatically increased and purchasing supply quantity is automatically reduced by the shipment quantity specified in the ASN.

When an accepted ASN is modified by the supplier's sending a Replacement ASN, corresponding changes are also made to purchasing and intransit supply.

The table below shows, for each action you perform with an ASN, the movement of the quantity on the ASN between the various categories of supply.

ASNs and Supply

Accept ASN	Purchasing Supply	Intransit Supply	Inventory
Accept the Original ASN	Reduced for accepted lines only	Increased for accepted lines only	
Accept the Cancellation ASN	Increased for all accepted lines on Original	Reduced for all accepted lines on Original	
Accept the Replacement ASN (equivalent to canceling and accepting a new original)	Increased for Original, Reduced for Replacement	Reduced for Original, Increased for Replacement	
Receive Items	Purchasing Supply	Intransit Supply	Inventory
Receive item when the item is indicated on an ASN line		Reduced	Increased
Receive item when the item is not indicated on an ASN line	Reduced		Increased
Change Receipt Quantities	Purchasing Supply	Intransit Supply	Inventory
Increase receipt quantity before the ASN is closed		Reduced	Increased
Increase receipt quantity after the ASN is closed	Reduced		Increased
Decrease receipt quantity before the ASN is closed		Increased	Reduced
Decrease receipt quantity after the ASN is closed	Increased		Reduced
Return Items	Purchasing Supply	Intransit Supply	Inventory
Return item(s) to the supplier before the ASN is closed		Increased	Reduced

Return Items	Purchasing Supply	Intransit Supply	Inventory
Return item(s) to the supplier after the ASN is closed	Increased		Reduced
Close Corresponding Purchase Order	Purchasing Supply	Intransit Supply	Inventory
Close the Purchase Order while an ASN for that purchase order is open	Reduced	Reduced	

Table 7 – 3 (Page 1 of 1)

See Also

Entering Receipt Lines: page 7 – 30

Maintaining Shipments: page 7 – 66

Profile Options in Purchasing: page 1 – 76

Advanced Shipment Notice Discrepant Receipts Report: page 0 – 16

Receiving Interface Errors Report: page 9 – 116

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Managing Receipts

Using the Find Expected Receipts Window

When you enter a receipt, you first use the Find Expected Receipts window to locate the source document for the receipt: a shipment from a supplier based on a purchase order, a shipment from inventory backed by an internal sales order generated by an internal requisition, or an intransit shipment within your inventory.

Receiving Shipments

Once you have entered your search criteria, you move to the Receipts window, where all the supplier shipments and inter-organization shipments corresponding to your search criteria are displayed. You can receive goods into a receiving location or to their final destination. When you receive goods into a receiving location, you then use the Receiving Transactions window to optionally inspect and/or transfer receipts between receiving locations before you deliver the receipts to their final destination specified on the source document. You can also receive and deliver to a final destination in one transaction using the Receipts window. You can either use Express Receipt to receive all quantities as shipped, or you can enter specific receipt quantities for shipments. You can modify information, such as the receipt number and packing slip number. When suppliers have consolidated orders onto a single shipment, you can use the Cascade function to allocate the shipment across orders during entry of receipts.

If the RCV: Print Receipt Traveler profile option is set to Yes, receipt travelers are printed automatically when you perform receipts or receiving transactions. See: Profile Options in Purchasing: page 1 – 76.

You can also record the receipt of substitute and unordered items. Purchasing records the shipment for the unordered items when you enter the receipt. You cannot perform receiving transactions upon the receipt until you match it to an order. See: Matching Unordered Receipts: page 7 – 34

See Also

Finding Expected Receipts: page 7 – 26

Express Receipts and Receiving Transactions: page 7 – 24

Multiple Distributions

If you're familiar with the previous release of Purchasing, you may remember you had to use a separate screen when entering receipts for purchase orders with multiple distributions. In the current release of Purchasing, you can explode a single shipment into its component distributions in the Receipts window.

When you initially query up a shipment line that has multiple distributions, there will be a + icon to the right of the UOM field for all lines with a Destination Type of Multiple. Shipment lines for which there is only a single distribution will not have the + icon. You can click on the + icon to expand the line into multiple lines, one for each distribution. The original shipment line will appear grey and will not be updatable. The + icon on that line will change to a – icon. Click on the – icon to end the display of the expanded lines.

You can distribute the available quantity across the expanded lines, but you cannot distribute more than the available quantity shown in the parent shipment quantity column. Also, you can enter and maintain line information only in the expanded lines.

If the default routing is direct receipt and routing override is not enabled, you can explode the line and transact the receipt at the distribution level, but you cannot change any of the values on that line. If the default routing is standard receipt and routing override is enabled and there are multiple destinations, Purchasing displays the destination type Receiving and the + icon is not present. If you want to override the routing and send it to final, you must first change the destination type to Multiple. Then the + icon will appear, and you can expand to see all of the distribution lines and change any or all to have a destination type of final.

Cascading Receipts and Receiving Transactions

The Cascade function facilitates the distribution of a given quantity of an item from a single supplier across multiple shipments and

distributions. This function is available in the Receipts window if you have specified or inferred a source and an item in the Find Expected Receipts window. (The source and item would be inferred if you entered, for example, a purchase order number.) In the Receiving Transactions window, the cascade function is available for deliveries if you have specified or inferred an item in the Find Receiving Transactions window. Performing any manual transaction in a line disables the Cascade button, and it is not enabled until you have again selected the Find button in the appropriate Find window.

When you select the Cascade button, Purchasing displays the Cascade Details window in which you must enter the cascade quantity and the unit of measure. When you select the OK button, the cascade process begins.

The process starts at the first displayed line and allocates the supply available to receive/deliver to that line from the cascade quantity you entered. The process continues to the next line and again allocates the quantity available to receive/deliver, continuing until either the process reaches the last queried line or the cascade quantity is exhausted. Since the lines are displayed in order by promised date/need-by date, the process operates as a First In/First Out procedure. If you entered a cascade quantity larger than the quantity available to receive/deliver, Purchasing displays a dialog window explaining that the process could allocate only so many. If the quantity available to receive/deliver is greater than the cascade quantity, the last receipt/delivery may be partial. To clearly indicate that the cascade quantity has been exhausted, Purchasing displays a transaction quantity of 0 for the remaining lines.

The cascade function does not modify any destination information; it uses the information defined by the routing and defaulted from the shipment.

If a given shipment line has multiple distributions and the default routing for that line is direct receipt, the cascade process explodes the line and allocates the quantity available on the shipment line to the component distributions based on the supply available for the distribution. If you have over distributed a given line, Purchasing allocates all remaining supply for the shipment to the last distribution. If you have over delivered the transactions with prior receipts or transactions, then the process may fill the lines with undesired values, but you can reallocate in this situation once the cascade process is complete.

Record validation is disabled during the cascade process to facilitate the running of the process, but all lines are validated when you save

them. Quantities are applied to lines in the expectation that you will transact the line as the default routing intended. However, you can manually override these values.

Express Receipts and Receiving Transactions

The express function is a quick method of entering receipts and receiving transactions. This function is available in the Receipts window if you have specified or inferred a source in the Find Expected Receipts window. (The source would be inferred if you entered, for example, a purchase order number.) In the Receiving Transactions window, the express function is available for deliveries regardless of your search criteria in the Find Receiving Transactions window. Performing any manual action in a line disables the Express button, and it is not enabled until you have again selected the Find button.

When you select the Express button in the Receipts window, Purchasing displays the Express Details window in which you must enter the destination: Final Destination or Receiving location. When you select the OK button, all lines are selected and the Express button changes to Unexpress. When you select the Express button in the Receiving Transactions window, all lines are selected and the Express button changes to Unexpress. In either case, you can select the Unexpress button to return to manual mode. Otherwise, you can deselect lines to omit them from express processing and then save your work to initiate express processing.

Note: You cannot perform data collection using Oracle Quality when you select the Express button in the Receiving Transactions window. See: Receiving Transactions: page 7 – 37.

The express processor performs validation and rejects lines based on the following criteria:

- the item revision/subinventory/locator is required and not obtainable as a default from the item definition and the destination is Final
- the early/late receipt date tolerance is exceeded and the exception control is Reject
- lot/serial information is required
- ship-to location is not available and the destination is Receiving
- location is not available for Expense destination type and the destination is Final Destination

- purchase order supplier and receipt header supplier do not match
- other receipts are pending for the specified shipment

When validation processing is complete, Purchasing displays a dialog telling you how many lines passed validation and how many failed and are still available to receive manually.

See Also

Entering Express Receipts: page 7 – 25

Entering Express Receipts

Use the Receipts window to enter express receipts.

► **To find source documents:**

1. Navigate to the Find Expected Receipts window by selecting Receipts on the menu.
2. Enter search criteria to find the source documents for which you want to enter express receipts. You must include the supplier or organization in the source criteria.
3. Select the Find button to display the Receipts window with line(s) available for receipt displayed in the Lines alternative region.

► **To enter express receipts:**

1. Select the Express button to open the Express Details window.
2. Select the Destination Type: Final Destination or Receiving location.
3. Select the OK button. This changes the Express button to Unexpress and selects all the lines for express receipt.
4. Optionally deselect individual lines to omit them from the express receipt.
5. Save your work to begin express receipt validation processing.

See Also

Express Receipts and Receiving Transactions: page 7 – 24

Finding Expected Receipts: page 7 – 26

Entering Receipt Lines: page 7 – 30

Finding Expected Receipts

Use the Find Expected Receipts window to find source documents for which you can enter receipts.

► **To find expected receipts:**

1. Navigate to the Find Expected Receipts window by selecting Receipts from the menu.

The screenshot shows the 'Find Expected Receipts (MAS)' window. It features a 'Source Type' dropdown menu at the top. Below it are two columns of input fields. The left column includes 'Purchase Order Line', 'Requisition Shipment', and 'Supplier Receiving Location'. The right column includes 'Release Shipment', 'Line', 'Include Closed POs' (checkbox), and 'Supplier Site'. A large 'Item' dropdown menu is positioned below these fields. Underneath the 'Item' dropdown are four text input fields: 'Item Rev', 'Category', 'Description', and 'Supplier Item'. At the bottom of the window are three buttons: 'Unordered', 'Clear', and 'Find'.

2. Specify any of the following, optional search criteria:

- Select the receipt Source Type for the search:

Internal: An internal order generated from an internal requisition and sourced from your inventory, or an intransit inventory shipment. If you choose this option, the following fields are

disabled: PO Number, Release, Line, Shipment, and Include Closed POs.

Supplier: A purchase order sourced from a supplier. If you choose this option, the following fields are disabled: Requisition Number, requisition Line number, and Shipment Number.

- Enter the PO Number. To be available, a purchase order must have at least one approved shipment for which the ship-to organization is the same as the current active organization. If you enter a PO Number, you can also enter a Release number, Line number, and/or Shipment number for the purchase order. The Release field is applicable only when you have entered a purchase order number associated with a planned purchase order or a blanket purchase agreement. The list of values in the Release field includes all releases for the specified PO that are not final closed.
- Enter the Shipment number of the Advance Shipment Notice (ASN). See: Advanced Shipment Notices (ASNs): page 7 – 14.
- Enter the Requisition Number. If you enter a requisition number, you can also enter a Shipment Number and/or Line number. Available shipments are those with the same ship-to organization as the current active organization.
- Select Include Closed POs to include soft closed purchase orders in the search. By *not* checking Include Closed POs, you exclude purchase orders that have a status of Closed or Closed for Receiving.
- Enter the Source. For Source Type Internal, this is the Organization. For Source Type Supplier, this is the supplier name, and you can also enter the supplier site in the Source Site field.
- Enter the Receiving Location.
- Use the alternative regions to further restrict the search.
 - In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item Number. Since the supplier item number is generally the best way you can identify purchase order lines when your supplier does not reference your purchase order number on its shipping documents, you should provide a supplier item number on your purchase order lines.

- In the Date Ranges region, you can select Due Today to limit the search to receipt lines due on the current date. Otherwise, you can enter a Due By date range.
 - In the Shipment region, you can enter the Container, Truck Number, or Bar Code Label indicated on an Advance Shipment Notice (ASN). See: Advance Shipment Notices (ASNs): page 7 – 14.
3. Select the Find button to initiate the search and display the selected source documents in the Receipts window. Purchasing first opens the Receipt Header window.

► **To enter unordered receipts:**

- Select the Unordered button to open the Receipt Header window to enter unordered receipts. See: Entering Unordered Receipts: page 7 – 34.

► **To remove existing search criteria**

- Select the Clear button in any of the source document search windows to remove existing search criteria.

See Also

Entering Receipt Header Information: page 7 – 28

Entering Receipt Header Information

Use the Receipt Header window to enter header information for all types of receipts.

Note: If you are entering a receipt against an Advance Shipment Notice (ASN), the header information may already be entered for you if the supplier sending the ASN provided that information. See: Advanced Shipment Notices (ASNs): page 7 – 14.

► **To enter receipt header information:**

1. Navigate to the Receipt Header window. Purchasing opens this window when you select Find or Unordered in the Find Expected

Receipts window. You can also get to this window by selecting the Header button in the Receipts window.

The screenshot shows a software window titled "Receipt Header (MA5)". It is divided into two main sections: "New Receipt" and "Add To Receipt".

- New Receipt:** This section contains seven input fields: "Receipt", "Shipment", "Packing Slip", "Freight Carrier", "Containers", "Supplier", and "Comments". The "Receipt" field is currently selected.
- Add To Receipt:** This section contains five input fields: "Receipt Date", "Shipped Date", "Waybill/Airbill", "Bill of Lading", and "Received By".

2. Enter the Receipt Number. If automatic receipt numbering is enabled, this field is not enterable when you are creating a new receipt. Purchasing displays the receipt number if the shipment has been partially received.
3. Enter the Receipt Date.
4. Enter the Shipment Number.
5. Enter the Shipped Date.
6. Enter the Packing Slip number.
7. Enter the Waybill/Airbill number.
8. Enter the Freight Carrier. See: Defining Freight Carriers, *Oracle Inventory User's Guide*
Note: Only the *active* freight carriers are displayed.
9. Enter the Bill of Lading.
10. Enter the Number of Containers.
11. Enter the Received By person.
12. Enter the Source. For supplier sourced shipments, this is the supplier. For inventory sourced shipments, this is the organization.
13. Enter Comments.
14. Navigate to the Receipts window.

► **To add lines to an existing receipt:**

- Select the Add To Receipt button to open a list of values showing the receipts to which you can add lines. When you select the

receipt to add to, Purchasing displays values from that receipt in the remaining header fields. You can also change the date when the action is Add To Receipt.

See Also

Entering Receipt Lines: page 7 – 30

Entering Receipt Lines

Use this window to enter receipt line information.

► **To enter receipt line information:**

1. Purchasing opens the Receipts window and displays all shipments that meet the search criteria when you choose the Find button in the Find Expected Receipts window. See: Finding Expected Receipts: page 7 – 26.

The screenshot shows a software window titled "Receipts (MAS)" with a sub-window titled "Lines". The main area contains a table with the following columns: Quantities, UOM, Destination Type, Item, Rec, Description, and Location. Below the table is a scroll bar. At the bottom of the window, there is a form with two columns of input fields. The left column includes: Order Type, Supplier, Item Description, Destination, and Receiver Note. The right column includes: Order, Due Date, Hazard, UN Number, and Routing. At the very bottom, there are four buttons: "Get Serial", "Cancel", "Export", and "Header".

In the lower part of the screen, Purchasing displays the following detail information for the current shipment line: Order Type, Order Number, Source, Due Date, Item Description, Hazard class, Destination, UN Number, Receiver Note, and Routing.

2. Select the line you want to receive.

If the line you select contains information in the ASN Type field, then an Advance Shipment Notice (ASN) exists for that shipment. (You can set an ASN Control option in the Receiving Options window to prevent you from receiving against a purchase order shipment for which an ASN exists. See: Defining Receiving Options: page 1 – 40.)

3. Purchasing displays the Quantity due for the shipment. If you change the unit of measure, the receipt quantity is adjusted to reflect the new unit of measure. You can override this value if you are recording a partial receipt or an over-receipt. Depending on your receiving options, Purchasing either ignores over-receipts, displays a warning message when you try to receive more items than you ordered, or prevents you from receiving quantities over your receipt tolerance. If you specify blind receiving at the system option level, Purchasing neither performs over-receipt checking nor displays a Quantity To Receive. If you have fully received a shipment, the receipt quantity displayed is zero, but over-receipt checking will reveal whether you have exceeded the over-receipt tolerance on this shipment.

The information described above applies to an ASN line as well as a purchase order shipment line.

4. Enter the UOM of the item you are receiving.
5. Enter the Destination Type: Receiving, Expense, Inventory, or Shop Floor. This determines the final destination of the received items.
6. If the item is under revision control, you must enter a Revision.
7. Enter the receiving Location.
8. Enter the Requestor.
9. For the Inventory destination type, enter the Subinventory into which the goods will be delivered.
10. When the destination type is Inventory and when the item and/or the subinventory have locator control enabled, enter the stock Locator.
11. Save your work.

► **To enter receipt line detail information:**

1. Navigate to the Details alternative region.
2. Enter the Packing Slip number.

3. Enter the Supplier Lot number.
4. Enter the transaction Reason Code. See: Defining Transaction Reasons, *Oracle Inventory User's Guide*.
5. Enter comments.
6. Select Receipt Exception if you want to enter a release exception for this receipt.

▶ **To view order information:**

- Navigate to the Order Information alternative region to view the following information for the shipment: Order Type, Number, Release number, order Line number, Shipment number, Supplier, Quantity Ordered, UOM, Due Date, and Supplier Item number.

▶ **To view outside processing information:**

- Navigate to the Outside Processing alternative region to view the Job or repetitive Schedule number, the repetitive schedule Line number, the Operation Sequence, and the Department number.

▶ **To enter control number information:**

- For controlled items, you can select the Lot-Serial button to navigate to the Lot Number and Serial Number windows. See: Lot and Serial Number Control, *Oracle Inventory User's Guide*

▶ **To perform an express receipt:**

- Select the Express button to perform an express receipt. See: Entering Express Receipts: page 7 – 25.

See Also

Entering Receipt Header Information: page 7 – 28

Cascading Receipts and Receiving Transactions: page 7 – 22

Express Receipts and Receiving Transactions: page 7 – 24

Entering Express Receipts: page 7 – 25

Unordered Receipts

You can receive items from a supplier when you do not have a corresponding purchase order but want to receive the items so you can track them on the system while you wait for a buyer to decide which purchase order to use.

First receive the items as Unordered Receipts in the Receipts window. You can create a new receipt or add to an existing receipt for the supplier who shipped the unordered items. Then perform a standard receipt for the unordered item shipment quantity.

Use the Find Unordered Receipts window to find the receipts that are available for matching. Then use the Match Unordered Receipts window to specify the purchase order number, release, line, and shipment schedule to which you want to match the unordered receipt. Purchasing restricts the list of possible matching purchase orders/releases as follows:

- The purchase order must have the same supplier as the unordered receipt
- The purchase order cannot be final closed or cancelled
- The purchase order must have at least one approved shipment in the same organization where you performed the unordered receipt
- Except for receipts for one-time items, the item and the purchasing category on the purchase order must be the same as the item and purchasing category on the unordered receipt

You can match *only* to approved shipments. If you cannot locate a valid matching document for your unordered receipt, you can modify and approve an existing purchase order/release or you can create and approve a new purchase order. You can then match to this new, approved shipment

When you choose a shipment, Purchasing performs receiving control checks of the quantity received tolerance, due date threshold, and ship to location restriction.

If the RCV: Print Receipt Traveler profile option is set to Yes, receipt travelers are printed automatically when you match unordered receipts.

See Also

Entering Unordered Receipts: page 7 – 34

Entering Unordered Receipts

- ▶ **To enter unordered receipts:**
 1. Select Receipts on the menu to open the Find Expected Receipts window. See: Finding Expected Receipts: page 7 – 26.
 2. Select the Unordered button to open the Receipt Header window.
 3. Enter receipt header information. See: Entering Receipt Header Information: page 7 – 28.
 4. Enter receipt line information. See: Entering Receipt Lines: page 7 – 30.
 5. Save your work.

See Also

Unordered Receipts: page 7 – 33

Matching Unordered Receipts: page 7 – 34

Matching Unordered Receipts

Use this window to match unordered receipts to purchase order shipments.

- ▶ **To select unordered receipts for matching:**
 1. Navigate to the Find Unordered Receipts window by selecting Match Unordered Receipts on the menu.
 2. Enter any of the following as selection criteria for the receipts you want to match to purchase orders: Receipt Number, Supplier Name, Item, Category, Supplier Item Number, Receiver, Transaction Date, Receiving Location, Item Description.
 3. Select the Find button. If your selection criteria produce any receipts for matching, the Item Number, Revision, Category, and

Suppliers are displayed in the Unordered Receipts block in the Match Unordered Receipts window. The Receipt Number, Quantity Received, Receiving UOM, Deliver To, Receiver, Item Description, Quantity Ordered, Order UOM, Destination, and Supplier Item Number for the current receipt are displayed in the lower part of the window.

► **To match unordered receipts:**

1. Navigate to the Match Unordered Receipts window by selecting the Find button in the Find Unordered Receipts window.



2. In the Purchase Order block in the Match Unordered Receipts window, enter a purchase order number in the PO Number field. You can also choose List of Values from the tool bar to query the purchase order shipments available to match the current unordered receipt. This displays the PO Number, Release, Line, and Shipment for all shipments appropriate for matching. See: Unordered Receipts: page 7 – 33.
3. Select the Match button to match the current shipment to the current unordered receipt.

- ▶ **To display receipt header information:**
 - Select the View Receipt Header on the Special menu to display receipt header information.

- ▶ **To display receipt line information:**
 - Select the View Receipt Line on the Special menu to display receipt line information.

- ▶ **To display purchase order information:**
 - Select View PO Header on the Special menu to display purchase order header information.

See Also

Unordered Receipts: page 7 – 33

Receiving Transactions

You record inspections, deliveries, and material movements within receiving and inspection by entering receiving transactions. These transactions provide a history that allows you to track an item from its source to its destination.

From the time of receipt, many transactions may be required to record the movement of an item through the receiving and inspection process. For example, after being received, an item can be transferred, inspected, and then delivered. To help you keep track of an item within receiving and inspection, these transactions are linked to each other. You can use the Receiving Transaction Summary (See: Finding Receiving Transactions (Summary): page 7 – 39) to view an item's transaction history as if it were a family tree with parent and child transactions. A parent transaction can have one or more child transactions, but a child transaction has *only* one parent transaction. In the above example, the receipt transaction is the parent of the transfer transaction, while the transfer transaction is the child of the receipt transaction. Purchasing displays parent transaction information to help you determine the status of the item for which you are entering a transaction. For example, if you are about to transfer an item from Receiving Dock 1 to Inspection Area A, you should verify that the parent transaction's location is Receiving Dock 1. Purchasing also displays the parent transaction's unit of measure and available quantity. Available quantity is significant because you cannot enter a quantity for a current transaction that is greater than the parent transaction's available quantity. For example, if you have received 10, you can inspect only up to a quantity of 10. Purchasing also displays the inspection result for a parent transaction if the given material has been accepted or rejected as part of an inspection. For delivery transactions, you must enter lot/serial/locator information for controlled items. See: Lot and Serial Number Control, *Oracle Inventory User's Guide*. See: Defining Stock Locators, *Oracle Inventory User's Guide*.

Search Criteria

The first step in entering a new receiving transaction is to choose the receipt involved in this transaction. In the Find Receiving Transactions window (See: Finding Receiving Transactions: page 7 – 46), you can enter a variety of search criteria such as receipt number, current location, various item details, shipment number, purchase order number, and requisition number. Once you have specified search criteria, Purchasing displays the receipts (and previous transactions) in

the Receiving Transactions window for which you can process transactions. Information for receipts is based on information from parent transactions that meet your search criteria.

Express and Cascade Transactions

Purchasing offers two functions to facilitate transaction entry: Express and Cascade. In Express mode, you cannot modify default quantities, but you can record the delivery of many receipts at once. See: Express Receipts and Receiving Transactions: page 7 – 24. Cascade mode is applicable only for receipts for the same item. In cascade mode, Purchasing starts with the first receipt and enters deliveries for each subsequent receipt for this item until the cascade quantity is met. See: Cascading Receipts and Receiving Transactions: page 7 – 22.

Receiving Transactions Window

You enter all transfer and delivery transactions in the Receiving Transactions window. If you want to perform an inspection transaction, you can open the Inspections window to specify accepted and rejected quantities. See: Inspections: page 7 – 51.

Deliveries

Purchasing ensures that you can record deliveries quickly and easily. If you know the purchase order number (or shipment number for internal transactions), you can simply record the quantity delivered for the appropriate item. If you do not know the purchase order number, you can search using what you know, such as Receipt Number, Supplier, Packing Slip, Category, Item Number or Inspection Required. Purchasing automatically tracks the total quantity delivered to date for a particular receipt.

You can deliver only as many items as you receive. Purchasing lets you easily correct any delivery information.

Example Both Jane Tims and Juliet Cunningham submit a requisition for 50 chairs each. The buyer places both requisitions on one purchase order line and indicates that the items require receipt. You receive the 100 chairs and record the receipt in the Receipts window. You see that 50 chairs are for Jane Tims in Building 1, and the other 50 chairs are for Juliet Cunningham in Building 2. In the Transactions window, you deliver 50 chairs to each requestor and record the quantity delivered.

Oracle Quality

There are two entry points to Oracle Quality from Purchasing if Oracle Quality is installed. Both entry points are in the Receiving Transactions window: the Enter Quality Results option in the Special menu (or the Quality button on the menu bar) and the Inspect button. The Enter Quality Results menu option and button are available only if a quality collection plan or plans exist for the receiving transaction. When a mandatory collection plan exists for the receiving transaction, quality results data must be entered and saved before you can save your receiving transaction line information. (You optionally define a collection plan as mandatory when you create the collection plan in Oracle Quality. See also: *Oracle Quality User's Guide*.)

You cannot perform data collection using Oracle Quality when you select the Express button in the Receiving Transactions window.

For more information on Oracle Quality and the Inspect button, see: Inspections: page 7 – 51.

See also: Entering Receiving Transactions: page 7 – 47.

Finding Receiving Transactions (Summary)

Use the Find Receiving Transactions (Summary) window to:

- Access the Receiving Headers Summary window.
- Access the Receiving Transaction Summary window.
- Perform purchase order inquiries at header and line levels.

► **To enter search criteria:**

1. Navigate to the Receiving Transactions Summary window.
2. Enter the Source Type from the Find Receiving Transactions Summary window.

Note: For source type Supplier, enter the PO Number. If you enter a purchase order number, you can also enter a Release (for blanket purchase agreements), Line, and/or Shipment (for purchase orders) number. For source type Internal, enter the Requisition Number. If you enter a requisition number, you can enter a requisition Line number.

3. Enter or choose a Receipt Number and Purchase Order or Requisition Number.

4. Optionally enter the Source and a Source Site.
5. The alternative regions further define the search:
 - Item
 - Receipt Details
 - Transaction Detail
6. Choose Results Headers (to go to the Receiving Headers Summary window) or Results Transactions (to go to the Receiving Transaction Summary window). Choose Find.

See Also

Using the Receiving Headers Summary Window: page 7 – 40

Using the Receiving Transaction Summary Window: page 7 – 41

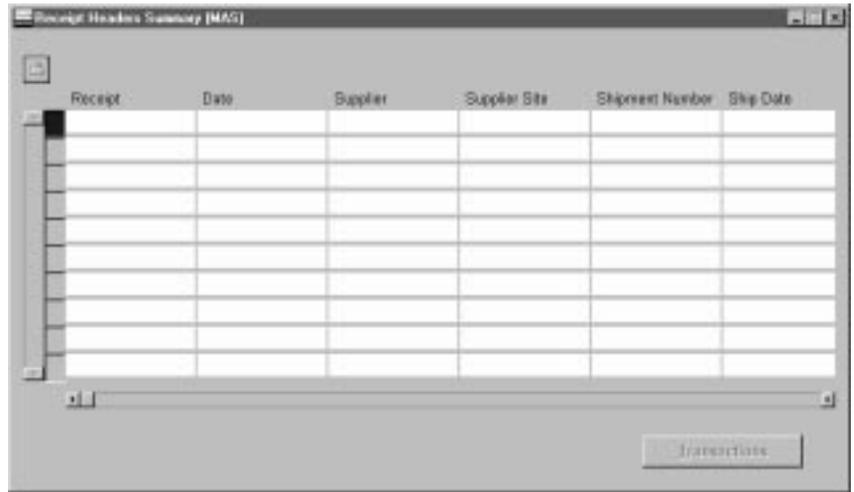
Using the Receiving Headers Summary Window

Use the Receiving Headers Summary folder window to:

- View receipt header information.
- Access the Receiving Transaction Summary window to display all receiving transactions for the current header line.

► **To display receiving headers information:**

1. Navigate to the Receipt Header Details window.
2. Enter or choose information from one of the available fields to locate the record from the Find Receiving Transactions window.
3. Choose Results Headers, then choose Find.



4. Optionally choose Transactions to view all the records pertaining to the current search criteria.

See Also

Finding Receiving Transactions: page 7 – 46

Using the Receiving Transaction Summary Window: page 7 – 41

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Using the Receiving Transaction Summary Window

Use the Receiving Transaction Summary folder window to:

- View receiving transaction information.
- View order information backing the receipt.
- Access the Receipt Header Details window to view receipt header details.

► **To display receiving transactions navigate to the Receiving Transaction Summary window:**

- In the Receiving Headers Summary window, select the Transactions button to open the Receiving Transaction Summary

window and display all receiving transactions for the receipt on the current line. Alternatively, in the Find Receiving Transactions window, you can select Lines in the Results region and then select the Find button to display all receiving transactions that meet the search criteria.

As installed, Purchasing displays the following information for each receiving transaction: Transaction Type, transaction Quantity, UOM, Transaction Date, Item Number, item Revision, Destination Type, Location, Person, Subinventory, Locator, Receipt Number, Source Type, Order Number, Order Release, Order Line number, Order Shipment, Supplier, Supplier Site, Order Quantity, Order UOM, Supplier Item Number, Supplier Lot Number, Packing Slip, Reason, Hazard class, UN Number, Category, Job, Line, Assembly, Operation Sequence Department, and Receipt Exception.

In the lower part of the screen, Purchasing displays the following information for the purchase order or sales order (for internal requisitions) behind the receipt: Order Type (PO or SO), Source, Item Description, Destination, Receiver Note, Order Number, Transaction Date, Hazard class, UN Number, and Routing.

- ▶ **To view receipt header detail information:**
 - Select the Header button to open the Receipt Header Details window.

See Also

Finding Receiving Transactions: page 7 – 46

Using the Receiving Headers Summary Window: page 7 – 40

Using the Receipt Header Details Window: page 7 – 42

Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*

Using the Receipt Header Details Window

Use the Receipt Header Details window to:

- View detail information for receipt headers

- ▶ **To navigate to the Receipt Header Details window:**
 - In the Receiving Transaction Summary window, select the Header button to open the Receipt Header Details window.

The following information is displayed: Receipt Number, Receipt Date, Shipment Number, Shipped Date, Packing Slip, Waybill/Airbill, Freight Carrier, Bill of Lading, Number of Containers, Received By, Supplier, and Comments.

- ▶ **To return to the Receiving Transaction Summary window:**
 - Select the Transactions button to return to the Receiving Transaction Summary window.

See Also

Using the Receiving Transaction Summary Window: page 7 – 41

Finding Transaction Status Information

Use the Find Transaction Status window to access the Transaction Status window. You can use this window to review pending transactions before they are processed by the Receiving Transaction Processor.

- ▶ **To enter search criteria:**
 1. Navigate to the Transaction Statuses window. The Find Transaction Statuses window appears.

2. Enter the Source Type: Internal or Supplier.
3. Enter the Receipt Number.
4. For source type Supplier, enter the PO Number. If you enter a purchase order number, you can also enter a Release (for blanket purchase agreements), Line, and/or Shipment (for purchase orders) number for the purchase order.
5. For source type Internal, enter the Requisition Number. If you enter a requisition number, you can enter a requisition Line number.
6. Enter the Shipment Number.
7. Enter the Source. If you enter a source, you can also enter a source Site.
8. Enter the Current Location.
9. Use the alternative regions to further restrict the search:
 - In the Item region, you can enter the following search criteria: Item, Rev, Category, Description, and Supplier Item.
 - In the Receipt Details region, you can limit the search by Packing Slip, Receiver, Freight Carrier, and Bill of Lading number.
 - In the Transaction Details region, you can limit the search by entering a range of Transaction Dates and Transaction Type.

10. Select the Find to initiate the search and open the Transaction Status window.

► **To clear existing search criteria:**

- Select the Clear button to clear any existing search criteria.

See Also

Viewing Transaction Status Information: page 7 – 45

Viewing Transaction Status Information

► **To view transaction status information:**

1. Navigate to the Transaction Statuses window.



2. Based upon the information you entered in the Find Transaction Statuses window, you see the following regions:
 - In the Transactions region you can view: Transaction Type, Processing Mode, Transaction Status, Item, Rev, Item Description, Destination Type, Location, Person, Subinventory, and Locator.

- In the Details region you can view: Transaction Date, Reason, Comments, Packing Slip, Supplier Lot, Hazard, and UN Number.
- In the Order Information region you can view: Order Type, Order Num, Rel, Line, Shipment, Supplier, Qty Ordered, UOM, and Due Date.
- In the Order Processing region you can view: Job/Schedule, Line, Operation Sequence, and Department.

Finding Receiving Transactions

Use the Find Receiving Transactions window to find source documents for which you can enter receiving transactions.

► **To enter search criteria:**

1. Navigate to the Find Receiving Transactions window by selecting Receiving Transactions from the menu. Enter desired search criteria as described in the following steps.
2. Enter the Source Type: Internal or Supplier.
3. Enter the Receipt Number.
4. For source type Supplier, enter the PO Number. If you enter a purchase order number, you can also enter a Release (for blanket purchase agreements), Line, and/or Shipment (for purchase orders) number for the purchase order.
5. For source type Internal, enter the Requisition Number. If you enter a requisition number, you can enter a requisition Line number.
6. Enter the Shipment Number.
7. Enter the Source. If you enter a source, you can also enter a source Site.
8. Use the alternative regions to further restrict the search:
 - In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item Number.
 - In the Receipt Details region, you can limit the search by Packing Slip, Receiver, Freight Carrier, and Bill of Lading number.

- In the Transaction Detail region, you can limit the search by entering a range of Transaction Dates.
9. Select the Find button to initiate the search and open the Receiving Transactions window.

► **To clear existing search criteria:**

- Select the Clear button to clear any existing search criteria.

See Also

Receiving Transactions: page 7 – 37

Entering Receiving Transactions: page 7 – 47

Entering Receiving Transactions

Use the Receiving Transactions window to enter receiving transactions.



Attention: If Oracle Quality is installed and at least one qualified collection plan exists, both the Enter Quality Results option on the Special Menu and the Quality button on the button bar are enabled. Only collection plans that have been associated with the Receiving Transaction are qualified. Please note that when mandatory collection plans are used, quality results data must be entered and saved before you can save your receiving transaction line information. Data collection for Inspection Transaction collection plans have no bearing on whether the Enter Quality Results Special menu option and the Quality button are enabled. See: *Using Oracle Quality with Oracle Public Sector Purchasing*, *Oracle Quality User's Guide* and *Purchasing Versus Quality Inspections*, *Oracle Quality User's Guide*.

► **To enter receiving transaction line information:**

1. Purchasing opens the Receiving Transactions window and displays all receipts that meet your search criteria when you select the Find button in the Find Receiving Transactions window. See: *Finding Receiving Transactions*: page 7 – 46



In the lower part of the screen, Purchasing displays the following receipt information for the current line: Receipt Number, Order Number, Source, Parent Type, Description, Inspection, Destination, Current Location, Receiver Note, and Hazard Class.

2. Select the line for which you want to enter a receiving transaction.
3. Enter the transaction Quantity.
4. Enter the UOM of the transaction.
5. Enter the Destination Type: Expense, Inventory, Receiving, or Shop Floor. This determines the final destination of the received items.
6. Enter the Location for the transaction.
7. Enter the Person performing the transaction.
8. For Inventory transactions, enter the Subinventory.
9. If the item is under locator control, enter the stock Locator.
10. Save your work.

► **To enter receiving transaction detail information:**

1. Navigate to the Details alternative region.
2. Enter the Packing Slip number.
3. Enter the Transaction Date.

4. Enter the Supplier Lot number.
5. Enter the transaction Reason Code. See: Defining Transaction Reasons, *Oracle Inventory User's Guide* .
6. Enter the Hazard class. See: Defining Hazard Classes: page 1 – 51.
7. Enter Enter the UN Number. See: Defining UN Numbers: page 1 – 52.
8. Select Receipt Exception if you want to enter a release exception for this receipt.
9. If Oracle Quality is installed and one or more qualified collection plans exist, you can enter quality results by choosing the Quality button from the button bar or Enter Quality Results from the Special menu. If mandatory collection plans exist, you must enter Quality results in the Enter Quality Results window before you can save the transaction line. See **To enter quality results** below. See also: Entering Quality Data for Receiving Transactions, *Oracle Quality User's Guide*.
10. Save your work.

► **To enter quality results:**

- Choose the Quality button from the button bar or Enter Quality Results from the Special menu.

The system selects the first—based on the alphanumeric order of collection plan names—of these collection plans in the Enter Quality Results window that appears.

You can only choose to enter quality results after entering all required receiving transaction line information. If the collection plan you select is mandatory, you must enter quality results data before you can save the transaction line. If the collection plan is a background data collection plan, it is not mandatory to enter data. The plan picks up data you enter in the receiving transaction line, according to the data it is configured to pick up. (A mandatory collection plan is optionally defined as mandatory when it was created in Oracle Quality. If it is mandatory and you don't enter quality results data for it, you'll receive a message when you save the receiving transaction line or move to the next line, telling you which collection plan was mandatory and requires quality results data.) See: Entering Quality Results Associated with Move Transactions, *Oracle Quality User's Guide*.

- ▶ **To view order information:**
 - Navigate to the Order Information alternative region to view the following information for the shipment: Order Type, Number, Release number, order Line number, Shipment number, Supplier, Quantity Ordered, UOM, Due Date, and Supplier Item number.

- ▶ **To view outside processing information:**
 - Navigate to the Outside Processing alternative region to view the Job or repetitive Schedule number, the repetitive schedule Line number, the Operation Sequence, and the Department number.

- ▶ **To enter control number information:**
 - For controlled items, you can select the Lot-Serial button to navigate to the Lot Number and Serial Number windows. See: Lot and Serial Number Control, *Oracle Inventory User's Guide*

- ▶ **To enter inspection information:**
 - Select the Inspect button to open the Inspection Details window. See: Inspecting Received Items: page 7 – 52.

See Also

Receiving Transactions: page 7 – 37

Cascading Receipts and Receiving Transactions: page 7 – 22

Express Receipts and Receiving Transactions: page 7 – 24

Inspections

Purchasing lets you inspect items before internal delivery.

The buyer can use the Note to Receiver field when preparing the purchase order to indicate where items that *require* inspection should go. The inspector or requestor can record the inspection results in the Inspections window. See: *Inspecting Received Items*: page 7 – 52.

You can review in the Receiving Transactions window what items require inspection, and the quantity accepted after inspection. If items require inspection, but the quantity accepted for the receipt is zero, then you know the items are still in inspection. Requestors can review the status of their requisitions in the Requisitions window. In the Purchase Orders window, you can view whether items require inspection and the quantities received and accepted.

If you choose to let requestors inspect items, they can enter the results of their inspections and then record the quantity delivered in the Receiving Transactions window.

If Oracle Quality is installed, you can inspect items through Quality, if the profile option QA: PO Inspection is set to Oracle Quality. (By default, it is set to Oracle Public Sector Purchasing.) See: Profile Options (in Oracle Quality), *Oracle Quality User's Guide*.

Example At the receiving dock, you receive a shipment of 200 glass vials that require inspection. You record receipt and send the items to inspection. As the inspector of the 200 glass vials, you accept 195 and reject 5. You send the 5 rejected glass vials back to the supplier and deliver the 195 glass vials to the requestor.

In the Receiving Transactions window, Purchasing displays 195 in the Quantity Accepted field. This shows you how many items you can deliver to the requestors.

Returns of Rejected Goods

Purchasing lets you identify returns to a supplier. There may be many receipt numbers associated with a particular purchase order number. If, after inspection, you find damaged goods and reject these, you can send the goods back to Receiving to return to the supplier. The receiving agent records the quantity returned to the supplier using the Receiving Returns window. See: *Entering Returns*: page 7 – 56.

Example After inspecting 15 computer boards, you reject 5 boards and want to return them to the supplier. You can reference the purchase order

number on the receipt traveler that you attach to the board boxes. This purchase order number lets the receiving agent locate the receipt, and enter the quantity returned for this receipt. Purchasing keeps an audit trail of returned items, so you can track returns to suppliers and maintain accurate receipt information.

Inspecting Received Items

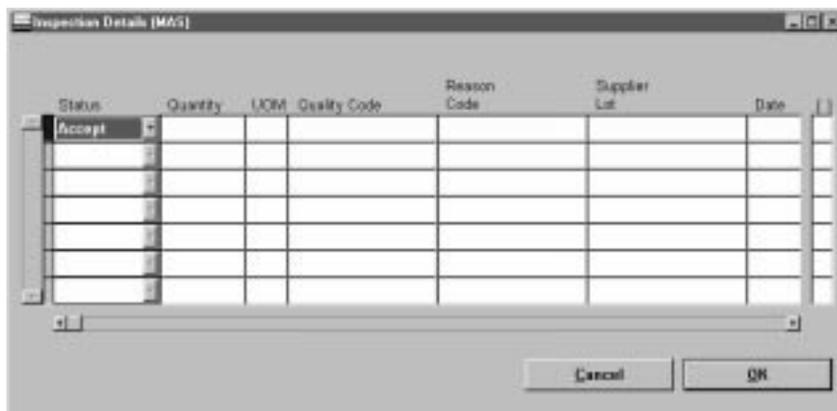
Use the Inspection Details window to enter inspection information for received items.

Note: If Oracle Quality is installed, you can inspect items through Quality, if the profile option QA: PO Inspection is set to Oracle Quality. (By default, it is set to Oracle Public Sector Purchasing.) See: Profile Options (in Oracle Quality), *Oracle Quality User's Guide*.

► **To enter inspection information:**

1. Navigate to the Inspection Details window by selecting the Inspect button in the Receiving Transactions window.

Note: If you use Oracle Quality to inspect the items, when you choose the Inspect button the system selects the first—based on the alphanumeric order of inspection plan names—of the inspection plans to display. See: Entering Quality Results for Receiving Inspections, *Oracle Quality User's Guide*.



Status	Quantity	UOM	Quality Code	Reason Code	Supplier Lot	Date
Accept						

2. Select Accept or Reject to describe the action you are taking in a line.

3. Enter the Quantity accepted or rejected. Purchasing displays the uninspected quantity as the default.
4. Enter the UOM for the inspected item.
5. Enter the Quality Code. See: Defining Quality Inspection Codes: page 1 – 56
6. Enter a Reason Code for the transaction. See: Defining Transaction Reasons, *Oracle Inventory User's Guide*.
7. Enter the Supplier Lot number.
8. Enter the inspection Date. The system date is the default.
9. Enter a Comment.
10. Save your work.

► **To cancel inspection entry:**

- Select the Cancel button to cancel inspection entry and return to the Receiving Transactions window.

► **To save your work:**

- Select OK to save your inspection entries and return to the Receiving Transactions window. You can use Inspection to return to this line for additional inspection entries until you have saved your work. After this time, the receipts will no longer be available for inspection.

Returns

Use the Receiving Returns window to return delivered items to receiving and to return received or delivered externally sourced items to the supplier if the purchase order has neither been cancelled nor final closed. For controlled items, you must specify lot numbers, serial numbers or locators, as appropriate. If the Quality module is installed, you can enter quality information.

When you are entering a return, the first step is to identify the purchase order number and/or item that you want to return. You can choose among various selection criteria when searching for items in the Find Returns window.

You can return to the supplier unordered receipts that have not been matched.

Note: You cannot make adjustments or corrections to receiving transactions against internal shipments.

To return items to receiving, enter the return quantity. If you originally performed a direct receipt, you must specify a Return To receiving location. Otherwise, Purchasing routes all returned items to the receiving location from which you delivered them. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory. You can also optionally specify additional return information such as Reason Code and RMA number.

To return items to the supplier, enter the return quantity. Purchasing provides the source supplier for the items. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory. You can also optionally specify additional return information such as Reason Code and RMA number. When you return items to the supplier, Purchasing creates both a Return To Receiving and a Return To Supplier transaction. Purchasing also reopens the associated purchase order for the return quantity by reducing the original receipt quantity.

See Also

Finding Returns: page 7 – 55

Entering Returns: page 7 – 56

Finding Returns

Use the Find Returns window to find source documents for which you can enter returns.

► **To find source documents for returns:**

1. Navigate to the Find Returns window by selecting Returns from the menu. The following steps describe ways in which you can specify search criteria to limit the search for source documents. All of the search criteria are optional.
2. Enter the receipt Source Type for the search:
Internal: An internal order generated from an internal requisition and sourced from your inventory, or an intransit inventory shipment. If you choose this option, the following fields are disabled: PO Number, Release, Line, Shipment, and Include Closed POs.
Supplier: A purchase order sourced from a supplier. If you choose this option, the following fields are disabled: Requisition Number, requisition Line number, and Shipment Number.
3. Enter the Receipt Number.
4. Enter the PO Number. To be available, a purchase order must have at least one approved shipment for which the ship-to organization is the same as the current active organization. If you enter a PO Number, you can also enter a Release number, Line number, and/or Shipment number for the purchase order. The Release field is applicable only when you have entered a purchase order number associated with a planned purchase order or a blanket purchase agreement. The list of values in the Release field includes all releases for the specified PO that are not final closed.
5. Enter the Requisition Number. If you enter a requisition number, you can also enter a Shipment Number and/or Line number. Available shipments are those with the same ship-to organization as the current active organization.
6. Enter the Source. For Source Type Internal, this is the Organization. For Source Type Supplier, this is the supplier name, and you can also enter the supplier site in the Source Site field.
7. Enter the Current Location.
8. Use the alternative regions to further restrict the search.

- In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item Number. Since the supplier item number is generally the best way you can identify purchase order lines when your supplier does not reference your purchase order number on its shipping documents, you should provide a supplier item number on your purchase order lines.
 - In the Date Ranges region, you can select Due Today to limit the search to receipt lines due on the current date. Otherwise, you can enter a Due By date range.
 - In the Transaction Detail region, you can enter a Transaction Date range.
 - In the Shipment region, you can enter the Container, Truck Number, or Bar Code Label indicated on an Advance Shipment Notice (ASN) or Advance Shipment and Billing Notice (ASBN). See: Advance Shipment Notices (ASNs): page 7 – 14.
9. Select the Find button to initiate the search and display the selected source documents in the Receiving Returns window.

► **To remove existing search criteria**

- Select the Clear button in any of the source document search windows to remove existing search criteria.

See Also

Returns: page 7 – 54

Entering Returns: page 7 – 56

Entering Returns

Use the Receiving Returns window to enter returns against receipts, deliveries, transfers, acceptances, and rejections.

► **To select transactions for returns:**

1. Navigate to the Find Returns window by selecting Returns on the menu. See: Finding Returns: page 7 – 55
2. Enter any of the following as selection criteria for the transactions you want to correct: Source Type, Receipt Number, PO Number,

Release, Line, Shipment, Requisition Number, requisition Line number, Shipment Number, Source, Source Site and Current Location. In the alternative regions in the lower part of the screen, you can specify additional selection criteria for the item, date ranges, and transaction detail.

3. Select the Find button to open the Receiving Returns window. In the Transactions alternative region of this window, Purchasing displays transactions that meet your search criteria. The Order Information alternative region displays information about the purchase order against which the receipt was made. The Outside Processing alternative region displays pertinent information for outside processing receipts.

► **To enter returns:**

1. Navigate to the Receiving Returns window.

The screenshot shows the 'Receiving Returns (MAS)' window with the 'Transactions' alternative region selected. The window contains a table with the following columns: Quantities, UOM, Return To, Supplier/ Location, RMA Number, Item, and Parent Qty. Below the table are several input fields for Receipt, Supplier, Description, Destination, Receiver Note, Order, Parent Type, Receiving, Current Location, and Hazard Class. A 'Lot & Serial' button is located at the bottom right.

Quantities	UOM	Return To	Supplier/ Location	RMA Number	Item	Parent Qty

2. Enter the return Quantity. Purchasing selects the line and places a check in the line selector checkbox.
3. Enter the Return Unit of Measure. Purchasing displays the unit of measure conversion.
4. In the Transactions alternative region, you can update the RMA Number. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory.

5. In the Details alternative region, you can enter a Reason Code, update the Transaction Date, and remove the Receipt Exception. See: Defining Quality Inspection Codes: page 1 – 56
6. Save your work.

▶ **To enter control number information:**

- For controlled items, you can select the Lot & Serial button to navigate to the Lot Number and Serial Number windows. See: Lot and Serial Number Control, *Oracle Inventory User's Guide*

▶ **To move to the Quality module:**

- If the Quality module is installed and if a quality plan applies to the transaction, you can navigate to the Quality module by selecting the Quality button.

See Also

Returns: page 7 – 54

Corrections: page 7 – 59

Finding Returns: page 7 – 55

Corrections

Use the Receiving Corrections window to modify receiving transactions to correct errors. You can correct any receiving transaction except another Correction transaction and a Return to Receiving transaction. For controlled items, you must specify lot and/or serial numbers, as appropriate.

Note: You cannot make corrections to receiving transactions against internal shipments.

When you are entering a correction, the first step is using the Find Corrections window to identify the transaction that you want to correct. See: Finding Corrections: page 7 – 60.

You can enter positive or negative corrections to any receiving transaction. However, there are some restrictions. Purchasing allows you to enter correction quantities greater than the outstanding receiving supply quantity.

You can also make corrections to Return To Supplier transactions. For example, if you realize that you want to return only 9 items to the supplier instead of 10, you can adjust the Return to Supplier transaction by -1 to reduce the open purchase order supply by 1 and add it to receiving supply. You can then adjust the related Return to Receiving transaction by -1 to increase your on-hand balance by 1 and remove the corresponding receiving supply. Similarly, if you want to return 11 instead of 10 items to the supplier, you can perform an additional Return to Supplier transaction. However, you can also adjust the Return to Receiving transaction by 1 to reduce the on-hand balance and increase receiving supply, and then adjust the Return to Supplier transaction by 1 to increase your open purchase order quantity and remove the corresponding receiving supply.

When you make corrections to a receipt created against an Advance Shipment Notice (ASN), your purchasing, in-transit, and inventory supplies are automatically updated. See: ASNs and Supply: page 7 – 18.

See Also

Returns: page 7 – 54

Entering Returns: page 7 – 56

Finding Corrections: page 7 – 60

Finding Corrections

Use the Find Corrections window to find source documents for which you can enter corrections.

► **To find source documents for corrections:**

1. Navigate to the Find Corrections window by selecting Corrections from the menu. The following steps describe ways in which you can specify search criteria to limit the search for source documents. All of the search criteria are optional.
2. Enter the receipt Source Type for the search:
Internal: An internal order generated from an internal requisition and sourced from your inventory, or an intransit inventory shipment. If you choose this option, the following fields are disabled: PO Number, Release, Line, Shipment, and Include Closed POs.
Supplier: A purchase order sourced from a supplier. If you choose this option, the following fields are disabled: Requisition Number, requisition Line number, and Shipment Number.
3. Enter the Receipt Number.
4. Enter the PO Number. To be available, a purchase order must have at least one approved shipment for which the ship-to organization is the same as the current active organization. If you enter a PO Number, you can also enter a Release number, Line number, and/or Shipment number for the purchase order. The Release field is applicable only when you have entered a purchase order number associated with a planned purchase order or a blanket purchase agreement. The list of values in the Release field includes all releases for the specified PO that are not final closed.
5. Enter the Requisition Number. If you enter a requisition number, you can also enter a Shipment Number and/or Line number. Available shipments are those with the same ship-to organization as the current active organization.
6. Enter the Source. For Source Type Internal, this is the Organization. For Source Type Supplier, this is the supplier name, and you can also enter the supplier site in the Source Site field.

7. Enter the Current Location.
8. Use the alternative regions to further restrict the search.
 - In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item number. Since the supplier item number is generally the best way you can identify purchase order lines when your supplier does not reference your purchase order number on its shipping documents, you should provide a supplier item number on your purchase order lines.
 - In the Receipt Details region, you can restrict the search by Packing Slip number, Receiver, Freight Carrier, or Bill of Lading.
 - In the Transaction Detail region, you can enter a Transaction Date range.
 - In the Shipment region, you can enter the Container, Truck Number, or Bar Code Label indicated on an Advance Shipment Notice (ASN). See: Advance Shipment Notices (ASNs): page 7 – 14.
9. Select the Find button to initiate the search and display the selected source documents in the Receiving Corrections window.

► **To remove existing search criteria**

- Select the Clear button in any of the source document search windows to remove existing search criteria.

See Also

Corrections: page 7 – 59

Entering Corrections: page 7 – 61

Entering Corrections

Use the Receiving Corrections window to record correction transactions against prior receiving transactions.

Note: You cannot make corrections to receiving transactions against internal shipments.

Prerequisites

- ❑ Receiving transactions against which to make corrections. See: Receiving Transactions: page 7 – 37

► To select transactions for corrections:

1. Navigate to the Find Corrections window by selecting Corrections on the menu. See: Finding Corrections: page 7 – 60
2. Enter any of the following as selection criteria for the transactions you want to correct: Source Type, Receipt Number, PO Number, Release, Line, Shipment, Requisition Number, Line, Shipment Number, Source, and Source Site. In the alternative regions in the lower part of the screen, you can specify additional selection criteria for the item, receipt detail, transaction details, project, and outside processing.
3. Select the Find button to move to the Receiving Corrections window.

► To enter corrections:

1. Navigate to the Receiving Corrections window. You can navigate to this window from the Find Corrections window, from the Enter Receipts gateway, and by selecting the Correct button in the View Transaction History window. If your selection criteria produce any transactions, the Transaction Type (Expense, Inventory, Shop Floor, or Receiving), Quantity, Destination, Item, Revision, and Item Description are displayed in the Transactions alternative region. The Order Type, Order Number, Source, Due Date, Item Description, Hazard Class, Destination, UN Number, Receiver Note, and Routing for the current line are displayed in the lower part of the window.



2. Use the remaining alternative regions to display additional information about the transactions.
 - In the Lines region, you can view the following: Destination Type, Item number, Revision number, Item Description, Location, Person, Subinventory, and stock Locator.
 - In the Details region, you can view the following: Packing Slip number, Lot Number, Supplier Lot number, Supplier Item number, Reason Code, Hazard class, and UN Number.
 - In the Order Information region, you can view the following: Order Type, Order Number, Release number, Line number, Shipment number, Supplier, Quantity Ordered, UOM, and Due Date.
 - In the Outside Processing region, you can view the Job/Schedule, Line, Operation Sequence, and Department.
3. Enter the positive or negative correction quantity for the current line. Making any entry on the line automatically selects the line. You can also use the line selector to select and deselect lines.
4. Save your work.

► **To display additional information:**

- Select the More button to display additional information for the following areas: PO Header Notes, PO Line Detail, PO Line Notes,

PO Shipment Line Detail, PO Shipment Header Notes, and PO Shipment Line Notes.

- ▶ **To enter control number information:**
 - For controlled items, you can select the Lot & Serial button to navigate to the Lot Number and Serial Number windows. See: Lot and Serial Number Control, *Oracle Inventory User's Guide*

- ▶ **To move to the Quality module:**
 - If the Quality module is installed and if a quality plan applies to the transaction, you can navigate to the Quality module by selecting the Quality button.

See Also

Returns: page 7 – 54

Entering Returns: page 7 – 56

Corrections: page 7 – 59

Finding Corrections: page 7 – 60

Finding Intransit Shipments

Use the Find Intransit Shipments window to find source documents for which you can enter shipment information. You can also use the Find Intransit Shipments window to view validated Advance Shipment Notices (ASNs).

► **To find source documents for intransit shipments:**

1. Navigate to the Find Intransit Shipments window by selecting Manage Shipments in the Navigator.
2. Specify any of the following, optional search criteria:
 - Enter the Requisition Number. If you enter a requisition number, you can also enter a Line number.
 - Enter the Shipment Number. Available shipments are those with the same ship-to organization as the current active organization.
 - Select a Source Type of Internal or Supplier. 'Internal' searches for inventory intransit shipment information. 'Supplier' searches for external suppliers' shipment information, such as ASNs.
 - Enter the Receiving Location.
 - Use the alternative regions to further restrict the search.
 - In the Item region, you can enter the following search criteria: Item number, Revision number, Category, and item Description.
 - In the Date Ranges region, you can select Due Today to limit the search to receipt lines due on the current date. Otherwise, you can enter a Due By date range.
 - In the Receipt Details region, you can restrict the search by Packing Slip number, Receiver, Freight Carrier, or Bill of Lading.
 - In the Shipment region, you can enter the Container, Truck Number, or Bar Code Label indicated on an ASN.
3. Select the Find button to initiate the search and display the selected source documents in the Maintain Shipments window.

► **To remove existing search criteria**

- Select the Clear button in any of the source document search windows to remove existing search criteria.

See Also

Maintaining Shipments: page 7 – 66

Advanced Shipment Notices (ASNs): page 7 – 14

Maintaining Shipments

Use the Maintain Shipments window to view and update inventory intransit shipment information. Also use the Maintain Shipments window to view or cancel Advance Shipment Notices (ASNs).

You can view a wide variety of information about an inventory intransit shipment, including internal requisition information backing the intransit shipment. You can enter or change selected header information including packing slip and bill of lading numbers, the expected receipt date, the freight carrier, the ship-to location, and the number of containers. You can also enter or change some information at the shipment line level: the packing slip number, receipt routing, and reason code.

For an ASN, you can also view a wide variety of information, including truck and container numbers. You can also cancel an ASN by choosing Cancel from the Special menu. A supplier can correct an ASN by sending a Replacement ASN. See: Advanced Shipment Notices (ASNs): page 7 – 14.

Prerequisites

- Before you can use this window to view and update inventory intransit shipment information, you must transfer material between organizations that use intransit inventory. See: Transferring Between Organizations, *Oracle Inventory User's Guide*.

► **To select shipments:**

1. Select Manage Shipments on the menu to navigate to the Find Intransit Shipments window. See: Finding Intransit Shipments: page 7 – 65.
2. Enter any of the following as selection criteria: Requisition Number, requisition Line number, Shipment Number, Source, Source Site and Receiving Location. In the alternative regions in the lower part of the screen, you can specify additional selection criteria for the item, and date ranges.

3. Select the Find button to move to the Maintain Shipments window.

► **To maintain shipments:**

1. Navigate to the Maintain Shipments window. In this window Purchasing displays Shipment Header information for the first shipment that meets the criteria. Use Next Record to display information for subsequent shipments that meet your search criteria. Select Sync lines with header to re-query shipment lines when you display different shipments.

Qty Shipped	UOM	Item Number	Rev	Item Description	Hazard Class	UN/HAZ

2. You can maintain data only in the following Shipment Header fields: Expected Receipt Date, Bill of Lading, Freight Carrier, Packing Slip, Ship-to Location, Number of Containers, and Comments.
3. In the Shipment Lines region, only the Item Revision, stock Locator, Packing Slip, Comments, Transaction Reason Code, and Receipt Routing are maintainable.
4. Save your work.

► **To cancel an Advanced Shipment Notice:**

- Select the shipment line and choose Cancel from the Special menu.

Control Numbers

Purchasing uses *three* types of control numbers: lot numbers, serial numbers, and stock locators.

Purchasing provides you the ability to assign lot and serial numbers to items as they are transacted to their destinations by direct receipt or delivery and to track these items by lot and serial number.

You assign lot and serial numbers to items as you are entering individual deliveries or performing direct receipts. You can access the Lot and Serial Numbers window directly from each transaction that you enter, and assign lot and/or serial numbers to each unit of the item in the transaction.

Stock Locators are used for deliveries to inventory destinations. Purchasing uses the locator controls defined in Inventory.

Entering Lot Numbers

In the Lot Numbers window, there may or may not be existing lot number information corresponding to your transaction. If such information exists, you can pick the lot number that you want to assign to your receiving transaction. If you are entering a supplier receipt, you have to enter a lot number that has not been previously assigned to an item. If you are entering any other type of receiving transaction, you have to pick a lot number from the list of lot numbers that are valid for the given item. For example, if you enter an intransit receipt or a transfer, you cannot assign a completely new lot number, but rather you must choose the appropriate lot number that has been previously assigned to the item.

Based on the lot number you enter, Purchasing automatically enters the expiration date if you defined shelf life control for the item and specified a number of shelf life days. If you defined the item by specifying lot control with shelf life control that is user definable, then you can enter an expiration date that is the same as or later than the current date. Purchasing displays the quantity of each lot number that is available for assignment, and you cannot assign more units to a lot number than are available.

Entering Serial Numbers

For deliveries, you must enter serial number information if the item is under serial number control. Purchasing displays a running total of the number of units that have been assigned to serial numbers.

There may be existing serial number information corresponding to the item in this transaction. For example, if you were receiving an item from intransit and the sending organization had assigned serial numbers to the item at the time of shipment, these numbers would be available in a list of values. On the other hand, if you were entering a supplier receipt, you would have to assign new serial numbers.

You enter serial numbers by assigning a range of numbers for each item or lot quantity. Purchasing then assigns each unit of the item or lot quantity to a serial number within your selected range. When you enter a beginning serial number, Purchasing automatically defaults the ending serial number to the same value. You can override this default if you want to specify a range of serial numbers rather than just one serial number.

Lot and Serial Numbers in Inter-organization Transfers

When you perform an inter-organization transfer, the source and destination organization may have different lot/serial controls. Purchasing handles this situation as follows:

- When the source organization uses controls and the destination organization does not, the control numbers are recorded as being issued from the source organization. Lot/serial transactions are recorded for the destination organization.
- When the source organization does not use controls and the destination organization does, the transaction is processed normally.
- When both source and destination organizations use controls, the control numbers are recorded as being issued from the source organization. These control numbers are tracked to insure that the same control numbers that were shipped are the ones that are received. When items are returned from inventory to receiving or to the supplier, only the control numbers originally recorded for the delivery transaction can be used.

Entering Stock Locators

When you enter a receiving transaction that will result in a delivery to an inventory destination, and when locator control is required for the organization/item/subinventory, Purchasing displays the Stock Locator flexfield during entry of the destination information in the Receipts, Receiving Transactions, Returns, and Corrections windows.

See Also

Lot and Serial Number Control, *Oracle Inventory User's Guide*
Defining Stock Locators, *Oracle Inventory User's Guide*

Receiving Reports

Purchasing provides summary and detail reports on your receipts. You can produce receiving transaction reports by item, supplier, purchase order number, receipt number and/or receiving date range.

Purchasing also provides summary and detail reports to help you analyze your suppliers' performance. You can produce supplier quality reports by buyer, supplier, and item. You can use the receiving inspection register to review your inspections by receipt.

Use the Submit Requests window to run Receiving reports. See: Submitting a Request, *Oracle Applications System Administrator's Guide*.

Printing an Expected Receipts Report

Purchasing helps you organize your work by generating an Expected Receipts Report using the setup options you specify. You can use setup options such as Ship-To Location, Promised Dates, Category, and Item Number. For example, you can review all expected computer equipment receipts, or you can review all receipts for the next two days.

Example You want to print an Expected Receipts Report for the current week. You are primarily interested in the furniture receipts for the week, so you specify a date range for the current week and the purchasing category Furniture in the Category field. See: Expected Receipts Report: page 9 – 33.

Using Receipt Travelers

Purchasing makes it easy to route goods in your organization by letting you print a receipt traveler that you can place on the goods. You can use the Submit Requests window to print as many travelers as you need. See: Submitting a Request, *Oracle Applications System Administrator's Guide*.

Example You receive 5 personal computers and you want to show the final destination for each. In the Submit Requests window, you can generate a Receipt Traveler for each box. See: Receipt Traveler: page 9 – 110.



Attention: If the RCV: Print Receipt Traveler profile option is set to Yes, Purchasing automatically prints the Receipt Traveler when you perform a standard or direct receipt and when you match unordered receipts.

See Also

Profile Options in Purchasing: page 1 – 76

Submitting a Request, *Oracle Applications System Administrator's Guide*.

Overview of Receipt Accounting

Inventory Accruals

Inventory and Purchasing provide you with visibility and control of your accrued liabilities for inventory items. Purchasing automatically records the accrued liability for your inventory items at the time of receipt as perpetual accruals. This transaction is automatically recorded in your general ledger at the time of receipt. The inventory expense is recorded at delivery if you use Standard Delivery and at receipt if you use Direct Delivery. You have options to determine whether Purchasing and Inventory reverse encumbrances. The option used is dependent on how you compare encumbrance to budget balances in inventory for your organization.

Expense Period-End Accruals

Purchasing optionally accrues uninvoiced receipts of non-inventory items when you close a period. You can choose which uninvoiced receipts are accrued. Purchasing automatically creates a balanced journal entry for each receipt uninvoiced at period end which can be reversed at the beginning of the next period. Purchasing creates a reversing entry for the encumbered amount corresponding to the expense while creating an accrual entry for the receipt in the general ledger if you are using encumbrance at your site.



Attention: When using Cash Basis Accounting, you will not normally run the Receipt Accrual – Period End process. However, you must use the Purchasing Options window and set the Accrue Expense Items flag to Period End. See: Receipt Accruals – Period End Process: page 9 – 105.

Expense Perpetual Accruals

Purchasing optionally provides you with the ability to accrue non-inventory liabilities at the time of receipt. If you choose at time of receipt, Purchasing records an accrued liability and charges your receiving inspection account for each non-inventory receipt. This transaction is automatically recorded in your general ledger at the time of receipt. Purchasing creates a reversing entry for the encumbered amount at the time you deliver the goods to the final inventory or expense destination. Payables automatically recognizes the accrual and encumbrance reversal on receipt, not at invoice posting time.

Purchase Price Variance

Purchasing and Inventory provide you with visibility and control of your purchase price variances. When you use standard costing, Purchasing and Inventory automatically calculate and record purchase price variances as you receive your inventory items into inventory. If desired, Purchasing and Inventory automatically calculate and record purchase price variances for your outside processing receipts into work in process. You can use the Purchase Price Variance Report to review the accuracy of the standard costs for your purchased items and services. See: Purchase Price Variance Report: page 9 – 87.

Invoice Price Variance (IPV) and Exchange Rate Variance

Purchasing and Inventory provide you with visibility and control of your invoice price and exchange rate variances. Payables automatically calculates and records invoice price and exchange rate variances in your general ledger when you have matched, approved and posted your invoices. You can use the Invoice Price Variance Report to review the accuracy of your purchase order prices. See: Invoice Price Variance Report: page 9 – 41.

Foreign Currencies

If the purchase order uses a foreign currency, Purchasing converts the purchase order price to the inventory functional currency. Inventory uses this converted value for receiving accounting purposes. Payables allows you to record exchange rate invoice variance to separate accounts.

Accrual Reconciliation and Write-Off

Purchasing and Inventory provide you with a complete reconciliation report of all of your accounts payable accrual transactions. You can quickly identify any mismatched items and write-off accrual transactions from your receiving, accounts payable, inventory, and work in process subledgers.

Expense Accrual Reporting

You can use the Uninvoiced Receipts Report to analyze your uninvoiced receipt liabilities for non-inventory purchases when you create accrual entries for them in your general ledger. You can control the amount of expenses you accrue by supplier and purchasing

category. You can obtain detailed information about the purchase order receipts you accrued during your accounting period. See: Uninvoiced Receipts Report: page 9 – 157.

Period-End Accruals and Encumbrance

For period-end accruals when using encumbrances, Purchasing creates a reversing entry for the encumbered amount corresponding to an expense while creating an accrual entry for the receipt in the general ledger. When you accrue your receipts, Purchasing ensures that you do not duplicate entries for the period. At the beginning of the following period, you reverse the accrual entry for the expense and recreate the encumbrance entry you reversed in the previous period using General Ledger. See: Receipt Accruals – Period End Process: page 9 – 105.

Inventory and Perpetual Expense Accruals and Encumbrance

For perpetual expense and inventory accruals, Purchasing and Inventory create a reversing entry for the encumbered amount at the time you deliver the goods to the final inventory or expense destination. Payables automatically recognizes the accrual and encumbrance reversal on receipt, not at the time of invoice posting.

See Also

Setting Up Inventory Accruals: page 7 – 75

Accrual Process for Perpetual Accruals: page 7 – 81

Monitoring Price variances: page 7 – 88

Reconciling A/P Accrual Accounts Balance: page 7 – 89

Accrual Process for Period End Accruals: page 7 – 91

Identifying Journal Entry Batches in General Ledger: page 7 – 95

Setting Up Inventory Accruals

If you use Purchasing and Inventory together, use the following steps to implement perpetual accruals for inventory item purchases:

Defining Expense Accrual Option

You need to specify whether you want to use period-end or perpetual accruals for your expense destination receipts. Set the Accrue Expense Items option in the Purchasing Options window to On Receipt if you want to accrue your expense receipts perpetually. Specify Period End if you want to accrue your receipts at period end. See: Defining Accrual Options: page 1 – 32

Defining Default Accounts

You need to define the following accounts before entering transactions in Purchasing and Inventory.

Receiving Account

Enter the general ledger account to record the current balance of material in receiving and inspection.

Use the Define Organization or Receiving Options window to set up this account. See: Defining Receiving Options: page 1 – 40.

Inventory A/P Accrual Account

Enter a general ledger account to accumulate the inventory accounts payable accrual for this organization. This is the account used by Purchasing to accrue your payable liability when you receive your items. This account represents your uninvoiced receipts and is usually part of your accounts payable liabilities in the balance sheet. Payables relieves this account when the invoice is matched and approved. See: Defining Other Account Parameters, *Oracle Inventory User's Guide*

Expense A/P Accrual Account

Enter a general ledger account to accumulate the expense accounts payable accrual for your purchasing installation. This is the account used by Purchasing to accrue your accounts payable liability for expense items at time of receipt when your Expense Accrual Option is On Receipt, or at period-end when your Expense Accrual Option is Period End. This account represents your uninvoiced receipts and is usually part of your accounts payable liabilities in the balance sheet.

Use the Purchasing Options window to set up this account. See: Defining Accrual Options: page 1 – 32.

Purchase Price Variance Account

Enter a general ledger account to accumulate purchase price variance for this organization. The purchase price variance account is usually an expense account. This is the variance that you record at the time you receive an item in inventory, and is the difference between the purchase order cost and an item's standard cost. Purchasing calculates purchase price variance as:

$$\text{PPV} = \frac{(\text{PO unit price} - \text{standard unit cost}) \times \text{quantity received}}$$

Purchase price variance is not used for average costing.

Use the Organization Parameters window to set this account. See: *Inter-Organization Transfer Accounts, Oracle Inventory User's Guide.*

Invoice Price Variance Account

Enter a general ledger account to accumulate invoice price variance for this organization. This is usually an expense account.

Invoice price variance is the difference between the purchase order price for an inventory item and the actual invoice price multiplied by the quantity invoiced. Purchasing uses this account on the PO distribution when the requisition or purchase order is created. When Payables matches and approves the invoice, Payables uses the invoice price variance account from the purchase order to record invoice price variance entries. In addition, if you have exchange rate variances, Payables also records invoice price variance for exchange rate gains and losses.

Use the Organization Parameters window to set this account. See: *Inter-Organization Transfer Accounts, Oracle Inventory User's Guide.*

Exchange Rate Gain or Loss Accounts

Enter general ledger accounts to accumulate exchange rate gains or losses for this organization. These are usually expense accounts.

Exchange rate gain or loss accounts are used to record the difference between the exchange rate used for the purchase order and the exchange rate used for the invoice.

Use the Accounting region of the Financials Options window to set up these accounts. See: *Defining Financials Options, Oracle Public Sector Payables User's Guide.*

Using the Account Generator to build accounts

In addition to the standard default accounts listed above, you can use the Account Generator to predefine a set of rules that allow Purchasing to build the following accounts for each purchase order distribution automatically:

- Charge Account
- Budget Account
- Accrual Account
- Invoice Variance Account

See: Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2.

Setting Up Your Period End Date

For the accrual report to balance to the general ledger, the last transaction (or accounting) date of each fiscal period has to be the same in Inventory, Purchasing, and Payables.

Creating Purchase Orders for Inventory Items

Some of the purchase orders you create are for items you want to move directly into your inventories. Some other purchase orders are for items you simply want to expense.

Purchasing ensures that you charge all inventory items you purchase to the Inventory A/P accrual account for the receiving organization. Each time you enter an item on a purchase order, Purchasing defaults the Inventory A/P accrual account corresponding to the organization you are ordering this item for on your distributions. You cannot override the distribution accrual account.

Purchasing also ensures that you use the correct invoice price variance account for the receiving organization. Each time you enter an item on a purchase order, Purchasing defaults the invoice price variance account corresponding to the organization you are ordering this item for on your distributions. You cannot override the distribution invoice variance account.

Inventory Funds Checking Methods

One way in which you can budget and funds check the inventory purchases you make for a given subinventory is by setting up an

encumbrance (i.e. budget) account for the subinventory, and not reversing the encumbrance on receipt/delivery. This way, the encumbrance will accumulate as an actual and can be compared with the account budget for actual purchases to budget analysis. You cannot use the subinventory asset account in the funds available calculation ($FA = Budget - Enc - Actuals$), because this account will only contain the current value of the subinventory or the net of received and delivered items currently in the subinventory, and will not track to the accumulated purchases for the subinventory. To use this method of funds checking, you must set the Reverse Encumbrance flag in the Organization Parameters window to **No**. See: *Inter-Organization Transfer Accounts, Oracle Inventory User's Guide*.

An alternative method of funds checking inventory purchases is by setting up a summary account and performing a funds check against that summary account. To provide an accurate picture of the funds available, you need to take into account:

- The outstanding commitments/obligations for inventory and expense purchases
- The current value of inventory
- The amounts purchased for inventory, but already issued out of the subinventory to either expense accounts within the "department" (summary account) or to other "departments" (other summary accounts)

Funds available = Budget

less amount on open commitments/obligations (either for inventory, or for expense accounts within the department)

less current inventory value

less value of material 'expensed' to accounts with the department

The following example illustrates some of the transactions and their impact on the funds available:

Summary (Department X)					
Subinventory Asset Account 'x1'	Subinventory Encumbrance Account 'x2'	Budget Account 'xbud'	Department Expense 'xA'	Department Expense 'xB'	Department Expense 'xC'
Summary (Department Y)					
Subinventory Asset Account 'y1'	Subinventory Encumbrance Account 'y2'	Budget Account 'ybud'	Department Expense 'yA'	Department Expense 'yB'	Department Expense 'yC'

- Requisitions and purchase orders for expense purchases will create commitments/obligations against expense accounts (xA, xB, xC), *decreasing* the funds available for Department X
- Receipt and Delivery of expense purchase orders (or invoicing for period end accruals) will create the actuals to the department expense accounts (xA, xB, xC), and reverse the encumbrance in those same accounts
- Requisitions and purchase orders for inventory purchases will create commitments/obligations against the encumbrance account (x2, y2). We use a different account than the asset account to ensure that we do not distort the value in the asset account (which should only contain the value of the material in the given subinventory). The requisitions and purchase orders will *decrease* funds available for the department.
- Receipt and Delivery of inventory purchase orders will reverse the encumbrance against x2/y2 and create actuals to the subinventory asset account, having *no net impact* against funds available
- Inventory issues from x1 to xA, xB, or xC will not be funds checked and will have *no net impact* on funds available
- Inventory issues from x1 to Department Y expense accounts (yA, yB, or yC) will *increase* Department X's funds available and *decrease* Department Y's funds available
- Inventory transfers from x1 to y1 will also *increase* Department X's funds available, and *decrease* Department Y's funds available.

Note: If you want to use encumbrances and budgetary control for inventory transfers or issues to expense accounts, you can use internal requisitions.

If you are using Period End Accruals, the encumbrance reversals are created with the accrual entries for the month end. You should reverse these journal entries in the beginning of the next period.

If you are accruing on Receipt, the delivery transaction reverses the encumbrances (and creates the debit to the charge account and the credit to the receiving/inspection account).

Note: A direct receipt in purchasing performs both the debit and credit transactions.

Accrual Process for Perpetual Accruals

Use perpetual accruals for expense purchases when you want to record uninvoiced receipt liabilities *immediately* upon receipt of goods.

Receipts for inventory purchases are always accrued upon receipt.

Other key points of perpetual accruals include:

- Actual journal entries are created for the amount of the receipt liabilities, debiting the receiving inspection account and crediting the expense accrual liability account.
- Accrual journal entries are created when you enter receiving transactions. Purchasing creates adjusting journal entries if you correct your receiving transactions.
- Perpetual accrual entries do not need to be reversed at the start of a new accounting period.
- If you are using encumbrance accounting, purchase order encumbrance is relieved when the goods are delivered to their final destination, either by a delivery or a direct receipt.



Attention: If you accrue expense purchases on receipt, you must reconcile the entries in the A/P accrual accounts. In addition, if you also receive inventory, you need to use the Receiving Value By Destination Account Report to break out your receiving/inspection value by asset and expense.

Purchase Order Receipt to Receiving Inspection

When you receive material from a supplier into receiving inspection, Purchasing uses the quantity received and the purchase order price to update the purchase order and the receiving inspection account. The accounting entries for inventory receipts are:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Receiving Inspection account @ PO price	XX	
Inventory A/P Accrual account @ PO price		XX

The accounting entries for expense destination receipts are:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Receiving Inspection account @ PO price	XX	
Expense A/P Accrual account @ PO price		XX



Attention: For clarity, the accounting entries in this section refer to the Inventory A/P Accrual Account and the Expense A/P Accrual Account. These are the accounts you typically use as your purchase order distribution accrual accounts for inventory and expense destinations. You can use the Account Generator to define the business rules you want Purchasing to use to determine the actual purchase order distribution accrual account. Purchasing uses the accrual account on the purchase order distribution for all receipt accrual entries.

For expense destinations, the PO distribution accrual account is the Expense A/P Accrual Account set in the Purchasing Options window. For inventory destinations, the purchase order distribution accrual account is the Inventory A/P accrual account for the receiving organization. The accrual accounts are the liability accounts that offset the material and expense charge accounts. They represent all inventory and expense receipts not matched in Payables.

Delivery From Receiving Inspection to Inventory

With the Receiving Transactions window, you can move material from receiving inspection to inventory. See: Receiving Transactions: page 7 – 37.

For standard costing, when you enter a delivery transaction in Purchasing and move the items to inventory, Inventory generates a purchase price variance transaction. Inventory books this transaction as a period expense for the current accounting period. If the standard cost is greater than the purchase order price, then the purchase price variance is favorable. Inventory records the expense as a credit (negative expense). If the standard cost is less than the purchase order price, then the variance is unfavorable. Inventory records the expense as a debit (positive expense).

For average costing, when you enter a delivery transaction in Purchasing, you re-weight the average cost for the inventory

organization with the incoming purchase order value. You do not have any purchase price variance for average costing.

Inventory uses the quantity and the purchase order price of the delivered item to update the receiving inspection account and the quantity, and the standard cost of the delivered item to update the subinventory balances. The accounting entries are:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Subinventory accounts @ standard cost	XX	
Receiving Inspection account @ PO price		XX
Debit/Credit Purchase Price Variance		

Delivery From Receiving Inspection to Expense Destinations

With the Receiving Transactions window, you can also move material from receiving inspection to expense destinations. See: Receiving Transactions: page 7 – 37.

When you enter a delivery transaction in Purchasing and move the items to an expense location, Purchasing uses the transaction quantity and the purchase order price of the delivered item to update the receiving inspection and expense charge account. The accounting entries are:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
PO distribution charge accounts @ PO price	XX	
Receiving Inspection account @ PO price		XX
Encumbrance @ PO price	XX	
Reserve for Encumbrance @ PO price		XX

Purchase Order Receipt to Inventory

You can use the Receipts window to receive material directly from a supplier to inventory. See: Managing Receipts: page 7 – 21. Please note that this section addresses inventory destinations only.

When you receive material from a supplier directly to inventory, Purchasing and Inventory perform the receipt and delivery transactions in one step.

Purchasing uses the quantity received and the purchase order price to update the purchase order and the receiving inspection account. The accounting entries are:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Receiving Inspection account @ PO price	XX	
Inventory A/P Accrual account @ PO price		XX

Inventory uses the quantity and standard cost of the received item to update the receiving inspection and subinventory balances. The accounting entries are:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Subinventory accounts @ standard cost	XX	
Receiving Inspection account @ PO price		XX
Debit/Credit Purchase Price Variance		

If you use average costing, you re-weight the average cost at receipt and do not have any purchase price variance.

The Inventory A/P Accrual account is the liability account that offsets the material accounts, and represents all inventory receipts not matched in Payables.

Purchase Order Receipt to Expense Destinations

You can use the Receipts window to receive material directly from a supplier to the expense destination. See: Managing Receipts: page 7 – 21. Please note this section addresses expense destinations only.

When you receive material from a supplier directly to expense destinations, Purchasing performs the receipt and delivery transactions in one step.

Purchasing uses the quantity received and the purchase order price to update the purchase order and the receiving inspection account. The accounting entries are:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Receiving Inspection account @ PO price	XX	
Expense A/P Accrual account @ PO price		XX

Purchasing uses the quantity and purchase order price of the received item to update the receiving inspection and expense accounts. The accounting entries are:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
PO distribution charge accounts @ PO price	XX	
Receiving Inspection account @ PO price		XX

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Encumbrance @ PO price	XX	
Reserve for Encumbrance @ PO price		XX

Match, Approve, and Post an Invoice

When you enter an invoice in Payables, you match each invoice line to a specific purchase order shipment in Purchasing. You can set up Payables to ensure that you pay only for the quantity you received. If you accrue your receipts online, Payables clears the PO distribution accrual account as part of the accounting transactions.

Inventory Receipts

Under standard costing, when you initially enter the purchase order receipt and delivery to inventory destinations in Purchasing, you credit the Inventory A/P Accrual Account for the amount of the receipt, debit the inventory at standard cost, and charge the difference to the purchase price variance. Encumbrance is reserved for the receipt quantity @ purchase order amount. When you match the invoice to the purchase order, Payables offsets the Inventory A/P Accrual Account for the quantity invoiced times the PO price, and records the supplier liability and the invoice price variance. Encumbrances are created or reversed depending on the positive (created) or negative (reversed) variances.

In general, invoice price variance is the difference between the purchase price and the invoice price paid for a purchase order receipt. Purchasing reports invoice variance. Upon invoice approval, Payables automatically records the invoice price variance to the invoice price variance account and, if appropriate, to the exchange rate variance account.

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
AP accrual account @ PO price	XX	
Invoice Price Variance account @ Invoice Quantity * (Invoice Price – PO Price)	XX	
Encumbrance	XX	
A/P Liability @ (Invoice price * Invoice Quantity)		XX
Reserve for Encumbrance		XX

If you have a foreign currency purchase order, Payables also records exchange rate gains and losses.

Expense Destination Receipts

When you initially enter the purchase order receipt and delivery to expense destinations in Purchasing, when your Expense Accrual Option is set to On Receipt, the net accounting entry credits the Expense A/P Accrual Account for the amount of the receipt and debits the PO distribution charge account at purchase order price.

Encumbrance is reversed for the Receipt Quantity at the PO amount.

When you match the invoice to the purchase order, Payables offsets the Expense A/P Accrual Account for the quantity invoiced times the PO price and records the supplier liability for the amount of the invoice. Encumbrances are created or reversed depending on the positive (encumbrance created) or negative (encumbrance reversed) variance.

Normally, you charge the original expense account for any invoice price variances. You do not record invoice price variances for expense purchases. Purchasing uses the Account Generator to set your purchase order distribution variance account to be the same as your purchase order charge account. If you want to record your invoice price variances to a separate account, use the Account Generator to define the business rules you use to determine the correct invoice price variance account.

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Expense A/P accrual account @ PO price	XX	
PO distribution variance account (= PO distribution Charge Account) @ Invoice Quantity * (Invoice Price - PO Price)	XX	
Encumbrance	XX	
A/P Liability @ (Invoice price * Invoice Quantity)		XX
Reserve for Encumbrance		XX

Invoice Exchange Rate Variances

Note that Purchasing uses the functional currency for your set of books in all receiving accounting entries. Purchasing converts foreign currency purchase order prices to the functional currency using the currency conversion rate from the purchase order. Payables uses the currency and the conversion rate of the invoice when booking transactions to the general ledger. If the conversion rate differs between the purchase order and invoice, the conversion difference is recorded as an Exchange Rate Variance. Separate accounts are defined for exchange rate gains and losses.

Return to Supplier From Receiving

You use the Returns window to return material from receiving inspection or from inventory to a supplier. If you use receiving inspection and you have delivered the material into inventory, you must first return the goods to receiving before you can return to your supplier. For a return from inspection, Purchasing decreases the receiving inspection balance, and reverses the accounting entry created for the original receipt. See: Returns: page 7 – 54.

Return To Supplier From Inventory or Expense Destinations

When you do not use receiving inspection, the return to supplier transaction updates the same accounts as the direct receipt to the inventory or expense destination, with reverse transaction amounts.

Period-End Reconciliation Tasks

When you use perpetual inventories, you should balance your inventory accounts to your inventory value report. You should also review the general ledger journal transactions for inventory Purchase Price Variance and A/P Accrual Accounts. You should look for potential problems or errors such as transactions charged to the wrong account and duplicate transactions. This process is called the Inventory Reconciliation and Period Close Review. Purchasing and Inventory provide you with a set of reports you can use to reconcile your transactions with your general ledger account balances quickly and easily.

Period-End Checklist

Before reconciling your transactions with your general ledger account balances, you should perform the following steps:

1. Identify the period you want to reconcile and close.
2. Enter all receiving transactions for goods and services you received during the period.
3. Enter and match all invoices you received during the period for your receipt accrual entries.
4. Perform the GL Transfer in Inventory and reconcile your Inventory Purchase Price Variance and A/P Accrual entries.
5. Identify the period-end balances of the following accounts in your general ledger:

- Purchase Price Variance
 - A/P Accrual Account
 - Inventory Accounts
6. Reconcile the balance of the Purchase Price Variance account using the Purchase Price Variance Report (detailed below).
 7. Identify the Invoice Price Variances amount and Accrued Receipts amounts in the A/P Accrual Account (detailed below).
 8. Manually remove the Invoice Price Variance amount from the A/P Accrual Account using your general ledger (prior release IPV only).
 9. Close your accounts payable period corresponding to the purchasing period for your receipts accrual entries. See: *Controlling the Status of AP Accounting Periods, Oracle Public Sector Payables User's Guide*
 10. Perform period-end accruals steps for purchasing and one-time items as described in the following section.
 11. Close the period in Purchasing, (You do not need to reverse any journal entry batch in the following period). See: *Controlling Purchasing Periods: page 1 – 71.*
 12. Close your Inventory period after review. See: *Maintaining Accounting Periods, Oracle Inventory User's Guide .*
 13. Close your General Ledger period after review.

Monitoring Price Variances

Purchasing provides you with reports you can use to review the purchase and invoice price variances. You should run the Purchase Price Variance Report weekly to review the accuracy of standard costs and purchase price variance. The Purchase Price Variance Report is also a good indicator of buyer's performance. However, you should make sure to include in your analysis any fluctuation of market prices beyond buyer control or changes in standard costs. At the end of a period, you should run the Purchase Price Variance Report for the entire period. See: *Purchase Price Variance Report: page 9 – 87.*

You should run the Invoice Price Variance Report monthly to review the accuracy of standard costs and purchase order prices. The Invoice Price Variance Report is also a good indicator of buyers' performance. However, you should make sure to include in your analysis any pricing fluctuations beyond buyer control.

You can sort the Invoice Price Variance Report by Category or Supplier, and you can restrict your report to invoice price variances for a specific Category, Supplier, or Period Name.

At the end of a period, you should run the Invoice Price Variance Report for this period. Identify the invoice price variance for all purchase orders charged to the Inventory A/P Accrual Account and compare it with the balance of the Invoice Price Variance account in your general ledger. See: Invoice Price Variance Report: page 9 – 41.

Reconciling A/P Accrual Accounts Balance

At any given time, the balance of the A/P accrual accounts can account for the following transactions:

- Uninvoiced Receipts
- Over-invoiced Receipts
- Invoice Price Variance (for transactions created using Release 9)
- Errors (Invoices or inventory transactions charged to this Account by mistake)

You need to analyze the balance of the A/P accrual accounts, distinguish accrued receipts from invoice price variances, and identify errors.

Analyzing the A/P Accrual Account Balance

You need to monitor potential problems with purchasing and receiving activities that can affect the accuracy of your A/P accrual accounts. You can use the Accrual Reconciliation Report to identify the following problems in receiving, purchasing, inventory, work in process, or accounts payable transactions:

- Quantities differ between receipts and invoices
- Incorrect purchase order or invoice unit prices (previous releases only)
- Discrepancies in supplier billing
- Invoice matched to wrong purchase order or wrong purchase order line
- Received against the wrong purchase order or order line

- Miscellaneous inventory or work in process transactions that do not belong to the accrual accounts
- Payables entries for sales tax and freight that do not belong to the accrual accounts

Using the Accrual Reconciliation Report

Use the Accrual Reconciliation Report to analyze the balance of the Accounts Payable (A/P) accrual accounts. To submit this report, you must have Purchasing and Payables installed. You can accrue both expense and inventory purchases as you receive them. When this happens, you temporarily record an accounts payable liability to your Expense or Inventory A/P accrual accounts. When Payables matches and approves the invoice, Payables clears the A/P accrual accounts and records the liability from the supplier site. See: Accrual Reconciliation Report: page 9 – 5.

Typically, you run this report at month end. After you have entered your receipt transactions and matched your invoices, you can run the Accrual Reconciliation Report for any transaction date range and identify any differences between your PO Receipts and A/P Invoices. This report also displays any miscellaneous transactions recorded in error to your accrual accounts. These miscellaneous transactions or transactions unrelated to purchase order receipts may be from Payables, Inventory, or Work in Process (depending on your installation). After you have researched the reported accrual balances, you can use the Accrual Write-Off form to indicate which entries you wish to remove and write off from this report. And, after you have written off these entries, you can use the Accrual Write-Off Report as supporting detail for your manual journal entry.

Resolving Quantity Differences

The Accrual Reconciliation Report lets you easily identify quantity differences (i.e., when the quantity received for a purchase order shipment is smaller than the quantity invoiced). Such differences leave residual balances that never clear from the A/P accrual accounts. You should investigate the cause of these differences and take corrective actions before closing your period.

Common causes of quantity differences include late inventory receipts, incorrect receipt quantities, and supplier overbilling. To correct late receipts, ensure that receivers enter all receipts into inventory. To correct receipt quantities, enter receipt corrections. To correct

overbilling errors, follow your standard procedure for supplier debit memos to clear the difference.

Resolving Price Differences

The Accrual Reconciliation Report lets you determine how much you should have paid and whether the PO or invoice is correct. Such differences leave residual balances that never clear from the A/P accrual accounts. You should investigate the cause of these differences and take corrective actions before closing your period.

Accrual Process for Period-End Accruals

Key points for accruing expense purchases at period-end include:

- You record the total uninvoiced receipt liabilities accrued during the accounting period.
- Actual journal entries are created for the amount of the receipt liabilities, debiting the charge account and crediting the PO distribution accrual account (normally the Expense A/P Accrual Account defined in the Define Purchasing Options form).
- You reverse accrual journal entries manually at the start of the new accounting period.
- If you are using encumbrance accounting, purchase order encumbrance is relieved when the invoice(s) matched to the purchase order are posted to the general ledger.

Receiving Transactions

Purchasing does not record any accounting entries for expense during a receiving transaction if you use period-end accruals. You record all of your uninvoiced liabilities at month end using the Receipt Accruals – Period-End process. See: Receipt Accruals – Period End Process: page 9 – 105

Receipts Accruals-Period End

Use the Receipt Accruals – Period End process to create period-end accruals for your uninvoiced receipts for expense distributions. Purchasing creates an accrual journal entry in your general ledger for each uninvoiced receipt you choose using this form. If you use

encumbrance or budgetary control, Purchasing reverses your encumbrance entry when creating the corresponding accrual entry.

Purchasing never accrues an uninvoiced receipt twice. Each time you create accrual entries for a specific uninvoiced receipt, Purchasing marks this receipt as accrued and ignores it the next time you run the Receipt Accrual – Period–End process. Purchasing creates accrual entries only up to the quantity the supplier did not invoice for partially invoiced receipts.

Purchasing creates the following accounting entries for each distribution you accrue using the Receipt Accruals – Period–End process:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
PO charge account @ Uninvoiced Quantity * PO Price	XX	
Expense A/P accrual account @ Uninvoiced Quantity * PO price		XX

As soon as you open the next period, Purchasing reverses the accrual entries using the following accounting entries:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Expense A/P accrual account @ Uninvoiced Quantity * PO price	XX	
PO charge account @ Uninvoiced Quantity * PO Price		XX

Match, Approve, and Post an Invoice

When you enter an invoice in Payables, you match each invoice line to a specific purchase order shipment in Purchasing. You can set up Payables to ensure that you pay only for the quantity you received. If you accrue your uninvoiced receipts at period–end, Payables records the expense transactions part of the accounting transactions:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
PO Distribution Charge Account @ Invoice Quantity * PO Price	XX	
PO Distribution Variance Account @ Invoice Quantity * (Invoice Price – PO Price)	XX	
A/P Liability @ (Invoice price * Invoice Quantity)		XX



Attention: Normally, you charge the original expense account for any invoice price variances, so your PO distribution variance account is the same as the PO distribution charge account. You do not record invoice price variances for expense purchases. Purchasing uses the Account Generator to set your purchase order distribution variance account to be the same as your purchase order charge account. If you want to record your invoice price variances to a separate account, use the Account Generator to define the business rules you use to determine the correct invoice price variance account.

Complete Period Transactions

If you use encumbrance or budgetary control, Purchasing creates encumbrance journal entries in your general ledger each time you approve a purchase order. Similar to accrual journal entries, encumbrance journal entries recognize a liability towards your supplier before any invoicing transactions occur. Unlike accrual journal entries, encumbrance journal entries are not actual transactions. General Ledger tracks actual and encumbrance journal entries and balances separately.

Period-End Checklist

Purchasing provides you with complete flexibility and control for your period-end accruals. You can use the Uninvoiced Receipts Report to analyze your uninvoiced non-inventory receipts before you accrue these receipts. You can then use the Receipt Accruals - Period-End process as many times as you want to generate accrual entries for the receipts you choose.

For your period-end reconciliation, you should perform the following steps:

1. Identify the purchasing period you want to reconcile and close.
2. Enter all receiving transactions for goods and services you received during the period. Purchasing automatically creates receipt accruals for all receipts you entered up to the end of this period. To prevent any period-end disruption, Purchasing lets you provide a receipt date that is different from the date you enter the receipts. You never have to enter all the receipts for a period before the end of this period. You can enter these receipts later. You simply need to back date the receipt date.

3. Enter and match all invoices you received during the period for your receipt accrual entries. You should make sure that you solve all posting holds problems in Payables before accruing receipts. Purchasing creates accrual journal entries for all purchase orders you received and did not match to an invoice. If you matched a purchase order to an invoice, Purchasing does not accrue the corresponding receipts. Purchasing does not accrue any purchase order that you closed on or before the end of the accrual period you choose. If the invoice is on posting hold, Payables has not yet accounted for the liability corresponding to the invoice. Under these conditions, the liability corresponding to this invoice would not appear in your books for the period. Payables lets you recognize this liability in the following period.
4. Close your accounts payable period corresponding to the purchasing period for your receipt accrual entries.

Note: The List of Values for period end accruals does not require the Accounts Payable period to be closed, however it's strongly recommended that closed periods are used, as the receipt accruals process will not pick up invoices entered after the accruals process is run for the period.rcvaccov

5. For period-end accruals of expense purchases, run the Uninvoiced Receipts Report. Use this report to analyze your uninvoiced receipts. The Uninvoiced Receipts Report lets you use the same selection criteria for your uninvoiced receipts as the Receipt Accruals – Period-End process. You always know exactly what you accrue and for what amount.
6. For period-end accruals of expense purchases, use the Receipt Accruals – Period-End process as many times as you need. You can use the search criteria to choose what you want to accrue and accrue your receipts steps by steps. You create accruals for a specific purchasing period. Purchasing automatically accrues all uninvoiced receipts your entered up to the end of the accrual period you specify. See: Receipt Accruals – Period End Process: page 9 – 105.

Each time you use the Receipt Accruals – Period-End process, Purchasing creates an unposted journal entries batch in your general ledger for your receipt accruals. If you are using encumbrance, Purchasing creates another journal entries batch in your general ledger corresponding to the encumbrance reversal entries for the uninvoiced receipts you accrued.

Purchasing never accrues your uninvoiced receipt twice. Each time you create accrual entries for a specific uninvoiced receipt,

Purchasing marks this receipt as accrued and ignores it the next time you use the Receipt Accruals – Period-End process.

Purchasing creates accrual entries only up to the quantity your supplier did not invoice for your partially invoiced receipts.

7. Post Accrual and Encumbrance Reversal journal entry batches in your general ledger (See the following section to identify Accrual and Encumbrance Reversal journal entry batches.)
8. Perform all the steps you need to close your accounting period and generate your period-end reports and financial statements in your general ledger.
9. Use your general ledger system to reverse all the receipt accrual and encumbrance reversal batches you created for your period-end accruals.
10. Close the purchasing period for your receipt accruals. When you close a purchasing period, Purchasing automatically un-marks all the receipts you previously accrued to make sure you can accrue these receipts again if they are still uninvoiced in the next period. See: Uninvoiced Receipts Report: page 9 – 157.

Identifying Journal Entry Batches in General Ledger

Purchasing creates accrual journal entries in your general ledger when you accrue receipts. If you use encumbrance, Purchasing also creates encumbrance reversal journal entries corresponding to the receipts you accrued. Purchasing automatically names journal entry batches, headers, and lines for you. The names Purchasing uses to create batches are the following:

Period-End Accruals

Purchasing creates one batch each time you run the Receipt Accruals – Period-End process. Purchasing creates one header for each purchase order you accrue. See: Receipt Accruals – Period End Process: page 9 – 105.

Journal Entry Batches

- Batch Name: PO/Accruals/[current date and time]/Batch: [JE_BATCH_ID of the Accruals Batch]
- Batch Type: Actual

- Batch Status: Unposted
- Period: [Accrual Period]
- Debits: [Sum of all debits for all headers]
- Credits: [Sum of all credits for all headers]

Journal Entry Headers

- Header Name: Accrue/PO [PO Number–Release Number]
- Category: Accrual
- Source: Purchasing
- Currency: [PO Currency]
- Reverse: Yes
- Reverse to Period: [Next Period]
- Debits: [Sum of all debits for all lines]
- Credits: [Sum of all credits for all lines]

Purchasing creates two types of journal entry lines for each accrued receipt:

- Distribution Lines (one for each distribution of an accrued purchase order line)
- Accrued Receipt Lines (one for each accrued purchase order line)

Purchasing creates one line for each purchase order distribution you accrued on the purchase order. Purchasing charges each line to the charge account on the purchase order distribution. Purchasing computes the accrual amount by prorating the quantity accrued for the purchase order shipment of the distribution to the quantity ordered on the distribution.

Purchasing creates one journal entry line charged to the PO distribution accrual account (normally the expense A/P accrual account). This line corresponds to the amount accrued for a purchase order. The amount accrued for a purchase order equals the sum of all uninvoiced receipts for this purchase order multiplied by the price for the corresponding purchase order shipments. The accrued receipt journal entry line balances all the distribution journal entry lines.

Distribution Journal Entry Lines

- Account: [Charge Account for PO Distribution]

- Amount: [Shipment Price * Quantity Received for Shipment * Quantity Ordered on Distribution/Quantity Ordered on Shipment]
- Dr/Cr: Dr
- Description: Purchase Order Line Description

Accrued Receipt Journal Entry Lines

- Account: [Accrual Account for PO Distribution]
- Amount: [Sum of all amounts for Distributions Journal Entry Lines for the same Header]
- Dr/Cr: Dr
- Description: Accrued Liability Account

Encumbrance Reversal

Purchasing creates one batch each time you use the Receipt Accruals – Period–End process if you use encumbrance.

Note that Encumbrance Journal Entry Batches are unbalanced in General Ledger. General Ledger automatically offsets the Reserve for Encumbrance account with the balance of your encumbrance batch. You set up your Reserve for Encumbrance account when defining your set of books. See: Defining Sets of Books, *Oracle Public Sector General Ledger User’s Guide*.

Purchasing creates one header for each purchase order you accrue.

Journal Entry Batches

- Batch Name: PO/Accruals/[current date and time]/Batch: [JE_BATCH_ID of the Encumbrance Batch]
- Batch Type: Encumbrance
- Batch Status: Unposted
- Period: [Accrual Period]
- Debits: 0.00
- Credits: [Sum of all credits for all headers]

Journal Entry Headers

- Header Name: Rev Enc/PO [PO Number–Release Number]
- Category: Purchases

- Source: Purchasing
- Encumbrance Type: Obligation
- Currency: [PO Currency]
- Reverse: Yes
- Reverse to Period: [Next Period]
- Debits: 0.00
- Credits: [Sum of all credits for all lines]

Purchasing creates one line for each purchase order distribution you accrued on the purchase order. Purchasing charges each line to the account on the purchase order distribution. Purchasing computes the line amount by prorating the quantity accrued for the purchase order shipment of the distribution to the quantity ordered on the distribution.

Distribution Journal Entry Lines

- Account: [Charge Account for PO Distribution]
- Amount: [Shipment Price * Quantity Received for Shipment * Quantity Ordered on Distribution / Quantity Ordered on Shipment]
- Dr/Cr: Cr
- Description: Purchase Order Line Description

Accrual Write-offs

If you choose the Perpetual Accrual Method within Purchasing, Purchasing records an accounts payable liability to an AP accrual account for goods received but not invoiced. When Payables matches and approves the invoice for the received goods, Payables clears the accounts payable accrual account and records the actual liability amount to the invoice accounts payable liability account.

After you have entered your receipt transactions and matched and approved your invoices, you can run the Accrual Reconciliation Report to identify any differences between your Purchasing receipts and Payables invoices. With this report, you can identify the following problems with receiving, purchasing, inventory, work in process, or accounts payable transactions:

- Quantities differ between receipts and invoices

- Incorrect purchase order or invoice unit prices (previous releases only)
- Discrepancies in supplier billing
- Accounts Payable clerk matched an invoice to wrong purchase order or wrong purchase order line
- Receiving clerk received against the wrong purchase order or wrong purchase order line
- Miscellaneous inventory or work in process transactions that do not belong to the accrual accounts
- Payables entries for sales tax and freight that do not belong to the accrual accounts

After you have researched the reported accrual balances, you can use the Accrual Write-Offs window to indicate which entries you wish to write off and remove from the Accrual Reconciliation Report. Submit the Accrual Write Off Report, which lists the transactions you marked in the Accrual Write-Offs window, and use it to support a manual journal entry to write off listed transactions.

Writing Off Accrual Transactions

Prerequisites:

- Payables and Purchasing are installed.
- Define your transactions reasons in Inventory's Transaction Reasons window. This gives you a means of classifying your write-offs so you can record them in separate accounts when you record a manual journal entry to write off these transactions. The Accrual Write Off Report provides a summary by transaction reason. See: Defining Transaction Reasons, *Oracle Inventory User's Guide*.
- If you use Inventory and Work in Process, transfer to your general ledger transactions from these two sources.
- Transfer your Payables invoices to your general ledger. See: Payables Transfer to General Ledger Program, *Oracle Public Sector Payables User's Guide*.

► **To write off a transaction from an accrual account:**

1. Submit the Accrual Reconciliation Report. Review this report and identify the transactions you want to write off. See: Accrual Reconciliation Report: page 9 – 5.
2. Select Accrual Write-Offs from the menu. Enter search criteria in the Write-Off Search Criteria region to find the transactions you want to write off:
 - Enter the Source:
 - AP. Payables.
 - INV. Inventory.
 - PO. Purchasing.
 - WIP. Work in Progress.
 - You can optionally enter the following additional search criteria: Account number, Item number, item Description, PO Number, Document Order Line, Document Number, Document Line, Destination Type, Quantity, and a date range. You can also restrict the search to include written off transactions and transactions matched to a purchase order.
3. Choose Find to initiate the search and display the results in the Write-Off Transactions region.
4. Select the transactions that you want to write off. Enter a Write Off Date that is in the same accounting period as the journal entry you will prepare to write off selected transactions.
5. Save your work. Transactions that you selected to write off in this window will no longer appear on the Accrual Reconciliation Report. They will appear on the Accrual Write Off Report, which is used to support your manual journal entry.
6. Submit the Accrual Write Off Report. See: Accrual Write-Off Report: page 9 – 13.
7. Using the Accrual Writeoff Report as support, prepare a manual journal entry for the transactions you wish to write off. Optionally prepare a journal entry line for each transaction reason.

See Also

Defining Accrual Options: page 1 – 32

Setting Up Inventory Accruals: page 7 – 75

Defining Purchase Order Receipt Accruals: page 7 – 102

Overview of Receipt Accounting: page 7 – 73

Reconciling A/P Accrual Accounts Balance: page 7 – 89

Accrual Process for Perpetual Accruals: page 7 – 81

Automatic Offsets in Oracle Public Sector Purchasing

Receipt Accruals

The default Account Generator configuration in Purchasing builds a charge, budget, accrual, and variance account for each purchase order, release, and requisition distribution based on the distribution's Expense, or Inventory, destination type. Purchasing always builds these accounts using the Account Generator; you cannot disable this feature.

To populate the Accrual account for distributions with an Expense destination type, the Account Generator locates the Expense AP Accrual Account that you specify in Define Purchasing Options as part of your application setup and copies it into the Accrual Account in your document. The Account Generator then overlays the balancing segment of the AP Accrual Account with the balancing segment of the charge account so that your transactions always balance by fund.

Defining Purchase Order Receipt Accruals

You can create balanced offsets for receipt accrual accounts in Purchasing by customizing the default configuration of the Account Generator to overlay the balancing segment of the AP Accrual Account with the balancing segment of the charge account so that your transactions always balance by balancing segment.

Prerequisites

- Establish your Chart of Accounts. See: *Defining Your Chart of Accounts, Oracle Public Sector General Ledger User's Guide*
- See **Prerequisites to Using the Account Generator** in: *Decide How To Use the Account Generator: page 0 – 2.*

► **To build Purchase Order Receipt Accrual Accounts:**

1. Use the same Chart of Accounts you used to build the purchase order charge accounts by balancing segment, substituting the receipt accrual liability account for the expense account.

The Account Generator function is called from the Purchase Orders window to automatically create the receipt accrual liability

accounts by balancing segment on each purchase order distribution.



Attention: Use the same balancing segment for the charge account and the receipt accrual account so the receipt transactions will balance by balancing segment.

2. Customize your Account Generator process. See: Customizing the Account Generator for Oracle Public Sector Purchasing: page 0 – 12.

See Also

Automatic Offsets in Oracle Public Sector Purchasing: page 7 – 102

Defining Purchase Order Receipt Accruals: page 7 – 102

Defining Transaction Reasons, *Oracle Inventory User's Guide*

Accrual Reconciliation Report: page 9 – 5

Accrual Write Off Report: page 9 – 13

Overview of Receipt Accounting: page 7 – 73

CHAPTER

8

Inquiries

This chapter tells you everything you need to know about Oracle Public Sector Purchasing Inquiries, including:

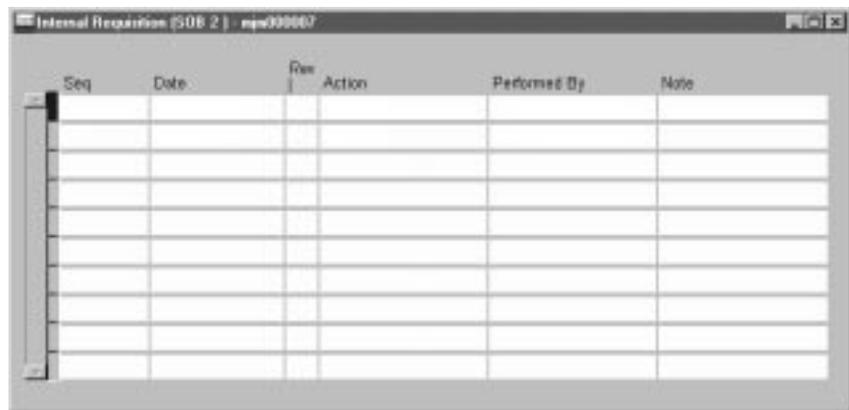
- Viewing Action History: page 8 – 2

Viewing Action History

Use this window to review the action history for specific purchasing documents or document lines.

► **To view action history:**

1. Navigate to the Action History window by selecting View Action History from the Special menu in the following windows:
 - Releases
 - Purchase Order Headers
 - Purchase Order Lines
 - Purchase Order Shipments
 - Purchase Order Distributions
 - Requisition Headers
 - Requisition Lines
 - Requisition Distributions
 - View Requisitions



Seq	Date	Rev	Action	Performed By	Note

Purchasing displays the document approval action Sequence number, the Date of the approval action, the Revision number, the Action performed (Accept, Approve, Approve and Reserve, Cancel, Forward, Import, Reject, Reserve, or Submit), the user whom the action was Performed By, and any Notes.

When the Action field is empty, the Performed By field displays the name of the *employee* in whose approval queue the document currently resides.

2. Select the Cancel button to return to the previous window.

Reports and Processes

This chapter tells you everything you need to know about the following Oracle Public Sector Purchasing reports and processes:

- Accrual Reconciliation Report: page 9 – 5
- Accrual Write-Off Report: page 9 – 13
- Advanced Shipment Notice Discrepant Receipts Report: page 9 – 16
- ASL Upgrade Process: page 9 – 17
- AutoSubmit Process: page 9 – 94
- Backordered Internal Requisitions Report: page 9 – 18
- Blanket and Planned PO Status Report: page 9 – 19
- Buyer Listing: page 9 – 21
- Buyer's Requisition Action Required Report: page 9 – 23
- Cancelled Purchase Orders Report: page 9 – 25
- Cancelled Requisitions Report: page 9 – 26
- Contract Status Report: page 9 – 28
- Create Internal Sales Orders Process: page 9 – 29
- Create Releases Process: page 9 – 30
- Encumbrance Detail Report: page 9 – 31
- Expected Receipts Report: page 9 – 33

- Fill Employee Hierarchy Process: page 9 – 35
- Financials/Purchasing Options Listing: page 9 – 36
- Internal Requisition Status Report: page 9 – 37
- Internal Requisitions/Deliveries Discrepancy Report: page 9 – 39
- Invoice Price Variance Report: page 9 – 41
- Invoice Price Variance by Supplier Report: page 9 – 43
- Item Detail Listing: page 9 – 45
- Item Summary Listing: page 9 – 47
- Location Listing: page 9 – 48
- Matching Holds by Buyer Report: page 9 – 50
- New Supplier Letter Report: page 9 – 52
- Open Purchase Orders Report (by Buyer): page 9 – 54
- Open Purchase Orders Report (by Cost Center): page 9 – 55
- Overdue Supplier Shipments Report: page 9 – 56
- Overshipments Report: page 9 – 58
- Payment on Receipt: page 9 – 60
- Printed Change Orders Report (Landscape): page 9 – 65
- Printed Change Orders Report (Portrait): page 9 – 67
- Printed Purchase Order Report (Landscape): page 9 – 69
- Printed Purchase Order Report (Portrait): page 9 – 71
- Printed RFQ Report (Landscape): page 9 – 73
- Printed RFQ Report (Portrait): page 9 – 75
- Printed Requisitions Report: page 9 – 77
- Purchase Agreement Audit Report: page 9 – 78
- Purchase Order Commitment by Period Report: page 9 – 80
- Purchase Order Detail Report: page 9 – 82
- Purchase Order Distribution Detail Report: page 9 – 84
- Purchase Order and Releases Detail Report: page 9 – 86
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Accrual Reconciliation Report

The Accrual Reconciliation Report can be used to analyze the balance of the Accounts Payable (A/P) accrual accounts. You can accrue both expense and inventory purchases as you receive them. When this happens, you temporarily record an accounts payable liability to your Expense or Inventory A/P accrual accounts. When Payables matches and approves the invoice, Payables clears the A/P accrual accounts and records the liability from the supplier site.

This report is available in two versions: Accrual Reconciliation Report and Accrual Rebuild Reconciliation Report. When you specify Accrual Rebuild Reconciliation Report, the report selects the accounting entries from the appropriate source (subledgers). This accounting information resides in a temporary table and remains until you rebuild this information again. When you specify Accrual Reconciliation Report, the report does not reselect this information. Instead, it merely reports using the pre-existing information. This feature saves you time, because you do not have to recreate the accrual information every time you submit a report. Typically, you specify the Accrual Rebuild Reconciliation Report at month end and use the Accrual Reconciliation Report for interim reports. Note that the title of the report remains the Accrual Reconciliation Report even if you specify the rebuild option.

After you have entered your receipt transactions and matched your invoices, you can run the report for any transaction date range and identify any differences between your PO Receipts and A/P Invoices. This report also displays any miscellaneous transactions recorded in error to your accrual accounts. These miscellaneous transactions or transactions unrelated to purchase order receipts may be from Payables, Inventory, or Work in Process (depending on your installation). After you have researched the reported accrual balances, you can use the Accrual Write-Offs window to indicate which entries you wish to remove and write off from this report. And, after you have written off these entries, you can use the Accrual Write-Off Report as supporting detail for your manual journal entry.

The Accrual Reconciliation Report helps you monitor potential problems with purchasing and receiving activities that can affect the accuracy of your A/P accrual accounts. You can review this report to identify the following problems in receiving, purchasing, inventory, work in process, or accounts payable transactions:

- Quantities differ between receipts and invoices
- Incorrect purchase order or invoice unit prices (previous releases only)

- Discrepancies in supplier billing
- Accounts payable matched invoice to wrong purchase order or wrong purchase order line
- Receiving clerk received against the wrong purchase order or wrong purchase order line
- Miscellaneous inventory or work in process transactions that do not belong to the accrual accounts
- Payables entries for sales tax and freight that do not belong to the accrual accounts. See: Overview of Receipt Accounting: page 7 – 73.

If you use Inventory, this report automatically reconciles your activity for all inventory organizations. If you use Work in Process for outside processing receipts, this report also reconciles all work in process activity for all organizations.

In addition, the Accrual Reconciliation Report supports multiple A/P accrual accounts. In this case, the report groups information by each account. When you define your purchase order requisitions or orders, the Account Generator processes create your A/P accrual accounts. Typically, you use only one A/P accrual account for all of your inventory organizations. However, for certain situations you may want to use more.

If you used Inventory, Purchasing and Payables in a prior release, the Accrual Reconciliation Report displays any invoice price variance from these entries. In Release 10, you do not have any invoice price variance remaining in your A/P accrual accounts, since Payables records invoice price variances as you match and approve the invoices. However, by displaying any invoice price variance from the previous release, you can resolve any open issues using the Release 10 report. If you did not use the previous release, the Invoice Price Variance column is usually zero.

The report prints the following Accrual Transaction types:

Accounts Payable Accrual Transactions

- | | |
|-----------------------|--|
| <i>A/P Line Match</i> | A/P invoice matching transaction for which there is a receipt against the same purchase order and purchase order line. |
| <i>A/P PO Match</i> | A/P invoice matching transaction for which there is a receipt on the correct purchase order but against a different purchase order line. |

<i>A/P Item Match</i>	A/P invoice matching transaction for which there is a receipt for the item but against a different purchase order and purchase order line.
<i>A/P No Match</i>	A/P invoice that has no corresponding receipt matched to it. However, this invoice is for a valid purchase order for an item you intend to receive.
<i>A/P No Item</i>	A/P invoice matching transaction matched to a purchase order line with an invalid item number. The item is not in your item master but is present on your transactions. This is usually caused by incorrect data conversion from a legacy system. The report lists the reciprocal of the transaction amount in the Invoice Price Variance column.
<i>A/P No PO</i>	A/P transaction charged to the A/P accrual account that is not matched to any purchase order. Such a transaction should typically be charged to an expense account. The report lists the reciprocal of the transaction amount in the Invoice Price Variance column.
<i>Exchange Rate Var</i>	A/P invoice exchange rate variance charged to the A/P accrual account in error. You can use the Accrual Write-Offs window to remove this entry from the report. The report lists the reciprocal of the transaction amount in the Invoice Price Variance column.
<i>Invoice Price Var</i>	A/P invoice price variance charged to the A/P accrual account in error. You can use the Accrual Write-Offs window to remove this entry from the report. The report lists the reciprocal of the transaction amount in the Invoice Price Variance column.

Purchasing Accrual Transactions

<i>Receive</i>	Receipt transaction from a purchase order into receiving.
<i>Deliver</i>	Receipt transaction from a purchase order into receiving, and then delivered to its destination.
<i>Return to Supplier</i>	Purchase order return from receiving to the supplier.

Inventory Accrual Transactions

The Accrual Reconciliation Report lists any Inventory transaction to the A/P accrual account. Typically, these material transaction types are Account issue, Account receipt, Account alias issue, Account alias receipt, Miscellaneous issue, or Miscellaneous receipt transaction. Usually, these transactions should not be charged to the A/P accrual account.

Work in Process Accrual Transactions

The Accrual Reconciliation Report lists any Work in Process transaction to the A/P accrual account. Typically, these are Assembly scrap transactions that are charged to the wrong account.

The report prints the unit of measure for the purchase order receipt, the invoice, the inventory transaction, or work in process transaction.

The Transaction Quantity is the quantity received or the quantity invoiced, depending on the type of transaction. Quantities received are negative since purchase order receipts credit the A/P accrual account. Quantities invoiced are positive since invoices debit the A/P accrual account.

The Unit Price is the purchase order price of the receipt, the actual invoice price, or the transaction unit cost. If the purchase order is in a foreign currency, the purchase order price is in the base currency of your set of books using the currency conversion rate from the purchase order at the time of receipt.

The Transaction Amount is the total amount posted by the transaction source to the A/P accrual account. The total of this column should add up to the balance of your A/P accrual account in your general ledger, by source (subledger). Purchase order receipts are negative to indicate a credit. Payables invoices are positive to indicate a debit. This amount is in the base currency for your set of books.

For prior release transactions, the report prints the actual invoice price variance. The total of this column represents the total invoice price variance for the reported transactions. If you did not use the previous release, the Invoice Price Variance column is usually zero. You can use the Accrual Write-Offs window to remove any invoice price variance related transactions from this report. This amount is in the base currency for your set of books.

If you used Inventory and Payables in a prior release, the Net Accrual Balance column represents the net balance of the A/P accrual account after you moved the IPV out of this account. If you did not use a previous release, this column usually has the same value as the

Transaction Amount column. This amount is in the base currency for your set of books.

Report Summary By Source and Accrual Transaction

Purchasing displays the report totals by each transaction source for all transactions in your report. Within each transaction source, Purchasing displays a summary total for each accrual transaction. Analyze the accrual transaction summary totals for purchase order receipt, invoice, and other miscellaneous transactions.

If you do not display written off transactions, a summary column displays the total write-offs not included in the report. If you do not display zero balance purchase order line entries, a summary column displays the accrual transaction totals not included in the report. Using the total column, you can balance this report by transaction source to your general ledger.

Prerequisites

If you install Purchasing and Oracle Public Sector Payables, you can run this report. If you accrue expense purchases on receipt, you can reconcile your expense A/P accrual account using this report. If you accrue expense purchases at period end and you do not perform inventory receipts, no information will be available to report. If you have installed Inventory or Work in Process, the Accrual Reconciliation Report also displays any inventory or work in process transactions for the accrual accounts.



Attention: Most commercial installations accrue expense receipts at period end because this information is not required as the receipt occurs. If you accrue expense purchases on receipt, you have more entries to reconcile in the A/P accrual accounts. In addition, if you also receive inventory, you need to use the Receiving Value By Destination Account Report to break out your receiving/inspection value by asset and expense.

In addition, for transactions to appear on this report, you should download the transactions to the General Ledger interface. For Payables, you need to create journal entries for the invoices. For Purchasing, all transactions are automatically transferred to the General Ledger interface. For Inventory and Work in Process, you must first perform a GL transfer or period close, for transactions to appear on this

report. The Accrual Reconciliation Report requires the transactions to be transferred to the General Ledger interface to ensure the report balances to your general ledger.



Attention: Since the Accrual Reconciliation Report is 180 columns wide, you need to use a printer with this capability.

Report Submission

In the Submit Requests window, select Accrual Reconciliation Report or Accrual Rebuild Reconciliation Report in the Name field.

Report Parameters

Title

Enter a user defined Title for the report.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

- | | |
|-----------------|--|
| <i>Item</i> | Sort the report by item (aging date, account, item, and purchase order line). When you sort by item, the item heading is printed. |
| <i>Supplier</i> | Sort the report by supplier (aging date, account, supplier, and purchase order line). When you sort by supplier, the supplier name heading is printed. |

GL Dates From/To

Enter the beginning and ending general ledger dates. These are also known as the beginning and ending transaction dates.

Items From/To

Enter the beginning and ending item numbers.

Suppliers From/To

Enter the beginning and ending supplier names.

Include All Transactions

Enter Yes or No to indicate whether you want to print zero balance purchase order line subtotals on the report. The report adds up all receipts and invoices by purchase order line. When you specify Yes and the net purchase order line amount is zero, the report prints all receipt or invoice entries for that line. When you specify No, the report considers the Transaction Amount Tolerance and Transaction Quantity Tolerance parameters. When you choose the Accrual Rebuild Reconciliation Report, the default is No. When you choose the Accrual Reconciliation Report, the default is Yes.



Suggestion: To minimize the size of the report, you should specify No for this option. However, if you want to see all accrual entries, you should specify Yes.

Transaction Amount Tolerance

If you selected No for Include All Transactions, specify the net amount below which purchase order line transactions are not included in the report.

Transaction Quantity Tolerance

If you selected No for Include All Transactions, specify the net quantity below which transactions are not included. This condition is checked only if the transaction amount tolerance is satisfied.

Include Written Off Transactions

Enter Yes or No to indicate whether you want to print written off entries on the report. When you specify Yes, an asterisk appears in the far right column to indicate a written off transaction. By selecting No, you decrease the report size. The default is No.

Aging Number of Days

Enter the number of days you would like the report to group information. For example, if you enter 60, for 60 days, the report first groups all purchase order lines that have the earliest transaction date in the past sixty days, and then groups the next set of lines with the

earliest transaction date from 60 to 120 days, and so on. If you do not specify a number, the report displays all receipts and invoices together. This report parameter helps you separate your older activity from your current activity. When you enter a number of days, a subheading appears on the report to indicate the to and from range of days for each group of information.

See Also

Inventory Standard Cost Transactions, *Oracle Cost Management User's Guide*

Overview of Standard Costing, *Oracle Cost Management User's Guide*

Overview of Average Costing, *Oracle Cost Management User's Guide*

Overview of Work in Process Costing, *Oracle Work in Process User's Guide*

Overview of Receipt Accounting: page 7 – 73

Accrual Write-Off Report: page 9 – 13

Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2

Submitting a Request, *Oracle Applications System Administrator's Guide*

Accrual Write-Off Report

The Accrual Write-Off Report to provide supporting detail for your write-off journal entries. The process is as follows. First, you analyze the Accrual Reconciliation Report for transactions that you should expense out of the accrual accounts. After you have researched the reported accrual balances, you then use the Accrual Write-Off window to indicate which entries you wish to remove and write off from this report. And, after you have written off these entries, you use the Accrual Write-Off Report as supporting detail for your manual journal entry.

The Accrual Write-Off Report displays entries for *all* organizations. Typically, you run this report at month end, at the time you prepare your manual general ledger journal entry. You can run this report for any write-off date range. These dates represent the journal entry dates for your manual journal entry. Since the Accrual Write-Off window and report do not directly create journal entries, there are no controls over the write-off date. In addition, the report displays both write-offs and any write-off reversals. Reversals display an opposite transaction amount as the initial write-off.

For example, you may want to write off a miscellaneous inventory transaction that debited your Inventory A/P accrual account. After you write off the transaction with the Accrual Write-Off window, the Accrual Write-Off Report displays a positive amount for your write-off. If you go back to the Accrual Write-Off window and reverse the write-off, the Accrual Write-Off Report displays a negative amount for your reversal, and a positive amount for the initial write-off.

You can use this report to display written off transactions for the following problems in receiving, purchasing, inventory, work in process, or accounts payable transactions:

- Quantities differ between receipts and invoices
- Incorrect purchase order or invoice unit prices (previous releases only)
- Discrepancies in supplier billing
- Accounts payable matched invoice to wrong purchase order or wrong purchase order line
- Receiving clerk received against the wrong purchase order or wrong purchase order line
- Miscellaneous inventory or work in process transactions that do not belong to the accrual accounts

- Payables entries for sales tax and freight that do not belong to the accrual accounts. See: Overview of Receipt Accounting: page 7 – 73.

In addition, the Accrual Write-Off Report supports multiple A/P accrual accounts in Purchasing. When you define your purchase order requisitions or orders, the Account Generator processes create your A/P accrual accounts. Typically, you only use one A/P accrual account for all of your inventory organizations. However, for certain situations you may want to use more.

The Document Number is the receipt number, invoice number, or transaction number, depending on the type of transaction.

The Transaction Quantity is the quantity received or the quantity invoiced, depending on the type of transaction. Quantities received are negative since purchase order receipts credit the A/P accrual account. Quantities invoiced are positive since invoices debit the A/P accrual account.

The Unit Price is the purchase order price of the receipt, actual invoice price, or transaction unit cost. If the purchase order is in a foreign currency, the purchase order price is in the currency of your set of books using the currency conversion rate from your purchase order at the time of receipt.

For accrual write-offs, the Transaction Amount is the total amount posted by the transaction source to the A/P accrual account. If you reverse a write-off, the transaction amount is printed with an opposite sign from the original write-off. You use the subtotals for the Transaction Amount column when preparing your manual journal entry.

Prerequisites

Since this report displays transactions from purchase order receipts and accounts payable invoices, you must install Purchasing and Payables to run this report. If you have Inventory or Work in Process, the Accrual Write-Off Report also displays any inventory or work in process transactions you have written off.

Report Submission

In the Submit Requests window, select Accrual Write-Off Report in the Name field.

Report Parameters

Write-Off Dates From/To

Enter the beginning and ending general ledger dates. Usually, these are the beginning and ending dates of the accounting period.

Write-Off Reason

Enter a specific write-off reason.

Print Comments

Enter Yes or No to indicate whether you want to print comments on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Overview of Receipt Accounting: page 7 – 73

Using the Account Generator in Oracle Public Sector Purchasing: page 0 – 2

Advanced Shipment Notice Discrepant Receipts Report

For each Advance Shipment Notice (ASN) sent to you by your supplier, the Advanced Shipment Notice Discrepant Receipts report checks for overshipped or unfulfilled shipments. It looks for discrepancies between what the ASN said was shipped and what you actually received. In addition, these discrepancies are sent to the EDI Gateway process responsible for generating Application Advices. (For example, Application Advices are sent back to suppliers detailing errors that occurred when the suppliers sent ASNs.)

Note: Goods returned to a supplier are considered shipped. For example, if a supplier promised to ship 200 items and you received 200 items but returned 40, this is not considered a discrepant receipt.

Report Submission

In the Submit Requests window, select Advanced Shipment Notice Discrepant Receipts in the Name field.

Report Parameters

Start Date / End Date

The report evaluates discrepancies for expected receipt dates that fall within the date range you enter. It also sends information to EDI Gateway for the generation of Application Advices, if the expected receipt date of the shipment falls within the date range you enter.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Advance Shipment Notices (ASNs): page 7 – 14

ASL Upgrade Process

The ASL Upgrade process performs the same upgrade of AutoSource rules as AutoInstall, which was used to upgrade your Purchasing application or install it for the first time. AutoSource rules in previous releases of Purchasing have been replaced by enhanced sourcing rules and Approved Supplier List (ASL) entries in the current release. Both AutoInstall and the ASL Upgrade process are designed to upgrade old AutoSource rules.

You run this process only if AutoInstall failed to upgrade your AutoSource rules automatically.

Report Submission

In the Submit Requests window, select ASL Upgrade in the Name field.

Report Parameters

Supplier Status

Select a Supplier Status of *New*. This Supplier Status appears next to all of your suppliers in the Approved Supplier List window once the ASL Upgrade process upgrades your ASL entries. *New* is the only Supplier Status supported by the ASL Upgrade process.

Upgrade Documents From

Select *Current and future rules*. This option upgrades source documents with current effectivity dates as well as effectivity dates that don't begin until the future. *Current and future rules* is the only option supported by the ASL Upgrade process.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*
Oracle Applications Upgrade Manual

Backordered Internal Requisitions Report

The Backordered Internal Requisitions Report details information on your backordered *internally-sourced* requisition lines. You can run this report only if Order Entry is installed.

Report Submission

In the Submit Requests window, select Backordered Internal Requisitions Report in the Name field.

Report Parameters

Creation Dates From/To

Enter the beginning and ending creation dates.

Requestor

Enter a requestor name.

Subinventories From/To

Enter the beginning and ending subinventories.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Blanket and Planned PO Status Report

The Blanket and Planned PO Status report can be used to review purchase order transactions for items you buy, using blanket purchase agreements and planned purchase orders. For each blanket purchase agreement and planned purchase order you create, Purchasing provides you with the detail of the releases you created against these orders. Purchasing prints the blanket agreement or planned purchase order header information, if no release exists.

Report Submission

In the Submit Requests window, select Blanket and Planned PO Status Report in the Name field.

Report Parameters

PO Numbers From/To

Enter the beginning and ending purchase order numbers.

Buyer

Enter a buyer name.

Suppliers From/To

Enter the beginning and ending supplier numbers.

Categories From/To

Enter the beginning and ending categories.

Expired Date

Enter an expiration date to restrict the report to purchase orders with earlier expiration dates.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Purchase Order Number Sort the report by purchase order number.

Supplier Sort the report by supplier.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Buyer Listing

The Buyer Listing shows the buyer name, default purchasing category, ship-to location, and effective dates of all buyers or a selected set of buyers. You can also use the report to isolate buyers who are assigned to a category of procurement items. See: Defining Buyers: page 1 – 13.

Report Submission

In the Submit Requests window, select Buyer Listing in the Name field.

Report Parameters

Active/Inactive

Choose one of the following options:

<i>Active</i>	List only active buyers on the report.
<i>Both</i>	List both active and inactive buyers on the report.
<i>Inactive</i>	List only inactive buyers on the report.

Categories From/To

Enter the beginning and ending category names.

Location

Enter a ship-to location.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

<i>Buyer Name</i>	Sort the report by buyer name. This is the default if you do not choose a sort by option.
<i>Category</i>	Sort the report by purchasing category.
<i>Location</i>	Sort the report by location.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Buyer's Requisition Action Required Report

The Buyer's Requisition Action Required Report identifies all or specific approved requisition lines that buyers have not placed on purchase orders. Later, you can use the AutoCreate Purchase Orders window to modify a requisition line, return a requisition, or place a requisition line onto a purchase order.

The report includes suggested document types *Blanket*, *Agreement*, *Catalog*, and *Quotation*.

Report Submission

In the Submit Requests window, select Buyer's Requisition Action Required Report in the Name field.

Report Parameters

Suggested Suppliers From/To

Enter the beginning and ending suggested supplier names.

Categories From/To

Enter the beginning and ending category from the purchasing category set. The report breaks and prints by categories.

Need By Dates From/To

Enter the beginning and ending need-by dates.

Location

Enter a location.

Requestor

Enter a requestor name.

Requisition Numbers From/To

Enter the beginning and ending requisition numbers.

Print Price History

Enter Yes or No to indicate whether you want to print the price history on the report. If you leave this field blank, the default is Yes.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Cancelled Purchase Orders Report

The Cancelled Purchase Orders Report can be used to review information on *cancelled* purchase orders.

Report Submission

In the Submit Requests window, select Cancelled Purchase Orders Report in the Name field.

Report Parameters

Suppliers From/To

Enter the beginning and ending supplier names.

Buyer

Enter the buyer name.

Cancelled Dates From/To

Enter the beginning and ending cancelled dates.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Cancelled Requisitions Report

Use the Cancelled Requisitions Report to review information on cancelled requisitions.

Report Submission

In the Submit Requests window, select Cancelled Requisitions Report in the Name field.

Report Parameters

Preparers From/To

Enter the beginning and ending preparer names.

Requisition Creation

Dates From/To

Enter the beginning and ending creation dates to restrict the report to a range of dates.

Requestors From/To

Enter the beginning and ending requestor names to restrict the report to a range of requestors.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Preparer Sort the report by preparer. This is the default if you do not choose a sort by option.

Requisition Number Sort the report by requisition number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Contract Status Report

The Contract Status Report can be used to review the status of your contracts and list purchase order information for each contract. Purchasing prints the contract information *if* there are standard purchase order lines that reference that contract.

Report Submission

In the Submit Requests window, select Contract Status Report in the Name field.

Report Parameters

PO Numbers From/To

Enter the beginning and ending purchase order numbers.

Suppliers From/To

Enter the beginning and ending supplier names.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Create Internal Sales Orders Process

Use the Create Internal Sales Orders process to send requisition information from approved, inventory-sourced requisition lines to the Order Entry interface tables. Then the Order Import process is run from within Order Entry to generate the *internal* sales orders. You can set the Create Internal Sales Orders and Order Import processes to run automatically at specified intervals.

If the OE:Reservations profile option is set to Yes, the Create Internal Sales Orders process requests that internal sales orders be Demanded rather than Reserved. Note that this process does not pass any revision or lot number information

The Create Internal Sales Orders process loads the Order Entry open interface, OrderImport, using the order type you define in the Purchasing Options window. OrderImport creates internal sales orders from the records in the interface table, and determines the order cycle and defaults values based on the order type.

► **To run the Create Internal Sales Orders process:**

1. Navigate to the Submit Requests window.
2. Select Requests in the first field.
3. Select Create Internal Sales Orders in the Name field.
4. Save your work to begin the process.

See Also

Creation of Internal Sales Orders: page 3 – 20

Submitting a Request, *Oracle Applications System Administrator's Guide*

Defining Internal Requisition Options: page 1 – 35

Create Releases Process

Use the Create Releases process to create releases for requisition lines that meet the following criteria:

- Approved (and Reserved, if requisition encumbrance is active)
- Requisition is already sourced to an existing blanket
- The Approved Supplier List entry for the item, supplier, and blanket indicate that the Release Generation method is either Automatic Release or Automatic Release/Review
- The requisition line is *not* already on a purchase order
- The source blanket is still active and the release will not put the blanket over the amount limit.

If the release generation method is Automatic Release, the process sets the status to Approved.

You can set the Create Releases process to run automatically at specified intervals.

► **To run the Create Releases process:**

1. Navigate to the Submit Requests window.
2. Select Requests in the first field.
3. Select Create Releases in the Name field.
4. Save your work to begin the process.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Automatic Release Generation: page 4 – 93

Encumbrance Detail Report

The Encumbrance Detail Report can be used to review requisition and purchase order encumbrances for a range of accounts. If you have enabled the encumbrance option for requisitions or purchase orders, and have entered and approved requisitions and purchases. You use this report to review the accounts encumbered.

Purchasing prints the purchase order and release number for purchase order encumbrances. The heading Requisition Number or PO#-Release prints if the charge account had distributions to requisitions and to purchase orders.

Report Submission

In the Submit Requests window, select Encumbrance Detail Report in the Name field.

Report Parameters

Accounts From/To

Enter the beginning and ending accounts.

Cost Centers From/To

Enter the beginning and ending cost centers.

Encumbrance Dates From/To

Enter the beginning and ending encumbrance dates.

Document Type

Enter a document type to restrict the report to a specific document type. Leave this field blank if you want the report to include both document types. Otherwise, choose one of the following options.

Requisition list only requisitions.

Purchase order list only purchase orders.

Suppliers From/To

Enter the beginning and ending supplier names.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

PO#-Release

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Expected Receipts Report

The Expected Receipts Report can be used to review all or specific supplier sourced expected receipts for a particular date or a range of dates. The report excludes purchase orders that are cancelled, closed, or closed for receiving at the header, release, line, or shipment level. You can specify the expected receipts you want to review.

For *Supplier* source type the Due Date is the promised date. If the promised date is not entered, this is the need by date. For internally sourced requisition lines, the Due Date is the need by date.

The Quantity/Amount Ordered and Quantity/Amount Due are not printed on the report if you are using blind receiving.

Use this report to improve or speed up your receiving operations. Your receivers may sometimes not have access to Oracle Applications when they need to enter receiving transactions. They can use the report of expected receipts to record receiving transactions and later enter them. There is space at the end of each shipment for you to record comments, the receipt date, and the quantity/amount you received.

Report Submission

In the Transaction Reports (for Inventory) or Submit Requests window, select Expected Receipts Report in the Name field.

Report Parameters

**Purchase Order
Numbers From/To**

Enter the beginning and ending purchase order numbers.

Requisition Numbers From/To

Enter the beginning and ending requisition numbers.

Supplier

Enter the supplier name.

Items From/To

Enter the beginning and ending item numbers.

Categories From/To

Enter the beginning and ending categories.

Due Dates From/To

Enter the beginning and ending promised dates.

Ship-To Location

Enter a location to restrict the report to that location.

Organization Name

Enter an organization name to restrict the report to that organization.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Fill Employee Hierarchy Process

Use the Fill Employee Hierarchy process to create a direct mapping between the defined position hierarchies and the employees holding positions in each hierarchy. When you run this process, it checks each position hierarchy and updates each employee, his supervisor, the level of supervision (a direct supervisor is level 1), the employee's position, and the supervisor's position.

The process creates an error log which lists all positions to which no employee is assigned, but having such positions is a benign error that does not hamper system operation.

If you do *not* use hierarchical security for any of your documents and do *not* use position hierarchies for your approvals, you do not need to run this process. Otherwise, you must run this process before any of the following changes can take effect:

- add or delete an employee
- change an employee name or an employee position. See: Enter Person, *Oracle Human Resource Management Systems User's Guide*.
- add, delete, or modify a position. See: Representing Jobs and Positions, *Oracle Human Resource Management Systems User's Guide*.
- add, delete, or modify a position hierarchy. See: Representing Jobs and Positions, *Oracle Human Resource Management Systems User's Guide*.

► **To run the Fill Employee Hierarchy process:**

1. Navigate to the Submit Requests window.
2. Select Requests in the first field.
3. Select Fill Employee Hierarchy in the Name field.
4. Save your work to begin the process.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Financials/Purchasing Options Listing

The Financials/Purchasing Options Listing can be used to review the *options* set for your system in the Financials Options and Purchasing Options windows.

Report Submission

In the Submit Requests window, select Financials/Purchasing Options Listing in the Name field.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Internal Requisition Status Report

Use the Internal Requisition Status Report to print status information for internal requisitions.

Report Submission

In the Submit Requests window, select Internal Requisition Status Report in the Name field.

Report Parameters

Creation Dates From/To

Enter the beginning and ending creation dates.

Items From/To

Enter the beginning and ending item numbers.

Requestor

Enter a requestor name to restrict the report to a specific requestor.

Subinventories From/To

Enter the beginning and ending subinventories.

Status

Enter the status to restrict the report to a specific status.

Requisition Numbers From/To

Enter the beginning and ending requisition numbers.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

<i>Creation Date</i>	Sort the report by creation date.
<i>Requestor</i>	Sort the report by requestor.
<i>Subinventory</i>	Sort the report by source subinventory.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Internal Requisitions/Deliveries Discrepancy Report

The Internal Requisitions/Deliveries Discrepancy Report lists requisition documents with items whose source type is inventory. Internal requisitions are typically for transfers of material from your inventories. Use this report to identify goods that have been shipped and have a delivery discrepancy. This report can be run only if Order Entry is installed.

The Quantity Variance is the difference between the quantity shipped and the quantity delivered. If the quantity shipped is less than the quantity received, the result displays with a negative sign.

The Cost Variance is the variance in cost between the quantity shipped and the quantity delivered. The calculation for the cost variance is the quantity delivered times the requisition unit price, minus quantity shipped, times the sales order price.

Report Submission

In the Submit Requests window, select Internal Requisitions/Deliveries Discrepancy Report in the Name field.

Report Parameters

Requisition Numbers From/To

Enter the beginning and ending requisition numbers.

Requestor

Enter a requestor name to restrict the report to a specific requestor.

Requisition Creation Dates From/To

Enter the beginning and ending creation dates.

Sort By

Choose one of the following options:

<i>Creation Date</i>	Sort the report by creation date. This is the default if you leave this field blank.
<i>Requestor</i>	Sort the report by requestor.
<i>Subinventory</i>	Sort the report by item source organization subinventory.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Invoice Price Variance Report

The Invoice Price Variance Report shows the variance between the invoice price and the purchase price for all inventory and work in process related invoice distributions. Payables records invoice price variances when the invoices are matched, approved, and posted.

The report includes invoice Entry Types *Adjustment*, *Entry*, and *Reversal*.

The invoice price variance is the quantity invoiced multiplied by the difference between the invoice unit price and the purchase order unit price.

Prerequisites

Payables records invoice price variance only when you have inventory or work in process related invoices. Use this report only if you use Inventory by itself or with Work in Process.

Report Submission

In the Cost and Period Close Reports (for Inventory) or Submit Requests windows, select Invoice Price Variance Report in the Name field.

Report Parameters

Categories From/To

Enter the beginning and ending purchasing categories.

Suppliers From/To

Enter the beginning and ending supplier numbers.

Period Name

Enter an accounting period to restrict the report to a specific period.

Sort By

Choose one of the following options:

Category Sort the report by purchasing category.

Supplier Sort the report by supplier.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Invoice Price Variance by Supplier Report

The Invoice Price Variance Report shows the variance between the invoice price and the purchase price for all inventory and work in process related invoice distributions. Payables records invoice price variances when the invoices are matched, approved, and posted.

The report includes invoice Entry Types *Adjustment*, *Entry*, and *Reversal*.

The invoice price variance is the quantity invoiced multiplied by the difference between the invoice unit price and the purchase order unit price.

Prerequisites

Payables records invoice price variance only when you have inventory or work in process related invoices. Use this report only if you use Inventory by itself or with Work in Process.

Report Submission

In the Cost and Period Close Reports (for Inventory) or Submit Requests windows, select Invoice Price Variance Report in the Name field.

Report Parameters

Categories From/To

Enter the beginning and ending purchasing categories.

Suppliers From/To

Enter the beginning and ending supplier numbers.

Period Name

Enter an accounting period to restrict the report to a specific period.

Sort By

Choose one of the following options:

<i>Supplier</i>	Sort the report by supplier.
<i>Category</i>	Sort the report by purchasing category.
<i>Item</i>	Sort the report by purchasing item.
<i>Invoice Date</i>	Sort the report by purchasing invoice date.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Item Detail Listing

The Item Detail Listing shows detail information for items defined as Purchasing Items in the Item window as well as unit of measure conversion, notes, manufacturer part numbers, and dispositions assigned to the item. Purchasing lets you isolate items by limiting the items, categories, or buyer you want to review. For example, if your categories reflect purchased commodities, you can use the listing to review what manufactured items are for a commodity.

Report Submission

In the Submit Requests window, select Item Detail Listing in the Name field.

Report Parameters

Active/Inactive

Choose one of the following options:

- | | |
|-----------------|--|
| <i>Active</i> | List only active items on the report. |
| <i>Both</i> | List both active and inactive items on the report. |
| <i>Inactive</i> | List only inactive items on the report. |

Categories From/To

Enter the beginning and ending purchasing categories.

Items From/To

Enter the beginning and ending item numbers.

Buyer

Enter the buyer name to restrict the report to a specific buyer.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Category Sort the report by purchasing category.

Item Sort the report by item number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Defining Items, *Oracle Inventory User's Guide*

Item Summary Listing

The Item Summary Listing shows the inactive or active status of items. You can also use the report to review the commodities of items that are inactive. And, finally, you can use the report as a listing of all items defined as Purchasing Items in the Items window.

Report Submission

In the Submit Requests window, select Item Summary Listing in the Name field.

Report Parameters

Active/Inactive

Choose one of the following options:

<i>Active</i>	List only active items on the report.
<i>Both</i>	List both active and inactive items on the report.
<i>Inactive</i>	List only inactive items on the report.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

<i>Category</i>	Sort the report by purchasing category.
<i>Item</i>	Sort the report by item number.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*
Defining Items, *Oracle Inventory User's Guide*

Location Listing

The Location Listing shows internal organizations locations and addresses. Purchasing lets you specify which locations you want to review: Ship To, Bill To, Office, Internal, and Receiving. Use this report to isolate locations which are only for a specific function, such as locations where receiving is permitted. This document can be used as a resource when entering purchase order receiving locations.

Report Submission

In the Submit Requests window, select Location Listing in the Name field.

Report Parameters

Site

Choose one of the following options:

<i>All</i>	List locations regardless of site criteria. This is the default if you do not choose a sort by option.
<i>Bill-To</i>	List only locations that are bill-to sites.
<i>External</i>	List only locations that are not internal sites.
<i>Office</i>	List only locations that are office sites.
<i>Receiving</i>	List only locations that are receiving sites.
<i>Ship-To</i>	List only locations that are ship-to sites.

Active/Inactive

Choose one of the following options:

<i>Active</i>	List only active locations on the report.
<i>Both</i>	List both active and inactive locations on the report.
<i>Inactive</i>	List only inactive locations on the report.

Sort By

Choose one of the following options:

Country Sort the listing by country.

Location Sort the listing by location. This is the default if you do not choose a sort by option.

State Sort the listing by state.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*
Site Locations, *Oracle Human Resource Management Systems User's Guide*

Matching Holds by Buyer Report

The Matching Holds by Buyer Report can be used to review all or selected invoices that Purchasing or your accounts payable system placed on matching hold. You can review price holds, quantity ordered holds, quantity received holds, and quality holds. You can review the matching holds for one or more buyers. After printing all of a particular buyer's matching holds, Purchasing prints summary matching hold information for this buyer. At the end of the report, Purchasing prints summary matching hold information for all of the buyers that you selected. This report helps you understand why an invoice is on hold and provides you with the information you need to solve the problem. You can also monitor the performance for suppliers or buyers using this report.



Suggestion: Use this report carefully when monitoring the performance of a supplier or buyer. This report summarizes the matching holds information and provides the reason why invoices are on hold. The buyer may have no control over some of the problems.

Report Submission

In the Submit Requests window, select Matching Holds by Buyer Report in the Name field.

Report Parameters

Buyer

Enter a buyer name to restrict the report to a specific buyer.

Suppliers From/To

Enter the beginning and ending supplier names.

Invoice Dates From/To

Enter the beginning and ending invoice dates.

Categories From/To

Enter the beginning and ending purchasing categories.

Items From/To

Enter the beginning and ending item numbers.

Price Hold

Enter Yes or No to indicate whether the report includes purchase orders on price hold. If you leave this field blank, the default is Yes.

Quantity Ordered Hold

Enter Yes or No to indicate whether the report includes purchase orders on quantity ordered hold. If you leave this field blank, the default is Yes.

Quantity Received Hold

Enter Yes or No to indicate whether the report includes purchase orders on quantity received hold. If you leave this field blank, the default is Yes.

Quantity Accepted Hold

Enter Yes or No to indicate whether the report includes purchase orders on quantity accepted hold. If you leave this field blank, the default is Yes.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

New Supplier Letter Report

The New Supplier Letter Report prints letters you send to your suppliers to ask for information about the nature of their businesses. Purchasing prints the New Supplier Letter Report together with the corresponding supplier letters. The report gives you a listing of the supplier names, sites, and addresses to which you can send your letters, and prints the letters for each supplier on the listing.

Report Submission

In the Submit Requests window, select New Supplier Letter Report in the Name field.

Report Parameters

Supplier Type

Enter the supplier type from the Enter Lookup Codes window to restrict the report to a specific supplier type.

Suppliers From/To

Enter the beginning and ending supplier names.

Supplier Site

Enter the supplier site to restrict the report to a specific supplier site.

Creation Dates From/To

Enter the beginning and ending creation dates.

Active/Inactive

Choose one of the following options:

- | | |
|---------------|--|
| <i>Active</i> | List only active suppliers on the report. |
| <i>Both</i> | List both active and inactive suppliers on the report. |

Inactive List only inactive suppliers on the report.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Supplier Sort the report by supplier name and supplier site. This is the default if you do not enter an option.

Supplier Site Sort the report by supplier site and supplier name.

ZIP Code Sort the report by postal code, supplier name, and supplier site.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Open Purchase Orders Report (by Buyer)

The Open Purchase Orders Report (by Buyer) lists all or specific open purchase orders that relate to *buyers*. Purchasing lets you specify the open purchase orders you want to review. An open purchase order is one that references an item that your supplier has not yet fully billed or received. The report excludes closed, final closed, and cancelled orders.

Report Submission

In the Submit Requests window, select Open Purchase Orders Report (by Buyer) in the Name field.

Report Parameters

Buyer

Enter a buyer name to restrict the report to a specific buyer.

Suppliers From/To

Enter the beginning and ending supplier names.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Open Purchase Orders Report (by Cost Center)

The Open Purchase Orders Report (by Cost Center) can be used to review all or specific open purchase orders relating to one or more cost centers. An open purchase order is one that references an item that your supplier has not yet *fully* billed or received. The report excludes closed, final closed, and cancelled orders.

Report Submission

In the Submit Requests window, select Open Purchase Orders Report (by Cost Center) in the Name field.

Report Parameters

Cost Centers From/To

Enter the beginning and ending cost centers.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Overdue Supplier Shipments Report

This report can be used to follow-up with suppliers. The report includes the supplier contact and the phone number along with percentage delivery and the due date. The report also includes purchase orders that do not have a supplier contact assigned. By limiting the report to only one buyer, you can do follow-up by buyer. And, finally, by limiting the report by categories, you can do purchasing follow-up for a range of commodities.

The Due Date is the date the supplier promised delivery for the items you ordered on the shipment, or the date you indicated that you needed the goods by.

Report Submission

In the Transaction Reports (for Inventory) or Submit Requests windows, select Overdue Supplier Shipments Report in the Name field.

Report Parameters

Overdue as of

Enter a date to restrict the report to purchase orders not fully received where the promised date is less than or equal to this date. If you do not enter a date, the report prints all purchase orders that you have not yet fully received where the promised date is less than or equal to the current date. If the promised date is not provided, the need by date is used.

Buyer

Enter a buyer to restrict the report to a specific buyer.

Suppliers From/To

Enter a beginning and ending supplier.

Ship-to Location

Enter a ship-to location to restrict the report to overdue shipments for a specific location.

Categories From/To

Enter a beginning and an ending category from the purchasing category set.

Organization Name

Enter the organization name to restrict the report to a specific organization.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Overshipments Report

The Overshipments Report lists purchase order receipts with a quantity received greater than the quantity ordered. You can also use the Overshipments Report to identify service overcharges or suppliers who deliver more than the requested quantity.

Report Submission

In the Submit Requests window, select Overshipments Report in the Name field.

Report Parameters

Receipt Location

Enter the receipt location to restrict the report to overshipments to a specific internal location.

Receiver

Enter the name of the employee to restrict the report to overshipments to a specific receiver.

Receipt Date From/To

Enter the beginning and ending receipt dates to restrict the report to a range of receipt dates.

Supplier From/To

Enter the beginning and ending supplier names to restrict the report to a range of suppliers.

Supplier Site

Enter the supplier site to restrict the report to overshipments to a specific supplier site.

Organization Name

Enter the organization name to restrict the report to a specific organization.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Purchase Order Number Sort the report by document number. This is the default if you do not choose an option.

Supplier Sort the report by supplier.

Quantity Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Payment on Receipt

Payment on Receipt enables the user to automatically create standard, unapproved invoices for payment of goods based on receipt transactions. Invoices are created using a combination of receipt and purchase order information, that eliminates duplicate manual data entry and ensures accurate and timely data processing. Payment on Receipt is also known as Evaluated Receipt Settlement (ERS) and Self Billing.

Automatically create invoices with multiple items and distribution lines, and include sales tax.

You define which suppliers participate in Payment on Receipt and enforce matching rules to ensure the proper payments are made to the suppliers.

The amount on the invoice is determined by multiplying the Quantity received by the Purchase Order Item Unit Price. The Payment Terms on the invoice default from the purchase order payment terms. The Payment Currency defaults from the supplier site. Sales Tax is calculated based on the Tax Codes on each Purchase Order Line.

If the Alternate Pay Site is populated for the Supplier Site used on the Purchase Order, the invoice created is for the Alternate Pay Site, otherwise the Supplier Site on the Purchase Order is used. The Supplier Site used for the invoice must be defined as a Pay Site.

Advance Shipment Notices with Billing Information

Invoices are generated automatically for Advance Shipment Notices (ASNs) that contain billing information, if they are successfully validated in the receiving open interface after being sent by your supplier. You don't have to receive against an ASN with billing information in order for Payment on Receipt to automatically generate an invoice.

Debit Memos

Return-to-supplier and receipt adjustment transactions do not automatically generate debit memos once an invoice has been generated using Payment on Receipt.

Create Invoices with Multiple Items and Multiple Distribution Lines

You can create a single invoice for one or more items as long as the items have not been previously invoiced and purchase order matched. If you are creating an invoice from the receipt transaction and purchase

order, you are able to create an invoice for all ordered and received items. In the event of a partial shipment or multiple delivery dates, you are able to create multiple invoices for a single purchase order.

In addition, if your purchase order contains multiple distribution lines, you can create an invoice in Oracle Public Sector Payables with the same multiple distribution lines.

When creating multiple distribution lines for invoices with partial receipt quantities, the Pay on Receipt AutoInvoice program will either prorate the charges across all your purchase order distribution lines (for the received item) or use the FIFO method if you utilize Cascading Receipts. After the invoice has been created, you are able to make changes to the invoice distribution in accordance with the current Oracle Public Sector Payables system functionality.

Note: Return-to-supplier and receipt adjustment transactions do not automatically generate debit memos once an invoice has been generated using Payment on Receipt.

Enforce Matching Rules to Ensure Proper Payment

Invoices created automatically are subject to the same matching rules as standard invoices to ensure proper payment. Three and four way matching is enforced by Oracle Public Sector Payables if you specify three or four way matching for the Invoice Matching supplier site option. Three way matching is the process of verifying that the purchase order, invoice, and receiving information matches within accepted tolerance levels. Three way matching is available with the 'Receipt Required' purchasing option.

Four way matching is the process of verifying that the purchase order, invoice, inspection, and receiving information matches within accepted tolerance levels. Four way matching is available with the 'Inspection Required' purchasing option.

Oracle Public Sector Payables requires that you approve invoices before you post or pay them. Approvals may be handled interactively or by batch process. All discrepancies and/or adjustments must be handled manually using the appropriate online Purchasing, Receiving, and/or Payables windows.

Create Invoices which Include Sales Tax

You can generate a purchase order matched invoice which includes sales tax for those invoices you create using a receipt transaction combined with a purchase order. If an invoice created from a receipt

transaction and purchase order is to include sales tax, you must first have entered a Taxable status of 'Yes' and a Tax Name in the Purchase Order Shipment zone. If a Tax Name is not entered, an invoice tax line is not created. The tax amount for the tax distribution line is calculated by multiplying the quantity received by the purchase order unit price by the tax rate associated with the Tax Name.

In accordance with current Oracle Public Sector Purchasing functionality, you are not able to create multiple tax lines per individual purchase order shipment line because each Purchase Order shipment line can have only one Tax Name associated with it. Any additional taxes can be added manually in the Distributions window in Payables.

Also you can create tax distribution lines based on the tax type of each distribution:

If the tax type of the distribution is 'Sales', one tax distribution line is created for each taxable invoice distribution. The Offset tax distribution line is created if the following conditions are met:

Tax code specified on the Purchase Order matches the tax code specified at the supplier pay site.

Offset tax code is specified at the supplier pay site.

If the tax type is 'Use', no tax distribution will be created.

Create Scheduled Payments

The invoice creation program automatically creates a scheduled payment for each invoice based on the payment of terms and your invoice terms date. After the invoice has been created, you can modify the scheduled payment using the Scheduled Payments window to alter due dates, and to change payment and discount amounts.

Define Payment on Receipt Supplier Information

You can enter supplier information in the Oracle Public Sector Payables Suppliers and Supplier Sites windows to identify which of your suppliers are eligible for Payment on Receipt and can have their invoices automatically created using the Pay on Receipt AutoInvoice program. In addition, you can specify an alternate Payment on Receipt pay site if the supplier's pay site address is different from the purchasing address. For invoices created based on receipt transactions, you can set up invoice consolidation levels for an individual pay site. You also define the default Payment Currency in the Suppliers and Supplier Sites windows.

See Also

Purchasing Region of the Suppliers and Supplier Sites windows, *Oracle Public Sector Payables User's Guide*

Create Invoices with Different Invoice Summary Levels Based on the Supplier Site Setup

The level of invoice consolidation determines how an invoice will be created for each run of Pay on Receipt AutoInvoice program. For invoices created based on receipt transactions, you set up invoice consolidation levels for an individual pay site in the Supplier Sites window. The levels are:

'Pay Site' -- one invoice is created per supplier pay site.

'Packing Slip' -- one invoice is created per packing slip per supplier pay site.

'Receipt' -- one invoice is created per receipt per supplier pay site.

Invoice numbers are created based on the summary level. The invoice number is of the following format:

'ERS'-< X >-< Seq# >

where:

- Seq# is a unique system generated number.
- X depends on the summary level:
 - if summary level = Pay Site then X = Invoice Date
 - if summary level = Packing Slip then X = Packing Slip Number
 - if summary level = Receipt then X = Receipt Number

Submit Pay on Receipt AutoInvoice Program

The Pay on Receipt AutoInvoice program automatically creates an invoice batch depending on the AP system option. Invoice count and invoice total are calculated automatically.

Prerequisites

- The supplier and supplier site must be set up correctly. Specifically, the supplier site must be set up as a Pay on Receipt site. See:



Attention: Check that the receipts that you are interested in have been created successfully before running this program. You can do this by locating the receipt in the Receiving Transactions Summary window.

► **To run Evaluated Receipt Settlement:**

1. Navigate to the Submit Requests window.
2. Choose Requests as the Type.
3. Choose **Pay on Receipt AutoInvoice** as the Name.
4. Choose the Transaction Source **ERS**.
5. Enter a Commit Interval. The Commit Interval is a numeric representation of the number of invoices evaluated before they are committed. For example, if you have a Commit Interval of 10, after 10 invoices have been processed, they are committed. If you then process another 5, and the process fails, only 5 will not be committed.
6. Optionally enter a Receipt Number.
Note: If the Receipt Number is null, the program will try to process all the receipts that have not been invoiced successfully. If you enter a Receipt Number, *only* that receipt will be processed.
7. Choose OK to begin the process.

Printed Change Orders Report (Landscape)

The Printed Change Orders Report (Landscape) prints changed purchase orders. The change purchase orders are the hard copy document you print on a preprinted form and distribute through the mail or fax to confirm changed orders you have requested or confirmed with your suppliers. Purchasing provides a default format for the preprinted form. Contact your Oracle Consultant for information regarding the forms. See: Printed Purchase Order Overview: page 4 – 96.

Report Submission

In the Submit Requests window, select Printed Change Orders Report (Landscape) in the Name field.

Report Parameters

Buyer

**Select a buyer name to restrict the report to a specific buyer.

Purchase Order Numbers From/To

To restrict the report to a range of purchase orders, select the beginning and ending numbers.

Release Numbers From/To

To restrict the report to a range of releases, select the beginning and ending numbers.

Release Dates From/To

To restrict the report to a release date range, enter the beginning and ending dates.

Print Releases Option

Enter Y or N to indicate whether you want Blanket and Planned Purchase Order releases to be automatically printed with the Blanket and Purchase Order Agreements.

Sort By

Select one of the following options:

Buyer Name Sort the report by buyer name. This is the default if you leave the field blank.

Purchase Order Number Sort the report by purchase order number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Viewing Requests, *Oracle Applications User's Guide*

Printed Change Orders Report (Portrait)

The Printed Change Orders Report (Portrait) prints changed purchase orders to send to your suppliers. The change purchase orders are the hard copy document you print on a preprinted form and distribute through the mail or fax to confirm changed orders you have requested or confirmed with your suppliers. Purchasing provides a default format for the preprinted form. Contact your Oracle Consultant for information regarding the forms. See: Printed Purchase Order Overview: page 4 – 96.

Report Submission

In the Submit Requests window, select Printed Change Orders Report (Portrait) in the Name field.

Report Parameters

Buyer

Select a buyer name to restrict the report to a specific buyer.

Purchase Order Numbers From/To

To restrict the report to a range of purchase orders, select the beginning and ending numbers.

Release Numbers From/To

To restrict the report to a range of releases, select the beginning and ending numbers.

Release Dates From/To

To restrict the report to a release date range, enter the beginning and ending dates.

Print Releases Option

Enter Y or N to indicate whether you want Blanket and Planned Purchase Order releases to be automatically printed with the Blanket and Purchase Order Agreements.

Sort By

Select one of the following options:

Buyer Name Sort the report by buyer name. This is the default if you leave the field blank.

Purchase Order Number Sort the report by purchase order number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Viewing Requests, *Oracle Applications User's Guide*

Printed Purchase Order Report (Landscape)

The Printed Purchase Order Report (Landscape) prints your purchase orders. Purchasing lets you specify the purchase orders you want to review or print on your preprinted form. The printed purchase orders are the hard copy document you print on a preprinted form and distribute through the mail or fax to confirm orders you have requested or confirmed with your suppliers. Purchasing provides a default landscape format for the preprinted form. Contact your Oracle Consultant for information regarding the forms. See: Printed Purchase Order Overview: page 4 – 96.

Report Submission

In the Submit Requests window, select Printed Purchase Order Report (Landscape) in the Name field.

Report Parameters

Print Selection

Select one of the following options:

<i>All</i>	Print the report for all purchase orders. This is the default for no entry.
<i>Changed</i>	Print the report only for changed purchase orders.
<i>New</i>	Print the report only for new purchase orders.

Buyer

Select a buyer name to restrict the report to a specific buyer.

Purchase Order Numbers From/To

To restrict the report to a range of purchase orders, select the beginning and ending numbers.

Release Numbers From/To

To restrict the report to a range of releases, select the beginning and ending numbers.

Release Dates From/To

To restrict the report to a release date range, enter the beginning and ending dates.

Approved

Select Yes or No to indicate whether the report is restricted to approved purchase orders.

Test

Select Yes or No to indicate whether the report is a test.

Print Releases Option

Enter Y or N to indicate whether you want Blanket and Planned Purchase Order releases to be automatically printed with the Blanket and Purchase Order Agreements.

Sort By

Select one of the following options:

Buyer Name Sort the report by buyer name and purchase order number.

Purchase Order Number Sort the report by purchase order number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Viewing Requests, *Oracle Applications User's Guide*

Printed Purchase Order Report (Portrait)

The Printed Purchase Orders Report (Portrait) prints the purchase orders you specify. The printed purchase orders are the hard copy document you print on a preprinted form and distribute through the mail or fax to confirm orders you have requested or confirmed with your suppliers. Purchasing provides a default portrait format for the preprinted form. Contact your Oracle Consultant for information regarding the forms. See: Printed Purchase Order Overview: page 4 – 96.

Report Submission

In the Submit Requests window, select Printed Purchase Order Report (Portrait) in the Name field.

Report Parameters

Print Selection

Select one of the following options:

<i>All</i>	Print the report for all purchase orders. This is the default for no entry.
<i>Changed</i>	Print the report only for changed purchase orders.
<i>New</i>	Print the report only for new purchase orders.

Buyer

Select a buyer name to restrict the report to a specific buyer.

Purchase Order Numbers From/To

To restrict the report to a range of purchase orders, select the beginning and ending numbers.

Release Numbers From/To

To restrict the report to a range of releases, select the beginning and ending numbers.

Release Dates From/To

To restrict the report to a release date range, enter the beginning and ending dates.

Approved

Select Yes or No to indicate whether the report is restricted to approved purchase orders.

Test

Select Yes or No to indicate whether the report is a test.

Print Releases Option

Enter Y or N to indicate whether you want Blanket and Planned Purchase Order releases to be automatically printed with the Blanket and Purchase Order Agreements.

Sort By

Select one of the following options:

Buyer Name Sort the report by buyer name and purchase order number.

Purchase Order Number Sort the report by purchase order number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Viewing Requests, *Oracle Applications User's Guide*

Printed RFQ Report (Landscape)

The Printed RFQ Report (Landscape) prints in landscape format RFQs with a Status of Active. Purchasing lets you specify the RFQs you want to review or print. Purchasing provides a default landscape format for preprinted landscape forms. Contact your Oracle Consultant for information regarding the forms.

Report Submission

In the Submit Requests window, select Printed RFQ Report (Landscape) in the Name field.

Report Parameters

Report Type

Choose one of the following options:

<i>All</i>	Print the report for all RFQs.
<i>Changed</i>	Print the report only for changed RFQs.
<i>New</i>	Print the report only for new RFQs.

Buyer

Enter a buyer name to restrict the report to a specific buyer.

RFQ Numbers From/To

Enter the beginning and ending RFQ numbers.

Test

Enter Yes or No to indicate whether the report is a test.

Sort By

Choose one of the following options:

<i>Buyer Name</i>	Sort the report by buyer name.
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RFQ Number Sort the report by RFQ number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Printed RFQ Report (Portrait)

The Printed RFQ Report (Portrait) prints in portrait format RFQs with a Status of Active. Purchasing lets you specify the RFQs you want to review or print. Purchasing provides a default portrait format for preprinted portrait forms. Contact your Oracle Consultant for information regarding these forms.

Report Submission

In the Submit Requests window, select Printed RFQ Report (Portrait) in the Name field.

Report Parameters

Report Type

Choose one of the following options:

<i>All</i>	Print the report for all RFQs.
<i>Changed</i>	Print the report only for changed RFQs.
<i>New</i>	Print the report only for new RFQs.

Buyer

Enter a buyer name to restrict the report to a specific buyer.

RFQ Numbers From/To

Enter the beginning and ending RFQ numbers.

Test

Enter Yes or No to indicate whether the report is a test.

Sort By

Choose one of the following options:

<i>Buyer Name</i>	Sort the report by buyer name.
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RFQ Number Sort the report by RFQ number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Printed Requisitions Report

The Printed Requisitions Report prints the requisitions which have the following status: Approved, Rejected, In Process, Pre-Approved, and Returned. The report does not include requisitions with status Incomplete or cancelled. You can circulate the printed requisitions for signature approvals and notes.

Additional Information: In the Approver field the report prints the name of the last person who performed an action on the requisition. This is not necessarily the approver.

Report Submission

In the Submit Requests window, select Printed Requisitions Report in the Name field.

Report Parameters

Requisition Numbers From/To

Enter the beginning and ending requisition numbers.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchase Agreement Audit Report

You can use this report to review purchase order transactions for items you normally buy using blanket purchase agreements. Purchasing lets you determine if you are efficiently using the blanket purchase agreements you negotiate with your suppliers. For each item you buy using blanket purchase agreements, Purchasing provides you with the detail of the existing purchase orders for this item and the detail of the agreement lines— blanket or standard— you created for this item. Purchasing shows you when you purchased items using a standard purchase order where you could have used a blanket purchase agreement.

The Opportunity Cost is calculated as the sum of the amount of the purchase order subtracted from the sum of the amount of the blankets.

Report Submission

In the Submit Requests window, select Purchase Agreement Audit Report in the Name field.

Report Parameters

Buyer

Enter a buyer name to restrict the report to a specific buyer.

Blanket PO Numbers From/To

Enter the beginning and ending blanket purchase agreement numbers.

Creation Dates From/To

Enter the beginning and ending creation dates.

Categories From/To

Enter the beginning and ending purchasing categories.

Items From/To

Enter the beginning and ending item numbers.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Category Sort the report by purchasing category.

Item Sort the report by item number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchase Order Commitment by Period Report

The Purchase Order Commitment By Period Report shows the monetary value of your purchased commitments for a specified period and the next five periods. You can use the report sorted by buyer to monitor buyer performance. You can also use the report when negotiating with a supplier by limiting the commitments to a specific supplier.

Report Submission

In the Submit Requests window, select Purchase Order Commitment by Period Report in the Name field.

Report Parameters

Period

Enter the beginning period to be covered by the report. If the purchase order number shipment promise date falls within the period start and end date, the monetary value is included in the report. For orders which do not include a promise date, the need-by date is considered.

PO Numbers From/To

Enter the beginning and ending purchase order numbers.

Suppliers From/To

Enter the beginning and ending supplier names.

Buyer

Enter the buyer name to restrict the report to a specific buyer.

Categories From/To

Enter the beginning and ending purchasing categories.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Supplier Sort the report by supplier.

Buyer Name Sort the report by buyer.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchase Order Detail Report

The Purchase Order Detail Report lists all, specific standard, or planned purchase orders. Purchasing displays the quantity you ordered and received so you can monitor the status of your purchase orders. You can also review the open purchase orders to determine how much you still have to receive and how much your supplier has *already* billed you.

Report Submission

In the Submit Requests window, select Purchase Order Detail Report in the Name field.

Report Parameters

Buyer

Enter the buyer name to restrict the report to a specific buyer.

Items From/To

Enter the beginning and ending item numbers.

Categories From/To

Enter the beginning and ending purchasing categories.

Suppliers From/To

Enter the beginning and ending supplier names.

PO Numbers From/To

Enter the beginning and ending purchase order numbers.

Status

Enter the purchase order status to restrict the report to a specific status. Choose one of the following options: Approved, In Process,

Incomplete, Pre-Approved, Rejected, Requires Reapproval, Reserved, or Returned.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchase Order Distribution Detail Report

The Purchase Order Distribution Detail Report shows account distributions for a range of purchase orders. If you use Purchase Order Encumbrance Control and you set the failure funds only report option to Yes, Purchasing prints only those accounts that fail funds reservation.

The Quantity Ordered is the uncanceled shipment quantity. For planned purchase order shipments, this quantity excludes cancelled quantities and any scheduled release quantities associated with the shipment.

Report Submission

In the Submit Requests window, select Purchase Order Distribution Detail Report in the Name field.

Report Parameters

PO Numbers From/To

Enter the beginning and ending purchase order numbers.

Creation Dates From/To

Enter the beginning and ending creation dates.

Suppliers From/To

Enter the beginning and ending supplier numbers.

Buyer

Enter a buyer name to restrict the report to a specific buyer.

Failed Funds Only

Enter Yes or No to indicate whether you want to restrict the report to purchase orders that failed funds checking.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Purchase Order Number Sort the report by purchase order number.

Supplier Sort the report by supplier.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchase Order and Releases Detail Report

The Purchase Order and Releases Detail Reports show detail information for your blanket purchase agreements and planned purchase orders. Purchasing displays the quantity that you ordered, received, billed, and that is due to be received so you can *monitor* the status of your purchase orders. You can review releases to determine how much is remaining to be received and invoiced.

Report Submission

In the Submit Requests window, select Purchase Order and Releases Detail Report in the Name field.

Report Parameters

Buyer

Enter the buyer name to restrict the report to a specific buyer.

Categories From/To

Enter a beginning and an ending value.

Items From/To

Enter the beginning and ending item numbers.

Suppliers From/To

Enter the beginning and ending supplier names.

PO Numbers From/To

Enter the beginning and ending purchase order numbers.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchase Price Variance Report

The Purchase Price Variance Report shows the variance between the purchase price on the purchase order and standard cost for all items you receive and deliver into inventory and work in process. Inventory records purchase price variance on delivery into a subinventory. Work in Process records purchase price variance on delivery into a job or repetitive schedule. For internal requisitions, the purchase order ship to location is associated with the organization in the Customers window. See: *Assigning a Business Purpose to a Customer Address, Oracle Public Sector Receivables User's Guide*.

The purchase price variance is calculated as the quantity received multiplied by the difference between the purchase order price and the standard cost.

Prerequisites

Since this report displays purchase price variances for standard costing, this report is appropriate only for organizations using Inventory and standard costing. If you use Work in Process, this report also displays the outside processing purchase price variance.

Report Submission

In the Cost and Period Close Reports (for Inventory) or Submit Requests windows, select Purchase Price Variance Report in the Name field.

Report Parameters

Categories From/To

Enter the beginning and ending purchasing categories.

Transaction Dates From/To

Enter the beginning and ending transaction dates.

Suppliers From/To

Enter the beginning and ending suppliers.

Organization Name

Enter the organization name. The ship to location is associated with the organization in the Location Association window.

Sort By

Choose one of the following options:

<i>Buyer Name</i>	Sort the report by buyer name.
<i>Category</i>	Sort the report by item category.
<i>Item</i>	Sort the report by item number.
<i>Supplier</i>	Sort the report by supplier.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchase Requisition Status Report

The Purchase Requisition Status Report can be used to review the approval status of the requisitions you create. By limiting the approval status, you can use the report as a tool to plan and monitor the buyer workload. You can also use the report to monitor requisitions in the approval process or returned and requiring further attention.

The report can include requisitions with the following statuses:

<i>Approved</i>	An approver with sufficient authority approved the requisition. A buyer can now place the corresponding requisition lines onto purchase orders.
<i>Cancelled</i>	A requisition preparer cancelled the requisition.
<i>In Process</i>	The preparer completed the requisition and submitted to the approval process. However, no one with sufficient authority has approved the requisition.
<i>Incomplete</i>	The requisition is incomplete and the preparer has not yet submitted the requisition to an approver.
<i>Pre-Approved</i>	At least one person with sufficient authority approved the requisition. The status is not Approved either because the approver forwarded the requisition to someone else, or the approver has not yet reserved the funds.
<i>Rejected</i>	The approver rejected the requisition. Purchasing returns the entire requisition to the preparer.
<i>Returned</i>	A buyer returned the requisition. Purchasing returns to the preparer all requisition lines within the same requisition that are not on a purchase order.

Report Submission

In the Submit Requests window, select Purchase Requisition Status Report in the Name field.

Report Parameters

Requisition Numbers From/To

Enter the beginning and ending requisition numbers.

Creation Dates From/To

Enter the beginning and ending creation dates.

Requestor

Enter a requestor name to restrict the report to a specific requestor.

Location

Enter a deliver to location to restrict the report to a specific location.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchase Summary Report by Category

The Purchase Summary Report by Category shows the amount of orders you place with suppliers for a *given* category of item. Use the report to monitor the purchase documents included in a range of categories.

Report Submission

In the Submit Requests window, select Purchase Summary Report by Category in the Name field.

Report Parameters

Categories From/To

Enter the beginning and ending categories assigned to the item from the purchasing category set.

Buyers From/To

Enter the beginning and ending buyer names.

Suppliers From/To

Enter the beginning and ending supplier names.

Creation Dates From/To

Enter the beginning and ending creation dates.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchasing Activity Register

The Purchasing Activity Register shows purchase order monetary activity carried out for a time interval, such as a day or month. The report excludes all fully cancelled purchasing documents. The report includes blanket and contract purchase agreements and planned purchase orders for reference. However, since these documents do not represent actual purchase activity, their amounts are not shown in the PO Amount and Functional Amount columns and are not included in the Total amount.

Report Submission

In the Submit Requests window, select Purchasing Activity Register in the Name field.

Report Parameters

Creation Dates From/To

Enter the beginning and ending document creation dates.

PO Type

Enter the purchase order type to restrict the report to a specific type.

Supplier

Enter the supplier name to restrict the report to a specific supplier.

Buyer

Enter the buyer name to restrict the report to a specific buyer.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

<i>Purchase Order Number</i>	Sort the report by creation date and purchase order number.
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Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Purchasing Database Administration

Use the Purchasing Database Administration process to initiate concurrent processes that *purge* obsolete records in Purchasing interface tables and other temporary tables. The purging of obsolete data helps reduce memory load and improve system performance. You need to run this process only once because the AutoSubmit process resubmits itself daily after you submit it the first time.

- ▶ **To run the Purchasing Database Administration process:**
 1. Navigate to the Submit Requests window.
 2. Select Requests in the first field.
 3. Select Purchasing Database Administration in the Name field.
 4. Save your work to begin the process.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Viewing and Responding to Notifications: page 2 – 29

Purchasing Documents Open Interface

The Purchasing Documents Open Interface receives price/sales catalog information and responses to requests for quotation (RFQs) electronically from suppliers in the form of blanket purchase agreement lines or catalog quotations. One way to import catalog data into the Purchasing Documents Open Interface, and finally into Purchasing, is through Electronic Data Interchange (EDI). After the Oracle EDI Gateway imports the electronic catalog information, the Purchasing Documents Open Interface program validates the information before importing it into Purchasing.

The Purchasing Documents Open Interface can be run from within EDI when you choose Import Programs from the EDI menu and enter parameters. Or you can run this program separately, from within Purchasing, after you load the price/sales catalog data into the interface.

Report Submission

In the Submit Requests window, select Purchasing Documents Open Interface in the Name field.

Report Parameters

Default Buyer (Required)

Enter the default buyer name to be associated with the incoming documents.

Document Type (Required)

Valid options are Blanket and Quotation. The option of Blanket directs Purchasing to create a blanket agreement from the price/sales catalog or quotation to be imported. The option of Quotation directs Purchasing to create a catalog quotation for the information to be imported.

Document Sub Type (Optional)

Used with document type of "Quotation" to indicate a document sub type of "Catalog Quotation" for the Price/Sales Catalog or Response to RFQ to be imported. The document sub type of "Bid Quotation" is invalid for the transaction.

Create or Update Item (Required)

Used with the Price/Sales Catalog or Response to RFQ to indicate whether you wish to update the item master with catalog item changes or add catalog items to the item master.

Create Sourcing Rules (Required)

Indicate Yes or No on whether supplier sourcing rules should be created automatically during the Price/Sales Catalog and Response to RFQ import process.

Approval Status (Optional)

Enter desired status of Approved or Incomplete for the Blanket Agreements and Quotations to be created.

Release Generation Method (Optional)

Used when Document Type is set to Blanket and Create Sourcing Rules is set to Yes. Select from the following three blanket release methods:

<i>Automatic Release/Review</i>	Allows Purchasing to automatically generate releases and forwards them for approval.
<i>Release using Autocreate</i>	Allows you to use Autocreate to convert purchase requisitions into blanket releases for blanket purchase orders.
<i>Automatic Release</i>	Allows Purchasing to automatically generate approved blanket releases for items that are autosourced to a single supplier.

Commit Interval (Required)

Enter a numeric value or accept the default value of 100 representing the number of records processed before committing the data to the database.

Batch ID (Optional)

Enter a valid batch ID which corresponds to the RUN ID in EDI Gateway.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Running the EDI Price/Sales Catalog Inbound Program, *Oracle EDI Gateway User's Guide*

Running the EDI Response to Request for Quote Inbound Program, *Oracle EDI Gateway User's Guide*

Receiving Price/Sales Catalog Information Electronically: page 5 – 20

Purchasing Interface Errors Report

The Purchasing Interface Errors Report shows you what errors occurred, if any, while running the following programs:

- Pay on Receipt – ASBN transactions
- Pay on Receipt – Receipt transactions
- Purchasing Documents Open Interface

For each row in the interface tables that fails validation, the above programs create one or more rows with error information that appears in the Purchasing Interface Errors Report.

Report Submission

In the Submit Requests window, select Purchasing Interface Errors Report in the Name field. A batch ID number is generated that you can refer to when you choose View My Requests from the Help menu.

Report Parameters

Source Program

Select the program whose errors you want reported.

Pay on Receipt – ASBN transactions Shows what errors occurred when the Pay on Receipt program (also known as evaluated receipt settlement, or ERS) tried creating an invoice from an Advance Shipment and Billing Notice (ASBN).

Pay on Receipt – Receipt transactions Shows what errors occurred when the Pay on Receipt program tried creating an invoice from a receipt.

Purchasing Documents Open Interface Shows what errors occurred when the Purchasing Documents Open Interface program ran. The Purchasing Documents Open Interface program processes data (such as electronic catalog information) that is in the Oracle Applications interface tables to ensure that it is valid before importing it into Purchasing.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receiving Price/Sales Catalog Information Electronically: page 5 – 20

Purchasing Documents Open Interface: page 9 – 95

Quality Code Listing

The Quality Code Listing shows inspection quality codes. You can use this listing to help assign quality codes when inspections are performed. See: Defining Quality Inspection Codes: page 1 – 56.

Report Submission

In the Submit Requests window, select Quality Code Listing in the Name field.

Report Parameters

Active/Inactive

Choose one of the following options:

<i>Active</i>	List only active codes on the report.
<i>Both</i>	List both active and inactive codes on the report.
<i>Inactive</i>	List only inactive codes on the report.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

<i>Quality Code</i>	Sort the report by quality code.
<i>Ranking</i>	Sort the report by ranking.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Quotation Action Required Report

The Quotation Action Required report lists quotations that require follow-up action. This report provides you with all of the information you need to take *immediate* action on the quotation. Purchasing lets you specify the quotations you want to review. If you do not specify a date range, all quotations are displayed.

This report prints quotations that are about to expire. For each of these quotations, Purchasing prints the quotation number, the supplier name, the supplier site, the supplier quotation number, and the expiration date. Purchasing displays the quotation line details so you can quickly review the purpose of the quotations. See: Entering Quotation Headers: page 5 – 47.

Report Submission

In the Submit Requests window, select Quotation Action Required Report in the Name field.

Report Parameters

Suppliers From/To

Enter the beginning and ending supplier names.

Buyer

Enter a buyer name to restrict the report to a specific buyer.

Quotation Expiration Dates From/To

Enter the beginning and ending expiration dates to limit the quotations to the ones with expiration dates during the date range. Note that if you enter a date range, the quotation warning delay is considered but quotations without an expiration date are excluded from the report.

Categories From/To

Enter the beginning and ending purchasing categories.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

RFQ Action Required Report

The RFQ Action Required report lists RFQs that require follow-up action. This report provides you with all of the information you need to take immediate action on RFQs approaching the reply due date. Purchasing lets you specify which RFQs you want to review.

This report prints your RFQs for which you have not received complete responses. For each RFQ, Purchasing prints the RFQ description and the reply due date. To help you contact the supplier that requires action, Purchasing prints the supplier, supplier site, supplier contact, and telephone number of the contact. See: Entering RFQ Headers: page 5 – 32.

Report Submission

In the Submit Requests window, select RFQ Action Required Report in the Name field.

Report Parameters

Buyer

Enter a buyer name to restrict the report to a specific buyer.

RFQ Reply Date From/To

Enter the beginning and ending reply dates. Purchasing breaks and prints on the reply date.

Suppliers From/To

Enter the beginning and ending supplier names.

Categories From/To

Enter the beginning and ending purchasing categories.

Sort By

Choose one of the following options:

Buyer Name Sort the report by buyer name.
RFQ Reply Date Sort the report by RFQ reply date.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receipt Accruals – Period–End Process

Use the Receipt Accruals – Period–End process to create period–end accruals for your uninvoiced receipts for Expense distributions. Purchasing creates an accrual journal entry in your general ledger for each uninvoiced receipt you choose using this form. If you use encumbrance or budgetary control, Purchasing reverses your encumbrance entry when creating the corresponding accrual entry.



Attention: When using Cash Basis Accounting, you should use the Purchasing Options window to set the Accrue Expense Items flag to Period End, but you will not normally run the Receipt Accrual – Period–End process. See: Defining Accrual Options: page 1 – 32.

Purchasing provides you with complete flexibility and control for your period–end accruals. You can use the Uninvoiced Receipts Report to analyze your uninvoiced receipts before you accrue them. You can then run the Receipt Accruals – Period–End process as many times as you want to generate accruals entries for the receipts you choose. Purchasing does not accrue receipts for purchase orders on or before the last date of the Accrual Period.

You create accruals for a specific purchasing period. Purchasing automatically accrues all uninvoiced receipts you entered up to the end of the accrual period you specify. Each time you run the Receipt Accruals – Period–End process, Purchasing creates an unposted journal entries batch in your general ledger for your receipt accruals. If you are using encumbrance or budgetary control, Purchasing creates another journal entries batch in your general ledger corresponding to the encumbrance reversal entries for the uninvoiced receipts you accrued.

Each time you create accrual entries for a specific uninvoiced receipt, Purchasing marks this receipt as accrued and ignores it the next time you run the Receipt Accrual – Period–End process. Purchasing creates accrual entries only up to the quantity the supplier did not invoice for partially invoiced receipts.

Follow the steps listed below:

- Identify the purchasing period for your receipt accrual entries. Purchasing creates receipt accruals for all receipts you entered up to the end of this period. To prevent any period–end disruption, Purchasing lets you provide a receipt date that is different from the date you enter the receipts. You never have to enter all the receipts for a period before the end of this period. You can enter these receipts later. You simply need to backdate the receipt date. Of course, you should make sure you entered

all receipts for a specific period before you create receipt accruals for that period.

- Enter and match all invoices you received during the period for your receipt accrual entries.
- Close the accounts payable period corresponding to the purchasing period for your receipts accrual entries.
- Run the Uninvoiced Receipts Report and analyze your uninvoiced receipts that are accrued at period end.
- Run the Receipt Accrual – Period–End process as many times as you need. You can use the search criteria to choose what you want to accrue and accrue your receipts step by step. This process creates accounting accrual entries using the journal source 'Purchasing' and the journal category 'Accrual'.
- Perform all the steps you need to close your accounting period and generate period–end reports and financial statements in your general ledger.
- Run the Accrual Reconciliation Report after period close to analyze your receipts accrued on receipt.
- Use your general ledger system to reverse all the receipt accrual and encumbrance reversal batches for your period–end accruals.
- Close the purchasing period for your receipt accruals. When you close a purchasing period, Purchasing automatically un–marks all the receipts you previously accrued to make sure you can accrue these receipts again if they are still uninvoiced in the next period.
- After you have opened your next period in General Ledger and have either closed the previous general ledger period or have completed all previous month receipt accruals, you can reverse the previous month's receipt accruals in the new month. You perform this by reversing each general ledger journal batch in General Ledger.

► **To run the Receipt Accruals – Period End process:**

1. Navigate to the Submit Requests window.
2. Select Requests in the first field.
3. Select Receipt Accruals – Period–End in the Name field.
4. Enter the Extended Value. The default is 0.

5. Enter the Supplier to restrict period–end receipt accruals to a single supplier.
6. Enter the item Category to restrict period–end receipt accruals to a single category.
7. Enter the Period for which you want to perform period–end receipt accruals. Purchasing automatically provides you with a list of acceptable accrual periods. This list contains periods that you closed in your accounts payable system and either opened or did not use in your general ledger system.
8. Save your work to begin the process.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receipt Adjustments Report

The Receipt Adjustments Report lists purchase order shipments or internal requisition lines with corrections or returns to supplier.

For supplier sourcing the Source column lists the name of the supplier and supplier source for whom you make the adjustment. For inventory sourcing, the Source is the organization and subinventory.

Report Submission

In the Transaction Reports (for Inventory) or Submit Requests window, select Receipt Adjustments Report in the Name field.

Report Parameters

Receipt Location

Enter the receipt location to restrict the report to a specific location.

Receiver

Enter the receiver name to restrict the report to a specific receiver.

Receipt Date From/To

Enter the beginning and ending receipt dates.

Supplier From/To

Enter the beginning and ending supplier names.

Supplier Site

Enter the supplier site to restrict the report to a specific supplier site.

Organization Name

Enter the organization name to restrict the report to a specific organization.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Document Number Sort the report by document number.

Supplier Sort the report by supplier name.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receipt Traveler

The Receipt Traveler facilitates receiving inspection and delivery of goods you receive within your organization. After you receive the goods, you can print receipt travelers and attach these tickets to the goods. You can enter selection criteria to specify the receipt travelers you want to print. One receipt traveler prints per distribution, and each traveler has space for you to record delivery comments.

The report includes the document type. For the Supplier source type: *Standard Purchase Order*, *Blanket Release*, or *Scheduled Release*. For the Internal Order source type: *Internal Requisition*. For the Inventory source type: *Inventory*.

The report also includes the source for the item you deliver. For source type *Supplier*, this is the supplier name. For source type *Inventory*, this is the Organization name. For source type *Internal Order*, this is the source subinventory.

If the RCV: Print Receipt Traveler profile option is set to *Yes*, the receipt traveler automatically prints when you perform a receipt or a receiving transaction, and when you match unordered receipts.

Report Submission

In the Transaction Reports (for Inventory) or Submit Requests window, select Receipt Traveler in the Name field.

Report Parameters

Delivery Location

Enter a delivery location to restrict the report to a specific delivery location.

Receipt Numbers From/To

Enter the beginning and ending receipt numbers.

Items From/To

Enter the beginning and ending item numbers.

Categories From/To

Enter a beginning and an ending category.

Ship to Location

Enter a ship-to location to restrict the report to a specific location.

Organization Name

Enter the organization name for this report.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*
Profile Options in Purchasing: page 1 – 76

Receiving Account Distribution Report

The Receiving Account Distribution Report lists the accounting distributions for your receiving transactions. This report supports the distributions created for the following transactions:

- Purchase Order Receipts
- Purchase Order Receipt Adjustments
- Purchase Order Returns to Supplier
- Deliver to Expense Destinations
- Return to Receiving from Expense Destinations
- Match Unordered Receipts

This feature helps you reconcile your receiving accounting to your general ledger.

Note: The accounting distributions for Deliver to and Return from both Inventory and Shop Floor (WIP) destinations are transferred to the General Ledger Interface by Inventory. When you reconcile your receiving inspection account, you need to include these transactions from the Material Account Distribution Reports as well as the WIP Account Distribution Reports.

Report Submission

In the Transaction Reports (for Inventory) or Submit Requests windows, select Receiving Account Distribution Report in the Name field.

Report Parameters

Sort Option

Use the Sort By parameter to produce a report customized to your specific needs. Choose one of the following options:

- | | |
|----------------------------|--|
| <i>Account and Item</i> | Sort the report by account and item. |
| <i>Account and Receipt</i> | Sort the report by account and receipt number. |

*Account and
Supplier*

Sort the report by account and supplier name.

Organization Name

Enter the organization name to restrict the report to a specific organization. If you leave this field blank, the report prints distributions for all organizations.

Date From/To

Enter the beginning and ending receipt dates.

Item From/To

Enter the beginning and ending item numbers.

Category From/To

Enter the beginning and ending categories.

Supplier From / Supplier To

Enter the beginning and ending supplier names.

**Receipt Number From /
Receipt Number To**

Enter the beginning and ending receipt numbers.

Account From / Account To

Enter the beginning and ending accounts.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receiving Exceptions Report

Use the Receiving Exceptions Report to review receipts for which there is a receipt exception. These receipts cannot be automatically closed for receiving or invoicing. You can enter a receipt exception when you receive the item.

Report Submission

In the Transaction Reports (for Inventory) or Submit Requests window, select Receiving Exceptions Report in the Name field.

Report Parameters

Receipt Location

Enter the receipt location to restrict the report to a specific location.

Receiver

Enter the receiver name to restrict the report to a specific receiver.

Receipt Date From/To

Enter the beginning and ending receipt dates.

Supplier From/To

Enter the beginning and ending supplier names.

Supplier Site

Enter the supplier site to restrict the report to a specific supplier site.

Organization Name

Enter the organization name to restrict the report to a specific organization.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

Purchase Order Number Sort the report by purchase order number.

Supplier Sort the report by supplier name.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receiving Interface Errors Report

This report shows you what warnings or errors occurred while the Receiving Transaction Processor was processing rows in the Receiving Open Interface tables. Rows processed in the Receiving Open Interface include Advance Shipment Notices (ASNs), receipts, and deliveries. Any errors that occur during this process are displayed in the Receiving Interface Errors report when you run the report. At the same time, the errors are also sent to the EDI Gateway process responsible for generating Application Advices. (For example, Application Advices are sent back to suppliers detailing errors that occurred when the suppliers sent ASNs.)

Report Submission

In the Submit Requests window, select Receiving Interface Errors Report in the Name field.

Report Parameters

Start Date / End Date

Enter the Start and End dates of the period in which the Receiving Open Interface information was processed and the errors were generated.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*
Advance Shipment Notices (ASNs): page 7 – 14

Receiving Transaction Processor

Use the Receiving Transaction Processor to process your pending or unprocessed receiving transactions. How the Receiving Transaction Processor handles these transactions depends on the processing mode, which is a profile option that you can set at the site, application, responsibility, and user levels.

In On-line processing mode, Purchasing calls the Receiving Transaction Processor when you save your work.

In Immediate processing mode, when you save your work, the receiving forms call the Receiving Transaction Processor for the group of transactions you have entered since you *last* saved your work. Note that this is a specific group of transactions. Transactions belonging to other groups (for example, those entered by another user in Batch processing mode) are not included.

In Batch processing mode, the receiving forms insert transaction information into the receiving interface tables. These transactions remain in the interface table until you run the Receiving Transaction Processor. The receiving forms take into account all pending transactions, but Purchasing does not update the transaction history, source documents, and supply information until the transactions are processed.

You can set Standard Report Submission parameters to run the Receiving Transaction Processor at specified intervals so that your pending transactions are processed as often as required.

The Receiving Transaction Processor performs the following functions:

- validates Advance Shipment Notice (ASN) and Advance Shipment and Billing and Notice (ASBN) information in the receiving open interface
- derives and defaults values into the receiving interface tables (For example, if a particular value or field is not received, the receiving open interface tries to derive the value using defaulting and derivation rules.)
- creates receipt headers for intransit shipments
- creates receipt lines for all receipts
- maintains transaction history information
- maintains lot and serial transaction history
- accrues uninvoiced receipt liabilities

- maintains the following purchase order quantities: quantity received, quantity delivered, quantity accepted, and quantity rejected
- closes purchase orders for receiving
- maintains the following requisition quantities: quantity received, quantity delivered
- maintains supply information
- maintains inventory information (for Inventory destination type)
- maintains outside processing information (for Shop Floor destination type)

► **To run the Receiving Transaction Processor:**

1. Navigate to the Submit Requests window.
2. Select Requests in the first field.
3. Select Receiving Transaction Processor in the Name field.
4. Save your work to begin the process.

See Also

Profile Options in Purchasing: page 1 – 76

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receiving Transactions Register

The Receiving Transactions Register lists *detail* information about your receiving transactions. The register is sorted by item, category, receipt number, document number, and transaction date. The three-part document number represents purchase order number, purchase order line number, and purchase order shipment number.

Note that the register does not include information for transactions that are awaiting processing when the receiving transaction processor is in Batch or Immediate mode.

Report Submission

In the Transaction Reports (for Inventory) or Submit Requests window, select Receiving Transactions Register in the Name field.

Report Parameters

Organization

Enter the organization name to restrict the report to a specific organization.

Transaction Type

Enter the transaction type to restrict the report to a specific transaction type.

Transaction Dates From/To

Enter the beginning and ending transaction dates.

Receipt Numbers From/To

Enter the beginning and ending receipt numbers.

Receiver

Enter the receiver to restrict the report to a specific receiver.

Items From/To

Enter the beginning and ending items.

Categories From/To

Enter the beginning and ending purchasing categories.

Suppliers From/To

Enter the beginning and ending suppliers.

Purchase Order Numbers From/To

Enter the beginning and ending purchase order numbers.

Buyer

Enter the buyer to restrict the report to a specific buyer.

Requisition Numbers From/To

Enter the beginning and ending requisition numbers.

Shipment Numbers From/To

Enter the beginning and ending shipment numbers.

Exception

Enter Yes or No to indicate whether to print only transactions with a receiving exception or only transactions with no receiving exception. Leave this field blank to print transactions regardless of exception status.

Detail

Enter Yes or No to indicate whether to print detail.

Include Lot/Serial

Enter Yes or No to indicate whether to print lot/serial number information.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receiving Value Report

The Receiving Value Report shows item quantity, valuation, and detailed receipt information for your receiving inspection location.

Note: If you choose a currency other than your functional currency, all value fields are multiplied by the exchange rate.

The Average Unit Price is calculated by dividing the total receiving value by the total receiving quantity on hand, using the primary unit of measure.

The Total Purchase Value is the quantity times the average unit price.

The Current Value is the sum of the quantity times the supplier cost for the cost type. This is the total cost of the item less any material overheads for the item. If material overheads are included, then the Purchase Price Difference column would be incorrect.

The Purchase Price Difference is the difference between the Total Purchase Value and the Current Value columns. You see this column only for inventory and shop floor (outside processing) destinations. This report also displays Outside Processing items with no associated resource value. You can use this information to manually accrue potential purchase price variances, before you deliver into inventory or work in process.

Report Submission

In the Cost and Period Close Reports (for Inventory) or Submit Requests (for Cost Management) window, select Receiving Value Report in the Name field.

Report Parameters

Organization Name

Enter the organization to restrict the report to a specific organization.

Cost Type

Optionally, enter a cost type to change the reported values for the *Current Value* column. If you do not enter a cost type, the report uses

the *Frozen* or *Average* cost type, depending on your costing method. If you specify a cost type, the report values the items at this cost type, for the respective supplier cost. This is the total cost of the item less any material overheads for the item. If the item is not in the specified cost type, the report values the item at the default cost type. For example, if you choose Quarter1 as the cost type and Quarter1 has Frozen as the default cost type, the report values the item at the Quarter1 cost. If Quarter1 is not available, it values the items at the *Frozen* cost type.

Report Option

Choose one of the following options:

<i>Detail</i>	Include detail receipt information, such as receipt date, receipt number, shipment number, current location, deliver-to location, packing slip, document type, document number, and item revision.
<i>Summary</i>	Include only summary information for the item, such as item description, quantity, average unit price, and total purchase value.

Sort

Choose one of the following options:

<i>Category</i>	Sort the report by category set and category.
<i>Destination</i>	Sort the report by purchase order destination and then by item.
<i>Destination and Category</i>	Sort the report by destination, by category set/category and then by item.
<i>Item</i>	Sort the report by item.
<i>Location</i>	Sort the report by current receiving location and then by item.
<i>Supplier</i>	Sort the report by supplier and then by item.

Item From / Item To

Enter a beginning and an ending item to restrict the report to a range of items.

Category Set

Enter a category set to restrict the report to that category set.

Category From / Category To

Enter a beginning and an ending category to restrict the report to a range of categories.

Currency

Enter a currency. When you enter a currency other than your functional currency, item costs are converted to the selected currency using the *End of period rate* you choose in the Exchange Rate field.

Exchange Rate

Choose an exchange rate. If you choose a currency other than your functional currency, the default is the most recent *End of period rate*. However, you can choose any prior *End of period rate*. See: Entering Period Rates, *Oracle Public Sector General Ledger User's Guide*.

Quantities by Revision

Enter *Yes* or *No* to indicate whether you want to display item quantities by the revision of the item on the report. You can see revision quantities only when you choose *Detail* for the Report Option.

Display Zero Costs Only

Enter *Yes* or *No* to indicate whether you want to display items with zero costs only on the report. You use this option to identify any items that have a zero standard cost, before you deliver into inventory.

Document Type

Enter *Purchase Order* or *Requisition* to limit the reported information. If you do not enter a document type, the report displays both document types.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receiving Value Report by Destination Account

The Receiving Value Report by Destination Account lists received items by purchase order destination and distribution account. If you accrue both inventory and expense at the time of receipt, you may have both inventory and expense as part of your receiving valuation account. The Receiving Value Report by Destination Account allocates your receiving balances by the purchase order line inventory, expense accounts, and quantities. You can then use this report to manually reclass the receiving valuation account to the appropriate expense accounts.

Report Submission

In the Cost and Period Close Reports (for Inventory) or Submit Requests windows, select Receiving Value Report by Destination Account in the Name field.

Report Parameters

Items From / Items To

Enter the beginning and ending item numbers.

Categories From / Categories To

Enter the beginning and ending purchasing categories.

Destination Type

Enter a destination type to restrict the report to a specific destination type, such as Expense, Inventory, or Shop Floor.

Accounts From / Accounts To

Enter the beginning and ending accounts.

Organization Name

Enter the organization name to restrict the report to a specific organization.

Exclude One-time Items

Enter Yes or No to indicate whether you want to exclude one-time items from the report.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

ReqExpress Templates Listing

The ReqExpress Templates Listing shows requisition template detail information.

The report lists *sourcing* information appropriate for the source type. For the Inventory source type, this is the organization and subinventory. For the Supplier source type, this is the buyer, supplier, supplier site, contact, supplier item number, and RFQ Required flag value.

Report Submission

In the Submit Requests window, select ReqExpress Templates Listing in the Name field.

Report Parameters

Express Name

Enter the template name to restrict the report to a specific template.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Requisition Activity Register

The Requisition Activity Register shows requisition activity and monetary values. Purchasing prints the requisitions in order of *creation* date and prepared name.

Report Submission

In the Submit Requests window, select Requisition Activity Register in the Name field.

Report Parameters

Creation Dates From/To

Enter the beginning and ending requisition creation dates.

Preparer

Enter the preparer name to restrict the report to a requisitions from a specific preparer.

Requisition Type

Enter the requisitions document type (Purchase Requisition or Inventory Requisition) to restrict the report to a specific type.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Requisition Distribution Detail Report

The Requisition Distribution Detail Report lists requisitions, distributions, and charge account information. You can also use the report to review requisitions that failed funds reservation if you have enabled encumbrance. Totals print *only* if encumbrance has been enabled.

Report Submission

In the Submit Requests window, select Requisition Distribution Detail Report in the Name field.

Report Parameters

Requisition Numbers From/To

Enter the beginning and ending requisition numbers.

Requisition Creation Dates From/To

Enter the beginning and ending creation dates.

Preparer

Enter a preparer name to restrict the report to a specific preparer.

Failed Funds Only

Enter Yes or No to indicate whether you want to restrict the report to purchase orders that failed funds checking.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Requisition Import Process

Use the Requisition Import process to import requisitions from other Oracle or non-Oracle systems. Work in Process, Master Scheduling/MRP, Order Entry, and Inventory (as well as custom systems) can provide requisition information for the Purchasing requisition interface table. For example, drop-ship orders from Order Entry and Kanban orders from Inventory are sent to the requisition interface table and converted into requisitions. Also, project and task information from Master Scheduling/MRP are imported through the Requisition Import process. Requisition Import creates a requisition line and one or more requisition distributions for each row it finds in the interface table. It then groups these lines on requisitions according to parameters you define below.

You can set the profile PO: Release During ReqImport to create releases each time you run the Requisition Import process. For example, when you implement planned orders as requisitions in the MRP Planner Workbench, you can automatically create the releases at the same time you create the requisitions. Purchasing automatically creates (and optionally approves) the releases for *all* blanket-sourced, approved requisitions as part of the Requisition Import process, not just those created by the Requisition Import run.

Each requisition you create using Requisition Import enters Purchasing with the approval status that was specified when the row in the interface table was created. However, if you are using requisition encumbrance (the Use Requisition Encumbrance field in the Encumbrance Information region of the Financials Options window is set to Yes), Requisition Import changes the Approved status to Pre-Approved, and you must approve the requisitions. If you're using encumbrance, the requisition approval process attempts to reserve funds for the document at the beginning of the process. If the approval process cannot reserve funds at the beginning of the process, then the funds are reserved when an approver with enough authority to reserve the funds approves the document.

If the requisitions you import are Pre-Approved or incomplete, Requisition Import calls the PO Requisition Approval workflow to submit the requisitions to the approval process. If the requisitions you import are already approved, Requisition Import calls the PO Create Documents workflow in Purchasing to automatically create corresponding purchase orders; the PO Create Documents workflow then calls the PO Approval workflow to approve the purchase orders, if you've enabled automatic approval. See: Choosing Document Creation Options: page 1 – 73.

You can place requisitions you imported on purchase orders just as you would any other requisition. Purchasing automatically sources your requisition line to a blanket agreement or catalog quotation number if the supplier for the item is in the Approved Supplier List and if sourcing rules are set up for the item.

When you submit the Requisition Import process, Purchasing automatically prints the Requisition Import Run Report. You can view this report by Using the View Requests window and choosing the Report option in the View field for the Requisition Import process you submitted. If there were no records in the transaction interface table, the report has two lines:

- No records were processed
- Number of records in error = 0

Otherwise, the report normally has three lines:

- Number of approved requisitions created = n
- Number of unapproved requisitions created = n
- Number of records in error = n

When there are transaction records that cannot be processed, the report includes a fourth line:

- Number of records pending = n.

► **To run the Requisition Import process:**

1. Navigate to the Submit Requests window.
2. Select Requests in the Type field.
3. Select Requisition Import in the Name field.
4. Enter the Import Source. Leave this field blank for all import sources.
5. Enter the Import Batch Identification for the batch that you want to import. Leave this field blank to import all batches.
6. Use the Group By feature to determine how requisition lines are grouped on the requisitions you create. The default in this field is set in the Purchasing Options window. Choose one of the following options:

All: Group all requisition lines on one requisition

Buyer: Group requisition lines for each buyer name on a separate requisition

Category: Group requisition lines for each purchasing category on a separate requisition

Item: Group requisition lines for each item on a separate requisition

Location: Group requisition lines for each location on a separate requisition

Supplier: Group requisition lines for each supplier name on a separate requisition

7. Enter the Last Requisition Number that exists in your system. Purchasing increments this number by one to calculate the next requisition number. If the calculated number is already in use, Purchasing selects the next available requisition number. Leave this field blank to automatically get the next available requisition number.

8. Choose Yes or No for Multiple Distributions.

A multiple distribution allows you to charge requisition line items across multiple organizations. For example, you could have a requisition line quantity for 10 items; you could charge 5 to one organization, 3 to another, and 2 to yet another. If in this run of Requisition Import you have to create multiple distributions for at least one requisition line, choose Yes. If you do not need to create multiple distributions for a requisition line, choose No.



Attention: If the Import Source you chose was Master Scheduling/MRP, Order Entry, or Inventory (INV), choose No. If the Import Source you chose was Web Requisitions (ICX), choose Yes.

9. Save your work to begin the process.

See Also

Profile Options in Purchasing: page 1 – 76

Defining Purchasing Options: page 1 – 29

Automatic Release Generation: page 4 – 93

Submitting a Request, *Oracle Applications System Administrator's Guide*

Viewing Requests, *Oracle Applications User's Guide*

Automatic Sourcing: page 5 – 69

Drop Shipments: page 4 – 156

Kanban Replenishments: page 3 – 18

Workflow for Creating Purchase Orders and Releases: page 4 – 160

Approval Workflows: page 2 – 63

Requisition Import Exceptions Report

The Requisition Import Exceptions Report shows *errors* from the Requisition Import process. If the Requisition Import process finds any requisitions that it cannot create, Purchasing records the errors in the PO Interface Errors Table.

Report Submission

In the Submit Requests window, select Requisition Import Exceptions Report in the Name field.

Report Parameters

Import Source

Enter the interface source to restrict the report to a specific import source.

Import Batch ID

Enter the name of a Requisition Import batch to restrict the report to a specific batch within your Import Source.

Delete Exceptions

Enter Yes or No to indicate whether you want to delete the exceptions from the PO interface errors table. If you enter Yes, Purchasing prints the report and deletes the items printed from the PO Interface Errors Table. If you enter No, Purchasing Prints the report and leaves the errors in the error table. Each time Requisition Import process is generated, new transaction id numbers are created for errors. If the errors are not deleted, they remain in the Errors Table and are listed along with new error messages generated by the Requisition Import process for the same Import Source and Import Batch ID.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Requisition Import Process: page 9 – 130

Requisitions on Cancelled Sales Order Report

The Requisitions on Cancelled Sales Order Report shows information on *internally* sourced requisition lines for which a sales order has been generated and subsequently cancelled. You can run the report only if Order Entry is installed.

Report Submission

In the Submit Requests window, select Requisitions on Cancelled Sales Order Report in the Name field.

Report Parameters

Items From/To

Enter the beginning and ending item numbers.

Requestor

Enter a requestor name to restrict the report to a specific requestor.

Categories From/To

Enter the beginning and ending purchasing categories.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Reschedule Requisitions Process

Use the Reschedule Requisitions process to *update* requisition information for the rows that Master Scheduling/MRP has inserted into the rescheduling interface table. This information can include changes to need-by dates recommended by MRP as well as changes to requisition quantities made by means of the Planner's Workbench.

► **To run the Requisition Import process:**

1. Navigate to the Submit Requests window.
2. Select Requests in the Type field.
3. Select Reschedule Requisitions in the Name field.
4. Save your work to begin the process.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Planner Workbench, *Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide*

Savings Analysis Report (by Buyer)

The Savings Analysis Report (By Buyer) shows buyer performance by purchase order.

The Negotiated Amount is the product of the price on the quotation and the quantity ordered. If a quote is not defined, Purchasing prints the product of the market price of the item ordered and the quantity ordered. If the market price is not defined, Purchasing uses the list price.

The report includes a price type Legend at the bottom of each page for the price type. If the line price type is Q, the line price was from the Quote. If the line price type is M, the line price was from Market Price, and if the line price type is L, the line price was from List Price.

The Actual Amount is the product of the actual price listed on the purchase order line and the quantity ordered.

The Amount Saved is the negotiated amount less the actual amount, with negative figures in parentheses.

Report Submission

In the Submit Requests window, select Savings Analysis Report (By Buyer) in the Name field.

Report Parameters

Creation Date From/To

Enter the beginning and ending creation dates.

Buyer

Enter the buyer name to restrict the report to a specific buyer.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

<i>PO Type</i>	Sort the report by buyer name and purchase order type.
<i>Purchase Order Number</i>	Sort the report by buyer name and purchase order number.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Savings Analysis Report (by Category)

The Savings Analysis Report (By Category) shows buyer performance by category. Use the report to compare the market, quote, or list price to the actual price.

The Negotiated Amount is the product of the price on the quotation and the quantity ordered. If a quote is *not* defined, Purchasing prints the product of the market price of the item ordered and the quantity ordered. If the market price is not defined, Purchasing uses the list price.

The report includes a price type Legend at the bottom of each page for the price type. If the line price type is Q, the line price was from the Quote. If the line price type is M, the line price was from Market Price, and if the line price type is L, the line price was from List Price.

The Actual Amount is the product of the actual price listed on the purchase order line and the quantity ordered.

The Amount Saved is the negotiated amount less the actual amount, with negative figures in parentheses.

Report Submission

In the Submit Requests window, select Savings Analysis Report (By Category) in the Name field.

Report Parameters

Buyer

Enter the buyer name to restrict the report to a specific buyer.

Creation Dates From/To

Enter the beginning and ending document creation dates.

Categories From/To

Enter the beginning and ending categories from the purchasing category set.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Send Notifications for Purchasing Documents

The workflow process, Send Notifications for Purchasing Documents, looks for documents that are incomplete, rejected, or in need of reapproval and sends notifications to the appropriate people of the document's status. You can view and respond to these notifications through the Notifications Summary window. In order for these notifications to be sent, you need to start this concurrent program process, Send Notifications for Purchasing Documents, and choose how frequently you want the process to run. (The workflow definition itself, Send Notifications for Purchasing Documents, which is initiated by this concurrent program process, is viewable through the Oracle Workflow Builder.)

For information on the kinds of notifications sent by the Send Notifications for Purchasing Documents process, see: *Viewing and Responding to Notifications*: page 2 – 29.

► **To run the Send Notifications for Purchasing Documents process:**

1. Navigate to the Submit Requests window and select Send Notifications for Purchasing Documents in the Request Name field.
2. Choose Schedule.
3. Choose how often you want the process to run.

For example, choose Periodically if you want the process to run periodically. You can then choose to run the process every so many month(s), week(s), day(s), hour(s), or minute(s). For example, choose On Specific Days if you want the process to run on specific days of the month or week.

4. Choose OK.
5. Choose Submit Request once you've selected your options and are ready to run the process.

See Also

Approval Workflows: page 2 – 63

Oracle Workflow Guide

Submitting a Request, *Oracle Applications System Administrator's Guide*

Standard Notes Listing

The Standard Notes Listing shows your standard notes and their start and end dates.

The report lists standard notes *alphabetically* by usage and name.

Report Submission

In the Submit Requests window, select Standard Notes Listing in the Name field.

Report Parameters

Usages From/To

Enter the beginning and ending usages. Standard usages are the following: Approver, Buyer, Invoice Internal, Item Internal, PO Internal, Payables, Quote Internal, RCV Internal, RFQ Internal, Receiver, Req Internal, and Supplier.

When you enter a note for an invoice, you can assign a use of Invoice Internal or Supplier.

Names From/To

Enter the beginning and ending note names.

Purchasing includes notes whose names fall alphabetically, within the range you enter, including the notes with the beginning and end names you specify.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Substitute Receipts Report

The Substitute Receipts Report lists all or specific substitute receipts. To prevent disruption in your receiving process, Purchasing lets you receive items which a supplier has delivered as a *substitute* for the ordered item. You need to predefine the items you accept as substitute for other items. See: *Defining Item Revisions, Oracle Inventory User's Guide*.

The report includes sourcing information appropriate for the source type. For the Inventory source type, this is the organization and subinventory. For the Supplier source type, this is the supplier and supplier site.

Report Submission

In the Submit Requests window, select Substitute Receipts Report in the Name field.

Report Parameters

Transaction Dates From/To

Enter the beginning and ending transaction dates.

Organization Name

Enter the organization name to restrict the report to a specific organization.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Supplier Affiliated Structure Listing

The Supplier Affiliated Structure Listing shows information about your supplier's parent-child relationships. Your list of suppliers includes suppliers who are *subsidiaries* of larger organizations. The Supplier Affiliated Structure Listing allows you to review the relationships established. The subsidiary organization is the child supplier to the parent supplier.

Report Submission

In the Submit Requests window, select Supplier Affiliated Structure Listing in the Name field.

Report Parameters

Suppliers From/To

Enter the beginning and ending supplier names.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Supplier Price Performance Analysis Report

Use the Supplier Price Performance Analysis Report to compare the price of an item from different suppliers.

Report Submission

In the Submit Requests window, select Supplier Price Performance Analysis Report in the Name field.

Report Parameters

Suppliers From/To

Enter the beginning and ending supplier names.

Period From/To

Enter the beginning and ending periods.

Creation Date From/To

Enter the beginning and ending purchase order creation dates.

Categories From/To

Enter the beginning and ending purchasing categories.

Items From/To

Enter the beginning and ending system item numbers.

Sort By

Choose one of the following options:

- | | |
|-----------------|---|
| <i>Category</i> | Sort the report by purchasing category. If you do not make an entry, this is the default. |
| <i>Item</i> | Sort the report by item number. |

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Supplier Purchase Summary Report

The Supplier Purchase Summary report lists the numbers and amount of orders you have placed with various suppliers during a particular period. You can use this information to analyze and manage your purchasing volume with your suppliers. You can also use the Small Business Sort By option to get the statistics you need to complete the Cumulative Commitments section of Form 295 as required for compliance with the Federal Acquisition Regulation (FAR) (U.S.). In addition, with the New Supplier Listing you can update the information provided by your suppliers.

Report Submission

In the Submit Requests window, select Supplier Purchase Summary Report in the Name field.

Report Parameters

Creation Dates From/To

Enter the beginning and ending creation dates.

Supplier Type

Enter the supplier type from the Lookup Codes window to restrict the report to a specific supplier type. See: Defining Lookup Codes: page 1 – 54.

Small Business

Enter Yes to restrict the report to small business suppliers.

Minority Owned

Enter Yes to restrict the report to minority owned suppliers.

Women Owned

Enter Yes to restrict the report to women owned suppliers.

Sort By

Use the Sort By feature to produce a report customized to your specific needs. Choose one of the following options:

- | | |
|----------------------|---|
| <i>Supplier</i> | Sort the report by supplier name, supplier site, and PO number |
| <i>Supplier Type</i> | Sort the report by supplier type, supplier name, supplier site, and PO number |

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*
About Suppliers, *Oracle Public Sector Payables User's Guide*
New Supplier Listing: page 9 – 52

Supplier Quality Performance Analysis Report

The Supplier Quality Performance Analysis Report can be used to review your suppliers' *quality* performance. You can review supplier quality performance for percents accepted, rejected, and returned. You can use this report to identify suppliers with quality performance issues.

Report Submission

In the Submit Requests window, select Supplier Quality Performance Analysis Report in the Name field.

Report Parameters

Items From/To

Enter the beginning and ending item numbers.

Suppliers From/To

Enter the beginning and ending supplier names.

Categories From/To

Enter the beginning and ending purchasing categories.

Buyer

Enter a buyer name to restrict the report to a specific buyer.

Creation Dates From/To

Enter the beginning and ending creation dates.

Detail

Enter Yes or No to indicate whether you want to print detail information on the report.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Supplier Service Performance Analysis Report

The Supplier Service Performance Analysis Report lists late shipments, early shipments, rejected shipments, and shipments to *wrong* locations. You can use this report to derive a supplier service penalty by multiplying the days variance quantity by a percentage of the price.

The % Open Current is the percentage of the ordered quantity not yet received, but within the receipt tolerance days or not past due.

The % Open Past Due is the percentage of the ordered quantity not received by the promise date and beyond the receipt tolerance days.

The % Received On Time is the percentage of the ordered quantity received on the promise date or within the receipt tolerance days.

The % Received Late is the percentage of the ordered quantity received after the promise date and outside the receipt tolerance days.

The % Received Early is the percentage of the ordered quantity received before the promise date and outside the receipt tolerance days.

The Days Variance is calculated as the summation of the date differential (transaction date subtracted from promise date) multiplied by the corrected received quantity (the received quantity plus or minus corrections) for each shipment, all divided by the total corrected received quantity. The result is the quantity per day the supplier is in variance.

Report Submission

In the Submit Requests window, select Supplier Service Performance Analysis Report in the Name field.

Report Parameters

Items From/To

Enter the beginning and ending item numbers.

Suppliers From/To

Enter the beginning and ending supplier names.

Categories From/To

Enter the beginning and ending purchasing categories.

Buyer

Enter a buyer name to restrict the report to a specific buyer.

Creation Dates From/To

Enter the beginning and ending creation dates.

Detail

Enter Yes or No to indicate whether you want to print detail information for each purchase order on the report.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Supplier Volume Analysis Report

The Supplier Volume Analysis Report shows the dollar value of items you purchase from a supplier. The report prints the items that are assigned sourcing rules. Use the report to compare your actual purchase percentages with your sourcing percentage.

The Expenditure is the *sum* of the item line amounts for standard purchase orders for the supplier.

The Actual Percentage is the items expenditure as a percentage of the total expenditure for the date range of the report.

The Intended Commitment is the total expenditure multiplied by the split percentage entered in the sourcing rules.

Report Submission

In the Submit Requests window, select Supplier Volume Analysis Report in the Name field.

Report Parameters

Items From/To

Enter the beginning and ending item numbers.

Creation Dates From/To

Enter the beginning and ending purchase order creation dates.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Suppliers on Hold Report

The Suppliers on Hold Report lists all suppliers placed on hold. This report also prints all purchase orders you still have outstanding with the suppliers on hold.

Report Submission

In the Submit Requests window, select Suppliers on Hold Report in the Name field.

Report Parameters

Supplier Names From/To

Enter the beginning and ending supplier names.

PO Numbers From/To

Enter the beginning and ending purchase order numbers.

Sort By

Use the sort by feature to produce a report customized to your specific needs. Choose one of the following options:

Purchase Order Number Sort the report by purchase order number

Supplier Sort the report by supplier

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Tax Code Listing

The Tax Code Listing shows the tax authorities and rates that are available you use when you enter purchase orders or invoices. The tax code is assigned to a purchase order line. When the line is received, the monetary value is applied to the account associated with the tax code. All information for the tax codes applies to the set of books of the Organization listed in the header of the report. Use this report to verify the *validity* of the tax code accounts.

Report Submission

In the Submit Requests window, select Tax Code Listing in the Name field.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Defining Tax Names, *Oracle Public Sector Payables User's Guide*

Uninvoiced Receipts Report

The Uninvoiced Receipts Report should be run before the Receipt Accrual – Period-End process. With this report, you can review all or specific uninvoiced receipts for both period end and online accruals. Uninvoiced receipts are goods and services you have received that your supplier did not invoice yet. This report indicates exactly what you have to accrue and for what amount, and helps you analyze your receipt accrual entries. The accrual amount is the difference between the quantity received and the quantity billed multiplied by the unit price of the item.

Report Submission

In the Submit Requests window, select Uninvoiced Receipts Report in the Name field.

Report Parameters

Accrued Receipts

Enter Yes to indicate that you want to include accrued receipts on the report. Otherwise, the report includes only unaccrued receipts.

Include Online Accruals

Enter Yes to indicate that you want to include online accruals on the report. Typically, you use the Accrual Reconciliation Report rather than this report to analyze your online accruals.

Categories From/To

Enter the beginning and ending purchasing categories.

Minimum Extended Value

Enter the minimum extended value for the report.

Period Name

Enter a period name to restrict the report to the periods up to and including the specified period.

Suppliers From/To

Enter the beginning and ending supplier names.

Sort By

Choose one of the following options:

Category Sort the report by purchasing category.

Supplier Sort the report by supplier name.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Receipt Accruals – Period End Process: page 9 – 105

Accrual Reconciliation Report: page 9 – 5

Unit of Measure Class Listing

The Unit Of Measure Class Listing shows the classes of measurement you have defined. A unit of measure class is a grouping of common units of measurement. For example, the standard measurement for distance is inch, yard, foot, or mile. Units of distance are assigned to the class Distance. The units assigned to a class are reviewed in the Unit Of Measure Listing.

Report Submission

In the Submit Requests window, select Unit of Measure Class Listing in the Name field.

Report Parameters

Active/Inactive

Choose one of the following options:

<i>Active</i>	List only active unit of measure classes on the report.
<i>Both</i>	List both active and inactive unit of measure classes on the report.
<i>Inactive</i>	List only inactive unit of measure classes on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*
Defining Unit of Measure Classes, *Oracle Inventory User's Guide*

Unit of Measure Listing

The Unit of Measure Listing shows the unit conversions you have defined in the Unit of Measure Conversions window. A unit of measure is assigned to a class. The class is a common grouping of units based on a common denominator. For example, distance is a class of measurement; where inch, foot, yard and mile are units of distance measurement. The base unit would be foot. The unit of measure inch would have a conversion of .08333, which is multiplied by the base unit foot to create the conversion from inch to foot. The conversion for mile would be 5280. A unit is assigned to a class to ensure that it has a common denominator of conversion. In other words, gallons are in a different class than miles. Gallons are a unit of volume, and miles are a unit of distance. You can assign items an interclass conversion.

Use this report to review the units of measure conversions when you create purchase orders or requisitions, or enter receiving, delivery, or inspection transactions

Report Submission

In the Submit Requests window, select Unit of Measure Listing in the Name field.

Report Parameters

Active/Inactive

Choose one of the following options:

- | | |
|-----------------|---|
| <i>Active</i> | List only active units of measure on the report. |
| <i>Both</i> | List both active and inactive units of measure on the report. |
| <i>Inactive</i> | List only inactive units of measure on the report. |

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*
Defining Unit of Measure Conversions, *Oracle Inventory User's Guide*

Unordered Receipts Report

The Unordered Receipts Report lists all or selected *unordered* receipts. Unordered receipts refer to received items that receivers could not match to purchase orders. You can enter unordered receipt transactions only if you set up your system options accordingly. Purchasing lets you specify which unordered receipts you want to review. See: Defining Purchasing Options: page 1 – 29.

Report Submission

In the Submit Requests window, select Unordered Receipts Report in the Name field.

Report Parameters

Transaction Dates From/To

Enter the beginning and ending transaction dates.

Organization Name

Enter the organization to restrict the report to a specific organization.

Dynamic Precision Option

Enter the decimal precision for quantities on the report.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

Workflow Background Process

The Workflow Background Engine process must be running if you are using the Timeout feature in the approval workflow processes for purchase orders or requisitions. The Timeout feature is enabled only if you modify the notification(s) associated with it in the Oracle Workflow Builder. The Timeout feature sends periodic reminders to approvers or automatically forwards a notification to the next approver in the hierarchy after no response is received over a particular period of time. For information on how to set the Timeout feature in the Workflow Builder, see: *Approval Workflows: page 2 – 63*.

Report Submission

In the Submit Requests window, select Workflow Background process in the Name field.

For more information on how to submit this process, see: *To Schedule Background Engines, Oracle Workflow Guide*.

See Also

Submitting a Request, *Oracle Applications System Administrator's Guide*

APPENDIX

A

Windows and Navigator Paths

This appendix shows you the default menu path for each Oracle Public Sector Purchasing window. Refer to this appendix when you do not already know the menu path for a window you want to use.

Windows and Navigator Paths

Although your system administrator may have customized your navigator, typical navigational paths include the following:

Note: Text in brackets ([]) indicates a button.

See also: *Oracle Applications Character to GUI Menu Path Changes*.

For windows described in other manuals:

See: page	Refer to this manual for a complete window description
<i>BOM</i>	<i>Oracle Bills of Material User's Guide</i>
<i>CST</i>	<i>Oracle Cost Management User's Guide</i>
<i>Flex</i>	<i>Oracle Applications Flexfields Manual</i>
<i>GL</i>	<i>Oracle Public Sector General Ledger User's Guide</i>
<i>HR</i>	<i>Oracle Human Resources User's Guide</i>
<i>INV</i>	<i>Oracle Inventory User's Guide</i>
<i>PO</i>	<i>Oracle Public Sector Purchasing User's Guide</i>
<i>MRP</i>	<i>Oracle Master Scheduling/MRP and Supply Chain Planning User's Guide</i>
<i>SYS</i>	<i>Oracle System Administrator's Guide</i>
<i>User</i>	<i>Oracle Applications User's Guide</i>

Window Name	Navigation Path
Acceptances: page 4 – 79	Purchase Orders > Purchase Orders > Special menu > Acceptances
Account Generator Processes: page 0 – 12	Setup > Flexfields > Key > Accounts
Accounting Calendar, (see GL)	Setup > Financials > Accounting > Calendar
Accrual Options: page 1 – 32	Setup > Organizations > Purchasing Options > Accrual
Action History: page 8 – 2	From the following windows: Releases, Purchase Order Headers, Purchase Order Lines, Purchase Order Shipments, Purchase Order Distributions, Requisition Headers, Requisition Lines, Requisition Distributions > View Requisitions > Special menu > View Action History
Approval Assignments: page 1 – 18	Setup > Approvals > Approval Assignments
Approval Groups: page 1 – 15	Setup > Approvals > Approval Groups
Approve Entire Quotation: page 5 – 66	RFQs and Quotations > Quotations > [Approve]
	RFQs and Quotations > Quotations > [Price Breaks] > [Approve]
	RFQs and Quotations > Quote Analysis > [Find] > [Approve Entire Quotation]
Approve Document: page 2 – 32	Requisitions > Requisitions > [Approve]
	Purchase Orders > Purchase Orders > [Approve]
	Purchase Orders > Releases > [Approve]
Approved Supplier List: page 5 – 22	Supply Base > Approved Supplier List
Approved Supplier List Statuses: page 5 – 24	Supply Base > Supplier Statuses
Approved Supplier List Summary: page 5 – 31	Supply Base > Summary Approved Supplier List
Assign Cross References (see INV)	Items > Cross References > [Assign]
Assign Security Rules (see Flex)	Setup > Flexfields > Descriptive > Security > Assign
Assign Requisition Lines: page 5 – 82	Management > Manage Buyer Workload > [Find]

Window Name	Navigation Path
Assign Security Rules (see Flex)	Setup > Flexfields > Descriptive > Security > Assign
	Setup > Flexfields > Key > Security > Assign
	Setup > Flexfields > Validation > Security > Assign
AutoCreate Documents: page 6 – 13	Autocreate > [Find]
Buyers: page 1 – 13	Setup > Personnel > Buyers
Buyer Workload: page 5 – 80	Management > Manage Buyer Workload > [Find]
Categories (see INV)	Setup > Items > Categories > Category Codes
Category Assignment (see INV)	Items > Master Items > Special menu > Categories
	Items > Organization Items > Special menu > Categories
Category Set (see INV)	Setup > Items > Categories > Category Sets
Change Organization (see MRP)	Change Organization
Common Lookups (see User)	Setup > Items > Item Types
Concurrent Requests Summary (see User)	Requests
Control Document: page 2 – 48	Requisitions > Requisition Summary > [Headers] > [Find] > Special menu > Control
	Requisitions > Requisition Summary > [Lines] > [Find] > Special menu > Control
	Purchase Orders > Purchase Order Summary > [Headers] > [Find] > Special menu > Control
	Purchase Orders > Purchase Order Summary > [Lines] > [Find] > Special menu > Control
	Purchase Orders > Purchase Order Summary > [Shipments] > [Find] > Special menu > Control
Control Options: page 1 – 33	Setup > Organizations > Purchasing Options > Control
Control Purchasing Periods: page 1 – 71	Setup > Financials > Accounting > Control Purchasing Periods
Corrections: page 7 – 61	Receiving > Corrections
	Receiving > Corrections > [Find]
Cross Reference Types (see INV)	Items > Cross References
Cross-Validation Rules (see Flex)	Setup > Flexfields > Key > Cross-Validation

Window Name	Navigation Path
Currencies (see SYS)	Setup > Financials > Currency > Currencies
	RFQs and Quotations > RFQs > [Currency]
	RFQs and Quotations > Quotations > [Currency]
Daily Rates see (GL)	Setup > Financials > Currency > Currencies > Daily Rates
Daily Conversion Rate Type (see GL)	Setup > Financials > Currency > Daily Conversion Rate Type
Default Category Sets (see INV)	Setup > Items > Categories > Default Category Sets
Define MassCancel: page 2 – 53	Accounting > MassCancel
Define Security Rules (see Flex)	Setup > Flexfields > Descriptive > Security > Define
	Setup > Flexfields > Key > Security > Define
	Setup > Flexfields > Validation > Security > Define
Deletion Constraint (see BOM)	Setup > Items > Delete Constraints
Deletion Groups (see BOM)	Items > Delete Items
Descriptive Flexfield Segments (see Flex)	Setup > Flexfields > Descriptive > Segments
Distributions: page 4 – 70	Purchase Orders > Purchase Orders > [Shipments] > [Distributions]
	Purchase Orders > Releases > [Distributions]
	Requisitions > Requisitions > [Distributions]
Document Types: page 1 – 61	Setup > Purchasing > Document Types
Enter Person (see HR)	Setup > Personnel > Employees
Express Receipts: page 7 – 25	Receiving > Receipts > [Find] > [Express]
Find Corrections: page 7 – 60	Receiving > Corrections
Find Expected Receipts: page 7 – 26	Receiving > Receipts
Find Intransit Shipments: page 7 – 65	Receiving > Manage Shipments
Find Item Information (see INV)	Items > Item Information
Find Purchase Orders: page 4 – 19	Purchase Orders > Purchase Order Summary
Find Quotations: page 5 – 63	RFQs and Quotations > Quote Analysis
Find Receiving Transactions: page 7 – 46	Receiving > Receiving Transactions

Window Name	Navigation Path
Find Receiving Transactions (Summary): page 7 – 39	Receiving > Receiving Transactions Summary
Find Requisitions: page 3 – 35	Requisitions > Requisition Summary
Find Requisition Lines: page 6 – 10	Autocreate
Find Requisition Lines: page 5 – 78	Management > Manage Buyer Workload
Find Returns: page 7 – 55	Receiving > Returns
Find Unordered Receipts: page 7 – 34	Receiving > Match Unordered Receipts
Forward Documents: page 2 – 35	Management > Forward Documents
Freight Carriers (see INV)	Setup > Purchasing > Freight Carriers
GL Accounts (see GL)	Setup > Accounting > Accounts
Hazard Classes: page 1 – 51	Setup > Purchasing > Hazard Classes
Import Items (see INV)	Items > Import Items
Inspect Received Items: page 7 – 52	Receiving > Receiving Transactions > [Inspect]
Item Assignment (see INV)	Setup > Items > Categories > Category Sets > [Assign]
Internal Requisition Options: page 1 – 35	Setup > Organizations > Purchasing Options > Internal Requisitions
Item Attribute Controls (see INV)	Setup > Items > Attribute Controls
Item Attributes (see INV)	Items > Item Information > [Attributes]
Item Catalog (see INV)	Items > Master Items > Special menu > Catalog
Item Catalog Groups (see INV)	Setup > Items > Catalog Groups
	Setup > Items > Catalog Groups > [Details]
Item Categories (see INV)	Items > Item Information > [Categories]
Item Cross Reference Assignment (see INV)	Items > Master Items > Special menu > Cross References
Item Flexfield View (see INV)	Setup > Items > Item Flexfield View
Item Relationships (see INV)	Items > Item Relationships
	Items > Master Items > Special menu > Item Relationships
Item Revisions (see INV)	Items > Master Items > Special Menu > Revisions

Window Name	Navigation Path
	Items > Organization Items > Special Menu > Revisions
Item Revisions (see INV)	Items > Item Information > [Revisions]
Item Search (see INV)	Items > Item Search
Item Status History (see INV)	Items > Master Items > Special menu > Pending Status
	Items > Organization Items > Special menu > Pending Status
Item Subinventories (see INV)	Items > Master Items > Special menu > Item Subinventories
	Items > Organization Items > Special menu > Item Subinventories
Item Template (see INV)	Setup > Items > Templates > [New]
Item Templates Summary (see INV)	Setup > Items > Templates
Item Type QuickCodes (see INV)	Setup > Items > Item Types
Key Flexfield Segments (see Flex)	Setup > Flexfields > Key > Segments
Key Segment Values (see Flex)	Setup > Flexfields > Key > Values
Line Types: page 1 – 61	Setup > Purchasing > Line Types
Locations (see HR)	Setup > Organizations > Locations
Lookup Codes: page 1 – 54	Setup > Purchasing > Lookup Codes
Lot Entry (see INV)	[Lot/Serial] various locations
Maintain Shipments: page 7 – 66	Receiving > Manage Shipments > [Find]
Manufacturer Part Numbers (see INV)	Items > Manufacturers' Part Numbers > By Items
	Items > Manufacturers' Part Numbers > By Manufacturers > [Parts]
	Items > Master Items > Special Menu > Manufacturer Part Numbers
	Items > Organization Items > Special menu > Manufacturer Part Number
Manufacturers (see INV)	Items > Manufacturers' Part Numbers > By Manufacturers
Master Items (see INV)	Items > Master Items > [New]
Mass Forwarding Documents: page 2 – 35	Management > Forward Documents

Window Name	Navigation Path
	Items > Master Items > [Open]
Master Items Summary (see INV)	Items > Master Items
Match Unordered Receipts: page 7 – 34	Receiving > Match Unordered Receipts > [Find]
Modify Lines: page 6 – 21	Autocreate > [Find] > Special menu > [Modify]
New Document: page 6 – 16	Autocreate > [Find] > [Automatic]
New Document Number: page 6 – 19	Autocreate > [Find] > [Manual]
Notification Controls: page 4 – 77	Purchase Orders > Purchase Orders > Special menu > Notification Control
Notifications: page 2 – 29	Notifications Summary > [Open]
Notifications Summary: page 2 – 29	Notifications Summary
Numbering Options: page 1 – 36	Setup > Organizations > Purchasing Options > Numbering
Order Pad Options: page 5 – 17	Supplier Item Catalog > [Find] > [Options]
	Requisitions > Requisitions > [Catalog] > [Options]
Order Pad Options: page 5 – 17	Purchase Orders > Purchase Orders > [Catalog] > [Options]
Organization Assignment (see INV)	Items > Master Items > Special menu > Organization Assignment
Organization Items (see INV)	Items > Organization Items > [Open]
Organization Items Summary (see INV)	Items > Organization Items
Organization (see HR)	Setup > Organizations > Organizations
Outside Processing page 4 – 75	Purchase Orders > Purchase Orders > [Shipments] > [Distributions] > [Outside Processing]
	Requisitions > Requisitions > [Distributions] > [Outside Processing]

Window Name	Navigation Path
Pending Status (see INV)	Items > Pending Status
	Items > Master Items > Special Menu > Pending Status
	Items > Organization Items > Pending Status
Period Types (see GL)	Setup > Financials > Accounting > Period Types
Personal Profile Values (see User)	Personal Profiles
Purchase Agreement Price Break : page 4 – 68	Purchase Orders > Purchase Order Summary > [Find] > [Open] > Price Reference
Purchase Order Distributions: page 4 – 30	Purchase Orders > Purchase Order Summary > [Distributions] > [Find]
	Purchase Orders > Purchase Order Summary > [Headers] > [Find] > [Lines] > [Shipments] > [Distributions]
Purchase Order Headers: page 4 – 22	Purchase Orders > Purchase Order Summary > [Headers] > [Find]
Purchase Order Lines: page 4 – 25	Purchase Orders > Purchase Order Summary > [Lines] > [Find]
	Purchase Orders > Purchase Order Summary > [Headers] > [Find] > [Lines]
Purchase Order Shipments: page 4 – 28	Purchase Orders > Purchase Order Summary > [Shipments] > [Find]
	Purchase Orders > Purchase Order Summary > [Headers] > [Find] > [Lines] > [Shipments]
Purchase Order Preferences: page 4 – 33	Purchase Orders > Purchase Orders > Special menu > Preferences
	Purchase Orders > Purchase Order Summary > Special menu > Preferences
Purchase Orders: page 4 – 39	Purchase Orders > Purchase Orders
	Purchase Orders > Purchase Order Summary > [New PO]
Purchasing Options: page 1 – 29	Setup > Organizations > Purchasing Options
Quality Inspection Codes: page 1 – 56	Setup > Purchasing > Quality Inspection Codes
Quotation Price Breaks: page 5 – 57	RFQs and Quotations > Quotations > [Price Breaks]
Quotations: page 5 – 47	RFQs and Quotations > Quotations
Quotations: page 5 – 64	RFQs and Quotations > Quote Analysis > [Find]

Window Name	Navigation Path
Quotation Shipments: page 5 – 54	RFQs and Quotations > Quotations > [Shipments]
Quotation Terms: page 5 – 53	RFQs and Quotations > Quotations > [Terms]
Receipts: page 7 – 30	Receiving > Receipts > [Find]
Receipt Header: page 7 – 28	Receiving > Receipts > [Find] > [Header]
Receipt Header Details: page 7 – 42	Receiving > Receiving Transactions Summary > [Find] > [Transactions] > [Header]
Receipt Lines: page 7 – 30	Receiving > Receipts
Receiving Controls: page 4 – 65	Purchase Orders > Purchase Orders > [Shipments] > [Receiving Controls]
	Purchase Orders > Releases > [Receiving Controls]
	Receiving > Corrections > [Find]
Receiving Headers Summary: page 7 – 40	Receiving > Receiving Transactions Summary > [Find]
Receiving Options: page 1 – 40	Setup > Organizations > Receiving Options
Receiving Returns: page 7 – 56	Receiving > Returns > [Find]
Receiving Transactions: page 7 – 47	Receiving > Receiving Transactions > [Find]
Receiving Transaction Summary: page 7 – 41	Receiving > Receiving Transactions Summary > [Find] > [Transactions]
Releases: page 4 – 39	Purchase Orders > Releases
	Purchase Orders > Purchase Order Summary > [NewRelease]
Requisition Headers Summary: page 3 – 37	Requisitions > Requisition Summary > [Headers] > [Find]
Requisition Lines Summary: page 3 – 39	Requisitions > Requisition Summary > [Lines] > [Find]
	Requisitions > Requisition Summary > [Headers] > [Find] > [Lines]

Window Name	Navigation Path
Requisition Distributions Summary: page 3 – 41	Requisitions > Requisition Summary > [Distributions] > [Find]
	Requisitions > Requisition Summary > [Headers] > [Find] > [Lines] > [Distributions]
Requisition Preferences: page 3 – 44	Requisitions > Requisitions > Special menu > Preferences
	Requisitions > Requisition Summary > Special menu > Preferences
Requisitions: page 3 – 49	Requisitions > Requisitions
Requisition Templates: page 1 – 44	Setup > Purchasing > Requisition Templates
	Requisitions > Requisitions > Items > [Catalog] > Requisition Templates alternative region
	Requisitions > Requisition Summary > [Headers] > [Find] > [New]
	Requisitions > Requisition Summary > [Headers] > [Find] > [Open]
RFQ Lines: page 5 – 32	RFQs > Quotations > RFQs
RFQ Price Breaks: page 5 – 43	RFQs and Quotations > RFQs > [Price Breaks]
RFQs: page 5 – 32	RFQs and Quotations > RFQs
RFQ Shipments: page 5 – 37	RFQs and Quotations > RFQs > [Shipments]
RFQ Suppliers: page 5 – 37	RFQs and Quotations > RFQs > [Suppliers]
RFQ Terms: page 5 – 39	RFQs and Quotations > RFQs > [Terms]
Rollup Groups (see Flex)	Setup > Flexfields > Key > Groups
Run MassCancel: page 2 – 58	Accounting > Run MassCancel
Search Supplier Item Catalog: page 5 – 10	Supplier Item Catalog
Segment Values (see Flex)	Setup > Flexfields > Descriptive > Values
	Setup > Flexfields > Validation > Values
Serial Numbers (see INV)	[Lot/Serial] various locations
Set of Books (see GL)	Setup > Organizations > Set of Books
Shipments: page 4 – 61	Purchase Orders > Purchase Orders > [Shipments]

Window Name	Navigation Path
Shorthand Aliases (see Flex)	Setup > Flexfields > Key > Aliases
Sourcing Rule: page 5 – 71	Supply Base > Sourcing Rules
Sourcing Rule/Bill of Distribution Assignments: page 5 – 74	Supply Base > Assign Sourcing Rules
Status (see INV)	Setup > Items > Status Codes
Supplier-Item Attributes: page 5 – 29	Supply Base > Approved Supplier List > [Attributes]
Supplier Item Catalog: page 5 – 14	Supplier Item Catalog > [Find]
Supplier Lists: page 5 – 76	Supply Base > Define Supplier Lists
System Profile Values (see SYS)	Setup > Profiles > System
Terms and Conditions: page 4 – 58	Purchase Orders > Purchase Orders > [Terms]
Transaction Reasons (see INV)	Setup > Transactions > Reasons
Unit of Measure Classes (see INV)	Setup > Units of Measure > Classes
Unit of Measure Conversions (see INV)	Setup > Units of Measure > Conversions
	Setup > Units of Measure > Classes > [Conversions]
	Setup > Units of Measure > Units of Measure > [Conversions]
Units of Measure (see INV)	Setup > Units of Measure > Units of Measure
	Setup > Units of Measure > Classes > [Units of Measure]
UN Numbers: page 1 – 52	Setup > Purchasing > UN Numbers
Value Sets (see Flex)	Setup > Flexfields > Validation > Sets

APPENDIX

B

Oracle Public Sector Purchasing Alerts

This appendix describes the alerts that are provided in Oracle Public Sector Purchasing. We provide a brief description of each alert.

Using Oracle Alert in Oracle Public Sector Purchasing

Several Oracle Applications products, including Purchasing, include the functionality of Oracle Alert to provide you with on-line exception reporting capability.

Oracle Alert is a customizable exception control application that:

- Notifies you automatically when a user performs a specific form transaction
- Notifies you automatically when a specific database transaction occurs
- Provides key information to you on a periodic basis
- Monitors critical activity in your Purchasing database
- Acts automatically according to your specifications

Purchasing supplies you with several *pre-coded* alerts that you can use with or without customizing. These alerts help you identify forecast overconsumption. See: Using Predefined Alerts, *Oracle Applications User's Guide*.

You get the alerts described in the following pages if you have Oracle Alert. You can also create your own alerts to notify you when a user takes a specific action, or notify you about specific exceptions found in your Purchasing database. You can also create alerts that send messages about key indicators, according to a delivery schedule you define. See: Overview of Oracle Alert, *Oracle Applications User's Guide*.

Expiration and Release Control Alerts

For planned purchase orders, blanket purchase agreements, and contracts, you can establish expiration and release control notification conditions and specify the number of days before the condition is met that you want to be notified. By selecting Notification Controls on the Special menu in the Purchase Orders window, you can specify the following notification conditions:

- Amount released by date
- Amount not released by date
- Amount not released
- Amount released
- Expiration date

When the notification conditions are met, Purchasing sends you one of the following Oracle Alerts so that you can take appropriate action:

Amount Not Released	Alerts you that the total planned amount released to date against a planned purchase order, blanket purchase agreement, or contract purchase agreement is insufficient.
Amount Released	Alerts you that the total amount released to date against a planned purchase order, blanket purchase agreement, or contract purchase agreement meets or exceeds specified amounts.
Expiration	Alerts you that a planned purchase order, blanket purchase agreement, or contract purchase agreement is about to expire.

See Also

Entering Purchase Order Notification Controls: page 4 – 77

Predefined Purchasing Alerts

Oracle Alert supplies you with the following predefined alerts for Purchasing that you can use with or without customizing. For each pre-coded alert, we include:

- A brief explanation of what the alert does
- Information about the alert's periodicity, inputs, and distribution
- An example of the message Oracle Alert sends when you use the alert

Approved Standard Purchase Orders

This alert shows the number of approved purchase orders created by each buyer during the past N days.

Alert Type Periodic
Periodicity On Demand
Inputs Number of days
Distribution User defined

To: Henry Smith
From: Oracle Alert
Subject: Approved Purchase Orders by Agent

The list below shows the number of approved purchase orders created by each agent during the last 100 days.

AGENT NAME	NUMBER OF PURCHASE ORDERS

John Brown	431
Alice Green	540
Ludwig Salzwasser	876
Tom White	112

Blanket Notification Expiration

This alert shows the blanket purchase agreements that are about to expire.

Alert Type	Periodic
Periodicity	On Demand
Inputs	None
Distribution	Buyer

To: Henry Smith
From: Oracle Alert
Subject: Blanket Agreements About to Expire

Review the following blanket agreement(s) to identify those that are about to expire.

Blanket Purchase Order: 2388
Expiration Date: 28-Jul-94
Tickler Date: 20-Jul-94

Blanket Notification Not Released

This alert shows the blanket purchase agreements for which an insufficient amount has been released.

Alert Type Periodic
Periodicity On Demand
Inputs None
Distribution Buyer

To: Henry Smith
From: Oracle Alert
Subject: Blanket Agreements with Insufficient Releases

Review the following blanket agreement(s) to insure that you have released the desired amount.

Blanket Purchase Order: 2275
 Currency: USD
 Tickler Date: 20-Jul-94

 Agreed Amount: 150000
 Desired Release Amount: 75000
Desired Release Percentage (%): 50
 Actual Release Amount: 0
Actual Release Percentage (%): 0

Blanket Notification Released

This alert shows the blanket purchase agreements for which the desired amount has been released.

Alert Type Periodic
Periodicity On Demand
Inputs None
Distribution Buyer

To: Henry Smith
From: Oracle Alert
Subject: Blanket Agreements Reaching Desired Release Amount

Review the following blanket agreement(s) to identify the purchase orders where you have released the desired amount.

Blanket Purchase Order: 2352
 Currency: USD
 Tickler Date: 20-Jul-94

 Agreed Amount: 150000
 Desired Release Amount: 75000
Desired Release Percentage (%): 50
 Actual Release Amount: 75000
Actual Release Percentage (%): 50

Blanket Purchase Releases over Threshold

This alert looks for blanket purchase releases that exceed a certain dollar amount.

Alert Type	Periodic
Periodicity	On Demand
Inputs	Number of days Dollar amount
Distribution	User defined

```
To:      Henry Smith
From:    Oracle Alert
Subject: Blanket Purchase Releases Over $50,000.00
-----
```

```
During the past 30 days, the following blanket releases were
created whose total exceeded $50,000.00.
```

```
Supplier   : Ace Furniture                Total : $63,455,99
P.O.: 4555                               Agent : Susan Smith
Approved: No                             Approved Date:
Line : 1
Description: Forklifts for Warehouse
Location: HQ                             Requestor: Peter Dock
Accounting
Information: 01-200-0220
```

Contract Notification Expiration

This alert shows the contract purchase agreements that are about to expire.

Alert Type	Periodic
Periodicity	On Demand
Inputs	None
Distribution	Buyer

To: Henry Smith
From: Oracle Alert
Subject: Contract Agreements About to Expire

Review the following contract agreement(s) to identify those that are about to expire.

Contract Purchase Order: 244
Expiration Date: 28-Jul-94
Tickler Date: 20-Jul-94

Contract Notification Not Released

This alert shows the contract purchase agreements for which an insufficient amount has been released.

Alert Type Periodic
Periodicity On Demand
Inputs None
Distribution Buyer

To: Henry Smith
From: Oracle Alert
Subject: Contract Agreements with Insufficient Releases

Review the following contract agreement(s) to insure that you have released the desired amount.

 Contract Purchase Order: 2275
 Currency: USD
 Tickler Date: 20-Jul-94

 Agreed Amount: 150000
 Desired Release Amount: 75000
Desired Release Percentage (%): 50
 Actual Release Amount: 0
Actual Release Percentage (%): 0

Contract Notification Released

This alert shows the contract purchase agreements for which the desired amount has been released.

Alert Type Periodic
Periodicity On Demand
Inputs None
Distribution Buyer

To: Henry Smith
From: Oracle Alert
Subject: Contract Agreements Reaching Desired Release Amount

Review the following contract agreement(s) to identify the purchase orders where you have released the desired amount.

Contract Purchase Order: 2352
 Currency: USD
 Tickler Date: 20-Jul-94

 Agreed Amount: 150000
 Desired Release Amount: 75000
Desired Release Percentage (%): 50
 Actual Release Amount: 75000
Actual Release Percentage (%): 50

No Receipt Required on Purchase Order Shipment

This alert looks for purchase order shipments where two-way matching is allowed.

Alert Type	Periodic
Periodicity	On Demand
Inputs	Number of days
Distribution	User defined

To: Henry Smith
From: Oracle Alert
Subject: No Receipt Required on Purchase Order Shipment

During the past 7 days, the following purchase order shipments
were created without requiring receipt before payment:

Agent: Susan Smith
Supplier : Comac
Description: 3-Hole Punch Paper
PO/Line/Release/Shipment: 4563/1/2/1

Planned Notification Expiration

This alert shows the planned purchase orders that are about to expire.

Alert Type	Periodic
Periodicity	On Demand
Inputs	None
Distribution	Buyer

To: Henry Smith
From: Oracle Alert
Subject: Planned Orders About to Expire

Review the following planned order(s) to identify those
that are about to expire.

Planned Purchase Order: 244
Expiration Date: 28-Jul-94
Tickler Date: 20-Jul-94

Planned Notification Not Released

This alert shows the planned purchase orders for which an insufficient amount has been released.

Alert Type Periodic
Periodicity On Demand
Inputs None
Distribution Buyer

To: Henry Smith
From: Oracle Alert
Subject: Planned Orders with Insufficient Releases

Review the following planned order(s) to insure that you have released the desired amount.

Planned Purchase Order: 2275
 Currency: USD
 Tickler Date: 20-Jul-94

 Agreed Amount: 150000
 Desired Release Amount: 75000
Desired Release Percentage (%): 50
 Actual Release Amount: 0
Actual Release Percentage (%): 0

Small Business Suppliers

This alert shows your suppliers who are identified as small businesses.

Alert Type	Periodic
Periodicity	On Demand
Inputs	None
Distribution	User defined

```
To:      Henry Smith
From:    Oracle Alert
Subject: Small Business Suppliers
```

The following is a listing of Small Business Suppliers.

```
    Ace Furniture
    Codex Lithography
    Manor's Hardware
    Salzwasser Company
```


Suppliers on Hold

This alert shows the suppliers that you have placed on hold.

Alert Type	Periodic
Periodicity	On Demand
Inputs	None
Distribution	User defined

```
To:      Henry Smith
From:    Oracle Alert
Subject: List of Suppliers on Hold
```

The following is a listing of suppliers that have been placed on hold:

```
Acme Hardware
Dave's Landscaping
Manor's Hardware
```

APPENDIX

C

Using the Account Generator in Oracle Public Sector Purchasing

This appendix explains how to use the Account Generator in Oracle Public Sector Purchasing.

Using the Account Generator in Oracle Public Sector Purchasing

This essay describes how to use and customize the default Account Generator process in Oracle Public Sector Purchasing.

The Account Generator in Oracle Public Sector Purchasing utilizes Oracle Workflow. You can view and customize Account Generator processes through the Oracle Workflow Builder. You can also monitor account generation through the Oracle Workflow Monitor. See: *Oracle Workflow Guide*.

All purchase orders, requisitions, and releases require accounting distributions. Oracle Public Sector Purchasing automatically builds a charge, budget (if using budgetary control), accrual, and variance account for each document distribution.

Basic Public Sector Needs

Purchasing provides you with the features you need to:

- Improve accuracy and speed document generation by automatically constructing accounting distributions.
- Relieve buyers, requestors, and document preparers from the responsibility of specifying which accounts should be charged for their purchases.
- Perform fund accounting.
- Customize Account Generator account construction rules to match your business rules.

See Also

Overview of Account Generator (*Oracle Applications Flexfields Guide*)

Decide How to Use the Account Generator

In Release 10, several Oracle Applications products used FlexBuilder to derive account code combinations for certain account transactions. In Release 11, FlexBuilder is replaced by the Account Generator to

provide implementation teams with even greater flexibility and a better user interface with Oracle Workflow.

If you are upgrading from Release 10 and used FlexBuilder, then you should perform the equivalent of this setup step as part of your upgrade, see the FlexBuilder chapter of the *Oracle Applications Upgrade Preparation Manual*.

If you are implementing Oracle Public Sector Purchasing for the first time, you need to review how Purchasing uses the Account Generator to build Accounting Flexfield code combinations. Consider whether the default Account Generator process is appropriate for each set of books that uses a unique Accounting Flexfield structure. For each structure and set of books, you can choose one of the following:

- Use the default Account Generator processes
 - Generate Default Accrual Account
 - Generate Default Budget Account
 - Generate Default Charge Account
 - Generate Default Variance Account
- Customize the default Account Generator process

This decision determines which setup steps your implementation team needs to perform.



Attention: These steps need to be performed for each operating unit.

Prerequisites to Using the Account Generator

Before using the Account Generator on a production database in Oracle Public Sector Purchasing to build accounts for purchase order, release, and requisition distributions, you must:

- Define your Accounting Flexfield structure for each set of books.
- Define flexfield segment values and validation rules.
- Set up Oracle Workflow. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*.
- Choose whether you want to use the default Account Generator processes, or if you need to customize them to meet your accounting needs.
- Then do one of the following for each set of books:

- Choose to use the default Account Generator processes.
- Customize the default Account Generator processes, test your customizations, and choose the processes for a flexfield structure, if necessary.

See Also

Customizing the Account Generator for Oracle Public Sector Purchasing: page C – 12

The Default Account Generator Processes for Oracle Public Sector Purchasing

Evaluate whether the default Account Generator process meets your accounting requirements. No setup steps are required to use the default. The default process can also be updated later as your needs change. You can make minor changes to the default process without changing the name.

Note: If you used FlexBuilder in Release 10 but did not customize the default configuration, you can use the default Account Generator process in Release 11, which gives you the same result as the default assignments in FlexBuilder.

Each Account Generator workflow is called an *item type*. Oracle Public Sector Purchasing comes with the following Account Generator item types for purchase orders and releases:

- PO Accrual Account Generator
- PO Budget Account Generator
- PO Charge Account Generator
- PO Variance Account Generator

The following Account Generator item types exist for requisitions:

- PO Requisition Accrual Account Generator
- PO Requisition Budget Account Generator
- PO Requisition Charge Account Generator
- PO Requisition Variance Account Generator

Each Account Generator item type for purchase orders, releases, and requisitions above contains the following top-level workflow processes:

- Generate Default Account
- Generate Account Using FlexBuilder Rules

Each of the item types also contains a subprocess called Build Project Related Account. This process is available for you to customize an account-building process if Oracle Projects is installed. To use this process, you provide your own rules to the process, in the form of workflow process definitions, to build the account. Note that you can provide your own rules only when the destination type for the document is Expense.

For more information about using the Account Generator when you integrate Oracle Public Sector Purchasing with Oracle Projects, read the following essay: *Using the Account Generator in Oracle Projects (Oracle Projects User's Guide)*.

Generate Default Account Process

The Generate Default Account process is the default workflow in Purchasing that builds the accounts.

The following functions are used by each of the Generate Default Account processes in Oracle Public Sector Purchasing:

PO Accrual Account Generator and PO Requisition Accrual Account Generator

- Accrual Account for Expense Item
- Accrual Account from Organization
- PO Project-Related? (You can customize this function if you want to build project-related accounts using your own rules and if Oracle Projects is installed.)
- Purchase Order FlexBuilder Upgrade
- Work Item Destination Type

PO Budget Account Generator and PO Requisition Budget Account Generator

- Build Inventory Charge Account
- Get Budget Account from Item/Sub
- Get Charge Account
- Get Item Level Budget Account
- Get Org Level Budget Account

- Item Pre-Defined?
- PO Project-Related? (You can customize this function if you want to build project-related accounts using your own rules and if Oracle Projects is installed.)
- Purchase Order FlexBuilder Upgrade

**PO Charge Account Generator and
PO Requisition Charge Account Generator**

- Build Inventory Charge Account
- Expense Account
- Job WIP Account
- PO Project-Related? (You can customize this function if you want to build project-related accounts using your own rules and if Oracle Projects is installed.)
- Purchase Order FlexBuilder Upgrade
- Schedule Account
- Type of WIP
- Work Item Destination Type

**PO Variance Account Generator and
PO Requisition Variance Account Generator**

- Get Charge Account
- PO Project-Related? (You can customize this function if you want to build project-related accounts using your own rules and if Oracle Projects is installed.)
- Purchase Order FlexBuilder Upgrade
- Variance Account from Organization
- Work Item Destination Type

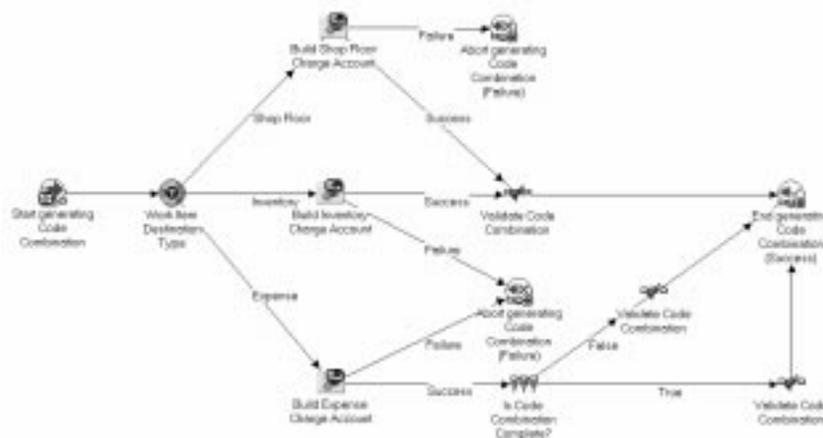
Note: For more information about using the Account Generator when you integrate Oracle Public Sector Purchasing with Oracle Projects, read the following essay: Using the Account Generator in Oracle Projects, *Oracle Projects User's Guide*.

Each account generator contains a number of item attributes. These attributes correspond to all the row parameters and some derived parameters that were used in FlexBuilder. For a particular account, such as the PO Accrual Account Generator, the item attributes, just like the functions and processes, are identical among all of the purchase

order item types and all the requisition item types. Moreover, each account ID is provided as a possible source value, in the form of an item attribute, to the subsequent account being built.

Viewing Account Generator Processes in the Workflow Builder

The PO Charge Account Generator contains the default process, Generate Default Charge Account. This is what the Generate Default Charge Account process looks like in the Oracle Workflow Builder.



What the Account Generator Does in Oracle Public Sector Purchasing

The default Account Generator processes in Oracle Public Sector Purchasing build a charge, budget, accrual, and variance account for each purchase order, release, and requisition distribution based on the distribution's Expense, Inventory, or Shop Floor destination type. Oracle Public Sector Purchasing always builds these accounts using the Account Generator; you cannot disable this feature.

For Inventory charge account construction, the Account Generator further distinguishes between asset and expense purchases based on the item and subinventory that you provide for the distribution. If you select an expense item, the Account Generator disregards the subinventory and builds an expense charge account. If you select an asset item, the Account Generator evaluates the subinventory to decide whether to build an expense or asset charge account.

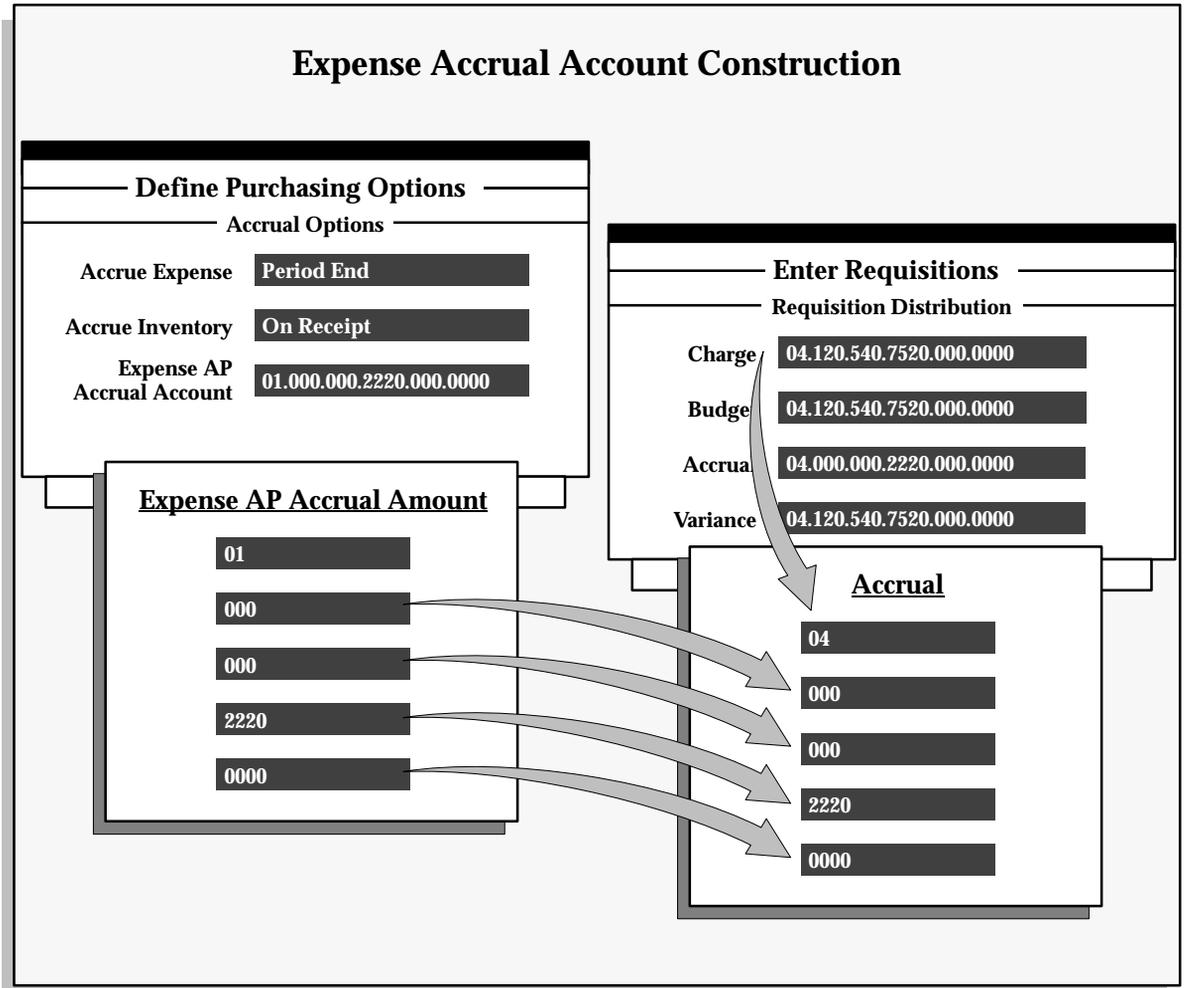
Additional Information: You classify a subinventory as Expense or Asset by selecting the Asset Subinventory check box in the Oracle Inventory Subinventories window. You

classify an item as Expense or Asset by selecting the Inventory Asset Value check box in the Costing section of the Master Item window. (This window is accessible through Inventory or Purchasing.)

When the Account Generator locates a source account based on the distribution destination type, it copies complete code combinations (full Accounting Flexfields) from designated fields to destination Accounting Flexfields to create the Charge, Budget, and Variance accounts.

To populate the Accrual account for distributions with an Expense destination type, the Account Generator locates the Expense AP Accrual Account that you specify in the Purchasing Options window as part of your application setup, and copies it into the Accrual Account Flexfield in your document. It then overlays the balancing segment of the AP Accrual Account with the balancing segment of the charge account so that your transactions always balance by fund.

Figure 9 – 1



The following matrix describes the source fields that the Account Generator references to build the charge, budget, accrual, and variance account based on the distribution destination type.

Default Account Generator Account Sources

Destination Types	Inventory			Purchasing	Other
	Subinventory	Organization Parameters	Items (INV or PO)	Purchasing Options	Other
Charge Account					
Expense	1		Expense Account		
Inventory (Expense Item)	1	Subinv. Expense			
	2		Expense Account		
	3		Expense		
Inventory (Asset Item)	1	Sub. Material or Expense			
	2		Material Account		
Budget Account					
Expense	1				Charge Account
Inventory	1	Encumbrance			
	2		Encumbrance Account		
	3		Encumbrance		
	4				Charge Account
Accrual Account					
Expense	1			Expense AP Accrual Account	
Inventory	1		Inventory AP Accrual		
Variance Account					
Expense	1				Charge Account
Inventory	1		Inventory Price Variance		

Table 9 – 1 (Page 1 of 1)

The horizontal axis lists the Oracle products and windows you use to specify the source accounts that the Account Generator references in Oracle Public Sector Purchasing. The vertical axis lists the possible destination types for each account type the Account Generator constructs. The body of the matrix lists the fields you use to enter the reference accounts.

When more than one option is indicated for a particular account/destination type combination, the Account Generator attempts to locate the primary source account identified on the matrix with a 1. If this reference account is unavailable or not appropriate for the

distribution information you provide, the Account Generator tries the source indicated as **2** and so on until it either successfully locates a reference account, or fails.



Suggestion: Minimize your setup by specifying source accounts at the appropriate level of detail for your business. For example, you can specify the charge account source for Inventory (expense) destination types at the subinventory, item, or organization level. If an organization level account is sufficient for your public sector needs, it is not necessary to specify item or subinventory accounts.



Attention: The default Oracle Public Sector Purchasing Account Generator processes includes one rule for building Expense destination charge accounts. If you specify an expense account for each of your predefined items, the Account Generator copies this code combination to the Charge Account field of your destination documents. If you are buying one-time or predefined items with no associated expense account, the Account Generator is unable to build a charge account. In this case, you can either manually specify a charge account in your document or you can design a custom Account Generator function to build Expense destination charge accounts based on field values like Requestor.

While you cannot edit the accrual, budget, or variance accounts that the Account Generator constructs, you can override or specify the charge account for uncommitted Expense distributions. In this case, you can either edit the charge account that the Account Generator constructs for you, or you can specify a default charge account in the Defaults region of your document. When you specify a default charge account, it always overrides any expense charge account that the Account Generator tries to provide.

Account Build Timing and Logistics

For Expense and Inventory destinations in the Requisitions, Purchase Orders, and Releases windows, the Account Generator constructs the account when you navigate into the distribution Charge Account field, or when an explicit or implicit commit anywhere in the window provides enough information for Oracle Public Sector Purchasing to create a distribution. For Shop Floor destinations, the code is constructed when you enter all required data in the Outside Processing region and either return to the document distributions region or commit.

For all windows, the build sequence is:

1. Charge
2. Budget
3. Accrual
4. Variance

Each account is provided as a possible source value to the subsequent builds. For example, the budget rules accept the charge account as a possible value, and for Expense destination types the charge account value is copied into the Budget Account field. The accrual account rules accept both the charge and budget account values. Finally, the variance account rules accept the charge, budget, and accrual account values as possible sources.

If the Account Generator is unable to construct accrual, variance, or budget accounts you cannot enter these fields to manually provide the missing values. You must identify and resolve the problem that is causing the Account Generator to fail. If the Account Generator is unable to construct a charge account, you can manually specify the missing values if the destination type is Expense. Since budget and variance account rules take the charge account value for Expense destination types, the Account Generator tries to construct these accounts as soon as you manually provide a charge account if it was unable to find one during the initial build attempt.

Generate Account Using FlexBuilder Rules Process

If you used FlexBuilder in a previous release to generate account combinations, you can use the Generate Account Using FlexBuilder Rules process to replicate your FlexBuilder setup automatically, without changing any of your predefined FlexBuilder Rules, and without customizing the Account Generator. The Generate Account Using FlexBuilder Rules process includes a function generated during your upgrade from Release 10 to Release 11.

If you are upgrading from Release 10, follow the guidelines in the FlexBuilder chapter of the *Oracle Applications Upgrade Preparation Manual*.

Customizing the Account Generator for Oracle Public Sector Purchasing

Oracle Public Sector Purchasing provides default Account Generator processes for you to use. If the defaults do not satisfy your accounting

requirements, you can use the Oracle Workflow Builder to customize the default processes or create a new one.

If you want to create a new process to meet your organization's needs, use the Oracle Workflow Builder to create a new process, or copy the existing default and change the name before making extensive changes to it.

For more information on the generic features and functions of the Account Generator, see the Customizing the Account Generator section of the *Oracle Applications Flexfields Guide*.

For more information on how to use the Oracle Workflow Builder, see the *Oracle Workflow Guide*.

See Also

Customizing the Account Generator
(*Oracle Applications Flexfields Guide*)

Oracle Workflow Guide

Customization Guidelines

When you choose to customize the Account Generator in Oracle Public Sector Purchasing, consider the following:

Once the Account Generator successfully builds accounts for a document, it does not attempt to rebuild when you update the document. For example, if you build a custom process to generate the requisition charge account for Expense purchases based on requestor, and change the requestor after the Account Generator constructs the charge account, it will not attempt to rebuild.

Requisition Import does not use the Account Generator to construct charge, budget, accrual, or variance accounts. Any custom process that you create cannot be used by this utility.

Both the top-level processes used by the Account Generator item types in Purchasing can be customized. The only subprocesses that you can customize are the following:

- Build Expense Account
- Build Project Related Account

Customization Example

In the PO Charge Account Generator item type, you could modify the Build Expense Charge Account subprocess by replacing the Get Expense Account ID function with one of your own. Your new function, however, should have the same result type as the Get Expense Account ID function has. In this new function, you also must set the item attribute, **Temp Account ID**, with the code combination identification number (CCID) of the account being built. This attribute is used by the function, **Copy Values from Account ID**, to fetch the concatenated segments.

You must test any modified Account Generator process before using it on a production database.

Implementing a Customized Account Generator Process

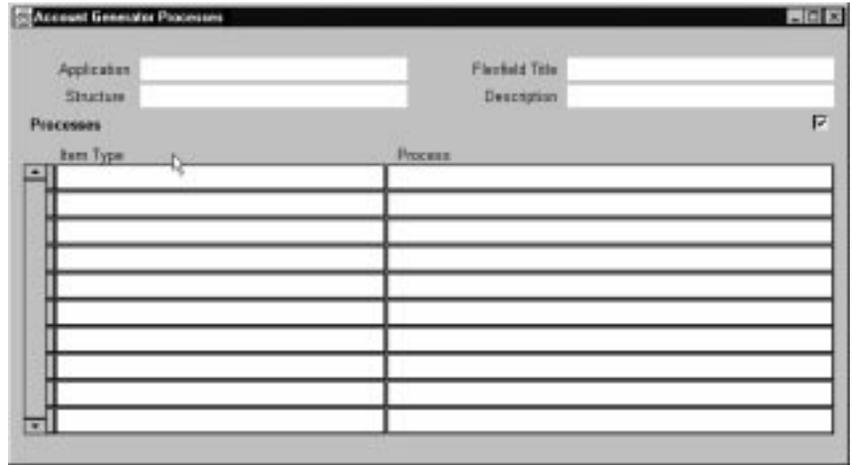
If you have customized your Account Generator process for a particular Account Generator item type and assigned a new name to it, use the Account Generator Processes window to associate the new process name with the appropriate Accounting Flexfield structure and item type.

If you made customizations to the default process, but did not change the name of it, you do not need to perform this step.

Choosing the Process for a Flexfield Structure

1. Navigate to the Account Generator Processes window.

In the System Administrator responsibility, this window is under the navigation path Application > Flexfield > Key > Accounts. In your Oracle Public Sector Purchasing responsibility, it is under Setup > Flexfields > Key > Accounts.



2. Select the structure to which you want to assign a process. You can choose the application, flexfield title, structure, and description from the list of values.
3. Specify the Item Type containing the process, for example, PO Accrual Account Generator.
4. Specify the process you want to use to generate the accounts.

The default process—for example Generate Default Accrual Account—will default in. If you want to use a different process, enter the name of the process you want to use.

Using the Account Generator Profile Option

The Account Generator: Purge Runtime Data profile option ensures that data used to build account combinations is purged after the Account Generator has completed. For more information, see: Profile Options in Oracle Public Sector Purchasing: page 1 – 76.

Glossary

Account Generator A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfield combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfield segments. You can define additional processes and/or modify the default process(es), depending on the application. See also *activity, function, item type, lookup type, node, process, protection level, result type, transition, Workflow Engine*

account groups Fixed asset or long-term liabilities for which public sector organizations usually maintain separate accountability. Public sector organizations usually maintain these transactions in account groups known as the general fixed assets account group and the general long-term debt account group.

accounting classification code structure The data elements an activity uses to classify the financial aspects of a transaction.

activity An Oracle Workflow unit of work performed during a business process. See also *activity attribute, function activity*

activity attribute A parameter for an Oracle Workflow function activity that controls how the function activity operates. You define an activity attribute by displaying the activity's Attributes properties page in the Activities window of Oracle Workflow Builder. You assign a value to an activity attribute by displaying the activity node's Attribute Values properties page in the Process window.

advance An amount of money prepaid in anticipation of receipt of goods, services, obligations or expenditures. Generally, an advance is made by an organization to a payee to whom the organization has an obligation, and not more than the obligation. For example, an organization might issue a travel advance to an employee before the beginning of a trip.

agency A representative organization of a federal government, state or local government, or institution of higher education.

agent An individual responsible for providing goods or services or authorizing their provision to another entity or recipient.

appropriation An authorization by a legislative body that permits a government to incur obligations and make payments for specified purposes. An appropriation usually follows enactment of authorizing legislation. Appropriations are limitations on the amounts agencies can obligate during the time specified in the appropriation act.

attribute See *activity attribute, item type attribute*

balancing segment An Accounting Flexfield segment that you define so that Oracle Public Sector Purchasing automatically balances all journal entries for each value of this segment. For example, if your fund segment is a balancing segment, Oracle Public Sector General Ledger assures that, with every journal entry, the total debits to Fund 01 equals the total credits to Fund 01.

budget organization An entity, such as a department, division, or activity, responsible for entering and maintaining budget data.

budgetary account An account segment value (such as 6110) that is assigned one of the two budgetary account types. You use budgetary accounts to record the movement of funds through the budget process from appropriation to expended appropriation.

Budgetary Account An account that contains a budgetary account.

budgetary account type Either of the two account types Budgetary DR and Budgetary CR.

budgetary control An Oracle Public Sector Financials feature you use to control actual and anticipated expenditures against a budget. When budgetary control is enabled, you can check funds online for transactions, and you can reserve funds for transactions by creating encumbrances. Oracle Public Sector Financials automatically calculates funds available (budget less encumbrances less actual expenditures) when you attempt to reserve funds for a transaction. Oracle Public Sector Financials notifies you online if funds available are insufficient for your transaction.

commitment A journal entry you make to record an anticipated expenditure as indicated by approval of a requisition. Also known as **pre-commitment, pre-encumbrance** or **pre-lien**.

folder A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

function A PL/SQL stored procedure referenced by an Oracle Workflow function activity that can enforce business rules, perform automated tasks within an application, or retrieve application information. The stored procedure accepts standard arguments and returns a completion result. See also *function activity*.

function activity An automated Oracle Workflow unit of work that is defined by a PL/SQL stored procedure. See also *function*.

function security An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

funds checking The process of certifying funds available. When you check funds, Oracle Public Sector Financials compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction. Oracle Public Sector Financials does not reserve funds for your transaction when you check funds.

funds reservation The creation of requisition, purchase order, or invoice encumbrance journal entries. reserves funds for your invoice when you approve the invoice. Approval creates encumbrance journal entries for an unmatched invoice or for price and quantity variances between an invoice and the purchase order to which you match the invoice. Oracle Public Sector Purchasing immediately updates your funds available balances and creates an encumbrance journal entry that you can post in your general ledger.

internal requisition See *internal sales order, purchase requisition*.

internal sales order A request within your agency for goods or services. An internal sales order originates from an employee or from another process as a requisition, such as inventory or manufacturing, and becomes an internal sales order when the information is transferred from Purchasing to Order Entry. Also known as **internal requisition** or **purchase requisition**.

inventory item Items that you stock in inventory. You control inventory for inventory items by quantity and value. Typically, the inventory item remains an asset until you consume it. You recognize the cost of an inventory item as an expense when you consume it or sell it. You generally value the inventory for an item by multiplying the item standard cost by the quantity on hand. See also *item*.

item

item type A term used by Oracle Workflow to refer to a grouping of all items of a particular category that share the same set of item attributes, used as a high level grouping for processes. For example, each Account Generator item type (e.g. FA Account Generator) contains a group of processes for determining how an Accounting Flexfield code combination is created. See also *item type attribute*

item type attribute A feature of a particular Oracle Workflow item type, also known as an item attribute. An item type attribute is defined as a variable whose value can be looked up and set by the application that maintains the item. An item type attribute and its value is available to all activities in a process.

key flexfield segment One of up to 30 different sections of your key flexfield. You separate segments from each other by a symbol you choose (such as -, / or \.). Each segment can be up to 25 characters long. Each key flexfield segment typically captures one element of your business or operations structure, such as agency, division, region, or product for the Accounting Flexfield and item, version number, or color code for the Item Flexfield.

key flexfield segment value A series of characters and a description that provide a unique value for this element, such as 0100, Eastern region, or V20, Version 2.0.

lookup code The internal name of a value defined in an Oracle Workflow lookup type. See also *lookup type*.

lookup type An Oracle Workflow predefined list of values. Each value in a lookup type has an internal and a display name. See also *lookup code*.

node An instance of an activity in an Oracle Workflow process diagram as shown in the Process window of Oracle Workflow Builder. See also *process*.

Pay Date Basis A feature you assign to suppliers to determine when AutoSelect selects invoices for payment in a payment batch. Pay Date Basis (Due or Discount) defaults from the system level when you enter a new supplier, but you can override it. When Pay Date Basis is Due for a supplier site, Oracle Public Sector Purchasing selects that supplier's sites invoices for payment only when the invoice due date falls on or before the Pay-Through-Date for the payment batch. If Pay Date Basis is Discount, Oracle Public Sector Purchasing selects the supplier's sites invoices for payment if the discount date or due date is before the pay-through-date.

pay on receipt A Financials feature that allows you to automatically create supplier invoices in Payables based on receipts and purchase orders you enter in Purchasing.

planned purchase order A type of purchase order you issue before you order delivery of goods and services for specific dates and locations. You usually enter a planned purchase order to specify items you want to order and when you want the items delivered. You later enter a shipment release against the planned purchase order to order the items.

PO See *purchase order*.

process A set of Oracle Workflow activities that need to be performed to accomplish a business goal. See also *Account Generator*, *process activity*, *process definition*.

process activity An Oracle Workflow process modelled as an activity so that it can be referenced by other processes; also known as a subprocess. See also *process*.

process definition An Oracle Workflow process as defined in the Oracle Workflow Builder. See also *process*.

proprietary account An account segment value (such as 3500) assigned one of the five proprietary account types. The five types include Asset, Liability, Equity, Revenue, and Expense.

protection level In Oracle Workflow, a numeric value ranging from 0 to 1000 that represents who the data is protected from for modification. When workflow data is defined, it can either be set to customizable (1000), meaning anyone can modify it, or it can be assigned a protection level that is equal to the access level of the user defining the data. In the latter case, only users operating at an access level equal to or lower than the data's protection level can modify the data. See also *Account Generator*.

purchase order (PO) A document used to buy and request delivery of goods or services from a supplier.

purchase requisition An internal request for goods or services. A requisition can originate from an employee or from another process, such as inventory or manufacturing. Each requisition can include many lines, generally with a distinct item on each requisition line. Each requisition line includes at least a description of the item, the unit of measure, the quantity needed, the price per item, and the Accounting Flexfield you are charging for the item. Also known as **internal requisition**. See also *internal sales order*.

request for quotation (RFQ) A document you use to solicit supplier quotations for goods or services you need. You usually send a request for quotation to many suppliers to ensure that you get the best price and terms possible. Depending on the way you do business, you can use two general types of RFQs: specific and generic.

requisition See *purchase requisition*.

Reserve for Encumbrance A portion of fund balance you use to record anticipated expenditures. In Oracle Public Sector Financials, you define your Reserve for Encumbrance account when you define your set of books. Oracle Public Sector Financials uses your Reserve for Encumbrance account to create offsets for unbalanced encumbrance entries you create in Purchasing, Payables, and General Ledger.

Reserve for Encumbrance account The account you use to record your encumbrance liability. You define a Reserve for Encumbrance account when you define your set of books. When you create encumbrances automatically in Purchasing, General Ledger automatically creates a balancing entry to your Reserve for Encumbrance account as you post your encumbrance journal entries. General Ledger overwrites the balancing segment for your Reserve for Encumbrance account, so you automatically create the reserve for encumbrance journal entry to the correct fund.

result code In Oracle Workflow, the internal name of a result value, as defined by the result type. See also *result type*, *result value*.

result type In Oracle Workflow, the name of the lookup type that contains an activity's possible result values. See also *result code*, *result value*.

result value In Oracle Workflow, the value returned by a completed activity, such as *Approved*. See also *result code*, *result type*.

RFQ See *request for quotation*.

RFQ Only Site A supplier site from which you receive quotations.

revision A particular version of an item, bill of material, or routing.

sourcing The action of identifying a purchasing source or supplier for goods or services. To identify the best sources for your purchases, you can create RFQs that you send to your suppliers, enter quotations from your supplier, and evaluate these quotations for each item you purchase.

supplier A business or individual that provides goods or services or both in return for payment.

transition In Oracle Workflow, the relationship that defines the completion of one activity and the activation of another activity within a process. In a process diagram, the arrow drawn between two activities represents a transition. See also *activity*, *Workflow Engine*.

unit See *unit of measure*.

unit class A group of units of measure and their corresponding base unit of measure. The standard unit classes are: Length, Weight, Volume, Area, Time and Pack.

unit of measure

vendor See *supplier*.

Workflow Engine The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities, automatically executes functions, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made. See also *Account Generator*, *activity*, *function*, *item type*.

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