

Oracle® Process Manufacturing

System Administration User's Guide

Release 11i

February 2002

Part No. A77212-06

ORACLE®

Part No. A77212-06

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Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
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Preface

Audience for This Guide

Welcome to Release 11*i* of the *Oracle Process Manufacturing System Administration User's Guide*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Process Manufacturing System Administration

If you have never used Oracle Process Manufacturing System Administration, Oracle suggests you attend one or more of the Oracle Process Manufacturing System Administration training classes available through Oracle University.

- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This guide contains the information you need to understand and use Oracle Process Manufacturing System Administration.

- Chapter 1 describes how to set up and manage the OPM System Administration functions.
- Chapter 2 describes how to use the Purge and Archive functions in OPM.

- Chapter 3 describes how to set up and activate a Workflow.
- Chapter 4 describes how to set up and use the OPM Audit Trail Reporting.
- Appendix A describes how to navigate to each window.
- A Glossary provides definitions of terms that are used in this guide.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

Accessibility of Code Examples in Documentation

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Process Manufacturing System Administration.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **Online Help** - The new features section in the HTML help describes new features in 11*i*. This information is updated for each new release of Oracle Process Manufacturing System Administration. The new features section also includes information about any features that were not yet available when this guide was printed. For example, if your administrator has installed software from a mini-packs an upgrade, this document describes the new features. Online help patches are available on MetaLink.

- **11i Features Matrix** - This document lists new features available by patch and identifies any associated new documentation. The new features matrix document is available on MetaLink.
- **Readme File** - Refer to the readme file for patches that you have installed to learn about new documentation or documentation patches that you can download.

Related User's Guides

Oracle Process Manufacturing System Administration 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 Process Manufacturing System Administration.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle Store at <http://oraclestore.oracle.com>.

Guides Related to All Products

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 Process Manufacturing System Administration (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.

User Guides Related to This Product

Accounting Setup User's Guide

The OPM Accounting Setup application is where users set up global accounting attributes about the way financial data will be collected by OPM. These attributes include such things as account keys, financial calendars, and account segments.

Since OPM is closely integrated with Oracle General Ledger (GL), much of the attributes are defined in the Oracle GL instead of OPM, and therefore, the windows are display only within OPM. The *Oracle Process Manufacturing Accounting Setup User's Guide* describes how to setup and use this application.

Cost Management User's Guide

The OPM Cost Management application is used by cost accountants to capture and review the manufacturing costs incurred in their process manufacturing businesses. The *Oracle Process Manufacturing Cost Management User's Guide* describes how to setup and use this application.

Manufacturing Accounting Controller User's Guide

The Manufacturing Accounting Controller application is where users define the impact of manufacturing events on financials. For example, event RCPT (Inventory Receipts) results in a debit to inventory, a credit to accrued accounts payable, a debit or a credit to purchase price variance, etc. These impacts are predefined in the Manufacturing Accounting Controller application so users may begin using OPM to collect financial data out-of-the-box, however, they may also be adjusted per your business needs. The *Oracle Process Manufacturing Manufacturing Accounting Controller User's Guide* describes how to setup and use this application.

Oracle Financials Integration User's Guide

Since OPM is closely integrated with Oracle General Ledger, financial data that is collected about the manufacturing processes must be transferred to the Oracle Financials applications. The OPM Oracle Financials Integration application is where users define how that data is transferred. For example, users define whether data is transferred real time or batched and transferred at intervals. The *Oracle Process Manufacturing Oracle Financials Integration User's Guide* describes how to setup and use this application.

Inventory Management User's Guide

The OPM Inventory Management application is where data about the items purchased for, consumed during, and created as a result of the manufacturing process are tracked. The *Oracle Process Manufacturing Inventory Management User's Guide* includes information to help you effectively work with the Oracle Process Manufacturing Inventory application.

Physical Inventory User's Guide

Performing physical inventory count is the most accurate way to get an accounting of all material quantities purchased, manufactured, and sold, and update your onhand quantities accordingly. The OPM Physical Inventory application automates and enables the physical inventory process. The *Oracle Process Manufacturing Physical Inventory User's Guide* describes how to setup and use this application.

Order Fulfillment User's Guide

The OPM Order Fulfillment application automates sales order entry to reduce order cycle time. Order Fulfillment enables order entry personnel to inform customers of scheduled delivery dates and pricing. The *Oracle Process Manufacturing Order Fulfillment User's Guide* describes how to setup and use this application.

Purchase Management User's Guide

OPM Purchase Management and Oracle Purchasing combine to provide an integrated solution for Process Manufacturing. Purchase orders are entered in Oracle Purchasing and received in OPM. Then, the receipts entered in OPM are sent to Oracle Purchasing. The *Oracle Process Manufacturing Purchase Management User's Guide* describes how to setup and use this integrated solution.

Using Oracle Order Management with Process Inventory Guide

Oracle Process Manufacturing and Oracle Order Management combine to provide an integrated solution for process manufacturers. The manufacturing process is tracked and handled within Oracle Process Manufacturing, while sales orders are taken and tracked in Oracle Order Management. Process attributes, such as dual UOM and lot control, are enabled depending on the inventory organization for the item on the sales order. Order Management accepts orders entered through Oracle Customer Relationship Management (CRM). Within CRM, orders can originate from TeleSales, Sales Online, and iStore, and are booked in Order Management, making the CRM suite of products available to Process customers, through Order Management. The *Oracle Order Management User's Guide* and *Using Oracle Order Management with Process Inventory Guide* describes how to setup and use this integrated solution.

Production Management User's Guide

The OPM Production Management application records information about production batches. It enables you to track production batches and firm planned orders (FPOs), and convert FPOs to single or multiple production batches. In addition, the application is used to allocate ingredients, record actual ingredient

usage, certify and complete production batches, and record actual product production quantities among other production processes. The *Oracle Process Manufacturing Production Management User's Guide* describes how to setup and use this integrated solution.

Process Operation Control User's Guide

The Oracle Process Manufacturing Process Operation Control (POC) application is an extension to the OPM Production Management application, that allows you to record more complete and detailed manufacturing data. The *Oracle Process Manufacturing Process Operation Control User's Guide* describes how to setup and use this application.

Integration with Advanced Planning and Scheduling User's Guide

Oracle Process Manufacturing and Oracle Advanced Planning and Scheduling (APS) combine to provide an integrated solution for process manufacturers that can help increase planning efficiency. The integration provides for constraint-based planning, performance management, materials management by exception, mixed mode manufacturing that enables you to choose the best method to produce each of your products, and combine all of these methods within the same plant/company. The *Oracle Process Manufacturing Integration with Advanced Planning and Scheduling User's Guide* describes how to setup and use this application.

MPS/MRP and Forecasting User's Guide

The Oracle Process Manufacturing Material Requirements Planning (MRP) application provides long-term "views" of material demands and projected supply actions to satisfy those demands. The Master Production Scheduling (MPS) application lets you shorten that view to a much narrower and immediate time horizon, and see the immediate effects of demand and supply actions. The *Oracle Process Manufacturing MPS/MRP and Forecasting User's Guide* describes how to setup and use this application.

Capacity Planning User's Guide

The OPM Capacity Planning User's Guide describes the setup required to use OPM with the Oracle Applications Advanced Supply Chain Planning solutions. In addition, Resource setup, used by the OPM Production Execution and New Product Development applications, is also described.

New Product Development User's Guide

The Oracle Process Manufacturing New Product Development application provides features to manage formula and laboratory work within the process manufacturing operation. It allows you to manage multiple laboratory organizations and support varying product lines throughout the organization. You can characterize and simulate the technical properties of ingredients and their effects on formulas. You can optimize formulations before beginning expensive laboratory test batches. New Product Development coordinates each development function and enables a rapid, enterprise-wide implementation of new products in your plants. The *Oracle Process Manufacturing New Product Development User's Guide* describes how to setup and use this application.

Quality Management User's Guide

The Oracle Process Manufacturing Quality Management application helps track the quality of ingredients and products through the process manufacturing operation. Assays, or ingredient attributes, are defined for acceptable tolerance ranges. Samples are taken and the results are measured against the assays. Out-of-range results are reported. The *Oracle Process Manufacturing Quality Management User's Guide* describes how to setup and use this application.

Regulatory Management User's Guide

The Oracle Process Manufacturing Regulatory Management application generates the Material Safety Data Sheets (MSDSs) required by authorities to accompany hazardous materials during shipping. You can create MSDSs from OPM Formula Management with Regulatory or Production effectivities. The *Oracle Process Manufacturing Regulatory Management User's Guide* describes how to setup and use this application.

Implementation Guide

The *Oracle Process Manufacturing Implementation Guide* offers information on setup. That is, those tasks you must complete following the initial installation of the Oracle Process Manufacturing software. Any tasks that must be completed in order to use the system out-of-the-box are included in this manual.

System Administration User's Guide

Much of the System Administration duties are performed at the Oracle Applications level, and are therefore described in the *Oracle Applications System Administrator's Guide*. The *Oracle Process Manufacturing System Administration User's Guide* provides information on the few tasks that are specific to OPM. It offers information on

performing OPM file purge and archive, and maintaining such things as responsibilities, units of measure, and organizations.

API User's Guides

Public Application Programming Interfaces (APIs) are available for use with different areas of the Oracle Process Manufacturing application. APIs make it possible to pass information into and out of the application, bypassing the user interface. Use of these APIs is documented in individual manuals such as the *Oracle Process Manufacturing Inventory API User's Guide*, *Oracle Process Manufacturing Production Management and Process Operations Control APIs User's Guide*, *Oracle Process Manufacturing Formula API User's Guide*, and the *Oracle Process Manufacturing Cost Management API User's Guide*. Additional API User's Guides are periodically added as additional public APIs are made available.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7

(NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

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

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 for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer 6*i* forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

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 Process Manufacturing System Administration. This manual details additional steps and setup considerations for implementing Oracle Process Manufacturing System Administration with this feature.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use Oracle Process Manufacturing System Administration with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Process Manufacturing System Administration.

Oracle Workflow Guide

This guide 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.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Process Manufacturing System Administration 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 eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your

existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Metalink

Oracle Manufacturing APIs and 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 API's and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and 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 API's and open interfaces found in Oracle Order Management Suite.

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 11i.

Training and Support

Training

Oracle offers a complete set of training courses to help you and your staff master Oracle Process Manufacturing System Administration and reach full productivity quickly. These courses are organized 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 University at any one of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. 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 Process Manufacturing

System Administration 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 Oracle8i server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

*Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.*

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your 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.

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 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources and customer relationship 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 management systems, into a single, unified computing and information resource.

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 145 countries around the world.

Your Feedback

Thank you for using Oracle Process Manufacturing System Administration and this user's guide.

Oracle values 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 Process Manufacturing System Administration 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 appsdoc_us@oracle.com.

OPM System Setup

This topic explains how to set up and manage the OPM System Administration functions. This includes Document Types, Users, and Organizations, as well as several others.

The following topics are covered:

- n Editing Document Types
- n Editing Document Ordering
- n Editing Geography Codes
- n Editing HR Organizations
- n Editing HR Locations
- n Editing Organization Parameters
- n Editing OPM Organizations
- n Editing Paragraphs
- n Editing Reason Codes
- n Editing Session Parameters
- n Editing Text Tokens
- n Units Of Measure
- n Editing User Organization
- n Editing User Planning Classes
- n Lookups
- n Special Menu

Editing Document Types

Documents are used to categorize transaction activity that is generated from many OPM functions including inventory, sales, purchasing, production, etc. OPM documents are categorized by type, each recording different kinds of information related to different transactions. Document types and organizations must be defined before you can define document ordering.

Note: Do not modify the document types supplied with OPM. You can add and maintain new document types, but do not change the supplied document types.

Use the Document Types window to add and maintain document types.

- ADJI - Inventory Adjustment - Immediate
- ADJR - Inventory Adjustment - Journalled
- BAL - Balance Qty - For MRP
- CMOR - Combined MORD
- CREI - Create New Inventory - Immediate
- CRER - Create New Inventory - Journalled
- DMOR - Divided MORD
- DDOR - Dummy DORD
- FCST - Forecast
- FPO - Firm Planned Order
- GLVN - General Ledger Voucher No.
- GRDI - Change Grade - Immediate
- GRDR - Change Grade Journalled
- JRNL - Inventory Quantities Document Sequencing
- OMSO - Order Management
- OPBO - Blanket Sales Orders
- OPOP - Order Fulfillment Sales Order Profiles
- OPSO - Order Fulfillment Sales Orders

- „ OPSP - Order Fulfillment Shipment
- „ MGRI - Mass Grade Update - Immediate
- „ MSTI - Journalled Sales Return - Mass Status Update - Immediate
- „ MTRI - Mass Movement - Immediate
- „ PBPR - Planned BPO Release
- „ PBPO - Blanket Purchase Orders
- „ PICY - Physical Inventory - Cycle No
- „ PIPH - Physical Inventory - Physical
- „ PORC - Oracle Purchasing Receipts/Returns/Corrections
- „ PORO - Purchase Orders
- „ POSR - Stock Receipts
- „ PROD - Production Batch
- „ RECV - OPM Receipts
- „ PPRD - Planned Production
- „ PPUR - Planned Purchase
- „ PTRN - Planned Transfer
- „ RVAL - Cost Revaluation Process
- „ REPI - Replace Quantity/Status - Immediate
- „ REPR - Replace Quantity/Status - Journalled
- „ RTRN - OPM Purchase Return (Rglr/Stock Receipt)
- „ SHRT - MRP - Document Type for Shortage
- „ STSI - Change Status - Immediate
- „ STSR - Change Status - Journalled
- „ TRNI - Inventory Movement - Immediate
- „ TRNR - Inventory Movement - Journalled
- „ XFER - Required to Operate the Transfer window
- „ XPRD - Phantom
- „ XSHT - Phantom Shortage

Document Types Procedure

1. Navigate to the **Document Types** window.
2. Complete the fields as described.
3. Save the window.

Document Types Field Reference

Type

Displays the code, maximum four characters, that identifies this document type.

Description

Displays the text, maximum 40 characters, that describes this document type.

English Description

Displays additional text, maximum 40 characters, that describes this document type.

Editing Document Ordering

Use the Document Ordering window to determine the document number assignment for each type of document. A document is an online window that creates a financial, inventory, or resource transaction. Different document numbers are assigned for each document type and organization. All document numbers are prefaced with an organization code; therefore, multiple organizations can use the same number ranges and still uniquely identify their documents.

Numbers can be assigned to documents manually or automatically.

- If you use automatic number assignment, OPM assigns numbers to documents sequentially. However, do the following:
 - Initiate the document numbering sequence by assigning a number that is smaller in value by 1 than the desired starting document number.
 - Define the maximum number of digits for the number, not exceeding 10 digits (or six digits if integrated with Oracle Financials).
 - Determine whether the number is padded with leading zeros or blanks. Zeros are recommended for reporting and query purposes.
- If you use manual number assignment, assign the document numbers. Manual number assignment is useful when you are using pre-printed forms or when document numbers are generated by another system.

Note: Define a number assignment on the Document Order window for the document type JRNL to interact with the Inventory Quantities window. All inventory quantity documents use the numbering scheme defined for the document type JRNL.

Make note of the initial number assignment. Altering number assignment parameters after documents are saved causes problems with the order that documents are listed on reports and lookups.

Document Ordering Procedure

1. Navigate to the **Document Ordering** window.
2. Complete the fields as described.
3. Save the window.

Document Ordering Field Reference

Document Type

Enter the code, defined on the Document Type window, that identifies the document type to define this document numbering system. Required.

Organization

Enter the code, defined on the Organizations window, that identifies the organization to define this document numbering system. Transactions generated from your documents are associated with the Organization chosen here. Required.

Assignment Type

Determines whether you assign document numbers manually or automatically for this document type and organization. Required

Manual = Manual number assignment (allows alphanumeric characters)

Automatic = Automatic number assignment (numeric only)

Last Assigned

This field displays when you enter Automatic as the Assign Type value. A document number may or may not be displayed depending upon whether you have established document ordering:

- If you are assigning a document number for the first time, enter the document number that is smaller in value by 1 than the desired starting document number. For example, if you want purchase orders to begin with document number 200, enter 199 in this field.
- If you have already assigned a document number, the last number assigned to this document type and organization displays.

Format Size

Enter the maximum number of digits for this document type and organization. You can enter any positive number between 1 and 10. For example, if you assign purchase order numbers 1 to 999, enter the value 3.

If you are integrating with Oracle Financials, the maximum size is 6.

Editing Geography Codes

Use the Geography Code window to add and maintain user-defined geography codes. Geography codes are used to reference geographical areas on purchase orders, customer receipts, and other documents that contain addresses.

Geography Code Procedure

1. Navigate to the **Geography Code** window.
2. Complete the fields as described.
3. Save the window.

Geography Code Field Reference

Type

Defines the type of Geography Code. The options are:

- Country
- State
- Province
- County

Code

Displays the code identifying the geographical area; for example, NY for New York.

Description

Displays the text describing the geography code.

Editing HR Organizations

Use the HR Organization window to set up:

- Business Groups
- GREs (Government Reporting Entities)
- internal organizations
- external organizations

The nature of each organization is determined by the *classification* you select for it. The setup information you enter for an organization depends in large part on its *classification*. You must create a Business Group and a responsibility to allow access to it, before you create other organizations.

You can enter the basic information into this window to set up a Business Group. It is critical at this point to set up the Inventory Organization Parameters.

For more details on setting up this window, refer to the *Oracle Human Resources North American User's Guide Release 11i*.

Editing Organization Parameters

The Organization Parameters window is used to define the organization parameters (inventory, costing etc.) for the organizations classified as Inventory Organization. This window has two new fields:

- Process Enabled
- Process Organization

Enabling the flag Process Enabled on the folder Inventory Parameters indicates that this is an OPM warehouse. As a result of enabling this flag, the field Process Organization becomes active and mandatory. The field Process Organization contains a list of values of all OPM companies and their children organizations that are attached to the Operating Unit of this Inventory Organization.

For more details on setting up this window, refer to the *Oracle Inventory User's Guide Release 11i*.

Editing HR Locations

This menu option is added to OPM System Administration responsibility allowing creation of HR Locations that get attached to the HR Organizations. When this HR Organization is classified as an Inventory Organization (Process Enabled) and

saved, a database trigger creates an OPM warehouse. The address in the HR Location for the Organization synchronizes to OPM as the warehouse address.

No changes have been made to the window. However, a new address style 'OPM' is defined for the Human Resources Descriptive flexfield Location Address. This address style and the flexfield structure can be seeded into the application or alternatively part of the setup and included in the OPM setup documentation.

In the case where a different address style is used, the organization trigger uses the mapping defined for the OPM address style and attempts to synchronize the addresses.

Users can extend the OPM address style, if needed. The organization trigger works properly as long as the seeded values of this address style flexfield are not modified.

For details on setting up this window, refer to the *Oracle Human Resources North American User's Guide Release 11i*.

Setting Up Process Inventory Organizations to Synchronize as OPM Warehouses

1. Navigate to the **Organizations** window to create an Inventory Organization that links to an OPM Warehouse:
 - When the **Find Organization Query Find** window displays, click **New**.
 - When creating a process enabled Inventory Organization, give it up to a 3 character code, then use up to the first 4 characters of the Organization Name field for the OPM Warehouse Code. The integration recognizes a colon (:) as a delimiter, and the remainder of the Organization Name becomes the OPM Warehouse Description (40 character field in OPM). Logic is enabled producing an error if there is no colon entered within the first 5 characters of the Inventory Organization Name for a process enabled organization.
 - While selecting the HR locations for the process inventory organizations, only the OPM address style must be selected. This address style is consistent with the OPM addresses. If a different address style is used, the organization trigger may synchronize the warehouse address incorrectly.
2. Click the **Name** field in the Organization Classifications region of the window. Invoke the LOV. Select **Inventory Organization**. Click the **Enabled** check box to the right of the **Name** field in order to select and save.
3. Click **Others**.

4. From the **Additional Organization Information** window, select **Accounting Information**. When the window validates after your selection, click the **Accounting Information** field.
5. Invoke the LOV in each of the three segments of the Accounting Information flexfield. Make the following selections:
 - Enter Set of Books
 - Enter Legal Entity
 - Enter Operating Unit
6. Click **OK** to the flexfield. Return to the **Additional Organization Information** window.
7. Click **OK** to save.
8. Click **Others**.
9. From the **Additional Organization Information** window, select **Inventory Information**.
10. On the **Inventory Parameters** tab, input the following data:
 - In the **Organization Code** field, assign a 3-digit Inventory Organization code.

Note: This 3-digit code links over in OPM as the warehouse code.

- Select or enter data into the **Item Master Organization** field.
- Select or enter data into the **Calendar** field.
- Click in the **Process Enabled** check box in order to check it. Upon activating this check box, the **Process Org** field becomes available.
- Click in the **Process Organization** field. Select the correct OPM Organization or Plant to link this warehouse.

Note: The **Process Enabled** check box must be selected and the **Process Org** field must be completed. It is these two fields that control the conversion/linking of an Inventory Org to an OPM Warehouse.

- » Click on the drop down arrow for the **Locator Control** field and make the appropriate selection.

Note: Observe the selections in the Locator Control drop down list. Pre-specified is the equivalent of Validated Location-controlled in OPM. Dynamic Entry Allowed links over as Non-Validated Location-control in OPM. None is the equivalent of Not Location-controlled in OPM. The locator control selection of Determined at Sub-inventory level IS NOT USED in process manufacturing. It is used in discrete manufacturing.

11. Click **Save**.
12. On the **Costing** tab, input the following data:
 - » Select the Costing Method.
 - » Select the Transfer to GL.
 - » In the Material field in the Valuation Accounts region of the tab, enter the appropriate accounts.
13. Click on the **Revision, Lot, Serial** tab. Navigate to the **Prefix** field in the **Serial Control** region of the window. Input a 1 in both the **Prefix** and **Starting Serial Number** fields of this tab. Optional.
14. Click **Save**.
15. On the **Other Accounts** tab, input data in the following fields:
 - » Purchase Price Variance
 - » Inventory Price Variance
 - » Inventory AP Accrual
 - » Sales
 - » Cost of Goods Sold

16. Click **Save**.
17. Close the window to return to the **Organization** window.
18. Close the window again to return to the OPM System Administrator Navigator.

Editing Organizations

Organizations are entities for assigning resources, warehouses, general ledger accounts, and other cross-application items. When you define an organization, specify whether it is a company, a plant, or both. A company is a legal entity that must maintain a balanced set of books. A plant is an organization that manufactures goods.

Both companies and plants are classified as organizations in OPM.

You can set up parent organizations with multiple child organizations. Child organizations can have independent resources and warehouses that are accounted for on the parent general ledger; you must, however, set up the parent organization before the child organizations. You can also create independent organizations. Organizational setup accommodates multi-company accounting.

Organizational Hierarchies

In setting up an organization, you must specify the organization's parent organization. In this way, organizational hierarchies can be constructed. For example, a company may have several subsidiary companies, and each company may have several plants.

Organizations Procedure

1. Navigate to the **Organizations** window.
2. Complete the fields as described.
3. Save the window.

Organizations Field Reference

Organization

Enter a unique code to identify the organization, for example, 100.

If you are defining an organization that you associate with a parent company, enter a code that relates the organization to the parent company. If this is an organization under 100, enter 101.

The code entered is used to identify documents printed for this organization.

Name

Displays descriptive information, such as the company or plant name, for the organization you are defining.

Parent

Parent organization is one level above a given organization on the organizational hierarchy. If the given organization is at the top of the organizational hierarchy, enter its organization code.

Company

Displays a unique code to identify the Oracle Financials company. If the organization is a company, enter its organization code. If the organization is not a company, enter the organization code of the company the organization reports to.

Plant

Determines whether the organization is a manufacturing plant.

Non Manufacturing Plant = Organization is not a manufacturing plant

Manufacturing Plant = Organization is a manufacturing plant

Tax Location

Displays the tax location code for the organization.

The tax location code is set up on the Tax Location Code window; however, you can enter the default value NONE until you set up tax information.

This field is only required if the profile option GML:Use OPM Tax Calculations is set to a value of 1.

Editing Paragraphs

Paragraphs in OPM are structures that are used to store and categorize text. OPM is installed with one default paragraph per database table, the General Text paragraph. When you select Edit Text and access the Text Editor window, by default, the edited text is put into this General Text paragraph.

The Paragraph window allows you to specify different paragraphs that can be associated with tables. After selecting Edit Text, a list of valid paragraphs displays in the Text Paragraph Selection window, even if the only available paragraph code is General Text. You must choose one to proceed.

Paragraph codes control whether text prints on hardcopy documents such as orders or shipping forms or what language your text is stored in. The default General Text paragraph is set up as display only, but it can be changed to enable printing.

Most OPM windows enable you to associate text with the document or record you are working with. To add or update text, select Edit Text from the Special pulldown menu, choose the Paragraph you want to associate the text with, and access the Text Editor window. The entered text can be displayed online and can be printed on hard copies of documents.

If you are creating or editing a purchase order header on the Purchase Orders window, you can select Edit Text from the Special pulldown menu and add the text associated with the document. If you are creating or editing purchase order lines on the Purchase Order Lines window, you can add text to each line, associated with each line of the document. The text you add is associated only with the purchase order line that was highlighted when you selected Edit Text.

When you invoke the Text Editor, the entered text is associated only with the paragraph code and record you are working with. For example, if you enter text for a line in an order using the General Text paragraph, that text is associated only with that line on that order.

Note: Paragraph codes are linked to specific database tables when they are set up; therefore, you may not see the same list of paragraphs from every OPM window.

For example, you could create a paragraph on the Batch Header table (pm_btch_hdr). When you select Edit Text from the Special menu, this paragraph displays as an option on the Text Paragraph Selection window. If you have defined a paragraph for Routing Instructions, select the Routing Instructions paragraph. The entered text is stored in this paragraph.

Paragraph Procedure

1. Navigate to the **Paragraph** window.
2. Complete the fields as described.
3. Save the window.

Paragraph Field Reference

Table

Displays the database table name linking this paragraph.

Language

Displays the language code associated with this paragraph.

Code

Displays the code that identifies this paragraph.

Note: If you are creating subparagraphs, each subparagraph has the same paragraph code as the main paragraph.

Sub Code

Displays a subparagraph code when you have one paragraph related to another paragraph. Subparagraphs are printed beneath the main paragraph in numerical order. Subparagraph codes must be integers, determining the order the subparagraphs are printed.

The subparagraph code for the main paragraph is the default value 0.

Nonprintable

Displays the print indicator, specifying whether the paragraph text is to be included when documents are printed:

Yes - Text does not print (Yes Nonprintable)

No - Text does print (No NOT Nonprintable)

Description

Displays a maximum 40-character description. This description displays when you select paragraphs when entering text.

Editing Reason Codes

Reason codes provide information on increases or decreases in inventory. They are used to flag transactions and attach reasons to them. All transactions entered through the Inventory Quantities window, must have a reason code associated with it. Other OPM windows require Reason Codes as well.

For example, you may have a batch of product that cannot be shipped because the color is wrong. If this is common occurrence, you may want to set up a reason code that would readily identify such situations.

Reason Code Procedure

1. Navigate to the **Reason Codes** window.
2. Complete the fields as described.
3. Save the window.

Reason Code Field Reference

Code

Displays the code, maximum four characters, that identifies this reason.

Type

Indicates the effect on inventory quantity associated with this reason code.

Increases & Decreases = Allow increases and decreases to inventory. Reason codes for movement of inventory between warehouses must have this Reason Type because there is a decrease in inventory at one warehouse and an increase at another.

Increases = Allow only increases to inventory

Decreases = Allow only decreases to inventory

Flow

Indicates the type of stock movement associating the reason code. The corresponding inventory adjustment that results from stock movement may be related to the following: an inflow of goods, as in a purchase; an outflow of goods, as in a sale; the usage of goods, consumption; and to other miscellaneous reasons, for example, spillage.

Outflows

Usages

Inflows

Exclude

Consider the following scenarios. To correct errors made in recording consumption, you may want to set up reason codes for adjustments to inventory quantity.

For example, if too little were recorded consumed, inventory would have to be adjusted downward. You could use the following reason code parameters:

Reason type = Decreases, allowing for a decrease to inventory

Flow type = Usages, indicating usage

If too much were recorded consumed, inventory would have to be adjusted upward. You could use the following reason code parameters:

Reason type = Increases, allowing for an increase to inventory

Flow type = Usages, indicating usage

Description

Displays the text, maximum 40 characters, describing this reason code. This description displays on windows where this reason code is used.

Comment

Displays comments, maximum 70 characters, for this reason code. These comments are printed on reports, but are not displayed on documents where this reason code is used.

Authorization

Reserved for future use.

Editing Session Parameters

In addition to providing current system session information, the Session Parameters window enables you to change your default organization and default schedule by selecting the new entry using the List of Values and clicking OK. You can specify whether you want the change to affect only the current session or all sessions until the default organization value may be changed again.

Note: OPM only allows you to choose an organization that you are authorized to specify as defined through the User Organizations window.

Session Parameters Procedure

1. Navigate to the **Session Parameters** window.
2. Complete the fields as described.
3. Save the window.

Session Parameters Field Reference

Session Number

A unique session ID, created automatically on a per session, per user basis.

Time

Displays the logon date and time.

Database Manager

Displays the RDBMS name Oracle.

Database

Displays the database name Oracle.

Username

Displays the user and user name of the current session's user.

Organization

Enter the code for the default organization. You must be authorized to select this code as specified through the User Organizations window.

Company

Displays the Company code associated with the default Organization.

Schedule

Enter the default schedule for this session.

Editing Text Tokens

Text tokens are codes or short descriptions that represent longer descriptions or messages. These tokens are set up on the Text Token window.

After selecting Edit Text from the Special pulldown menu and invoking the Text Editor, specify a token instead of typing the full description of the text by entering a token preceded by a period. Upon clicking the <Tab> key, the token is converted to the text it represents.

For example, you might set up a text token called Fragile that represents the text: Fragile, Handle with Care. Whenever you want to include these instructions on a document, you can type Fragile on the Text Editor window rather than typing the message text. You can also invoke the LOV function to select a text token. After choosing from the LOV, click <Tab>.

To record the text that is printed when you enter the token, select Edit from the Special pulldown menu and enter the text on the Text Editor window.

Text Tokens Procedure

1. Navigate to the **Text Tokens** window.
2. Complete the fields as described.
3. Save the window.

Text Tokens Field Reference

Token

Enter the code or a short description, of up to 40 characters, for this text token. This token is the value that is entered on the Text Editor window preceded by a period.

Language

Enter the code for the language you want the text to be printed in. Language codes are set up on the Languages window.

Description

Enter a short description for this text token. This is not the text that replaces the token. Instead, this description appears on lookups. To create the text that you want to replace the token, select Edit Text from the Special pulldown menu.

Special > Edit Text

In order to create the text that you want to replace the token, select Edit Text from the Special pulldown menu. For more details on using the Edit Text option, refer to the *Special Menu* topic.

Units of Measure

The Unit of Measure window is used to add and maintain Units of Measure (UOM) definitions. A UOM definition consists of a UOM code, a description, a type, and the conversions between the reference UOM and all other UOMs of the same type.

Before you can maintain, purchase, or sell inventory, you must define the UOMs against the item quantities that are measured.

Note: The order you set up UOMs is of utmost importance. The first UOM value that you define for a given UOM type becomes the reference against all other UOMs of the same UOM type. All subsequent UOMs defined for the specified UOM type require conversion against this reference UOM.

All conversions specified on the Units of Measure window are conversions between the same UOM types. Conversions across UOM types must be defined individually for each item on the Item Lot/Sublot Std Conversion window.

After setting up UOM types, set up the actual UOM values on the Unit of Measure window. The first UOM that you set up for each UOM type becomes the reference UOM, also called base or standard UOM, for that type. All other UOMs of this type are defined in relation to the reference UOM.

For example, if you set up L (liters) as the first UOM for the UOM type VOL (volume), you have to define each new volume UOM in terms of liters; therefore, if the new volume is GAL (gallons), it must be defined in relation to liters. As such, you would specify a two-way conversion between GAL (gallons) and L (liters) and L (liters) and GAL (gallons) in the Conversion column.

The two-way conversion equation is as follows:

- One unit of new UOM = X unit of reference UOM
- One unit of reference UOM = X unit of new UOM

The factor between the newly entered UOM, in this example GAL (gallons), and the reference UOM, L (liters), and vice versa, is entered in the Conversion Factor column. You only need to enter the conversion factor going “one way”; the other conversion factor is automatically calculated.

Note: Altering the UOM conversion once inventory has been created may corrupt inventory balances.

All conversions specified on the Unit of Measure window are conversions between the same UOM types. For example, for a VOL (volume) UOM type with a reference UOM of L (liter), you might have two-way conversions between GAL (gallons) and L (liters), ML (milliliters) and L (liters), OZ (fluid ounces) and L (liters), and so on.

Conversions across UOM types, for example MASS (mass) to VOL (volume) type conversions involving LB (pounds) to L (liters), must be defined individually for each item on the Item Lot/Sublot Std Conversion window. Keep in mind, the reference UOM for a particular UOM type is the measure against which a conversion is based even when the conversion is across UOM types. In keeping with the example, L (liter) would still be the reference UOM for the VOL (volume) UOM type.

The new UOM is available to the session where you entered the UOM and to all users beginning OPM sessions after you enter it. If you change a conversion, the change does not take effect in the current session. You must log out of OPM and then log in again. Note that this is not recommended.

New Unit of Measure Functionality

OPM is now using the Oracle Inventory Unit of Measure windows for the creation of UOMs, as well as viewing existing UOMs. These windows can be run from either the Oracle Inventory menu or from the Oracle Process Manufacturing System Administration menu.

These windows allow you to use mixed case when creating your UOMs and their descriptions. All UOMs are three characters, the Oracle Financials standard. You can also create a 25 character name for each UOM in addition to the description.

The Unit of Measure Classes window in Oracle Inventory allows you to set up new Base Units of Measure. This is the same as the OPM Unit of Measure Type window, with more information. The Oracle Inventory window allows you to set both a name and a description for each UOM.

The Unit of Measure window is the same as the OPM Unit of Measure window, with additional information similar to the Unit of Measure Classes window, where you are able to have both a description and a name for each UOM.

The Unit of Measure Conversions window, also displayed as the Conversions button on the Unit of Measure Classes window, is used for setting the conversion factors. This window replaces the conversion section of the OPM Unit of Measure window.

The Unit of Measure LOVs have also changed. The LOV now features three columns to accommodate both new and existing UOMs. An LOV looks as follows:

UOM	UOM Name	Description
CNT	CNT	Count Base
EACH	EACH	Each
Lbs	Pounds	Pounds (1kg = 2.2 pounds)

In this example, the CNT and EACH are carried over from OPM, where there was no UOM Name. Therefore, the UOM duplicates into the name field. The Lbs UOM is from the Oracle Inventory application, and shows a different UOM Name. This carries forward with all new UOMs.

For details on the Oracle Inventory Unit of Measure windows, refer to the *Oracle Applications Inventory Management User's Guide*.

Editing User Organizations

The default organization for each user is defined through Oracle System Administration Personal Profiles and associating an OPM Organization Code under the User Value column to the profile option GMA:Default Organization. Use the User Organizations window to assign any number of organizations to a user. Once assigned, a user can only work with an organization from among these authorized organizations.

User Organizations Procedure

1. Select the **User Organizations** window.
2. Complete the fields as described.
3. Save the window.

User Organizations Field Reference

Username

Enter the username for whom the organizations are assigned.

Code

Displays the code for the organization that is authorized for selection by this user.

Description

Displays the description of the organization that is authorized for selection by this user.

Editing User Planning Classes

The User Planning Classes window allows you to associate planning classes with users. Once these associations are made, you can run OPM reports based on the Planning Classes the user has access to.

The default planning class for each user is defined through the Oracle Applications System Administration Personal Profiles and associating a planning class under the User Value column to the profile option GMP:Default Schedule.

Note: User Planning Classes are required for generating MRP and MPS reports. Refer to the *Oracle Process Manufacturing MPS/MRP and Forecasting User's Guide* for additional information on how User Planning Classes are defined and used.

User Planning Classes Procedure

1. Navigate to the **User Planning Classes** window.
2. Complete the fields as described.
3. Save the window.

User Planning Classes Field Reference

User

Select a user through the Find... or Query functions. A user name displays, as well as the user name description.

Class

Displays the code for the planning class that the user is associated with.

Description

Displays the description of the planning class that the user is associated with.

Lookups

Maintain existing and define additional lookups for your shared lookup types. You can define up to 250 lookups for each lookup type. Each lookup has a code and a meaning. For example, lookup type YES_NO has a code Y with meaning Yes, and a code N with a meaning No.

Lookups Procedure

To view the Lookups window:

1. Navigate to the **Lookups** window.
2. Complete the fields as described.
3. Save the window.

To query records by a code attribute, such as the Enabled check box:

1. Query the lookup type.
2. Move the cursor to any field in the lower region on the window.
3. From the **View** menu, select **Query By Example**, Enter.
4. Enter your query criteria.
5. From the **View** menu, select **Query By Example**, Run.

Lookups Field Reference

Type

Query the type of your Lookup. You can define a maximum of 250 Lookups for a single type.

User Name

The user name is used by loader programs.

Application

Query the application associated with your Lookup type.

Description

If you use windows specialized for a particular Lookup type, the window uses this description in the window title.

Access Level

The access level restricts changes that are possible to a lookup type. The possible levels are:

- System - No changes to the lookup codes are allowed.
- Extensible - New lookup codes can be added. However, you cannot modify seeded lookup codes.
- User - You can change any lookup code.

Lookups Values Field Reference

Code

Enter the code value for your Lookup. You can define a maximum of 250 Lookups for a single Lookup type. When you enter a valid Lookup meaning into a displayed window field, Lookups stores this code into a corresponding hidden field. For example, the Lookup Y displays the meaning Yes but stores the code value Y in a hidden field.

You cannot change the values in this field after committing them. To remove an obsolete Lookup you can either disable the code, enter an end date, or change the meaning and description to match a replacement code.

Meaning

When you enter a valid Lookup meaning into a displayed window field, Lookups stores the corresponding code into a hidden field. Lookups automatically displays the meaning in your Lookups field whenever you query your window. For example, the Lookup Y displays the meaning Yes but stores the code value Y in a hidden field.

Description

You can display the description along with the meaning to give more information about your Lookup.

Tag

Optionally enter in a tag to describe your lookup. The tag can be used to categorize lookup values.

Effective Dates

Enter the dates between which this Lookup becomes active. If you do not enter a start date, your Lookup is valid immediately.

Once a Lookup expires, users cannot insert additional records using the Lookup, but can query records that already use the Lookup. If you do not enter an end date, your Lookup is valid indefinitely.

Enabled

Indicate whether applications can use your Lookup. If you enter No, users cannot insert additional records using your Lookup, but can query records that already use this Lookup.

[]

The double brackets ([]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

Special Menu

From the Special menu, there are options that are used to edit information. The Edit Text and Address Edit options, if available, edit both the text in the text token, or allow you to change all of the address information for the selected user.

Edit Text

If there is only one line of text to be edited, the Text Edit window appears. If there is more than one line that can be edited, the Select Text Paragraph window appears first.

Edit Text Procedure

1. Navigate to the Edit Text option.
2. If the **Select Text Paragraph** window displays, select a line, and click **Edit Text**. If not, the **Text Edit** window displays.
3. Complete the fields as described.
4. Click **OK**.

Edit Text Field Reference

Language

Displays the language code for the text.

Table Name

Displays the table name that the text is stored in.

Description

Displays a description of the text.

Text

Enter the appropriate text.

Paragraph

This button returns to the paragraph window so you can select another paragraph to edit.

Select Text Paragraph

Language

Displays the language that the text is shown in.

Non Printable

Determines whether the text is printable on the window.

Paragraph Description

Displays the description of the text.

Address Edit

If the window you are using has the Address Edit option, you can change the address information for the selected user.

Address Edit Procedure

1. Navigate to the **Address Edit** window.
2. Complete the fields as described.
3. Click **OK**.

Address Edit Field Reference

Name

Displays the name of the selected organization or entity that has an address associated with it.

Line 1 - 4

Displays address line 1 -4.

City

Displays the city. This is user-defined on this window and not validated.

State

Displays the code and description for the state. The State is defined through the Geography Codes window. There is a LOV defined for the field against the SY_GEOG_TBL, specific to its geography type.

Country

Displays the code and description for the country. The Country is defined through the Geography Codes window. There is a LOV defined for the field against the SY_GEOG_TBL, specific to its geography type.

Postal

Displays the postal code.

Province

Displays the code and description for the province. The Province is defined through the Geography Codes window. There is a LOV defined for the field against the SY_GEOG_TBL, specific to its geography type.

County

Displays the code and description for the county. The County is defined through the Geography Codes window. There is a LOV defined for the field against the SY_GEOG_TBL, specific to its geography type.

Purge and Archive

This topic explains how to use the Purge and Archive functions in OPM.

The following topics are covered:

- Purge and Archive
- Purge Inquiry
- Purge Setup

Purge and Archive

Use the Purge and Archive window to enter criteria for and execute a given purge. The purge can be one of the predefined OPM purges, or a custom purge defined by your System Administrator.

For the base OPM product, purge and archive functionality exists only for a predefined set of tables and transaction data. They are:

APRD Selects all production batch records and the associated detail transaction and text records

AOPS Selects all sales order and shipment records and the associated detail transaction and text records

APOR Selects all PO, receipt, and return records and the associated detail transaction and text records

AJNL Selects all inventory journal records and the associated detail transaction and text records

PROD Removes all production batch records and the associated detail transaction and text records

OPSO Removes all sales order and shipment records and the associated detail transaction and text records

PORD Removes all PO, receipt, and return records and the associated detail transaction and text records

JRNL Removes all inventory journal records and the associated detail transaction and text records

Purge and Archive Procedure

1. Navigate to the **Purge and Archive** window.
2. Complete the fields as described.
3. Save the **Purge and Archive** window. The Purge Id is assigned. Refer to the *Purge and Archive Field Reference* topic for a description of the Purge ID.

Purge and Archive Field Reference

Purge Type

Enter value that specifies the category of all records associated with the Purge. This value was originally entered on the Purge Setup window.

There are eight standard purges. Refer to the *Purge and Archive* section for the names and descriptions of these purges.

Purge ID

A unique ID assigned to this purge. Allows you to query or retrieve the purge. Auto generated upon saving this window.

This unique ID is not created through OPM document ordering.

Purge Status

Status of this purge. Auto generated.

0 = Defined, not yet run

1 = Archive in progress

2 = Archived Successfully

3 = Purge in progress

4 = Purge Completed Successfully

-1 = Archive Process Failed

-3 = Purge Process Failed

Comment

Enter supporting information that provides additional information on the purge.

Description

Enter the description of the archive or purge you are running.

Criteria Values (Dynamic Criteria Fields)

Each standard purge has eight criteria. These criteria are:

- Latest creation date
- Last document number
- Latest modification date
- Last organization code
- Earliest creation date
- First document number
- Earliest modification date
- First organization code

Each criteria field is **required**. Following are examples of proper data formatting:

- Date criteria must follow this format: dd-mon-yyyy hh.mm.ss
- Document range must fill in the Pad characters (e.g. 00010 rather than 10)
- Ranges of organizations must contain real organization codes. For example, it is valid to enter FBP1 to FBP9 (where FBP1 and FBP9 are valid organization codes). However, it is not valid to enter A to Z

The following fields are updated following a purge or archive, and are query only.

Row Details - Archived

The total archived. Auto generated.

Row Details - Deleted

The total rows deleted. Auto generated.

Row Details - Purged

The total rows purged. Auto generated.

Note: All criteria values must be entered and the purge engine validates all the values at run time.

Archive/Purge Process

After the purge criteria is specified on the Purge and Archive window and saved, initiate an archive of data or purge your archive tables.

Archive/Purge Dialog Window Procedure

1. Navigate to either the **Archive Process** or **Purge Process** window.
2. Complete the fields as described.

Archive/Purge Dialog Box Field Reference

Purge Date

Enter the date and time that the purge is to be executed. This field is only displayed when the Queue field is populated with a value of QUEUE1.

Purge Inquiry

Use the Purge Inquiry window to view the status of purges. The status of the purge appears in descending order from the most recently submitted purge to the oldest submitted purge. Purge status information is stored in table sy_purg_mst.

Purge Inquiry Procedure

1. Navigate to the **Purge Inquiry** window.
2. Enter the Purge Type to view all of the associated archives and purges.

Purge Inquiry Field Reference

Purge Type

Enter the purge name. This could be one of the standard predefined purges (APRD, AOPS, APOR, AJNL, PORD, OPSP, PORD, JRNL) or a custom purge name.

Description

The description for this purge type displays.

Number

Populated with the Purge ID value that was generated on the Purge and Archive window.

Start

Populated with the date and time values, specifying when the purge began or is scheduled to begin.

Elapsed (Hours)

Populated with the elapsed time, in hours, for the purge listed.

Status

Populated with the values that specify the progress of the purge process. The displayed values include the following:

0= Defined, not yet run

1= Archive in progress

2= Archived Successfully

3= Purge in progress

4= Purge Completed Successfully

-1 = Unsuccessful Archive

-3 = Unsuccessful purge

Archived

Indicates the total number of rows archived for this run (copied into Archive tables).

Deleted

Indicates the total number of rows deleted for this run (removed from live tables and put into Archive tables).

Purged

Indicates the total number of rows Purged for this run (dropped from the database).

Purge Setup

Use the Purge Setup window to view the OPM standard predefined purges *or* (for the user who is very familiar with the OPM data model) define custom purges.

Use this window to view standard predefined purges. To execute standard predefined purges, use the Purge and Archive window.

Purge Setup Procedure

1. Navigate to the **Purge Setup** window.
2. Complete the fields as described.
3. Save the window.

Purge Setup Field Reference

Purge Type

Enter a code up to four characters that specifies the category for this purge.

Example: PROD.

Note: PROD is a predefined Purge, you can use PROD as an example to view its setup. PROD is display only.

Description

Enter a description of the purge.

Criteria

A tag that identifies the data to be entered in this field before run time. For Example, Organization.

Mask

The database mask for the data type contained within this criteria. The three standard masks supplied with the product are C for character, D for date, and N for numeric. Entering any of these characters in the field displays the actual to_char or to_data mask used in the purge. Any mask necessary can be entered here and used with custom purges.

Description

Enter a description for this criteria. This displays to the user on the Purge and Archive window when executing this purge.

Purge Tables

The Purge Tables window displays when selected from the Special pulldown menu when the Purge Setup window displays.

Purge Tables Procedure

1. Navigate to the **Purge Tables** window from the **Special** pulldown menu.
2. Complete the fields as described.
3. Save the window.

Purge Tables Field Reference**Purge Type**

Enter a code up to four characters that specifies the category for this purge.
Example: PROD.

Note: PROD is a predefined Purge, you can use PROD as an example to view its setup. PROD is display only.

Description

Enter a description of the purge.

Name

Enter the name of the table.

Action

Enter the action to be taken. An action can either be to Keep the data in the table or to Delete the data in the table.

Workflow Setup

In creating workflow-based applications for Oracle Applications, there are many instances when it is necessary to associate an Oracle Workflow Role with some element of the workflow-based application.

From the OPM System Administration, you can use the seeded data that comes with the system, or create your own workflow activities, column definitions, and role associations. In addition, you can activate and deactivate a workflow activity from the Workflow Activation window.

The following topics are covered:

- Business Needs
- Workflow Graphical Process Navigator
- Roles
- Workflow Process Activation
- Workflow Process Configuration Framework
- Workflow Activity Approval Configuration Framework
- Workflow Process Configuration
- Workflow Activity Configuration
- Workflow Activation

Business Needs

Approval process of a business can vary from enterprise to enterprise. Therefore, it is necessary to provide an approval process that is flexible and users can customize them easily. Because of this, the reason approval process is flexible and users are able to customize for their needs easily. These customizations include enabling or disabling approval process based on certain criteria or sensitivity of information and defining approval authority for each step within the approval process

This design addresses the customization of approval process in a consistent fashion when creating workflow-based applications. By using a generic method instead of application-specific ones, the following objectives can be achieved.

User Oriented objectives allows users to:

- Enable or disable approval processes enterprise wide
- Enable or disable approval process based on certain criteria
- Customize steps of the approval process using certain criteria
- Define approver for each steps of the approval process

Developer oriented objectives allows developers to design:

- Generic and consistent architecture
- More easily readable application code resulting in easier maintenance
- Modularity, enabling performance improvements to be applied across the board
- Smaller body of code
- Less likelihood of error in creating new similar code

Business Questions

How can I enable or disable an approval process instance wide?

Use the Workflow Process Activation window to enable or disable an approval process instance wide. Query for approval process or processes in question and check the checkbox to enable or uncheck it to disable an approval process instance wide.

How can I configure the approval process?

Use the Workflow Process Configuration Framework window to configure workflow process. Query for approval process defined in the Workflow process Activation window.

How can I customize the Approval Process?

Use the Workflow Process Configuration window to customize an approval process. Query for approval process need to be customized. Select the parameter values from list of values provided. Check enable flag to enable for the current data values.

How can I customize an approval process activity?

Use the Workflow Activity Configuration window to customize the behavior of approval process activity. Query the approval process activity to be customized. Select the parameter values from list of values provided. Check enable flag to enable for the current data values. Enter an approver for the data values. Uncheck the flag to disable for current data values.

Workflow Graphical Process Navigator

Oracle Application allow for navigation to a window in two ways. First, you can use the navigator menu. This menu is organized by function. For example, if you need to create, modify, or inspect a purchase order, all of these functions are grouped together under the menu item called Purchase Orders. The second method of navigation is at the document level. Documents can be placed on the desktop so that you can go directly to the document that is needed. With the Graphical Process Navigator, you can navigate in the context of a business process.

The Workflow Process Navigator provides you with a high level look at your business processes. By having the ability to look at things from a high-level perspective, managers may become aware of inefficiencies, and other employees understand the overall context of the processes that they are following.

GPN Navigation

There are five steps in the GPN process for the OPM Workflow system. The process contains both the definition option and maintenance option, if necessary, for each stage in the GPN.

1. Navigate to the **Workflow Process Activation** window.

Use this window to define or maintain approval process. To add a new approval process to the OPM Approval Process Framework, you must create a workflow process and save in to the database. Once you save the Approval Process Workflow, open the Workflow Process Activation window and register the approval process. You can use this window to enable or disable approval processes instance wide.

To register a new approval process:

- a. Save New Approval Process Workflow into the database.
- b. Create appropriate triggers and business logic packages into the database.
- c. Open the **Workflow Approval Process** window.
- d. Select New approval process workflow and process names from the List of Values provided.
- e. Check the checkbox to enable approval process instance wide or uncheck to disable.

To enable or disable the approval process instance wide:

- a. Open the **Workflow Approval Process** window to view all registered approval processes.
 - b. Navigate to the approval process you want to enable or disable and check the **Enable** checkbox to enable or uncheck it to disable.
2. Navigate to the **Workflow Process Configuration Framework** window.

This window is used to setup configuration parameters for the approval process at the processes level. You can control the approval process at three levels.

- Instance wide using the Workflow Approval Process window
- Process Level using the Workflow Approval Process Configuration Framework and Workflow Process configuration windows
- Activity Level using the Workflow Activity Approval configuration Framework window and Workflow Activity Configuration windows

You have to define configuration parameters in the **Workflow Process Configuration Framework** window. Using these parameters, you can enable or disable the approval process for a set of parameter values using the **Workflow Process Configuration** window.

You can define up to 10 configuration parameters for each approval process. To customize configuration parameters:

- a. Open the **Workflow Process Configuration Framework** window.
 - b. Select the approval process to customize configuration parameters.
 - c. Enter the configuration parameter hierarchy. This is used to determine display order of configuration parameters on the **Workflow Process Configuration** window, as well as to interpret whether approval is required for the given parameter values on the Workflow Process Configuration window.
 - d. For each parameter, provide Table name, Column Name, Prompt to be shown, table and column names to provide List of Values.
 - e. Provide a select statement returning all configuration parameter values in the order they are defined. This select statement contains a driving table and returns only one row after appending the primary key where clause for the driving table. The driving table is the main transaction table monitored by the approval process.
3. Navigate to the **Workflow Activity Approval Configuration Framework** window.

This window is used to setup configuration parameters for the approval process at the activity level.

You have to define configuration parameters on the **Workflow Activity Approval Configuration Framework** window. Using these parameters, you can enable or disable the approval process for a set of parameter values using the **Workflow Activity Configuration** window. You can define up to 10 configuration parameters for each approval process. To customize the configuration parameters:

- a. Open the **Workflow Activity Approval Configuration Framework** window.
- b. Select the approval process activity to customize configuration parameters.
- c. Enter the configuration parameter hierarchy. This is used to determine the display order of configuration parameters on the **Workflow Activity Configuration** window as well as to interpret whether approval is required for the given parameter values on the **Workflow Activity Configuration** window.

- d. For each parameter, provide Table name, Column Name, Prompt to be shown, table and column names to provide List of Values.
 - e. Provide a select statement returning all configuration parameter values in the order they are defined. The select statement contains a driving table and returns only one row after appending the primary key where clause for the driving table. The driving table is the main transaction table monitored by the approval process.
4. Navigate to the **Workflow Process Configuration** window.

Use this window to enable or disable the approval process at the process level. Open the **Workflow Process Configuration** window.

 - a. Query for the approval process you want to setup configuration parameter values for. The window shows configuration parameters in the order defined in the **Workflow Process Configuration Framework** window.
 - b. Select the parameter values from the List of Values provided.
 - c. Select **Yes** if the approval is required for current parameter values, otherwise select **No** from the dropdown list provided for the Approval Required field.

You can check how conditions are evaluated to determine if approval is required or not by clicking Show Execution Order.

5. Navigate to the **Workflow Activity Configuration** window.

Use this window to enable or disable the approval process at the activity level.

- a. Open the **Workflow Activity Configuration** window.
 - b. Query for the approval process activity you want to setup configuration parameter values for. The window shows the configuration parameters in the order defined on the **Workflow Activity Approval Configuration Framework** window.
 - c. Select parameter values from the List of Values provided.
 - d. Select **Yes** if approval is required for current parameter values, otherwise select **No** from the dropdown list provided for the Approval Required field.
 - e. Enter the Approver for the current parameter values.

You can check how conditions are evaluated to determine if approval is required or not by clicking Show Execution Order.

Roles

A Role is the name of a group of Oracle Workflow users, with one receiving notifications for a particular instance of a workflow. That person is generally responsible for responding to notifications, and perhaps for making decisions based upon the content of the notifications.

Users may be chosen through various mechanisms from within the role at run time.

In the case of Oracle Applications, workflow roles generally map to elements of the Application responsibilities, Application users and persons defined and workflow local users and roles.

Workflow Process Activation

This window is used to define the approval processes that use the generic workflow customization framework. Using this window, users can enable or disable approval process instance wide.

Prerequisites

Before you can use this window you need to ensure that a Workflow of OPM has been defined in the database.

Workflow Process Activation Procedure

1. Navigate to the **Workflow Process Activation** window.
2. Complete the fields as described.
3. Save the window.

Workflow Process Activation Field Reference

Workflow Name

This field displays the name of the workflow.

Process Name

This field displays the process that is taken by the workflow. There can be many processes associated to one workflow.

Enable

This field allows you to set the workflow process to enabled or disabled. When the system is initially set up, all workflow processes are disabled.

Workflow Process Configuration Framework

This window is used to define the configuration parameters for each approval process. Using these configuration parameters, you can customize the approval process behavior. For example, if the configuration parameter is Organization, then you can enable or disable the approval process for any organization.

You can define up to 10 columns from this window.

Workflow Process Configuration Framework Procedure

1. Navigate to the **Workflow Process Configuration Framework** window.
2. Complete the fields as described.
3. Save the window.

Workflow Process Configuration Framework Field Reference

Workflow

This field displays the name of the workflow.

Process

This field displays the process that is taken by the workflow. There can be many processes associated to one workflow.

Column Details

Hierarchy

This is used to determine the display order of configuration parameters on the Workflow Process Configuration window as well as to interpret whether approval is required for the given parameter values on the Workflow Process Configuration window.

Table

This field displays the name of the OPM table where the column name can be found.

Column Name

This field displays the column name from the OPM table.

Column Prompt

This field displays the name of the column you see on the Role Association window.

List Table

This field displays the name of the OPM table from where the Role Association List of Values comes.

List Columns

This field displays the two fields of List of Values column name.

Data Retrieval Query

Allows you to enter a select statement returning all configuration parameter values in the order they are defined. The select statement contains a driving table and returns only one row after appending the primary key where clause for the driving table. The driving table is the main transaction table monitored by the approval process.

Workflow Activity Approval Configuration Framework

This window is used to define the configuration parameters for each approval process activity. Using these configuration parameters, you can customize the behavior of an activity. For example, if the configuration parameter is Organization, then you can customize the approval process activity behavior based on any organization.

Prerequisites

Before you can use this window, ensure that roles are defined against the workflow for associating the fields.

Workflow Activity Approval Configuration Framework Procedure

1. Navigate to the **Workflow Activity Approval Configuration Framework** window.
2. Complete the fields as described.
3. Save the window.

Workflow Activity Approval Configuration Framework Reference

Workflow

This field displays the name of the workflow.

Process

This field displays the process that is taken by the workflow. There can be many processes associated to one workflow.

Activity

This field displays the type of activity the process does. There can be many activities associated to one process.

Description

This field displays a description of the action the activity takes.

Column Details

Hierarchy

This is used to determine the display order of configuration parameters on the Workflow Activity Configuration window as well as to interpret whether approval is required for the given parameter values on the Workflow Activity Configuration window.

Table

This field displays the name of the OPM table where the column name can be found.

Column Name

This field displays the column name from the OPM table.

Column Prompt

This field displays the name of the column you see on the Role Association window.

List Table

This field displays the name of the OPM table from where the Role Association List of Values comes.

List Columns

This field displays the two fields of the List of Values column name.

Data Retrieval Query

Allows you to enter a select statement returning all configuration parameter values in the order they are defined. The select statement contains a driving table and returns only one row after appending the primary key where clause for the driving table. The driving table is the main transaction table monitored by the approval process.

Workflow Process Configuration

This window is used to customize the approval process behavior at the customer site. Approval may or may not be required based on the business process requirement. This window allows you to enable or disable the approval process based on configuration parameters defined in the Approval Process Configuration Framework.

Workflow Process Configuration Procedure

1. Navigate to the **Workflow Process Configuration** window.
2. Complete the fields as described.
3. Save the window.

Workflow Process Configuration Field Reference

Workflow

This field displays the name of the workflow.

Process

This field displays the process that is taken by the workflow. There can be many processes associated to one workflow.

Configure Process

<column names>

These columns are based on setup in the Process Configuration Framework window. You can have from one to 10 columns.

Approval Required

With the current set of values and parameters, do you require an approval or not. Valid values are Yes and No.

Show Execution Order

If you had multiple columns, based on the values entered into the multiple fields, then the order they are executed at runtime is reevaluated.

Workflow Activity Configuration

Generally, an approval process consists of multiple activities or steps. This window allows users to customize the approval process activities behavior based on the configuration parameters defined in the Approval Process Activity Configuration Framework. Sometimes, approval may or may not be required based on the business process requirement. Users can enable or disable an activity and define an approver if the activity requires approval.

Prerequisites

Before you can use this window, ensure that Roles are defined against the workflow for associating the fields, and the Role Field association is defined for the role.

Workflow Activity Configuration Procedure

1. Navigate to the **Workflow Activity Configuration** window.
2. Complete the fields as described.
3. Save the window.

Workflow Activity Configuration Field Reference

Workflow

This field displays the name of the workflow.

Process

This field displays the process that is taken by the workflow. There can be many processes associated to one workflow.

Activity

This field displays the type of activity the process does. There can be many activities associated to one process.

Description

This field displays a description of the action the activity takes.

Configure Activity

<column names>

These columns are based on setup done in the Activity Approval Configuration Framework window. You can have from one to 10 columns.

Approval Required

With the current set of values and parameters, do you require an approval or not. Valid values are Yes and No.

Approver

If the Approval Required field is Yes, then you must select a valid user to be the approver. A valid user is a user in the application system.

Show Execution Order

If you had multiple columns, based on the values entered into the multiple fields, then the order they are executed at runtime is reevaluated.

Workflow Activation

The Workflow Activation window displays all currently defined workflows. From this window the user can enable or disable a workflow from running.

Workflow Activation Field Reference

WF Item Type

This field displays the internal name of the workflow.

WF Description

This field displays a basic description of the workflow.

Trigger Description

All workflows are initiated from a trigger. This field displays a description of that trigger.

Enable

This field lets you either check a workflow to be active, or uncheck a workflow to be deactivated.

Audit Trail Reporting

This topic explains how to set up and manage the OPM Audit Trail Reporting Functions within the OPM applications. Setting up the Audit Trail takes place within the System Administration responsibility. The windows used to set up auditing are Audit Installations, Groups, and Tables. For details on configuring these windows, refer to the *Oracle Applications System Administrator's Guide*.

The following topics are covered:

- Functional Areas in OPM
- Auditing Navigation
- Audit Industry Template
- Audit Hierarchy Navigator
- Audit Query Navigator
- Running the Audit Report

Functional Areas in OPM

There is one seeded template that comes as part of the standard installation called Pharmaceutical Industry Template. The OPM functional areas are part of this template.

OPM Audit Trail is enabled for the following functional areas:

OPM Product Development

- Recipe
- Formula
- Routing
- Quality Specification
- Quality Results

OPM Inventory

- Items
- Lots

OPM Process Execution

- Batches

Auditing Navigation

In addition to the standard menu and toolbar, a navigator tree provides a hierarchical display of the objects in a treelike framework.

Node and Leaf

The higher level nodes in the navigator tree include windows and database objects. All other nodes, and the objects they contain, are indented to indicate that they belong to these higher level nodes. The terminal node is a leaf.

On the Hierarchy Navigator, the highest level is the Audit Template. The next level is the Audit Group (Functional Group), then the audit table, and finally the columns being audited.

On the Query Navigator, the highest level is the Audit Group (Functional Group). The next level is the audit table, and below the audit table are the actual data being audited.

For details on using the tree navigator functionality, refer to the *Oracle Applications User's Guide*.

Audit Industry Template

This window defines the Industry Audit templates. These templates facilitate binding of the required Audit groups together for easy querying and inquiries.

Prerequisites

Before using this window, perform the following:

- Define Audit Tables and Audit columns using Oracle Application Audit under the System Administrator responsibility
- Define Audit Groups using Oracle Application Audit under the System Administrator responsibility

Audit Industry Template Procedure

1. Navigate to the **Industry Template** window.
2. Complete the fields as described.
3. Save the window.

Audit Industry Template Field Reference

Template Name

Enter the name of the desired Audit Template.

Description

Enter a description for the Audit Template.

Functional Areas

Functional Group

Enter the functional group associated with this template. This is the same as the Audit Group field on the Audit Group window in System Administration.

Description

Displays the description of the functional group.

Audit Hierarchy Navigator

You can navigate to find what has been set up for auditing. This functionality is accomplished by a tree navigator that starts with the Industry template and drill down to groups, tables, and columns. The navigator lets you see a drill-down view of what columns are being audited. A search facility on the tree is provided to search a table or column.

The navigator fetches the data from the audit table to construct the tree, and relies on the AOL table, column registration and uses `USER_TABLE_NAME` and `USER_COLUMN_NAME` fields from the `FND_TABLES` and `FND_COLUMNS`, respectively.

Prerequisites

Before using this window, perform the following:

- Define Audit Tables and Audit columns using the Oracle Application Audit under the System Administrator responsibility
- Define Audit Groups using Oracle Application Audit under the System Administrator responsibility
- Define Industry Audit Templates under the OPM System Administrator responsibility
- Enable Audit Trail, a concurrent process under the System Administrator responsibility

Audit Hierarchy Navigation Procedures

Navigate to the **Audit Hierarchy** window.

To view table information:

1. Use the tree navigator to view the table names.
2. Select the table name and right-click to display the pop-up menu.
3. Select **Display Columns**. The **Define Query Navigator Display for the Table** window displays.

To use the Find Audit Hierarchy function:

1. Use the tree navigator to view the column names.
2. Select the column name and right-click to display the pop-up menu.

3. Select **Find**. The **Find Audit Hierarchy** window displays.
4. Select criteria and click **Find**. A list of templates displays. You can save these as a new audit.

Define Query Navigator Display for the Table Field Reference

When you attempt to view a record, the window typically brings up the primary key information. This window lets you set up the node display information in the Audit Query Navigator.

Table

Displays the selected table name.

Columns

Column List

Display or set up a subset of the columns for this table for display on the Query Navigator window, as well as for reporting.

From Clause

Not active for this view.

Where Clause

Not active for this view.

Query Based

Select Clause

Display or set up the columns to be selected from the table. This information is used to display results in the Query Navigator window, as well as for reporting.

If there are several tables referenced in the From Clause, you can use columns from any of those tables in this Select Clause. Make sure all columns are set up as `table.column_name`. Table aliases are not allowed.

From Clause

Display or set up the tables the columns are selected from.

Where Clause

Allows you to create joins, or other types of filters. You cannot use order by or group by clauses.

Find Audit Query Field Reference

From any node on the tree navigator, you can bring up the Find Audit Query window. With the any node information, you can find the associated templates. From this point, you can Save As to save the template into your personal folder for future use. You are only required to populate at least one field on this window.

Template Name

Specify an existing template name.

Functional Group

Specify a functional group. This is the same as the Audit Group field on the Audit Group window in System Administration.

Audit Table Name

Specify any audit table name.

Audit Column Name

Specify any audit column.

Template Name List

Displays the list of templates available from the combination selected. You can save this new set of criteria as a new audit in your personal folder.

Audit Query Navigator

This interactive query window lets you investigate the changes to any functional group interactively, using a visual approach that is similar to Windows Explorer. When a Particular Node in the left frame is selected, audit trail details are displayed in the right frame. The right frame shows all columns set for auditing. This information is retrieved from the FND_AUDIT_COLUMNS table. The left tree is linked to the right frame with the primary key combination of the table.

Prerequisites

Before using this window, perform the following:

- Define Audit Tables and Audit Columns using Oracle Application Audit under the System Administrator responsibility
- Define Audit Groups using Oracle Application Audit under the System Administrator responsibility
- Define Industry Audit Templates under the OPM System Administrator responsibility
- Define the display look up using the Audit Hierarchy Navigator (Admin Mode). This setup is not mandatory
- Enable Audit Trail, a concurrent process under the System Administrator responsibility

Audit Query Navigation Procedures

Navigate to the **Audit Query** window.

To use the Find Functional Groups function:

1. Use the tree navigator to view the table names.
2. Select the table name and right-click to display the pop-up menu.
3. Select **Find**. The **Find Functional Groups** window displays.
4. Select criteria and click **Find**. A list of templates displays. You can save these as a new audit.

To view the Audit Results window:

1. Use the tree navigator to view the column names.
2. Select a column name. The **Audit Results** window automatically displays.

3. Use the **Horizontal View** and **Vertical View** buttons to toggle between the two views.

In the horizontal view, you see the first ten auditing columns. In the vertical view, the column number is unlimited, and can be viewed using the scroll bar.

Find Functional Groups Field Reference

From any node on the tree navigator, you can bring up the Find Functional Groups window. With the any node information, you can find the associated table. From this point, you can do a Save As to save the template into your personal folder for future use. You are only required to populate at least one field on this window.

Functional Group

Specify a functional group. This is the same as the Audit Group field on the Audit Group window in System Administration.

Audit Table Name

Specify a table name that exists in the selected functional group.

Transacted By

Specify the name of the user who modified the transaction.

Transaction Type

Specify the state the transaction is in. The types are Insert, Update, and Delete.

From Date

Transactions occurred after this date are displayed.

To Date

Transactions up to this date are displayed.

Table Name

Displays the table names associated with the entered criteria after you click Find.

User Table Name

Displays the user table name associated to the table name based on the entered criteria after you click Find.

Audit Results Field Reference

This window displays auditing results based on the selected node.

Time Stamp

Displays the date and time of when the transaction happened.

Transaction Type

Displays the state the transaction is in. The valid options are insert, update, delete, and current.

User

The user who performed the transaction.

<column_names>

Displays the columns where auditing is enabled. These fields change dynamically based on the table and node combination.

Running the Audit Report

In situations where comprehensive documentation is needed, (e.g., to support legal or regulatory requirements), a single report request resulting in a single comprehensive report is desirable. This report can then be printed, e-mailed, or electronically archived.

Since this report could involve a considerable amount of data, a detailed parameter screen is available, allowing you to select only the items of interest.

Submitting the Report

1. Navigate to the **Audit Report** window. The **Enter Report Parameters** window displays.
2. Select the functional group, or a functional group and audit table name.
3. Complete the other optional fields, if necessary.
4. Click **Select Columns**. The **Select Reporting Columns** window displays.
5. Enter at least one column to run the report. The columns displayed are based on the functional group, or a functional group and audit table name criteria selected on the **Enter Report Parameters** window.
6. Select **Print Options**. The **Select Printing Options** window displays.
7. Enter the necessary print information.
8. Select **OK**.
9. Run the report by selecting **Run Report**.

Enter Report Parameters Field Reference

Functional Group

Specify the name of the functional group for the report. This is the same as the Audit Group field on the Audit Group window in System Administration.

Audit Table Name

Specify the table name from the functional group for the report.

Transacted By

Specify the user who is requesting the report. Optional.

Transaction Type

Specify the type of transaction. Optional.

From Date

Specify the beginning date for the date range the report will run. Optional.

To Date

Specify the end date for the date range the report will run. Optional.

Select Reporting Columns Field Reference

Table Name

Displays the tables available in the query.

Column 1 - 5

Select the columns desired for the report, with a minimum of one.

Select Printing Options Field Reference

Copies

Specify how many copies of the report to be produced.

Printer

Specify the printer the report prints on.

Style

Specify the style for the report, portrait or landscape.

Navigation Paths

Although your System Administrator may have customized your Navigator, typical navigation paths are described in the following tables. In some cases, there is more than one way to navigate to a window. These tables provide the most typical default path.

Window	Path
Document Ordering	OPM System Administration : OPM System Setup : Document Ordering
Document Types	OPM System Administration : OPM System Setup : Document Types
Geography Codes	OPM System Administration : OPM System Setup : Geography Codes
HR Organizations	OPM System Administration : OPM System Setup : HR Organizations
Organization Parameters	OPM System Administration : OPM System Setup : HR Organizations : Description : Others : Inventory Information
HR Locations	OPM System Administration : OPM System Setup : HR Locations
Organizations	OPM System Administration : OPM System Setup : Organizations
Paragraphs	OPM System Administration : OPM System Setup : Paragraphs
Reason Codes	OPM System Administration : OPM System Setup : Reason Codes
Session Parameters	OPM System Administration : OPM System Setup : Session Parameters

Window	Path
Text Tokens	OPM System Administration : OPM System Setup : Text Tokens
Units of Measure	OPM System Administration : OPM System Setup : Units of Measure : Units of Measure
Units of Measure Classes	OPM System Administration : OPM System Setup : Units of Measure : Classes
Units of Measure Conversions	OPM System Administration : OPM System Setup : Units of Measure : Conversions
User Organizations	OPM System Administration : OPM System Setup : User Organizations
User Planning Classes	OPM System Administration : OPM System Setup : User Planning Classes
OPM Lookups	OPM System Administration : OPM System Setup : OPM Lookups
Purge Setup	OPM System Administration : OPM Purge and Archive : Purge Setup
Purge Tables	OPM System Administration : OPM Purge and Archive : Purge Setup : Actions : Purge Tables
Purge and Archive	OPM System Administration : OPM Purge and Archive : Purge and Archive
Archive Process	OPM System Administration : OPM Purge and Archive : Purge and Archive : Actions : Archive Process
Purge Process	OPM System Administration : OPM Purge and Archive : Purge and Archive : Actions : Purge Process
Purge Inquiry	OPM System Administration : OPM Purge and Archive : Purge Inquiry
Workflow Process Activation	OPM System Administration : OPM Workflow Setup : Workflow Process Activation
Workflow Process Configuration Framework	OPM System Administration : OPM Workflow Setup : Workflow Process Configuration Framework
Workflow Process Configuration	OPM System Administration : OPM Workflow Setup : Workflow Process Configuration
Workflow Activity Approval Configuration Framework	OPM System Administration : OPM Workflow Setup : Workflow Activity Approval Configuration Framework

Window	Path
Workflow Activity Configuration	OPM System Administration : OPM Workflow Setup : Workflow Activity Configuration
Workflow Activation	OPM System Administration : OPM Workflow Setup : Workflow Activation
Audit Industry Template	OPM System Administration : Audit Trail Reporting : Audit Industry Template
Audit Query Navigator	OPM System Administration : Audit Trail Reporting : Audit Query Navigator
Audit Hierarchy Navigator	OPM System Administration : Audit Trail Reporting : Audit Hierarchy Navigator
Audit Report	OPM System Administration : Audit Trail Reporting : Audit Report

Profile Options

During your implementation, you set a value for selected profile options to specify how your System Administration application is configured. System Administration uses the listed profile options:

- GMA:Address
- GMA:All
- GMA:Default Language
- GMA:New
- GMA:Now
- GMA:Default Organization
- GMA:Workflow Delimiter
- GMA:Minimum Date
- GMA:Maximum Date
- GMA:CPG Install

Your System Administrator sets user profile options at one or more of the following levels: Site, Application, Responsibility, and User. Use the Personal Profile Options window to view or set your profile options at the user level. You can consult the *Oracle Process Manufacturing Implementation Guide* for a complete description of the profile options listed. Consult your *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

Glossary

User Organizations

The default organization for each user is defined through Oracle System Administration Personal Profiles and associating an OPM Organization Code under the User Value column to the profile option GMA:Default Organization.

Units of Measure

A UOM definition consists of a UOM code, a description, a type, and the conversions between the reference UOM and all other UOMs of the same type.

Text Tokens

Text tokens are codes or short descriptions that represent longer descriptions or messages.

Reason Codes

Reason codes provide information on increases or decreases in inventory.

Paragraphs

Paragraphs in OPM are structures that are used to store and categorize text. OPM is installed with one default paragraph per database table, the General Text paragraph.

Organizations

Organizations are entities where you can assign resources, warehouses, General Ledger accounts, and other cross-application items.

Assignment Type

Determines whether you assign document numbers manually or automatically for this document type and organization.

Document Types

Documents are used to categorize transaction activity that is generated from many OPM functions including inventory, sales, purchasing, production, etc.

Purge and Archive

Provides for the archiving and removal of old data from the OPM database.

Recipe

An entity that contains the minimum set of information that uniquely defines the manufacturing requirements for a specific product. Recipes provide a way to describe products and how those products are produced.

Formula

A statement of ingredient requirements. A formula may also include processing instructions and ingredient sequencing directions. The formula can also specify the quantities of each item.

Routing

A sequenced set of operations that need to be performed in order to complete a production batch.

Operation

A combination of one or more activities and the resources used to perform those activities. For example, the combination of mixing (activity) and the mixer (resource) defines the mixing operation.

Activity

Action performed during the manufacturing process, such as mixing or heating.

Resource

Any non-inventory item used in production, like a mixer or oven.

Audit Time Stamp

Time stamp for a database event that has happened and is recorded in audit tables.

Transaction Type

The type of transaction that can happen to a table. The list of transaction types are:

- Insert
- Update
- Delete
- Current

Transacted By

Oracle Applications user who performs a transaction using Oracle Applications or populated by an outside API.

Audit Group

A logical group that groups together a specific selection of tables where auditing is enabled.

Industry Template

A logical group that groups together a specific selection of audit groups where auditing is enabled.

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