PeopleSoft®

EnterpriseOne B73.3.1 Procurement PeopleBook

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Procurement Overview

The J.D. Edwards Procurement system accommodates a diverse range of purchasing activities for:

- Replenishing inventory
- Acquiring materials used in completing projects
- Charging purchased goods and services to specific departments, jobs, or cost centers

Procurement involves order entry through actual payment of the goods and services that you receive. You must carefully plan the cycle through which you intend to process your orders and set up the Procurement system accordingly. Setup issues include order types, line types, and order activity rules.

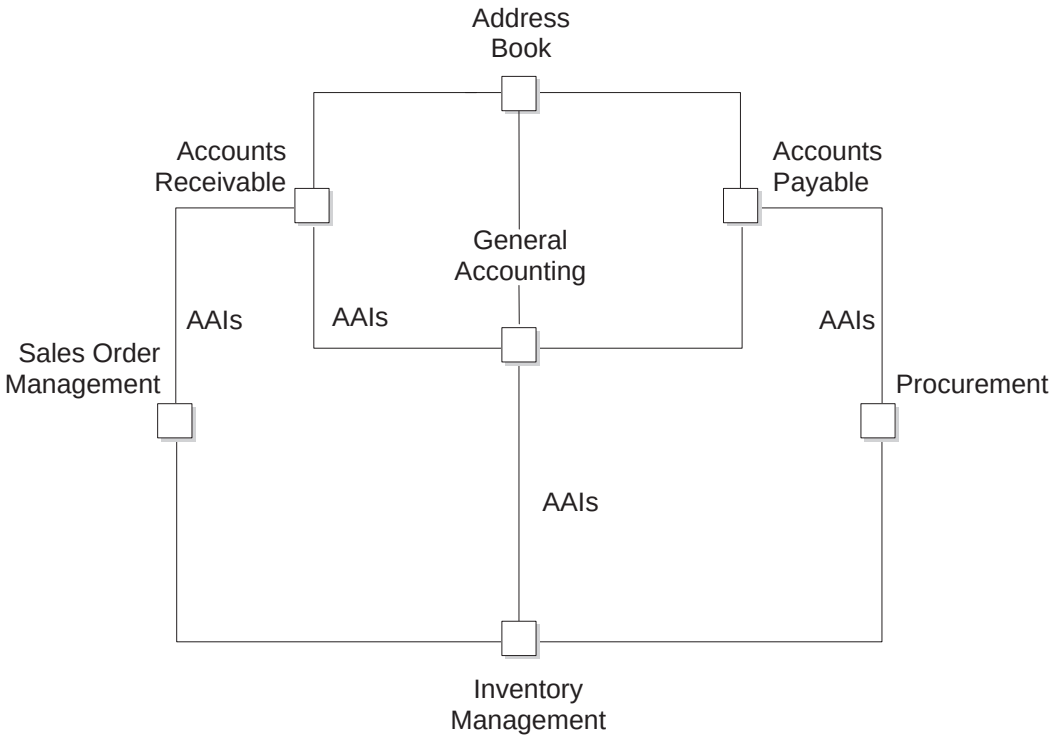
You can perform activities that are specific to your procurement operation, such as special orders processing, approval processing, and supplier management. A variety of features are available to help you process orders in a fast and effective manner. Extensive review and reporting capabilities can help you make decisions about current and future purchasing strategies.

System Integration

The Procurement system works in conjunction with J.D. Edwards accounting, job cost, distribution/logistics, and manufacturing systems to cover all aspects of processing purchase orders.

The Procurement system accommodates Electronic Data Interchange (EDI) so that you can send and receive documents electronically.

The following graphic illustrates how the Procurement system integrates with J.D. Edwards accounting systems and other J.D. Edwards distribution/logistics systems.



General Accounting and Accounts Payable

The Procurement system integrates with the General Accounting and Accounts Payable systems. With the use of automatic accounting instructions (AAIs) and user-input account numbers, the system relays pertinent transaction information to your accounting systems.

The Procurement system retrieves supplier payment information, tax information, and so forth from the Accounts Payable system.

Address Book

The Procurement system works in close coordination with the Address Book system to retrieve:

- Supplier address information
- Ship-to address information
- Warehouse address information

- User identification information

Distribution/Logistics

Your company might integrate the J.D. Edwards Procurement system with the J.D. Edwards Inventory Management system. This integration involves the validation and exchange of information that pertains to inventory items.

Other J.D. Edwards distributions/logistics systems with which the Procurement system integrates include:

- Advanced Warehouse Management
- Sales Order Management
- Enterprise–Wide Profitability Solution
- Forecasting
- Distribution Requirements Planning
- Advanced Pricing

Manufacturing

Your Procurement system can interact with several J.D. Edwards manufacturing systems to help process parts availability, work orders, forecasting and planning, product costing, and so forth.

Job Cost

Your Procurement system can also interact with the J.D. Edwards Job Cost system to view subcontract commitments. Using job status inquiry you can view commitment details on an account by account basis for your jobs and projects.

Electronic Data Interchange

EDI is the computer-to-computer exchange of business transactions, such as purchase orders, invoices, and shipping notices, in a standard format.

The Electronic Commerce system consists of J.D. Edwards System 47, which is the application interface containing interface files, tables, and programs. System 47 works with a third party translation software that translates EDI standard data into a J.D. Edwards flat file format, so that the J.D. Edwards application software can manage the data.

Processing EDI Documents

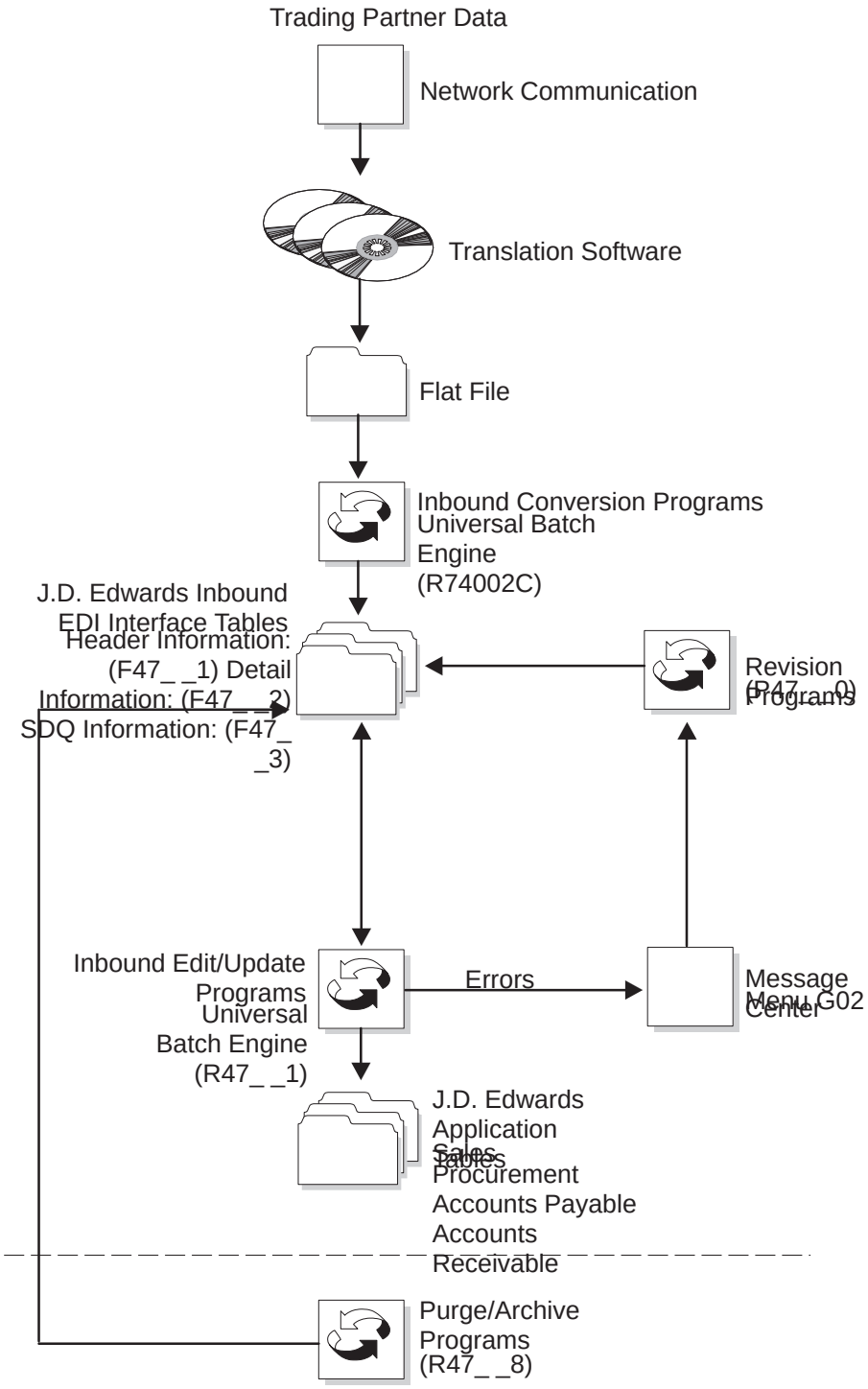
When you receive documents, your third party-translation software:

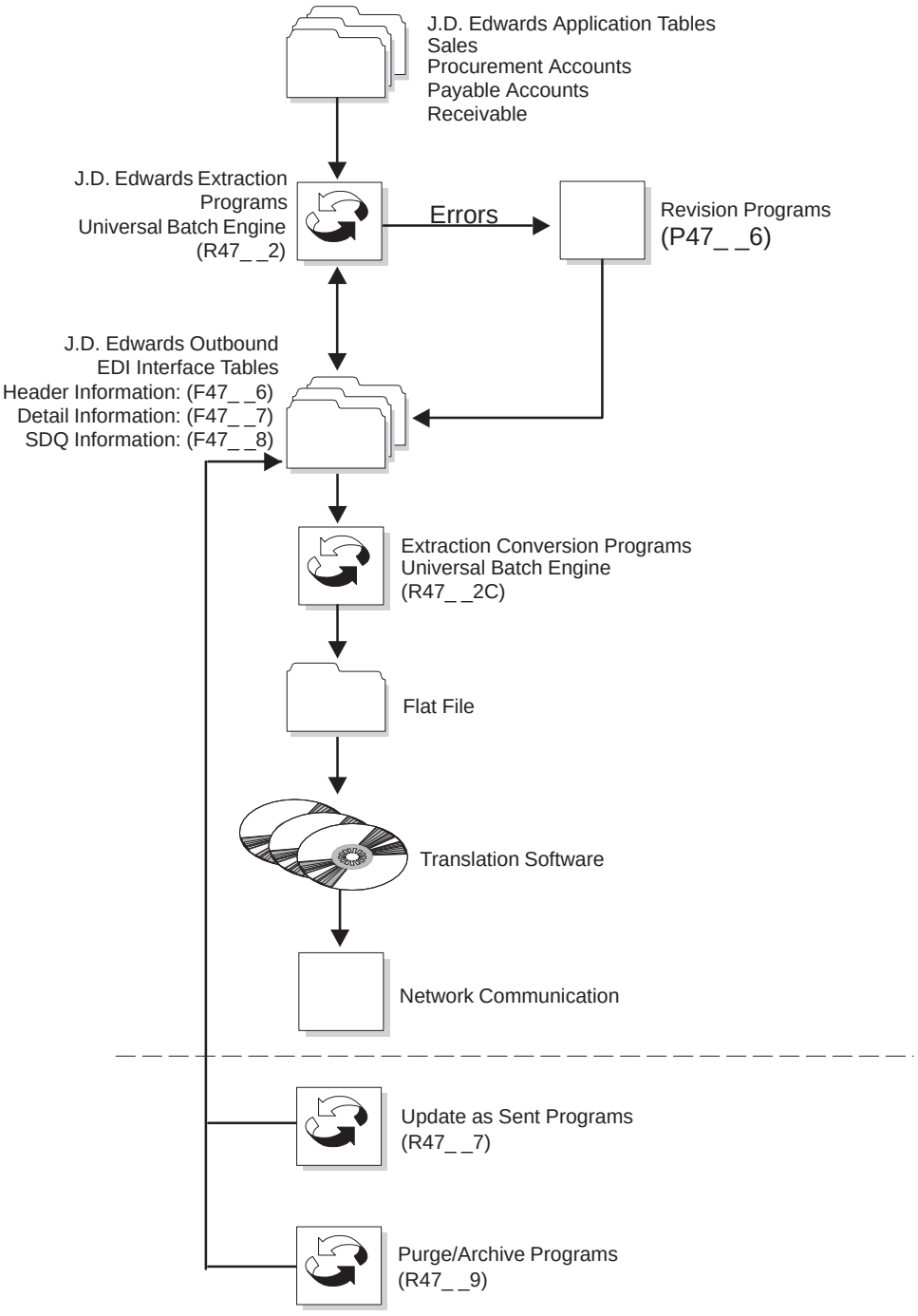
- Retrieves the data via network communications
- Translates the data from EDI standard format to J.D. Edwards application table format
- Moves the translated data into the J.D. Edwards EDI flat files

The inbound conversion program moves the translated data into the J.D. Edwards EDI interface tables.

The J.D. Edwards Electronic Commerce system then moves the data into the appropriate application tables.

When you send documents, the system performs the procedures above in reverse order. The following graphics illustrate both EDI processes:


Trading Partner Data
Network Communication
Translation Software
Flat File
Inbound Conversion Programs
Universal Batch
Engine
(R74002C)
J.D. Edwards Inbound
EDI Interface Tables
Header Information:
(F47_ _1) Detail
Information: (F47_ _2)
SDQ Information: (F47_
_3)
Revision
Programs
Inbound Edit/Update
Programs
Universal
Batch Engine
(R47_ _1)
Errors
Message
Center
Menu G02
J.D. Edwards
Application
Tables
Sales
Procurement
Accounts Payable
Accounts
Receivable
Purge/Archive
Programs
(R47_ _8)


J.D. Edwards Application Tables
Sales
Procurement Accounts
Payable Accounts
Receivable
J.D. Edwards Extraction
Programs
Universal Batch Engine
(R47_ _2)
Errors
Revision Programs
(P47_ _6)
J.D. Edwards Outbound
EDI Interface Tables
Header Information: (F47_ _6)
Detail Information: (F47_ _7)
SDQ Information: (F47_ _8)
Extraction Conversion Programs
Universal Batch Engine
(R47_ _2C)
Flat File
Translation Software
Network Communication
Update as Sent Programs
(R47_ _7)
Purge/Archive Programs
(R47_ _9)

EDI Documents Supported by J.D. Edwards

The EDI documents that J.D. Edwards currently supports appear in the following table. The table includes corresponding codes for ANSI and EDIFACT, which are EDI standards organizations.

TRANSACTION	ANSI	EDIFACT	Inbound To	Outbound From
Purchase Order	850	ORDERS	Sales	Procurement
Purchase Order Acknowledgement	855	ORDRSP	Procurement	Sales
Invoice	810	INVOIC	A/P, Procurement	Sales
Receiving Advice	861	IFTMAN	Procurement, Sales	Procurement
Request for Quote	840	REQUOT	Sales	
Response to Request for Quote	843	QUOTES		Sales
Purchase Order Change	860	ORDCHG	Sales	Procurement
Purchase Order Change Acknowledgement	865	ORDRSP	Procurement	Sales
Planning Schedule	830	DELFOR	DRP/MRP	DRP/MRP
Product Activity Data	852	INVRPT	Sales/ Inventory	Inventory

Features, Terms, and Concepts

Procurement Methods

Based on your business objectives, the system provides three different methods by which you can procure goods and services:

- Purchasing for inventory
- Purchasing for non-inventory
- Subcontracting

Purchasing for Inventory

Your company might manage an inventory or stock-based operation, which includes:

- Retail items for sale to customers
- Items for internal consumption
- Manufactured items
- Repair and maintenance items

You must use the purchasing for inventory method to purchase goods for a stock-based environment. This method enables full integration between the Procurement system and the Inventory Management system. You purchase items based on the item numbers that exist in the Inventory Management system. The Procurement system:

- Validates that items exist in the Inventory Management system
- Retrieves item information from the Inventory Management system, such as item descriptions, units costs, and units of measure
- Updates item information in the Inventory Management system, such as on-hand balances, and unit costs

In a stock-based environment, item costs are classified as inventory on the balance sheet until you issue the items out of inventory. If you sell the items, they become cost of goods sold. If you use the items internally, you determine the expense account to which to charge the items at the time of issuance.

Purchasing for Non-Inventory

Your company might purchase goods, materials, or services that are used internally or are subsequently charged to outside parties. Purchases might apply to:

- Jobs
- Projects
- Internal consumption

- Repair and maintenance (non-inventory)
- Parts chargeable on a work order

You use the purchasing for non-inventory method to charge purchases against general ledger account numbers. Each account number can represent a job or project. This method accommodates non-stock, and services and expenditures based environments.

You can optionally use the purchasing for non-inventory method to purchase items that exist in the Inventory Management system. The Procurement system validates item numbers and retrieves item descriptions and costs from the Inventory Management system, but does not update item balance information.

Tracking commitments or encumbrances is a common practice in non-stock and services and expenditures based environments. A commitment or encumbrance is the recognition of a future obligation. If you purchase against general ledger account numbers, you can have the system track commitment or encumbrance amounts when you enter purchase orders.

Subcontracting

You use the subcontracting method to manage the day-to-day and long term details of contracts, payments, and commitments that are associated with your jobs. In addition, you can do any of the following:

- Create and maintain contracts for the subcontractors on your jobs
- Establish payment guidelines and make payments against your contracts
- Track the costs you have paid against a job and the costs you are committed to in the future
- Make inquiries on contract information
- Input change orders for your contract commitments
- Generate status reports for your contracts and commitments

When you create a new contract, you enter subcontractor information, the work to be done, contract commitments, dates, log items, and so on. For existing contracts, you can enter commitment change orders, and track the completion of submittals and transmittals.

You can also enter and release progress payments, or hold progress payments. Progress payments are payments that you make to your subcontractors as they make progress against their jobs.

Procurement Environments

The Procurement system provides four different environments in which you can perform your purchasing activities:

- Stock based

- Non-stock based
- Services and expenditures based
- Subcontract based

The stock based environment is designed to accommodate those who perform purchasing to inventory. The non-stock, and the services and expenditures based environments accommodate those who perform purchasing against general ledger account numbers. The subcontract based environment accommodates those who perform subcontracts.

You choose the environment that is most conducive to your operation. For example, the stock based environment enables you to perform activities common to inventory operations, such as supplier management and rebate processing. The non-stock and the services and expenditures based environments enable you to track commitments and encumbrances. The subcontract based environment enables you to enter subcontracts and changes to the subcontract.

Many activities are common among all four environments. However, the menus and forms are set up differently to accommodate processes and procedures for each specific environment.

The environments you use depend entirely on your organization. Some organizations may choose to use all environments, while other organizations may choose to use only one environment.

Detailed Information

Order Processing Cycle

The purchase order processing cycle consists of three primary steps:

- Creating an order
- Receiving the goods or services
- Creating a voucher to pay for the goods or services

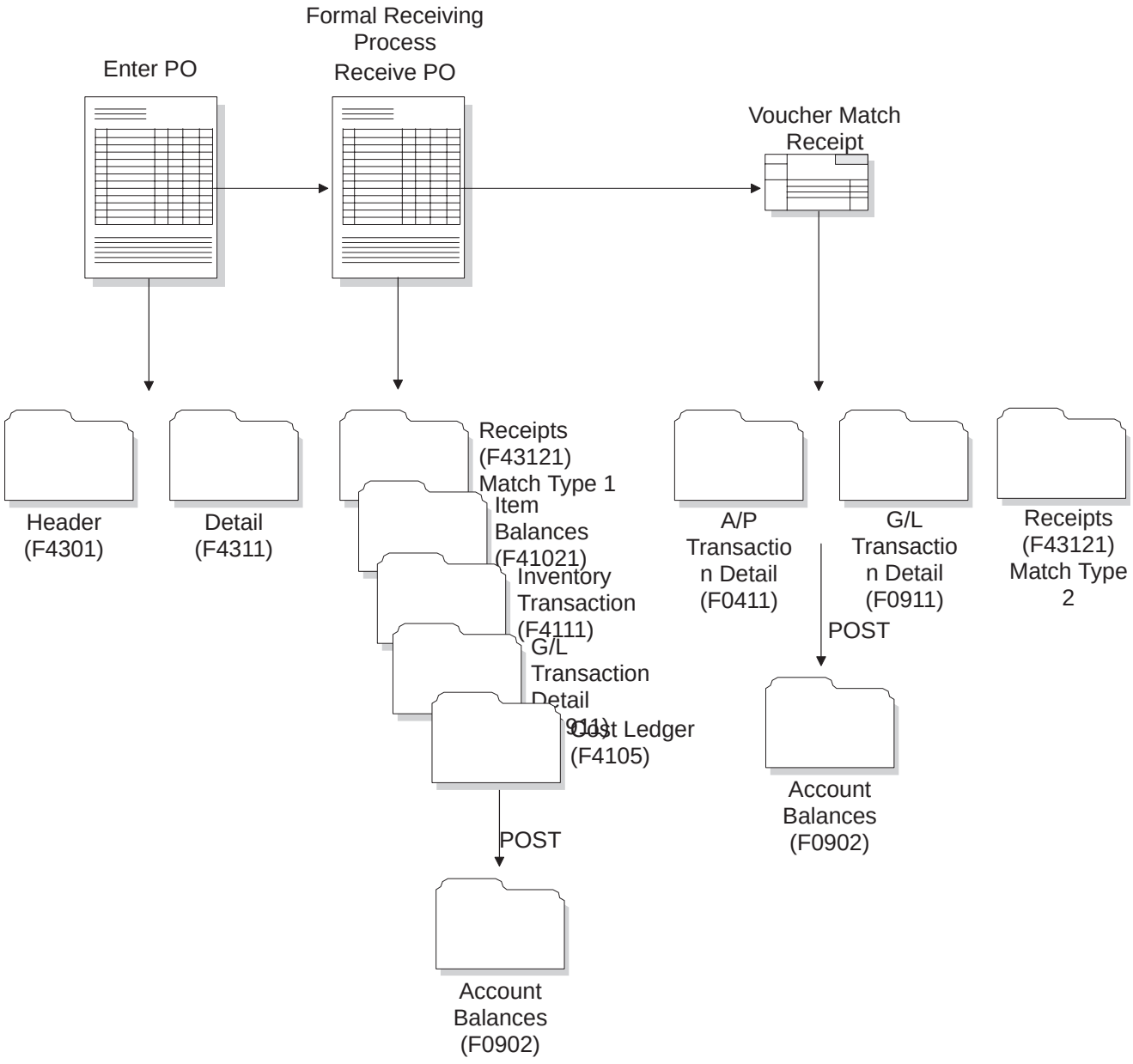
After you enter an order, you can enter receipt information on the system (formal receiving process) to receive the goods or services. If you perform informal receipts, you must compare invoice information to the original purchase order to create a voucher.

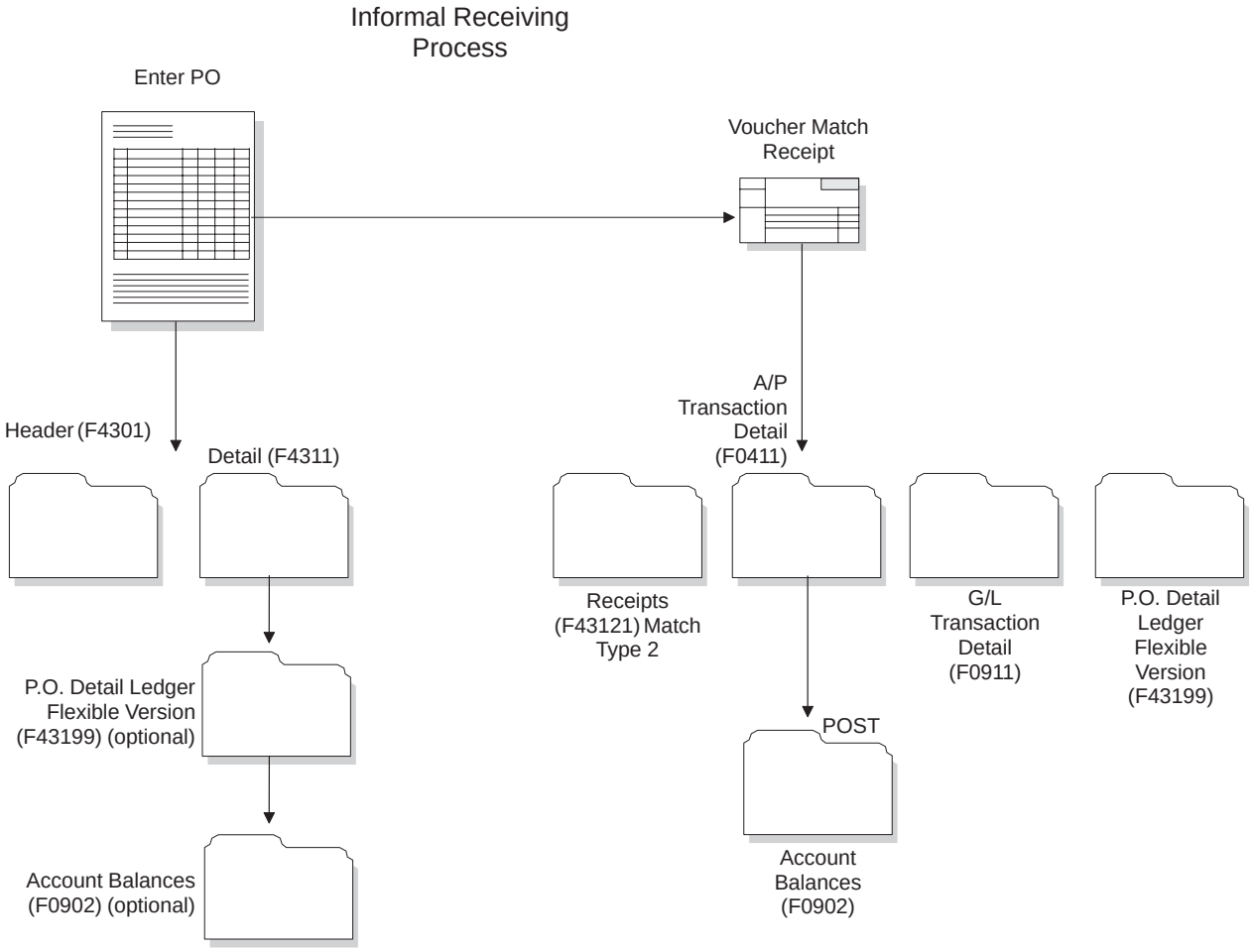
If you purchase for inventory, you must use the formal receiving process. If you purchase against general ledger account numbers, you can use either the formal or informal receiving process.

The method you use to create vouchers depends on your receiving process. If you use the formal receiving process, you can create vouchers:

- Individually, by verifying that invoice information matches receipt information
- In batch mode, using existing receipt records

The following graphics show the tables that are affected as an order flows through the formal or informal procurement process.





Each time you enter an order, you must provide details about the items and services that you want to order. For each item or service, you must enter a line of detail which describes the item or service, including the quantity and cost.

You must specify a line type for each detail line. The line type indicates how the system manages information on the detail line. For example, you might have a line type of S (for stock items) to indicate that the system is to replenish the quantity of the item in the Inventory Management system and reflect the cost in the general ledger and the Accounts Payable system.

You must set up order processing cycles to indicate how the system is to process the detail lines for each of your order types (purchase orders, requisitions, blanket orders, and so forth). For example, you can set up the processing cycle for inventory purchase orders as follows:

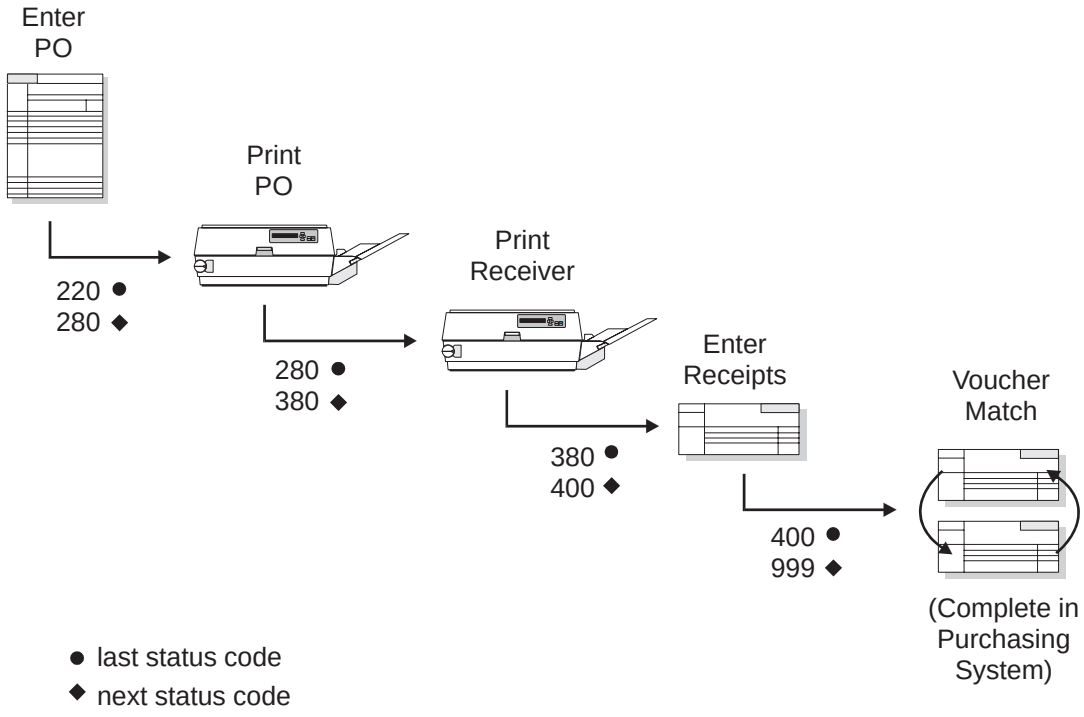
- Enter purchase order
- Print purchase order
- Print purchase receiver

- Receive goods or services
- Create voucher

You use order activity rules to define the operations the system performs for a processing cycle and to indicate the progression of the steps.

You must set up order activity rules for every combination of order type and line type. You use user defined status codes to set up the order activity rules. Each status code represents a step in the processing cycle, for example printing the order.

Each detail line of an order contains a pair of status codes. These codes identify the last status and the next status to which the system advances the line. The last status code represents the last operation performed on the order. The next status code represents the next step in the processing cycle.



For each processing cycle you set up, you must specify the order type and line type to which it applies. For example, the processing cycle shown above might only apply to purchase order detail lines to which you assign a line type of S.

Optional Procurement Activities

Optional procurement activities you can perform include:

- Creating multiple orders simultaneously
- Ensuring that orders are approved prior to processing
- Creating special orders, such as requisitions and blanket orders
- Obtaining and comparing price quotes for items and services
- Tracking revisions to orders
- Creating change orders
- Monitoring items from the moment they leave a supplier's warehouse
- Managing relationships between suppliers and items
- Performing budget checking
- Performing approval processing

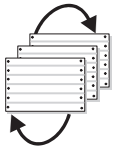
Menu Overviews

Menu Overview – Stock Based Purchasing

Purchase Order Management G43
Stock Based Purchasing G43A

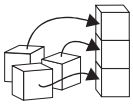
Daily Operations

- Purchase Order Processing G43A11
- Requisition and Quote G43A12
- Order Generation/Approval/Release G43A13
- Receipt Routing G43A14
- Purchasing Transactions G4722
- Receipts Matching and Posting G43A15
- Supplier Management G43A16



Reports and Inquiries

- Purchasing Reports G43A111
- Purchasing Inquiries G43A112



System Setup

- Purchases Tax Definition G0021
- Purchasing User Defined Codes G43A411

Advanced and Technical Operations

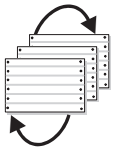
- Data Files Purges G43A311
- Flexible File Definition G43A312

Menu Overview – Non–Stock Based Purchasing

Purchase Order Management G43
Non–Stock Purchasing G43B

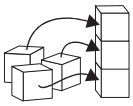
Daily Operations

- Non–Stock Purchase Order Processing G43B11
- Requisition and Quote Management G43B12
- Order Generation/Approval/Release G43B13
- Purchasing Transactions G4722
- End of Day Processing G43B14



Reports and Inquiries

- Purchasing Reports G43B111
- Purchasing Inquiries G43A112



System Setup

- Purchases Tax Definition G0021
- Purchasing User Defined Codes G43A411
- Commitment Setup/Rebuilds G43B411

Advanced and Technical Operations

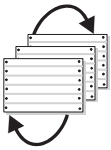
- Data Files Purges G43A311

Menu Overview – Services/Expenditures Purchasing

Purchase Management G43
Services/Expenditures Based Purchasing G43C

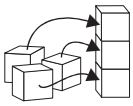
Daily Operations

- Services/Expenditures PO Processing G43C11
- Requisition and Quote Management G43B12
- Order Generation/Approval/Release G43B13
- Purchasing Transactions G4722
- End of Day Processing G43B14



Reports and Inquiries

- Purchasing Reports G43C111
- Purchasing Inquiries G43C112



System Setup

- Purchases Tax Definition G0021
- Purchasing User Defined Codes G43A411
- Encumbrance Setup/Rebuilds G43C411

Advanced and Technical Operations

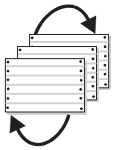
- Data Files Purges G43A311

Menu Overview – Subcontract Based Purchasing

Purchase Order Management G43
Subcontract Based Purchasing G43D

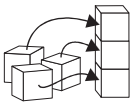
Daily Operations

- Subcontract Processing G43D11
- Requisition and Quote Management G43D12
- Order Generation/Approval/Release G43D13
- Electronic Commerce G4722
- End of Day Processing G43B14



Reports and Inquiries

- Procurement Reports G43D111
- Procurement Inquiries G43D112



System Setup

- Purchases Tax Definition G0021
- Purchasing User Defined Codes G43A411
- Subcontract Setup/Rebuilds G43D411

Advanced and Technical Operations

- Data Files Purges G43A311

Daily

Order Entry

Each time you want to purchase goods or services, you must enter an order. You enter orders to specify details about the goods or services you are purchasing, to indicate the supplier from whom you are purchasing, and to specify other pertinent information.

A order consists of two parts:

- Header information – general information that relates to the entire order, such as the supplier and order dates
- Detail information – line-by-line details about the items or services you want to order, such as item numbers, quantities, and costs

You can enter header information and detail information separately. Depending on the volume of orders you have and the amount of header information you need to enter, you use processing options to choose one of the following methods to enter orders:

- Enter header information first, followed by detail information
- Enter detail information only, allowing the system to apply limited default values for header information

Several tools are available to help you create orders. These tools allow you to generate multiple orders at the same time, locate item and supplier information, and so forth.

You can have the system check orders to verify that costs do not exceed budget limits. You can place an order on hold if it exceeds budget, or for any other reason. You can review up-to-date commitment, budget, log, and order hold information.

After you generate orders, you can make changes to the orders and print the orders.

Order entry includes the following tasks:

- ❑ Entering order header information
- ❑ Entering order detail information
- ❑ Working with special order entry features
- ❑ Working with commitments and encumbrances
- ❑ Working with budgets
- ❑ Working with orders on hold

- ❑ Working with log information
- ❑ Printing orders
- ❑ Working with order information

The system maintains header and detail information in two separate tables:

- Purchase Order Header table (F4301)
- Purchase Order Detail table (F4311)

Before You Begin

- ❑ Verify that item master information and item branch/plant information are set up for each of your inventory items.
- ❑ Verify that branch/plant constants are set up for each of your business units or branches (required for only inventory management).
- ❑ Set up order activity rules and order line types.
- ❑ Set up default location and printer information for your terminal or user profile (optional).
- ❑ Set up address book records for all suppliers.
- ❑ Set up procurement instructions for each supplier and ship-to address.

Entering Order Header Information

To generate an order, you must provide information about the supplier who is to fill the order, the branch/plant that is requesting the order, and the shipping address for the order. This information is called order header information.

The header information that you enter determines how the system processes the order. For example:

- Supplier information determines the address to which the order is sent, the payment terms for the order, and so forth.
- Origination information determines the business unit accountable for the order and the address to which the goods and services are to be delivered.
- Tax information determines how the system calculates taxes for the order.

Header information also includes the date the order is placed, the date the order is due, and reference information, such as the user entering the order.

Using the processing options for Order Entry, you can display a header form prior to the detail form. The header form is where you enter the header information, and you can also use the processing options to display certain fields. If you choose to bypass the header form, you must enter limited header information on the detail form. Based on the supplier and branch/plant that you enter, the system applies default values to the fields on the header form.

If you purchase goods or services from international suppliers, you might need to enter order amounts in different currencies, such as dollars, marks, francs, or yen. Before you can do this, you must enter the following types of information on the header form:

- Whether the supplier uses a foreign currency
- The type of currency that the supplier uses (which defaults from the Supplier Master Information form)
- The base currency for your company
- The exchange rate for the currency (one of the predefined rates from the Multi–Currency Processing system)

You also can enter Advanced Pricing information by entering an adjustment schedule on the Additional Information form, which you can access from the Supplier Master Revisions form. Before you enter Advanced Pricing information, verify that you have activated the pricing constants.

To use approval processing, which requires that orders be approved before continuing through the procurement cycle, you can set the approval processing options for Order Entry. If you use approval processing, the name of the approval route appears on the header form. Verify that the name of the approval route is correct when you set the processing options, because you cannot change the name after you enter an order.

To enter a special order, such as a requisition, blanket order, or quote order, you use a combination of processing options, order activity rules, and line types in the order entry program.

Entering header information involves the following tasks:

- ❑ Entering supplier information for an order
- ❑ Entering origination information for an order
- ❑ Entering dates for an order
- ❑ Entering tax information for an order
- ❑ Entering reference information for an order

See Also

- *Creating an Approval Route* for more information about approval processing
- *Setting Up Multi-Currency* and *Working with Exchange Rates for Detailed Currencies* in the *General Accounting Guide* for more information about working with multi-currency
- *Entering Requisitions*, *Entering Blanket Orders*, and *Working with Quote Orders* for more information about special orders
- *Setting Up Constants* for more information about how to set up pricing constants
- *Setting Up System Constants* in the *Advanced Pricing Guide* for more information about how to set up the Advanced Pricing system for Procurement

Entering Supplier Information for an Order

You might have different arrangements with each of your suppliers in regard to terms of payment, freight handling, invoice methods, and so forth. When you enter order header information, you must specify the supplier from whom you are requesting the order and any specific arrangements to which you and the supplier have agreed.

You can set up procurement instructions to specify the arrangements that you have with each of your suppliers. When you enter a supplier on an order, the system retrieves the instructions for that supplier. You can modify the instructions to suit a specific order.

To enter a supplier for an order, the supplier must exist in the Address Book system. If this is not the case, you can enter the supplier in the Address Book system when you enter order header information. You can also enter master information for the supplier if the information does not already exist.

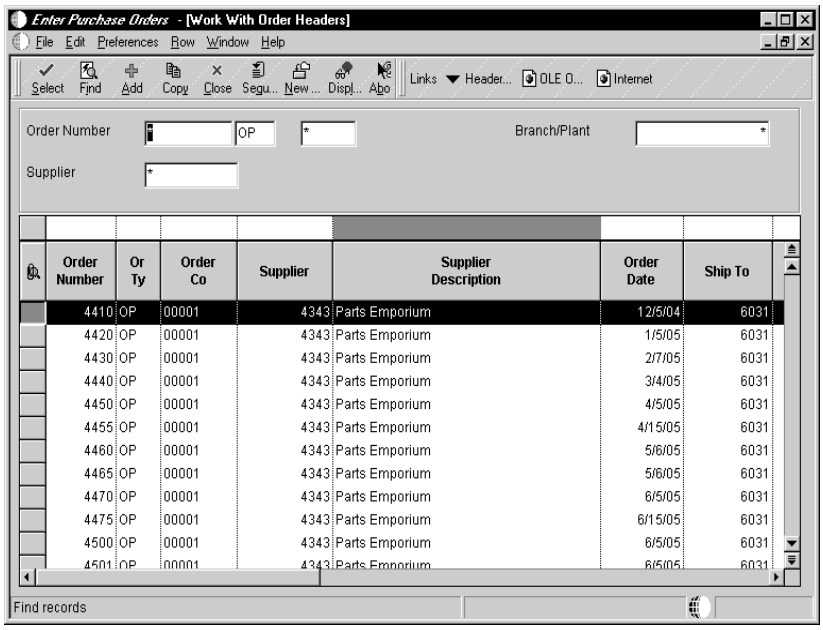
You can permanently change a supplier's mailing address or temporarily change the address to accommodate a specific order. Entering supplier information for an order includes:

- Entering supplier details
- Entering supplier address information
- Entering a temporary address for a supplier

▶ To enter supplier details

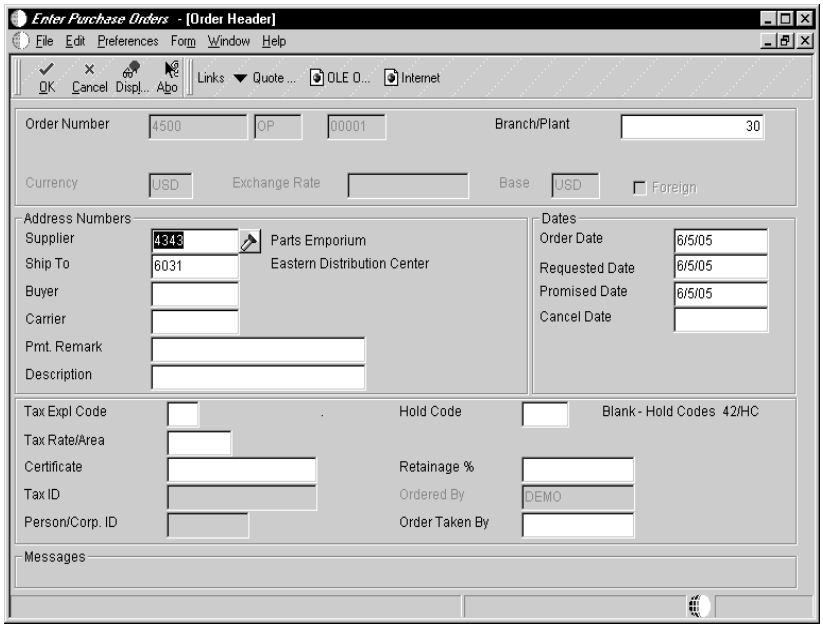
From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

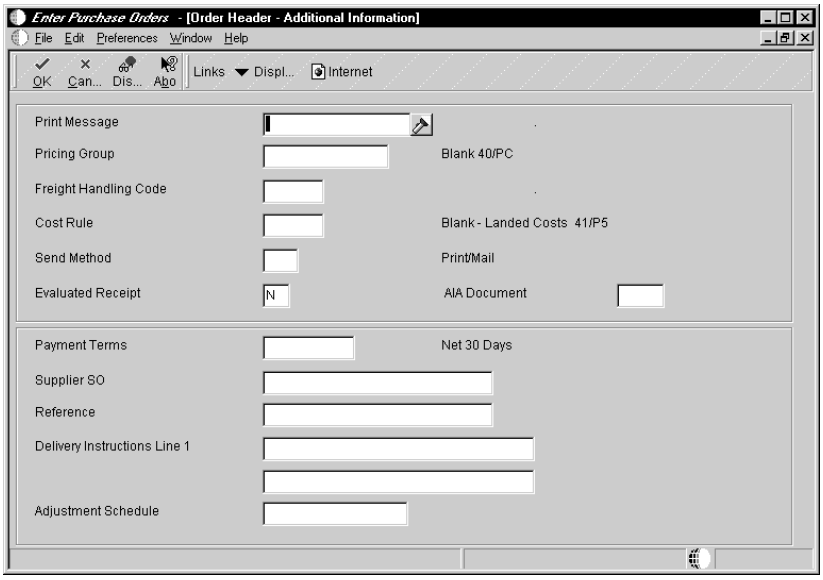


1. Click Add.

   The Order Header form appears if you have set processing options to display header information prior to detail information.



2. On Order Header, complete the following fields:
   - Supplier
   - Branch/Plant
3. From the Row menu, choose Additional Info.



4. On Order Header – Additional Information, complete the following fields and click OK:
   - Print Message

- Freight Handling Code
- Landed Cost Rule
- Send Method
- Evaluated Receipt
- Payment Terms
- Supplier SO
- AIA Document

If you have set up purchasing instructions for a supplier on the A/P Supplier Master-Purchasing form, the system supplies default values for several fields above based on the supplier you enter for the order. You can access the A/P Supplier Master-Purchasing form through the Supplier Master form exit on the Order Header form.

Field	Explanation
Supplier	The address book number of the supplier from whom you are purchasing items or services.
Branch/Plant	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Print Message	A user defined code that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Freight Handling Code	A user defined code (system 42/type FR) that identifies when you take responsibility of the goods so that freight charges are applied accordingly.
Cost Rule	A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.

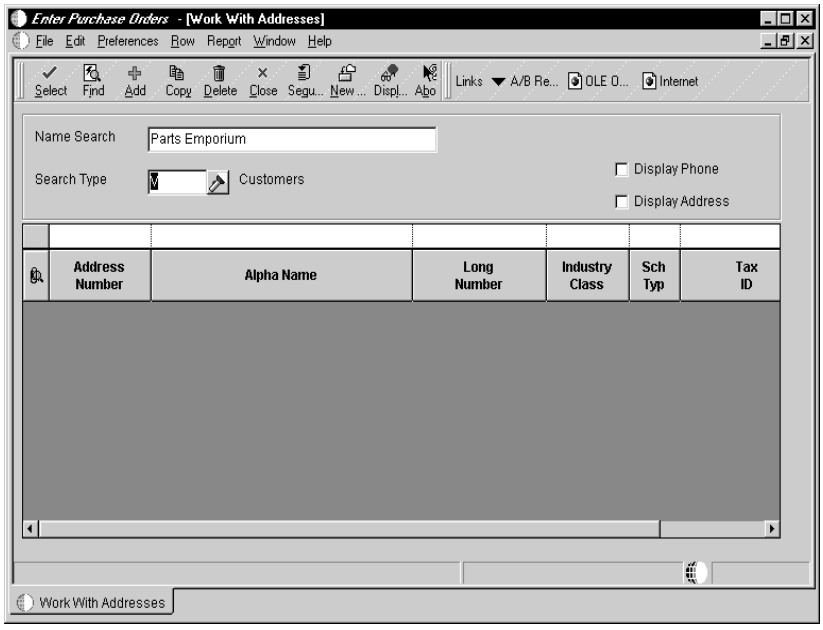
Field	Explanation
Send Method	A code that indicates the method used to send documents to a supplier. There is no automatic processing associated with this field. Instead, the code can be used as data selection criteria for certain procedures.
Evaluated Receipt	A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (R43800) procedure to create vouchers from receipt records. As a result, the supplier does not send you invoices and you can bypass the Voucher Match procedure. Valid values are: N Not eligible for evaluated receipt settlement processing. Y Eligible for evaluated receipt settlement processing. I Receipt transaction is in process. T Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process. R Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process. V A voucher has been created for the receipt transaction using the evaluated receipt settlement process.

Field	Explanation
Payment Terms	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For WorldSoftware, the following are examples of valid values: Blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Fixed day of 25th Z Net 90 This code prints on customer invoices. For OneWorld software, the following are examples of valid values: blank Net 30 days (default) 001 1/10 net 30 002 Net 30 days (override) 003 Prox days 1/10 004 Due at first of month 005 50/50 split payments 006 Due upon receipt
Supplier SO	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.
AIA Document	A code that specifies whether, during the Accounts Payable payment processing cycle, the system prints an AIA (American Institute of Architects) format turnaround document, a Waiver of Lien document, or both. These documents print only when a contract payment is printed. If you choose to print progress payments for contracts on the standard A/P payment, you will not receive an AIA document or a Waiver of Lien document. Valid values for this field are: Blank or N — Do not print AIA or Waiver of Lien documents 1 or Y — Print AIA document only 2 or B — Print AIA document and Waiver of Lien document 3 or W — Print Waiver of Lien document only

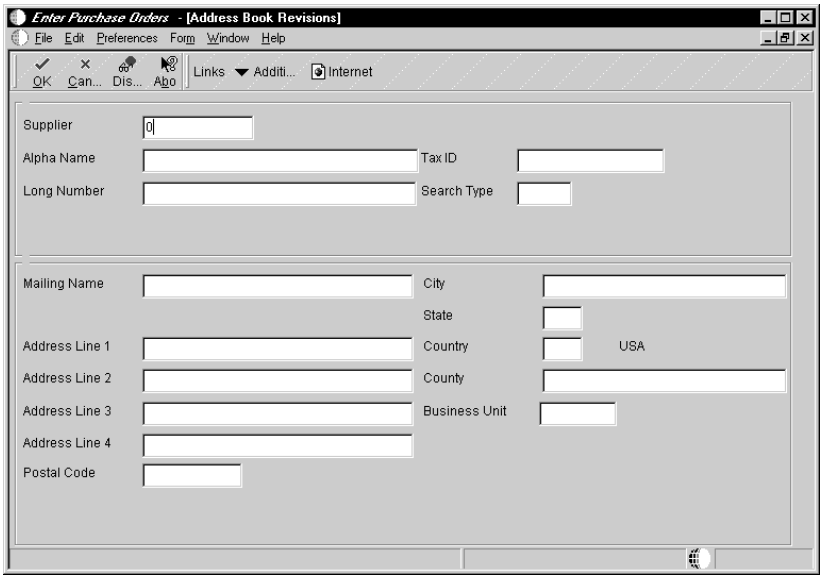
To enter supplier address information

On Order Header

1. From the Form menu, choose Address Book.



2. On Work With Addresses, click Add to open Address Book Revisions.

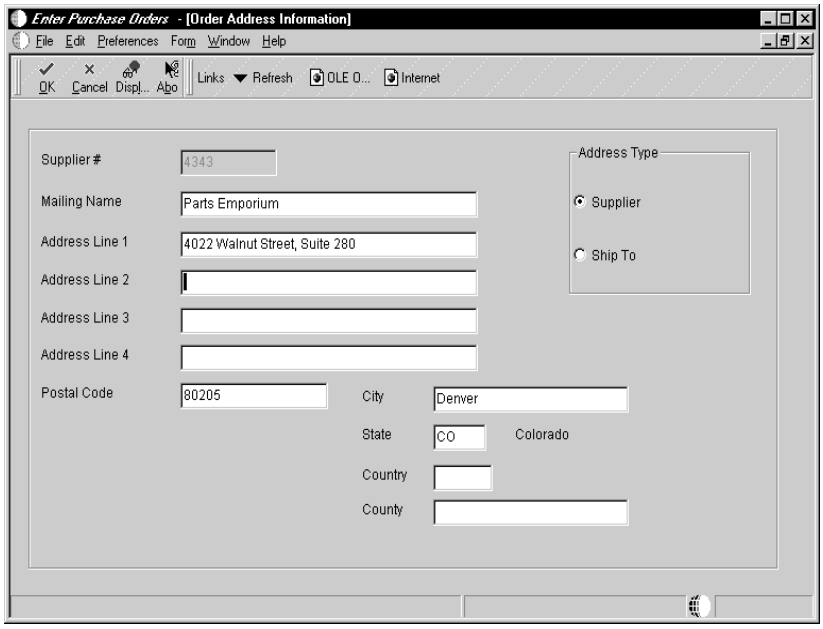


3. On Address Book Revisions, complete the following fields and click OK:
    - Address Number
    - Alpha Name
    - Search Type
    - Mailing Name
    - Address Line 1
    - Address Line 2
    - Address Line 3
    - Address Line 4
    - Postal Code
    - City
    - State
    - Country

▶ To enter a temporary address for a supplier

On Order Header

1. From the Form menu, choose Order Addresses.



2. On Order Address Information, modify address information for the supplier and click OK.

This type of address change applies only to the order you are entering. You can also enter a temporary address change for the ship-to entity.

Entering Origination Information for an Order

You generate an order for a specific branch/plant, business unit, project, or job within your company. In most instances, goods are shipped to the same branch/plant that requests the order. However, you might want to ship the goods to another location.

You must specify the branch/plant, business unit, project, or job for which you are placing an order. When you enter a branch/plant, the system retrieves the ship–to address from Branch/Plant Constants, provided that the ship–to address exists in the address book. If you want to ship the order to a different shipping address, you can override the ship–to address number.

You can enter instructions for the delivery of an order. For example, you can specify that goods be delivered to a certain dock at the warehouse. You can have the system retrieve default delivery instructions set up for the ship-to address on A/P Supplier Master-Purchasing.

▶ To enter origination information for an order

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Click Add.
2. On Order Header, complete the following fields:
   - Branch/Plant
   - Ship To
3. From the Form menu, choose Additional Info.
4. On Order Header – Additional Information, complete the following field and click OK:
   - Delivery Instructions

Field	Explanation
Ship To	The address book number of the location to receive the goods on the order.
Delivery Instructions	Text that describes the delivery instructions for this order.

Entering Dates for an Order

When you enter an order, you might request that the supplier deliver the order by a specific date. If the supplier cannot deliver the order by the date you request, you can specify the date that the supplier promises to deliver the order. In addition, you can specify the date that you place the order and the date that the order expires.

When a direct ship sales order is created in Sales Order Management, the system automatically creates a corresponding direct ship purchase order. If you change the date that the supplier promises to deliver for the direct ship purchase order, the system automatically changes the delivery date on the corresponding sales order.

▶ To enter dates for an order

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work with Order Headers

1. Click Add.
2. On Order Header, complete the following appropriate date fields:
    - Order Date
    - Requested
    - Scheduled Pick
    - Cancel Date

If you do not enter an order date, a promised date, or a requested date, the system enters the current system date. If you do not enter a promised date, the system enters the requested date.

Field	Explanation
Order Date	The date that an order was entered into the system.
Requested	The date that you request an order or item to be delivered.
Scheduled Pick	The date that the supplier promised to deliver this order. The system uses this date in conjunction with the receipt date to evaluate supplier performance.
Cancel Date	The date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only field and does not cause the system to perform any type of automatic processing.

See Also

- *Setting Up Guidelines for Delivery Performance* for information about how the system uses the promised delivery date to determine supplier performance.

Entering Tax Information for an Order

In most business environments, you are required to pay taxes on the items you purchase. You can have the system calculate taxes for an order based on the tax information that you enter for the order.

The system provides default values for tax fields based on the master information that you have set up for the supplier. You can use the Order Entry processing options to specify that the system retrieve the default value for the tax rate area from the master information for the ship–to address.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with J.D. Edwards software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

Assuming that an order has more than one item, you can change tax information to accommodate each item or service. Then taxes are applicable for the item or service only if you have specified that the detail line is taxable.

▶ To enter tax information for an order

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Click Add.
2. On Order Header, complete the following fields:
   - Tax Expl Code
   - Tax Rate/Area
   - Certificate

Field	Explanation
Tax Expl Code	A user defined code (system 00/type EX) that controls how tax is assessed on the order.

Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate. The system uses this code to properly calculate the tax amount.
Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.

See Also

- *Entering Tax Information for a Detail Line* for more information about specifying that an item or service is taxable
- *Working with Vertex Quantum Sales and Use Tax* for information about how to set up the J.D. Edwards/Vertex interface and how to assign GeoCodes to address book records

Entering Reference Information for an Order

At some point, you might need to include additional information in an order. For example, you might want to include:

- The individual who placed the order
- The buyer responsible for procuring items and services on the order
- The company responsible for delivering the order
- A confirmation number, document number, or job number for the order
- Miscellaneous notes

You can enter reference information for an order when you enter header information. The reference information is primarily for informational purposes.

You can attach miscellaneous notes to an order as notes to be printed on the order.

▶ To enter reference information for an order

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Click Add.
2. On Order Header, complete the following fields:
   - Carrier
   - Buyer

   The system enters an address number in the Ordered By field based on the system user who is entering the order.
3. From the Form menu, choose Additional Info.
4. On Order Header - Additional Information, complete the following field and click OK:
   - Reference
5. On Order Header, choose Attachments from the Form menu.
6. On Media Objects, choose Add Text from the File menu.
7. Enter the appropriate text.
8. Choose Save and Exit from the File menu.

Field	Explanation
Carrier	The address book number of the carrier who is to deliver the order. You might select a carrier based on a route requirement or special handling requirement.
Buyer	The address book number that identifies who is responsible for setting up and maintaining the correct stocking levels for each inventory item.
Reference	A field available to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number. This field is for informational purposes only.

Entering Order Detail Information

After you enter basic (header) information for an order, such as the supplier to fill the order and the branch/plant requesting the order, you must provide information about each item or service that you want to procure on the Order Detail form. For each item or service, you must enter a line of detail that describes:

- The item or service that you want to procure
- The quantity that you want to procure
- The cost of the item or service

Depending on your business objectives, you can use the following methods to enter order detail lines:

- By item number
- By general ledger account number

If you run an inventory operation in which you stock items for resale, internal use, or manufacturing purposes, you must enter detail lines by item number. If you purchase goods or services for internal use or for use on a certain job or project, you can enter detail lines by account number, item number, or both.

If the supplier has an Internet home page set up with items that the supplier offers, you can preview supplier and item information in the electronic catalog before entering the order detail information. On the Order Detail form, you can use a form exit to preview supplier information and a row exit to preview item information.

The system provides default values for detail lines based on the header information on an order. However, you can add and change the information for each detail line based on that which is relevant to your purchasing process. For example, if you purchase items for inventory, you must specify the unit of measure for the item. You can also specify the location to store the item upon receipt, and the weight, volume, lot, and manufacturing information for the item. You also can attach notes to each detail line to include narrative text.

You can enter tax information for each detail line to have the system calculate taxes on the goods or services you are purchasing. If the supplier provides a discount on the order, you can enter the terms of the discount. By assigning reporting codes to a detail line, you can group items for reporting purposes.

If the supplier uses a different currency than your company's base currency, you must enter costs in terms of the foreign currency.

You can replace an existing item on a detail line with a substitute or replacement item. For example, if the supplier is out of the item you entered on a detail line, you can review a list of alternate items and choose a replacement item.

For an existing order, you can use the Order Detail form to review summary information for the order, including items, account numbers, order quantities, prices, extended volumes and weights, total tax amount, and total dollar amount.

You might need to cancel a detail line if you no longer want to purchase the items or services that the line contains. When you cancel the line, the system closes the line, assigning it a last status of 980 (canceled order entry) and a next status of 999, which indicates that the purchasing process for the line is complete. If you want the closed line to appear when you are reviewing the order, you can set the processing options for Order Entry. If you want the closed line deleted from the system, you must run a purge.

The system provides four grid formats as tabs on the Order Detail form. Each tab displays the columns in the detail area of the form in a different order. In this guide, the stock based environment and forms are shown as examples.

Complete the following tasks:

- ❑ Enter detail lines by item number
- ❑ Enter detail lines by account number
- ❑ Enter tax information for a detail line
- ❑ Enter discount terms for a detail line
- ❑ Enter reporting codes for a detail line
- ❑ Enter substitute or replacement items
- ❑ Enter kit orders
- ❑ Enter change orders
- ❑ Copy change orders

Before You Begin

- ❑ You must set the Order Entry processing options to have the system enter a current status code and a next status code for each detail line. These codes determine the next process that the detail line goes through in the purchasing process. For more information about status codes, see *Setting Up Order Activity Rules*.
- ❑ You must set the Order Entry processing options to indicate the method by which the system updates detail lines with changes to header information. If you do not set the processing options to automatically

update the header information, you must do so manually on the Order Header form by choosing Header to Detail/Define, which allows you to specify which fields to update, and then Header to Detail/Populate from the Row menu.

See Also

- *Reviewing Open Orders* for information about viewing pending orders

Entering Detail Lines by Item Number

If you work in an environment in which you stock items for resale, internal use, or manufacturing purposes, you enter the item numbers set up in the Inventory Management system to make purchases. After you enter an item number on a detail line, the system:

- Validates that the item exists in the Inventory Management system
- Retrieves information for the item from the Inventory Management system

The system retrieves information, such as the cost, description, and unit of measure for the item and enters it on the detail line. You can override these values and specify additional information, such as a storage location, a lot number, an asset identifier, manufacturing details, and landed cost rules.

When a direct ship sales order is created in Sales Order Management, the system automatically creates a corresponding direct ship purchase order. If you change the cost values for the direct ship purchase order, the system automatically changes the cost values on the corresponding sales order.

After you enter all detail lines on the purchase order, the system displays a warning message if the value of the order either exceeds the maximum order value or is below the minimum order value that is specified for the supplier in the purchasing instructions.

You determine how the system processes information on each detail line. For example, you can direct the system to update the availability of an item in the Inventory Management system, upon receipt. In another example, you can have the system retrieve the unit cost for the item that you are ordering, provided that you assign a line type (such as Y, B, or D) to the detail line that tells the Procurement system to interface with the Inventory Management system. In other words, you must enter a line type for each detail line to indicate how the transaction works with other J.D. Edwards systems.

Another example of how the detail line information that you enter affects other systems is general ledger information. The G/L class code that you enter for a detail line determines the inventory account and the received not vouchered account for which the system creates journal entries. The system creates these entries when you enter a receipt.

If you work in a non–inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non–stock items, provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

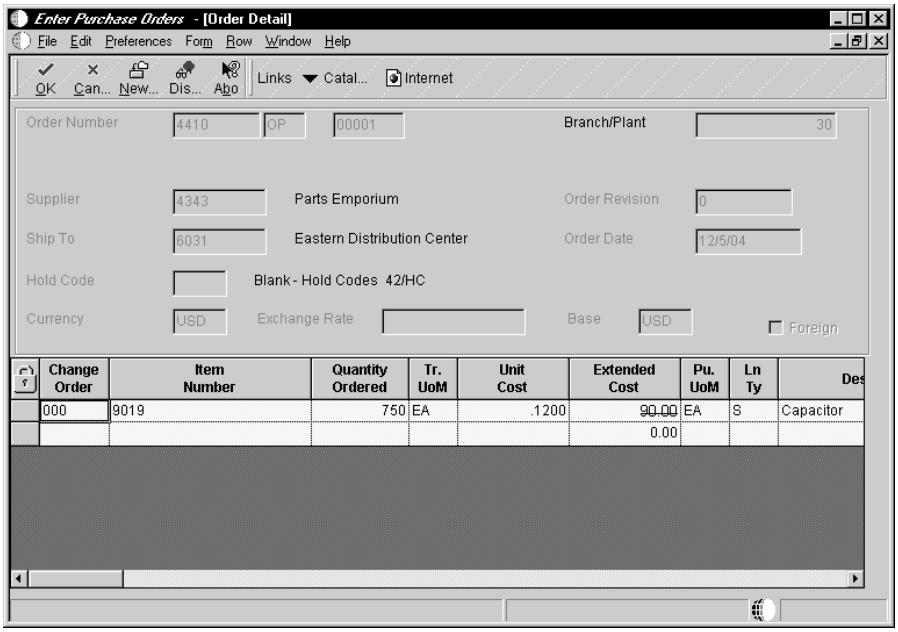
▶ To enter detail lines by item number

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Click Add.

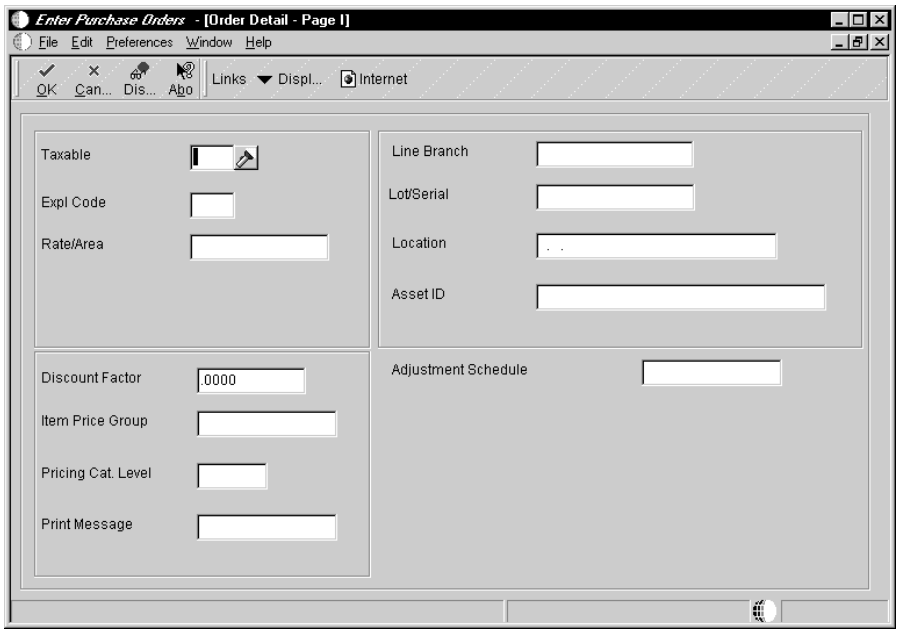
   If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.



2. On Order Detail, enter header information, as necessary.
3. Complete the following fields:
   - Item Number
   - Quantity Ordered
4. Complete the following fields, as required:
   - Unit Cost

- Extended Cost
- Ln Ty
- Description 1
- Tr UoM
- Pu UoM
- Last Status
- Next Status
- G/L Offset

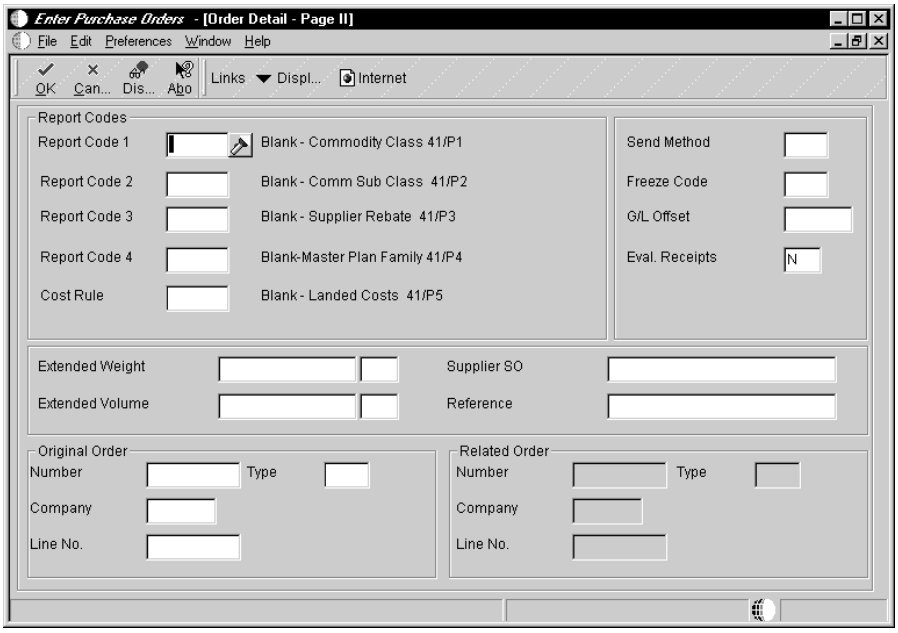
5. From the Row menu, choose Tax/Terms.



6. On Order Detail - Page I, complete the following fields and click OK:

- Location
- Print Message
- Asset ID

7. On Order Detail, choose Additional Information from the Row menu.



8. On Order Detail - Page II, complete the following fields and click OK:
   - Report Code 1
   - Extended Weight
   - Extended Volume
   - Freeze Code

Field	Explanation
Quantity Ordered	A field that identifies either a transacted quantity or the units.
Extended Cost	A value that is equal to the number of units multiplied by the the unit price.
Ln Ty	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following: S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order

Field	Explanation
Description 1	A brief description of an item, a brief description of a remark, or a brief description of an explanation.
Tr UoM	A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).
Pu UoM	A user defined code (00/UM) that identifies the unit of measure in which you usually purchase the item.
Last Status	A user defined code (40/AT) that specifies the last step in the processing cycle that this order line successfully completed.
Next Status	A user defined code (40/AT) that indicates the next step in the order process.
G/L Offset	The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems. G/L offsets might be assigned as follows: • Blank or 1210– Trade Accounts Receivable • RETN or 1220 – Retainages Receivable • EMP or 1230 – Employee Accounts Receivable • JIB or 1240 – JIB Receivable (See A/R Class Code – ARC) • Blank or 4110 – Trade Accounts Payable • RETN or 4120 – Retainage Payable • OTHR or 4230 – Other Accounts Payable (See A/P Class code – APC) If you leave this field blank during data entry, the system uses the default value from the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401). The post program uses the G/L Offset class to create automatic offset entries. NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.
Location	The location that the system uses as the default when you receive inventory at the warehouse. The format of the location is user defined by branch/plant.
Print Message	A user defined code that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Asset ID	A 25-character alphanumeric number that you can use as an alternate asset identification number. You might use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number that you enter must be unique.

Field	Explanation
Report Code 1	A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group J.D. Edwards has predefined reporting code 1 as a purchasing code for commodity class.
Extended Weight	The total weight of the items on an order line. This is the quantity ordered in primary unit of measure multiplied by the item's unit weight.
Extended Volume	The total volume of the items on an order line. This is determined by multiplying the quantity ordered in primary unit of measure by the item's unit volume.
Freeze Code	A code that indicates if the order is frozen. MPS/MRP does not plan for frozen orders. Valid codes are: Y Yes, freeze the order. N No, do not freeze the order (default).

See Also

- *Setting Up Non–Stock Items* for more information about setting up non–stock master information
- *Setting Up Landed Costs* for more information about the different ways to assign landed costs and how the system applies landed costs
- *Entering Order Header Information* for more information about how to enter supplier information
- *Setting Up Order Line Types* for more information about line types

Entering Detail Lines by Account Number

If you work in an environment in which you purchase services or goods for internal use or for use in a certain job or project, you can charge purchases against general ledger account numbers. You enter a detail line for each account number against which you are purchasing. This allows for the general ledger to reflect expenses by job or project.

When you enter detail lines by account number, you can have the system perform commitment and budget tracking. For example, a certain account number represents your office supply expenses. Each time you purchase goods against the account number, you can have the system:

- Track the amount and quantity of office supplies that you are committed to purchase
- Validate that the cost of the supplies does not exceed the budget for office supplies

You determine how the system processes information on each detail line. For example, you can require that the system process a line based on both an account number and an item number. You must enter a line type for each detail line to indicate how the transaction works with other J.D. Edwards systems.

If you work in a non–inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non–stock items, provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

If you are making an account–based entry, you must enter an inventory interface of A or B.

If you are entering a lump sum for a detail line, you must enter an inventory interface of A or N.

A final example of how the detail line information that you enter affects other systems is general ledger information. The system tracks purchasing expenses in the general ledger based on the G/L class code that you enter for a detail line. The G/L class code determines the received not vouchered account to which the system applies a credit if you enter a formal receipt.

▶ To enter detail lines by account number

From the Services/Expenditures Based Purchasing menu (G43C), choose Purchase Order Processing. From the Services/Expenditures Purchase Order Processing menu (G43C11), choose Enter Purchase Orders.

From the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

On Work With Order Details

1. Click Add.

   If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.

2. On Order Detail, enter header information, as necessary.
3. Complete the following applicable fields:
   - Account Number
   - Branch/ Plant
   - Subsidiary
   - Obj Acct
4. Complete the following fields, as required, and click OK:
   - Quantity Ordered
   - Unit Cost
   - Extended Cost
   - Ln Ty
   - Description 1
   - Description 2
   - G/L Date
   - Item Number
   - Tr UoM
   - Pu UoM
   - Last Status
   - Next Status
   - Subledger
   - Sub Type
   - G/L Offset

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Obj Acct	The object account portion of a general ledger account. The term "object account" refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system will enter three blank spaces to fill a 6-digit object.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an Address Book number. If you enter a subledger, you must also specify the subledger type.
Sub Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill

See Also

- *Entering Detail Lines by Item Number* for information about entering item information for detail lines
- *Working with Journal Entries for Receipt Transactions* and *Setting Up Automatic Accounting Instructions* for additional general ledger information

Entering Tax Information for a Detail Line

You can enter tax information that is specific to a detail line. This tax information determines whether taxes apply to the items or services on the detail line, and how the system calculates the taxes.

The system retrieves default tax information for each detail line based on the tax information that you entered for the order. If tax information for the detail line differs from that for the rest of the order, you can change the tax information to accommodate the detail line.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with J.D. Edwards software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

▶ To enter tax information for a detail line

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Click Add.
2. On Order Detail, choose Tax/Terms from the Row menu.
3. On Order Detail – Page I, complete the following fields and click OK:
   - Taxable
   - Expl Code
   - Rate/Area

Field	Explanation
Taxable	A code that indicates whether the item is subject to sales tax when you purchase it. The system calculates tax on the item only if the supplier is also taxable.
Expl Code	A user defined code (system 00/type EX) that controls how tax is assessed on the order.

Field	Explanation
Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate. The system uses this code to properly calculate the tax amount.

See Also

- *Working with Vertex Quantum Sales and Use Tax* for information about how to set up the J.D. Edwards/Vertex interface and how to assign GeoCodes to address book records

Entering Discount Terms for a Detail Line

You can enter discount terms on a detail line to have the system calculate a discount on the items that you purchase. For example, a supplier might offer a ten percent discount on certain items.

You can enter a specific discount factor for a detail line. The system enters a cost for the item on the detail line based on the discount factor. For example, to specify a 10 percent discount for an item, you enter a discount factor of 0.90. If the unit cost for the item is usually 10.00, the system enters a unit cost of 9.00.

You can also specify a discount for an item based on a price rule. The system applies a discount to the unit cost of the item based on the discount set up for the price rule. The system retrieves a default price rule for an item if:

- You have attached a price rule to branch/plant information for the item
- You have attached the price rule to the supplier from whom you are purchasing the item (or to the price group for the supplier)

▶ To enter discount terms for a detail line

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Click Add.
2. On Order Detail, choose Tax/Terms from the Row menu.
3. On Order Detail – Page I, complete the following fields and click OK:
    - Discount Factor
    - Item Price Group
    - Pricing Cat. Level

Field	Explanation
Discount Factor	The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price.
Item Price Group	A user defined code (40/PI) that identifies an inventory price group for an item. Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. After you assign a price group to an item, the item uses the same pricing structure that was defined for the inventory price group. You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.
Pricing Cat. Level	A pricing category or price rule can contain a variety of levels. Within each price rule, each level is defined by its effective date range and allowed quantity, and whether it is based on the item's cost, price, or an amount specified as an override.

See Also

- *Creating Price Discount Rules for Purchasing* for information about setting up discounts for price rules and price groups
- *Attaching Price Discount Rules to Items and Suppliers* for information about setting up price rules

Entering Reporting Codes for a Detail Line

You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for electrical items so that you can produce a report that lists open order information for electrical items. To group detail lines, you assign reporting codes to each line. The reporting codes are default codes that are associated with the classification codes for an item on the Item Branch/Plant Information form.

Five categories of reporting codes are available for purchasing. Each category represents a specific group of codes. For example, you might have a category for commodities. Within this category would be different codes, each of which represents a specific type of commodity, such as aluminum or copper.

▶ To enter reporting codes for a detail line

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Click Add.
2. On Order Detail, choose Additional Information from the Row menu.
3. On Order Detail - Page II, complete the following fields:
    - Report Code 1
    - Report Code 2
    - Report Code 3
    - Report Code 4

    To complete each field, access the corresponding user defined code table and choose the appropriate code.

Field	Explanation
Report Code 1	A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group J.D. Edwards has predefined reporting code 1 as a purchasing code for commodity class.

See Also

- *Entering Item Classification Codes* in the *Inventory Management Guide* for more information on how to enter Procurement classification codes

Entering Substitute or Replacement Items

You might enter an order for an item, but the supplier does not have the quantity available to fill the order. You can review a list of substitute items and choose an item to replace the item on a detail line. If the system notifies you that the item on a detail line is obsolete, you can review and choose a replacement for the item.

The substitutes or replacements that the system displays are based on the cross–reference types from the Inventory Management system that you specify in the processing options for the Order Entry program and the Purchase Order Workbench program.

You can specify whether you want to review substitute or replacement items after you enter a detail line. You can have the system replace the item number, the item description, and the cost on a detail line with that of a substitute or replacement item.

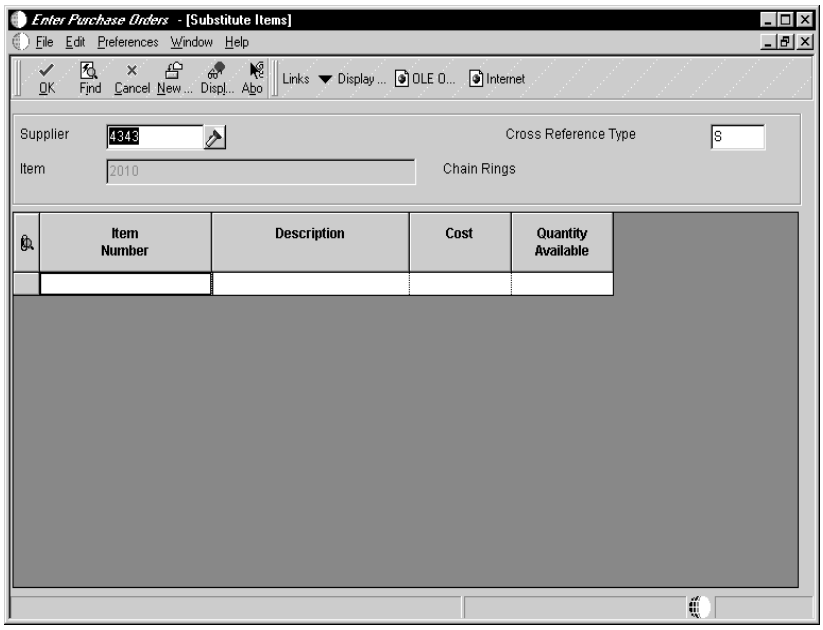
▶ To enter substitute or replacement items

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Locate the order for which you want to enter a substitute or replacement item.
2. Click on the order, then choose Detail Revision from the Row menu.
3. On Order Detail, choose the row that contains the item that you want to replace.

4. From the Row menu, choose either Substitute Items or Obsolete Items.



5. On Substitute Items, review the following fields for each item:
   - Item Number
   - Description
   - Cost
   - Quantity Available
6. Choose the row that contains the appropriate substitute or replacement item and click OK.
7. Return to Order Detail and review that the system has replaced the original item information with that of the substitute or replacement item you chose.

Entering Kit Orders

Kits are comprised of component items that are associated to a parent item. Kits are useful if your company sells combinations of products. For example, if your company sells stereo systems, you can set up a kit with a parent name of stereo. The stereo kit can contain components such as speakers and a compact disc player, which you typically want to sell together. You can have an item number for the kit that you enter on a purchase order, but the parent item, stereo, is not stocked as an inventory item.

When you enter an item number for a kit, you can review the preselected components and the quantities that comprise the kit. You can also select any optional items that you want to include on the purchase order.

If you change quantity information for the kit, you must manually adjust the corresponding cost information. If you need to cancel component lines, you must cancel each line individually.

Before You Begin

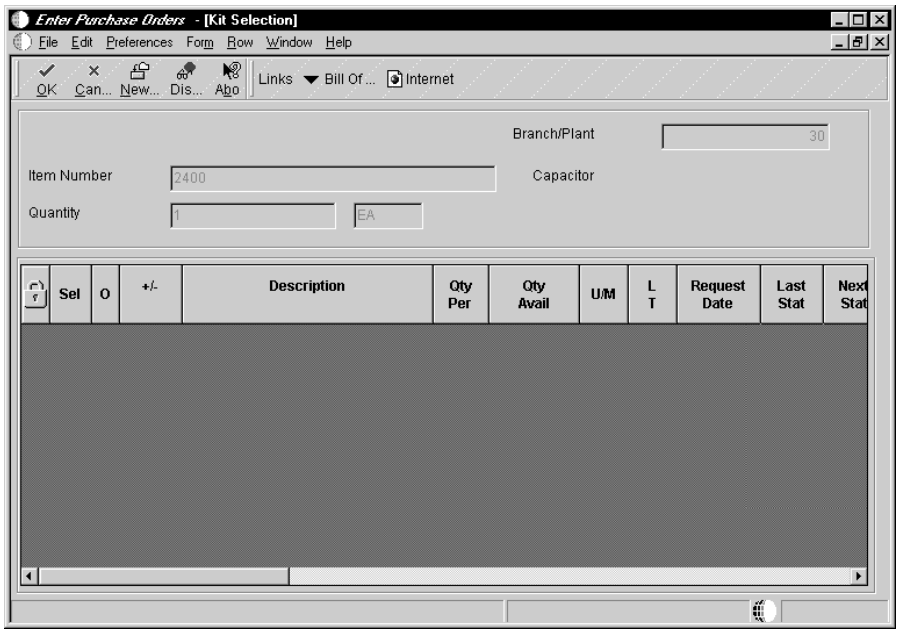
- ❑ Verify that you have set the appropriate processing option in the Purchase Order Entry program that displays kit component lines.
- ❑ Verify that kit items have been set up. See *Entering Kit Information* in the *Inventory Management Guide*.

▶ To enter kit orders

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

On Work With Order Headers

1. Click Add.
2. On Order Detail, complete the following fields:
   - Supplier
   - Branch/ Plant
3. In the detail area, enter a kit parent item in the following field:
   - Item Number
4. Choose the row that contains the kit parent item.
5. From the Row menu, choose Kits.



6. On Kit Selection, revise the following component information, as necessary:
   - O
   - Quantity
   - Request Date
7. To review features, choose the row and click Select.
8. To accept options, choose the row and click Select to display an asterisk in the following field:
   - Sel
9. Click OK.

   Order Detail appears. If you would like to review the components or features that you selected for the kit order, click Cancel and reinquire on the kit order that you entered.

Processing Options: Order Entry

Defaults Tab

These processing options define the default information that the system uses during Purchase Order Entry (P4310).

1. Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved

document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_ Accounts Payable documents.
R_ Accounts Receivable documents.
T_ Payroll documents.
I_ Inventory documents.
O_ Purchase Order documents.
J_ General Accounting/Joint Interest Billing documents.
S_ Sales Order Processing documents.

You must enter a value that has been set up in user defined code table 00/DT.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form (P40205), are:

S Stock item.
J Job cost, subcontracts, or purchasing to the General Ledger.
B G/L account and item number.
N Non–stock item.
F Freight.
T Text information.
M Miscellaneous charges and credits.
W Work order.

3. Beginning Status

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

4. Override Next Status

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

5. Unit of Measure

Use this processing option to indicate the unit of measure that will default into the Transaction Unit of Measure field. The unit of measure that you enter overrides any value that is currently in the Transaction Unit of Measure field.

Note that if you choose an item from a catalog in Purchase Order Entry (P4310), the unit of measure in the catalog overrides is the default.

6. Line Number Increment

Use this processing option to automatically number the order lines by the increment that you choose. You should choose to increment by whole numbers, since other processes, such as kit entry, create decimal increments.

7. Default Tax Rate/Area

Use this processing option to specify where the system locates default tax rate/area information to use as the default during order entry.

1 The system uses the default tax rate/area from the address book number for the Ship To. The information that the system uses is located in the tax information section of the Supplier Master table (F0401).

Blank The system uses the tax rate/area that is associated with the address book number for the Supplier.

The system retrieves the tax explanation code from the Supplier address book number record in the Supplier Master table (F0401).

Note that if this is the version that is being called from the Order Release program, then the tax information comes from the Supplier Master table (F0401) and not from the original order.

8. Transaction Unit of Measure

Use this processing option to specify where the system locates transaction unit of measure information to use as the default during order entry.

1 The system uses the primary unit of measure from the Item Master table (F4101) as the default for the transaction unit of measure.

Blank The system uses the purchasing unit of measure from the Item Master table (F4101). The transaction unit of measure directly relates to the number that you have entered in the Quantity field on the Purchase Order Entry form.

If you choose an item from a catalog in Purchase Order Entry, the unit of measure in the catalog overrides that value that you enter in this field.

If you have entered a value in the Unit of Measure field, you should not enter a value in this field.

9. Landed Cost Rule

Use this processing option to specify the landed cost rule for the system to use on all orders that have been entered using this version.

If you leave this field blank, the system uses the landed cost rule from the Ship To information that is stored in the Address Book.

10. Header to Detail

Use this processing option to specify whether the system updates information in the detail lines when you change header information.

1 The system automatically loads header changes to the detail lines.

Blank You must use the Populate form exit on the Order Header form to manually apply header to detail changes.

Use the Define form exit on the Order Header form to choose which fields on the Order Detail form you want to update with changes to header information.

After you make changes to the header information, the Order Detail form appears. Remember to click OK to record the changes that you have made on the Order Detail form. If you click Cancel, your changes will be lost.

11. Work Order Status

Use this processing option to specify the new work order status when the purchase order quantity or promise date changes.

This processing option pertains to purchase orders that have been created for outside operations by processing work orders with the Order Processing program (R31410). If you change the quantity or promise date after the system creates a purchase order, the system updates the work order status to the value that you have entered in this field.

If you leave this field blank, the system does not change the work order status.

12. Account Description

Use this processing option to specify where the system locates the account description to use as the default in order entry.

1 The system retrieves the account description from the account that consists of the business unit and the subsidiary. Typically, the account is a non–posting header account. Note that the object account will not be used when the system retrieves the account description.

Blank The system retrieves the account description from the account that consists of the business unit, object, and subsidiary.

13. Line Sequence

Use this processing option to specify how the system assigns line numbers on a change order.

1 The system starts the sequencing process over for each change order. If you enter 1, the system retains and increments the line number sequence within each individual change order, but for the next change order, the system starts over with the line number sequencing.

Blank The system assigns unique line numbers on a continuous, incremental basis. When there are multiple change orders, the system assigns line numbers on a continuous, incremental basis rather than starting over with line number sequencing for each change order.

Display Tab

These processing options control whether the system displays certain types of purchase order information, such as closed lines and kits, and whether you can change the information.

1. Suppress Closed Lines

Use this processing option to specify whether the system suppresses closed lines.Valid values are '1' and blank.

1 The system suppresses closed or cancelled lines. If you suppress closed or cancelled lines, any line with a status of 999 will not appear in the detail area. However, the record for the line still remains in the Purchase Order Detail table (F4311).

Blank The system does not suppress closed or cancelled lines.

2. Status Code Protection

Use this processing option to specify whether you can change status codes.

1 Status codes cannot be changed. You can review the codes, but you cannot change them. Regardless of the status code, the system protects the last and next status when you have activated status code protection.

Blank Status codes can be changed.

3. Order Type Protection

Use this processing option to specify whether you can change order types.

1 The order type (also known as the document type) cannot be changed. You can review the order type, but you cannot change it.
Blank You can change the order type.

4. Kit Display

Use this processing option to specify whether the system displays kit component lines or only the parent line.

1 The system displays kit component lines. You must first create the purchase order and then inquire upon the purchase order to display the kit component lines.
Blank The system displays only the parent line. However, both the parent line and all component lines are written to the Purchase Order Detail table (F4311).

5. Cost Protection

Use this processing option to specify whether you can change costs.

1 The costs fields appear on the form, but cannot be changed.
2 The system hides cost information. The Cost field does not appear, although the system still writes the cost information to the Purchase Order Detail Table (F4311). The system uses cost information from the costs tables as the default. Examples of the costs tables are the Item Cost table (F4105) and the Supplier Price/Catalog table (F41061). The cost table that the system uses for the default information depends on the way that your system is set up.
Blank The cost fields appear on the form and can be overridden.

6. Detail Line Protection

Use this processing option to specify the next status at which detail lines are protected from being changed. The entire detail line is protected when the next status is greater than or equal to this status. If you leave this field blank, the system does not protect detail lines from being changed.

7. Business Unit

Use this processing option to specify the text that describes the Business Unit field (alias MCU) on the Order Header form. This processing option affects only the Order Header form, not the detail area on the Order Detail form.

1 The field appears as Job.
2 The field appears as Project.
3 The field appears as Business Unit.
Blank The field appears as Branch/Plant.

Interfaces Tab

These processing options control whether the system performs the following actions:

- Validating the business unit
- Displaying warnings for cutoff dates
- Updating quantity information
- Capturing supplier analysis information

1. Business Unit Validation

Use this processing option to specify how the system validates the branch/plant.

1 The system validates the branch/plant against the Inventory Constants table (F41001). If you are performing stock purchasing, enter 1 for this processing option. When you enter 1, the system uses the address book number in the Inventory Constants table (F41001) as the default for the Ship To address book number.

Blank The system validates the branch/plant against the Business Unit Master table (F0006). Typically, you use this processing option when you are performing services expenditure purchasing. When you leave this processing option blank, the Ship To address book number defaults from the address book number in the Business Unit Master table (F0006). You can access the Business Unit Master table through the Revise Single Business Unit program.

2. PBCO Warning

Use this processing option to specify whether you want to receive a PBCO (Post Before Cutoff) warning.

1 Do not issue the PBCO warning. Typically, you use this value when you are performing services or expenditure-type purchasing.

Blank The system compares the G/L date on the purchase order to the general accounting period for the company and business unit that are on the purchase order. The PBCO warning ensures that you are not recording purchases in a prior general accounting period.

3. PACO Warning

Use this processing option to specify whether you want to receive a PACO (Post After Cutoff) warning.

1 Do not issue the PACO warning.

Blank The system compares the G/L date on the purchase order with the current period in the General Accounting Constants for the company and business unit that are on the purchase order. The PACO warning occurs

when you try to create a purchase order with a G/L date that exceeds two periods beyond the current G/L period.

4. Quantity Update

Use this processing option to specify which quantity fields the system updates. Before you set this processing option, always check the way that you have defined availability in the Branch/Plant Constants program.

1 Update the Quantity On Other POs field (alias OT1A) in the Item Branch or Location tables. Use this value when you are entering requisitions, quotes, blanket orders, or other order types for which you do not want to affect your current on-purchase order quantity.

Blank The system updates the Quantity on PO field (alias PREQ).

5. Supplier Analysis

Use this processing option to indicate whether you want the system to capture supplier analysis information.

1 The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090).To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Receipts program (P4312) and the Voucher Match program (P4314) to capture the same information.

Blank The system does not capture supplier analysis information.

Processing Tab

These processing options control whether you have the following capabilities:

- Adding new supplier information
- Reviewing order templates
- Printing purchase orders using the subsystem
- Processing blanket releases
- Displaying header information before detail information
- Performing export processing
- Searching for agreements
- Preventing changes from being made to a base order
- Controlling whether the values for a branch/plant and the G/L account business unit need to be the same

1. New Supplier Information

Use this processing option to specify whether you can add new supplier information through the Address Book Revisions program (P0101).

1 Automatically access the Address Book Revisions program (P0101). You can add a supplier as you need to, rather than having to stop the task that you are performing to add a supplier. Consider your security restrictions for your Address Book records. You may not want to provide all users with the ability to enter supplier address book records.

Blank The system does not access the Address Book Revisions program (P0101).

2. Order Templates

Use this processing option to specify whether you want to review order templates.

1 Automatically display available order templates. If you set this processing option to automatically displays available order templates and you access the Order Header form, the system displays the order templates before displaying the Order Detail form. If you access the Order Detail form first, the system displays the order templates when you move your cursor to the detail area for the first time.

Blank Do not display available order templates.

3. Subsystem Printing

Use this processing option to specify whether you want to automatically print a purchase order by using the subsystem.

1 Automatically print the purchase order by using the subsystem. Note that you need to submit the version of the Purchase Order Print program (R43500) that is designated for subsystem processing.

Blank Do not print a purchase order by using the subsystem.

4. Blanket Releases

Use this processing option to specify whether you want the system to automatically process blanket releases.

1 Automatically process blanket releases. If there is more than one blanket order for the supplier/item combination, the system displays a check mark in the row header that is located in the detail area and in the Blanket Exists column. You must use a blanket order row exit to select a blanket order.

Blank Do not automatically process blanket releases.

5. Header Display

Use this processing option to specify whether the Order Header form appears before the Order Detail form.

1 Display the Order Header form before the Order Detail form.
Blank Display the Order Detail form.

6. Agreement Search

Use this processing option to indicate how the system searches for agreements. This processing option applies only if you are using the Procurement system in conjunction with the Agreement Management system.

1 Assign an agreement if there is only one agreement in the system. If the system finds multiple agreements, the system displays a check mark in the row header that is located in the detail area and in the Agreement Exists column. You must use a row exit to select an agreement.
2 Display all agreements.
3 Search for the agreement that has the earliest expiration date.
Blank Do not search for agreements.

7. Base Order Protection

Use this processing option to specify whether base order information can be changed. The base order is the original contract or order. The base order detail lines are identified as change order number 000. Typically, you use this processing option to prevent changes from being made to the original order.

1 The base order information cannot be changed.
Blank You can change the base order information.

8. Business Unit

Use this processing option to require that the values for the branch/plant and G/L account business unit are the same.

1 The values for the G/L account business unit and the header business unit (branch/plant, job, and so on) are the same.
Blank The values for the G/L account business unit and the header business unit can be different.

Duplication Tab

These processing options control which values the system uses when an order is duplicated. These values override the values that are on the original order.

1. Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_ Accounts Payable documents.
R_ Accounts Receivable documents.
T_ Payroll documents.
I_ Inventory documents.
O_ Purchase Order documents.
J_ General Accounting/Joint Interest Billing documents.
S_ Sales Order Processing documents.

You must enter a value that has been set up in user defined code table 00/DT.

2. Beginning Status Code

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

3. Next Status Code

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

4. Copy Selection

Use this processing option to specify the information that the system copies. You must activate this processing option if you want the system to copy line attachment text and order attachment text when generating quotes or requisitions into purchase orders.

1 Copy only line text.
2 Copy line text and order text.
3 Copy only order text.
Blank Copy no information.

Cross–Reference Tab

These processing options control how the system processes cross–references to substitute and obsolete items.

1. Substitute Items

Use this processing option to specify the default cross–reference code that the system uses for retrieving substitute items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one substitute item, the system displays a check mark in the row header that is located in the detail area and in the Substitute Exists column.

2. Obsolete Items

Use this processing option to specify the cross–reference code for retrieving item replacements for obsolete items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one replacement item, the system displays a check mark in the row header that is located in the detail area and in the Replacement Exists column.

Order Inquiry Tab

These processing options apply only to the Open Order Inquiry program (P4310).

1. From Status Code

Use this processing option to specify the first code in the range of status codes for order detail lines.

Note that the system uses this status as the default on the Additional Selection form.

2. Thru Status Code

Use this processing option to specify the last code in the range of status codes for order detail lines.

Note that the system uses this status as the default on the Additional Selection form.

3. Last Status Code

Use this processing option to specify whether the system uses the last status or next status for the Open Order Inquiry program (P4310).

1 The system uses the last status code as the default for the from and thru status codes.

Blank The system uses the next status code as the default for the from and thru status codes.

4. Date

Use this processing option to specify the date that the system checks to ensure that the date is within the date range.

1 The system checks the Transaction Date.
2 The system checks the Promised Date.
3 The system checks the Original Promise Date.
4 The system checks the Receipt Date.
5 The system checks the Cancel Date.
6 The system checks the G/L Date.
Blank The system checks the Requested Date.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Supply/Demand Inquiry (P4021)

Use this processing option to define the version that the system uses when you are using the Supply/Demand Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. Supplier Analysis (P43230)

Use this processing option to define the version that the system uses when you are using the Supplier Analysis program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. Supplier Master (P04011)

Use this processing option to define the version that the system uses when you are using the Supplier Master program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. PO Print on Demand (R43500)

Use this processing option to define the version that the system uses when you are using the Purchase Order Print On Demand program. The system uses the version that you choose to print an order when you access the appropriate row exit on a form.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Item Availability Summary (P41202)

Use this processing option to define the version that the system uses when you are using the Item Availability program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

6. Approval Review

Use this processing option to define the version that the system uses when you are using the Approval Review program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

7. Receipt Routing (P43250)

Use this processing option to define the version that the system uses when you are using the Receipt Routing program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

8. Open Receipts (P43214)

Use this processing option to define the version that the system uses when you are using the Open Receipts program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

9. Revision Audit Summary (P4319)

Use this processing option to define the version that the system uses when you are using the Revision Audit Summary program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

10. Purchase Ledger (P43041)

Use this processing option to define the version that the system uses when you are using the Purchase Ledger program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

11. Open Order Inquiry (P4310)

Use this processing option to define the version that the system uses when you are using the Open Order Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

12. Financial Status Inquiry (P44200)

Use this processing option to define the version that the system uses when you are using the Financial Status Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

Currency Tab

These processing options allow you to specify information about the tolerance percentage, currency code for As If amounts, and the As Of date for processing the exchange rate for As If amounts.

1. Tolerance

Use this processing option to specify a currency tolerance limit percentage, to ensure that the currency amount does not fluctuate by an amount greater than the tolerance percentage as compared with the Currency Exchange Rates table (F0015).

2. As If Currency

Use this processing option to specify the currency code for As If amounts. The system can display As If amounts in a currency other than the currency that they are recorded in.

If you leave this processing option blank, the system displays As If amounts in the currency that they are recorded in.

3. As Of Date

Use this processing option to specify the As Of date that the system uses to process the current exchange rate for the As If currency.

If you leave this processing option blank, the system uses the thru date.

If the thru date is blank, the system uses the system date.

Approvals Tab

These processing options control how the system applies approval processing to the purchase order entry process.

1. Route Code

Use this processing option to specify which code the system uses for approval processing.

The Approval Route Code of your choice.
1 Use the Originator's address as the default value.
2 Use the Originator's user profile as the default value.
3 Use the Branch/Plant route code as the default value.
4 Use the Default Locations route code as the default value.
Blank The system does not perform approval processing.

2. Awaiting Approval Status

Enter the next status for the system to use when the order enters the approval route.

3. Approved Status

Enter the next status for the system to use when the order is automatically approved.

Budgeting Tab

These processing options control whether you can enter budgeting control information. If you enter a budget hold code, you are activating budget control processing.

1. Budget Hold Code

Use this processing option to specify the code that the system uses for budget holds. The budget hold code activates budget control processing.

If a detail line exceeds the budget for an account, the system places the entire order on budget hold with the code that you specify for this processing option.

2. Budget Ledger Type

Use this processing option to specify the ledger type that contains your budgets.

If you specify a budget ledger type, the system rolls up only that budget ledger type. If you leave this processing option blank, the system rolls up all budget ledger types.

If you specify a budget ledger type, the system rolls up only that budget ledger type. If you leave this processing option blank, the system rolls up all budget ledger types.

3. Level of Detail

Use this processing option to specify the value (3 through 9) for the level of detail that you want to use for budget checking.

If you leave this processing option blank, the system uses a value of 9.

4. Budgeting Total Method

Use this processing option to specify the method by which the system calculates your budget.

1 Use the Job Cost budget calculation method: the original budget + period amounts for the current year + prior year postings.
2 Use the standard financial budget calculation method: the sum of period amounts for the current year.
3 Use the standard financial spread calculation method: the original budget + period amounts for the current year.

5. Period Accumulation Method

Use this processing option to indicate the time period that the system uses when accumulating the budget.

1 Accumulate the budget through the current period.
Blank Use the total annual budget to accumulate the budget.

6. Tolerance Percentage

Use this processing option to specify the percentage by which the detail line amount can exceed your budget before the system puts the order on budget hold.

7. Hold Code Warning

Use this processing option to specify whether the system issues a warning about detail line amounts that exceed the budget.

1 Issue a warning that a detail line amount will exceed the budget and place the order on hold.
2 Issue a warning that a detail line amount will exceed the budget and do not place the order on hold.
Blank Do not issue a warning.
2 Issue a warning that a detail line amount will exceed the budget and do not place the order on hold.

Use this processing option to specify whether the system issues a warning about detail line amounts that exceed the budget.

1 Issue a warning that a detail line amount will exceed the budget and place the order on hold.
2 Issue a warning that a detail line amount will exceed the budget and do not place the order on hold.
Blank Do not issue a warning.

8. Budget Accumulation

Use this processing option to specify how the system uses the value that is specified in the Level of Detail processing option, which also is located on the Budgeting Tab, to accumulate budget amounts.

1 Accumulate budget amounts from the level of detail for an account that has been specified in the Purchase Order Entry program (P4310) up to the level of detail value that is specified in the Level of Detail processing option.
Blank Accumulate budget amounts from the level of detail value that is specified in the Level of Detail processing option.

9. Exclude Subledger/Type

Use this processing option to specify whether the system excludes the subledger and subledger type when validating the budget information.

1 Exclude the subledger and subledger type.
Blank Include the subledger and subledger type.

10. Job Cost Account Sequence

Use this processing option to specify the job cost account sequence for budgeting.

1 Use the job cost account sequence.
Blank Use the standard account sequence.

Interoperability Tab

These processing options control whether the system captures transaction information prior to changes to a transaction and whether the system performs export processing.

1. Before Image

Use this processing option to specify whether the system captures a record of a transaction before the transaction was changed or whether the system captures records of a transaction before and after a transaction was changed.

1 Capture two records; one record of the transaction before it was changed and one record after it was changed.
Blank Capture a record of a transaction after the transaction was changed.

2. Transaction Type

Use this processing option to enter a transaction type for the export transaction.

If you leave this field blank, the system does not perform export processing.

Order Revision Tab

These processing options control how the system processes order revision information.

1. Revision Tracking

Use this processing option to specify whether the system allows revisions to an order.

1 Allow revisions to existing orders only.
2 Allow both revisions to an existing order as well as the addition of new lines to the order.
Blank The system does not perform order revision tracking.

2. Next Status

Use this processing option to specify the next status code at which the system begins tracking order revision audit information. The system does not record revisions to detail lines if the lines' statuses precede the status code that you enter in this processing option.

The system stores revision information in the Purchasing Ledger table (F43199). You can access this table through the Order Revision Inquiry program (P4319).

3. Text Entry

Use this processing option to specify whether the system allows you to enter text when you are entering a revision.

1 Allow users to automatically enter text when entering a revision. The system displays a text entry window when the order is accepted.
Blank Do not allow users to enter text when they are entering a revision.

Entering Change Orders

You can change commitment details after you enter them by creating a change order. This updates the commitment information and creates a record of changes to the order. For example, to increase the committed amount for an order by 100, you enter a revision order for 100.

You can set the Display and Process processing options for Order Entry to determine whether you can change original commitment information by line item or if you must enter a change order.

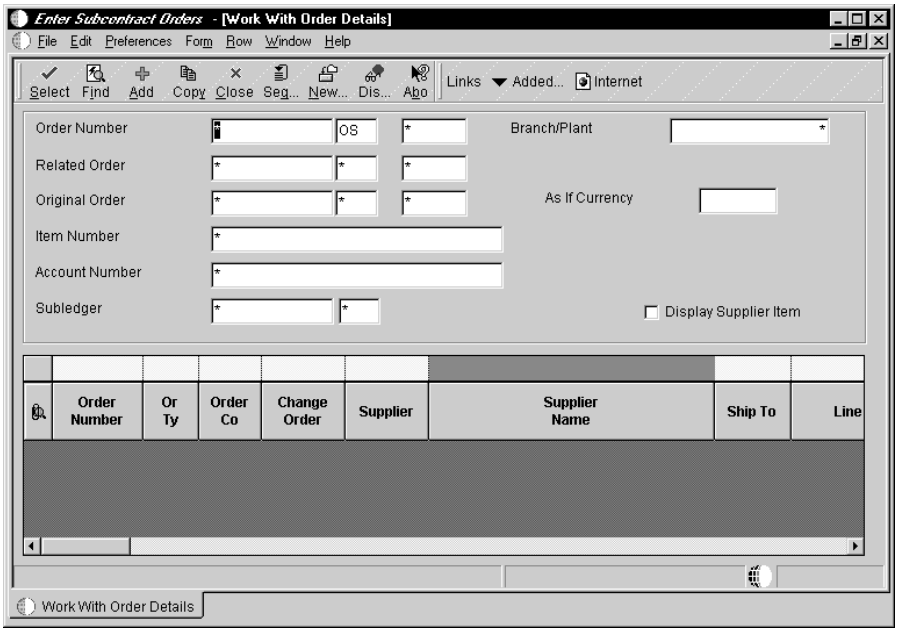
The system maintains a record after you make a change. After you enter change order information, you can enter descriptive text for each line item of the contract.

Note that if you are using the Advanced Pricing system for Procurement, change orders are not priced with adjustment schedules.

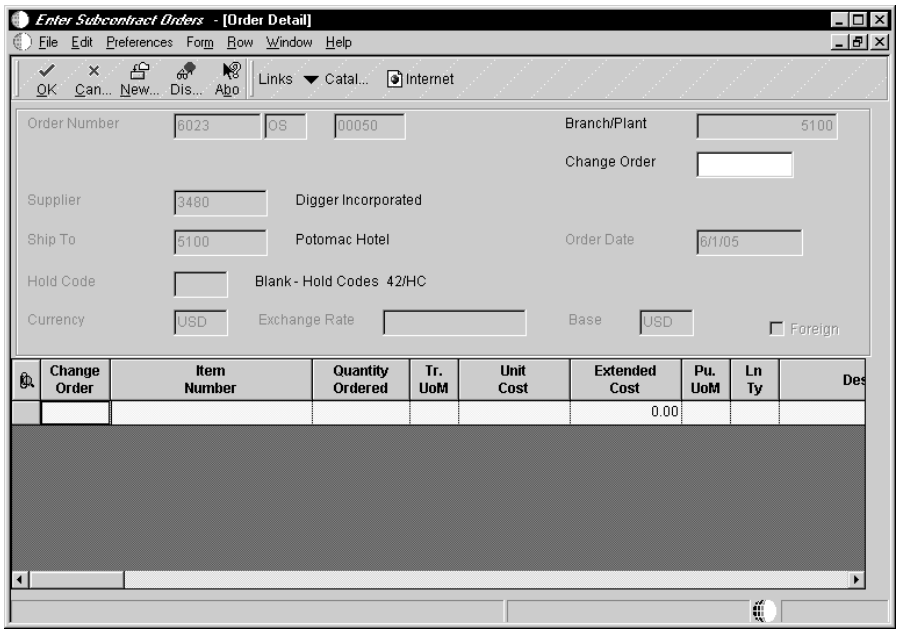
▶ To enter change orders

From the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

On Work With Order Details



1. To locate the order for which you want to add a change order, click Find.
2. Choose the row that contains the order for which you want to add a change order. From the Row menu, choose Change Orders, then Add Change Order.



3. On Order Detail, complete the following fields as required, and click OK:
    - Account Number
    - Branch/ Plant
    - Subsidiary
    - Obj Acct
    - Quantity Ordered
    - Unit Cost
    - Extended Cost
    - Ln Ty
    - Description 1
    - Description 2
    - G/L Date
    - Item Number
    - Tr UoM
    - Pu UoM
    - Last Status
    - Next Status
    - Subledger
    - Sub Type
    - G/L Offset

Copying Change Orders

You can copy change orders. You can copy a change order and then modify it to suit your needs. This will save you time when you have change orders that are similar in many orders.

▶ To copy a change order

From the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

On Work With Order Details

1. Locate the order for which you want to copy a change order.
2. Click on the order and choose Change Orders, then Copy Change Order from the Row menu.
3. On Order Detail, complete the following fields as required, and click OK:
   - Quantity Ordered
   - Unit Cost
   - Extended Cost

   Note that if you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line. This ensures that the system will assign the correct numbers to each detail line.

Field	Explanation
Quantity Ordered	A field that identifies either a transacted quantity or the units.
Unit Cost	The price charged for the unit of measure in the adjoining field. Use these fields, for example, if your primary unit of measure is EA (each), but you typically use a list price per box.
Extended Cost	A value that is equal to the number of units multiplied by the the unit price.

See Also

- *Setting Up Commitments* for more information about commitment details

Working with Special Order Entry Features

You can use several time-saving features to enter order information. For example, you can duplicate an order to create another order. You can also create orders for multiple suppliers simultaneously. Other features let you quickly locate item and supplier information and enter the information on purchase order detail lines.

Use special order entry features to complete the following tasks:

- ❑ Duplicate an order
- ❑ Enter orders for multiple suppliers
- ❑ Choose a supplier from whom to purchase an item
- ❑ Enter items using supplier catalogs
- ❑ Enter items using order templates
- ❑ Create orders from existing detail lines

Duplicating an Order

To avoid entering the same information for multiple orders, you can duplicate an order. You can also duplicate an order to create a new type of order from an existing order, for example, to create an order from a requisition. However, you cannot duplicate orders on hold.

You can also use order duplication to create an certain type of order from the original order. You set the processing options for Order Entry to specify the order type code for the duplicate orders. For example, you enter the order type code for purchase orders (usually OP) if you want the system to create a purchase order every time you duplicate a requisition. You must also specify the status codes for detail lines on the duplicate order, and you must indicate whether the system duplicates notes that are attached to the original order.

▶ To duplicate an order

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

On Work With Order Headers

1. Choose the order you want to duplicate.
2. Click Copy.
3. On Order Detail, change the order dates and other information, as necessary.

   Note that if you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line. This ensures that the system will assign the correct numbers to each detail line.

4. Click OK.

Entering Orders for Multiple Suppliers

You can enter orders for multiple suppliers simultaneously, instead of having to enter a separate order for each supplier. You specify the items you want to purchase and the supplier from whom you want to purchase each item on the Purchase Order Workbench form.

If the supplier has an Internet home page set up with items that they offer, you can preview supplier and item information in the electronic catalog before entering the order.

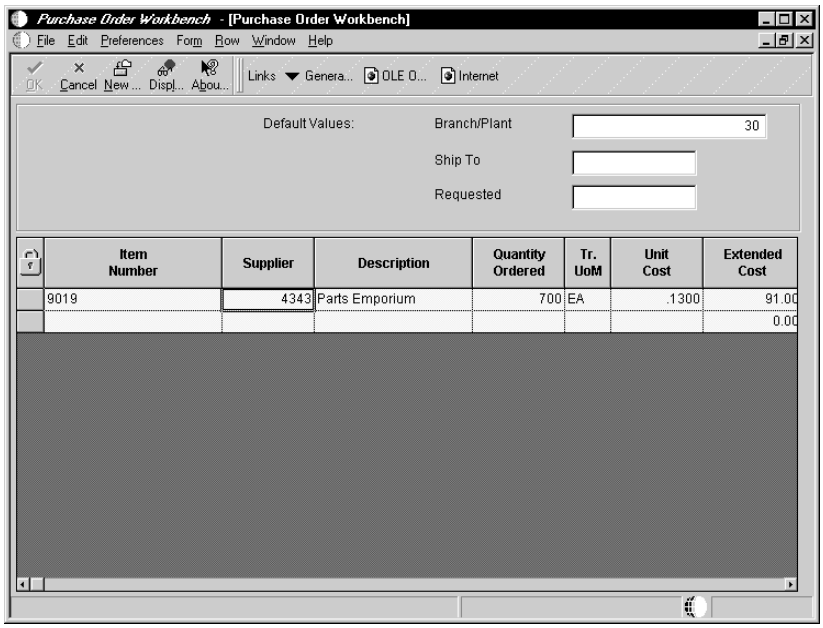
You cannot order from a supplier who has a non–certified status. If the supplier has a partially–certified status, the system displays a warning message before generating the order. If you need to change a supplier's certification status, you can do so on the Supplier/Item Relationships form.

After you enter the items, you must direct the system to create purchase orders. The system combines items for each supplier on a separate purchase order, and the information for each detail line defaults from master information for the item or procurement instructions for the supplier. You can review the orders that the system generates using the Purchase Order Entry form.

▶ To enter orders for multiple suppliers

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

On Purchase Order Workbench



1. Complete the following fields for all items, if applicable:
   - Branch/Plant
   - Ship To
   - Requested
2. Complete the following fields for each item that you want to order:
   - Item Number
   - Supplier
   - Quantity Ordered

   To review or modify information prior to generating the orders, see *Creating Orders from Existing Detail Lines*.

3. Click OK for the system to automatically generate a separate purchase order for each supplier from whom you are ordering items.

   If you do not want the system to automatically generate separate purchase orders, you must first cancel the orders before exiting Purchase Order Workbench.

See Also

- *Creating Supplier and Item Relationships* for more information on how to change a supplier's certification status

Choosing a Supplier from whom to Purchase an Item

When you order an item, you must specify the supplier from whom you want to purchase the item. You can review all suppliers that provide a particular item and the price that each supplier charges for the item on the Supplier Price Comparison form. The system displays only those items for which:

- Costs are maintained at the branch/plant level
- Purchase prices are maintained at the supplier level

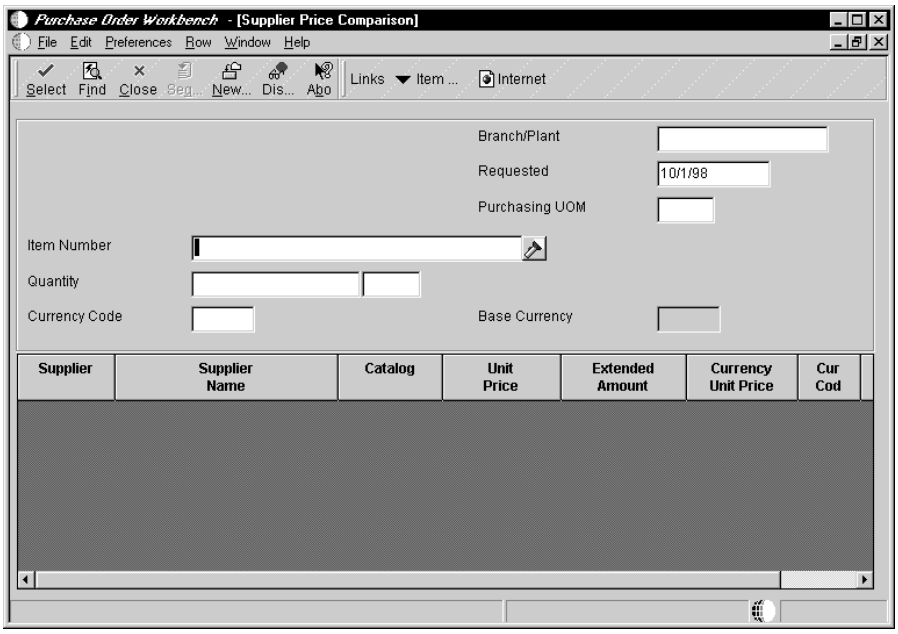
After you identify the supplier from whom you want to order the item, you can specify the quantity you want to order and return the information to the purchase order workbench.

▶ To choose a supplier from whom to purchase an item

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

On Purchase Order Workbench

1. Choose Price Comparison from the Form menu.



2. On Supplier Price Comparison, to locate all suppliers who provide a particular item, complete the following field and click Find:
   - Item Number

3. To specify the quantity of the item you want to order, complete the following field:
   - Quantity
4. To specify additional information for the order, complete the following fields:
   - Branch/Plant
   - Date – Requested
   - Purchasing UOM
5. To specify the supplier from whom to order the item, click on the appropriate row then click Select.
6. On Purchase Order Workbench, review the new order detail line.

   When you click OK, the system automatically generates a separate purchase order for each supplier from whom you are ordering items. To review or modify information prior to generating the orders, see *Creating Orders from Existing Detail Lines*.

See Also

- *Assigning a Cost Level to an Item* in the *Inventory Management Guide* for more information about item cost levels

Entering Items Using Supplier Catalogs

Your suppliers might organize their products into different catalogs due to seasonal changes in products, different product lines, and so forth. If you maintain items in catalogs on the system, you can use the catalogs to locate and choose items to order.

After you locate a catalog, you can choose the items that you want to order. The system enters each item that you choose on an order detail line, along with the unit price for the item, as specified in the catalog.

Note that an item can have different prices, each based on the amount that you purchase. You can review all item prices for the items in a catalog on the Catalog Item Selection form. An item that has multiple prices appears several times, and each listing represents a different purchase quantity and the price that applies to that quantity.

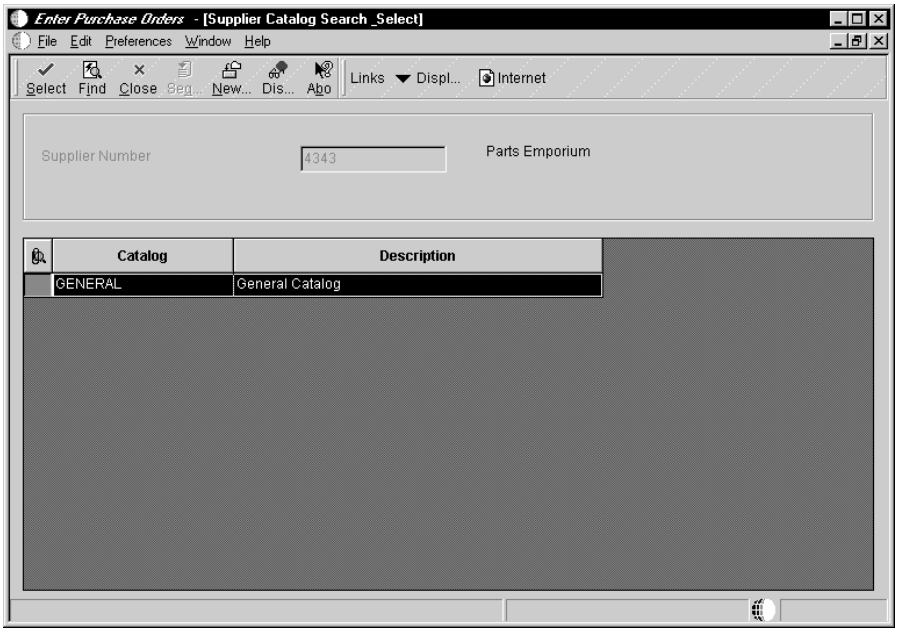
▶ To enter items using supplier catalogs

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

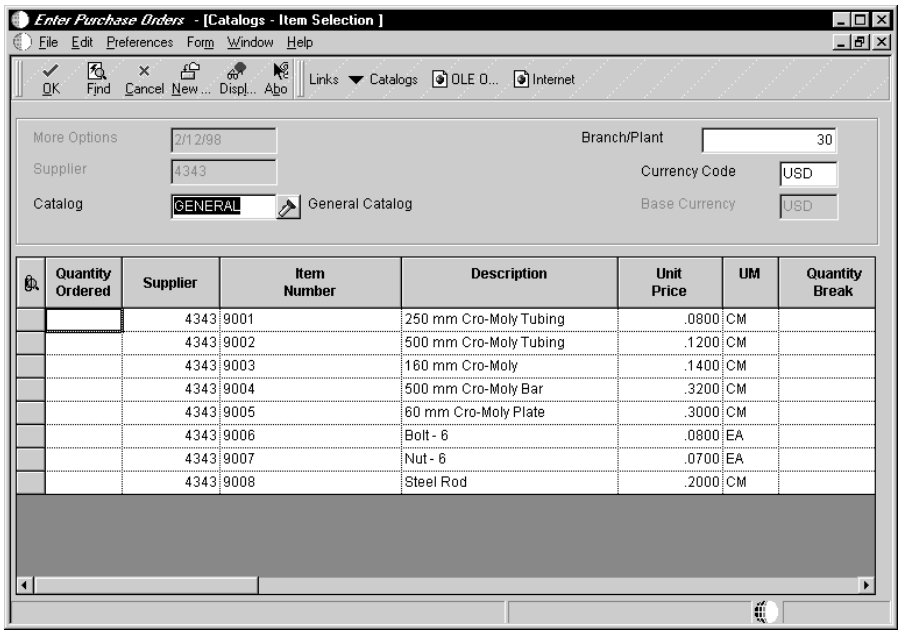
You can also access supplier catalogs from the Form menu on Purchase Order Workbench.

On Work With Order Headers

1. Click Add.
2. On Order Detail, complete the following fields:
   - Supplier
   - Branch/Plant
3. From the Form menu, choose Catalogs.



4. On Supplier Catalog Search & Select, choose the catalog that contains the items you want to review and click Select.



5. On Catalogs – Item Selection, complete the following field for each item that you want to order:
   - Ordered
6. Click OK.

   Each item that you chose appears on a separate detail line on the purchase order.

Field	Explanation
Catalog	A group of items that a certain supplier provides and the price for each item.

See Also

- *Entering Supplier Prices* for information about setting up supplier catalogs

Entering Items Using Order Templates

You can use order templates to locate lists of items that you frequently order and to choose items that you want to order.

Each order template contains a specific group of items. When you enter a purchase order, you can choose to review a certain template. From the template, you choose the items you want to order, and the system returns the items to the purchase order.

The order templates can be specific to a supplier or they can be generic, in which case you do not usually purchase the items on the template from any specific supplier. If you access order templates before entering a supplier on the purchase order, you can review a list of generic templates.

▶ To enter items using order templates

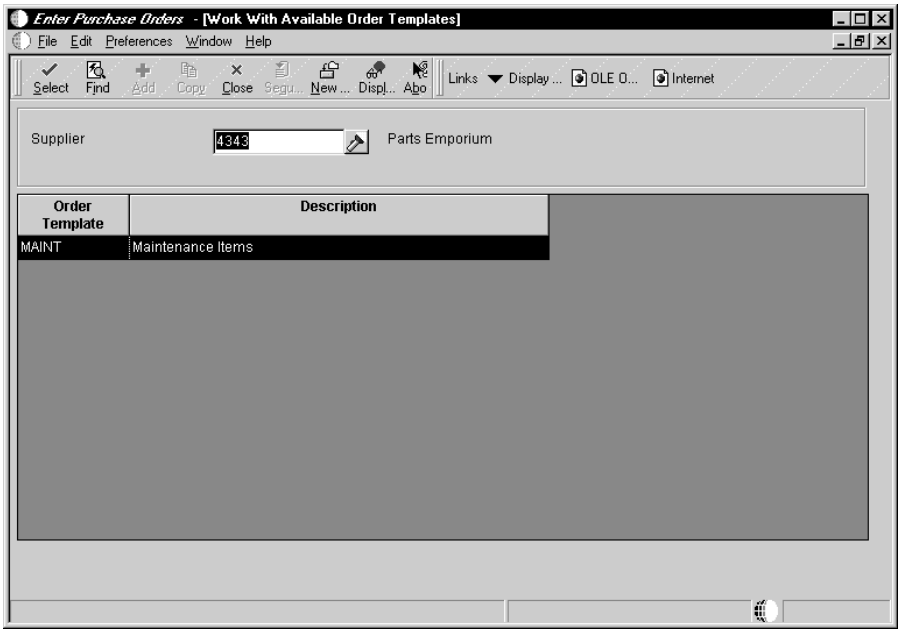
From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

You can also access order templates from the Form menu on Purchase Order Workbench.

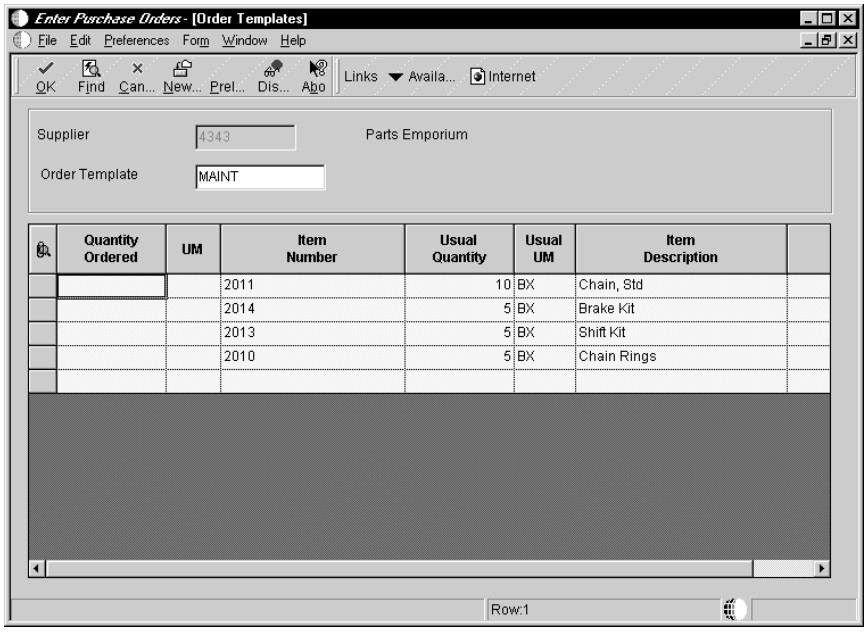
On Work With Order Headers

1. Click Add.
2. On Order Detail, complete the following field:
   - Supplier
3. From the Form menu, choose Templates.

   All templates created for the supplier appear.



4. On Work With Available Order Templates, choose the template you want to review and click Select.



5. On Order Templates, complete the following field for each item that you want to order:

   - Quantity Ordered

   You can order all items on the template in their usual quantities by choosing Preload with Usual from the Form menu.

6. Click OK.

   Each item in the appropriate quantity appears on a separate detail line on Order Detail.

See Also

- *Setting Up Templates for Purchase Orders*

Creating Orders from Existing Detail Lines

You can avoid manually entering purchase orders by having the system create new purchase orders based on existing detail line information. If the detail lines you are working with are applicable to several different suppliers, the system creates a separate purchase order for each supplier.

If there are multiple detail lines for a supplier, it is because each line pertains to a different branch/plant. The system uses the Next Numbers program to assign a single

purchase order number to each supplier. You can also manually assign the order numbers.

You can use processing options to specify default values for the orders that the system creates. These values include the order type and the beginning status code. You can also indicate special processing for the new orders, such as approval routes and budget checking.

Creating purchase orders from existing detail lines is the final procedure for several different Procurement programs, including:

- Purchasing Workbench
- Generate Purchase Orders from Requisitions
- Generate Purchase Orders from Blanket Orders
- Generate Quotes from Requisitions
- Purchase Order Generator

▶ To create orders from existing detail lines

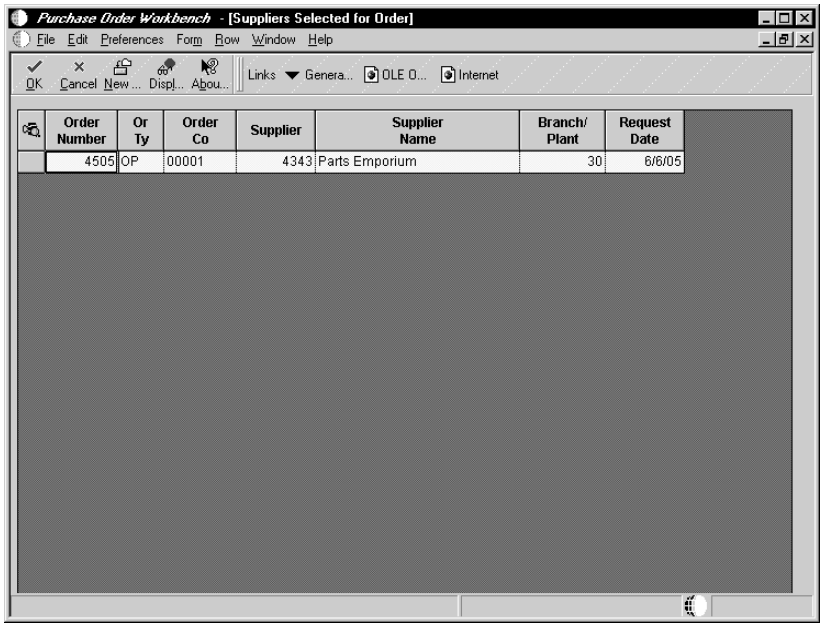
From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

Alternately, from the Stock Based Purchasing menu (G43A), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose the appropriate release program or Purchase Order Generator.

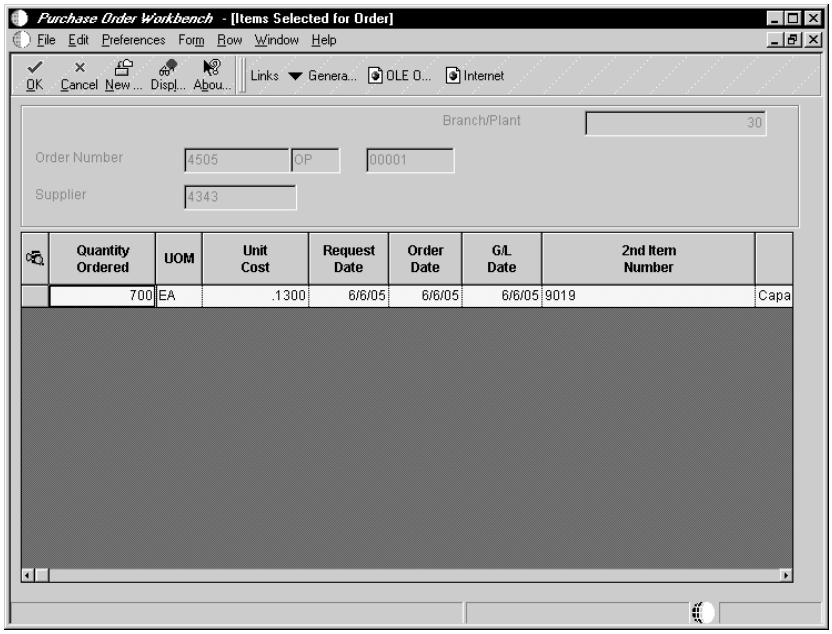
On Purchase Order Workbench

1. Choose Review Orders from the Form menu after you have entered a detail line for each item that you want to purchase.

   (If you are using an order release program or Purchase Order Generator, choose Review Orders from the Form menu after you have specified the quantities or amounts to release or the items to order.)



2. On Suppliers Selected for Order, verify that the system has combined all releases into a separate line for each supplier and branch/plant.
3. To review information about the items to be included on a certain order, choose the order and choose Details from the Row menu.



4. On Items Selected For Order, review and make changes to information about the individual items or accounts to be included on the order.

   Note that you can cancel an order detail line, an item, or an account by deleting it. The system automatically updates original order detail lines with any

cancellations or changes that you make to quantity, cost, unit of measure, or request date.

5. Return to Suppliers Selected for Order.
6. Return to Purchase Order Workbench.
7. Choose Generate Orders from the Form menu.

   The system creates a purchase order for each line on Suppliers Selected for Order. The Generated Purchase Orders form appears so that you can review the new purchase order numbers.

See Also

- *Choosing Requisition Detail Lines for Orders* for more information about release quantities
- *Entering Orders for Multiple Suppliers* for information about the Purchasing Workbench program
- *Working with Requisitions* for information about the Generate Purchase Orders from Requisitions program
- *Working with Blanket Orders* for information about the Generate Purchase Orders from Blanket Orders program
- *Working with Quote Orders* for information about the Generate Quotes from Requisitions program
- *Generating Purchase Orders* for information about the Purchase Order Generator

Working with Commitments and Encumbrances

A commitment or encumbrance is the recognition of a future obligation. Each time you enter an order detail line, you can have the system track the amount that you are obligated to pay and apply it to a job or project.

For example, you might be working on a pavement-resurfacing project. Each time you enter an order for goods or services to complete the project, you can have the system create a commitment or encumbrance for the order amount.

You can monitor individual commitment or encumbrance amounts for a job or project to verify the types of purchases being made. You can also review the total commitment or encumbrance amount for a job or project to verify that the amount does not exceed the budget.

After you receive goods, services, or create vouchers, you can have the system relieve commitments and encumbrances. The system does this by reducing the total commitment amount for a job or project by the individual commitment amount. If you use a formal receiving process, the system performs commitment relief when you post journal entries for receipts or vouchers to the general ledger. If you use an informal receiving process, the system relieves open commitments when you post vouchers to the general ledger.

The system performs commitment and encumbrance tracking only on order types you specify in user defined code table 40/CT. If an order is on hold, the system does not create commitments or encumbrances for the order until you release the hold.

The system only tracks commitments and encumbrances for detail lines that you charge directly to a general ledger account number. These are detail lines to which you assign a line type with an Inventory interface of A or B.+

Each time you enter a purchase order detail line for which commitment tracking is applicable, the system records the amount in the purchase amount (PA) ledger, which contains committed purchase amounts in domestic currency, and the purchase units (PU) ledger, which contains committed purchase units.

Complete the following task:

- ❑ Review commitment information for orders

See Also

- *Commitment Setup*

Reviewing Commitment Information for Orders

You can review individual commitment transactions for:

- A branch/plant
- An account number
- A supplier
- An order number and type

You can also review the total amount of all commitments, relieved commitments, and open commitments for each of the above.

Each commitment transaction represents one of the following situations:

- The entry of an original commitment
- A change to a commitment
- A canceled commitment
- A relieved commitment, due to a receipt or payment

You can review details for each transaction, such as the account number, order number, line number, and supplier, as well as who generated the transaction and when.

The system retrieves commitment transaction information from the Purchasing Ledger table (F43199).

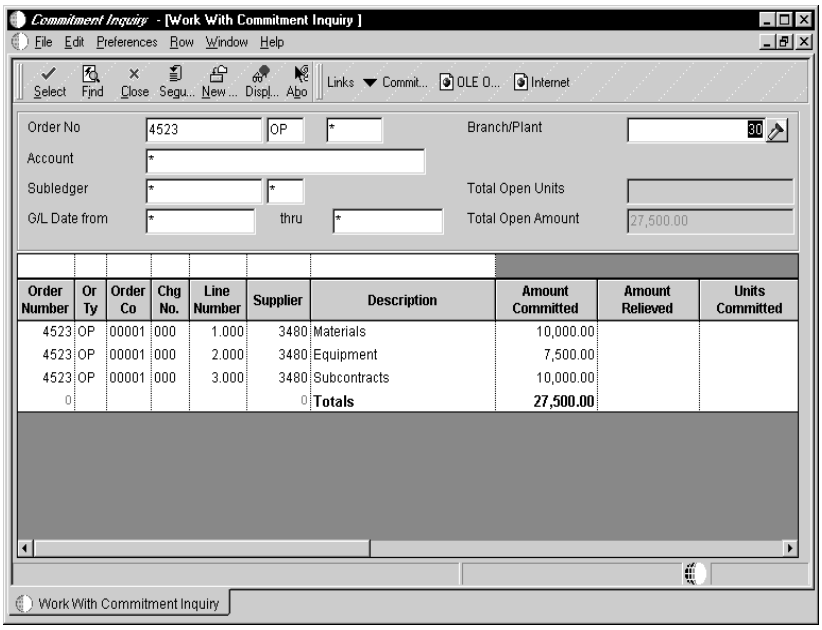
▶ To review commitment information for orders

From the Non-Stock Purchasing menu (G43B), choose Purchasing Inquiries. From the Purchasing Inquiries menu (G43B112), choose Commitment Inquiry.

Alternately, from the Services/Expenditures Based Purchasing menu (G43C), choose Purchasing Inquiries. From the Purchasing Inquiries menu (G43C112), choose Encumbrances Inquiry.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Inquiries. From the Subcontract Inquiries menu (G43D112), choose Commitment Inquiry.

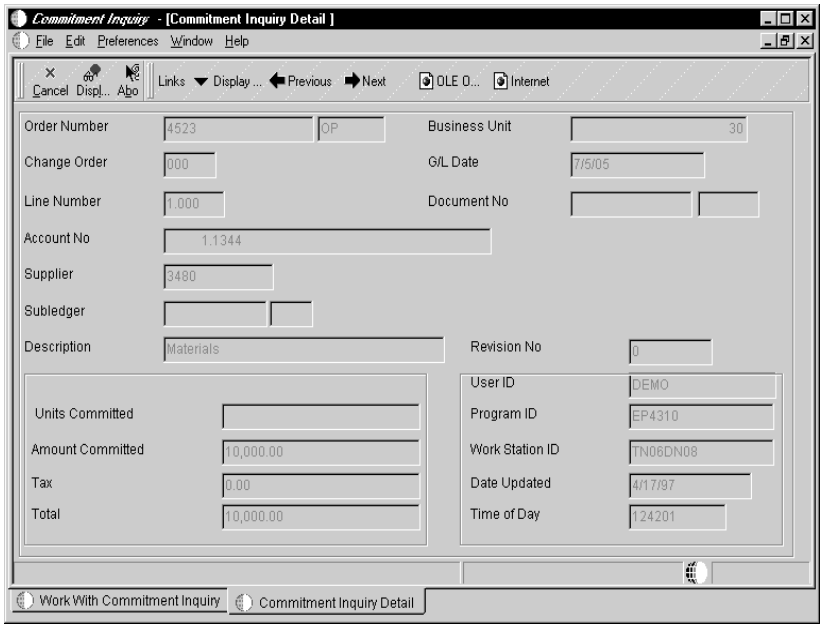
On Work With Commitment Inquiry



1. Complete the following fields to narrow the search, and click Find:
   - Order No
   - Account
   - Subledger
   - Branch/Plant
   - G/L Date from
   - thru (G/L Date thru)
2. Review the following fields:
   - Order Number
   - Chg No.
   - Account Number
   - Supplier
   - Description
   - Rev No.
   - Amount Committed
   - Amount Relieved
   - Units Committed
   - Units Relieved
   - Total Open Amount

- Total Open Units

3. To review details for a certain transaction, choose the transaction and click Select.



4. On Commitment Inquiry Detail, review details for the commitment transaction.

Field	Explanation
Chg No.	In the A/R and A/P systems, a code that corresponds to the pay item. In the Sales Order and Procurement systems, this code identifies multiple transactions for an original order. For purchase orders, the code is always 000. For sales orders with multiple partial receipts against an order, the first receiver used to record receipt has a suffix of 000, the next has a suffix of 001, the next 002, and so on.
Amount Committed	The amount committed to an order line or contract line, including the tax amount.
Amount Relieved	The amount relieved from the amount committed to an order line or contract line, including the tax amount.
Units Committed	The units committed to the order line or contract line.
Units Relieved	The number of units that have been relieved from the number of units committed to an order line or contract line.
Total Open Units	The original quantity for the order detail line, plus or minus any changes to that quantity, minus all quantities shipped, received, and vouchered to date.

Field	Explanation
Total Open Amount	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.

Processing Options for Commitment Inquiry

```
Default

      Order Type                                          _____________

Display

      Enter '1' for Change Orders else                    _____________
      Commitments

Versions

      Order Entry   (P4310)                               _____________
```

Working with Budgets

If you set up budgets for jobs, projects, departments, and so forth, you might want to verify that the purchase amounts you incur do not exceed the budget. You can compare budget amounts to the actual amounts you have spent and to the amounts that you are committed to spend in the future.

To work with budgets, you must enter purchase order detail lines by account numbers.

Complete the following tasks:

- ❑ Understand budget checking
- ❑ Review the budget

Understanding Budget Checking

You use budget checking to identify the detail line amounts that exceed the budget for a specific job, project, department, and so forth.

Each time you enter or change a purchase order, the system checks the account number for each detail line and compares it to the available budget for the account. If the detail line amount exceeds the available budget amount, the system places the entire order on hold. You can set a budgeting processing option in the Purchase Order Entry program (P4310) to provide a warning message that a detail line amount exceeds the available budget amount, but the system will still place the order on hold. The system allows no further processing of the order until you remove the budget hold. You must set up budget hold codes for each business unit.

The system calculates available budget amounts by subtracting actual amounts (AA ledger) and committed amounts (PA Ledger) from the budget amount that you specify for an account number. The system uses the following budget calculation:

Available Budget = Original Budget +/– Changes – Actual Account Amounts – Commitments/Encumbrances for the Account

The system uses the following budget calculation for ledgers:

Available Budget = BA or JA Ledger Amounts – AA Ledger Amounts – PA Ledger Amounts

You use the processing options on the Budgeting tab from Order Entry to activate budget checking and to specify information such as:

- The budget ledger from which the system retrieves budget amounts
- The hold code the system assigns to detail lines that exceed budget
- The percentage by which a detail line can exceed budget before being put on hold
- The method by which the system determines budget amounts

Do not use the JA ledger type for budgeting. The system reserves this ledger type for Job Cost.

Search Scenarios for Level of Detail

When you create an account, you assign each account number a level of detail. The range for the level of detail is one through nine, with one being the highest and nine being the lowest.

You enter the level of detail in the processing option for the system to search for the available budget. This processing option also controls how the system accumulates the actual and committed and encumbered amounts for the account.

Budget Amount Accumulation

Two search scenarios exist.

1. If the account number that you enter on the order is the same as the budget account number, and the level of detail of this account is equal to the level of detail you enter in the processing option, the system does not roll up the budget. The system calculates the available budget on the account.

   If the detail line exceeds the available budget then the system applies a budget hold to the line.

2. If the account number that you enter on the order does not have the same level of detail that you enter in the processing option, and the level of detail of the account is lower than the level of detail that you enter in the processing option, the system retrieves the budget from the account whose level of detail matches the level of detail that you enter in the processing option.

Actual and Committed Amount Accumulation

If you set the budget accumulation processing option to accumulate, then the system accumulates budgets starting from the level that you enter in the level of detail processing option and continues to the lowest level of detail.

To accumulate the actual and committed and encumbered amounts for the account, the system first searches higher levels of detail in the chart of accounts.

The system locates the first account number that has a level of detail that is equal to the level of detail that you enter in the processing option. This account number must be above the level of detail of the account number on the order.

The system then searches lower levels of detail in the chart of accounts to locate the first account number which has a level of detail equal to the level of detail you specify in the processing option. This account number must be below the level of detail of the account number on the order.

The system then totals the actual and committed/encumbered account balances for the account range it identifies and subtracts the total from the budget ledger to determine the available budget. The system compares the available budget amount with the amount you enter on the order.

If the detail line exceeds the available budget, the system applies a budget hold to the line.

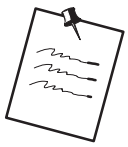
Budget Totalling

Use this processing option to specify how the system calculates the budget total.

The system uses the following fields in the Account Balances table (F0902) for budgeting:

- BORG - the original or beginning budget
- AN01 through AN12 - the net posting fields which contain changes in the current year
- AYPC - the balance forward field, this field contains the sum of the prior year's changes which the system rolls into the current year.

Use 1 in this processing option for job cost accounting. The system adds the amounts in the above fields. The total of these fields is the budget amount the system uses for budget checking.



The original budget cannot be spread when you enter a 1 in the processing option.

Use 2 in this processing option for Public Sector and Not-For-Profit entities. Use this when the system spreads an original budget to the net posting fields. The system calculates the total budget from the net posting fields to use in budget checking.

Use 3 in this processing option for Profit entities. You enter changes to the budget in the net posting fields. The system adds the net posting fields and the original budget to determine the budget amount to use in budget checking. Use this method when an original budget is not spread to the net posting fields.

Calculating Available Budget to Date for the Fiscal Year

Use this processing option to specify how the system calculates the available budget.

When you enter a 1 in this processing option the system reviews the fiscal date pattern for the company and determines the current general ledger period. The system then adds the sum of the period budget amounts from period one through the current period. The system uses this amount as the original budget for budget checking.

Enter 1 in this processing option only when you enter 2 in the budget totaling processing option.

See Also

- *Releasing Order Holds* for more information about removing budget holds
- *Working with Annual Budgets* in the *General Accounting Guide* for more information about setting up budgets
- *Working with Orders on Hold* for more information about budget hold codes for business units

Reviewing the Budget

You might want to compare the amounts you have budgeted for goods and services to the amounts you have actually spent, and the amounts you are committed to spend in the future. For each of your accounts, you can review:

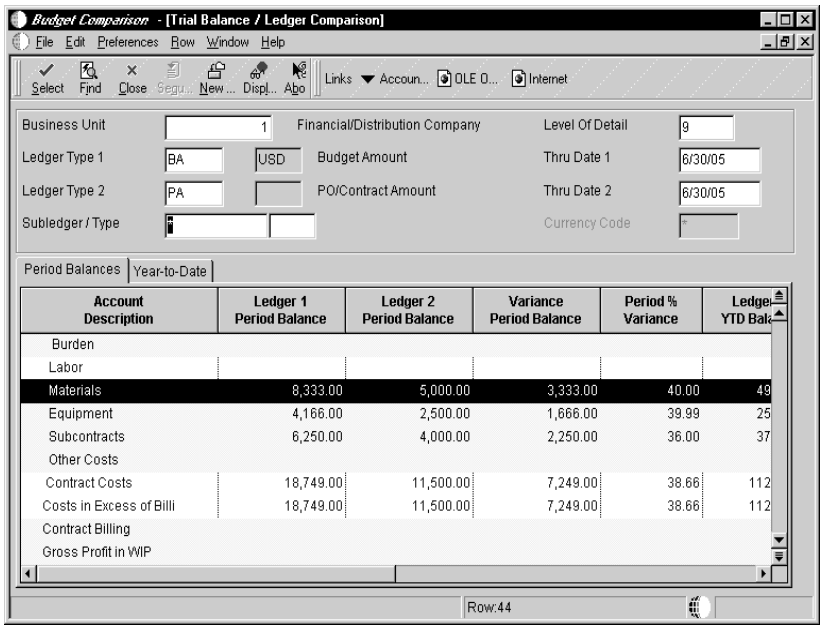
- The budget amount
- The actual amount you have spent
- The total amount of commitments through a certain date
- The variance that exists between the budget amount and the amount you have spent or are committed to spend in the future
- The transactions that have affected a certain account and the journal entries that relate to a particular transaction

▶ To review the budget

From the Non-Stock Purchasing menu (G43B), choose Purchasing Inquiries. From the Purchasing Inquiries menu (G43B112), choose Budget Comparison.

Alternately, from the Services/Expenditures Based Purchasing menu (G43C), choose Purchasing Inquiries. From the Purchasing Inquiries menu (G43C112), choose Budget Comparison.

On Trial Balance/Ledger Comparison



1. Complete the following field:
   - Business Unit
2. Complete the following fields to indicate the ledgers from which the system retrieves commitment and budget amounts:
   - Ledger Type 1
   - Ledger Type 2
3. Complete the following fields to indicate the period for which the ledger amounts reflect:
   - Thru Date 1
   - Thru Date 2
4. Complete the following field:
   - Level Of Detail
5. Click Find.
6. Review the following fields for each account:
   - Ledger Type 1
   - Ledger Type 2
   - Variance Period Balance
   - Period % Variance
   - Business Unit
   - Account ID

- Posting Edit Code

Field	Explanation
Ledger Type 1	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Ledger Type 2	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Thru Date 1	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Thru Date 2	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Level Of Detail	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example: 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash – Dallas, Petty Cash – Houston, and so on 8 More Detail 9 More Detail Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.
Variance Period Balance	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.

Field	Explanation
Period % Variance	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.

Processing Options for Trial Balance / Ledger Comparison

```
Ledger Type

1.  Enter the default Ledger Types.  If
    Ledger Type 1 is left blank, “BA”
    will be defaulted.  If Ledger Type 2
    is left blank, “AA” will be
    defaulted.

      Ledger Type 1                          _____________
      Ledger Type 2                          _____________

2.  When exiting to another application,
    select the Ledger Type that the
    called application should use.
    Enter a “1” for Ledger Type 1, or a
    “2” for Ledger Type 2.  If left
    blank, “1” will be defaulted.

      Exit With Ledger Type                  _____________

Balances

1.  Enter a “Y” to suppress posting
    accounts with zero balances from
    being displayed.  If left blank, “N”
    will be defaulted.

      Suppress Zero Balances                 _____________

2.  Enter the Calculation Method to be
    used when calculating variances.
    “A” – Addition, “S” – Subtraction,
    “M” – Multiplication, “D” -
    Division.  If left blank, “S” will
    be defaulted.

      Calculation Method                     _____________

Additional LT

1.  Enter Additional Ledger Types to be
    used in calculating account balances
    for Ledger Types 1 and 2.  If left
    blank, no Additional Ledger Types
    will be used.

      Additional Ledger Type 1               _____________
      Additional Ledger Type 2               _____________

Subledger
```

1. Enter the Subledger and Subledger Type to be used for calculating account balances. If left blank, a blank Subledger and blank Subledger type will be defaulted.

   Subledger _____
   Subledger Type _____

Account LOD

1. Enter the Account Level Of Detail to be used (3-9). If left blank, “9” will be defaulted.

   Account Level Of Detail _____

Currency Code

1. Enter the Currency Code to be used for calculating account balances. If left blank, all currencies will be defaulted.

   Note: Use this processing option only if Multi-Currency is being used.

   Currency Code _____

Date Effective

1. Enter a “Y” to allow the user to calculate Date Effective Balances, enter a “N” to use Period End Dates. If left blank, “N” will be defaulted.

   Date Effective Balances _____

2. Enter a “Y” to show Thru Periods as a default display, enter a “N” to show Thru Dates. If left blank, “N” will be defaulted.

   Default Thru Period Display _____

Working with Orders on Hold

You can place an order on hold to prevent it from being processed. You might place an order on hold for reasons such as the following:

- You have yet to settle prices and terms with the supplier.
- You are not sure if you want to use the supplier.
- The supplier's minimum order amount is not being met.
- The order exceeds the budget.

You cannot print or receive orders on hold. You must release the hold to continue processing the order. To release an order on hold, you must have the correct password.

Complete the following tasks:

- ❑ Enter order holds
- ❑ Release order holds

Entering Order Holds

When you place an order on hold you prevent it from being processed. You might want to put an order on hold if you have yet to reach price negotiations with the supplier or if the order exceeds budget.

There are two types of order holds: budget holds and regular holds. Budget holds are for orders that exceed the budget. Regular holds are for all other holds.

You can put an order on hold one of three different ways:

- Assign a hold code to the order on the order entry form.
- Assign a hold code to a supplier so that each time you enter an order for the supplier the system assigns the hold code to the order.
- Specify a budget hold code in the processing options for the Enter Orders program. If budget checking is activated, the system assigns the hold code to orders when detail lines exceed budget.

You can assign a hold code to a supplier on Purchasing Instructions.

See Also

- *Defining Supplier Purchasing Instructions* for more information about purchasing instructions

Before You Begin

❑ Set up hold codes and assign a responsible individual to each hold code. See *Setting Up Order Hold Information.*

Releasing Order Holds

To have the system process an order that has been put on hold, you must release the hold. You can review all holds on a certain order, and choose the holds that you want to release.

For budget holds, you can review the budget before releasing budget hold orders by accessing the Budget Comparison from the Release Held Orders (Budget) program. Note that you cannot use Release Held Orders (Budget) to release an order on budget hold if the order is assigned an approval route. In that case, you must use the Approval Review program to approve and release the order.

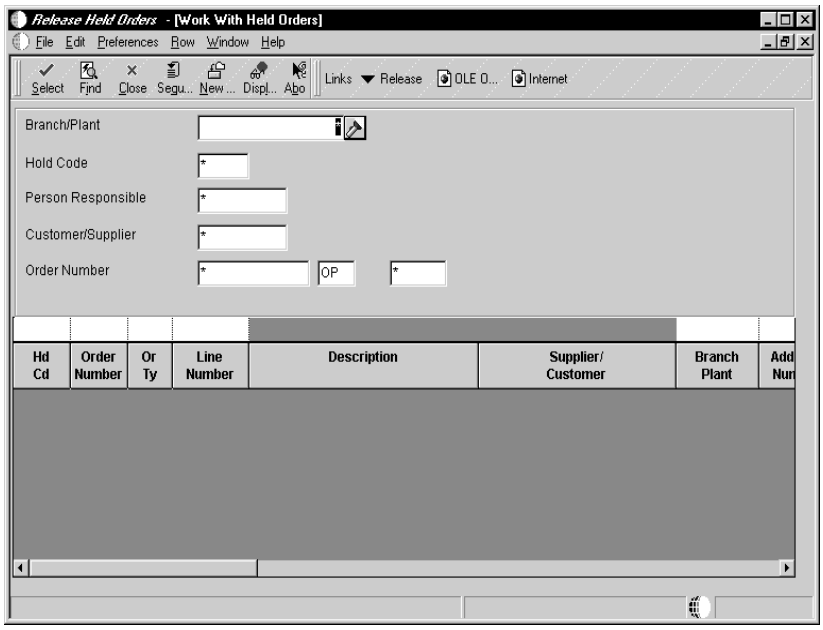
▶ To release order holds

From the Purchase Order Processing menu (G43A11), choose Order Gen/Approve/Release. From the Order Generation/Approve/Release menu (G43A13), choose Release Held Orders.

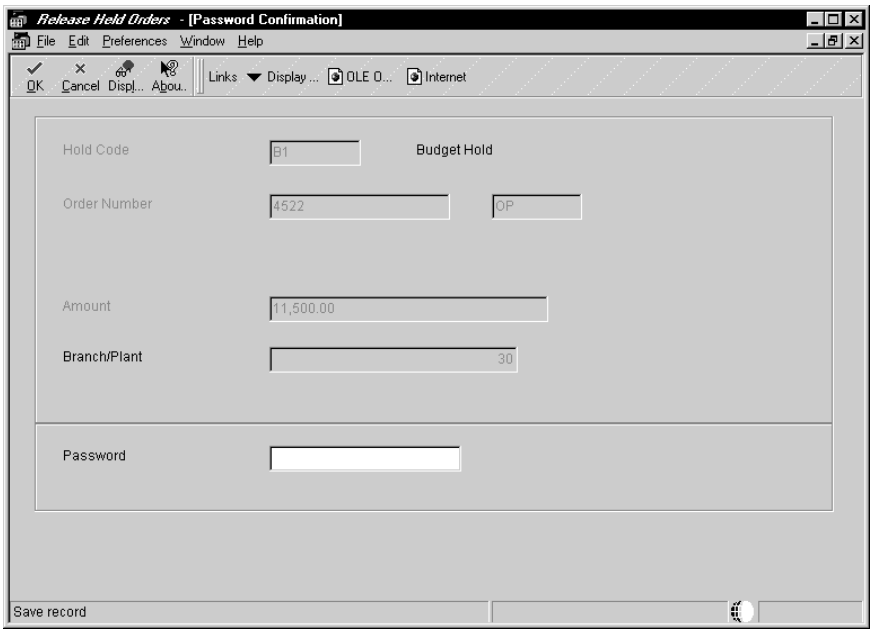
Alternately, from the Non-Stock PO Processing menu (G43B11), choose Order Gen/Approve/Release. From the Order Generation/Approve/Release menu (G43B13), choose Release Held Orders (Budget).

Alternately, from the Subcontract Processing menu (G43D11), choose Order Gen/Approve/Release. From the Order Generation/Approve/Release menu (G43D13), choose Release Held Orders.

On Work With Held Orders



1. To review orders on hold, complete the following fields and click Find:
   - Branch/Plant
   - Hold Code
   - Person Responsible
   - Customer/Supplier
   - Order Number
2. Choose the order detail line for which you want to release the hold and click Select.



3. On Password Confirmation, complete the following field and click OK:
    - Password

Field	Explanation
Hold Code	A user defined code (42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).
Person Responsible	The address book number of the person who is responsible for reviewing and releasing orders placed on hold.
Password	The password used to sign on the user to the OneWorld menu driver.

See Also

- *Working with Budgets* for more information about putting orders on budget hold

Processing Options for Held Order Release

Defaults

1. Order Type _____
2. Release Code _____

Display

1. Enter a '1' to display SO's, else display PO's _____
2. Enter 'Y' to display previously released orders _____

Versions

Enter the version for each program. If left blank, ZJDE0001 will be used.

1. Sales Order Entry (P4210) _____
2. Purchase Order Entry (P4310) _____
3. Print Pick Slip (R42520) _____

Process

Enter '1' for

1. Automatic printing of Pick Slip. _____
2. Release Status Code (FUTURE) _____

Warehouse

1. Enter the request processing mode _____

' ' = No pick request. '1' = Generate requests only. '2' = Generate requests and process using the subsystem.

2. If processing pick requests using the subsystem, enter the version. _____
3. Override next status for sales order lines for which requests have been generated. _____

Prepayment

1. Release Authorization Hold and Advance Prepayment Status. _____
2. Release Settlement Hold and Advance Prepayment Status. _____

Working with Log Information

Log information is supplemental to the information contained in an order, and includes such details as submittals and transmittals. A submittal is information that you need to receive from a subcontractor or supplier, for example, proof of insurance. A transmittal is information that you need to send to a subcontractor or supplier, such as permission to proceed. Logs can also include information such as meeting dates, notes, and so on, that are relevant to the order.

You can assign dates to log information so that the system issues an outstanding submittal warning when you try to make payments before you receive all of the submittals. For example, if you require a subcontractor or supplier to submit insurance information to you before you make a payment against the order, you can specify for outstanding submittal warnings. The system then warns you if you try to make a payment before you receive the information.

You can enter new log information into a contract, or you can copy log information into an order from a model log. A model log is a set of standard log information that you can copy into your contracts and then modify for each contract.

After you enter log information, you can enter descriptive text for each line item within the log. You can also delete any of the log information for a contract.

Complete the following tasks:

- ❑ Enter log information
- ❑ Run the Log Report/Update
- ❑ Copy log information from a model log

Entering Log Information

▶ To enter log information

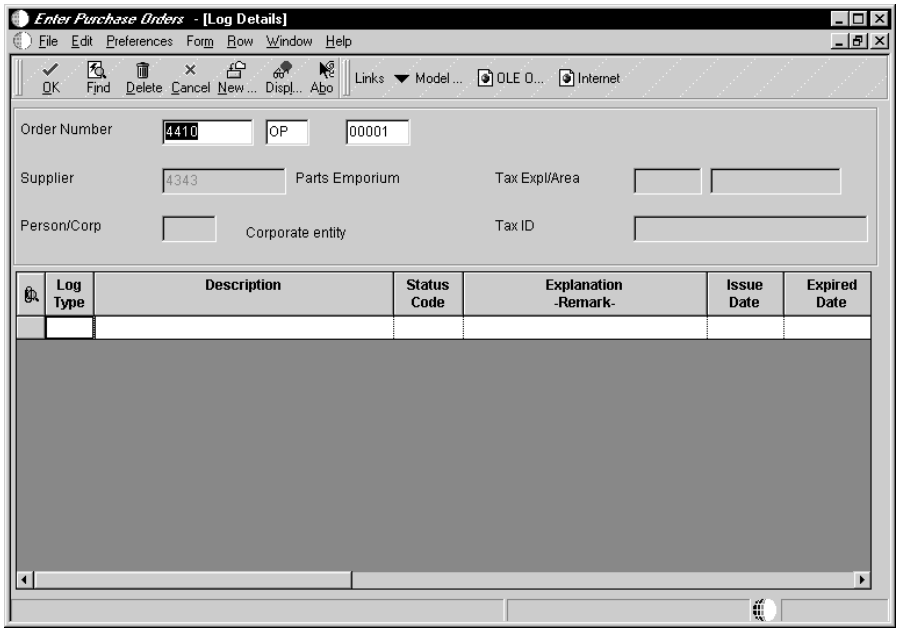
From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

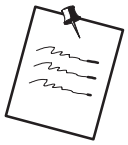
Depending on the menu selection you choose, one of the following forms displays:

On Work With Order Headers or Work With Order Details

1. Locate the order for which you want to enter log information.
2. Click on the order and choose Log Details from the Form menu.



3. On Log Details, complete the following fields and click OK:
   - Log Type
   - Description
   - Status Code
   - Explanation –Remark–
   - Issue Date
   - Date – Expired
   - Required Date
   - Pay Effect
   - Cat Cde1
   - Cat Cde2
   - Cat Cde3
   - ID Code
   - Address Number



The outstanding log warning is set up in the Pay Effect field. For an outstanding log warning to occur, the status of the log must be N, the Pay Effect field must be set to Y, and the required and/or expired dates must be earlier than the system date. The system also checks for all log types in the Outstanding Log Types (43/OL) user defined code table.

Field	Explanation
L T	A user defined code (system 00, type LG) that specifies the type of information in a log entry. The log type is used to group similar types of entries.
Description	A user defined name or remark. . . . . . *Form-specific information* . . . . . This is a description of the log entry. The default value is the description of the log type from user defined codes.
S T	A code that specifies whether the requirements for the log line have been satisfied. Valid codes are: Y Yes, the requirements have been satisfied. N No, the requirements have not been satisfied. blank The requirements have not been satisfied, the log line is not yet in effect, or no status is required.
Expired Date	The expiration date of the log entry if applicable. For example, consider a submittal requirement for an Insurance Certificate. For such an entry, the termination date for the policy would be entered in the Expired Date field. This date is used by the Submittal Status Update program to update the status field. If the Expired Date is earlier than the current date when you run the program, the system sets the status to N for the log entry.
Required Date	The date that the log entry needs to be received. For example, consider a submittal requirement for an insurance certificate. For such an entry, the date that a copy of the policy or certified proof of coverage document is to be received would be entered in the Required Date field.
Pay Effect	A code normally used in conjunction with submittal log entries. It indicates whether the submittal requirement is of such importance that regular payments to the subcontractor can be suspended if the submittal requirement is not properly satisfied. If Pay Effect is set to Y, various warning messages can appear during progress payment entry when there are outstanding log requirements. Valid codes are: Y Issue warning messages if log requirements are not met. N Do not issue warning messages.
Log Type	A user defined code (system 00, type LG) that specifies the type of information in a log entry. The log type is used to group similar types of entries.

Field	Explanation
Description	A user defined name or remark.
Status Code	A code that specifies whether the requirements for the log line have been satisfied. Valid codes are: Y Yes, the requirements have been satisfied. N No, the requirements have not been satisfied. blank The requirements have not been satisfied, the log line is not yet in effect, or no status is required.
Date – Expired	The expiration date of the log entry if applicable. For example, consider a submittal requirement for an Insurance Certificate. For such an entry, the termination date for the policy would be entered in the Expired Date field. This date is used by the Submittal Status Update program to update the status field. If the Expired Date is earlier than the current date when you run the program, the system sets the status to N for the log entry.

Running the Log Report/Update

From the Subcontract Reports menu (G43D111), choose Log Report/Update.

You can run the Log Report/Update to update the value of the Pay Effect field in the Log Details table (F4303). This report displays the following information:

- Log items and text that relate to a contract
- Submittal and transmittal status information

When you run the report, you can specify whether to update the status of expired logs to "not complete." This creates an outstanding submittal warning. You can review the information on the report to determine whether to post payments agains contracts that have expired logs.

Copying Log Information from a Model Log

You can copy log information into a contract from a model log. A model log is a set of standard log information that you can copy into your orders and then modify for each order. This will save you time when you have log information that is duplicated across many orders.

Before You Begin

❑ Create model log information. See *Creating a Model Log.*

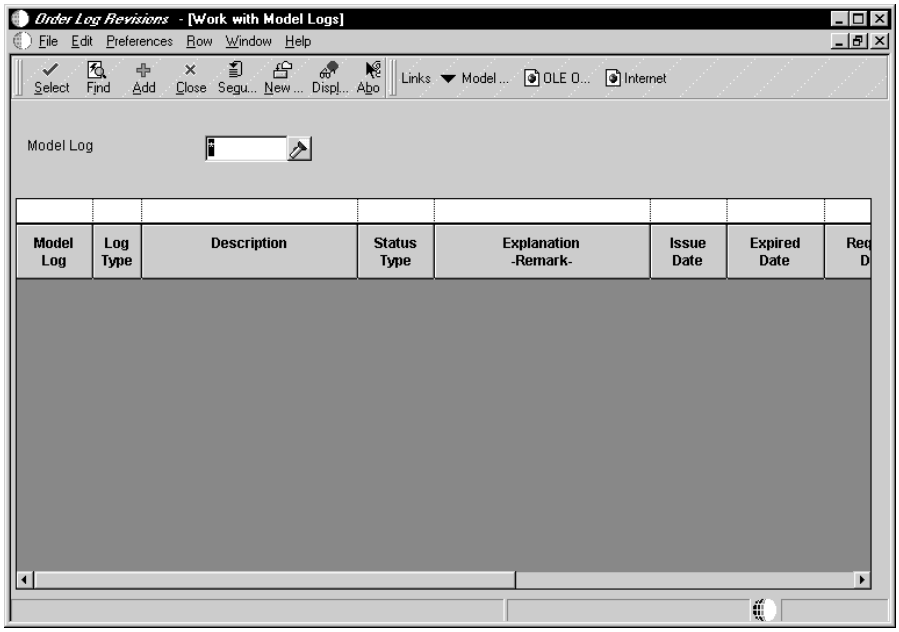
▶ To copy log information from a model log

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Order Log Revisions.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Order Log Revisions.

On Log Details

1. From the Form menu, choose Model Logs.



2. On Work With Model Logs, choose a model log and click Select.

   The system copies the log information from the model log with the same contract type and company.

Printing Orders

After you enter orders, you can print them. This allows you to review the orders and then send them to the appropriate suppliers. The system prints the orders in the language that is specified for the supplier in the Supplier Master table.

You can also print orders to a work file, which enables you to customize the report. Before you customize a report, you must retrieve the appropriate address information and attachments or notes.

You cannot print orders on hold.

You can use the following methods to print orders:

- ❑ Printing by batch
- ❑ Printing individually

Printing by Batch

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Print Purchase Orders.

You can print orders by batch so you can review the orders and then send them to the appropriate suppliers.

You specify the information that prints on orders using processing options. You can have the system print:

- Taxes
- Open item information only
- Supplier item numbers
- Foreign and domestic currencies
- Exchange rates (for foreign currency users)
- Messages

The system can automatically print adjustments on the report if you set the Price Picklist field to print prices and adjustments when you define the purchasing instructions.

See Also

- *Defining Supplier Purchasing Instructions* for more information on setting the Price Picklist field

Processing Options for Purchase Order Print

Status Codes

1. Next Status Code From range selection (optional). _____
2. Next Status Code Thru range selection (required). _____
3. Next Status Code Override (optional). _____
4. Enter a '1' to prevent updating Next Status Code. _____

Tax Informatio

1. Print Tax : 1 – by Group, 2 – by Area or 3 – by Authority. _____

Report Display

1. Print Quantity, Amount : 1 – Open or Blank – Original. _____
2. Enter a '1' to print the Exchange Rate. _____
3. Enter the Global Print Message to print on each order. _____
4. Enter a '1' to print Purchase Order Note. _____
5. Enter a '1' to suppress the report title and company name from printing. _____
6. Enter a '1' to print the Purchasing Agent on the Purchase Order. _____

Item No. Displ

1. Print Item : 1 – Our Item or 2 – Both ours and supplier. _____
2. Enter the Cross Reference Type to print Supplier Item. _____

Order Revision

1. Enter the specific order revision number to print; leave blank to print all revisions or enter '*' to print the last revision for the order being printed. _____
2. Enter a '1' to print all lines on the order for a revision. Leave blank to print only revised lines for a revision. _____

Currency

```
      1. Enter a '1' to print amounts in          _____________
      Foreign mode.

EDI

      1. Enter EDI processing selection:          _____________
      Blank = Purchase Order processing
      only. 1= EDI and Purchase Order
      processing. 2= EDI processing
      only
      2. Enter the EDI Transaction Type:          _____________
      1=Purchase Order, 2= Quote Order.
      3. EDI – Document Type                      _____________
      4. EDI – Transaction Set Number             _____________
      5. EDI – Translation Format                 _____________
      6. Trading Partner ID                       _____________
      7. Transaction Set Purpose                  _____________
      8. Enter '1' to create an EDI               _____________
      Shipping Schedule Message.
      9. Shipping Schedule Qualifier. If          _____________
      left blank, 'KB' will be used.

Versions

      1. Enter a '1' to print  from a             _____________
      second UBE.  If left blank, R43500
      will print.
      2. Enter the second UBE to call             _____________
      for printing. (R43501)
      3. Enter the Version for the                _____________
      second UBE called for printing.
      (ZJDE0001)
```

Printing Individually

You can print orders individually so you can review them before sending them to the appropriate suppliers. If you have set the processing options in Order Entry for the system to store purchase order information for Electronic Data Interchange (EDI), you can send the orders to your suppliers using the Electronic Commerce system.

You can have the system print three types of messages on an order:

- Print messages
- Attachments
- Global messages

You create print messages using the Print Messages Revisions form, where you also specify whether each message prints at the top or bottom of an order, or before or after each detail line. After you create a print message, you can assign it to an order or detail line during order entry.

You use processing options in Order Entry to specify whether attachments print. You can assign an attachment to an order or to detail lines during order entry.

You also use processing options to specify whether global messages print. Global messages always print at the top of orders.

Printing orders is usually a step in the sequence of processing orders. You set up these steps in Order Activity Rules. Once you print an order, you can have the system move the order to the next step in the process, or you can leave the order where it is so that you can print it again. You use processing options in Order Entry to specify whether the system updates status codes for orders after they print.

You might want to print orders twice, once to review the orders and again to update status codes. You can access two versions of the print program through the processing options for Order Entry:

- Print Purchase Orders
- Reprint Purchase Orders

You might want to use one version to review orders and the other to update status codes for orders.

If you print an order that is on hold, the system prints a blank page.

▶ To print individually

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Depending on the menu selection you choose, either Work with Order Headers or Work with Order Details appears.

On Work With Order Headers or Work With Order Details

1. Locate the order for which you want to print.
2. Select the order and choose Detail Revision from the Row menu.
3. On Order Detail, select the detail line and choose Print Order from the Form menu.

Working with Order Information

You can review open order information and print a variety of reports that contain information about orders. To work with order information, complete the following tasks:

- ❑ Review open orders
- ❑ Review change orders
- ❑ Review order summary information
- ❑ Review order detail information
- ❑ Review financial status information
- ❑ Print purchase order information by supplier or branch
- ❑ Print order detail information
- ❑ Print items on order from a supplier
- ❑ Print a history of order revisions

Reviewing Open Orders

Before you enter an order, you might want to determine if an item is currently on order. You can review open orders, which are orders that contain items and services you have yet to receive. You can specify the order number, supplier, item, account number, and so on, for the open detail lines you want to review.

You also can review open quantities for purchase orders, requisitions, blanket orders, and so forth by choosing the type of order for which you want to review detail lines.

You can review additional information for each open detail line that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created. You can also access address numbers, dates, and tax information.

Regardless of whether you enter an order in a domestic or foreign currency, you can review an order as if it was entered in another currency. For example, you can review amounts in French francs as if they were entered in the euro. Likewise, you can review amounts in Japanese yen as if they were entered in U.S. dollars, and so on.

To review open orders in a domestic, foreign, and as if currency, complete the following tasks:

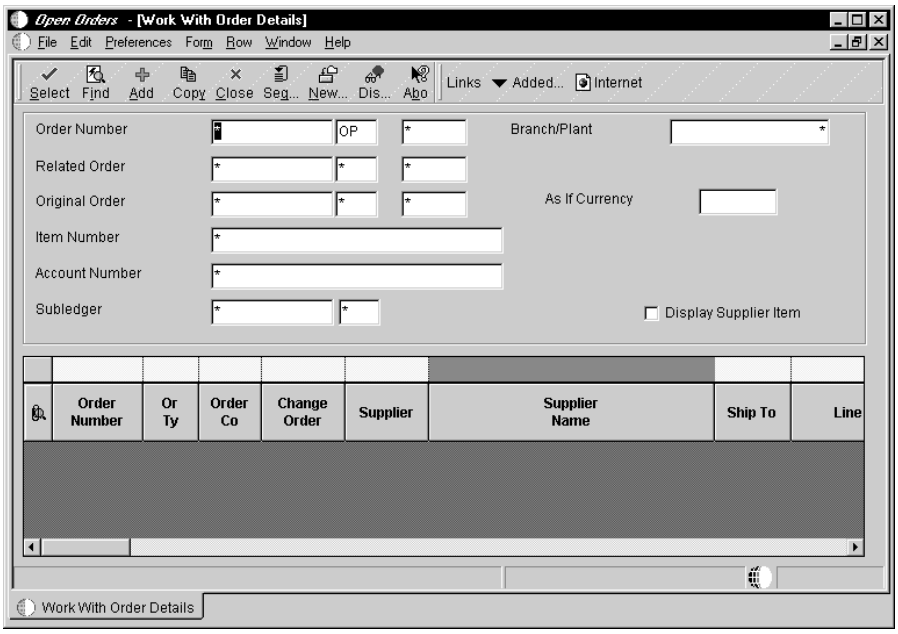
- Review open orders
- Review open orders in an as if currency

▶ To review open orders

From the Stock Based Purchasing menu (G43A), choose Purchasing Inquiries. From the Purchasing Inquiries menu (G43A112), choose Open Orders.

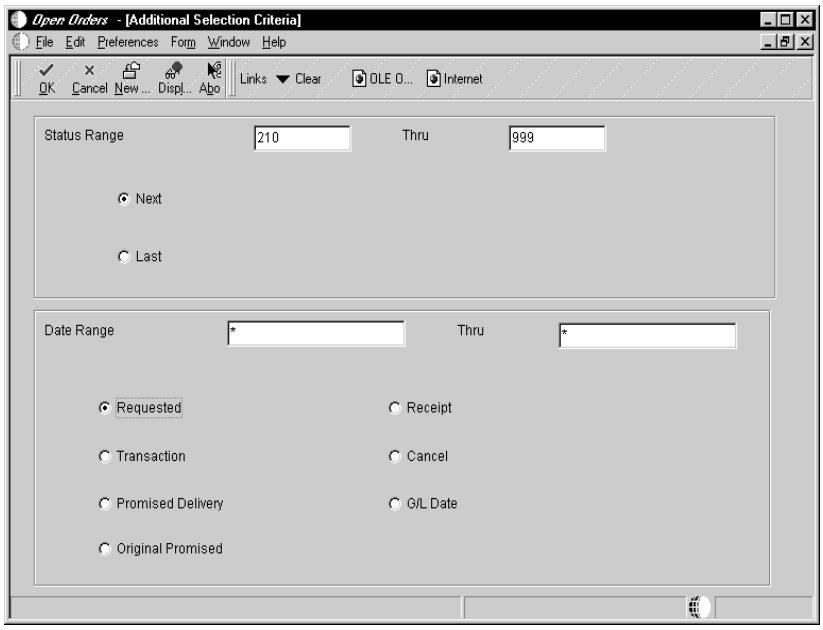
Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Inquiries. From the Subcontract Inquiries menu (G43D112), choose Open Orders.

On Work With Order Details



1. Complete the following fields as required to locate open detail lines:
   - Branch/Plant
   - Order Number
   - Related Order
   - Original Order
   - Item Number
   - Account Number

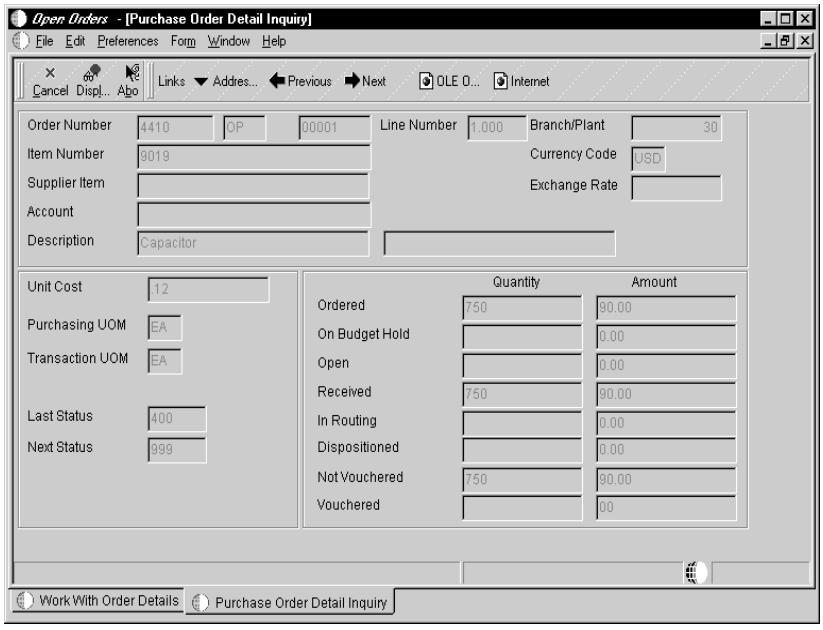
2. To narrow the search, choose Added Selections from the Form menu.



3. On Additional Selection Criteria, complete the following fields and click OK:
   - Status Range
   - Thru
   - Date Range
   - Thru
4. Click one of the following options to determine whether the status range is based on the last or next status code for each detail line:
   - Next
   - Last
5. Click one of the following options to determine which order date the date range is based on:
   - Requested
   - Transaction
   - Promised Delivery
   - Original Promised
   - Receipt
   - Cancel
   - G/L Date
6. Click OK to return to Work With Order Detail, then click Find.

The open detail lines that meet your search criteria appear.

7. To review additional information for an open detail line, choose the detail line, then choose Detail Information from the Row menu.



8. On Purchase Order Detail Inquiry, review additional fields.
9. To review address numbers, dates, or tax information for the open order, choose the appropriate option from the Form menu.

Field	Explanation
Related Order	A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only.
Original Order	Number that identifies the original document. For example, if you have a blanket order or requisition for which you created a purchase order, the blanket order or requisition order is the original document.

▶ To review open orders in an as if currency

From the Stock Based Purchasing menu (G43A), choose Purchasing Inquiries. From the Purchasing Inquiries menu (G43A112), choose Open Orders.

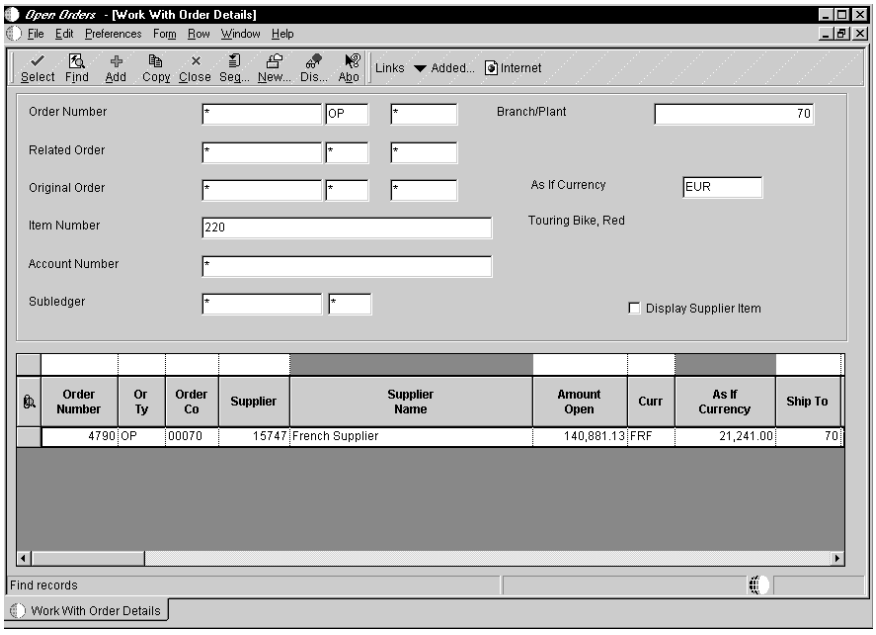
To review amounts in an as if currency, you must enter a currency code and effective date in the processing options. This activates the As If Currency field on the Work with

Order Details form and retrieves the corresponding exchange rate that is needed to calculate the as if currency amount.

The as if currency amounts that you review are not written to a table, but are instead stored temporarily.

On Work with Order Details

Follow the steps for reviewing open orders.



Reviewing Change Orders

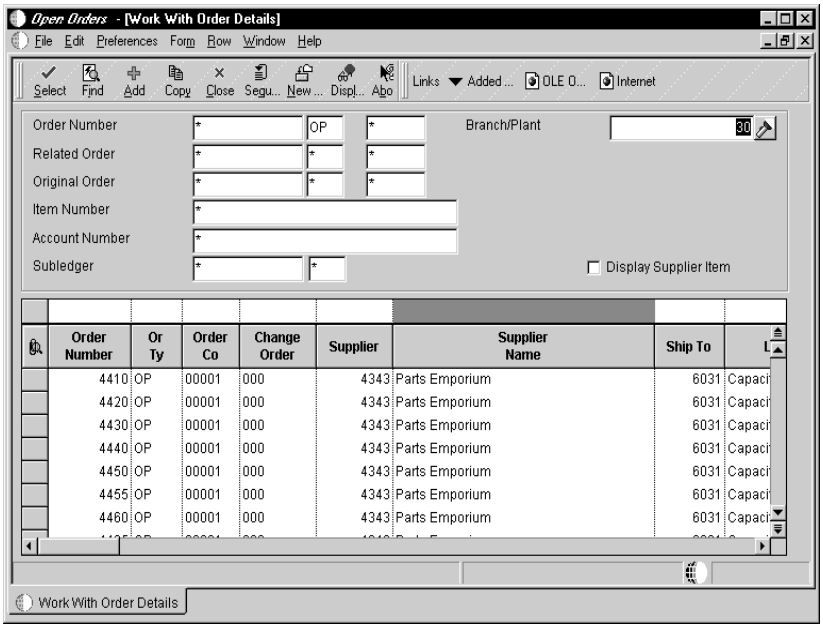
After you enter a change order, you might need to review all of the changes. You can specify criteria such as the order number, supplier, item, and account number, for the change order you want to review.

You can review additional information for each change order that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created. You can also access address numbers, dates, and tax information.

To review change orders

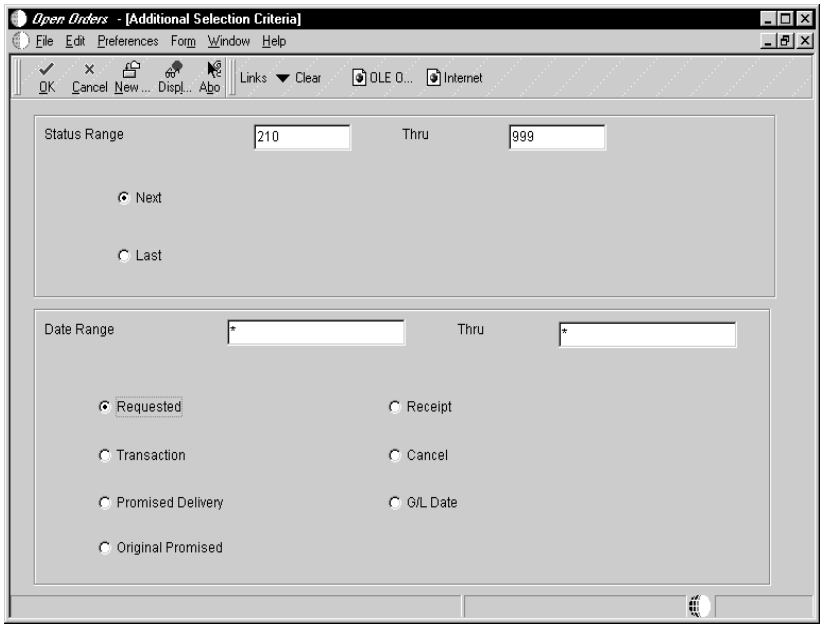
From the Subcontract Based Purchasing menu (G43D), choose Subcontract Inquiries. From the Subcontract Inquiries menu (G43D112), choose Open Orders.

On Work With Order Details



1. Complete the following fields as required to locate open orders:
   - Branch/Plant
   - Order Number
   - Related Order
   - Original Order
   - Item Number
   - Account Number
2. Locate the order for which you want to review information.
3. Click on the order and, from the Row menu, choose Change Orders, then View All Change Orders.
4. On Order Detail, review the information and click cancel to return to Work With Order Details.

5. On Work With Order Details, choose Added Selections from the Form menu.



6. On Additional Selection Criteria, complete the following fields and click OK:
   - Status Range
   - Thru
   - Date Range
   - Thru
7. Click one of the following options to determine whether the status range is based on the last or next status code for each detail line:
   - Next
   - Last
8. Click one of the following options to determine which order date the date range is based on:
   - Requested
   - Transaction
   - Promised Delivery
   - Original Promised
   - Receipt
   - Cancel
   - G/L Date
9. Click OK to return to Work With Order Details, then click Find.

The open detail lines that meet your search criteria appear.

10. To review additional information for an open detail line, choose the detail line, then choose Detail Information from the Row menu.
11. On Purchase Order Detail Inquiry, review additional fields.
12. To review address numbers, dates, or tax information for the open order, choose the appropriate option from the Form menu.

Reviewing Order Summary Information

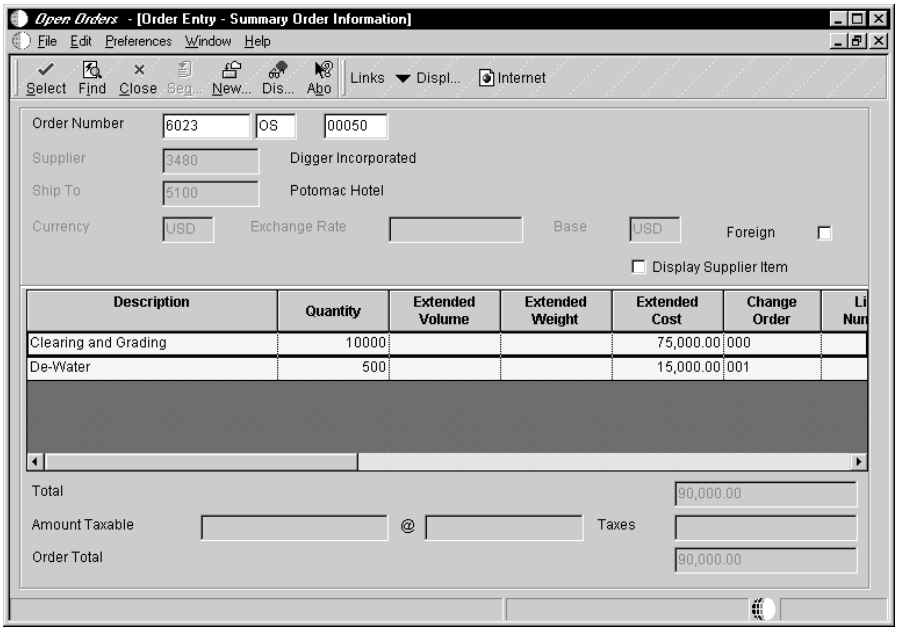
You can review summary information for an order, including items, account numbers, order quantities, prices, and extended volumes and weights. You can also review the total tax and dollar amount for the entire order.

▶ To review order summary information

From the Subcontract Based Purchasing menu (G43D), choose Subcontract Inquiries. From the Subcontract Inquiries menu (G43D112), choose Open Orders.

On Work With Order Details

1. Locate the order for which you want to review information.
2. Click on the order and choose Order Summary from the Row menu.



3. On Order Entry – Summary Order Information, review the order summary information.

Reviewing Order Detail Information

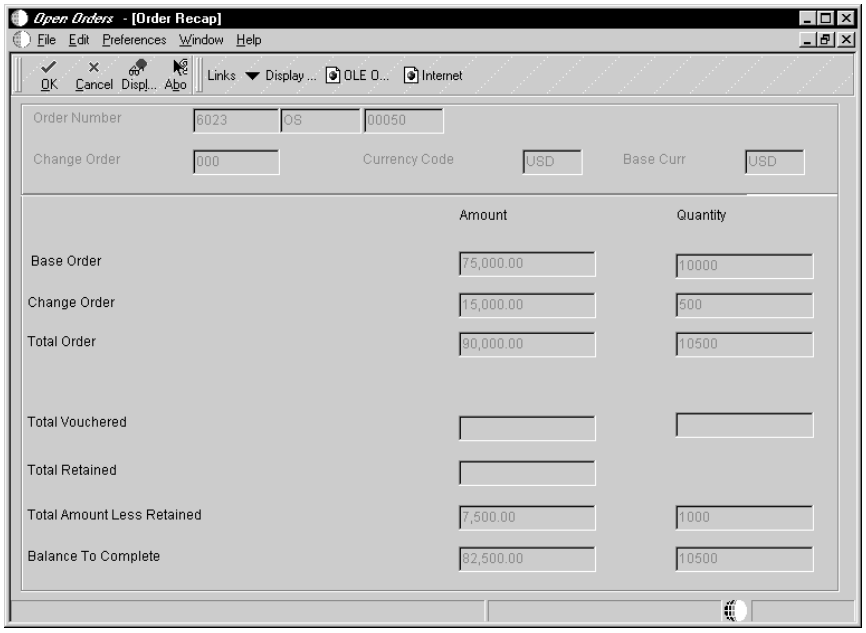
You can review a detailed summary of information about an order or change order. For example, you can review information about vouchers, retainage, or changes made to an order.

▶ To review order detail information

From the Subcontract Based Purchasing menu (G43D), choose Subcontract Inquiries. From the Subcontract Inquiries menu (G43D112), choose Open Orders.

On Work With Order Detail

1. Locate the order for which you want to review information.
2. Click on the order and choose Order Recap from the Row menu.



3. On Order Recap, review the order information.

Reviewing Financial Status Information

You can review up-to-the-minute details of the financial status information regarding any order. You can also review the financial details of any progress payment voucher that relates to an order.

Financial status information includes:

- Order details
- Amount units billed
- Amount paid
- Amount retained
- Amount units open

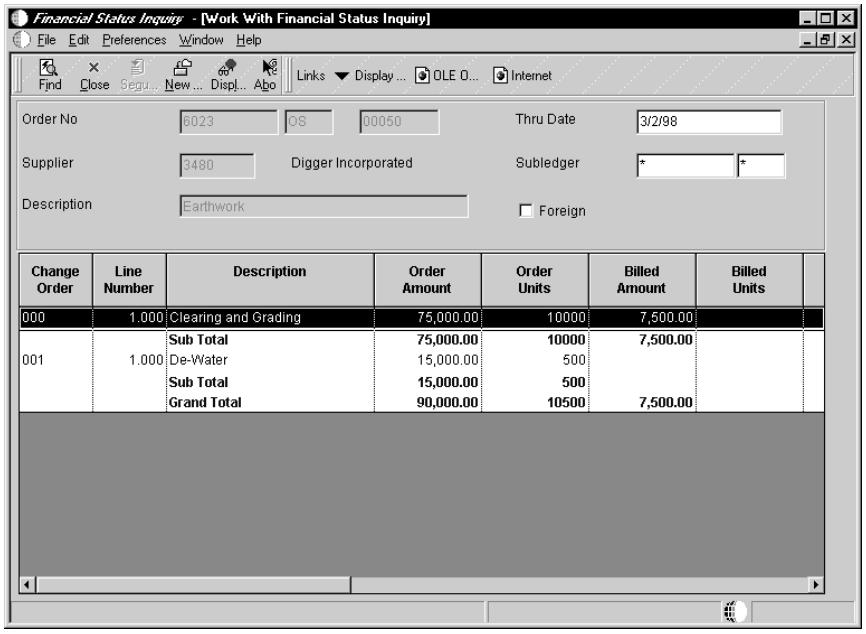
If you have multi-currency turned on, you can review financial information in foreign or domestic currency using the Foreign field on the Work with Financial Status Inquiry form. The system automatically converts the amounts based on the exchange rate that you specify.

To review financial status information

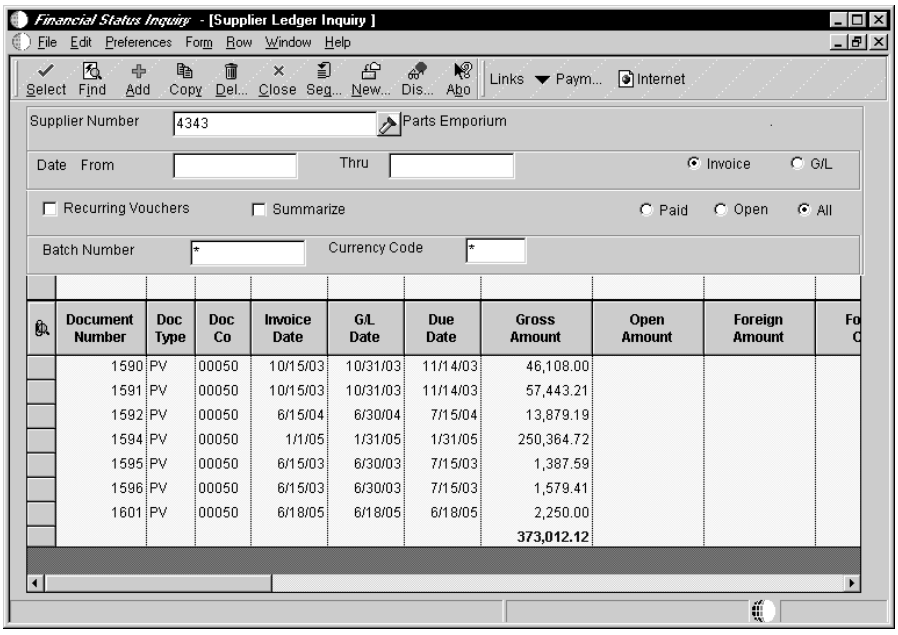
From the Subcontract Based Purchasing menu (G43D), choose Subcontract Inquiries. From the Subcontract Inquiries menu (G43D112), choose Financial Status Inquiry.

On Work With Order Details

1. To locate an order, complete the following fields and click Find:
   - Order Number
   - Or Ty
   - Order Co
   - Subledger
   - Sub Type
2. Click on the order and choose Financial Status from the Row menu.



3. On Work With Financial Status Inquiry, review the financial status information for the order.
4. To access voucher information, choose Supplier Ledger from the Form menu.



Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount	Fo C
1590	PV	00050	10/15/03	10/31/03	11/14/03	46,108.00			
1591	PV	00050	10/15/03	10/31/03	11/14/03	57,443.21			
1592	PV	00050	6/15/04	6/30/04	7/15/04	13,879.19			
1594	PV	00050	1/1/05	1/31/05	1/31/05	250,364.72			
1595	PV	00050	6/15/03	6/30/03	7/15/03	1,387.59			
1596	PV	00050	6/15/03	6/30/03	7/15/03	1,579.41			
1601	PV	00050	6/18/05	6/18/05	6/18/05	2,250.00			
						373,012.12			

5. On Supplier Ledger Inquiry, enter the purchase order number and click OK.
6. Review the following fields:
    - Document Number
    - Doc Co
    - Doc Type
    - Invoice Date
    - G/L Date
    - Due Date
    - Gross Amount

Field	Explanation
Document Number	A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers. Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples: • Automated/Manual Payment Original document – Voucher Matching document – Payment • A/R Original Invoice Original document – Invoice • Receipt Application Original document – Invoice Matching document – Receipt • Credit Memo/Adjustment Original document – Invoice Matching document – Credit Memo • Unapplied Receipt Original document – Receipt
Doc Co	A number that with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.
Doc Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory conversion issues O Ordering document types The system creates offsetting entries as appropriate for these document types when you post batches.
Invoice Date	The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.

Field	Explanation
G/L Date	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Date From	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Gross Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.

See Also

- *Setting Up Multi–Currency* in the *General Accounting Guide* for more information on how to turn on multi–currency
- *Reviewing Supplier Ledger Information* in the *Accounts Payable Guide* for information about viewing voucher amounts as if they were entered in another currency

Printing Purchase Order Information by Supplier or Branch

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose PO Summary.

You might want to review information about purchase orders for a specific supplier or branch/plant. The Summary by Supplier report prints purchase order information by supplier, then by business unit. You can review individual amounts for each purchase order, including the amount received and the amount open. You can also review the total amount for all purchase orders.

If a purchase order contains detail lines for multiple branch/plants, the same order might appear several times based on the branch/plant.

Printing Order Detail Information

From the Subcontract Based Purchasing menu (G43D), choose Subcontract Reports. From the Subcontract Reports menu (G43D111), choose Print Subcontracts.

You can review detail information about logs and commitment distribution for any contract on the Subcontract Detail report. You can also review all of the multi-currency information that is associated with a contract if you have multi-currency turned on. You can print information about all jobs, a specific job, or an individual contract.

This report uses information from the Subcontract Management Heading table (F4301), Subcontract Management Detail table, Contract Log Detail table (F4303), and Contract Log Text table (F4304).

Printing Items on Order from a Supplier

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Print PO by Requested Date.

You might want to review information about the items that are currently on order from a supplier. When you generate the PO by Requested Date report, you can review the open quantity or dollar amount for each item and the date through which each item will remain open based on the request date.

You use processing options to specify the aging columns in which open quantities or dollar amounts appear. Processing options significantly affect the data presentation for this report. A separate report page prints for each supplier that you specify.

Processing Options for Purchase Order by Request Date

```
Periods

      Period 1: Open thru day #                    _____________
      Period 2: End of Period 1 thru               _____________
      day
      Period 3: End of Period 2 thru               _____________
      day
      Period 4: End of Period 3 thru               _____________
      day

Print

      Enter '1' for descending order               _____________
      Enter '1' for Period 4 to include            _____________
      POs greater than range
```

Printing a History of Order Revisions

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Purchases Journal.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Reports. From the Subcontract Reports menu (G43D111), choose Purchase Journal.

You can review a history of changes to order detail lines when you print the Journal report. This report lists original detail line information and changes that have been made to the quantity or extended amount on each detail line.

For each order that prints, you can review:

- The sum of the original detail line amounts
- The sum of the detail line changes
- The sum of the current detail line amounts

Information for this report comes from the Purchasing Ledger table (F43199). This report is applicable only if you set up order activity rules to create ledger records.

Receipt Processing

You can use either an informal or formal receiving process to acquire the goods and services you requested on a purchase order.

You must use the formal receiving process if you purchase items to inventory. You can use the informal or formal receiving process if you purchase items or services to the general ledger.

Informal Receiving Process

An informal receiving process is one in which you enter receipt information at the same time that you create a voucher. If you create a voucher for 50 pens, the system determines that you received 50 pens.

When you use an informal receiving process, the system creates a single record in the Purchase Order Receiver table (F43121) when you create a voucher. The system also creates a liability for the purchase at that time.

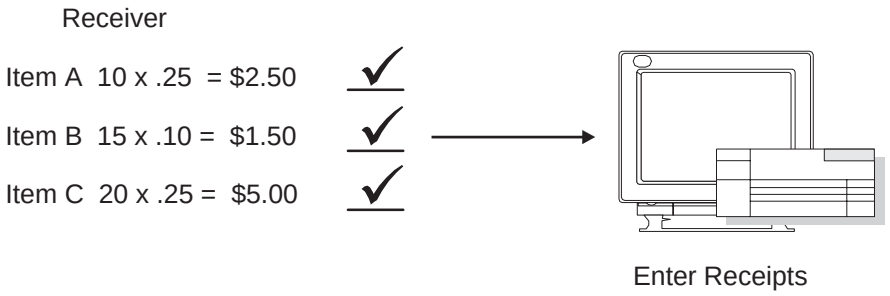
Formal Receiving Process

A formal receiving process is one in which you enter details of a receipt before you create vouchers. You create vouchers based on the receipt information. For example, if you enter a receipt for 50 pens, you must create a voucher for 50 pens.

To accurately account for the receipt of goods, your formal receiving process is likely to include:

- Taking physical receipt of items
- Identifying details of the receipt
- Recording details of the receipt

You can use purchase receivers in your formal receipt process to manually record the receipt of goods upon delivery. You can then enter that information in the system.



You can eliminate the use of purchase receivers if you use terminals to enter receipt information upon delivery or if you use copies of original purchase orders as receiving forms.

When you use a formal receiving process, the system creates a receipt record in the Purchase Order Receiver table (F43121) when you enter a receipt. The system also creates a liability for the purchase at that time. When you create a voucher, the system creates another record in the Purchase Order Receiver table.

The formal receiving process includes the following tasks:

- ❑ Printing purchase receivers
- ❑ Entering receipts
- ❑ Working with journal entries for receipt transactions
- ❑ Printing receipt information

Printing Purchase Receivers

A purchase receiver is a document you use to manually record the receipt of goods upon delivery. A purchase receiver provides you with:

- Original purchase order information
- Quantities you have yet to receive
- A column for recording receipt quantities or amounts

You might need a purchase receiver to:

- Review purchase order information for incoming goods
- Confirm information about the items that you receive
- Record receipt information to enter on the system

You determine the information that prints on purchase receivers. Processing options let you specify whether to print:

- Price information
- Order quantities
- Cross-reference numbers
- Foreign currency amounts

You can set up order activity rules to print purchase receivers as a step in the purchase order process. After you print a purchase receiver, you can have the system advance the order to the next step in the purchasing process. You can also have the system leave the order at its current status. To advance an order, the system updates the status codes for detail lines, provided that you have set the processing options for Purchase Receiver Print to allow the system to update the status codes.

You can print purchase receivers using two different methods:

- ❑ Print receivers in batch mode
- ❑ Print receivers for individual orders

See Also

- *Setting Up Order Activity Rules* for more information on how to designate printing purchase receivers as a step in the purchase order process

- *R43510, Purchase Receiver Print* in the *Reports Guide* for a report sample

Printing Receivers in Batch Mode

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Print Purchase Receivers.

You can use purchase receivers to manually record receipt information for goods upon delivery. You can print purchase receivers in batch mode based on the criteria you specify using the Print Purchase Receivers procedure.

Processing Options for Purchase Receiver Print

```
Edits

      1. Enter a '1' to prevent updating          _____________
      the Next Status Code.
      2. Enter an override Next Status            _____________
      Code.

Print

      1. Enter a '1' to inhibit printing          _____________
      of Cost Information.
      2. Enter a '1' to inhibit printing          _____________
      of Quantity Information.
      3. Enter a '1' to print the                 _____________
      Supplier Item Number.
      4. Enter the type of Cross                  _____________
      Reference Number.
      5. Enter a '1' to print associated          _____________
      text.FUTURE
      6. Enter a '1' to print routing             _____________
      operation codes.FUTURE

Currency

      1. Enter a '1' to print amounts in          _____________
      Foreign Currency.
```

Printing Receivers for Individual Orders

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Print Purchase Receiver.

When you print purchase receivers in batch mode, you might have to print a second purchase receiver for some orders. For example, you might receive a partial order, in which case you must print a second receiver to record the remaining balance of the order. You can enter specific purchase orders for which to print purchase receivers using the Print Purchase Receiver program.

Entering Receipts

After you receive the goods on a purchase order, you must record the details of the receipt. The system uses receipt information to:

- Update item quantities and costs in the Inventory Management system
- Update general ledger accounts

When you receive goods, you must verify that the details of the receipt correspond to the information on the purchase order. You must verify item numbers, quantities, units of measure, costs, and so forth. If the receipt details differ from those on the purchase order, you must adjust the purchase order detail lines to reflect the receipt. For example, if landed costs, such as delivery charges or import taxes, apply to the item's purchase price, you enter these costs for the order during the receipt process.

When a direct ship order is created in Sales Order Management, the system automatically creates a corresponding purchase order. For a direct ship order, you must enter a receipt to update the corresponding sales order with the new status information. However, if you enter a partial receipt, the system splits the corresponding order detail lines on the direct ship sales order and updates only the order detail line that was received.

If you work in an inventory environment, you can specify the warehouse location in which to store items upon receipt. If a certain location is full, you can assign items to multiple locations. If you group items by lot, you can assign items to a single lot or to multiple lots. If necessary, you can specify serial numbers for these items.

Each time you receive an order, the system:

- Creates a receipt record in the Purchase Order Receiver table (F43121)
- Updates item quantities and costs in the Item Location table (F41021)
- Adds a new record to the Item Ledger table (F4111)
- Updates the appropriate accounts in the Account Ledger table (F0911)

Each time you cancel or reverse a receipt, the system updates the same tables as it does when you enter the original receipt.

Complete the following tasks:

- ❑ Enter receipt information
- ❑ Assign multiple locations and lots to receipt items

- ❑ Assign serial numbers
- ❑ Enter reversing receipts

Entering Receipt Information

You must enter receipt information to verify the receipt of goods or services on a purchase order. You must verify the quantity, cost, and so forth, for each order you receive.

If you are entering a receipt that has many purchase order detail lines, you might want to enter the information using the network. If you are entering a receipt for a kit, you can enter receipt information for the components only. You cannot enter a receipt for the parent item.

To enter a receipt, you must first locate the open purchase order detail lines that correspond to the receipt. An open detail line contains items that have not yet been received. The system retrieves all open detail lines for the item number, purchase order number, or account number you specify. You can set the processing options for Purchase Order Receipts to display cost information and to determine whether you can change costs for the order detail lines.

You can review amounts in both foreign and domestic currencies using the Foreign field on the Purchase Order Receipts form. If you change costs for an order line, ensure that you do so in the appropriate currency mode.

You can use processing options for Purchase Order Receipts to specify how to use the exchange rate. You can:

- Use the exchange rate that applies on the G/L date
- Prevent changes to the exchange rate

When you receive orders in a foreign currency, the system creates journal entries for two different ledgers:

- The AA ledger for base currency amounts
- The CA ledger for foreign currency amounts

If the detail lines on a purchase order differ from the details of the actual receipt, you must adjust the purchase order detail lines to reflect the receipt. For example, if the order quantity on a detail line is 20, but you receive a quantity of 10, you must change the quantity on the detail line to 10. You specify whether to close the remaining balance on the line or to keep it open.

If you receive an order in different units of measure, you must perform a partial receipt for each unit of measure. For example, you might receive a portion of an order in crates and the remaining portion in boxes. You must perform a partial receipt for the crates and another receipt for the remaining boxes.

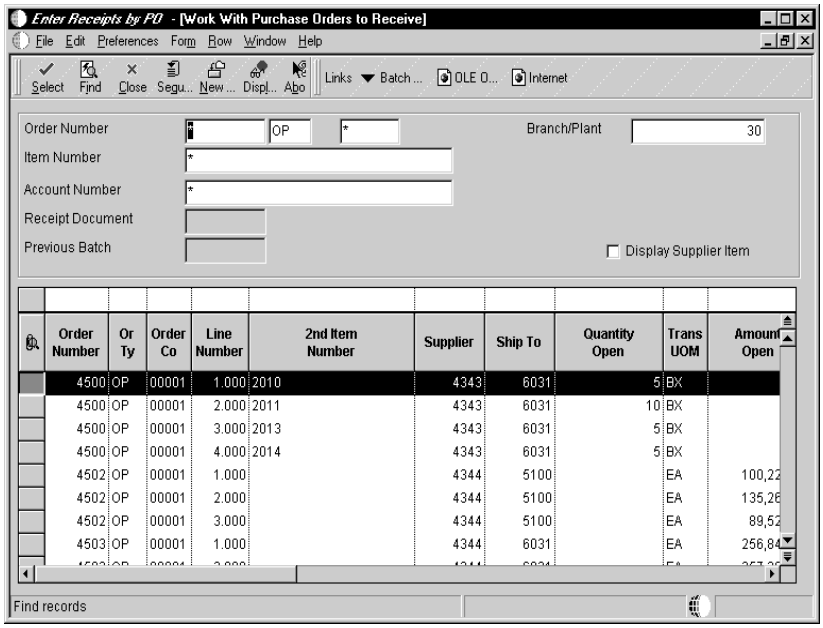
Before You Begin

❑ In the processing options for the Purchase Order Entry program, ensure that the processing option in the Defaults section for line sequencing is set to 0. If this processing option is set to 1, you will have difficulty receiving change orders.

▶ To enter receipt information

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Receipts by PO.

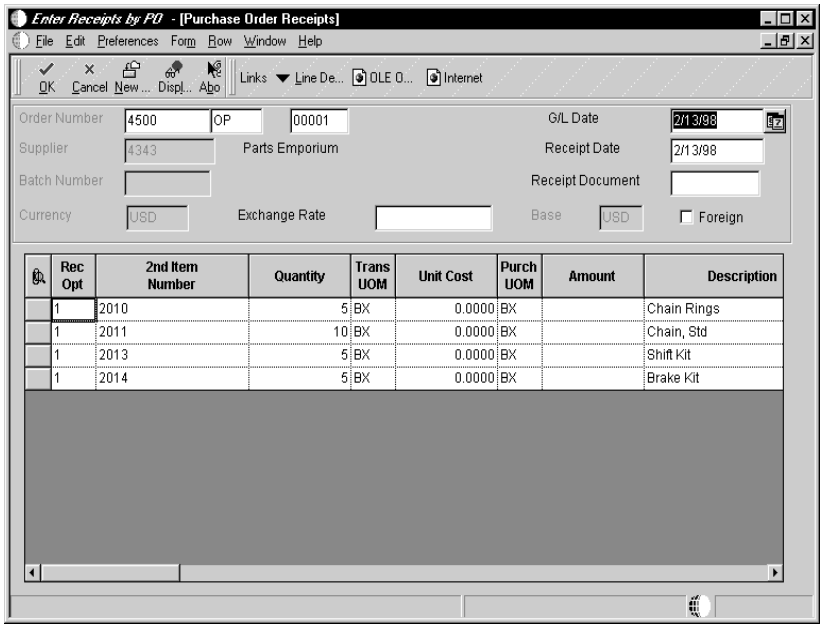
On Work With Purchase Orders to Receive



1. To locate open purchase order details lines that correspond to a receipt, complete the following fields, as necessary, and click Find:
   - Branch/Plant
   - Order Number
   - Item Number
   - Account Number

   Only those detail lines with a next status code equal to that which you specified in processing options appear.

2. Choose a detail line for which to enter a receipt and click Select.



If you enter receipts by order number, all detail lines that are on the same order as the detail line you selected appear. If you enter receipts by item, all detail lines that contain the item that is on the detail line you selected appear.

3. On Purchase Order Receipts, complete the following fields:
   - G/L Date
   - Receipt Date
4. Compare the receipt details to the detail line information and adjust the following fields, as necessary:
   - Quantity
   - Trans UOM
   - Unit Cost
   - Amount
5. Adjust remaining information for each detail line, as necessary.
6. Type 1 in the following field for each detail line you want to receive and click OK:
   - Rec Opt

   The option you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option7), or cancels the line entirely (option 9).

Field	Explanation
Receipt Date	The date you received this purchase order line.
Supplier Remark	A free-form field in which you can enter any pertinent information.
Container I.D.	Identifier on the container or that you assign to the container in which the items on this purchase order or order line were shipped to you. You can assign container information to an order during receipts entry.

See Also

- *Entering Item Unit of Measure Information* in the *Inventory Management Guide* for information about how to set up the different units of measure in which you receive items

Assigning Multiple Locations and Lots to Receipt Items

If you work in an inventory environment, you must assign items to a storage location at the time of receipt. The system assigns an item to its primary location unless you specify otherwise. If a receipt quantity exceeds the limit for a location, you can assign multiple locations to the items. For example, if you receive 100 pens, you can assign 50 to one location and 50 to another location.

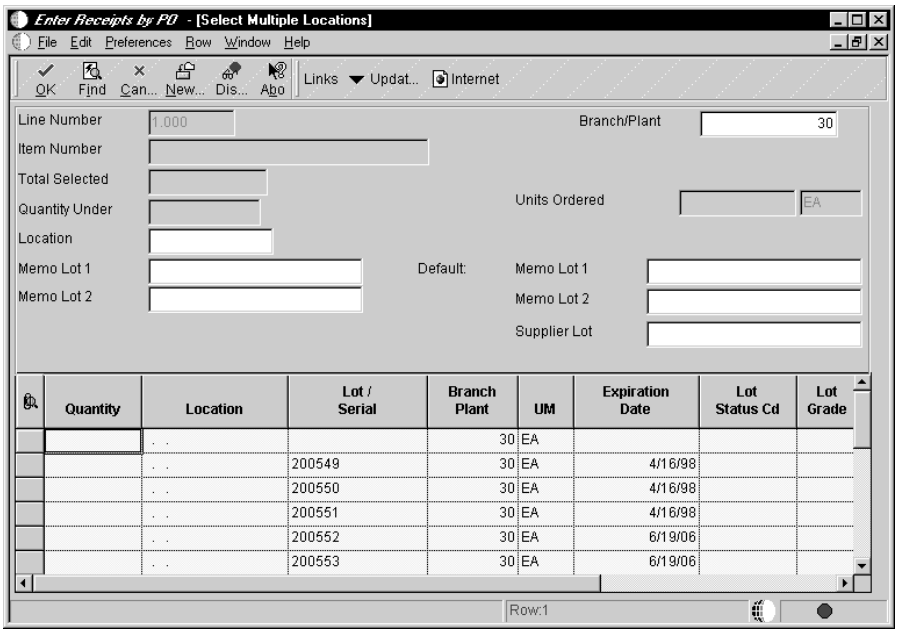
You can assign a lot number to each order you receive. You can also assign multiple lots to an order. For example, if you receive a large quantity of batteries, you can assign them all to one lot, or you can assign them to different lots based on their expiration dates.

▶ To assign multiple locations and lots to receipt items

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Receipts by PO.

On Work With Purchase Orders to Receive

1. Choose the detail line for which to enter a receipt and click Select.
2. On Purchase Order Receipts, choose the detail line that contains the shipment of items and choose Multiple Locations from the Row menu.



3. On Select Multiple Locations, complete the following fields for each location and lot to which you want to assign the items and click OK:

   - Quantity
   - Location
   - Lot / Serial
   - Branch/Plant
   - Expiration Date
   - Lot Status Cd

Field	Explanation
Location	Identifier for storage areas in the branch/plant in which you may store inventory. The format of the location is user defined by branch/plant (P410012).
Lot / Serial	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

Field	Explanation
Expiration Date	The date on which a lot of items expires. The system automatically enters this date if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item. You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.
Lot Status Cd	A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.

See Also

- *Working with Item Locations* in the *Inventory Management Guide*
- *Entering Lot Information for Items* in the *Inventory Management Guide*

Assigning Serial Numbers

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Receipts by PO.

To monitor individual items, you can assign each item a serial number. You must assign unique serial numbers to items for which you have specified advanced serial number processing in item master information. For example, if you receive televisions, you must assign a unique serial number to each television that you receive.

▶ To assign a serial number to an item

On Work With Purchase Orders to Receive

1. Choose the detail line for which to enter a receipt and click Select.
2. On Purchase Order Receipts, choose the detail line that contains the shipment of items and choose Multiple Locations from the Row menu.
3. On Select Multiple Locations, complete the following fields for each serial number to which you want to assign the item and click OK:
    - Quantity

- Location
- Lot / Serial
- Branch/Plant
- Expiration Date
- Lot Status Cd
- Memo Lot 1
- Memo Lot 2
- Supplier Lot

The quantities you enter cannot exceed the total quantity on the detail line. The system replaces the single detail line on Enter Receipts with a detail line for each quantity that you specified in Select Multiple Locations.

Field	Explanation
Location	Identifier for storage areas in the branch/plant in which you may store inventory. The format of the location is user defined by branch/plant (P410012).
Lot / Serial	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
Lot Description	A brief description of a specific lot.
Expiration Date	The date on which a lot of items expires. The system automatically enters this date if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item. You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.
Lot Status Cd	A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.
Supplier Lot Number	The supplier's lot number for the item.
Memo Lot 1	A higher classification or grouping of serial number or lot processed items, maintained within the lot master (F4108).
Memo Lot 2	A higher classification or grouping of serial number or lot processed items, maintained within the lot master (F4108).

Processing Options: Purchase Order Receipts

Defaults Tab

These processing options define the default information that the system uses during Purchase Order Receipts (P4312).

1. Inquiry Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P Accounts Payable documents.
R Accounts Receivable documents.
T Payroll documents.
I Inventory documents.
O Purchase Order documents.
J General Accounting/Joint Interest Billing documents.
S Sales Order Processing documents.

You must enter a value that has been set up in user defined code table 00/DT.

2. Receipt Document Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P Accounts Payable documents.
R Accounts Receivable documents.
T Payroll documents.
I Inventory documents.
O Purchase Order documents.
J General Accounting/Joint Interest Billing documents.
S Sales Order Processing documents.

You must enter a value that has been set up in user defined code table 00/DT.

Status Defaults Tab

These processing options control which status codes the system uses for receipts.

1. Acceptable Incoming Status Code 1

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

2. Acceptable Incoming Status Code 2

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

3. Acceptable Incoming Status Code 3

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

4. Outgoing Status for Partial Receipts

Use this processing option to specify the next status that the order moves to after a partial receipt.

Before you complete this processing option, review the order activity rules that you have set up.

5. Outgoing Status for Closing

Use this processing option to specify the next status that the order moves to after the system closes or fully receives the detail line.

J.D. Edwards recommends that you use status code 999 for closed or fully received detail lines.

6. Outgoing Status for Canceling

Use this processing option to specify the next status that the order moves to after the system cancels a detail line.

J.D. Edwards recommends that you use status code 999 for cancelled detail lines.

Display Tab

These processing options control whether the following types of information appear in the Purchase Order Receipts program (P4312) and whether they can be changed:

- Sales order backorder information
- Lot information
- Cost protection
- Kit information
- Receiving mode

1. Sales Order Backorders

Use this processing option to specify how you want to release backordered sales orders.

1 Automatically display the Sales Order Backorder Release form.
Blank Do not release sales orders.

2. Lot Information

Use this processing option to specify whether you want the system to display lot information.

1 Display the lot information fields (such as the Lot field and the Expiration Date field).
Blank Do not display lot information.

3. Cost Protection

Use this processing option to specify whether you can change costs.

1 The costs fields appear on the form, but cannot be changed.
2 The system hides cost information. The Cost field does not appear.
Blank The Cost field appears on the form and can be overridden.

4. Kits

Use this processing option to specify whether the system displays kit component lines or only the parent line.

1 The system displays kit parents (FUTURE).
2 The system displays kit components.

For the B73.3 version of the software, you can only receive kits at the component level.

5. Receiving Mode

Use this processing option to specify the mode that the system uses to receive detail lines.

1 Receive by purchase order.
2 Receive by item.
3 Receive by G/L account.

When you select only one detail line on the Work With Receipts form, the system displays all the detail lines on the Receipt Revisions form that meet the criteria of the mode that you have entered.

For example, if you enter 1 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the purchase order. If you enter 2 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the selected item. If you enter 3 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the G/L account.

Process Tab

These processing options control whether you are able to perform procedures such as:

- Updating supplier information
- Specifying a lot number to use as a default value
- Automatically selecting all detail lines for receipt
- Entering serial number information
- Entering quantity information manually or automatically
- Reviewing or updating landed cost information
- Printing a receipt traveler document
- Recording supplier analysis information
- Sending a message to a receipt originator automatically
- Specifying a sales order status for direct ship receipt

1. Supplier Update Mode

Use this processing option to update the supplier number in the Item/Branch table (F4102).

1 Update the supplier number in the Item/Branch table (F4102) if the value for the supplier number is zero.
2 Update the supplier number in the Item/Branch table (F4102) regardless of the value for the supplier number.
Blank Do not update supplier number.

2. Lot Default

Use this processing option to specify whether the system uses default lot and location information in the Purchase Order Receipts program (P4312).

1 The system uses the location and lot number from the primary item balance location in the Item Location table (F41021).
Blank Do not use default lot and location information.

3. Option Default

Use this processing option to specify whether you want the system to automatically select all detail lines for receipt, which prevents you from having to manually select each detail line.

1 Automatically select all detail lines for receipt.
Blank Do not automatically select all detail lines for receipt.

4. Serial Numbers

Use this processing option to specify whether you want the system to allow you to enter serial number information. Note that before you enter serial number information, you should verify that you have entered Y (yes) in the Serial Number Required Y/N field on the Item Branch Revisions form (F4102).

1 You can enter serial number information in the Serial Number table (F4220).
Blank You cannot enter serial number information in the Serial Number table (F4220).

5. Quantity Entry

Use this processing option to indicate whether you want manual or automatic entry of quantity information.

1 Enter the quantity manually.
Blank The system uses the open quantity as the default value for this field.

6. Landed Costs

Use this processing option to indicate whether you want to manually apply landed costs or whether the system automatically applies landed costs. Note that you can manually apply landed costs after a receipt on the Receipts Inquiry form, which you access through the Standalone Landed Cost program (P43214).

1 Display the Landed Cost Selection form, where you can review or update the information.
2 Automatically apply the landed cost rule without displaying the Landed Cost Selection form.

Blank Do not apply any landed costs.

If you are applying landed costs to an item that is in the Receipt Routing process, you must specify a value of 2 for this processing option.

7. Receipt Traveler Document

Use this processing option to specify whether you want the system to print a receipt traveler document after each receipt.

1 Automatically print a receipt traveler document after each receipt. The system uses the version that you specified in the Versions tab.

Blank Do not print a receipt traveler document after each receipt.

8. Supplier Analysis

Use this processing option to indicate whether you want the system to capture supplier analysis information.

1 The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Entry program (P4310) and the Voucher Match program (P4314) to capture the same information.

Blank The system does not capture supplier analysis information.

9. Text Deletion

FUTURE.

10. Direct Ship Status

Use this processing option to specify the sales order status for direct ship receipt. The status that you enter in this field determines the next status of the sales order.

Before you complete this processing option, review your order activity rules.

11. Receipt Routing

Use this processing option to activate receipt routing.

1 Activate receipt routing.

Blank Do not activate receipt routing.

12. Journal Entries

Use this processing option to summarize journal entries. If you are tracking commitments using the PA or PU ledgers, you cannot use this processing option.

1 Summarize journal entries.
Blank Do not summarize journal entries.

Tolerance Tab

These processing options control the way that the system performs tolerance checking for detail lines.

1. Quantity and Amount

Use this processing option to indicate whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage. To check your tolerance, you can access the Tolerance Setup program (P4322).

1 Display a warning when the detail line exceeds the tolerance.
2 Display an error message when the detail line exceeds the tolerance.
Blank Do not check quantities and amounts to determine whether they exceed tolerance.

2. Date

Use this processing option to determine whether the system checks to determine if a detail line's date is outside of the tolerance date range. To check your tolerance date range, you can access the Tolerance Setup program (P4322).

1 Display a warning when the receipt date in the detail line is outside of the tolerance date range.
2 Display an error message when the receipt date in the detail line is outside of the tolerance date range.
Blank Do not check receipt dates for detail lines to determine whether they exceed tolerance.

Warehouse Tab

These processing options control how the Purchase Order Receipts (P4312) interfaces with the Advanced Warehouse Management system.

1. Putaway Mode

Use this processing option to specify how the system processes putaway requests.

1 Create a putaway request only. You must create location suggestions and confirm location suggestions separately.

2 Create a putaway request and process the request using the subsystem.
3 Receive goods directly into the reserved locations, and do not create requests or suggestions.
Blank Do not create a putaway request. If you do not create putaway using the Purchase Order Receipts program (P4312), the items that you receive will remain in the receiving location. Then you can create putaway requests manually or create them by reversing the receipt of the purchase order, setting this processing option to create putaway requests by reversing the purchase order receipt, and receiving the purchase order again.

2. Putaway Requests (P46171)

Use this processing option when you are processing putaway requests using the subsystem and need to specify the version of Location Selection that you want to use.

If you leave this processing option blank, the system uses XJDE0001.

3. Online Reservations (P46130)

Use this processing option to specify the version of Online Reservations that the system uses.

If you leave this processing option blank, the system uses XJDE0001.

Currency Tab

These processing options control which date the system uses as the effective date and also whether the exchange rate can be changed.

1. Effective Date

Use this processing option to indicate which date the system uses as the effective date.

1 Use the G/L date as the effective date.
Blank Use today's date as the effective date.

2. Protect Rate

Use this processing option to specify whether you can change the exchange rate.

1 You cannot change the exchange rate.
Blank You can change the exchange rate.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Open Order Inquiry (P4310)

Use this processing option to define the version that the system uses when you are using the Open Order Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. Sales Order Backorder Release (P42117)

Use this processing option to define the version that the system uses when you are using the Sales Order Backorder Release program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. Receipt Traveler (P43512)

Use this processing option to define the version that the system uses when you are using the Receipt Traveler Release program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. Receipt Routing (P43250)

Use this processing option to define the version that the system uses when you are using the Receipt Routing program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Putaway Requests (P46171)

Use this processing option when you are processing putaway requests using the subsystem and need to specify the version of Location Selection that you want to use.

If you leave this processing option blank, the system uses XJDE0001.

6. Purchase Order Entry (P4310)

Use this processing option to define the version that the system uses when you are using the Purchase Order Entry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

7. G/L Journal Entries (P0900049)

Use this processing option to define the version that the system uses when you are using the G/L Journal Entries program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

8. Landed Cost Selection (P43291)

Use this processing option to define the version that the system uses when you are using the Landed Cost Selection program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

9. Test Results Revisions (P3711)

Use this processing option to define the version that the system uses when you are using the Test Results Revision program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

Flexible Accounting Tab

This processing option controls whether you are working with flexible accounting.

1. Flexible Accounting

Use this processing option to specify whether flexible accounting is activated. Activate flexible accounting if you are using the Cost Management System, or if you are working with flexible sales accounting.

1 Activate flexible accounting.
Blank Do not activate flexible accounting.

Bulk Tab

These processing options control how the system processes bulk transaction information.

1. Quantities

Use this processing option to specify how the system records bulk transaction quantities.

1 Record the difference between ambient and standard quantities received as a temperature gain or temperature loss.
2 Update the unit cost as the extended cost divided by the standard quantity.
Blank Quantities are purchased and received in standard mode.

2. Transaction Volumes

Use this processing option to specify whether the system records bulk transaction volumes in standard or ambient mode.

1 Record transaction volumes in standard mode.
Blank Record transaction volumes in ambient mode.

Interoperability Tab

This processing option controls whether the system performs outbound interoperability processing.

1. Transaction Type

Use this processing option to specify a transaction type for the interoperability transaction.

If you leave this processing option blank, the system will not perform outbound interoperability processing.

Workflow Tab

These processing options control how the system performs the notification process.

1. Receipt Notification

Use this processing option to specify the recipient of the e–mail that the system automatically sends when goods are received.

1 Send e–mail to the buyer.
2 Send e–mail to the person who originated the transaction.
3 Send e–mail to both the buyer and the person who originated the transaction.

2. Planner Notification

Use this processing option to specify the recipient of the e-mail that the system automatically sends when an item is received that is related to a work order .

1 Send e-mail to the planner.
Blank Do not send e-mail.

Entering Reversing Receipts

You can reverse a receipt as long as you have not yet created a voucher for the receipt. You might need to do this if you recorded a receipt by mistake or you recorded the wrong receipt.

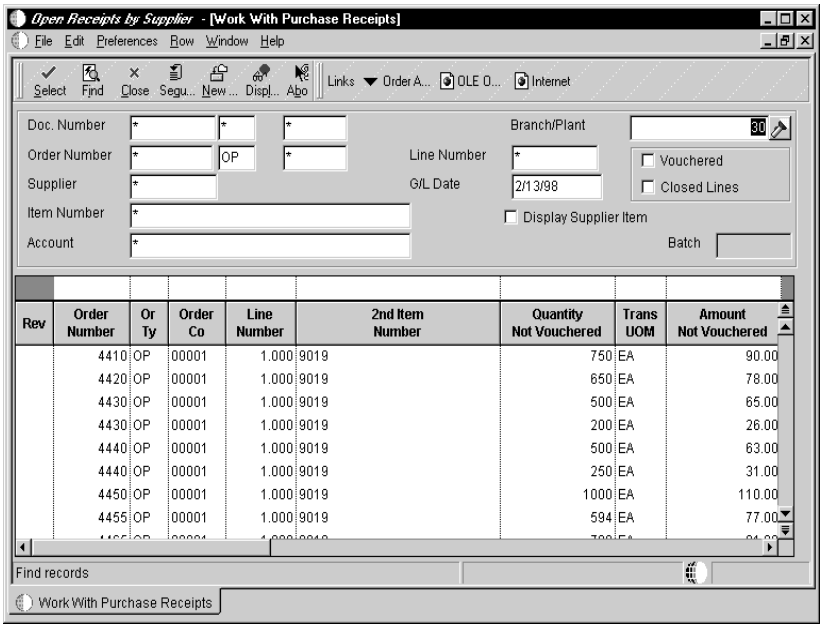
If you are reversing a receipt for an item that goes through a receipt routing process, you must move it back to the first operation in the route before you can reverse the receipt. You must also reverse all dispositions.

When you reverse a receipt, the system accounts for the order as if it were never received. It reverses all accounting and inventory transactions.

▶ To enter a reversing receipt

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Open Receipts by Supplier.

On Work With Purchase Receipts



1. To locate the receipt to reverse, complete one or more of the following fields and click Find:
   - Branch/Plant
   - Order Number
   - Supplier

- Item Number
- Account

2. Choose the receipt and choose Reverse Receipt from the Row menu.
3. Choose Close to exit the Work With Purchase Receipts form.
4. On Reversal Verification, click OK.

See Also

- *Working with Items in a Receipt Route* for information about receipt routing movement and disposition

Processing Options for Purchase Receipts Inquiry

```
Defaults

      1.- Order Type                                    _____________
      2.- Currency Code                                 _____________

Versions

      1.- PO Inquiry  (P4310)                           _____________
      2.- A/P Ledger Inquiry (P0411)                    _____________
      3.- Receipt Reversal (P4312)                      _____________
      4.- Receipt Routing Movement                      _____________
      (P43250)
      8.- Landed Cost Selection                         _____________
      (P43291)

Process

      1.- Enter '1' to allow reversals,                 _____________
      '2' to apply landed cost:

Landed Cost

      1.- Enter a '1' to summarize                      _____________
      journal entries.  If left blank,
      journal entries are written in
      detail.
```

Working with Journal Entries for Receipt Transactions

The system creates journal entries each time you enter or reverse a receipt. You can review the journal entries for accuracy and then post them to the general ledger.

Complete the following tasks:

- ❑ Review journal entries for receipts
- ❑ Post receipts

Reviewing Journal Entries for Receipts

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Review G/L Receipts Journal.

When you enter a formal receipt, the system creates journal entries that:

- Debit an inventory account
- Credit a received not vouchered account

The system retrieves account numbers for which to create journal entries from AAIs. A separate AAI table exists for inventory accounts and received not vouchered accounts. The system retrieves an account number from each table based on the company, business unit, and general ledger (G/L) category code that applies to a receipt.

For example, you enter a receipt for 100.00 worth of inventory items. The items have a G/L category code of IN20 and were purchased for business unit A in company 100. When you enter a receipt, the system retrieves the inventory account number and the received not vouchered account number for company 100, business unit A, and the IN20 G/L category code to create the following journal entries:

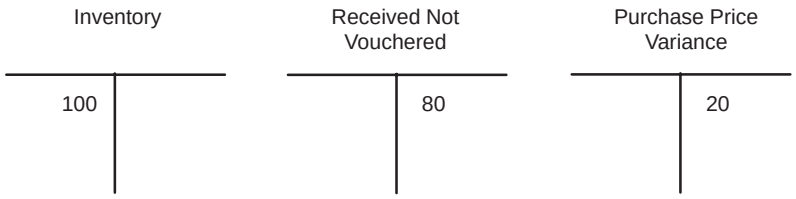
If you enter purchase order detail lines by account number, the system charges each receipt against the account number on the detail line. The system retrieves a received not vouchered account number from AAIs.

If tax is applicable to a receipt, the system also creates tax accrual entries. If you apply landed costs at the time of receipt, the system creates entries for accrued landed costs.

You might use a standard cost method to determine the inventory cost for an item. The standard cost for an item remains consistent unless you manually change it. If a variance exists between the standard cost and the price at which you purchase an item, the system creates journal entries to account for the variance. You specify variance accounts in automatic accounting instructions.

For example, if you enter a formal receipt for 80.00 worth of inventory items and the standard cost for the items is 100.00, the system creates the following journal entries:

Standard Cost Variance



You use processing options to specify whether the system creates separate journal entries for each detail line or summarizes the entries for all lines.

When you reverse a receipt, the system automatically reverses the corresponding journal entries.

See Also

- *Setting Up Automatic Accounting Instructions*
- *Reviewing and Posting Journal Entries for Voucher Transactions*
- *Working with Basic Journal Entries* in the *General Accounting Guide*

Posting Receipts

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose G/L Receipt Post.

After you review journal entries, you can post them to the general ledger using the G/L Receipt Post procedure.

The posting process:

1. Selects qualified batches of unposted transactions from the Account Ledger table (F0911).
2. Edits and verifies each transaction.
3. Posts accepted transactions to the Account Balances table (F0902).
4. Marks each transaction and batch header as posted in the Account Ledger table (F0911) and the Batch Control table (F0011).

See Also

- *Posting Journal Entries* in the *General Accounting Guide*

Printing Receipt Information

You can print receipt information that is specific to purchase orders, suppliers, business units, and so forth. To print receipt information, complete the following tasks:

- ❑ Print open orders
- ❑ Print the status of open orders
- ❑ Print receipt information by supplier

Printing Open Orders

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Print Open Purchase Orders.

You can print a list of all suppliers from whom you have a specific item on order. You can review the order quantity and the quantity and amount left to receive from each supplier. You can also use the Open PO's by Item report to review open order information for specific items or account numbers, or to review the dates you expect to receive items.

Printing the Status of Open Orders

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Open Purchase Order Status.

You can print the Open Purchase Order Status report to review purchase orders containing items that are overdue. For each purchase order you specify, you can review the following detail line information:

- Original order quantity
- Received quantity
- Quantity open to receive
- Days overdue

Information for this report prints in the following order:

- User ID

- Supplier
- Order number
- Line number

A total open dollar amount is provided for:

- Each purchase order
- Each supplier
- Each user
- The entire report

See Also

- *R43525, Open Purchase Order Status* in the *Reports Guide* for a report sample

Processing Options for Open Purchase Order Status

```
Print

      1. Enter the  "As Of" Date for the
      report.  This date will determine
      the days overdue and will be used
      for thru-date processing.
```

Printing Receipt Information by Supplier

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Inventory Receipts Register.

You can print the Inventory Receipts Register report to review all items you have received from a supplier. This report contains the following information for each detail line that pertains to a supplier:

- Item number or account number
- Date the order was received
- Received quantity and amount

In an inventory environment, you can use this report as a receipt traveler document, which you can attach to items so that personnel in the warehouse can reference receipt information. In this case, only the detail line that pertains to a specific receipt appears on the report.

Voucher Processing

Before you can pay a supplier for the goods and services you purchase, you must create a voucher that:

- Indicates that the terms of a transaction have been met
- Specifies the amount to pay to the supplier
- Notifies the Accounts Payable system to cut a check

You can create a voucher based on an invoice. This method is called the three way voucher match. You use this method to verify that invoice information corresponds to your receipt records. For example, if a supplier bills you for 100.00 worth of goods, you must verify that you received 100.00 worth of goods.

If you do not record receipt information, you can use the two way voucher match. You use this method to verify that invoice information corresponds to purchase order detail lines and then you create vouchers.

You can also create vouchers:

- In batch mode using only receipt information. You use this method when you have an agreement with your suppliers that your receipt records are sufficient for creating vouchers, and invoices are unnecessary. For example, if receipt records indicate that you received 100.00 worth of goods, the system creates a voucher for 100.00 worth of goods.
- For withholding a portion of the gross payment as retainage. Retainage is a percentage of a committed amount that is held until a specified date after the completion of the order. For example, if you create a voucher for 100.00 with retainage of 10 percent, the actual payment will be 90.00, with 10.00 held as retainage. You release retainage by entering a payment voucher for the amount that you want to release.
- To make progress payments on an order.
- For units if you are paying against a unit based order. In a unit based order, you specify payments based on the number of units completed. You should enter either the number of units for which you are paying or the gross payment. The system then calculates the other value based on the price per unit.

You might want to review the receipt records for which you must create vouchers. After you locate this information, you can enter landed costs (costs in excess of an item's purchase price) for the items you have received.

If you receive an invoice before you take receipt of the goods and services, you can create a preliminary voucher to account for the billing amount. After you receive the goods or services on the invoice, you can redistribute the amounts to the appropriate general ledger accounts.

Voucher processing includes the following tasks:

- ❑ Reviewing open receipts
- ❑ Entering landed costs
- ❑ Creating vouchers
- ❑ Working with retainage
- ❑ Creating multiple vouchers from receipt records
- ❑ Working with journal entries for voucher transactions
- ❑ Logging invoices prior to receiving goods
- ❑ Printing voucher information

Before You Begin

- ❑ Set up A/P payment processing. For more information, see *Entering Supplier Records, Grouping Vouchers for Automatic Payments*, *Creating Payment Groups*, *Writing Payments*, and *Setting Up a Print Sequence for Payments* in the *Accounts Payable Guide*.

See Also

- *Receipt Processing* for more information about recording receipt information

Reviewing Open Receipts

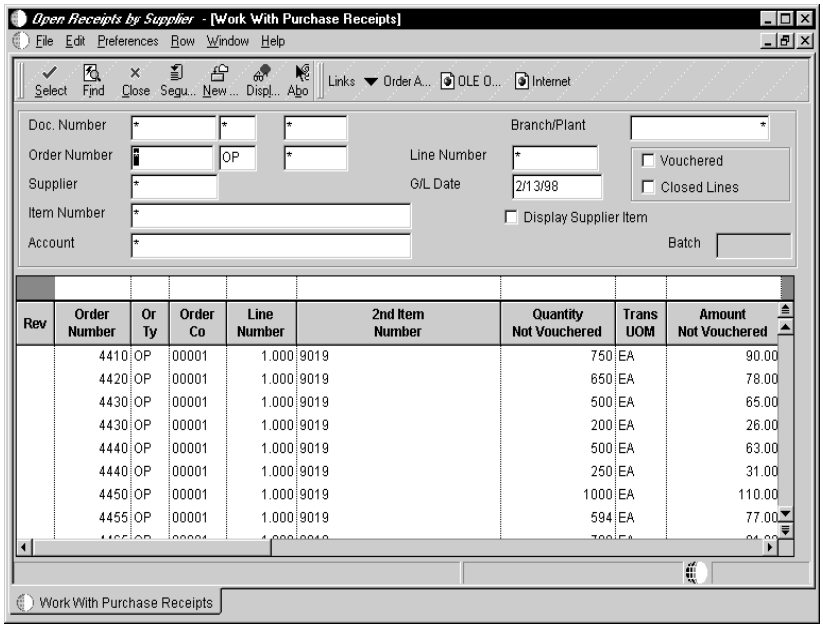
You can review open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which you must create vouchers. You can review the amount and quantity open for each receipt.

If you need to check an order to see whether any vouchers have already been created, you can use the Vouchered option on the Work with Purchase Receipts form to search for order detail lines for which a voucher has been created. The system displays the order detail lines with the quantity and amount that are entered on the voucher.

▶ To review open receipts

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Open Receipts by Supplier.

On Work With Purchase Receipts



1. To locate open receipts, complete one or more of the following fields and click Find:

   - Branch/Plant

- Order Number
- Supplier
- Item Number
- Account

2. Review the following fields for each receipt:
   - Quantity Not Vouchered
   - Amount Not Vouchered
3. To review detailed information for a receipt, select the row and choose the option from the Row menu that corresponds to the information that you want to review.

Field	Explanation
Quantity Not Vouchered	The original quantity for the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and/or vouchered to date.
Amount Not Vouchered	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.

Processing Options for Purchase Receipts Inquiry

Defaults

1.- Order Type _____
2.- Currency Code _____

Versions

1.- PO Inquiry (P4310) _____
2.- A/P Ledger Inquiry (P0411) _____
3.- Receipt Reversal (P4312) _____
4.- Receipt Routing Movement (P43250) _____
8.- Landed Cost Selection (P43291) _____

Process

1.- Enter '1' to allow reversals, '2' to apply landed cost: _____

Landed Cost

1.- Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail. _____

Entering Landed Costs

When you purchase items, it is not uncommon to pay extra costs for delivery fees, broker fees, import taxes, and so on. These costs are called “landed costs.” You can enter landed costs for items during the receipt process or as a stand-alone process.

Entering Landed Costs During the Receipt Process

You can enter landed costs when you enter receipt information. You might choose this process if landed cost information is available to you when you receive items.

To enter landed costs during the receipt process, you must set the Landed Cost processing option in Purchase Order Receipts (P4312) to display landed costs. After you enter a receipt, the system displays the landed costs that apply to the items so that you can review or change the costs.

You also can set the Landed Cost processing option in Purchase Order Receipts (P4312) to automatically apply the landed cost rule without displaying the Landed Cost Selection form.

Entering Landed Costs as a Stand–alone Process

You can enter landed costs as a stand-alone process. You might choose this process if landed cost information is not available to you upon receipt of an item. You can access Stand-Alone Landed Cost from the Receipts Matching and Posting menu.

Stand-Alone Landed Cost and Open Receipt by Supplier are identical forms. You set processing options to use Stand-Alone Landed Cost to apply landed costs to open receipts.

Landed costs are only applicable to items for which you record receipt information. When you enter landed costs for items, the system only allows you to work with the landed costs that have been set up and assigned to the item. For each item you receive, you can review, change, and enter the landed costs assigned to the item.

After you enter landed costs for items, the system might create a separate landed cost detail line for which you must create a voucher. This depends on how you have set up each landed cost. You can review landed cost detail lines on the Voucher Match form.

When you enter landed costs, you also can run the Copy Manufacturing Cost Components program (R41891), which copies simulated or frozen cost information from the Cost Component table (F30026) to the Item Cost Components table (F41291).

Before You Begin

- ❑ Define landed costs and landed costs rules on Landed Cost Revisions.
- ❑ Assign landed cost rules to items, purchase orders, or detail lines, as necessary.
- ❑ Verify that processing options are set appropriately for the program in which you enter landed costs.

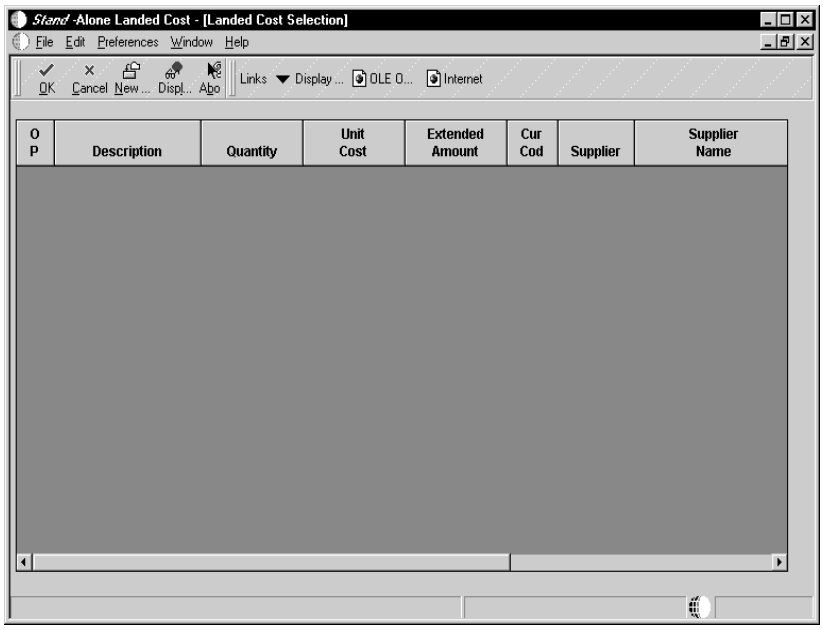
▶ To enter landed costs

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Stand-Alone Landed Cost.

On Work With Purchase Receipts

1. Locate the receipt record for which to enter landed costs.

2. Click on the receipt record and choose Apply Landed Cost from the Row menu.



3. On Landed Cost Selection, to change landed cost amounts, complete the following fields:
   - Unit Cost
   - Extended Amount
4. Click OK to accept the costs.

See Also

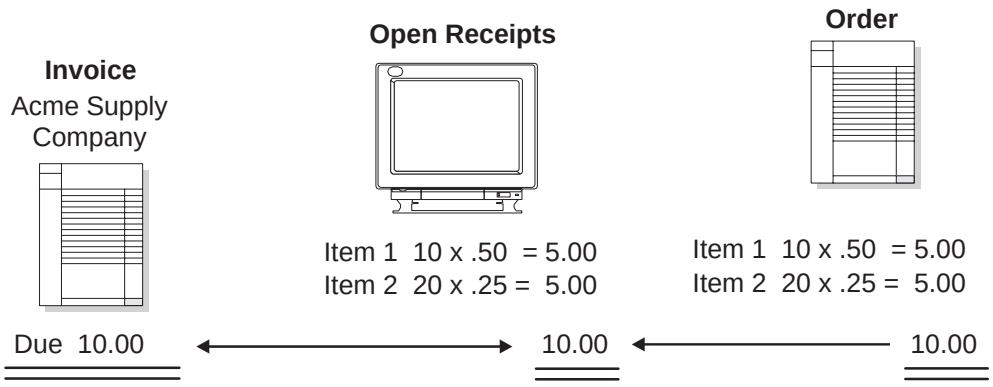
- *Setting Up Landed Costs* for more information about defining calculations for landed costs
- *Creating Vouchers* for more information about the Voucher Match form

Creating Vouchers

You must create a voucher before you can pay a supplier for purchases. You usually create a voucher for the billing amount on an invoice. Three way voucher match and two way voucher match are the two methods of creating a voucher.

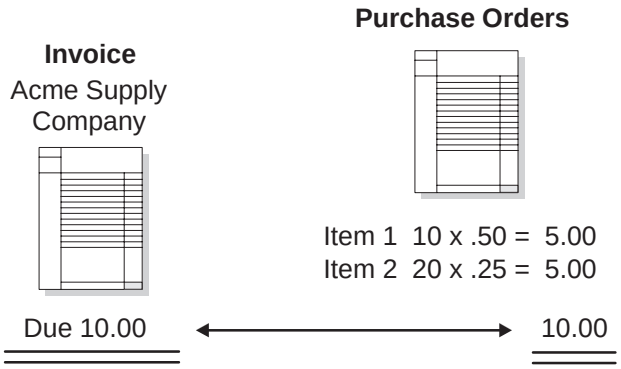
Three Way Voucher Match

Using the three way voucher match method, you verify that a billing amount is correct by matching it to your receipt records. For example, if a supplier bills you for 10.00 worth of items, you can check your receipt records to see that you received 10.00 worth of items.



Two Way Voucher Match

Using the two way voucher match method, you create a voucher from the order detail line. For example, you can make progress payments on a contract or an order.



You can create a voucher for units if you are paying against a unit based order. In a unit based order, you specify progress payments based on the number of units completed. You should enter either the number of units for which you are paying or the gross payment. The system then calculates the remaining value based on the price per unit.

For example, if you enter a voucher for 1000 square feet of drywall at a cost of 0.25 per square foot, the system calculates your gross payment as 250.00 Conversely, if you enter a voucher for 250.00 with a unit price of 0.25, the system calculates the number of units as 1000.

If you have multi-currency turned on, the system calculates the total values based on the currency that you select. For example, if you enter a voucher for 1000 units at 0.25 per unit, the system calculates the total payment in the currency you specify.

If you are entering a voucher for a kit, you can enter voucher information at the component level only.

You might need to reverse a voucher. For example, you might have to return the items for which you created the voucher. To reverse the voucher, you first locate the voucher on either the Supplier Ledger Inquiry form. Next, you select the voucher to access the Voucher Match – Choose form, where you use a form exit to reverse the voucher.

You also might need to make a correction to an invoice adjustment that reflects a price change to an item or an error on a previous invoice. To make the change, you must create a new voucher that reflects the adjustment to the previous voucher.

Complete one of the following tasks:

- ❑ Choose receipt records to match to a voucher
- ❑ Choose order detail lines to match to a voucher
- ❑ Choose order detail lines for freight charges to match to a voucher
- ❑ Recording cost changes to an invoice

- ❑ Managing invoices received in an alternate currency

Before You Begin

- ❑ Review all processing options for Standard Voucher Entry and Voucher Match and set the voucher match version.

Choosing Receipt Records to Match to a Voucher

For the three way voucher match (formal receipt process), you create a voucher from an invoice. You must locate the receipt records that correspond to the invoice and match them to the invoice. For example, if a supplier has sent you an invoice for 100.00, you must locate and match the receipt records for the 100.00 worth of items that correspond to the invoice. Note that you can choose multiple receipt records to match on a single voucher.

The total amount of the receipt records you match to an invoice must equal the amount on the invoice. For example, if two receipt records correspond to an invoice and each receipt record is for 200.00, the invoice amount must equal 400.00 to perform a match.

If an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice. The system leaves the remaining balance of the receipt record open. For example, if a receipt record reflects 100 items, but the invoice amount reflects 50 items, you can change the receipt record quantity to 50. You can create a voucher for the remaining 50 items at a later time.

The system creates a voucher interactively when you match receipt records to an invoice.

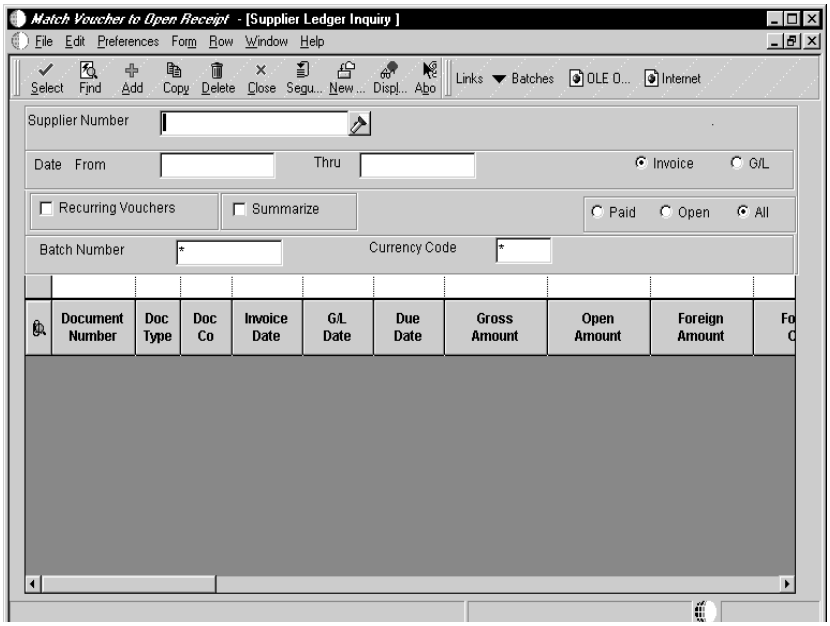
▶ To choose receipt records to match to a voucher

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

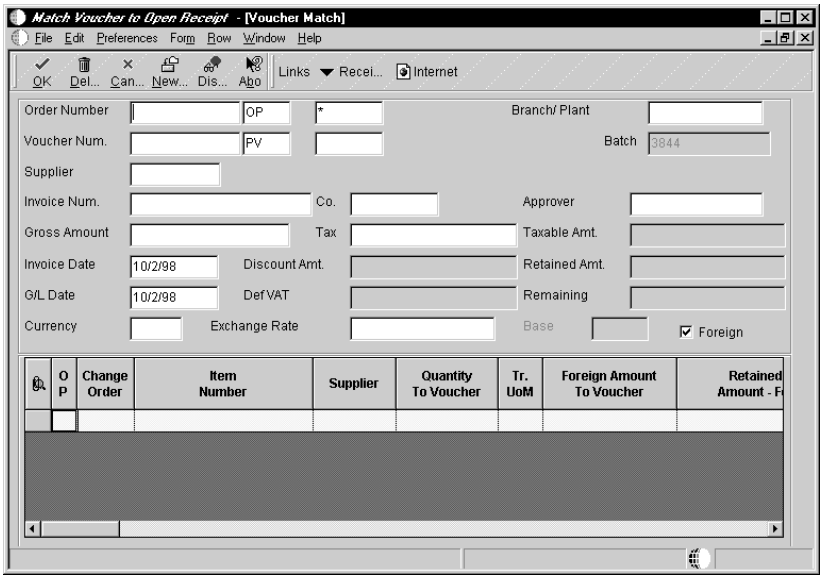
Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. On the Subcontract Processing menu (G43D11) choose Progress Payments.

If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

On Supplier Ledger Inquiry



1. Click Add.

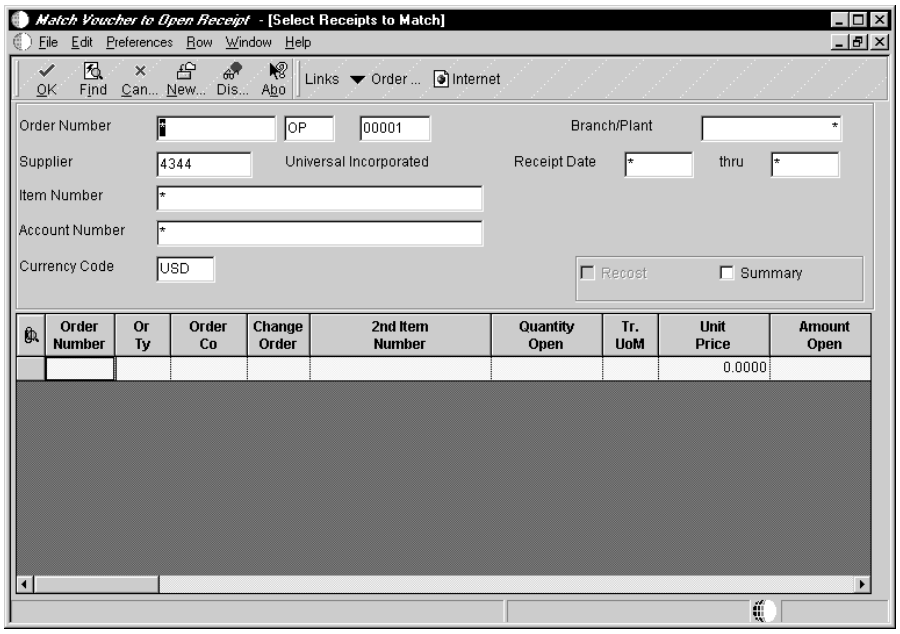


2. On Voucher Match, to enter record information, complete the following fields:
    - Supplier
    - Branch/Plant
    - Invoice Num
    - Invoice Date

- G/L Date
- Co

You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose if you match to the invoice.

3. Choose Receipts to Match from the Form menu.



4. On Select Receipts to Match, complete the following optional fields and click Find:
   - Item Number
   - Account Number
5. Choose the receipt records that correspond to the invoice and click Select.

   The system returns the lines you selected to the Voucher Match form.

6. On Voucher Match, complete the following field:
   - O P
7. Complete the following optional fields for receipt records to reflect the invoice, as necessary:
   - Amount To Voucher
   - Quantity To Voucher
   - Amount Retained
   - Percentage Retained
   - Tax Y/N

- Tax Area
- Tax Expl
- Tax
- Discount Amt

If you are working with receipt records, you cannot increase the receipt quantity to reflect an invoice. You must first receive the additional quantity using the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

8. Click OK.
9. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, and click Select.

Choosing Order Detail Lines to Match to a Voucher

For the two way voucher match (informal receipt process), you do not record receipt information. You must match order detail lines to invoices to create vouchers. For example, if a supplier sends you an invoice for 100.00, you must locate and match the order detail lines that contain the corresponding 100.00 worth of items. Note that you can choose multiple order detail lines to match on a single voucher.

When you add landed costs to receipt records prior to the voucher match process, the system might create separate detail lines for the landed costs depending on how you have set up the costs. To create a voucher for the landed costs, locate and match the landed cost line to the appropriate invoice.

You might receive an invoice for goods or services that were never entered on a purchase order. You can set processing options for the Voucher Match program to allow you to enter new purchase order detail lines to match to an invoice. The processing options allow you to indicate whether the system adds new lines to an existing purchase order (you specify the order number, order company, order type, and order change number) or creates a new purchase order. The processing options also allow you to indicate the line type and status codes for new detail lines.

You must purchase against account numbers to enter new detail lines during the voucher match process. You cannot add stock-based order detail lines during the voucher match process.

When you try to create a voucher against an order that has a payment hold, any of the following might occur:

- You receive a soft warning, which indicates an outstanding log warning. You can enter and process payments as usual.
- Your new payments automatically have a pay status of “H,” which indicates that the contract hold code automatically holds payments against

an order. You must manually change each voucher to a pay status of approved.

- The system does not allow you to enter a payment voucher, which indicates that the vendor hold code for the supplier is set to not allow any payments.
- If the order is on hold, you cannot enter payment vouchers until the hold is removed.

You can also enter a specific tax amount for each receipt record on the Voucher Match form. If you enter a tax amount, you must also enter the tax rate/area and an explanation for the tax.

To account for variances in the exchange rate, you can set up automatic accounting instructions. If you enter a new exchange rate during the voucher match process, the system creates journal entries to account for the variance between costs incurred at the old exchange rate and costs incurred at the new exchange rate.

If you match records to order detail lines to create vouchers and no longer expect to receive the items or services on a detail line, you can cancel the line on the Select Orders to Match form. The processing options for Voucher Match allow you to specify the status code for canceled lines.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the quantity in the Enter Receipts program.

▶ To choose order detail lines to match to a voucher

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. On the Subcontract Processing menu (G43D11) choose Progress Payments.

On Supplier Ledger Inquiry

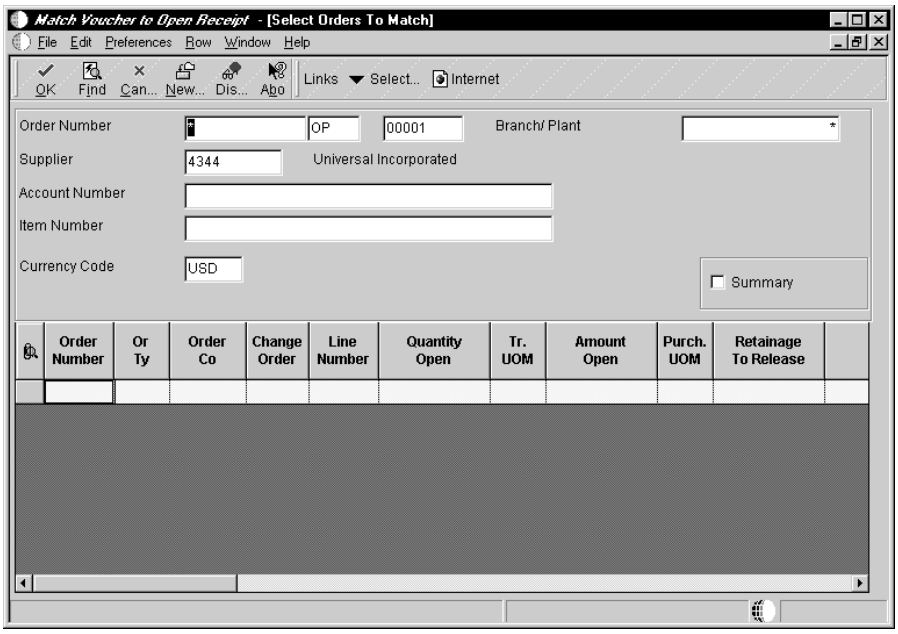
If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

1. Click Add.
2. On Voucher Match, to enter record information, complete the following fields:
    - Supplier
    - Branch/Plant
    - Invoice Num
    - Invoice Date

- G/L Date
- Co

You can have the system enter the gross amount and tax for you based on the detail lines you choose if you match to the invoice.

3. Choose Orders to Match from the Form menu.



4. On Select Orders to Match, complete the following optional fields and click Find:
   - Item Number
   - Account Number
5. Choose the order detail lines and click Select.

   The system returns the lines that you selected to the Voucher Match form.

6. On Voucher Match, complete the following field:
   - O P

   The option that you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option7), or cancels the line entirely (option 9).

7. Complete the following optional fields for order detail lines to reflect the invoice, as necessary:
   - Amount To Voucher
   - Quantity To Voucher

- Amount Retained
- Percentage Retained
- Tax Y/N
- Tax Area
- Tax Expl
- Tax
- Discount Amt

8. Click OK.
9. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, then click Select.

Field	Explanation
Invoice Num	The supplier's invoice number used for voucher entry. NOTE: Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine and enter them as one voucher. If you leave this field blank, you might receive a warning or error, depending on how the A/P constants are set. Vouchers with blank invoice numbers print on the Suspected Duplicate Payments Report.
Gross Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.
Amount – Retained	The total amount held back (referred to as "holdback" in some countries) on the contract amount. The amount retained cannot be less than zero or greater than the amount to voucher.
Percent – Retainage	The rate of retainage (referred to as "holdback" in some countries) that applies to the contract. This rate is a percentage of each payment. It is expressed as a decimal fraction. For example, a retention of 10% is expressed as 10. The retainage rate cannot be greater than 99.9% (.999) or less than zero.

Field	Explanation
Tax	Of the total taxes calculated for this document (invoice, voucher, etc.), the dollar value of the tax liability attributable to the first of five possible taxing authorities who may comprise the tax area. . . . . . *Form-specific information* . . . . . . The sum of the taxes for all of the order detail lines that you have selected for voucher match.
Invoice Date	The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.

See Also

- *Entering Landed Costs* for information about how to add landed costs to a receipt record
- *Setting Up Automatic Accounting Instructions* for information about how to set up AAIs that account for variances in the exchange rate
- *Setting Up Multi–Currency* in the *General Accounting Guide* for information about how to enter the exchange rate

Choosing Order Detail Lines for Freight Charges to Match to a Voucher

You might need to manually match freight charges to a voucher. Freight charges are calculated by the Advanced Transportation Management system.

▶ To choose order detail lines for freight charges to match

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

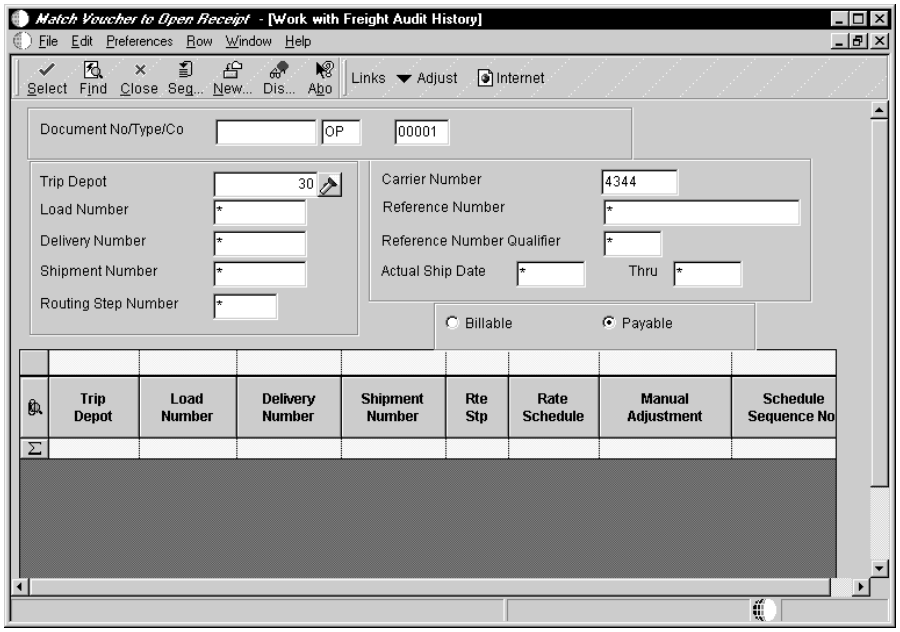
If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

On Supplier Ledger Inquiry

1. Click Add.
2. On Voucher Match, to enter record information, complete the following fields:
   - Supplier
   - Branch/Plant

- Invoice Num
- Invoice Date
- G/L Date
- Co

3. Choose Freight to Match from the Form menu.



4. On Work With Freight Audit History, complete the following optional fields and click Find:
   - Trip Depot
   - Load Number
   - Shipment Number
5. Choose the row that contains the order detail line that you want to match to a voucher and click Select.

Recording Cost Changes to an Invoice

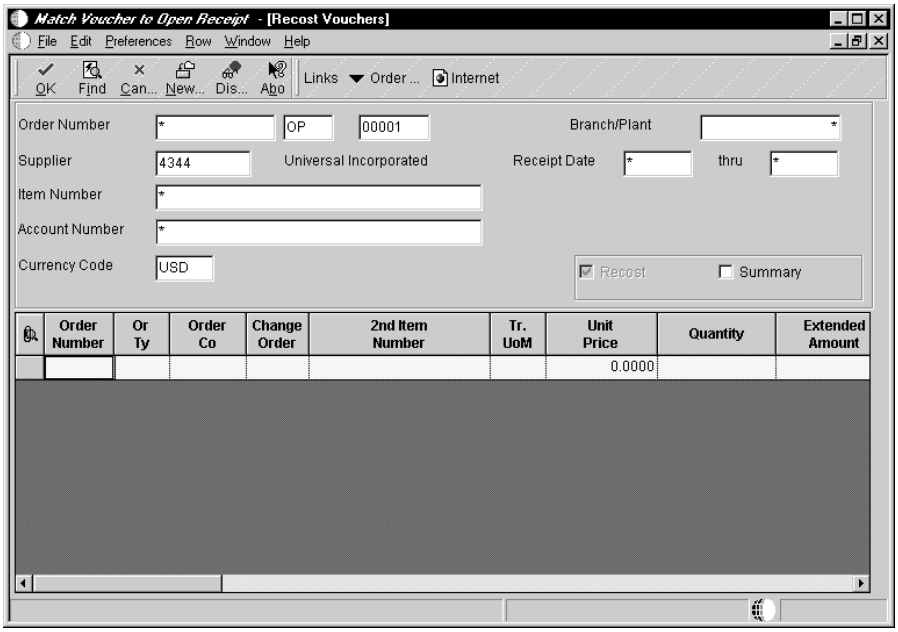
You might receive an invoice adjustment that reflects a price change to an item or an error to a previous invoice. Typically, you make prices changes for products such as gasoline or for other commodity items. For example, you receive an invoice for 100 items that cost 10.00 each and later receive another invoice that adjusts the cost of the items to 9.00 each. You can create a new voucher that reflects an adjustment to the previous voucher.

To record invoice adjustments

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

On Supplier Ledger Inquiry

1. Click Add.
2. On Voucher Match, complete the following fields and click OK:
   - Supplier
   - Branch/Plant
   - Invoice Num
   - Invoice Date
   - G/L Date
   - Co
3. From the Form menu, choose Recost Vouchers.



4. On Recost Vouchers, complete the following fields and click OK:
   - Order Number
   - Item Number
   - Unit Price

The system creates a new voucher that reflects the difference in cost between the original voucher and the new cost.

Managing Invoices Received in an Alternate Currency

If you enter an order in a domestic or foreign currency, and your supplier submits an invoice in an alternate (third) currency, you cannot automatically match the domestic or foreign order to the invoice. Instead, you must manually convert the alternate currency invoice amount to the domestic or foreign currency and then enter the voucher with that (domestic or foreign currency) amount.

For example, if a French company enters an order in German marks (foreign currency) and the supplier submits an invoice in the euro, you must manually convert the euro invoice amount to DEM or FRF and then enter the voucher with that amount. Likewise, if a Canadian company enters an order in Japanese yen (JPY) and the supplier submits an invoice in U.S. dollars, you must manually convert the U.S. dollar invoice amount to JPY or CAD and then enter the voucher with that amount.

For future transactions, you should consider changing the currency code on the supplier master record so that orders, vouchers, and payments for that supplier are processed in the alternate currency.

Processing Options for A/P Standard Voucher Entry

```
Display

1. Enter a '1' to default Recurring
    Vouchers.

      1 = Recurring Vouchers                    _____________

2. Enter a '1' to default Summarized
    Vouchers.

      1 = Summarized Vouchers                   _____________

Manual Checks

1. Enter a '1' for manual checks

      1 = Manual Check Creation                 _____________

2. Duplicate Check Edit within a bank
    account:

      ' ' = Error, '1' = Warning                _____________

3. Enter a '1' to automatically assign
    payment numbers based on the bank
    account's next number.

      1 = Auto Payment Number                   _____________
      Assignment

Purchasing
```

1. Select one of the following values for processing deletes (from Supplier Ledger Inquiry) of vouchers that contain a purchase order or contract number.

   ' ' = No Edit, 1 = Warning, 2 = Hard Error _____

Voucher Match

1. Enter a '1' for Voucher Match processing (P4314) versus Standard Voucher Entry (P0411).

   1 = Voucher With Match Creation _____

2. Enter the version for Voucher Match (P4314). If left blank, ZJDE0001 will be used.

   Voucher Match Version _____

Multi Company

   1. Enter a '1' to add vouchers via Multi-Company Single Supplier. _____

Multi Voucher

1. Enter a '1' to add vouchers via Multi Voucher Single Supplier entry. Enter a '2' to add vouchers via Multi Voucher Multi Supplier entry.

   1 = Multi Voucher Single Supplier _____
   2 = Multi Voucher Multi Supplier

Logging

1. Enter a '1' if you wish to perform Voucher Logging from within Voucher Entry. (Note: When doing Voucher Logging, processing options for Prepayments will be ignored).

   1= Voucher Logging Creation _____

2. Enter a '1' if you want the system date do be defaulted to the G/L date and protected from being overridden.

   1 = System Date Default _____

Prepayments

1. Enter the G/L Offset to use for creating prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items.

   G/L Offset _____

2. Enter the G/L Distribution Account to use for creating prepayment pay items.

   G/L Distribution Account _____

3. Enter the default payment status for prepayment pay items. If blank, negative prepayment pay items will default to a payment status of 'H'.

   Pay Status Code _____

4. Enter the number of days to add to the due date of the negative prepayment pay items. (Future)

   Prepayment Number of Days (Future) _____

5. Enter a '1' if you want the Tax Area Window to display if you want a different tax area/code for each negative prepayment item [offset items].

   1 = Tax Window Display _____

6. If you have chosen the Tax Area Window to display, enter the Tax Area and the Tax Explanantion Code you wish to default:

   Prepayment Tax Area _____
   Prepayment Tax Explanation _____

MBF Version

1. To override standard voucher entry processing (version ZJDE0001 for application P0400047), enter an override version number. This should only be changed by persons responsible for system wide setup.

   MBF Version _____

Processing Options: Voucher Match

Defaults Tab

These processing options define the default information that the system uses during Voucher Match (P4314).

1. Inquiry Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved

document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_ Accounts Payable documents.
R_ Accounts Receivable documents.
T_ Payroll documents.
I_ Inventory documents.
O_ Purchase Order documents.
J_ General Accounting/Joint Interest Billing documents.
S_ Sales Order Processing documents.

You must enter a value that has been set up in user defined code table 00/DT.

2. Voucher Document Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

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T_ Payroll documents.
I_ Inventory documents.
O_ Purchase Order documents.
J_ General Accounting/Joint Interest Billing documents.
S_ Sales Order Processing documents.

You must enter a value that has been set up in user defined code table 00/DT.

Display Tab

These processing options control whether the system displays certain types of voucher match information, such as the approver number and reporting code.

1. Approver Number

Use this processing option to specify whether to display the approver number code.

1 Display the approver number code.
Blank Do not display the approver number code.

2. Reporting Code 7

Use this processing option to specify whether the column for Reporting Code 007 appears in the detail area on Voucher Match.

1 Display the column for Reporting Code 007.
Blank Do not display the column for Reporting Code 007.

3. Account Number

Use this processing option to specify how the system displays the account number.

1 The account number is displayed in three individual fields (Business Unit, Object Account, and Subsidiary).
Blank The account number is displayed as one field.

4. Business Unit

Use this processing option to specify the text that describes the Business Unit field (alias MCU). This processing option affects only the header area on Voucher Match, not the detail area.

1 The field appears as Job.
2 The field appears as Project.
3 The field appears as Business Unit.
Blank The field appears as Branch/Plant.

Process Tab

These processing options control the values that the system uses for the following information and processes:

- From and Thru status codes
- Outgoing next status code
- Entry of the quantity/amount
- Tolerance checking
- Storage of supplier analysis information
- Quantity of vouchers allowed per order

1. From Status Code

Use this processing option to specify the Last Status code in the range of status codes for order detail lines.

2. Thru Status Code

Use this processing option to specify the Next Status code in the range of status codes for order detail lines.

3. Outgoing Receipt Next Status Code

Use this processing option to specify a code that represents the next status that the order will move to after a partial payment.

When a partial payment exists, the system updates the status in the Purchase Order Detail table for a two–way match and updates the status in the Receiver table (F43121) for a three–way match so that the statuses in those two tables match the status that you enter for this processing option.

4. Cancel Status Code

Use this processing option to specify the next status that the order moves to after the system cancels a voucher.

When a voucher is cancelled, the system updates the status in the Purchase Order Detail table for a two–way match and updates the status in the Purchase Order Receiver table (F43121) for a three–way match to ensure that the statuses match the status that you enter for this processing option.

5. Quantity/Amount

Use this processing option to indicate whether you want to manually enter the quantity information or whether the system automatically enters quantity information.

1 Manually enter the quantity/amount to a voucher.
Blank Automatically load the quantity/amount.

6. Tolerance

Use this processing option to indicate whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage. To check your tolerance, you can access the Tolerance Setup program (P4322).

You can enter a valid pay status or any of the following values:

1 Display a warning when the detail line exceeds the tolerance.
2 Display an error message when the detail line exceeds the tolerance.
Blank Do not check quantities and amounts to determine whether they exceed tolerance.

7. Supplier Analysis

Use this processing option to indicate whether you want the system to capture supplier analysis information.

1 The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Entry program (P4310) and the Purchase Order Receipts program (P4312) to capture the same information.

Blank The system does not capture supplier analysis information.

8. Orders Per Voucher

Use this processing option to indicate whether the system allows multiple orders per voucher.

1 Allow only one order per voucher.

Blank Allow multiple orders per voucher.

9. Branch/Plant Retrieval

Use this processing option to specify which business unit the system uses to generate the G/L bank account and the A/P trade account. Note that the system uses the business unit that you specify for the voucher.

1 Retrieve the business unit from the purchase order header record.

2 Retrieve the business unit from the address book.

Blank Retrieve the business unit for each detail line.

Summarization Tab

These processing options control whether the system summarizes accounts payable (A/P) and general ledger (G/L) information.

1. A/P

Use this processing option to specify whether to summarize A/P entries.

1 Summarize A/P entries.

Blank Do not summarize A/P entries.

2. G/L

Use this processing option to specify whether to summarize G/L entries.

1 Summarize G/L entries.

Blank Do not summarize G/L entries.

New Order Lines Tab

These processing options control how new order detail lines are added to a purchase order when you are creating a voucher.

1. Order Line Entry

Use this processing option to indicate whether you want the system to automatically create purchase order detail lines for lines that you add to a voucher.

1 Do not create corresponding purchase order detail lines when new lines are added to a voucher.
2 Create corresponding purchase order detail lines when new lines are added to a voucher.
Blank You cannot add lines to a voucher.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form (P40205), are:

J Job cost, subcontracts, or purchasing to the General Ledger.
B G/L account and item number.
N Non–stock item.
F Freight.
T Text information.
M Miscellaneous charges and credits.

This processing option applies only if you enter a value of 2 in the Order Line Entry processing option, which also is on the New Order Lines tab.

You can only use a line type that has an inventory interface of A, which validates the account number.

3. Last Status Code

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

4. Next Status Code

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

Retainage Tab

These processing options control whether the system uses the retainage percentage or the retainage amount as a default value in the Voucher Match program (P4314), and also whether the system applies taxes to the retained or vouchered amount.

1. Retainage Default

Use this processing option to specify whether to automatically load the retainage percentage or amount from the order header.

1 Automatically load the retainage percentage or amount from the order header.

Blank Do not load the retainage percentage or amount from the order header.

2. Retainage Taxes

Use this processing option to specify whether to apply taxes to the retained amount that you are releasing only or to the vouchered amount.

1 Apply taxes to the retained amount that you are releasing. For example, if your voucher total is 100.00 and you are retaining 10.00, the system applies taxes to 90.00. When you release the retained amount, the system will apply taxes to 10.00.

Blank Apply taxes to the vouchered amount, including the retained portion. For example, if your voucher total is 100.00 and you are retaining 10.00, the system still applies taxes to 100.00.

Logs Tab

These processing options control whether the system displays a warning message when outstanding logs exist and also indicate which pay status code the system should use for a voucher when outstanding logs exist.

1. Logs Warning Message

Use this processing option to indicate whether the system displays an outstanding log detail warning message and when it displays the message.

1 Display the outstanding log detail warning message when the system verifies the status, pay effective date, and pay expiration date.

2 Display the outstanding log detail warning message when the system verifies the status, pay effective date, required date, and pay expiration date.

Blank Do not display the outstanding log detail warning message.

2. Logs Pay Status Code

Use this processing option to specify the pay status code that the system uses as a default value for the voucher when an outstanding log exists.

Typically, you use a pay status code that indicates that the pay item is on hold.

Currency Tab

These processing options control which date the system uses as the effective date and also whether the exchange rate can be changed.

1. Effective Date

Use this processing option to indicate which date the system uses as the effective date.

1 Use the G/L date as the effective date.

2 Use the invoice date as the effective date.

Blank Use today's date as the effective date.

2. Protect Rate

Use this processing option to specify whether you can change the exchange rate.

1 You cannot change the exchange rate.

Blank You can change the exchange rate.

Flexible Accounting Tab

This processing option controls whether you are working with flexible accounting.

1. Flexible Accounting

Use this processing option to specify whether flexible accounting is activated. Activate flexible accounting if you are using the Cost Management System, or if you are working with flexible sales accounting.

1 Activate flexible accounting.

Blank Do not activate flexible accounting.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Order Entry (P4310)

Use this processing option to define the version that the system uses when you are using the Order Entry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. A/P Version (P0400047)

Use this processing option to define the version that the system uses when you are using the Accounts Payable program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. G/L Version (P0900049)

Use this processing option to define the version that the system uses when you are using the General Ledger program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. Open Receipts Inquiry (P43214)

Use this processing option to define the version that the system uses when you are using the Open Receipts Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Stand–alone Landed Cost (P43214)

Use this processing option to define the version that the system uses when you are using the Stand–alone Landed Cost program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

Working with Retainage

You can create a voucher withholding a portion of the gross payment as retainage. Retainage is the percentage of a committed amount that is held until a specified date. For example, you pay the retained amount after the completion of the contract, service, or receipt of all items on an order. If you create a voucher for 100 with retainage of 10 percent, the actual payment will be 90, with 10 held as retainage. You release retainage by entering a payment voucher for the amount that you want to release.

Note that you cannot release retainage and create a voucher at the same time.

Complete the following tasks:

- ❑ Enter a voucher with retainage
- ❑ Enter a voucher to release retainage

Before You Begin

- ❑ Set processing options to apply taxes to retainage.

See Also

- *Creating Vouchers* for information about releasing retainage

Entering a Voucher with Retainage

You can create a voucher with retainage that is applied to the entire voucher, or you can apply retainage by line item of the voucher.

Use the tax with retainage processing option to defer tax on retainage. If you set the processing option for tax with retainage to on and you use a tax type of C or V, the system calculates amounts differently. It subtracts retainage from the original taxable amount and recalculates new amounts.

▶ To enter a voucher with retainage

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Progress Payments.

On Supplier Ledger Inquiry

1. Click Add.
2. On Voucher Match, to enter record information, complete the following fields:
   - Supplier
   - Branch/Plant
   - Invoice Num
   - Gross Amount
   - Invoice Date
   - G/L Date

   You can have the system enter the gross amount and tax for you based on the detail lines you choose.
3. Choose Orders Selected from the Form menu.
4. On Select Orders to Match, complete one of the following optional fields and click Find:
   - Item Number
   - Account Number
5. Choose the order detail lines and click Select.

   The system returns the lines that you selected to the Voucher Match form.
6. On Voucher Match, change the following field for order detail lines, as necessary:
   - Amount Retained
7. Click OK.
8. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, and click Select.

Entering a Voucher to Release Retainage

Retainage is an amount of the order that is held until a specified date. You release retainage by entering a payment voucher for the amount that you want to release. Retainage is also called a holdback.

A partial release of retainage indicates that there is still an unpaid amount of retainage. A final release of retainage indicates that there is no retainage left to be paid. You can release retainage for individual vouchers or for groups of vouchers.

▶ To enter a voucher to release retainage

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipts.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Progress Payments.

On Supplier Ledger Inquiry

You might use the Work With Vouchers (Match) form as a starting point instead of Supplier Ledger Inquiry. If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

1. Click Add.
2. On Voucher Match, to enter record information, complete the following fields and click OK:
   - Supplier
   - Branch/Plant
   - Invoice Num
   - Invoice Date
   - G/L Date

   You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose if you match to the invoice.
3. Choose Orders Selected from the Form menu.
4. On Select Orders to Match, complete the following fields and click Find:
   - Item Number
   - Account Number
5. To summarize retained amounts, click the Summary checkbox.

   The system summarizes the retained amounts by item, account number, currency code, cost rule, transaction unit of measure, purchasing unit of measure, and lump sum.
6. Choose the receipt records that correspond to the invoice and click Select.

The system returns the lines you selected to the Voucher Match form.

7. On Voucher Match, change the following fields for receipt records to reflect the invoice, as necessary:

   - Retainage To Release

   If you are working with receipt records, you cannot increase the receipt quantity to reflect an invoice. You must first receive the additional quantity using the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

8. Click OK.
9. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, then click Select.

Creating Multiple Vouchers from Receipt Records

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Evaluated Receipt Settlement.

You might have an agreement with certain suppliers that your receipt records are sufficient for creating vouchers. When such an agreement exists, the supplier does not need to send you an invoice, and you can avoid manually matching receipt records to invoices to create vouchers.

You can run the Evaluated Receipt Settlement procedure to create vouchers from receipt records. You indicate the receipts for which the system:

- Edits for errors
- Calculates taxes and discounts
- Creates vouchers
- Generates journal entries

You can run Evaluated Receipt Settlement (R470412) in proof mode to review the receipts for which the system will create vouchers. You can also identify the receipts with errors so that you can correct them. After you have corrected any errors, you can run the program in final mode to create vouchers.

The system does not create vouchers for receipt items in a routing process until they are moved to an on–hand status. When the receipt items go through the routing process, the system assigns the receipt record an evaluated receipt value of R (in routing) in the Purchase Order Receiver table. When the items become on-hand, the system changes the value to Y (yes), so that you can create a voucher.

The system creates vouchers for landed costs if:

- The receipt record for which you are entering landed costs is eligible for the Evaluated Receipt Settlement program (Evaluated Receipt field in the Purchase Order Receiver table is set to yes).
- You can create vouchers for the landed cost supplier using the Evaluated Receipt Settlement program (Evaluated Receipt field on Procurement Instructions is set to yes).

After the system creates the vouchers, you work with them as you would with any standard voucher.

To create vouchers for a supplier in batch mode, you must set the Evaluated Receipt field in Procurement Instructions to Y (Yes) before you create purchase orders for the supplier. This is the default for each purchase order that you enter for the supplier. You can override this default for individual detail lines. If you set the Evaluated Receipt field in Procurement Instructions to N (No), you cannot override the value on purchase orders.

The system gets receipt information from the Purchase Order Receiver table (F43121) to generate vouchers in batch mode. You must use a formal receipt process to create vouchers in batch mode.

When you run Evaluated Receipt Settlement, the system generates two reports. If you run the program in proof mode, the first report contains all receipts for which the system will create vouchers. If you run the program in final mode, the report contains the voucher number, voucher amount, and so forth, for each receipt.

The second report lists all receipts for which vouchers cannot be created due to errors.

See Also

- *Working with Standard Vouchers* in the *Accounts Payable Guide*
- *Working with Items in a Receipt Route* for information about receipt routing

Working with Journal Entries for Voucher Transactions

The system generates journal entries when you create a voucher so that the appropriate purchasing expenses and liabilities reflect in the general ledger. After the system generates journal entries, you can review the entries and post them to the general ledger.

To ensure the integrity of your data, you can verify that voucher amounts balance between the accounts payable ledger and the general ledger.

To work with journal entries for voucher transactions, complete the following tasks:

- ❑ Review and post journal entries for voucher transactions
- ❑ Verify that voucher amounts balance

Reviewing and Posting Journal Entries for Voucher Transactions

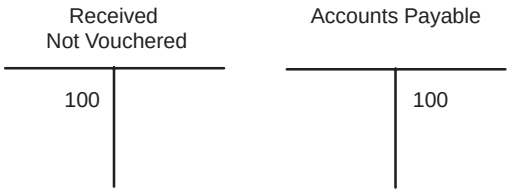
From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Voucher Journal Review or G/L Voucher Post.

When you create a voucher for items that you formally receive, the system creates a journal entry that debits a received not vouchered account. When you create a voucher for items that you do not formally receive, the system creates a journal entry that debits an expense account.

The system creates accounts payable offsetting entries when you post the voucher journal entries to the general ledger.

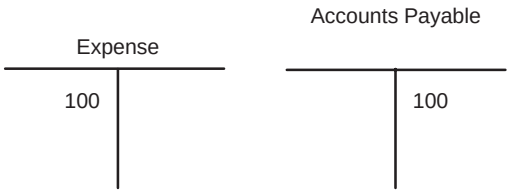
For example, if you create a voucher for 100.00 worth of items that you formally received, the system creates the following journal entries:

Formal Receipts



If you create a voucher for 100.00 worth of items that you did not formally receive, the system creates the following journal entries:

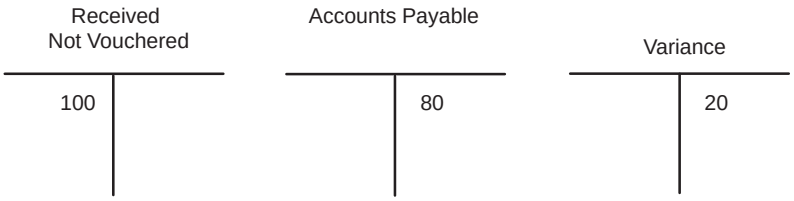
Informal Receipts



If a variance exists between the cost of goods or services on a purchase order or receipt record and the cost on the voucher, the system creates journal entries for the variance. You must specify variance accounts in Automatic Accounting Instructions.

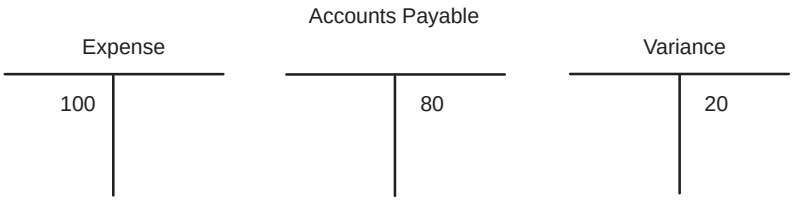
For example, if you enter a voucher for 80.00 worth of inventory items and the cost of the items at the time of receipt was 100.00, the system creates the following journal entries:

Formal Receipts Variance



If you enter a voucher for 80.00 worth of non-stock items or services and the cost of the items on the purchase order was 100.00, the system creates the following journal entries:

Formal Receipts Variance



If you charge purchases against general ledger account numbers (expense accounts), the line type you assign to a detail line determines whether the system charges a variance to the expense account or a variance account.

You can review the journal entries that the system creates for a voucher on Voucher Journal Review. You can review the amount of each entry and the account to which each amount is debited or credited.

What You Should Know About

Variance accounts for weighted average costs

If you purchase items to inventory, you might sell some of the items before you create a voucher. If you maintain a weighted average inventory cost for the items, you must set up two variance accounts in AAIs, one for the items sold and the other for the items remaining.

For example:

- You buy 10 items at 10.00 for a total of 100.00
- You sell two of the items
- You create a voucher for 90.00 (the supplier bills you for 9.00 each)

A variance exists of 10.00. If you do not set up two variance accounts, the system applies the entire 10.00 variance to the 8 items that remain in stock. This causes the weighted average cost of the items to be inaccurate.

When you set up two variance accounts, the system applies an 8.00 variance to the items that remain in stock and a 2.00 variance to the items sold. This allows the system to calculate the correct weighted average cost for the items that remain in stock.

You must set up AAI table 4332 to have the system create a separate variance for items no longer in stock.

See Also

- *Receipt Processing* for more information about the informal and formal receipt processes
- *Setting Up Automatic Accounting Instructions*

Verifying that Voucher Amounts Balance

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Print Voucher Journal.

You can review journal entries for voucher transactions and verify that they balance in the general ledger and the accounts payable ledger by printing the Accounts Payable Voucher Journal report.

For each voucher transaction that prints, you can compare the gross amount in the Accounts Payable Ledger table (F0411) to the corresponding general ledger distribution entries in the Account Ledger table (F0911). The system does not include records with a foreign currency ledger type (CA) in the G/L comparison total.

See Also

- *Printing Voucher Journals* in the *Accounts Payable Guide*

Processing Options for Voucher Journal Report

```
Print Options

Select the Account Number to print:
    Blank = Number entered during input;
    '1' = Account Number; '2' = Short
    Account ID; '3' = Unstructured
    Account.
```

```
Tax Processing

Enter a '1' to use the Tax Workfile
    (F0018) to print the VAT Receivable
    amounts (for posted amounts).  If
    left blank, only the tax amounts
    from the A/P Ledger file (F0411)
    will be printed.
```

Logging Invoices prior to Receiving Goods

You can log invoice information prior to receiving the goods or services on an invoice so that the billing amount reflects in the general ledger. When you log invoice information, the system creates a preliminary voucher from which you can create a permanent voucher when you receive the goods or services.

Complete the following tasks:

- ❑ Log invoices to create preliminary vouchers
- ❑ Create a permanent voucher from a preliminary voucher
- ❑ Print logged invoice information

After you create a preliminary voucher, the system generates journal entries that distribute the voucher amount to a general ledger suspense account. After you create the permanent voucher, the system generates journal entries that redistribute the voucher amount to the actual general ledger accounts.

Logging Invoices to Create Preliminary Vouchers

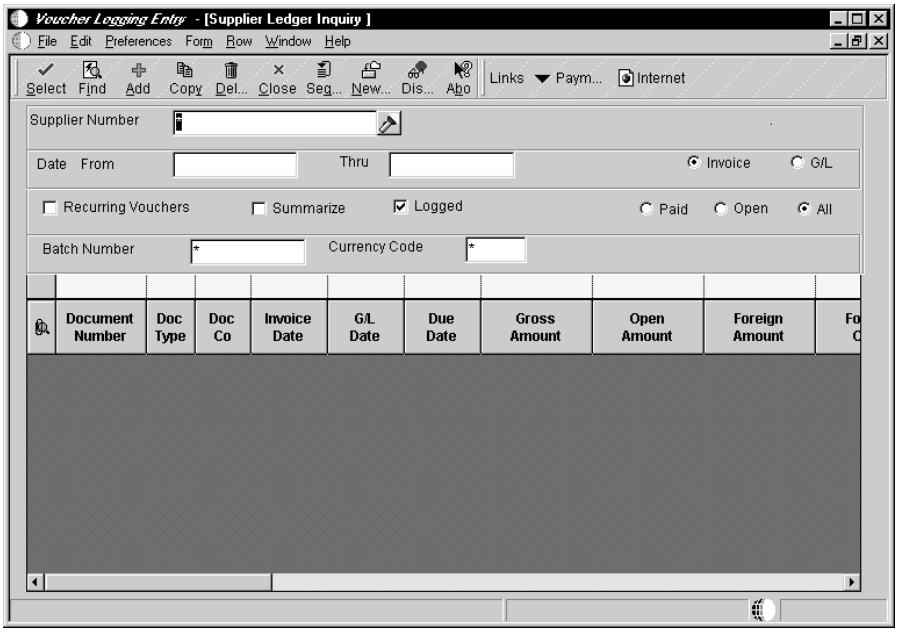
You might want to record invoice information promptly, prior to receiving the goods or services on the invoice. You can log invoice information to create a preliminary voucher, from which the system creates journal entries to account for the billing amount.

After you enter invoice information, you must specify the suspense account for which the system is to debit the voucher amount.

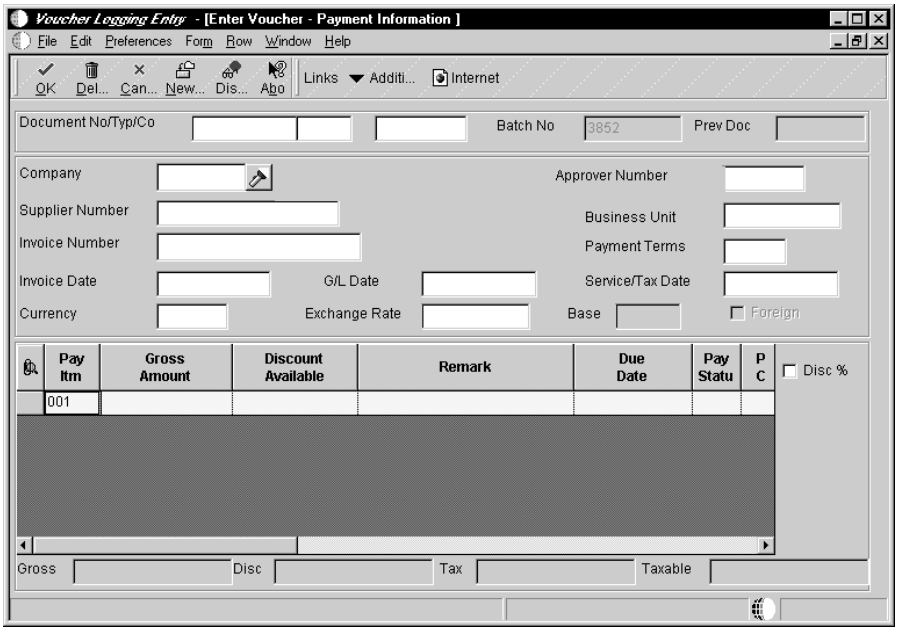
▶ To log invoices to create preliminary vouchers

From the Accounts Payable menu (G04), choose Daily Processing. From the Daily Processing menu (G0410), choose Supplier and Voucher Entry. From the Supplier and Voucher Entry menu (G0411), choose Other Voucher Entry methods. From the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

On Supplier Ledger Inquiry

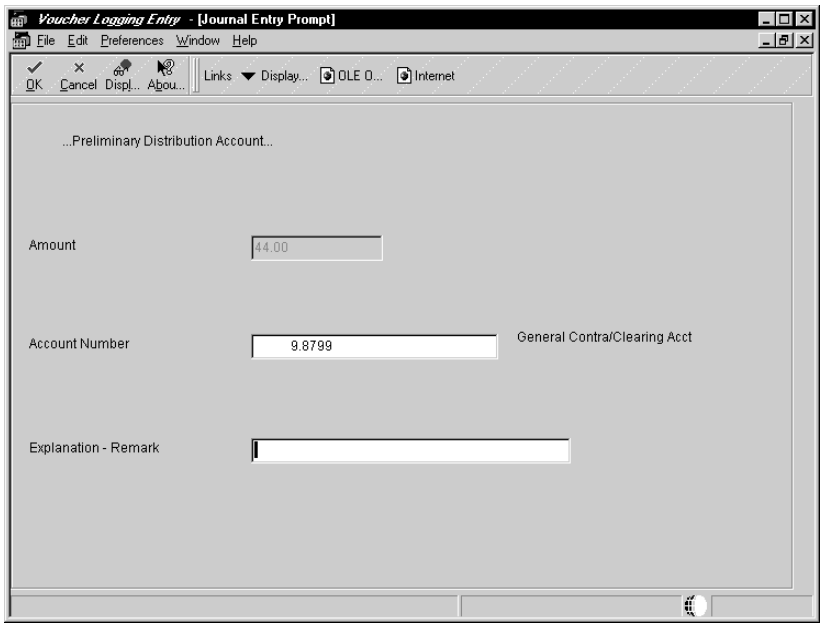


1. Click Add.



2. On Enter Voucher – Payment Information, complete the following fields and click OK:
    - Company
    - Supplier Number
    - Invoice Number

- Invoice Date
- G/L Date
- Gross Amount
- Remark
- Tax Ex
- Tax Rate/Area



3. On Journal Entry Prompt, complete the following field and click OK:
   - Account Number

See Also

- *Working with Logged Vouchers* in the *Accounts Payable Guide*

Creating a Permanent Voucher from a Preliminary Voucher

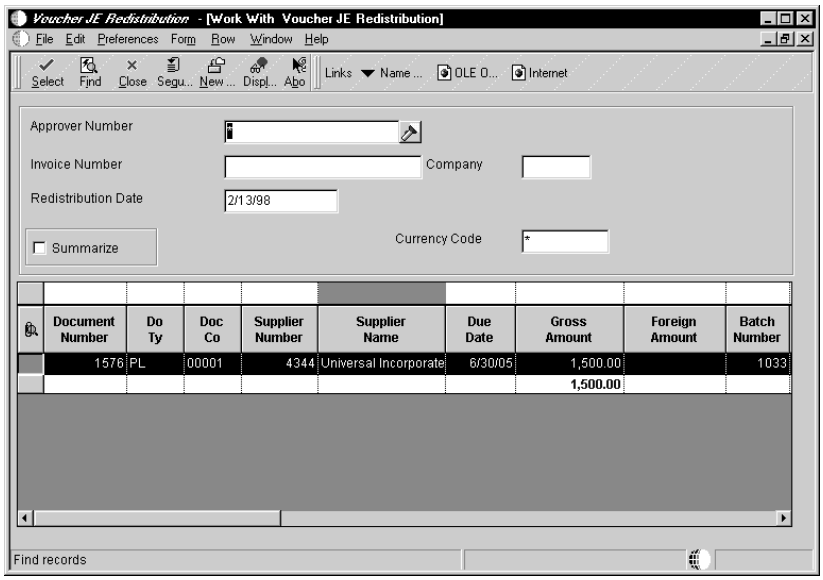
You can create a permanent voucher from a preliminary voucher after you receive the goods and services on the corresponding invoice. Because the preliminary voucher already contains much of the necessary information, creating the permanent voucher is a simple process.

To create a permanent voucher, you must locate the preliminary voucher and choose the receipt records that match the invoice. After you do this, the system creates the permanent voucher.

To create a permanent voucher from a preliminary voucher

From the Accounts Payable menu (G04), choose Supplier and Voucher Entry. On the Supplier and Voucher Entry menu (G0411), choose Other Voucher Entry methods. On the Other Voucher Entry Methods menu (G04111), choose Voucher Journal Entry Redistribution.

On Work With Voucher JE Redistribution



1. To locate the preliminary voucher from which to create a permanent voucher, complete either of the following fields and click Find:
   - Invoice Number
   - Company
2. Click on the row and choose Redistribute PO from the Row menu.
3. On Voucher Match, choose the receipt records that correspond to the invoice for the preliminary voucher and click OK to create the permanent voucher.

See Also

- *Choosing Receipt Records to Match to an Invoice*

Printing Logged Invoice Information

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Logged Voucher Detail.

If you log invoices on the system before taking receipt of the goods or services, you can print the Logged Voucher Detail report to review preliminary voucher information. You can use this report to identify the preliminary vouchers that are ready for distribution. You can also review invoice and purchase order information, including:

- Invoice number
- Invoice date
- Gross amount
- Purchase order number
- Received date (if applicable)
- Amount open to voucher
- Voucher number

If you do not enter purchase order information when you log a voucher, the system does not print purchase order information on the report.

You can use processing options to determine whether the report prints only logged vouchers for which receipt records have been entered.

Printing Voucher Information

You can print reports containing voucher information that is specific to purchase orders, receipts, and suppliers. To print voucher information, complete the following tasks:

- ❑ Print voucher information by detail line
- ❑ Print open voucher information by receipt
- ❑ Print voucher amounts for suppliers
- ❑ Print the AIA Application for Payment
- ❑ Print the Waiver of Lien

Printing Voucher Information by Detail Line

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Vouchered/Received Status.

You can review voucher information by purchase order detail line. For example, if you entered a purchase order containing a detail line for 100 widgets, you can produce a report that identifies:

- The quantity and amount received to date
- The received quantity and amount for which a voucher has been created
- The received quantity and amount for which a voucher has not been created

You can specify the branch/plant, supplier, and purchase order number for the detail lines that print. You might use this report to determine the total amount open to voucher for a supplier or branch/plant.

When you run the Received/Vouchered Status report, the system organizes detail lines by branch/plant or business unit, depending on whether you use an inventory or non-inventory environment.

Processing Options for Received/Vouchered Status Report

```
Display

Enter a '1' to print General Ledger cost
    center information.  If left blank,
    Branch/Plant information will
    print.

      1.  Select G/L Cost Center or                    _____________
      Branch/Plant

Enter a '1' to print in Foreign
    Currency.  If left blank, Domestic
    Currency will print

      2.  Select Foreign or Domestic                   _____________
      Currency
```

Printing Open Voucher Information by Receipt

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Voucher Reconciliation.

You can review open voucher information for individual receipt records. For example, if you received 100 widgets on June 30, you can identify:

- The remaining quantity for which you must create a voucher
- The remaining amount for which you must create a voucher
- The tax on the remaining amount

You can use the Received Not Vouchered Reconciliation report to reconcile receipts to the General Ledger Account Balances table (F0902).

Each time you record a formal receipt, the system creates a journal entry that credits a Received Not Vouchered account. You can review this account number for each receipt. You usually sequence the report information by that account number.

This report contains information from the Purchase Order Receiver table (F43121).

Printing Voucher Amounts for Suppliers

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Supplier Analysis.

You can print the Supplier Analysis report to review all suppliers for whom you have created vouchers during the past year and the total voucher amount for each supplier. You can also print this report to compare the total voucher amount year-to-date to the total voucher amount for the previous year.

Suppliers appear in descending order of the total voucher amount. This report does not include those suppliers with a year-to-date voucher balance of zero.

See Also

- *R04602, Supplier Analysis* in the *Reports Guide* for a report sample

Printing the AIA Application for Payment

From the Subcontract Reports menu (G43D111), choose AIA Application for Payment.

You can run the AIA Application for Payment Report either from the Subcontract Reports menu (G43D111) or during the A/P check run. This report is similar to the American Institute of Architects (AIA) Document G702, titled *Application and Certificate for Payment.* The report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. Your subcontractors can use this report as a turnaround document. You send an updated report to a subcontractor as an individual item or with a pay request. The contractor then completes it, has it notarized, and returns it to you.

You normally send an update of the AIA Application for Payment report with each of your payments. The subcontractor then uses it for the next application. The subcontractor sends back the completed form as the invoice for payment. Completing this document does not necessarily mean that all work on the contract is complete. In most cases, it indicates only that the work that was scheduled between the last payment and the next scheduled payment is complete.

The system uses information from the Subcontract Management Detail table and the general ledger transactions.

See Also

- *R44440, AIA Application for Payment* in the *Reports Guide* for a report sample

Printing the Waiver of Lien

You can print the Waiver of Lien when you are running the A/P check run.

The Waiver of Lien is a form that you print and send to a subcontractor with the AIA Application for Payment. The Waiver of Lien states that the subcontractor has been paid and that there are no outstanding liens associated with the work on the contract. The subcontractor signs the waiver, enters the date, and returns it to you.

Special Orders Processing

A special order is an order that requires different handling than a regular order. In many instances, a special order is a prerequisite to an actual order. Examples of special orders include:

- Requisitions – preliminary requests for items and services
- Blanket Orders – large orders for which you want to receive periodic disbursements
- Quote Orders – requests for supplier price quotes
- Order Revisions – orders for which the system tracks modifications to orders

You enter most special orders in the same way that you enter orders. You distinguish a special order by its order type. For example, when you work with a requisition, you usually enter an order type of OR (requisition orders). When you work with a blanket order, you usually enter an order type of OB (blanket orders), and so forth.

Based on the line types, activity rules, and status codes that you set up for special orders, each special order type follows a different process cycle in the Procurement system.

Special orders processing includes the following tasks:

- ❑ Working with requisitions
- ❑ Working with blanket orders
- ❑ Working with quote orders
- ❑ Working with order revisions

See Also

- *Setting Up Order Activity Rules* for information about setting up activity rules and status codes for special orders

Working with Requisitions

You use requisitions to obtain approval for the items and services that you want to procure. After a requisition is approved, you can create an order from the requisition using one of the following methods:

- Duplicate a requisition
- Choose requisition detail lines to include on an order

You can duplicate a requisition to create an order. You must use this method to create recurring orders from the same requisition. For example, if you have a requisition for office supplies that you order every month, you can duplicate the same requisition to create each recurring order.

You can also choose individual requisition detail lines to create orders. You use this method to close the detail lines so that the lines cannot be used again. For example, if you have a requisition for office supplies that you only want to order once, you must choose the requisition detail lines so that they cannot be used again.

To work with requisitions, complete the following tasks:

- ❑ Enter requisitions
- ❑ Duplicate a requisition to create an order
- ❑ Choose requisition detail lines for orders

You distinguish a requisition from other types of orders by the order type code, which is usually OR (requisition orders).

Entering Requisitions

From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Enter Requisitions.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Enter Requisitions.

Your company might require you to submit a requisition for the items and services that you want to procure. You usually enter a requisition to obtain approval for goods and services prior to creating an order.

You enter a requisition in the same way that you enter an order. For example, to order office supplies, you enter a detail line for each office supply that you want to order.

When you enter a requisition, you can enter your address book number as the ship-to address so that the requisition can be traced back to you.

If you have a purchasing department that manages requisitions, you can enter a purchasing agent on a requisition in place of the supplier. This allows the purchasing agent to easily locate requisitions to create orders.

You use the same procedures to print requisitions as you do to print orders, although you must specify the order type for requisitions.

See Also

- *Entering Order Header Information* for information about entering header information for a requisition
- *Entering Order Detail Information* for information about entering detail lines for a requisition
- *Assigning an Approval Route to an Order* for information about activating approval processing for requisitions
- *Reviewing Open Orders* for information about reviewing pending requisitions
- *Printing Orders* for information about how to print requisitions

Duplicating a Requisition to Create an Order

From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Enter Requisitions.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Enter Requisitions.

You must duplicate a requisition if you plan to create recurring orders from the same requisition. For example, each time you need to order paper, you can create an order by duplicating the existing requisition.

When you duplicate a requisition to create an order, the system does not close the requisition. You duplicate a requisition the same way that you duplicate an order.

See Also

- *Duplicating an Order*

Choosing Requisition Detail Lines for Orders

You can choose requisition detail lines for which to create orders.

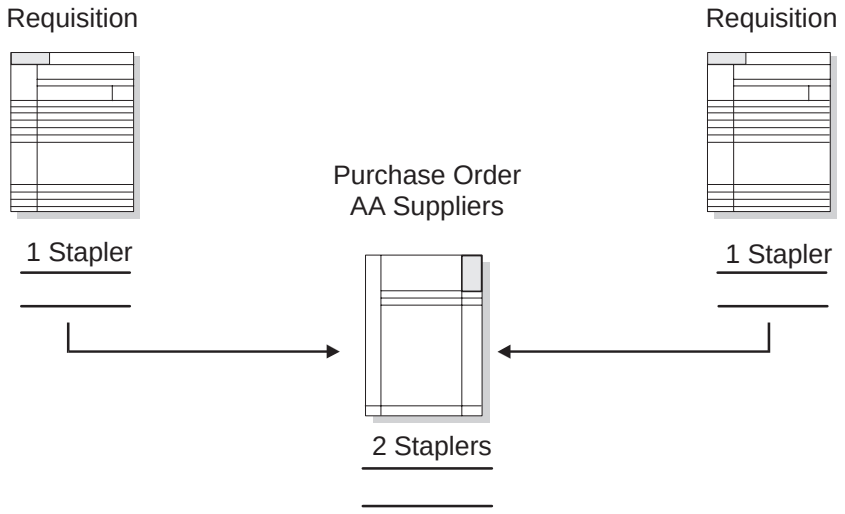
You can create an order for an item quantity or an amount that is less than the quantity or amount on a requisition detail line. If you specify a lesser quantity or amount, the system releases that quantity or amount from the detail line and you choose whether or not the balance remains open. The system closes a requisition detail line after the entire quantity is released for an order.

To specify whether unit costs display for each detail line and whether the costs can be changed, you can set the processing options for the Generate Purchase Orders from Requisitions program.

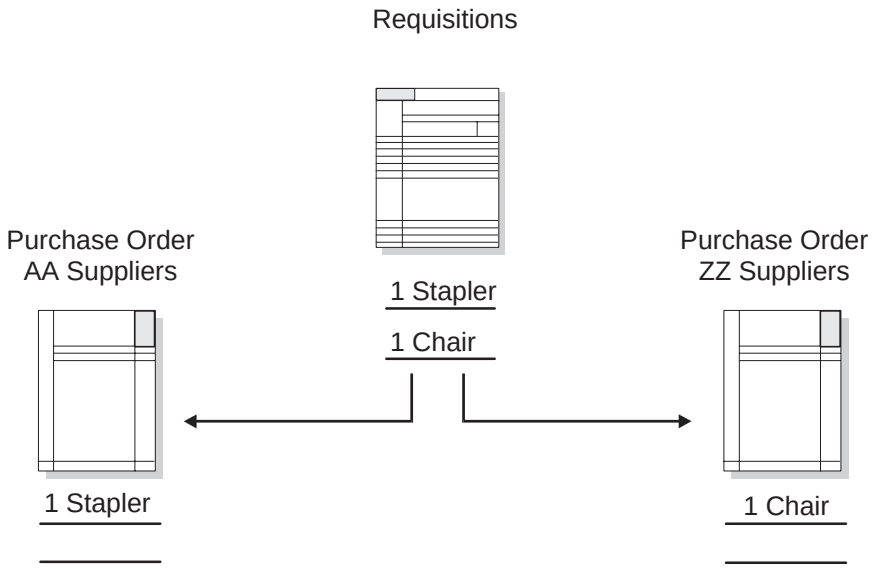
You can create an order for a requisition by choosing all detail lines on the requisition. You can also:

- Combine detail lines from multiple requisitions to create a single order
- Choose detail lines from a single requisition to create multiple orders

You can combine detail lines from multiple requisitions to create a single order. You use this method to combine items and services for the same supplier. For example, if you receive two separate requisitions for staplers, you can combine the requisition detail lines to create a single order.



You can also separate detail lines on a requisition to create multiple orders. You do this when the items or services on a requisition are provided by different suppliers. For example, if you receive a requisition that contains an order for a stapler and an order for a chair, you can generate an order for the stapler and another for the chair.



Before You Begin

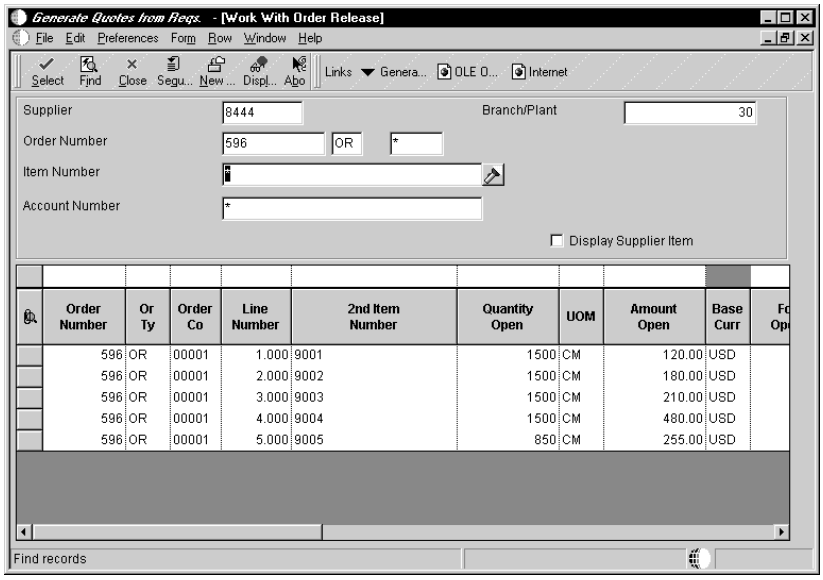
❑ Set the processing option for versions, Purchase Order Entry (P4310), to create a purchase order.

▶ To choose requisition detail lines for orders

From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Generate POs from Reqs.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Generate Orders from Reqs.

On Work With Order Release

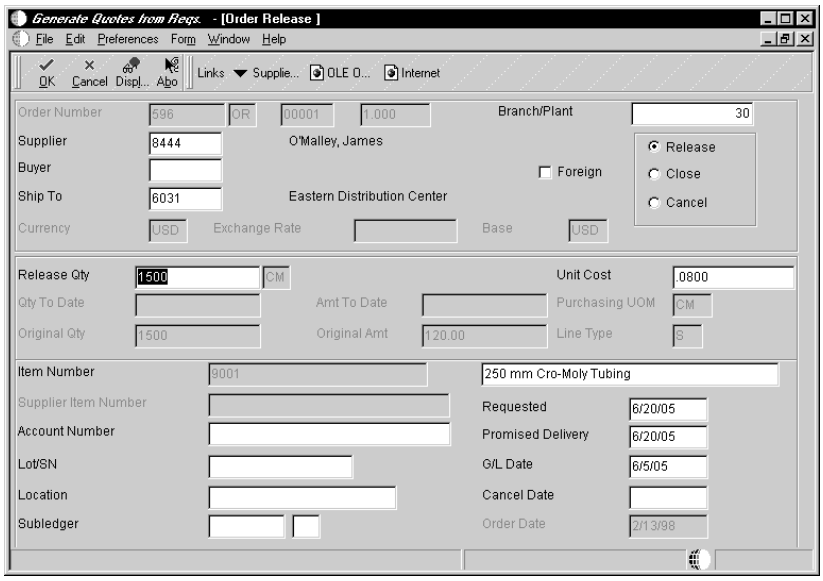


1. To locate requisition detail lines, complete one or more of the following fields:
   - Business Unit
   - Supplier
   - Order Number
   - 2nd Item Number
   - Account Number

   Only those detail lines with status codes that you specified in processing options appear.

   Detail lines with cancel dates prior to the current date do not appear.

2. Choose a detail line for which you want to create an order and click Select.



3. On Order Release, change any of the following fields:
    - Release Qty
    - Release Amt
    - Supplier
    - Buyer
    - Ship To
    - Unit Cost
    - Account Number
    - Lot/SN
    - Location
    - Subledger
4. Choose one of the following options:
    - Release
    - Close
    - Cancel
5. Click OK.

    The system displays the next detail line.

6. Repeat steps 2 through 5 for each detail line for which you want to create an order.

You are now ready to create orders for the releases you have chosen. For information, see *Creating Orders from Existing Detail Lines*.

Field	Explanation
Release Qty	The original quantity for the order detail line, plus or minus any changes to that quantity, minus all quantities shipped, received, and vouchered to date.
Release Amt	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.

Processing Options for Generate POs from Requisitions/Blanket Order Release

```
Defaults

      1. Default Order Type                                  _____________

Display

      1. Acceptable Next Status Code 1                       _____________
      (REQUIRED)
      2. Acceptable Next Status Code 2                       _____________
      3. Acceptable Next Status Code 3                       _____________
      4. Enter a '1' to protect the                          _____________
      price field or a '2' to make the
      price field non-display.
      5. Enter a '1' to protect the                          _____________
      Account Number field.
      6. Enter a '1' to display the                          _____________
      release amount for quantity lines.
      If left blank, only the release
      quantity will display for quantity
      lines.

Process

TOLERANCE CHECKING:

      1. Enter a '1' for a warning                           _____________
      message or a '2' to prohibit
      entry.  If left blank, no
      tolerance checking is performed.

ITEM CONSOLIDATION:

      2. Enter a '1' to consolidate                          _____________
      lines by supplier, item/account,
      branch/plant, UOM, and requested
      date. Enter a '2' to consolidate
      by supplier, item/account,
      branch/plant, UOM, requested date
```

and unit cost. If left blank, item will not be consolidated.

Versions

Enter the version for each application. If left blank, ZJDE0001 will be used.

1. Purchase Order Entry (P4310) _____
2. Purchasing Ledger Inquiry (P43041) _____
3. Open Order Inquiry (P430301) _____
4. Supplier Master Inquiry (P0401) _____

Defaults

1. Default Order Type _____

Display

1. Acceptable Next Status Code 1 (REQUIRED) _____
2. Acceptable Next Status Code 2 _____
3. Acceptable Next Status Code 3 _____
4. Enter a '1' to protect the price field or a '2' to make the price field non-display. _____
5. Enter a '1' to protect the Account Number field. _____
6. Enter a '1' to display the release amount for quantity lines. If left blank, only the release quantity will display for quantity lines. _____

Process

TOLERANCE CHECKING:

1. Enter a '1' for a warning message or a '2' to prohibit entry. If left blank, no tolerance checking is performed. _____

ITEM CONSOLIDATION:

2. Enter a '1' to consolidate lines by supplier, item/account, branch/plant, UOM, and requested date. Enter a '2' to consolidate by supplier, item/account, branch/plant, UOM, requested date and unit cost. If left blank, item will not be consolidated. _____

Versions

Enter the version for each application. If left blank, ZJDE0001 will be used.

1. Purchase Order Entry _____

(P4310)
2. Purchasing Ledger Inquiry _____
(P43041)
3. Open Order Inquiry _____
(P430301)
4. Supplier Master Inquiry _____
(P0401)

Working with Blanket Orders

You can enter a blanket order when you have an agreement with a supplier to purchase a certain quantity or amount of goods over a period of time. You must enter the entire quantity or amount on the blanket order. Each time you are ready to receive a portion of the goods, you can create a purchase order.

For each blanket order on the system, you can view the original quantity on the order, the quantity or amount released to date, and the quantity or amount left to release.

To work with blanket orders, complete the following tasks:

- ❑ Enter blanket orders
- ❑ Create purchase orders from blanket orders

The system distinguishes a blanket order from other types of orders by the order type code, which is usually OB (blanket orders).

Entering Blanket Orders

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Blanket Orders.

You might issue an order for goods or services from which the supplier releases portions over a period of time. When you have this type of agreement with a supplier, you can enter a blanket order.

When you enter a blanket order, you must specify the entire quantity or amount of the item or service that you want to order. For example, if you have an agreement with a supplier to purchase 100 widgets a month over the next 12 months, you must enter a blanket order for 1200 widgets.

You enter and print a blanket order in the same way that you enter a purchase order. To enter a blanket order, you must enter a single detail line for the entire blanket order quantity or amount. To print a blanket order, you must specify the order type.

See Also

- *Entering Order Header Information* for information about entering header information for a blanket order

- *Entering Order Detail Information* for information about entering detail lines for a blanket order
- *Reviewing Open Orders* for information about reviewing pending blanket orders and the quantity or amount left to receive on a blanket order
- *Printing Orders* for information about how to print a blanket order

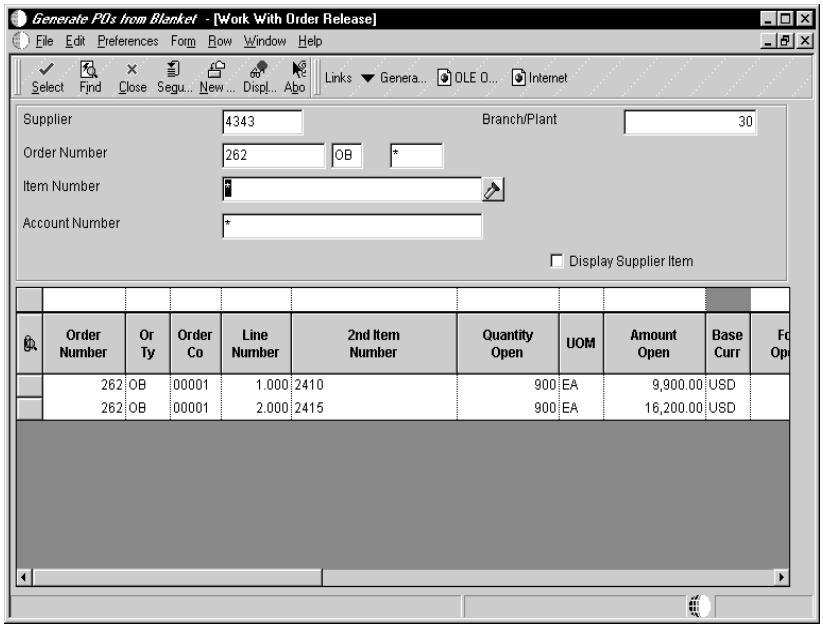
Creating Purchase Orders from Blanket Orders

When you are ready to receive a portion of the goods or services on a blanket order, you must release the quantity or amount for which you want to create a purchase order. For example, if you have a blanket order for 1200 widgets and you want to receive 100, you must locate the blanket order detail line and release 100 widgets.

▶ To create purchase orders from blanket orders

From the Purchase Order Processing menu (G43A11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Generate POs from Blanket.

On Work With Order Release



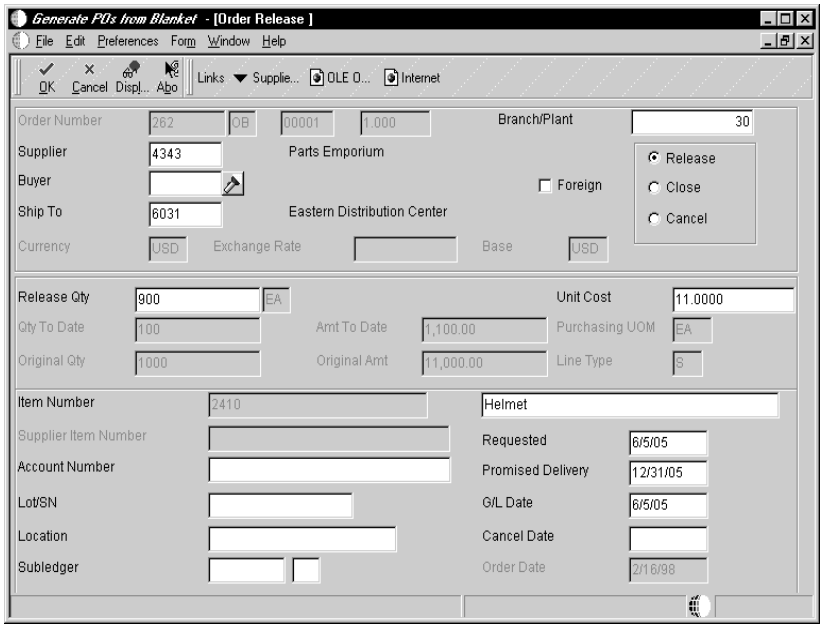
1. To locate requisition detail lines, click Find or complete one or more of the following fields:
   - Business Unit
   - Supplier

- Order Number
- Item Number
- Account Number

Only those detail lines with status codes that you specified in processing options appear.

Detail lines with cancel dates prior to the current date do not appear.

2. Choose one or more detail lines for which you want to create a purchase order and click Select.



3. On Order Release, review the following fields:
   - Qty To Date
   - Original Qty
   - Amt To Date
   - Original Amt
4. Complete the following fields:
   - Release Qty
   - Release Amt

   You determine whether the Release Amount field appears using processing options.

5. Choose one of the following options:

- Release
- Close
- Cancel

6. Click OK.

   The system displays the next detail line.

7. Repeat steps 2 through 5 for each detail line for which you want to create a purchase order.

   You are now ready to create purchase orders for the releases you have chosen. For information, see *Creating Orders from Existing Detail Lines*.

Field	Explanation
Qty To Date	The original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received and/or vouchered to date. This number can also be the actual quantity received.
Original Qty	The quantity of units affected by this transaction.
Amt To Date	The value of the goods received to date against the original order line.
Original Amt	The number of units multiplied by the unit cost.

Working with Quote Orders

Before you procure an item or service, you might want to gather and compare price quotes from different suppliers. You can work with quote orders to:

- Obtain price quotes for items or services
- Identify the supplier offering the best price or delivery date for an item or service
- Create a purchase order

To work with quote orders, complete the following tasks:

- ❑ Enter items for which to request quotes
- ❑ Enter suppliers to provide quotes
- ❑ Print requests for quote order
- ❑ Enter supplier price quotes
- ❑ Create orders from price quotes

You distinguish a quote order from other types of orders by the order type code, which is usually OQ (quote orders).

Entering Items for Which to Request Quotes

You must enter the items for which you want to receive price quotes on a quote order. For each item, you must enter a detail line just as you would on an order.

You can request a price quote for a single quantity or for multiple quantities of an item. You can enter multiple quantities for items for which you expect to receive a price break for purchasing larger quantities.

You also might want to obtain price quotes after you get approval for the items and services on a requisition. You can create quote orders using detail lines from requisitions. The procedure for this is identical to that for creating orders from requisitions. On the Order Detail form, you can use the Original Orders function to review:

- A list of all requisitions from which the line was created

- Who is requesting the items
- The quantities that have been requested

The system maintains information about requisitions consolidated to create detail lines on quote orders in the Multiple Requisitions table (F4332).

Entering items for price quotes involves:

- Requesting price quotes for a single quantity
- Requesting price quotes for multiple quantities

The system maintains quantity price break information by quote order and line number in the Quantity Breaks Ledger table (F4331).

▶ To request price quotes for a single quantity

From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

On Work With Order Detail

1. Click Add.
2. On Order Detail, complete the following fields for each item for which you want a price quote and click OK:
    - Branch/Plant
    - Supplier
    - Item Number
    - Quantity Ordered

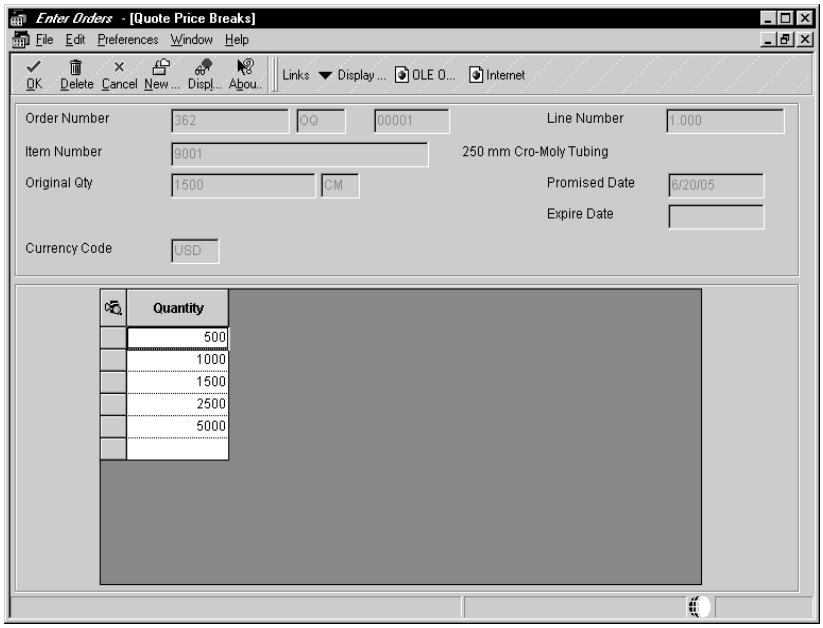
▶ To request price quotes for multiple quantities

From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

On Work With Order Detail

1. Click Add.
2. On Order Detail, complete the following fields for each item for which you want a price quote:
   - Branch/Plant
   - Supplier
   - Item Number
3. Choose the detail line and choose Quote Price Breaks from the Row menu.



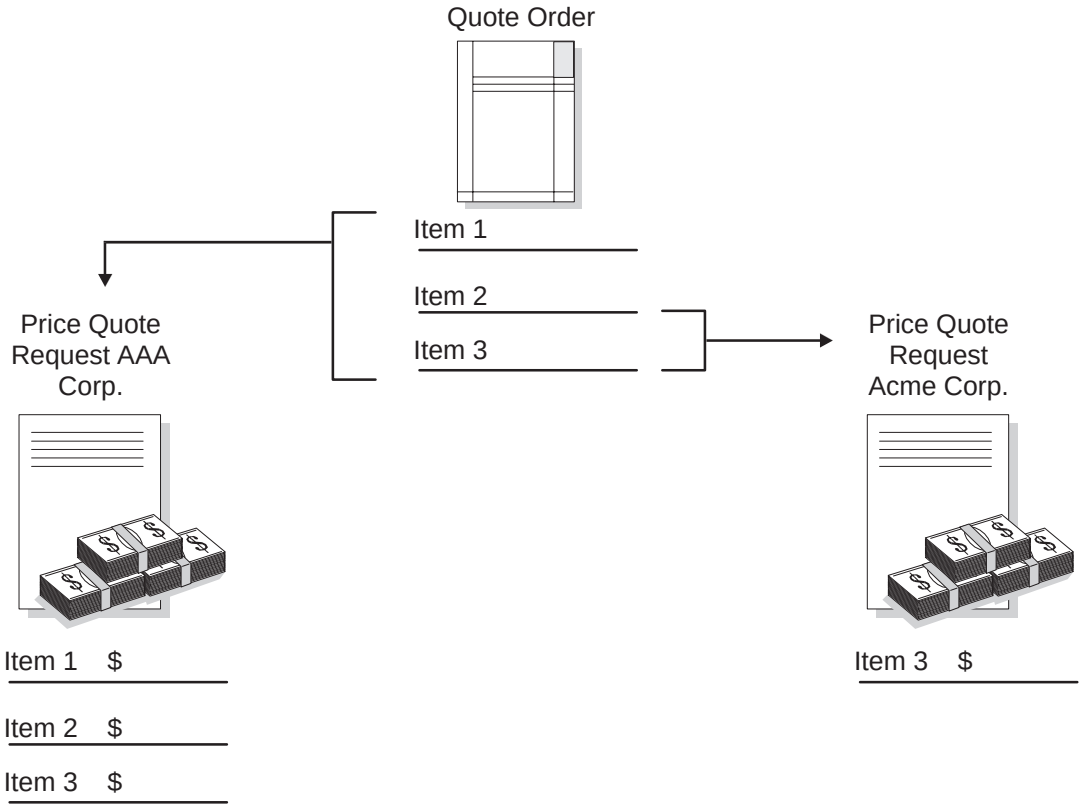
4. On Quote Price Breaks, complete the following field for each item quantity for which you expect to receive a price break and click OK.
   - Quantity

See Also

- *Entering Order Header Information* for information about entering header information for a quote order
- *Entering Order Detail Information* for information about entering detail lines for a quote order
- *Reviewing Open Orders* for information about reviewing open (pending) quote orders
- *Choosing Requisition Detail Lines for Orders* for information about detail lines and multiple requisitions

Entering Suppliers to Provide Quotes

After you enter items on a quote order, you must enter the suppliers from whom you want to obtain price quotes. You can specify the suppliers who are to provide price quotes for all items or individual items on the quote order.



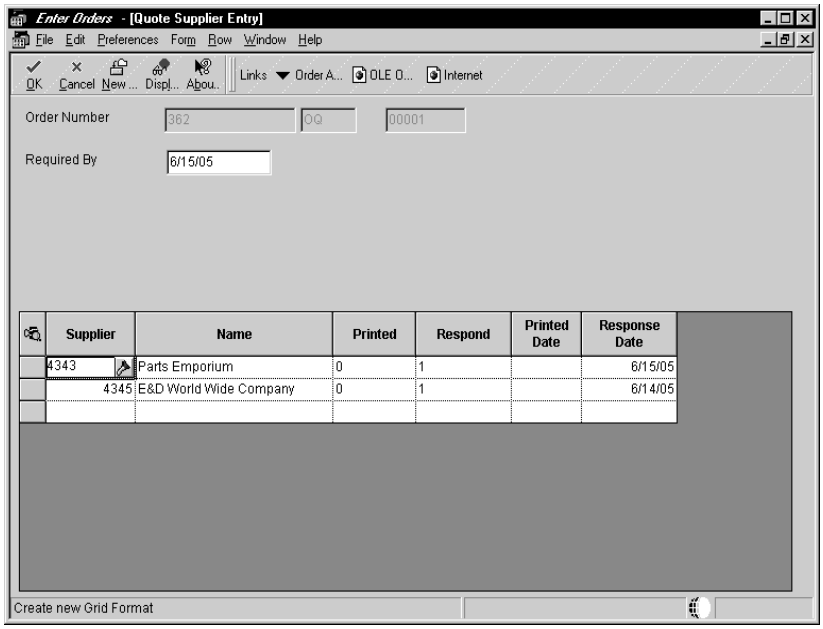
▶ To enter suppliers to provide quotes

From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

On Work With Order Detail

1. Click Add.
2. On Order Detail, do one of the following:
   - To enter suppliers for all items on the order, choose Quote Suppliers from the Form menu
   - To enter suppliers for a certain item on the order, choose a detail line and choose Quote Suppliers from the Row menu



3. On Quote Supplier Entry, complete the following field:
   - Required By
4. Complete the following field for each supplier from whom you want to receive a price quote and click OK:
   - Supplier

Printing Requests for Quote Order

From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Print Quote Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Print Quote Orders.

For each supplier from whom you are requesting price quotes, you can generate a form on which to record price quote information. Each form applies to a specific quote order. The supplier's name and address appear on the form, as well as the items for which you are requesting price quotes.

You can have the supplier fill out the form, or you can gather the information and fill out the form yourself. You can record a price quote for each item as well as the dates through which each price quote is effective. You can then use the form to enter price quote information in the system.

You run the Print Quote Request procedure to select the quote orders for which to print request forms. After you enter price quote information in the system, you can print these forms to review existing price quotes for a supplier.

See Also

- *R43530, Request for Quote* in the *Reports Guide* for a report sample

Entering Supplier Price Quotes

After a supplier provides you with price quotes for items or services, you must enter the price quotes in the system. After you enter price quotes from all suppliers, you can compare the price quotes to identify the supplier with the best price.

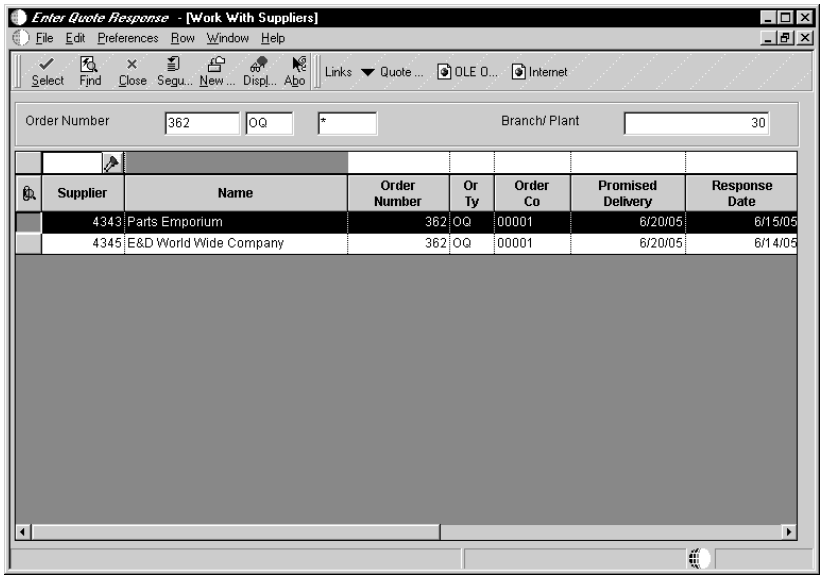
You must enter supplier price quotes based on a specific quote order. If you requested that the supplier provide price quotes for different quantities of an item, you can enter a price quote for each quantity.

The system maintains individual price quote information for suppliers in the Supplier Selection table (F4330).

To enter supplier price quotes

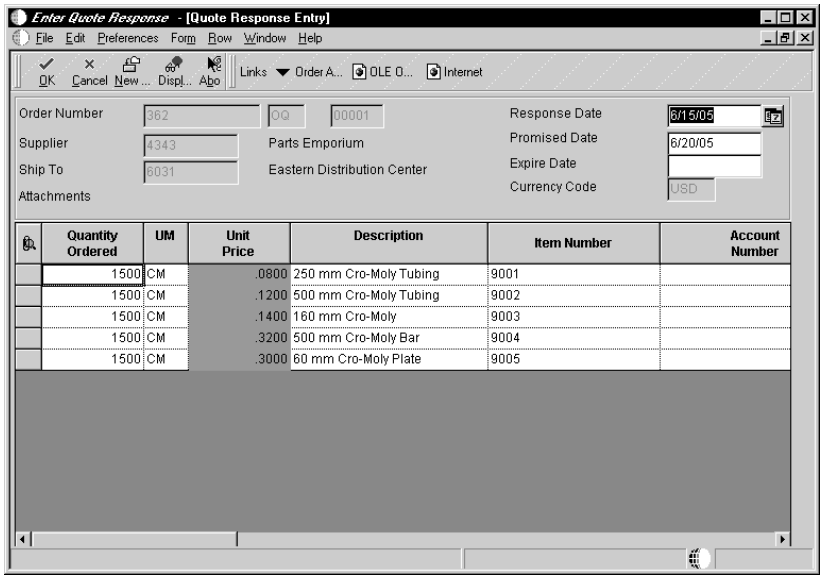
From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Enter Quote Response.

On Work With Suppliers



1. To locate the quote order and supplier for which to enter price quotes, complete the following fields and click Find:
   - Order Number
   - Supplier

2. Choose the detail line that contains the order number and supplier and click Select.



3. On Quote Response Entry, complete the following fields:

   - Response Date
   - Promised Date
   - Expire Date

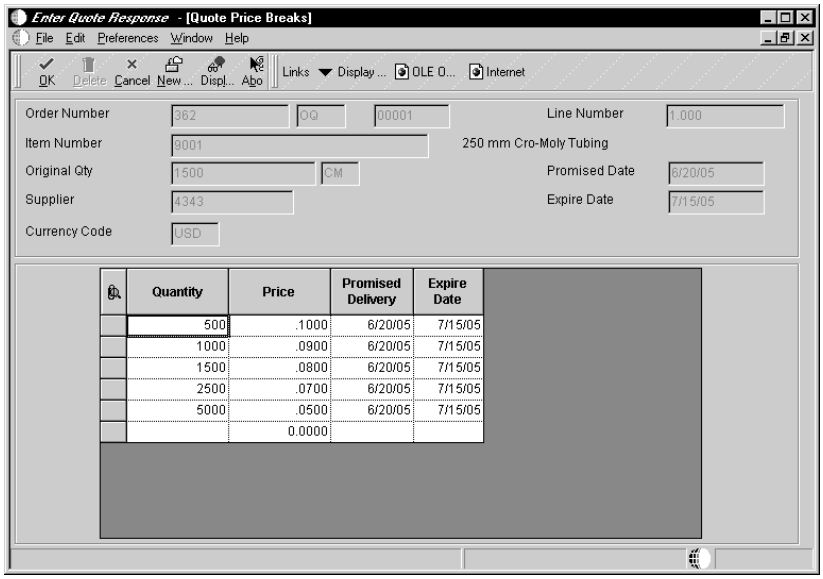
   You can enter a promised date and an expiration date for all price quotes or you can enter dates for individual price quotes. All dates default to the detail lines.

4. Complete the following field for each item or service:

   - Unit Price

   If you have requested price quotes for multiple quantities of the item, the system highlights the Unit Price field.

5. To enter price quotes for multiple item quantities, choose the detail line and choose Price Breaks from the Row menu.



6. On Quote Price Breaks, complete the following field for each quantity and click OK:
   - Price
   - Promised Delivery
   - Expire Date
7. On Quote Response Entry, click OK.

Creating Orders from Price Quotes

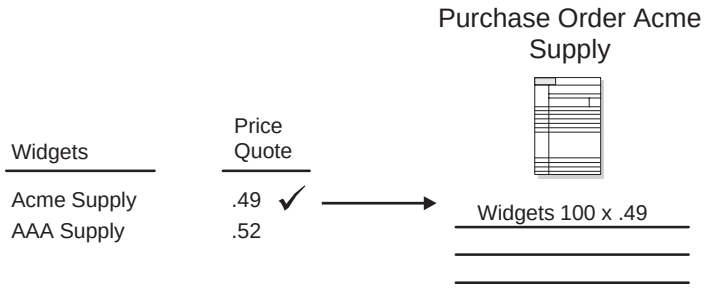
After you input supplier price quotes for an item or service, you can compare price quotes to identify the supplier with the best price and choose a price quote for which to create an order.

After you select a price quote for which to create an order, you can:

- Close the quote order detail line (if fully released), so that you can no longer create orders from the line.
- Leave the quote order detail line open, so you can create recurring orders from the line.

You use processing options to specify which of the above methods you want to use. Closed detail lines do not appear on Release Quote Orders.

The following graphic illustrates using price quotes to create a purchase order.



You can compare price quotes for an item by locating the quote order detail line that contains the item. You can review the item description for the detail line and all suppliers who have provided price quotes for the item.

Before You Begin

❑ Set the processing option for versions, which is located in the Purchase Order Entry program (P4310), to create a purchase order.

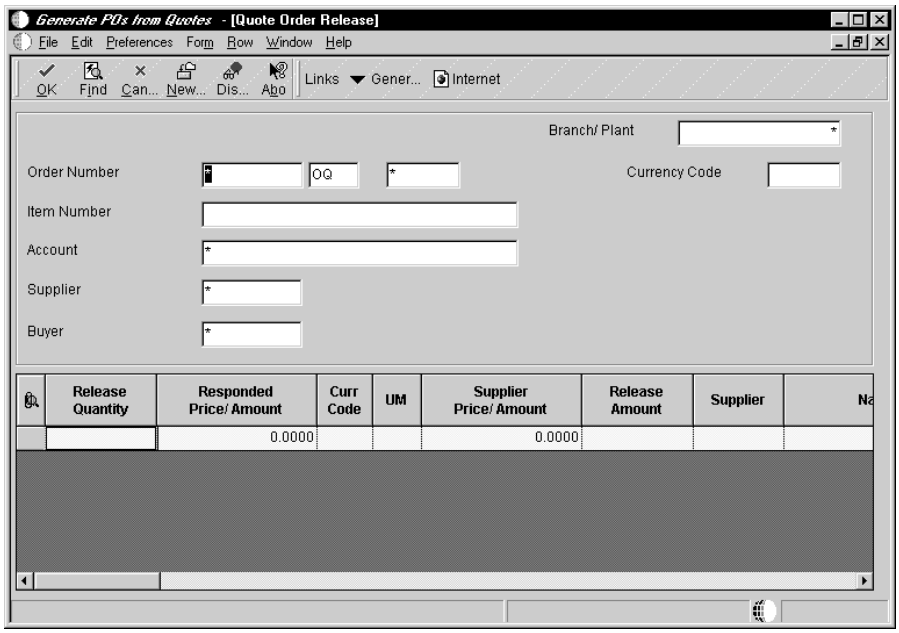
▶ To create orders from price quotes

From the Purchase Order Processing menu (G43A11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43A12), choose Generate POs from Quotes.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Generate Orders from Quotes.

On Work with Quote Orders

1. To locate quote order detail lines, complete one or more of the following fields and click Find:
   - Business Unit
   - Supplier Number
2. Choose the order detail line that contains the item for which you want to compare price quotes, and then choose Order Release from the Row menu.



3. On Quote Order Release, complete one or more of the following fields and click Find:

   - Branch/ Plant
   - Order Number
   - Item Number
   - Account
   - Supplier
   - Buyer

   The Supplier field pertains to the purchasing agent that is assigned to the quote order, not the suppliers responding with price quotes.

4. To compare supplier price quotes for each detail line, review the following field:

   - Responded Price/ Amount

   If the supplier has provided price quotes for multiple quantities of an item, the system highlights the price quote.

   If a supplier did not return a price quote by the date you required, you cannot use the price quote. The system does not display a release line for late quotes. To activate the line, you must change the response date for the supplier using the Quote Supplier Entry program.

5. To review price breaks for an item, choose the appropriate row and choose Price Breaks from the Row menu.
6. On Quote Price Breaks, review the supplier's price quote for each quantity of the item and exit to Quote Order Release.
7. On Quote Order Release, choose the price quote for which to create an order by entering a quantity in the following field for the appropriate supplier:

   - Release Quantity

   If the supplier has provided price quotes for multiple item quantities, the release quantity you specify indicates the price quote that the system is to use for the order.

   You are now ready to generate orders for the price quotes you have chosen. The system warns you if you attempt to exit from the form until you generate the orders or cancel your choices. For information about the order generation process, see *Creating Orders from Existing Detail Lines*.

Processing Options for Quote Order Release

```
Defaults

      Order Type                                    _____________

Display

      1. Next Acceptable Status Code 1              _____________
      2. Next Acceptable Status Code 2              _____________
      3. Next Acceptable Status Code 3              _____________

Process

      Enter a '1' to reduce the open                _____________
      quantity in the Quote Order by the
      released amount. If left blank,
      the quantity open for the quote
      will remain unchanged, allowing
      you to continuously release the
      full quote  quantity/ amount.

Versions

      1. Purchase Order Entry                       _____________
      (P4310)
      2. Purchasing Ledger Inquiry                  _____________
      (P43041)
      3. Open Order Inquiry                         _____________
      (P430301)
      4. Supplier Master Inquiry                    _____________
      (P0401)
      5. Supplier Analysis                          _____________
      (P43230)
```

Working with Order Revisions

You can track changes to orders to review information about changes that have occurred. For example, if you entered an order for 5 gallons of paint and then decided to change the order to 10 gallons of paint, you could review the information changed to create the new order for paint.

When you work with order revisions, you can review information such as:

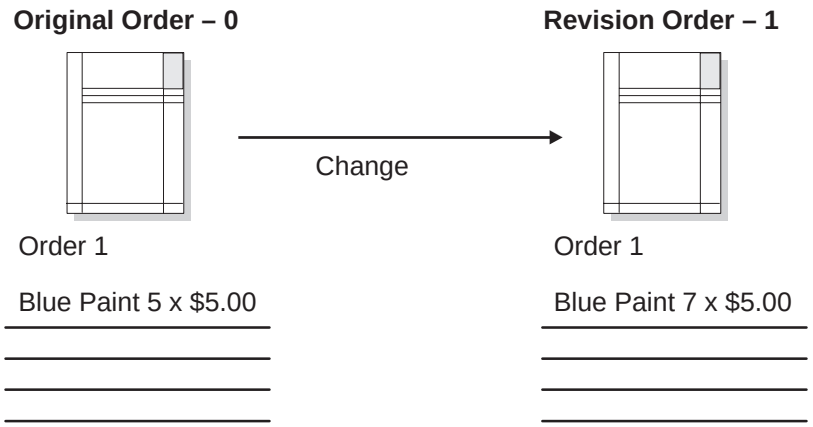
- The number of times an order has been revised
- The number of times each detail line on an order has been revised
- The order revision to which each detail line change corresponds
- The information that was revised on a detail line, such as the item number, the costs, and so forth
- The reason for the revisions

To work with order revisions, complete the following tasks:

- ❑ Create order revisions
- ❑ Review order revision information
- ❑ Print order revision information

Creating Order Revisions

You can have the system create an order revision each time you enter or modify an order. For example, if you enter an order for 5 gallons of blue paint, the system creates order revision 000. If you modify the order to 7 gallons of blue paint, the system creates order revision 001. You can locate order revision 0 to review the information on the original order. You can locate order revision 1 to review information on the current order, including the fields modified.



When you review an order, the last order revision that was created appears. The number of revisions to each detail line also appears.

You use processing options to activate revision tracking. You can specify whether the system allows:

- Changes to existing orders only
- The addition of new orders and changes to existing orders
- No order revision processing

You can specify the status code at which revision tracking begins. You can also choose to enter notes each time you create an order revision.

The system creates order revisions only when you revise detail lines. It does not create order revisions when you revise header information.

The system maintains order revision information in the following tables:

Purchase Order Header (F4301)	The system maintains the number of times an order is revised.
Purchase Order Detail (F4311)	The system maintains current information for order detail lines, including the number of times each line has changed.
Purchasing Ledger (F43199)	The system stores original order information, as well as information about each order revision. You do not have to activate the Purchasing Ledger in order activity rules for revision tracking to occur. Order revision records have a ledger type of CO (change orders).

▶ To create an order revision

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

On Work With Order Headers

1. Locate a specific order.
2. Choose the order and choose Detail Revision from the Row menu.
3. On Order Detail, change one of the following fields on a detail line and click OK:
   - Item Number
   - Account Number
   - Quantity Ordered
   - Unit Cost
   - Extended Cost

   Any change that you make changes both the order revision line number and the header number.
4. On Work With Order Headers, choose the order again and choose Detail Revision from the Row menu.
5. On Order Detail, review the following field for the order:
   - Change Order Number
6. Review the following fields for the detail line that you changed:
   - Change Order Number
   - Change Order Line Number

   The order revision value for the order indicates the number of times the order has changed. The order revision value for each detail line indicates the order revision number for the order that applied the last time that you changed the detail line.

Reviewing Order Revision Information

You can review information about the changes made to a certain order. For example, if an order was changed five times, you can review information about each change, including:

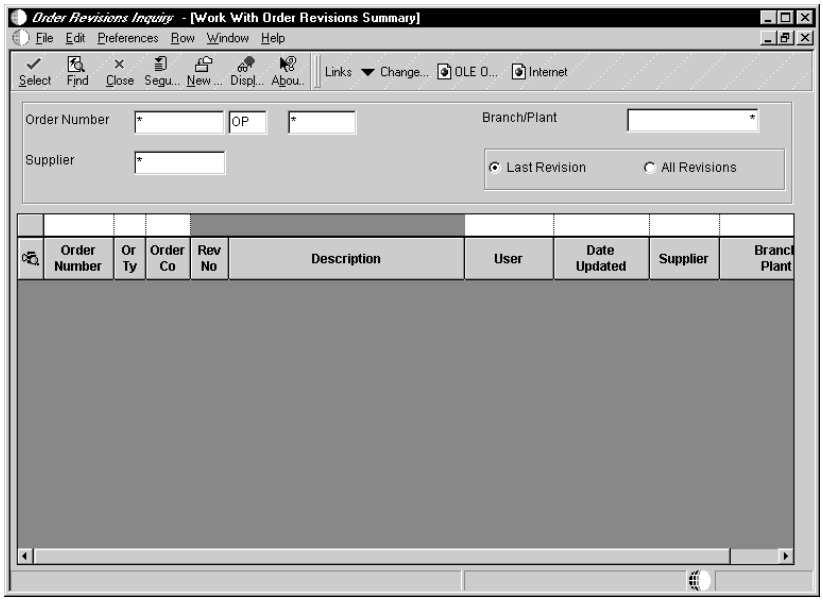
- The detail lines that were changed
- The information that changed on each detail line
- The person who made the changes
- The date that the changes took place

▶ To review order revision information

From the Stock Based Purchasing menu (G43A), choose Purchasing Inquiries. From the Purchasing Inquiries menu (G43A112), choose Order Revisions Inquiry.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Procurement Inquiries. From the Procurement Inquiries menu (G43D112), choose Order Revisions Inquiry.

On Work With Order Revisions Summary

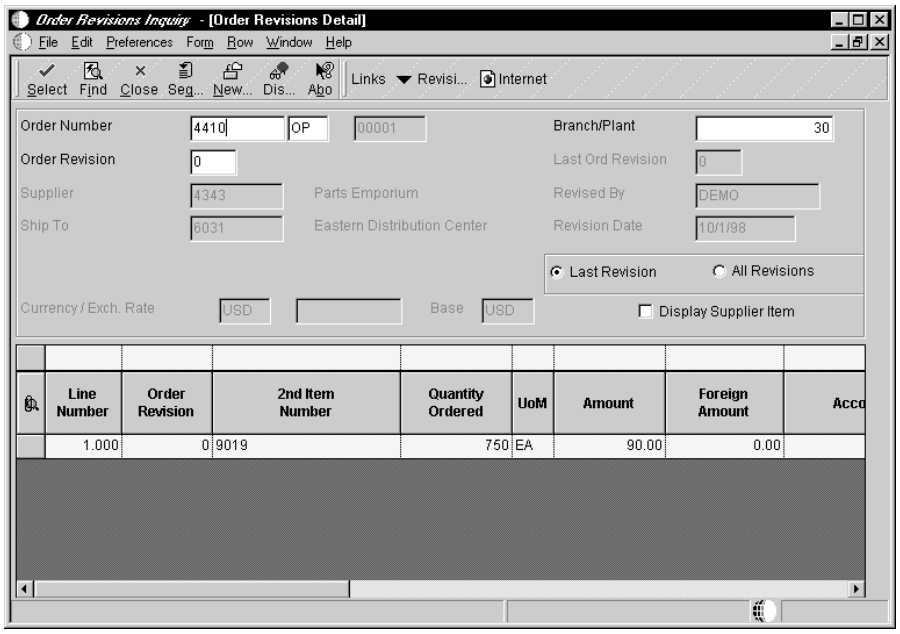


1. Complete the following field to locate the order for which you want to review revisions:

   - Order Number

   You choose whether to locate all order revisions or only the last order revision that applies to the order.

2. Choose an order revision and click Select.



3. On Order Revisions Detail, do one of the following:

   To review only the last detail line revised on the order, choose the following option:

   - Last Revision

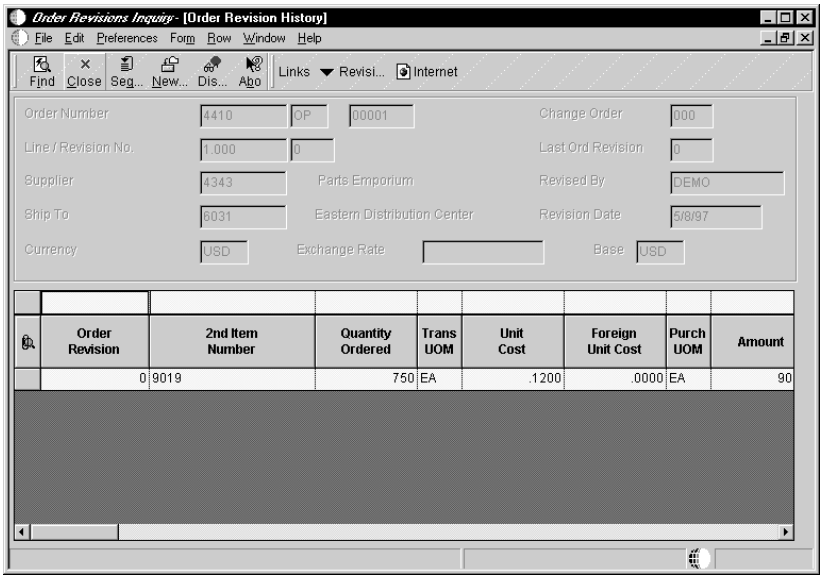
   To review all detail lines on the order, choose the following option:

   - All Revisions

   For each detail line that appears, you can review information about the line based on the last revision that occurred.

4. To review all revisions that apply to a certain detail line, choose the detail line and click Select.

5. On Order Revision History, review information for the detail line based on the revision.



Processing Options for PO / Change Order Summary

```
Defaults

      Order Type                                          _____________

Versions

      Purchase Order Entry   (P4310)                     _____________
      Change    Order Print    (P43535)                   _____________
      Purchase Order Print    (P43500)                   _____________
```

Printing Order Revision Information

From the Stock Based Purchasing menu (G43A), choose Purchasing Reports. From the Purchasing Reports menu (G43A111), choose Print Order Revisions History.

Alternately, from the Subcontract menu (G43D), choose Procurement Reports. From the Procurement Reports menu (G43D111), choose Print Order Revisions History.

You can print the Order Revisions History report to review information about order revisions. The report lists the following information:

- The number of revisions to each detail line
- The latest detail line revisions
- A history of all detail line revisions

See Also

- *R43535, Order Revisions Summary History* in the *Reports Guide* for a report sample

Processing Options for Change Order History Report

```
Display

Enter a specific revision number, '*'
    for last revision, or blank for
    all.

      1. Specify revision number                    _____________

Enter '1' to print all lines that make
    up a revision or blank for only
    those lines that changed at the
    specific number.

      2. Specify lines to print                     _____________

Enter '1' to print all history records
    for each purchase order lines
    printed.

      3. Print line history                         _____________
```

Approval Processing

Your company might require you to obtain approval for the items or services that you purchase. After you enter a purchase order, subcontract order, requisition, blanket order, or so on, you can require that the proper authorities approve the order before the system processes it. This approval eliminates the unauthorized purchase of items.

The orders you enter might require approval from different persons, based on the department in which you work or the amount of purchases that you want to make. You must set up approval routes to specify the persons responsible for approving orders. You can then assign those routes to orders.

If you originate orders, you can check the current status of an order. The status indicates the person from whom the order is awaiting approval and the persons who have already approved the order. You will receive a message when an order is fully approved or rejected.

If you are responsible for approving orders, you can review all orders awaiting your approval and select orders to approve or reject. You can provide explanations for approving or rejecting an order.

When you set up your purchasing cycle, you must determine which order types (purchase orders, subcontract orders, requisitions, and so forth) require approval. For each order type, you must set up order activity rules to include the approval process.

The system maintains historical information about order approvals in the Held Order table (F4209).

To process approvals, complete the following tasks:

- ❑ Work with approval routes
- ❑ Work with orders awaiting approval

See Also

- *Setting Up Order Activity Rules* for information about setting up approval processing for specific order types

Working with Approval Routes

Your company might require you to obtain approval for the items and services that you want to purchase. You can create approval routes and assign them to orders to ensure that purchases are authorized by the appropriate personnel.

The persons who must approve orders might differ based on the department in which you work, the items you are purchasing, and so forth. You can create multiple approval routes, each of which consists of a different group of persons. Each route must be specific to a particular type of order, such as purchase orders, subcontract orders, requisitions, and so forth. If a person assigned to multiple approval routes leaves the company or goes on vacation, you can transfer approval authority to another person.

After you create an approval route, you can assign it to an order. The system does not allow further processing of the order until it is fully approved.

To work with approval routes, complete the following tasks:

- ❑ Create an approval route
- ❑ Assign an approval route to an order
- ❑ Transfer approval authority

Before You Begin

- ❑ Include approval processing in the order activity rules for applicable order types.
- ❑ Assign the approval route to the branch/plant.

Creating an Approval Route

You must set up approval routes to specify the persons who are responsible for approving an order. After you assign an approval route to an order, the system does not process the order until the persons on the route approve the order. This ensures that all purchases are authorized by the appropriate personnel.

The persons responsible for approving each order might differ based on the department in which you work, the items that you want to purchase, and so on. You can create multiple approval routes, each of which contains a different group of persons.

Depending on the cost of the items or services that you want to purchase, you might need to obtain approval for an order from several persons. For each person that you enter on an approval route, you must specify the amount that an order must exceed to require that person's approval. You must enter persons in ascending order by amount. For example:

Approval Route A	
Approval Amt	Responsible Person
100	Dwight Akin
1,000	Ray Allen
5,000	Dominique Abbot

Using approval route A, if the order total is:

- Less than 100.00, the system automatically approves it
- 100.00 or more, Dwight Akin must approve it
- 1,000.00 or more, Dwight Akin and Ray Allen must approve it
- 5,000.00 or more, all three persons must approve it

If you change the approval amount for a person, pending approvals are not affected.

You can bypass persons on an approval route. For example, using the same example, Dominique Abbot can approve any order prior to Dwight Akin or Ray Allen and bypass them in the approval process.

You might want to assign the same approval amount to multiple persons so that if one is not available to approve an order, another is available who can. Only the first person on the approval route will receive a message that an order is awaiting approval, although any of the persons can approve the order. The same person cannot appear more than once in a table.

You might want to assign a budget approver to an approval route to release orders on hold due to exceeding the budget. The budget approver must approve the order and release the hold before other persons on the approval route can approve the order. If an order is not on budget hold, it skips the budget approver and goes to the first person on the route.

You must assign a unique name to each approval route that you enter. You must also specify the type of order to which the route applies (for example, purchase orders, subcontract orders, requisitions, blanket orders, and so on).

The system uses electronic mail messages to notify each applicable person an an approval route that an order is awaiting approval. Persons are notified in the order that their name appears on the route.

'If you delete or add a person on an approval route, the system redirects pending approvals to the appropriate person, but does not resend electronic mail messages.

Before You Begin

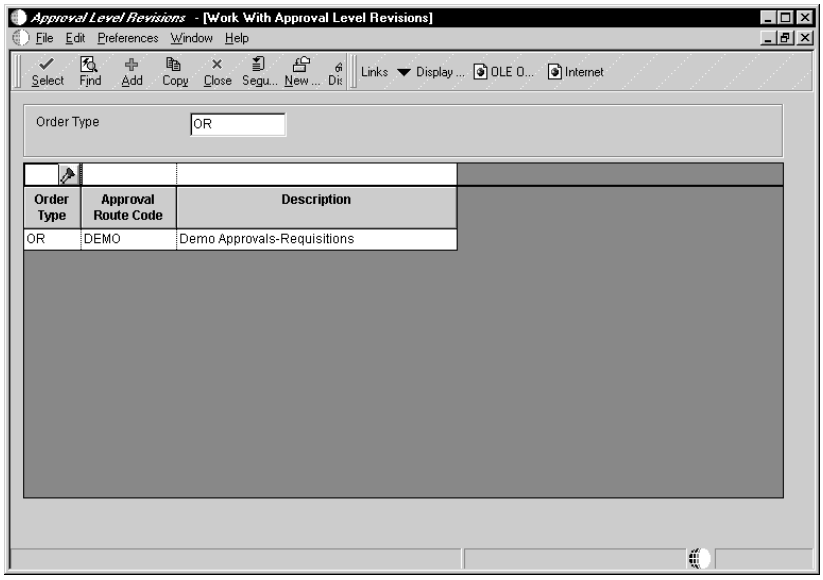
- ❑ Verify that each person you enter on an approval route has both a user ID and an address book number.
- ❑ Determine the approvers and their approval authority for each route.

▶ To create an approval route

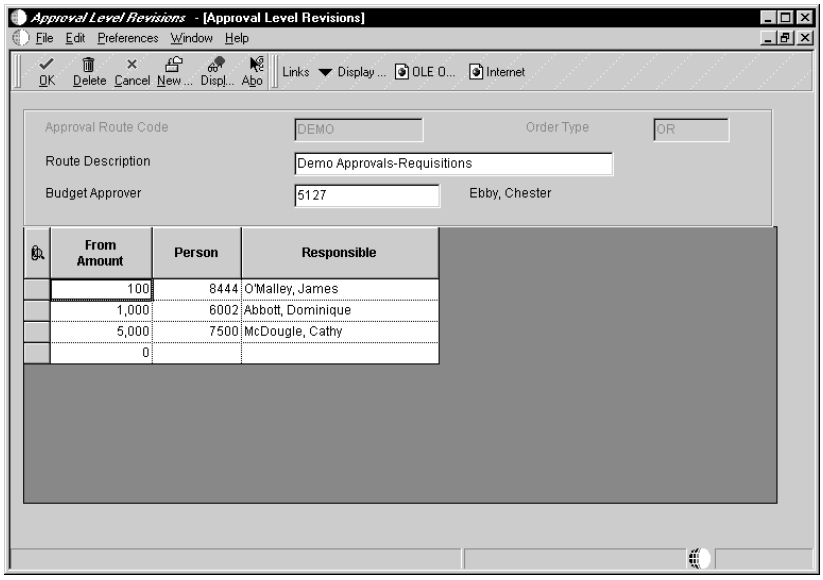
From the Purchase Order Processing menu (G43A11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Approval Level Revisions.

Alternately, from the Subcontract menu (G43D11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43D13), choose Approval Level Revisions.

On Work With Approval Level Revisions



1. Click Add.



2. On Approval Level Revisions, complete the following fields:
   - Approval Route Code
   - Order Type
   - Route Description
3. Complete the following field, if necessary:
   - Budget Approver
4. Complete the following fields for each person whom you want to add to the route and click OK:
   - From Amount
   - Person

Field	Explanation
Approval Route Code	A code that determines to whom an order is routed for approval.
Route Description	A user defined name or remark.
Budget Approver	The address book number of the supplier from whom you are purchasing items or services.
From Amount	A number that indicates the lowest amount for which this person is responsible for approving orders. The message “Budget” indicates that this approver is the budget approver.

Field	Explanation
Person	The address book number of the person who is responsible for reviewing and releasing orders placed on hold.

See Also

- *Working with Budgets* and *Working with Orders on Hold* for information about budget holds

Processing Options for Approval Level Revisions

```
Defaults

      1.  Order Type                                    _____________
```

Assigning an Approval Route to an Order

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract menu (G43D), choose Order Processing. From the Order Processing menu (G43D11), choose Enter Orders.

After you create an approval route, you can assign it to an order to ensure that the order obtains approval from the appropriate persons. The system allows no further processing of the order until it is fully approved.

You must assign an approval route to an order before you enter the order. You use processing options to enter a specific approval route or to specify the location from which the system retrieves an approval route. You can specify the following locations:

- From the user profile for the person entering the order
- From the address book record for the person entering the order
- From branch/plant constants
- From default locations and printers

If you specify the user profile or address book location, the system uses the identification number or the address book number of the user for the approval route. In this case, you must create a separate route for each user. You might want to use this method if each user requires a unique approval route.

If most of the orders that are generated in a branch/plant require approval from the same persons, you might retrieve an approval route from branch/plant constants. You can also assign a primary approval route to each user as you enter default location and printer information.

Approval routes are applicable at the order level, not at the detail level. For example, all items and services on an order must be approved before the system processes the order. After you enter an order, you cannot change its assigned approval route.

Transferring Approval Authority

You must create approval routes to specify the persons responsible for approving an order. You might include a specific person on several approval routes if the person is responsible for approving all orders that exceed a specific amount.

You can transfer approval authority from one person to another. You might do this if a person leaves the company or takes an extended vacation. When you transfer approval authority, the system permanently changes all approval routes on which the person currently exists.

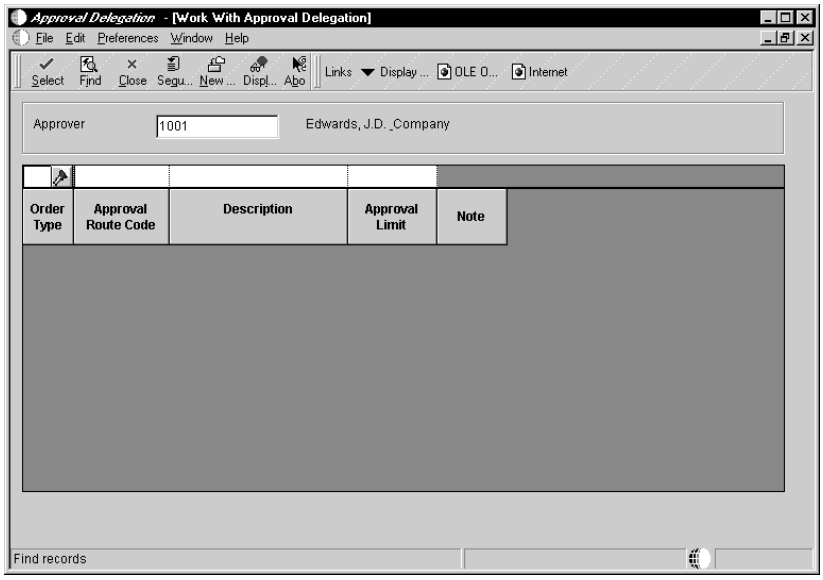
You cannot transfer authority from one person on a route to another person already on the route. However, when you transfer authority from one person on a route to a person who has just been added to the route, the system redirects pending approvals to the new individual, but does not resend electronic mail messages.

▶ To transfer approval authority

From the Purchase Order Processing menu (G43A11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Approval Delegation.

Alternately, from the Subcontract menu (G43D11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43D13), choose Approval Delegation.

On Work With Approval Delegation



1. Complete the following field and click Find:
   - Approver
2. Review all approval routes to which the person from whom you are transferring authority (approver) is currently assigned.
3. Choose a certain route or all routes on which you want to delegate authority and click Select.
4. On Approval Delegation, complete the following field to specify the person to whom you want to delegate authority and click OK:
   - Delegate To

Working with Orders Awaiting Approval

You can locate all orders that await your approval and select orders to review for approval or rejection. You must approve an order to authorize the purchase of items and services. You can reject an order if you disapprove of the purchases.

When you approve an order, the system either updates the order to an approved status or sends the order to the next person on the approval route. If you reject an order, the system returns a rejection message to the originator of the order and allows no further processing of the order.

If you originate orders, you can review the status of all of your orders (approved, rejected, pending). If an order has been rejected, you can amend the order to resubmit it for approval. If an order is pending, you can identify the next person responsible for approving the order and verify that the person is available to approve the order.

The system notifies you by electronic mail when a specific order requires your approval. The system also notifies you if an order that you originated has been approved or rejected.

To work with orders awaiting approval, complete the following tasks:

- ❑ Review approval messages for orders
- ❑ Review orders awaiting approval
- ❑ Approve or reject orders

Reviewing Approval Messages for Orders

From the Purchase Order Processing menu (G43A11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Review Approval Notification.

Alternately, from the Subcontract menu (G43D11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43D13), choose Review Approval Notification.

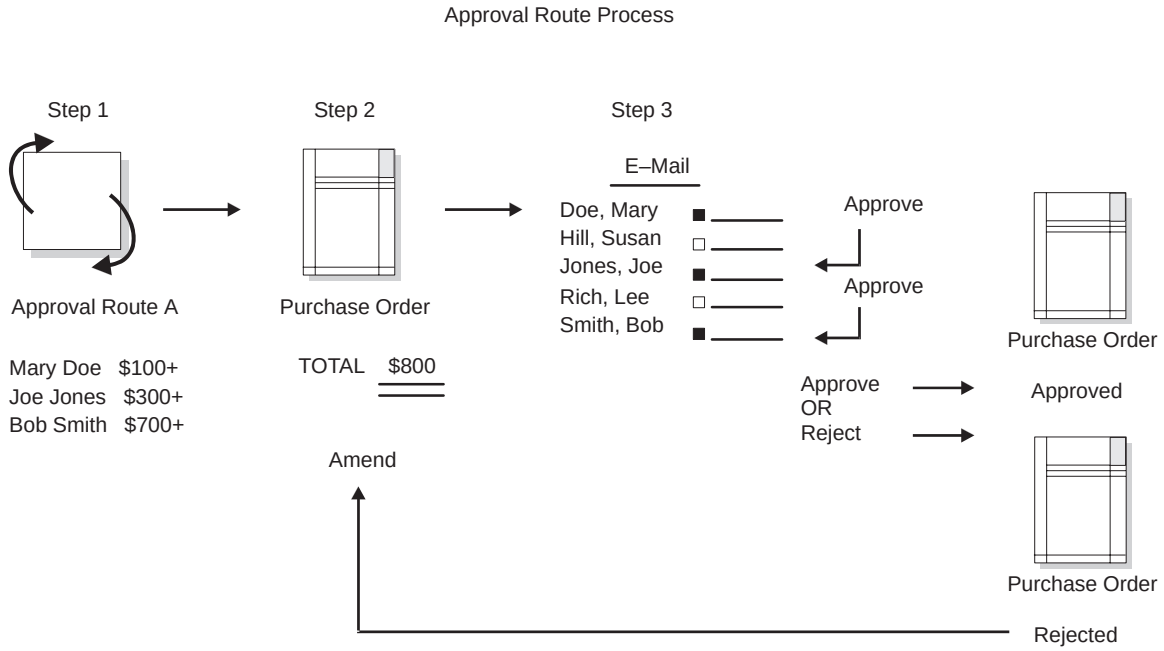
After you enter an order with an assigned approval route, the system notifies those persons responsible for approving the order. The system notifies the first person on the approval route by electronic mail that the order requires approval. If the person approves the order, the system either:

- Sends a message to the next person responsible for approving the order
- Updates the order to an approved status (if no other approvals are necessary) and sends an approval message to the order originator

If a person rejects the order, the system returns a rejection message to the originator. If the originator amends the order, the system restarts the approval process.

After a person approves or rejects an order, the system automatically deletes the electronic mail message about the order, provided that you have entered it through the electronic workbench.

The following is an example of the approval route process for a purchase order.



You can use electronic mail messaging (e-mail) for the approval process even if you do not use the J.D. Edwards Electronic Mail system on a company-wide basis. You can access your messages from the e-mail form that is set up specifically for approval processing or from any e-mail form on which you have a mailbox. If you use the approval processing e-mail form, processing options allow you to determine which persons' mailboxes appear on the form.

Processing Options for Agent Message Center – Approval Notification

Defaults _____

Defaults

1.) Search Type _____
2.) Category Code – Address Book 01 _____
3.) Category Code – Address Book 02 _____
4.) Category Code – Address Book 03 _____
5.) Category Code – Address Book 04 _____

Defaults Cont.

6.) Mail Box _____
7.) Address Number _____
8.) Enter the version of the Message Print to be used. If blank ZJDE0001 will be used. _____

Process

1.) Enter a '1' to activate the preloading of the user name. _____

2.) Enter a '1' next to any of the following to enable the capability when sending a message.

Message Type 1 & 2 _____
Mail Box Designation _____
E-Mail Category Code 1 _____
E-Mail Category Code 2 _____

3.) Enter a '1' to be prompted for the type of mail to send. _____

Call Tracking

1.) Enter a '1' enable call tracking. _____
2.) Enter the version of Call Entry application to be used if call tracking is enabled. If left blank version ZJDE0001 will be used. _____
3.) Enter the status to use when dragging a call from an assignee back to a queue. _____
4.) Enter the status to use when dragging a call from a queue to an assignee. _____

Reviewing Orders Awaiting Approval

You can locate all orders that await your approval and select individual orders to review for approval or rejection. You can also locate all orders that you originated to review the status of each, such as approved, rejected, or pending.

You locate orders based on your address book number. You can also locate orders based on the age of the order to identify orders that require immediate attention. If you originate orders, you can specify that only approved or rejected orders appear.

You can access an order's status summary to identify who is responsible for approving an order and to review a history of the actions that have occurred. You can identify those persons who have:

- Approved the order
- Not yet approved the order
- Rejected the order
- Been bypassed in the approval process by a person with a higher level of authority

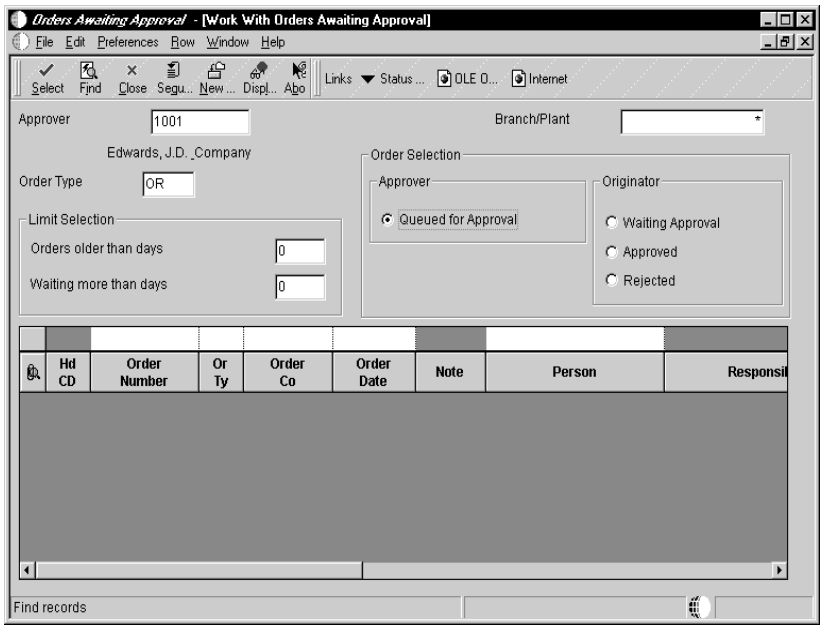
To review a status summary for an order on budget hold, you must specify the budget hold code in the processing options for the Orders Awaiting Approval program.

▶ To review orders awaiting approval

From the Purchase Order Processing menu (G43A11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Orders Awaiting Approval.

Alternately, from the Subcontract menu (G43D11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43D13), choose Orders Awaiting Approval.

On Work With Orders Awaiting Approval

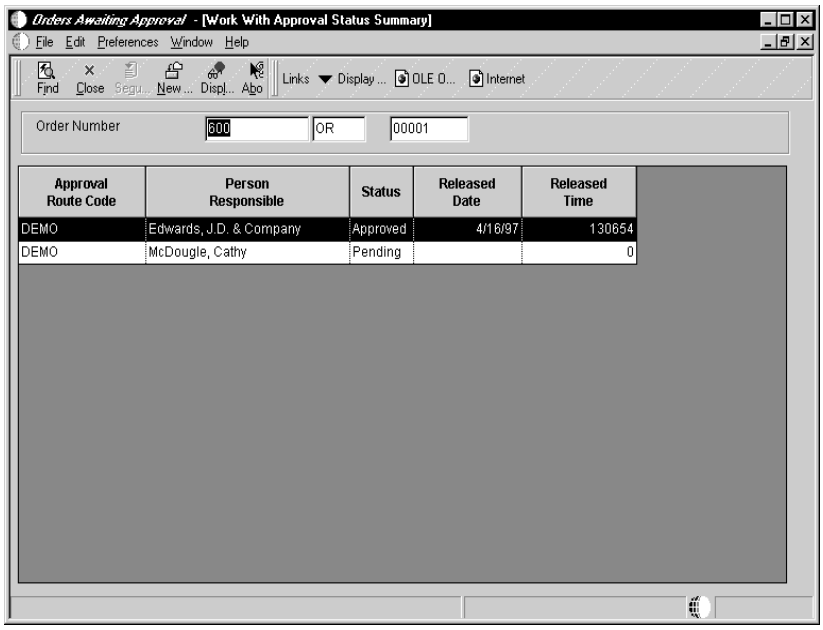


1. Complete the following fields, as necessary:
   - Approver
   - Branch/Plant
   - Order Type
2. To display orders based on age, complete the following fields in the Limit Selection box:
   - Orders older than days
   - Waiting more than days
3. Under Order Selection, choose one of the following options based on whether you are an order approver or an order originator:

   Approver – choose the following option:

   - Queued for Approval
4. Under Order Originator, choose one of the following options to determine the type of order that displays and click Find:
   - Waiting Approval
   - Approved
   - Rejected
5. To remove approved or rejected order information that you do not want to review, choose the applicable order and choose Remove Message from the Row menu.

6. To view the current status of a certain order, choose the order and choose Status Summary from the Row menu.



7. On Work With Approval Status Summary, review the persons on the approval route and their corresponding status.

Field	Explanation
Orders older than days	A number that indicates the age of an order and limits the quantity of orders that the system displays. The age of an order is the difference (in days) between the order date and today's date. The system displays only orders that are as old as or older than the number of days you enter. For example, assume today is May 15, 1998. The following orders exist: May 15 – Order # 104 May 14 – Order # 103 May 13 – Order # 102 If you leave this field blank, the system displays all orders. If you enter 1 in this field, the system displays only orders 103 and 102.

Field	Explanation
Waiting more than days	A number that indicates the quantity of days that an order has been awaiting approval and limits the quantity of orders that the system displays. If you enter a number in this field, the system displays only those orders that have been awaiting approval for at least the number of days that you specify. Approval action occurs when one of the following events takes place: • An order is entered (originated) • The order is approved • The order is rejected • The order is amended
Queued for Approval	The approval action determines whether an order is: • Queued for approval – Display orders that require approval. This selection is used by an approver inquiring on orders that require approval. • Waiting approval – Display orders not yet approved. This selection is used for the originator of the order inquiring on its status. • Approved – Display orders that have been approved. This selection is used by the originator of the order its status. • Rejected – Display orders that have been rejected. This selection is used by the originator of the order inquiring on its status.

Processing Options for Orders Awaiting Approval

```
Process

      1.  Awaiting Approval Status                    _____________
      2.  Approved Status                             _____________
      3.  Rejected Status                             _____________
      4.  Budget Hold Code                            _____________

Defaults

      1. Order Type                                   _____________
      2. Enter '1' to protect address                 _____________
      number from input

Versions

Enter the version for each program.  If
    left blank, ZJDE0001 will be used.

      1.  Order Entry                                 _____________
      (P4310)
      2.  Budget Comparison                           _____________
      (P09210)
      3.  Release Held Orders                         _____________
      (P43070)
      4.  Open Order Inquiry                          _____________
      (P4310)
```

Approving or Rejecting Orders

You must approve an order to authorize the purchase of items and services. After you approve all detail lines on an order, the system processes the order. You can reject detail lines on an order if you do not want the system to process the order. You can also provide explanations for approving or rejecting detail lines.

If you enter the final approval for an order, or if you reject an order, the system sends a message to the originator of the order. The originator can choose to amend a rejected order, in which case the system resubmits the order to you for approval. You can identify an amended detail line by the carat (>) that appears next to the line.

You can use several methods to provide explanations for approvals or rejections. You can:

- Define up to eight different categories that represent a specific approval or rejection explanation
- Enter a brief remark for the entire order
- Enter a brief remark for each detail line
- Enter unlimited text for the order
- Enter unlimited text for a detail line

If you are a budget approver, you must approve and release orders that are on budget hold using the Approval Review program before the system can further process the orders.

Before You Begin

❑ Create definitions and column headings for the applicable user defined codes on Approval/Rejections Reasons.

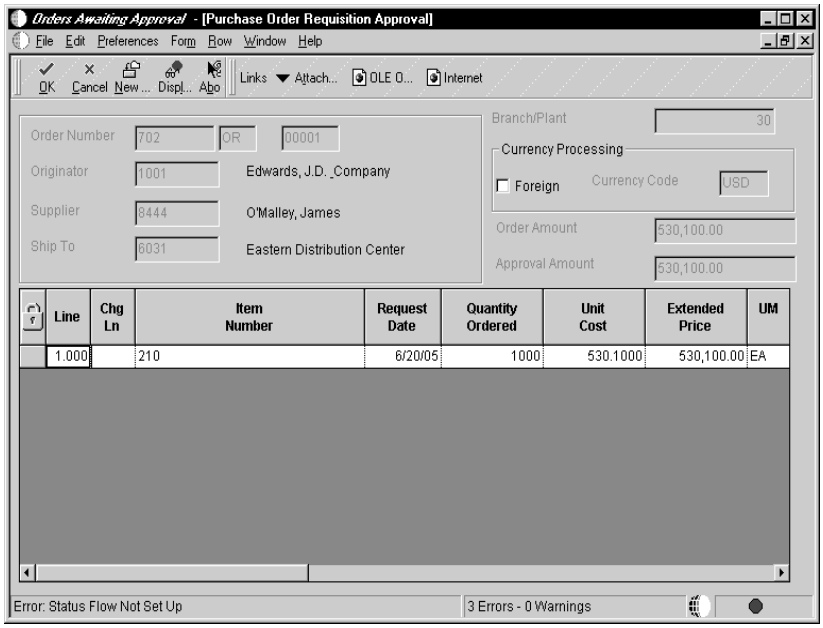
▶ To approve or reject orders

From the Purchase Order Processing menu (G43A11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Approval Review.

Alternately, from the Subcontract menu (G43D11), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43D13), choose Approval Review.

On Work With Orders Awaiting Approval

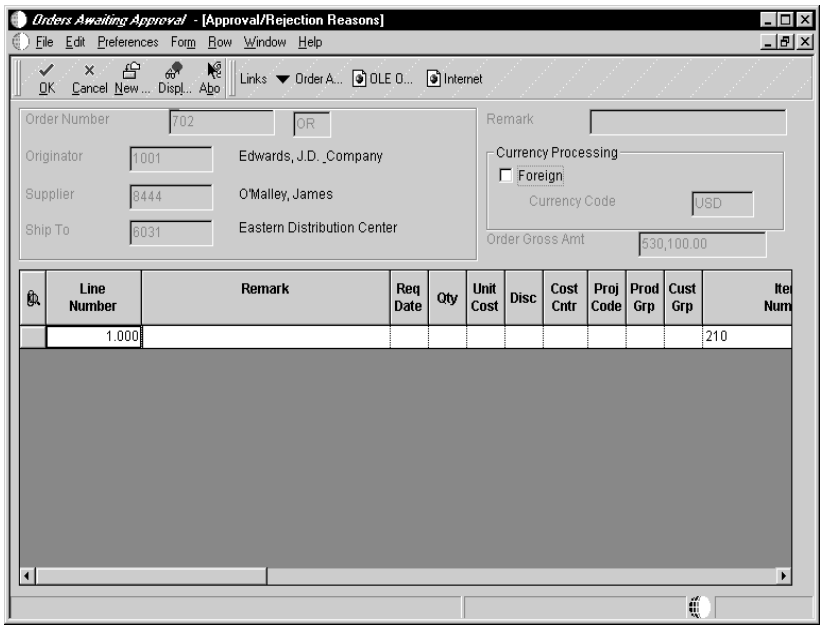
1. Locate the orders awaiting your approval.
2. Choose the order that you want to review and choose Approval Review from the Row menu.



3. On Purchase Order Requisition Approval, review the detail lines on the order and do one of the following:
   - To approve an order, choose Approve from the Form menu.

- To reject a detail line on the order, choose the line and choose Reject from the Row menu.

4. To specify reasons for approving or rejecting an order, choose Approval/Rejection Reasons from the Form menu.



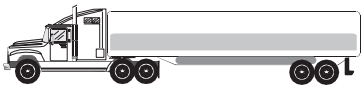
5. On Approval/Rejection Reasons, type X in the appropriate user defined categories for each detail line and enter explanations as necessary.

Receipt Routing

You might want to track items from the moment that they leave a supplier's warehouse until they arrive in stock. Depending on your operation, several stops might exist between the two points, such as your dock, the staging area, inspection, and so forth.

You use receipt routing to track and move items through a series of operations that make up a receipt route.

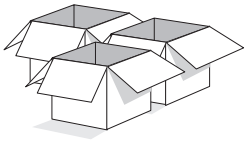
Receipt Route A



Operation 1: In Transit

Operation 2: At Dock

Operation 3: Inspection



Operation 4: Stock

You must define the operations that make up each receipt route. You must also determine the logistical and accounting updates that the system performs as you process items through a receipt route. After you create a receipt route, you can assign it to an item based on the supplier who provides the item.

Each time you enter a receipt for items, the system enters the items in the first operation of the receipt route. You must enter the items in subsequent operations of the receipt route. During each operation, you can:

- Remove items from the route due to returns, rejects, and so forth
- Have the system automatically generate replacement orders for items that you return

To perform receipt routing, complete the following tasks:

- ❑ Create receipt routes
- ❑ Activate receipt routing
- ❑ Work with items in a receipt route

Creating Receipt Routes

You can monitor items from the moment that they leave a supplier's warehouse. You create receipt routes to determine the series of operations through which you process items until the items become part of your inventory.

You must define the operations that make up each receipt route. You must also determine the updates that occur as you transfer items to each operation. For example, you specify the operation at which items become on-hand. When you enter items at the on-hand operation, the system creates journal entries to reflect the items in inventory and you can create a voucher to pay for the items.

When you create a receipt route, you must indicate whether to pay for items that you remove (disposition) from the route, based on the reason that you remove them. For example, you might want to pay for items that you rework but not for pay items that you return.

To create a receipt route, complete the following tasks:

- ❑ Define operations in a receipt route
- ❑ Define payment eligibility for item removal

Defining Operations in a Receipt Route

A receipt route is a series of operations through which you process items upon receipt. These operations might include:

- Transit
- Dock
- Staging area
- Inspection
- Stock

To create a receipt route, you must define the series of operations that make up the route. For example, you can create a receipt route that is made up of two operations, the staging area and stock, and another receipt route that is made up of three operations, the staging area, inspection, and stock.

You determine the updates that the system performs as you process items through a receipt route by specifying at which operation:

- Items are available to promise.
- Items are received for supplier performance purposes.
- Items are at an on-hand status.

Each update field on Receipt Routing Definition represents a field in the Item Location table (F41021). The system maintains balances of inventory items in this table. You can have the system update the availability of an item at any operation in a receipt route. For example, you might want the ability to promise items to customers (enter sales orders) when the items arrive at the dock instead of waiting until the items are in stock.

You access the Item Availability Definition form from the Branch/Plant Constants form to indicate which fields the system uses to calculate item availability. For example, you can specify that the system add the balance in the Update Transit Quantity field to the current on-hand balance to calculate availability.

You must specify at which operation the system records the receipt date for items. For example, you can specify that the system record the receipt date when items arrive at the dock. The system compares the receipt date to the date that the supplier promised to deliver the items to determine supplier performance.

The last operation in a receipt route is the operation at which items are eligible for payment. You must direct the system to update items to an on-hand status at the last operation in a receipt route. When you transfer items to the last operation, the system creates journal entries to reflect a liability for the items and you can create a voucher to pay for the items. The system also updates the following:

- Item costs
- Landed costs
- Cost variances
- Item transaction histories (Cardex)

Before You Begin

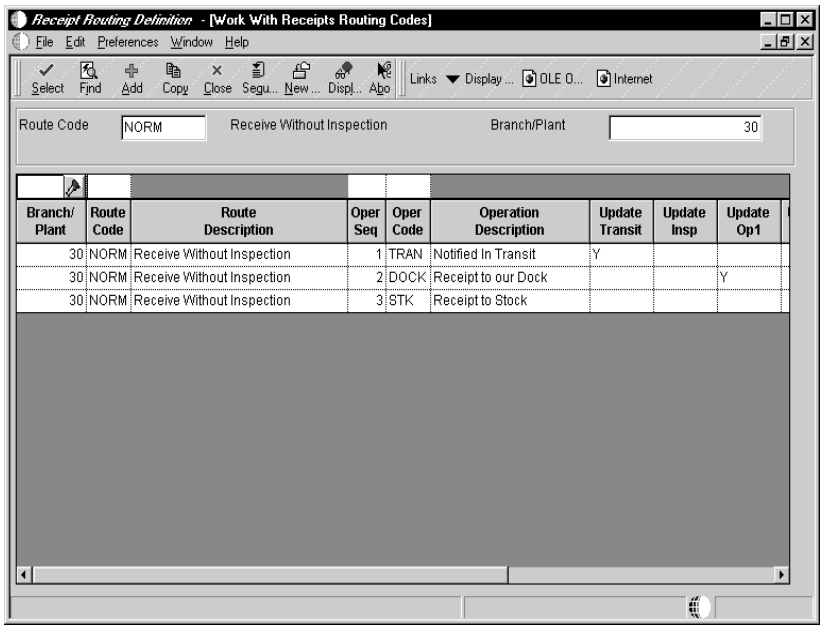
❑ Set up receipt route codes in user defined code table 43/RC.

❑ Set up operation codes in user defined code table 43/OC.

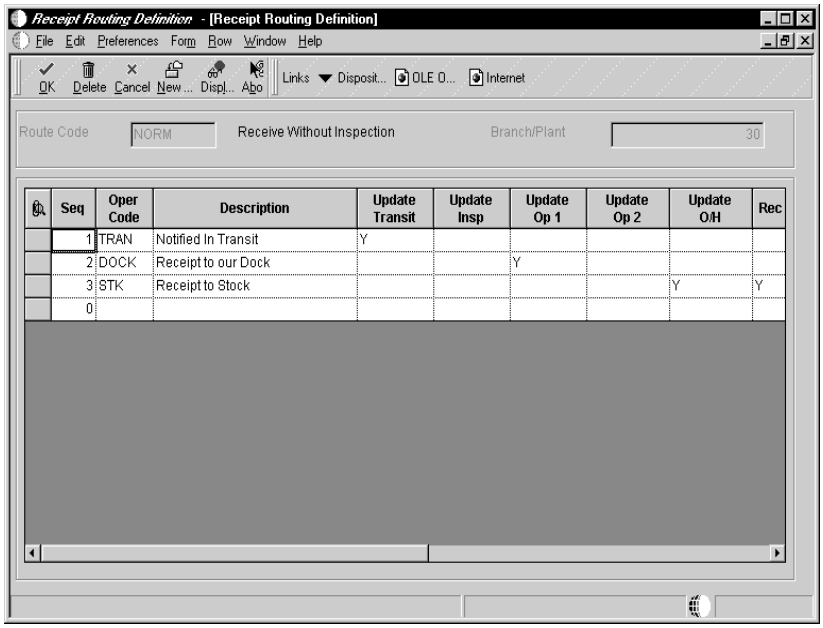
▶ To define operations in a receipt route

From the Stock Based Purchasing menu (G43A), choose Receipt Routing. From the Receipt Routing menu (G43A14), choose Receipt Routing Definition.

On Work With Receipts Routing Codes



1. Click Add to access Receipt Routing Definition.



2. On Receipt Routing Definition, complete the following fields:
   - Route Code
   - Branch/Plant

3. Complete the following fields for each operation in the receipt route and click OK:

   - Seq
   - Oper Code
   - Description
   - Update Transit
   - Update Insp
   - Update Op 1
   - Update Op 2
   - Update O/H
   - Rec

   The system automatically updates the Pay (Payment Eligible) field for the same operation at which you update the on–hand balance. This must be the last operation in the route.

   You can enter a sequence number if the order in which you want the operations to occur differs from the order in which you enter the operations.

Field	Explanation
Seq	The sequence in which the system performs the operations or steps of the route.
Oper Code	A user defined code (43/OC) that represents an operation or step within the receipt route.
Update Transit	A value that indicates whether to update the Quantity in Transit field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y only once in this column for a route code.
Update Insp	A value that indicates whether to update the Quantity in Inspection field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y only once in this column for each route.
Update Op 1	A value that indicates whether to update the Quantity in Operation 1 field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in this column only once for each route code.

Field	Explanation
Update Op 2	A value that indicates whether to update the Quantity in Operation 2 field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in this field only once for each route.
Update O/H	A value that indicates whether to update the Quantity on Hand field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in the last operation only.
Rec	A code that determines at which operation the system records the receipt date for items in the receipt route. Based on the receipt date, the system calculates supplier performance information such as leadtime days for an item and on time deliveries. NOTE: You can enter Y in this column only once for each route.

See Also

- *Locating Detailed Quantity Information* in the *Inventory Management Guide* for more information about item availability
- *Reviewing Supplier Delivery Performance* for information about how the system uses receipt dates to determine supplier performance

Defining Payment Eligibility for Item Removal

As you process items through a receipt route, you might need to return, rework, scrap, reject, or adjust items. When you create a receipt route, you must indicate whether you want to pay for items that you remove (disposition) from the route, based on the reason that you remove them. For example, you might want to pay for items that you rework, but not pay for items that you return.

You must specify the removal categories (returns, reworks, scrap, rejects, or adjustments) for which items are payable. For example, if you specify that the scrap category is payable, the system determines that you must pay for items that you classify as scrap.

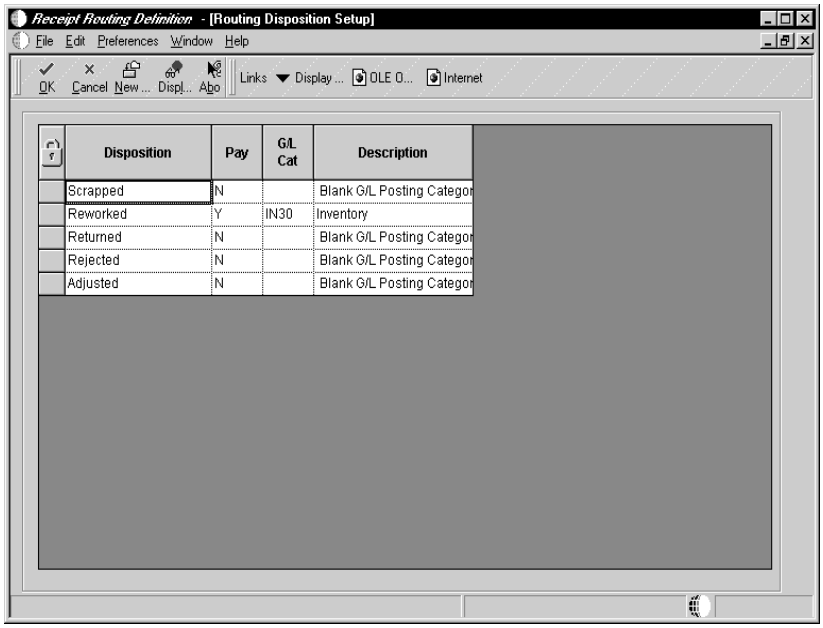
If items that you remove from a receipt route are payable, the system creates journal entries to reflect a liability for the items. The system credits a received not vouchered account and debits a disposition account based on the general ledger category you specify for the removal category.

▶ To define payment eligibility for item removal

From the Stock Based Purchasing menu (G43A), choose Receipt Routing. From the Receipt Routing menu (G43A14), choose Receipt Routing Definition.

On Work With Receipts Routing Codes

1. Locate the receipt route for which you want to define payment eligibility.
2. Choose an operation in the route and click Select.
3. On Receipt Routing Definition, choose Disposition Setup from the Form menu.



4. On Routing Disposition Setup, complete the following fields for each item removal category and click OK:
   - Pay
   - G/L Cat

See Also

- *Setting Up Automatic Accounting Instructions* for more information about setting up accounts for general ledger categories

Activating Receipt Routing

You must activate receipt routing to process items through receipt routes. Receipt routing enables you to monitor the status of the items that you receive and determine when the items will be available to distribute. To activate receipt routing, you must:

- Assign receipt routes to items
- Initiate receipt routing

You can assign a standard receipt route and an alternate receipt route to each item. An alternate route is one that you send an item through on an intermittent basis. For example, you can assign an alternate route to an item so that every fifth shipment you receive is inspected.

You can specify the quantity or percentage of items that must be received to enter an item in its alternate route. You can also define sampling requirements and item specifications for inspection purposes.

You use processing options for the Enter Receipts program to initiate the receipt routing process. After you initiate receipt routing, the system enters an item into its assigned receipt route when you enter a receipt.

To set up receipt routing, complete the following tasks:

- ❑ Assign receipt routes to items
- ❑ Define sample requirements and item specifications

Assigning Receipt Routes to Items

You must assign a receipt route to an item to determine the operations through which the system processes the item upon receipt, such as transit, staging, inspection, stock, and so forth.

You can assign both a standard receipt route and an alternate receipt route to an item. Upon receipt, the system enters an item in its standard receipt route unless you have also specified an alternate receipt route. An alternate receipt route is one that the system sends the item through on an intermittent basis.

You must assign an alternate receipt route to an item to have the system process the item through a different series of operations based on a number of days or a number of receipts. For example, you can assign an alternate route to an item to have every fifth

shipment of the item go through an inspection operation. You must assign receipt routes to an item based on the supplier who provides the item.

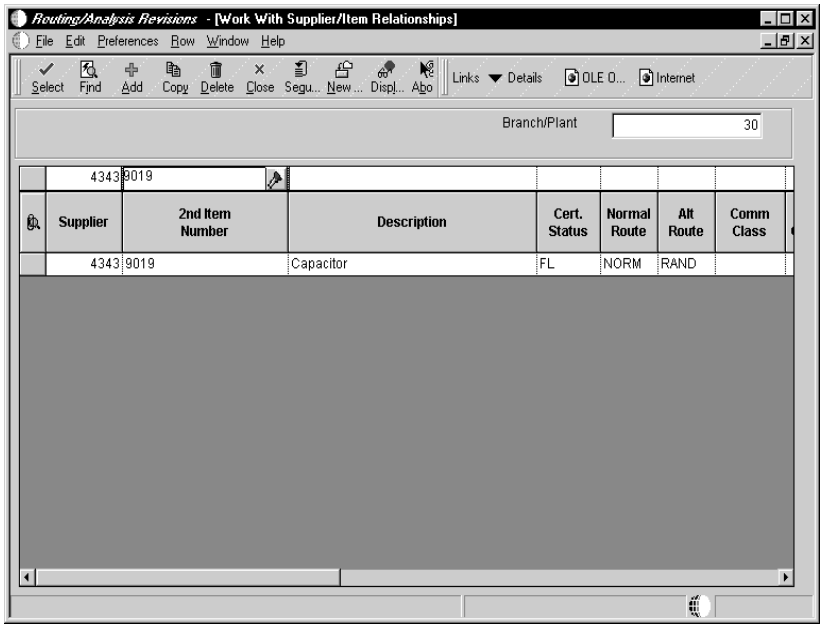
Before You Begin

- ❑ Create receipt routes.

▶ To assign receipts routes to items

From the Stock Based Purchasing menu (G43A), choose Receipt Routing. From the Receipt Routing menu (G43A14), choose Routing/Analysis Revisions.

On Work With Supplier/Item Relationships



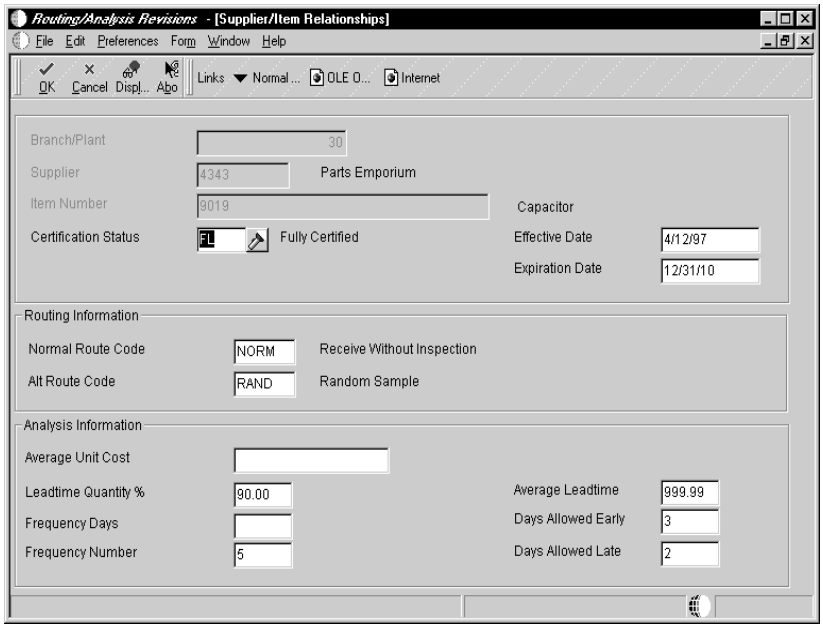
1. To locate items for a certain supplier, complete the following fields and click Find:

   - Branch/Plant
   - Supplier

   You can also locate all suppliers for a certain item by searching on the item.

   If the item for which you want to enter receipt routing information does not appear, an item and supplier relationship does not exist. You must create a relationship to assign a receipt route.

2. Choose an item and click Select.



3. On Supplier/Item Relationships, complete the following fields for each item:
   - Normal Route Code
   - Alt Route Code
   - Frequency Days
   - Frequency Number

Field	Explanation
Normal Route Code	A user defined code (43/RC) that identifies a receipt route. Each receipt route consists of a series of operations through which the system directs items upon receipt.
Alt Route Code	A user defined code (43/RC) that identifies an alternate receipt route. Each receipt route consists of a series of operations through which the system directs items upon receipt. An item can have a normal receipt route and an alternate receipt route. The system directs an item through the alternate receipt route intermittently based on the number of days or number of receipts that you specify.
Frequency Days	A number that determines how often the system directs an item to the alternate receipt route, based on days. For example, you enter 3 in this field. If 01/01/98 was the last date for the alternate receipt route, the system directs the next receipt performed on or after 01/04/98 to the alternate receipt route.

Field	Explanation
Frequency Number	A number that determines how often the system directs an item to the alternate receipt route, based on receipts. For example, if you enter 5 in this field, the system directs every fifth receipt of the item to the alternate receipt route.

See Also

- *Creating Supplier and Item Relationships*

Processing Options for Supplier/Item Relationships

```
Process

      Cross Ref. Type for Supplier Item                _____________
      (Default VN)

Enter a '1' to automatically display the
    applications listed below when
    adding a new item.

      Standard Item Master                             _____________
      Non-Stock Item Master                            _____________
      Supplier Prices                                  _____________
      Enter a '1' for Work Order                       _____________
      Completion Mode

Versions

Enter the version for each program that
    is called. If left blank, ZJDE0001
    will be used.

      Item Master Maintenance (P4101)                  _____________
```

Defining Sample Requirements and Item Specifications

You might assign an alternate receipt route to an item to have the item inspected on an intermittent basis. After you assign an alternate route to an item, you can specify the quantity of the item that must be received before the system processes the item through its alternate route. You can also specify sample requirements for inspection purposes, including:

- The quantity or percentage of receipt items to use for inspection
- The quantity or percentage of the sample size that must pass inspection before the receipt is considered acceptable

After you enter sample requirements for an item, you can add specifications or any other text that applies to the item. Sample requirements and item specifications are for informational purposes only. You can review this information when you move or remove items in a receipt route.

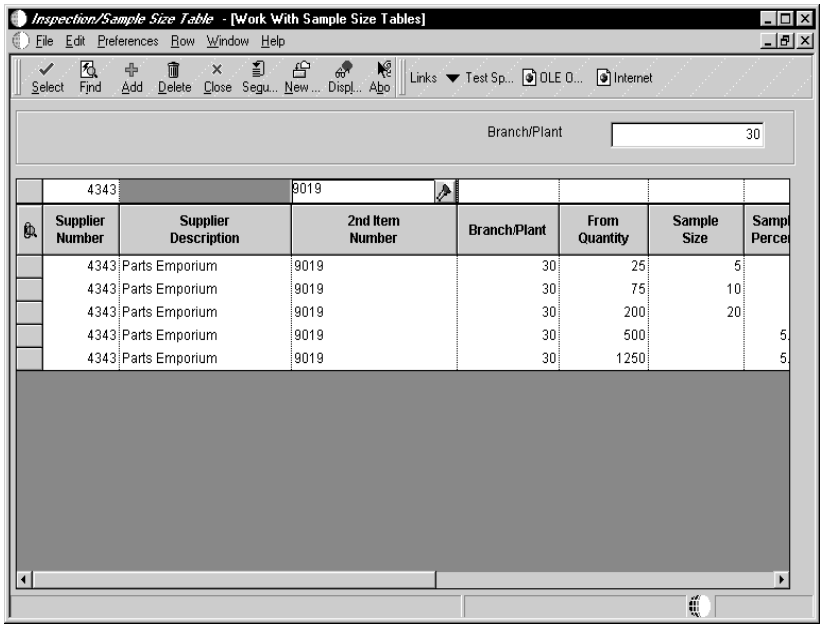
Before You Begin

❑ Assign an alternate route to the item for which you want to define sample requirements and specifications.

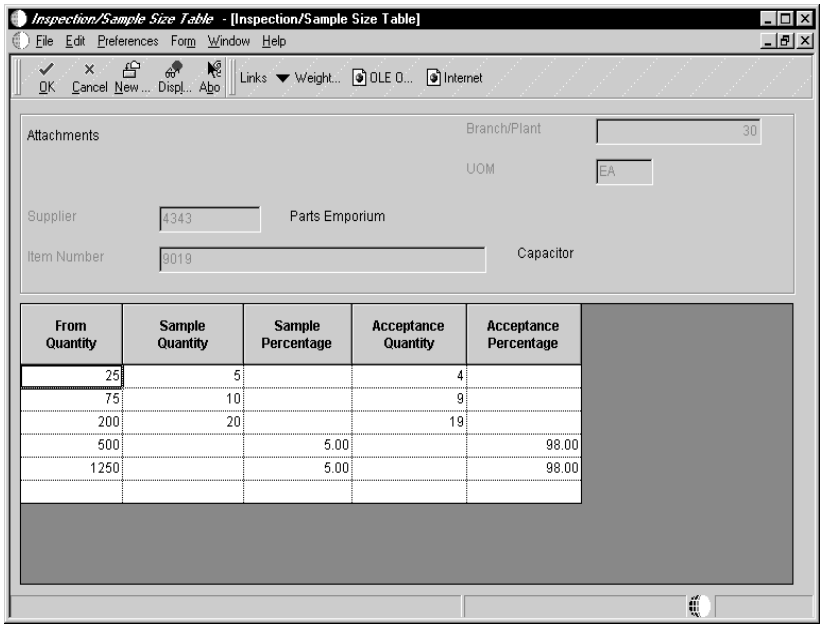
▶ To define sample requirements and item specifications

From the Stock Based Purchasing menu (G43A), choose Receipt Routing. From the Receipt Routing menu (G43A14), choose Inspection/Sample Size Table.

On Work With Sample Size Tables



1. Click Add.



2. On Inspection/Sample Size Table, complete the following fields to determine the alternate route to which the samples requirements apply:
   - Branch/Plant
   - Item Number
   - Supplier
3. Complete the following fields:
   - From Quantity
   - Sample Quantity
   - Sample Percentage
   - Acceptance Quantity
   - Acceptance Percentage
4. Choose Test Specifications from the Form menu.
5. Enter test specifications as necessary.

Field	Explanation
From Quantity	The quantity of items that you must receive for the system to process the items through the alternate receipt route.
Sample Quantity	The quantity of items to inspect when the system processes a group of items through the alternate receipt route.
Sample Percentage	The percentage of items to inspect based on the quantity of items that the system processes through the alternate receipt route.

Field	Explanation
Acceptance Quantity	The quantity of items that must pass inspection for the entire group to be acceptable.
Acceptance Percentage	The percentage of items that must pass inspection for the entire group to be acceptable.

Working with Items in a Receipt Route

You can monitor items from the moment that they leave a supplier's warehouse. For example, you can process shipments of items through transit, your dock, the staging area, and inspection before updating the status of the items to on-hand.

Complete the following tasks:

- ❑ Review the current operation for items
- ❑ Transfer items to operations
- ❑ Remove items from a receipt route
- ❑ Enter reversals for items in a receipt route
- ❑ Review the history of items in a receipt route

The receipt route for an item determines the series of operations through which you process an item after you take receipt. For example, if a receipt route includes four operations, such as transit, dock, inspection, and stock, the system enters the item in the transit operation when you enter a receipt. You must transfer the item to each subsequent operation in the route.

You can remove (disposition) items from a receipt route. For example, you might reject an item that does not pass inspection. In this case, the system removes the quantity that you reject from the receipt route. If you return an item, you can generate an order to replace the items.

You can review information about the transfer and removal of items in a receipt route. For example, you can determine the amount of time that a shipment of items was at the dock before it was transferred to stock. You can also review the quantity of items in a shipment that did not pass inspection.

See Also

- *Creating Receipt Routes*
- *Activating Receipt Routing*

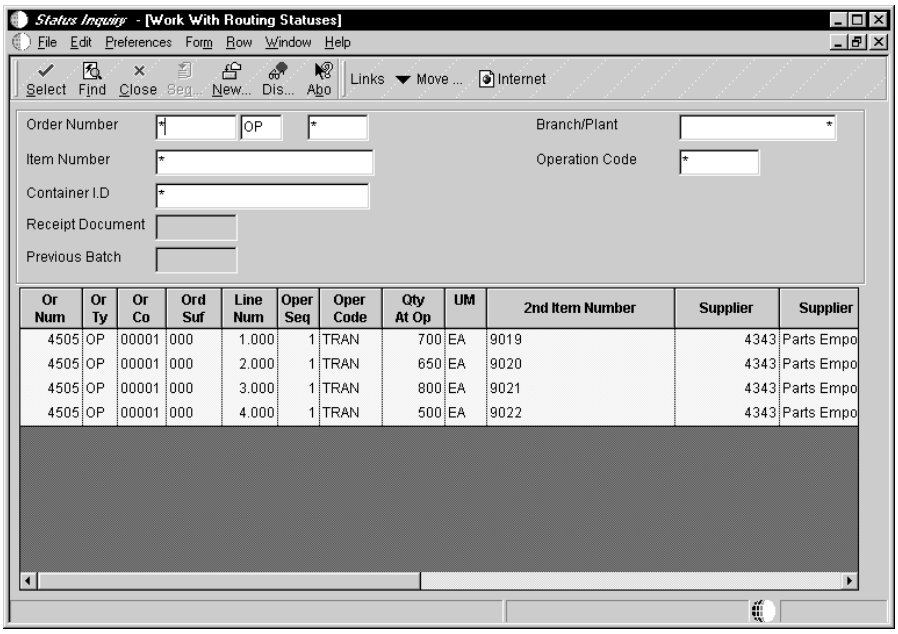
Reviewing the Current Operation for Items

You can review the current operation for items in a receipt route. For example, if you recently received a shipment of items, and the receipt route for the items includes a dock and inspection operation, you can review the quantity of the item at the dock and the quantity of the item under inspection.

▶ To review the current operation for items

From the Stock Based Purchasing menu (G43A), choose Receipt Routing. From the Receipt Routing menu (G43A14), choose Status Inquiry.

On Work With Routing Statuses



1. To locate the items you want to review, complete the following fields, as necessary, and click Find:
   - Item Number
   - Branch/Plant
   - Order Number
   - Line Number
   - Container I.D
   - Code – Operation

2. To determine the current status of items, review the following fields:
    - Oper Code
    - Qty At Op

Field	Explanation
Qty At Op	The number of units currently at this operation.

Transferring Items to Operations

The receipt route you assign to an item determines the series of operations through which you process the item upon receipt (for example, transit, staging, and stock). The system enters an item into the first operation of the route upon receipt. You must transfer the item to subsequent operations in the route.

You can set processing options to determine the operations to which you can transfer items in a receipt route. For example, if the order of operations is staging, inspection, and stock, you can transfer items to:

- The next operation only (for example, staging to inspection and inspection to stock)
- Any subsequent operation (for example, staging to stock)
- Any operation (for example, stock back to staging)

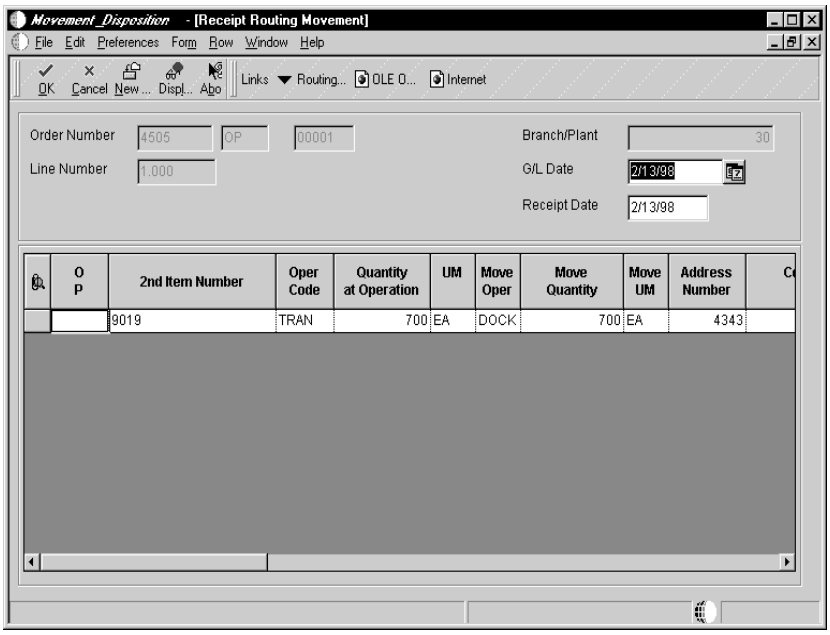
When you transfer items to the last operation in a receipt route, the system updates the items to a received (on-hand) status.

▶ To transfer items to operations

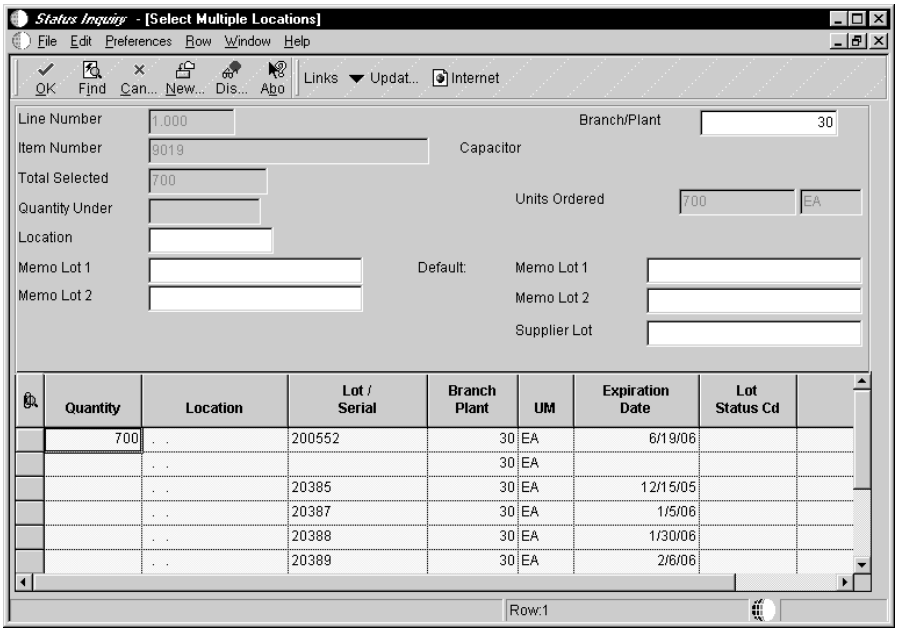
From the Stock Based Purchasing menu (G43A), choose Receipt Routing. From the Receipt Routing menu (G43A14), choose Movement & Disposition.

On Work With Routing Statuses

1. Locate the items you want to review.
2. Choose the line containing the items that you want to transfer and click Select.



3. On Receipt Routing Movement, to move items to an operation other than the next operation in the route, complete the following field:
   - Move Oper
4. Enter the quantity you want to move in the following field:
   - Move Quantity
5. To assign serial numbers that will allow you to monitor the items, choose the line and choose Multiple Locations from the Row menu.



6. On Select Multiple Locations, complete the following field for each quantity to which you want to assign a serial number and click OK:
   - Lot / Serial
7. On Receipt Routing Movement, choose Select Quantity to Move from the Row menu and click OK.

Field	Explanation
Move Quantity	The number of units that you want to move or the number of units that have already been either moved or dispositioned.

Processing Options for Receipt Routing Movement and Disposition

Defaults Tab

These processing options define the default information that the system uses during Receipt Routing Movement and Disposition (P4325).

1. Inquiry Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_ Accounts Payable documents.
R_ Accounts Receivable documents.
T_ Payroll documents.
I_ Inventory documents.
O_ Purchase Order documents.
J_ General Accounting/Joint Interest Billing documents.
S_ Sales Order Processing documents You must enter a value that has been set up in user defined code table 00/DT.

If you enter a document type, the system displays only the orders with the document type that you specify. If you leave this field blank, the system displays all orders.

You can create different versions that correspond to the different document types that you use.

2. Operation Code (Optional)

Use this processing option to identify the From operation code. The system displays only the orders that contain the From operation code that you specify. This user defined code (43/OC) represents an operation or step within the receipt route.

Display Tab

These processing options control whether the system displays information such as operations that move quantity to inventory.

1. Quantity to Inventory

Use this processing option to specify whether you want the program to display operations that move quantity to inventory. Valid values are:

1 Display operations that move quantity to inventory.
Blank Do not display operations that move quantity to inventory.

The system retrieves information about the operations that move quantity to inventory from the Receipt Routing Definition table (P43091). Review the operations that move quantity to inventory on the Receipt Routing Definition form. Operations that move quantity to inventory are designated by a check in the Stock column.

Process Tab

These processing options control which values the system uses for operations in the receipt route.

1. To Operation Control

Use this processing option to control which operation in the receipt route is used as the To operation. Valid values are:

1 Allow only the next operation in the receipt route to be selected.
2 Allow the current operation or any next operation in the receipt route to be selected.
3 Allow any operation in the receipt route to be selected.
Blank The system uses a value of 1.

Completing this processing option limits the operations that a user can select. For example, if you enter 1, the user can select only the next operation. If you enter 2, the user can select the current operation or skip to any next operation. If you enter 3, the user can select any of the previous operations in the receipt route.

2. Last Status Code

Use this processing option to specify a last status code for replacement processing. If you are adding a an order line for a replacement item on the purchase order, you can enter a last status code for the new order line. Before you complete this processing option, review the order activity rules that you have set up, and also be sure that you have activated replacement processing.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is selected. If the Replacement option is not selected, the system will not create a purchase order for the replacement item.

3. Next Status Code

Use this processing option to specify a next status code for replacement processing. If you are adding a an order line for a replacement item on the purchase order, you can enter a next status code for the new order line. Before you complete this processing option, review the order activity rules that you have set up, and also be sure that you have activated replacement processing.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is selected. If the Replacement option is not selected, the system will not create a purchase order for the replacement item.

4. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

S– Stock item.
J– Job cost, subcontracts, or purchasing to the General Ledger.
B– G/L account and item number.
N– Non-stock item.
F– Freight.
T– Text information.
M– Miscellaneous charges and credits.
W– Work order.

The system uses the line type that you specify for the new order line that represents the replacement item. You cannot use this processing option unless replacement processing is activated.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is selected. If the

Replacement option is not selected, the system does not create a purchase order for the replacement item.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Receipts by Purchase Order Version

Use this processing option to define the version that the system uses when you access the Receipts by Purchase Order program. You use the Receipts by Purchase Order program when you are moving items to an operation that is set up to move quantities into inventory.

Review the version's processing options to ensure that the version meets your needs.

2. Work Order Completions Version

Use this processing option to define the version that the system uses when you access the Work Order Completions program.

Review the version's processing options to ensure that the version meets your needs.

3. Open Receipts Version

Use this processing option to define the version that the system uses when you choose the row exit to the Open Receipts program (P4310).

Review the version's processing options to ensure that the version meets your needs.

4. Open Orders Version

Use this processing option to define the version that the system uses when you choose the row exit to the Open Orders program (P4310).

Review the version's processing options to ensure that the version meets your needs.

5. Purchase Orders Version

Use this processing option to define the version that the system uses when you choose the row exit to the Purchase Orders program (P4310).

Review the version's processing options to ensure that the version meets your needs.

6. Test Results Revisions Version

Use this processing option to define the version that the system uses when you choose the row exit for the Test Results Revisions program. Before you define the version, be sure that you have already set up the Inspection/Sample Size table.

Review the version's processing options to ensure that the version meets your needs.

Workflow Tab

These processing options control information such as whether the system sends an e–mail when the disposition of an item has occurred or for Work Order Completions and to whom the e–mail is sent.

1. E–mail (Disposition)

Use this processing option to specify the recipient of the e-mail that the system automatically sends when each disposition of an item has occurred. Valid values are:

1 Send e-mail to the buyer.
2 Send e-mail to the supplier.
3 Send e-mail to both the buyer and supplier.
Blank Do not send e-mail.

The system retrieves the buyer information from the Item Branch table (F4102) and retrieves the supplier information from the purchase order.

2. E–mail (Work Order Completions)

Use this processing option to specify the recipient of the e–mail that the system sends for Work Order Completions. Valid values are:

1 Send e-mail to the planner's work center.
Blank Do not send e-mail.

The system retrieves the planner information from the Item Branch table (F4102).

Interoperability Tab

These processing options control information such as the transaction type for an interoperability transaction.

1. Interop Transaction Type

Use this processing option to specify a transaction type for the interoperability transaction. For example, J.D. Edwards has defined the transaction type JDERR to represent the receipt routing transaction.

If you leave this processing option blank, the system does not perform outbound interoperability processing.

Removing Items from a Receipt Route

You might need to remove (disposition) items from a receipt route. For example, you can return items to the supplier or reject items that do not pass inspection. You must use one of the following categories to indicate the quantity of items that you want to remove from the receipt route:

- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

You can enter text about the removal of items for any of the categories.

Before you remove items from a receipt route, you might want to review the sample requirements that are set up for a receipt route. You can also choose to review item specifications that are set up for a receipt route.

After you remove items from a receipt route, the system subtracts the quantities you enter from the quantity at the current operation. If you need to reverse the removal, you must use the Ledger Inquiry program. For example, if you removed items by classifying them as scrap, and then later decide to use the items, you can reverse the removal transaction. The system adds the removed quantity back to the receipt route and creates the appropriate journal entries, if necessary.

The system creates journal entries for the items that you remove if you have specified that the removal category is payable. For example, if you specified that the scrap category is payable, the system creates journal entries for items that you remove due to scrap.

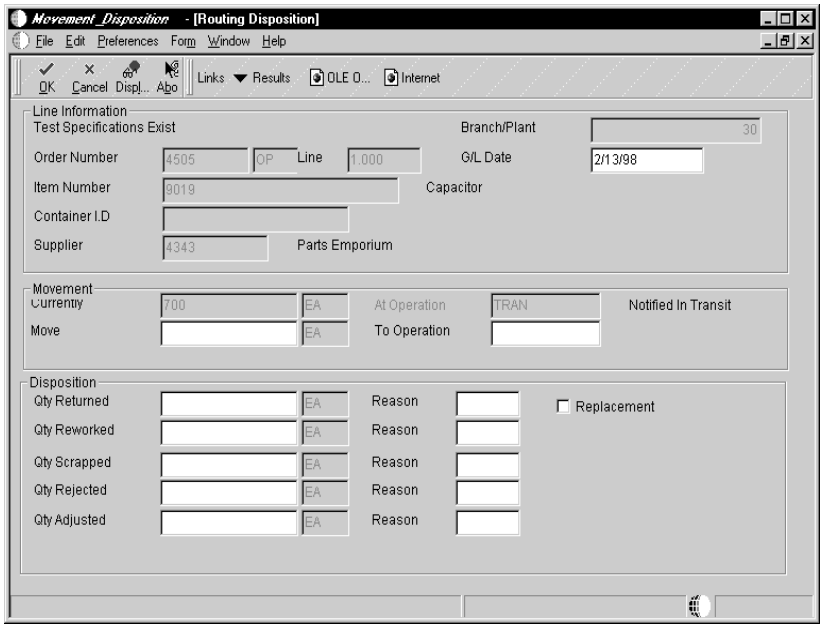
If you decide to return an item, the system automatically credits the original purchase order. You can generate a new purchase order line to replace the returned items. The system adds the line to the original purchase order.

▶ To remove items from a receipt route

From the Stock Based Purchasing menu (G43A), choose Receipt Routing. From the Receipt Routing menu (G43A14), choose Movement & Disposition.

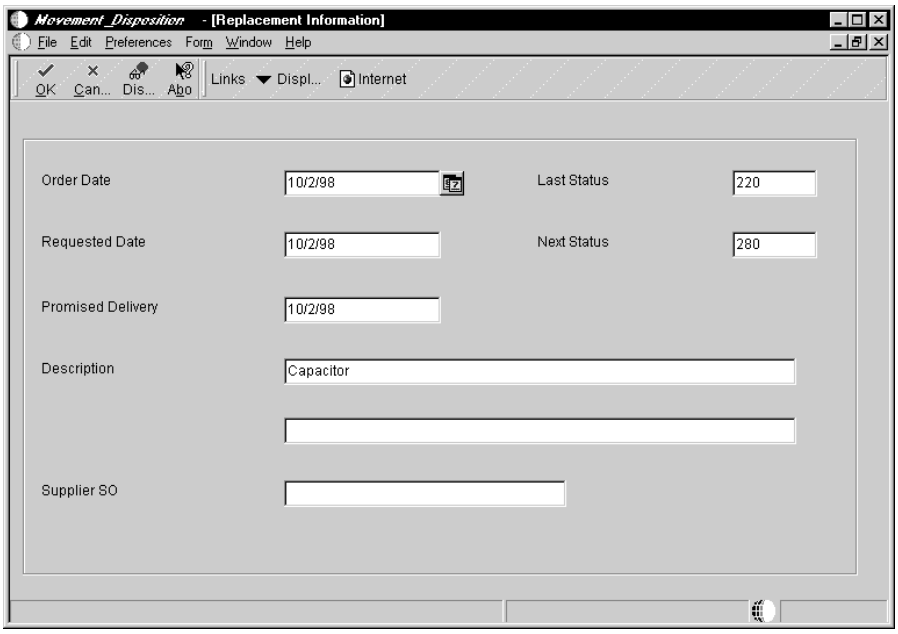
On Work With Routing Statuses

1. Choose the detail line from which to remove items.
2. Choose Disposition from the Row menu.



3. On Routing Disposition, complete the following fields to remove items:
   - Qty Returned
   - Qty Reworked
   - Qty Scrapped
   - Qty Rejected
   - Qty Adjusted
   - Reason

4. If you entered a return quantity, click on the Replacement box to create a new purchase order detail line for the returned items, and click OK.



5. On Replacement Information, change information for the new purchase order detail line, as necessary, and click OK.

Field	Explanation
Qty Returned	The number of units that you are returning to the supplier during receipt routing. You can return goods for credit or for replacement.
Qty Reworked	The number of units that will be reworked during receipt routing.
Qty Scrapped	The number of units that you scrapped during receipt routing.
Qty Rejected	The number of units that you rejected during receipt routing.
Qty Adjusted	The number of units that you are removing from the receipt route for adjustment.
Reason	A user defined code (42/RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items, such as the goods were damaged in shipment or too many goods were shipped.

Field	Explanation
Replacement	A code that indicates whether you want to replace the items that you are returning. Valid values are: Y Replace the items. The system credits the purchase order for the items you are returning and creates a new detail line for the replacement items. The Replacement Information window appears after you disposition the items so that you can enter information for the new order detail line. Blank Do not replace the items. The system credits the purchase order for the items you are returning.

See Also

- *Defining Payment Eligibility for Item Removal*
- *Reviewing the History of Items in a Receipt Route* for more information about reversing removals
- *Defining Sample Requirements and Item Specifications*

Entering Reversals for Items in a Receipt Route

You might inadvertently enter a receipt for an item. You can reverse the receipt for an item that the system processes through a receipt route.

When you move an item to the last operation in its receipt route, the system updates the item to an on-hand status. If you inadvertently move the item to the last operation, you can reverse the on-hand status by moving the item back to a previous operation in the receipt route.

You must set processing options for the Movement and Disposition program to allow item movement to any operation in order to perform reversals. You must also set processing options for items that have completed their route to appear.

If you did not intend for an item to enter receipt routing, you must reverse the initial receipt using the Open Receipts program, which removes the item from the receipt route. The item must be at the first operation in the receipt route.

If you removed items from the receipt route due to returns, rejects, and so forth, you must reverse the item removals before you can reverse the receipt.

See Also

- *Entering Reversing Receipts* for information about reversing the initial receipt

Reviewing the History of Items in a Receipt Route

You can review information about the transfer of items from one operation to another in a receipt route. For example, you can review when a group of items was moved from inspection to stock, as well as who moved the items and on what date. You can also determine how long the items were at a certain operation.

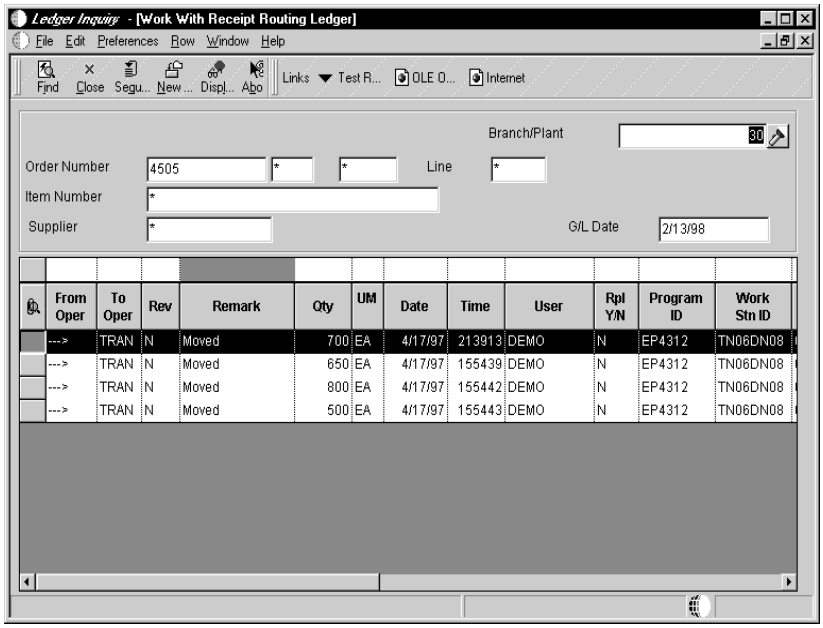
You can also review information about the removal of items from a receipt route. For example, you can review the quantity of items in a shipment that did not pass inspection and the quantity of items that were returned to the supplier.

You can specify whether you want to review transfer or removal transactions. You can indicate the operations for which you want to review transfers. For example, you can review only those transfers for which items at the dock were moved to staging.

▶ To review the history of items in a receipt route

From the Stock Based Purchasing menu (G43A), choose Receipt Routing. From the Receipt Routing menu (G43A14), choose Ledger Inquiry.

On Work With Receipt Routing Ledger



1. To locate the transactions you want to review, complete the following fields, as necessary, and click Find:
   - Branch/Plant
   - Order Number
   - Line

- Item Number
- Supplier
- G/L Date

2. Review the following fields for each transaction:
   - From Oper
   - To Oper
   - Rev
   - Move Code
   - Container I.D.

Field	Explanation
From Oper	A user defined code (43/OC) that identifies the routing operation or step from which items were moved.
To Oper	A user defined code (43/OC) that identifies the routing operation or step to which items were moved.
Rev	A code that indicates whether the operation is eligible for reversal or has already been reversed. Valid values are: Blank Transaction is eligible to be reversed. N Transaction is not eligible to be reversed. Y Transaction has been reversed. R Transaction is a reversal audit record.
Move Code	A user defined code (43/MC) that indicates the movement of the quantity. You can move quantity from one operation to another, or you can disposition quantity out of the routing process.

Supplier Management

You can manage the relationships that you have with suppliers and the items that they provide. You enter initial information about each item that you purchase from a supplier and the system monitors delivery, quality, and cost performance on behalf of the supplier. You can compare performance information to determine the best suppliers from whom to make purchases.

Complete the following tasks:

- ❑ Set up supplier and item information
- ❑ Define supplier prices and discount rules
- ❑ Review supplier performance information

Setting Up Supplier and Item Information

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. For example, you can define purchasing instructions for a supplier so that each time you enter an order, the system retrieves default values for that supplier.

You can specify the items that you purchase from a supplier to create supplier and item relationships. For each item, you can enter information such as whether the supplier is certified to sell the item. If a supplier is not certified to sell an item, the system does not let you enter the item on a purchase order for the supplier.

You can review information about the quality of a supplier's services, including delivery performance and the condition of items upon receipt. To ensure that this information is accurate, you must set up guidelines so that the system can recognize on-time deliveries and items in acceptable condition.

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors. Factors might include a number of returned items, last-in costs, average leadtimes, and so on.

Complete the following tasks:

- ❑ Define supplier purchasing instructions
- ❑ Create supplier and item relationships
- ❑ Set up guidelines for delivery performance
- ❑ Set up guidelines for acceptable items
- ❑ Define a summary of supplier performance information

Defining Supplier Purchasing Instructions

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. You can define purchasing instructions for a supplier so that each time you enter an order for the supplier, the system retrieves default values such as a landed cost rule, a price rule, a print message, and so on.

You can use purchasing instructions to specify item restrictions for a supplier. Item restrictions determine which items you can or cannot purchase from a supplier. If you

restrict the purchase of certain items, you cannot enter the items on a purchase order for the supplier.

You can define purchasing instructions for a ship-to address as well as a supplier. The system retrieves the carrier for a purchase order, as well as delivery instructions, based on purchasing instructions that are set up for the ship-to address.

You also can enter Advanced Pricing information by entering an adjustment schedule when you are defining purchasing instructions. Before you enter Advanced Pricing information, verify that you have activated the pricing constants.

You can activate the Advanced Pricing system for a supplier when you are defining purchasing instructions.

You also can specify limitations for a supplier, such as minimum and maximum order amounts. You can also specify whether you can create vouchers based on receipt information.

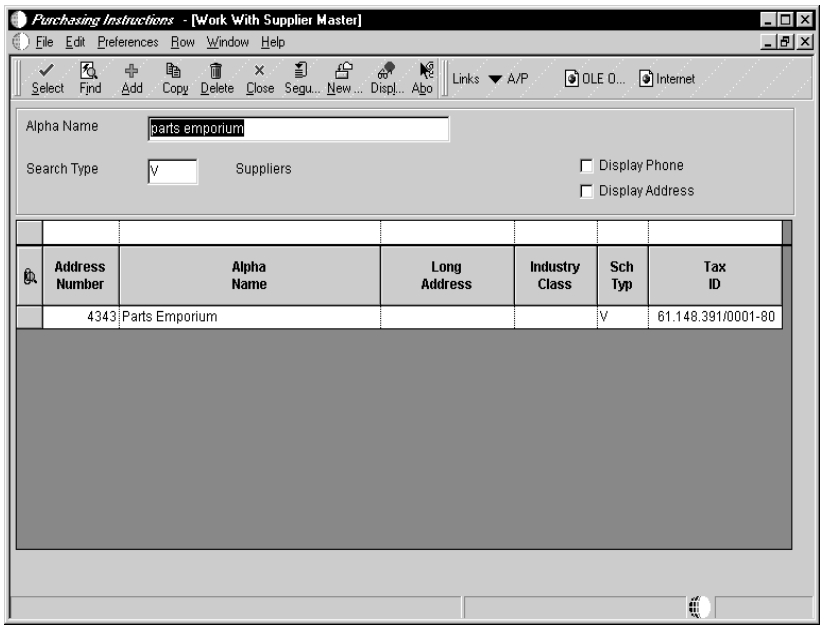
You also can specify whether the system prints only prices on a purchase order or both prices and adjustments.

Changes you make to purchasing instructions do not affect orders that you have already created.

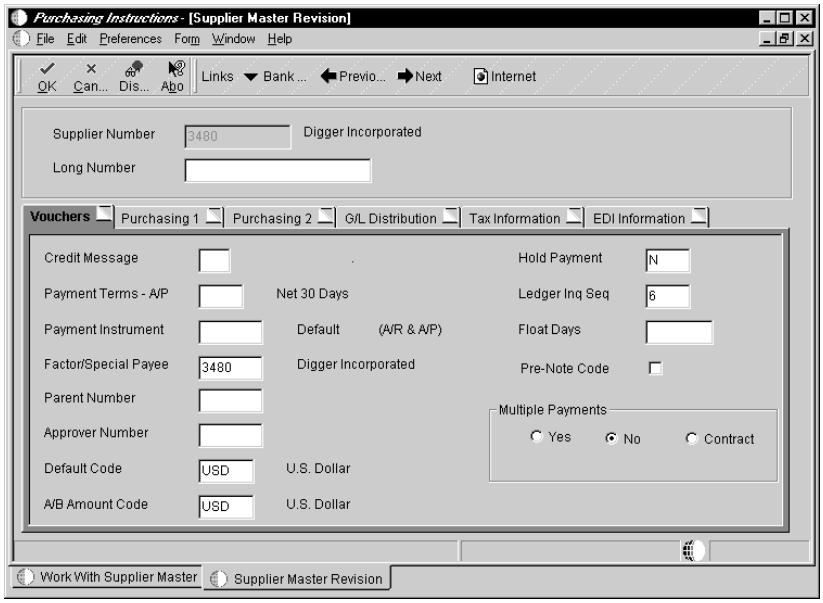
▶ To define purchasing instructions

From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Purchasing Instructions.

On Work With Supplier Master



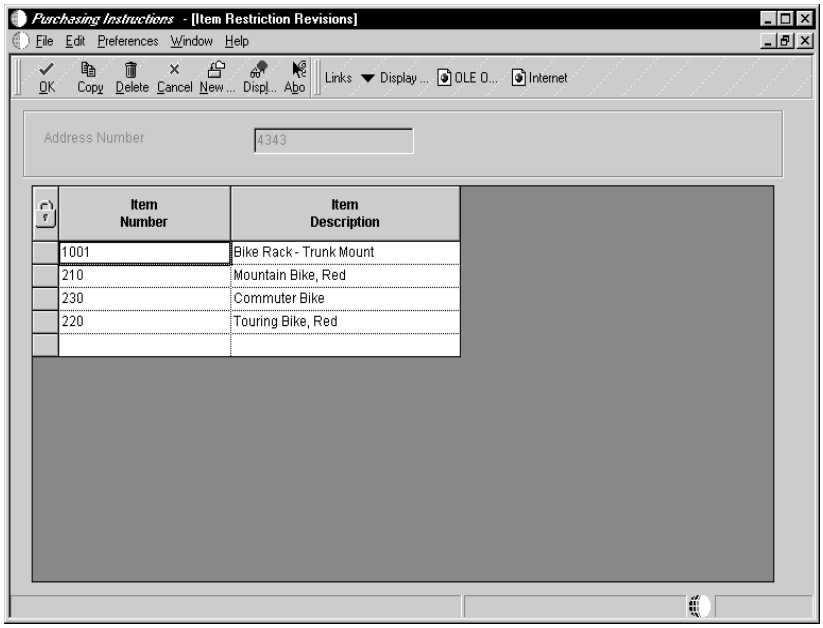
1. To locate a certain supplier, complete the following fields and click Find:
   - Alpha Name
   - Search Type
2. Choose the supplier and click Select.



3. On Supplier Master Revision, choose the Purchasing 1 tab and complete the following fields:

- Carrier Number
- Supplier Price Rule
- Landed Cost Rule
- Freight Handling Code
- Hold Orders Code
- Order Template
- Print Message

4. On Supplier Master Revision, choose the Purchasing 2 tab and complete the following fields:
   - Invoice Copies
   - Item Restrictions
   - Max Order Value
   - Min Order Value
   - Volume Display U/M
   - Weight Display U/M
   - Delivery Instructions
   - Price Pick List
   - Evaluated Receipt
   - Rebate Level
   - Rebate Active
5. To enter additional information about item restrictions for a supplier, choose Item Restrictions from the Form menu.



6. On Item Restriction Revisions, complete the following field for each item that you want to include or exclude for the supplier, and click OK:

   - Item Number

Field	Explanation
Carrier Number	The address book number of the carrier who is to deliver the order. You might select a carrier based on a route requirement or special handling requirement.
Supplier Price Rule	A user defined code (40/PC) that identifies a group of suppliers that provides the same types of discounts on items.
Landed Cost Rule	A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.
Freight Handling Code	A user defined code (system 42/type FR) that identifies when you take responsibility of the goods so that freight charges are applied accordingly.
Hold Orders Code	A user defined code (42/HC) that identifies why an order is on hold.
Order Template	A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, and packaged goods.

Field	Explanation
Print Message	A user defined code that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Invoice Copies	The number of purchase order copies required by the supplier. When you print a purchase order for the supplier, the system prints the number of copies that you specified in this field. The system always prints at least one purchase order.
Item Restrictions	A code that designates whether restrictions exist for the purchase of items from this supplier. Valid values are: Blank No restrictions. I Items on the list can be purchased from the supplier. E Every item may be purchased from the supplier EXCEPT for the items on the list.
Max Order Value	The maximum amount for which you can place an order with this supplier. If you try to enter an order for more than this amount, the system displays an error message. This field is maintained as an integer without decimals.
Min Order Value	The minimum amount for which you can place an order with this supplier. If you try to enter an order for less than this amount, the system displays an error message. This field is maintained as an integer without decimals.
Volume Display U/M	A user defined code (00/UM) that identifies the unit of measure in which the system displays the volume of an order, for example, liters or gallons.
Weight Display U/M	A user defined code (00/UM) that identifies the unit of measure, for example, ounces, pounds, or tons.
Delivery Instructions	Text that describes the delivery instructions for this order.
Price Pick List	A code that indicates whether price information prints on the purchase order. Valid values are:

Field	Explanation
Evaluated Receipt	A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (R43800) procedure to create vouchers from receipt records. As a result, the supplier does not send you invoices and you can bypass the Voucher Match procedure. Valid values are: N Not eligible for evaluated receipt settlement processing. Y Eligible for evaluated receipt settlement processing. I Receipt transaction is in process. T Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process. R Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process. V A voucher has been created for the receipt transaction using the evaluated receipt settlement process.
Rebate Level	This field indicates whether the system processes rebate information for the supplier or for the parent of the supplier.
Rebate Active	A code that indicates whether rebates are active.

See Also

- *Entering Supplier Information for an Order*
- *Entering Landed Costs*
- *Creating Price Discount Rules for Purchasing*
- *Entering Items Using Order Templates*
- *Printing Orders*
- *Setting Up System Constants in A/P* in the *Advanced Pricing Guide* for more information about how to activate the Advanced Pricing system in the Procurement system
- *Converting Supplier Limit Amounts* for information about converting minimum and maximum order amounts to another currency for multiple suppliers

Creating Supplier and Item Relationships

You can create relationships between a supplier and the items that you purchase from the supplier. For example, if you purchase widgets from AAA Supply Company, you can create a relationship between the AAA Supply Company and the widget item. You can define information for the relationship, such as:

- The status of the relationship (whether you can purchase the item from the supplier)
- The receipt route for the relationship (the route for the item when you purchase it from the supplier)
- The price of the item (when you purchase it from the supplier)

You can manually create supplier and item relationships or you can have the system create them for you when you purchase items from a supplier.

You also can have the system create a supplier and item relationship when you:

- Enter a purchase order
- Enter a receipt
- Create a voucher

You must set processing options for the appropriate program to capture supplier analysis information.

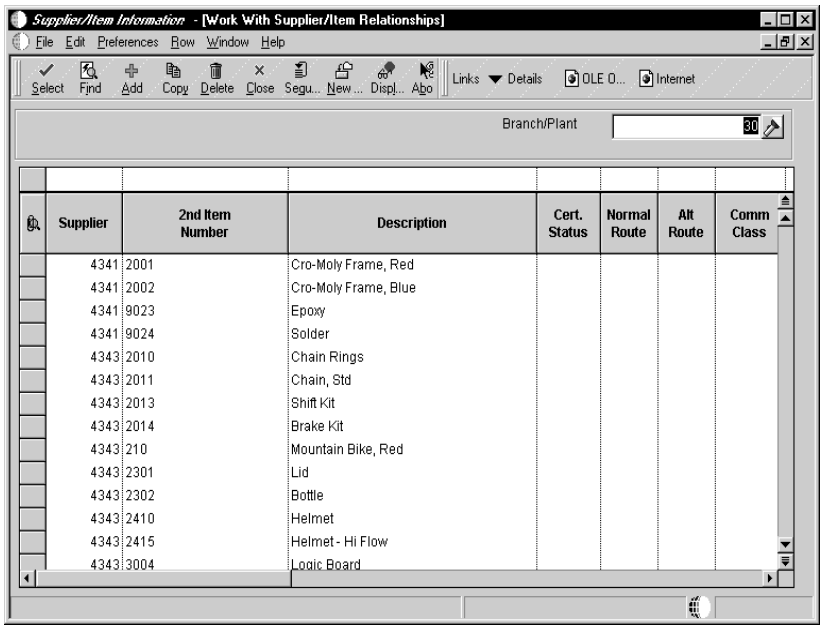
You also can create relationships for items for which master information does not yet exist. You can set a processing option for the Supplier/Item Relationships program to specify whether you want the system to prompt you to enter standard item master information or non–stock item master information.

The system stores information for item and supplier relationships in the Supplier/Item Relationships table (F43090). You must run the Supplier Analysis Regeneration program (P43900) to initially update the fields in this table.

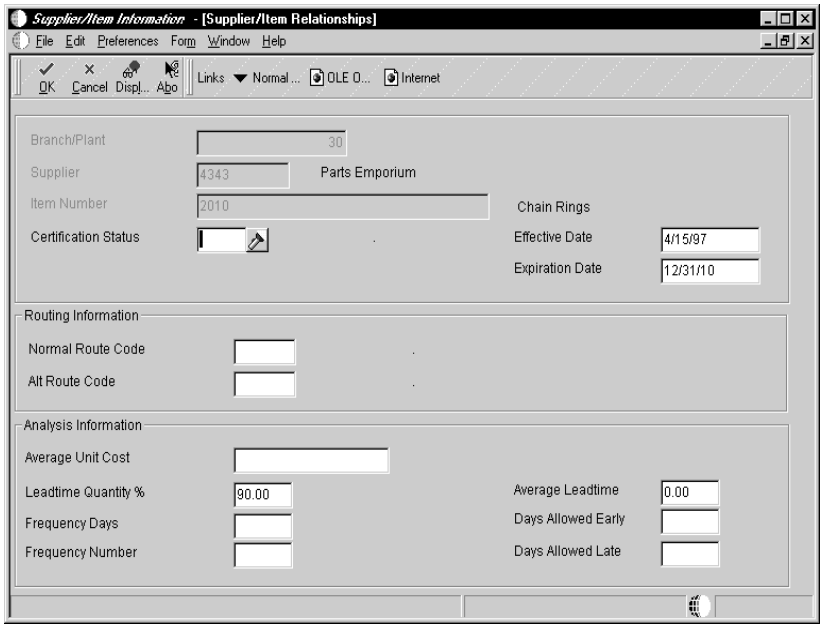
▶ To create supplier and item relationships

From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Supplier/Item Information.

On Work With Supplier/Item Relationships



1. Click Add.



2. On Supplier/Item Relationships, complete the following fields:
   - Branch/Plant
   - Supplier
3. Complete the following optional fields and click OK:
   - Item Number

- Certification Status
- Effective Date
- Expiration Date

If you are working with non-stock items, the Branch/Plant field is not applicable.

Field	Explanation
Certification Status	A code that indicates whether the supplier is certified to sell this item. The code that you enter determines how the system manages orders that you enter for the supplier and item. Valid values are: 1 The system prohibits you from purchasing this item from the supplier. 2 The system displays a warning message if you enter an order for the item from the supplier. Blank You can place orders for the item from the supplier.

See Also

- *Assigning Receipt Routes to Items*
- *Entering Supplier Prices*
- *Updating Supplier and Item Analysis Records* for information about updating fields in the Supplier/Item Relationships table (F43090)

Processing Options for Supplier/Item Relationships

```
Process

      Cross Ref. Type for Supplier Item          _____________
      (Default VN)

Enter a '1' to automatically display the
    applications listed below when
    adding a new item.

      Standard Item Master                       _____________
      Non-Stock Item Master                      _____________
      Supplier Prices                            _____________
      Enter a '1' for Work Order                 _____________
      Completion Mode

Versions

Enter the version for each program that
    is called. If left blank, ZJDE0001
    will be used.

      Item Master Maintenance (P4101)            _____________
```

Setting Up Guidelines for Delivery Performance

You can determine if a supplier has a history of delivering a specific item on time by reviewing delivery performance information. To ensure that this information is accurate, you must define how you want the system to calculate on-time deliveries.

An order is on time if you receive it the same day that the supplier promised to deliver it. You can allow a certain number of days before or after the promised date that the order can still be on time. For example, you can allow two late days and two early days. If the promised date for an order is 3/15, the order is not late unless you receive it after 3/17, and it is not early unless you receive it before 3/13.

You can also specify the percentage of an order that must be delivered for the system to determine the receipt date. For example, you can specify that you must receive 90 percent of an order for the system to use the receipt date to determine whether the delivery is on time, early, or late.

▶ To set up guidelines for delivery performance

From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Supplier/Item Information.

On Work With Supplier/Item Relationships

1. To locate a certain item and supplier, complete the following fields and click Find:
    - Branch/Plant
    - 2nd Item Number
    - Supplier
2. Choose the item and supplier and click Select.
3. On Supplier/Item Relationships, complete the following fields:
    - Leadtime Quantity %
    - Days Allowed Early
    - Days Allowed Late

Field	Explanation
Leadtime Quantity %	The percentage of an order that you must receive for the system to calculate leadtime. Leadtime is the number of days between the date that you enter an order detail line and the date that you receive the order. For items in a receipt route, the system determines the receipt date based on the date at which the items arrive at the operation flagged for receipt acknowledgement.
Days Allowed Early	The number of days prior to the promised date for which delivery of the item is acceptable. For example, you enter 2 to indicate that the supplier can deliver the item a maximum of 2 days early to qualify for an on-time delivery.
Days Allowed Late	The number of days after the promised date for which delivery of the item is acceptable. For example, you enter 2 to indicate that the supplier can deliver the item a maximum of 2 days later than the promised date to qualify for an on-time delivery.

See Also

- *Reviewing Supplier Delivery Performance*

Setting Up Guidelines for Acceptable Items

You can determine if a supplier has a history of delivering a specific item in good condition by reviewing quality performance information. To ensure that this information is accurate, you must indicate how you want the system to identify acceptable and unacceptable items.

Quality performance information includes the percentages of an item that were acceptable and unacceptable in a fiscal period. The system calculates each percentage based on how you categorize items that you remove from a receipt route, including:

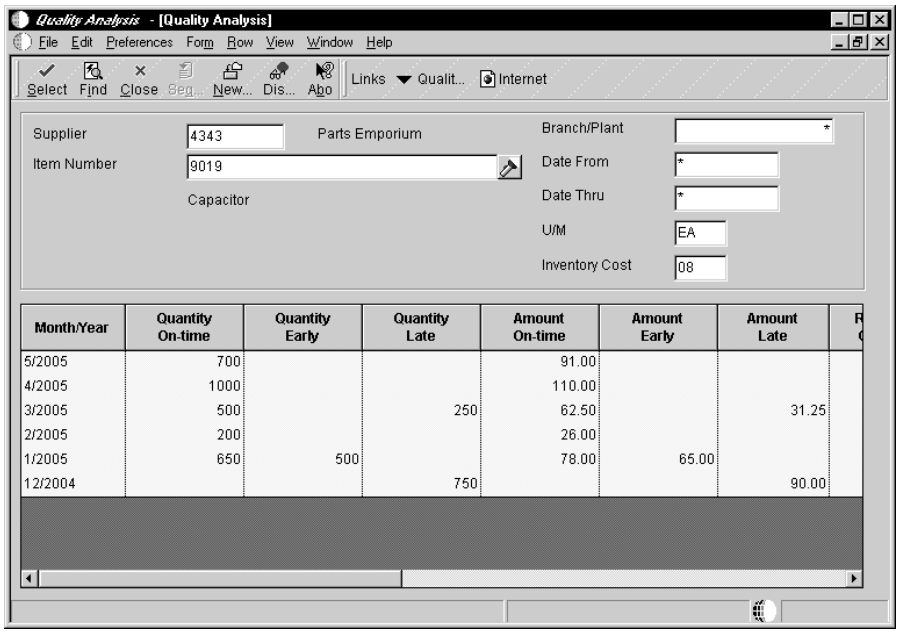
- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

You must specify which categories reflect acceptable and unacceptable items. For example, you can specify that the scrap category is unacceptable, so that each time you remove an item from a receipt route as scrap, the system classifies the item as unacceptable.

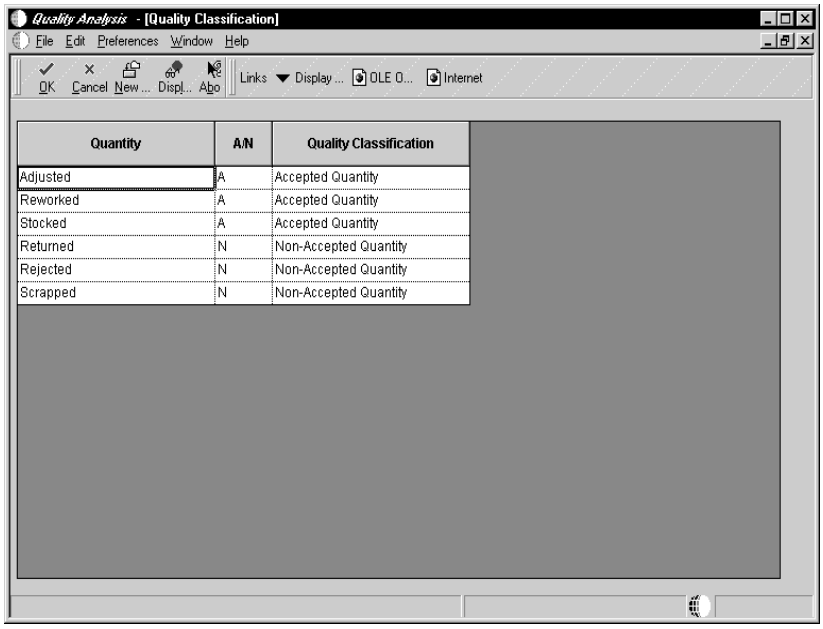
To set up guidelines for acceptable items

From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Quality Analysis.

On Quality Analysis



1. Choose Quality Definition from the Form menu.



2. On Quality Classification, complete the following field for each category:
   - A/N

Field	Explanation
A/N	A user defined name or remark.

See Also

- *Reviewing Supplier Quality Performance*
- *Removing Items from a Receipt Route*

Defining a Summary of Supplier Performance Information

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors that you want to compare, such as:

- The average unit cost for an item
- The last cost you paid for an item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

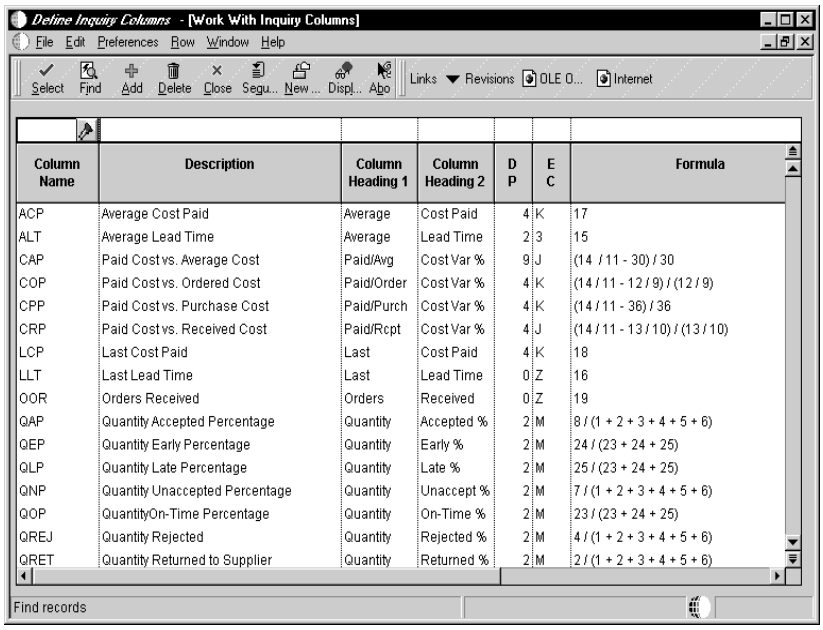
You must set up a column for each performance factor that you want to review. You must specify the title of the column, as well as values and calculations. You can also specify the decimal placement and number format, and you can assign help text.

You can create formats to review multiple performance factors (columns). You can assign up to four columns to a format. You can also create paths so that you can scroll through multiple formats. After you set up columns, formats, and paths, you can assign them to the Supplier Analysis Summary form.

▶ To define a summary of supplier performance information

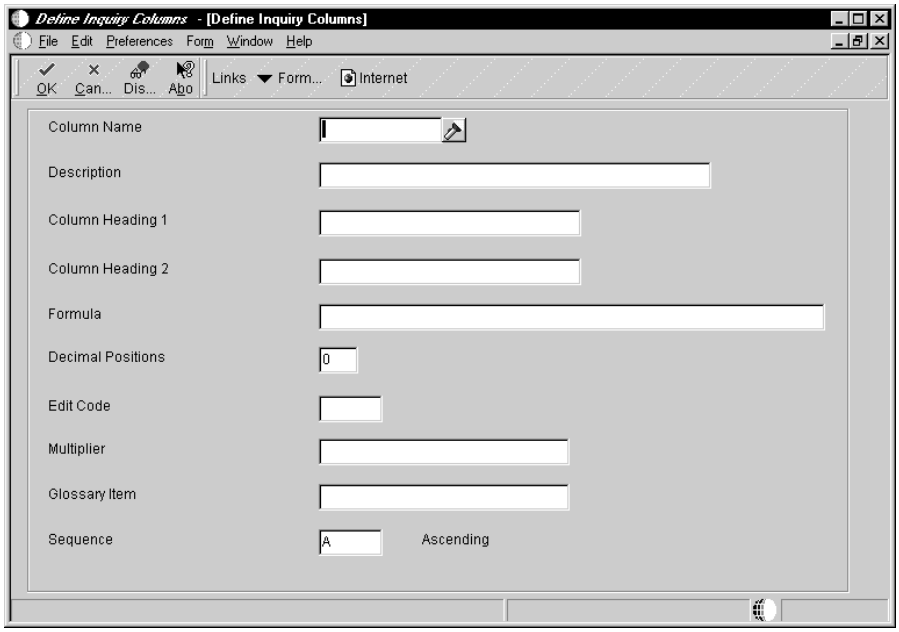
From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Define Inquiry Columns.

On Work With Inquiry Columns

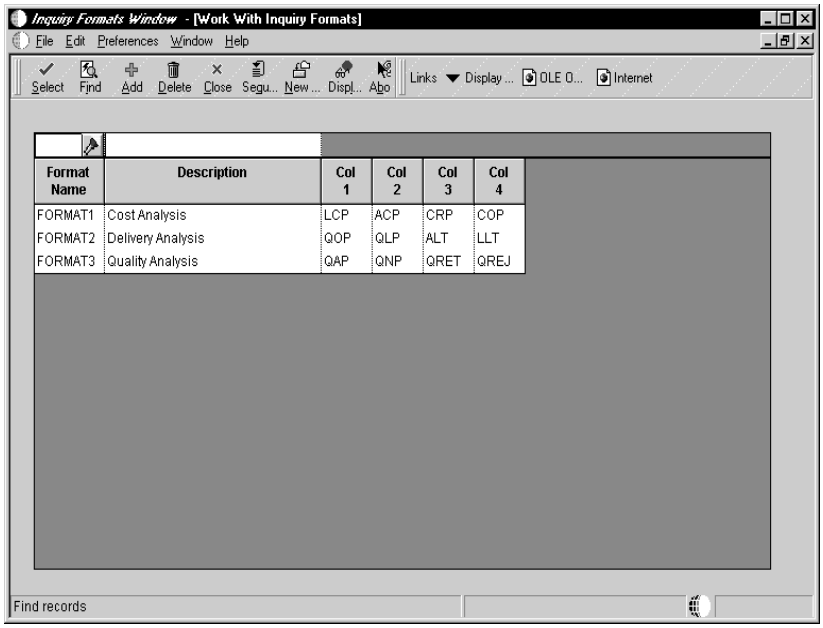


Column Name	Description	Column Heading 1	Column Heading 2	D P	E C	Formula
ACP	Average Cost Paid	Average	Cost Paid	4	K	17
ALT	Average Lead Time	Average	Lead Time	2	3	15
CAP	Paid Cost vs. Average Cost	Paid/Avg	Cost Var %	9	J	(14 / 11 - 30) / 30
COP	Paid Cost vs. Ordered Cost	Paid/Order	Cost Var %	4	K	(14 / 11 - 12 / 9) / (12 / 9)
CPP	Paid Cost vs. Purchase Cost	Paid/Purch	Cost Var %	4	K	(14 / 11 - 36) / 36
CRP	Paid Cost vs. Received Cost	Paid/Rcpt	Cost Var %	4	J	(14 / 11 - 13 / 10) / (13 / 10)
LCP	Last Cost Paid	Last	Cost Paid	4	K	18
LLT	Last Lead Time	Last	Lead Time	0	Z	16
OOR	Orders Received	Orders	Received	0	Z	19
QAP	Quantity Accepted Percentage	Quantity	Accepted %	2	M	8 / (1 + 2 + 3 + 4 + 5 + 6)
QEP	Quantity Early Percentage	Quantity	Early %	2	M	24 / (23 + 24 + 25)
QLP	Quantity Late Percentage	Quantity	Late %	2	M	25 / (23 + 24 + 25)
QNP	Quantity Unaccepted Percentage	Quantity	Unaccept %	2	M	7 / (1 + 2 + 3 + 4 + 5 + 6)
QOP	QuantityOn-Time Percentage	Quantity	On-Time %	2	M	23 / (23 + 24 + 25)
QREJ	Quantity Rejected	Quantity	Rejected %	2	M	4 / (1 + 2 + 3 + 4 + 5 + 6)
QRET	Quantity Returned to Supplier	Quantity	Returned %	2	M	2 / (1 + 2 + 3 + 4 + 5 + 6)

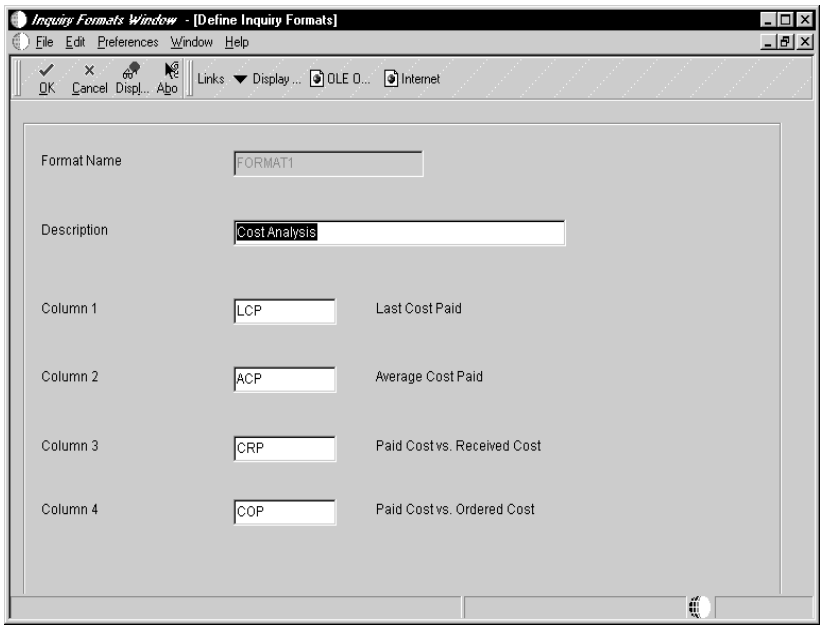
1. Click Add.



2. On Define Inquiry Columns, complete the following fields to name and describe a column:
    - Column Name
    - Description
    - Column Heading 1
    - Column Heading 2
3. To indicate how the system should calculate figures for the column, complete the following field:
    - Formula
4. To specify details about the column, complete the following fields and click:
    - Decimal Positions
    - Edit Code
    - Multiplier
    - Glossary Item
    - Sequence
5. Return to the Supplier Management menu.
6. Choose Inquiry Formats window.

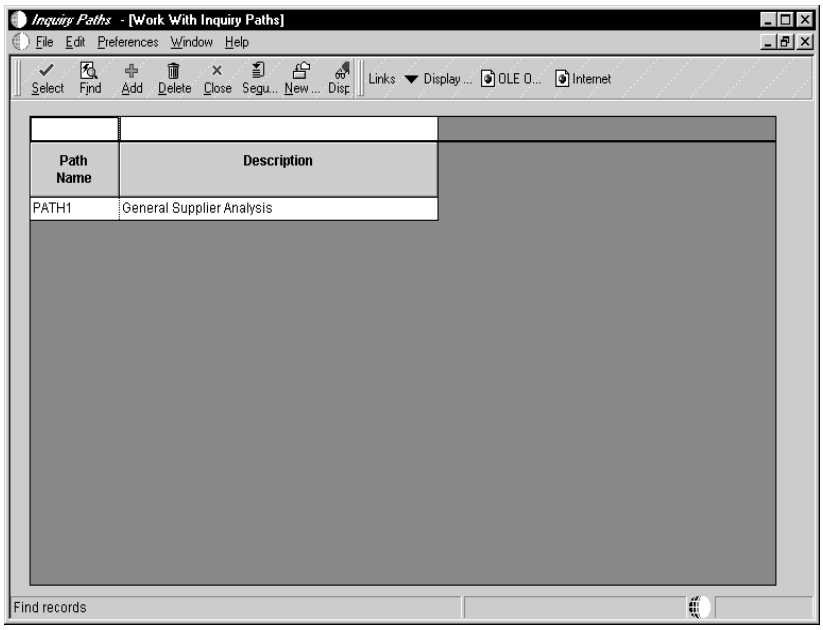


7. On Work With Inquiry Formats, click Add.

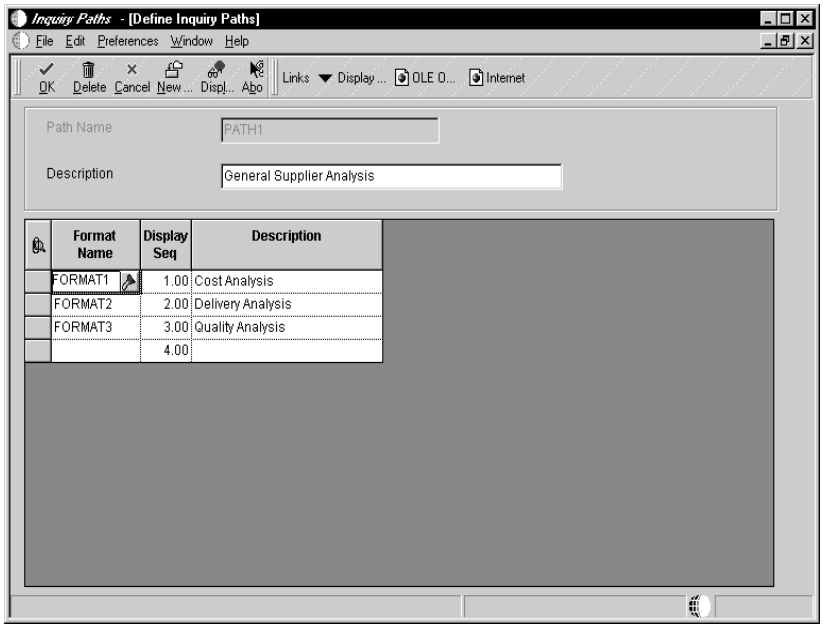


8. On Define Inquiry Formats, complete the following fields and click OK:
   - Format Name
   - Description
   - Column 1
   - Column 2
   - Column 3
   - Column 4
9. Return to the Supplier Management menu.

10. Choose Inquiry Paths.



11. On Work With Inquiry Paths, click Add.



12. On Define Inquiry Paths, complete the following fields and click OK:
    - Path Name
    - Description
    - Format Name
    - Display Seq

Field	Explanation
Column Name	The alphanumeric code that identifies a column. A column represents a performance factor, such as the average unit cost form an item and the last cost that you paid for an item. Review performance factors to compare suppliers' costs and services for a certain item.
Description	A user defined name or remark.
Column Heading 1	The first line in the heading that describes the column. The system automatically centers this line for the column.
Column Heading 2	The second line in the heading that describes the column. The system automatically centers this line for the column.
Formula	A calculation that the system uses to determine an amount or quantity for this column. You can use a single predefined value or multiple predefined values in conjunction with mathematical operators to enter a formula. Valid mathematical operators are: + Add – Subtract * Multiply / Divide () Left and right parentheses for nesting For example, you can enter the following formula to have the system calculate on-time percentages: 20/(20+21+22) The formula above equals on-time percentages because: • 20 is the value for on-time amounts • 21 is the value for early amounts • 22 is the value for late amounts
Decimal Positions	The number of characters that appear to the right of the decimal point. For example, if you enter 2, the amount or quantity in this column would have two characters to the right of the decimal point, such as 7.00.
Edit Code	This code (98/EC) determines the format of numeric data. By entering different codes, you can change the appearance of the values that appear or print.
Multiplier	The factor by which the amounts or unit quantities in a column are multiplied. The result of the calculation in the Formula field is multiplied by this factor before it is displayed on the Job Status Inquiry screen. For example, if you want to scale down extremely large numbers to thousands, type .001 in this field. If you want percentages to be displayed as whole numbers, type 100.

Field	Explanation
Glossary Item	The item in the Data Dictionary table (F9201) that describes the information that a column represents. Typically, a column contains information about a supplier's performance to allow you to compare suppliers' costs and services for a certain item. The related glossary description is displayed when you access field help for the column.
Sequence	This field is used to determine if you wish to display information in ascending or descending order.
Format Name	An alphanumeric code that identifies a format, which is a sequence of up to four columns for reviewing supplier performance information.
Path Name	An alphanumeric code that identifies a path, which is a sequence of formats for reviewing supplier performance information.
Display Seq	A number that the system uses to sequence information.

See Also

- *Reviewing a Summary of Supplier Performance Information* for information about reviewing the supplier performance factors that you define

Defining Supplier Prices and Discount Rules

The price that you pay for an item might differ depending on the supplier from whom you purchase the item and whether a discount applies to the item. You can maintain supplier prices for items and provide discount information so that the system retrieves the correct unit cost for an item when you enter a purchase order.

The price for an item might vary depending on the supplier from whom you purchase it. For example, one supplier might charge 1.00 for an item while another supplier might charge 1.25 for the same item. You can enter the price that each supplier charges for an item.

You might receive a discount for an item based on the quantity that you purchase. For example, you might receive a 20% discount if you purchase 100 or more items. You can have the system apply a discount to the price of an item by creating price rules and attaching them to the items and suppliers to which they pertain.

Complete the following tasks:

- ❑ Enter supplier prices
- ❑ Create price discount rules for purchasing
- ❑ Attach price discount rules to items and suppliers

Entering Supplier Prices

You can enter prices for an item based on the supplier from whom you purchase the item. For example, a clock from AAA Supply Company might cost 5.00. If you purchase the same clock from Acme Supply Company, it might cost 7.00. When you enter a purchase order, the system can retrieve a unit cost for an item based on the price that you entered for the supplier.

You must enter supplier prices by catalog. A catalog is a group of items along with the price for each item. Each catalog is unique to a supplier. You can enter all of the items that you purchase from a supplier in one catalog or you can create multiple catalogs to classify a supplier's items by seasonal changes, different product lines, and so on.

If you enter item prices for a supplier without specifying the name of a catalog, the system automatically creates a default catalog for the supplier. You might want to use default catalogs if you plan to maintain only one catalog for each supplier.

A supplier might charge a different price for the same item depending on the time of year that you purchase the item. For example, the same calendar might cost 10.00 in January and 5.00 in October. You can enter the same item at a different price in multiple catalogs, with different effective dates for each price.

When you enter an item on a purchase order, the system searches the supplier's catalogs to retrieve a unit cost. It searches the default catalog first (if it exists), and then all other catalogs in alphabetical order. After the system locates an item, it verifies the effective dates. If the current date falls within the effective dates, the system enters the unit cost on the purchase order.

The system retrieves the unit cost for a purchase order detail line based on either the transaction unit of measure (UOM) or the purchasing UOM for the line. You use system constants to specify which UOM the system uses for price retrieval.

The price for an item might vary depending on the quantity that you purchase. For example, if you purchase one clock, the price might be 5.00. If you purchase 100 clocks, the price for each clock might be 4.00. When you enter an item in a catalog, you can specify price breaks based on the quantity that you purchase.

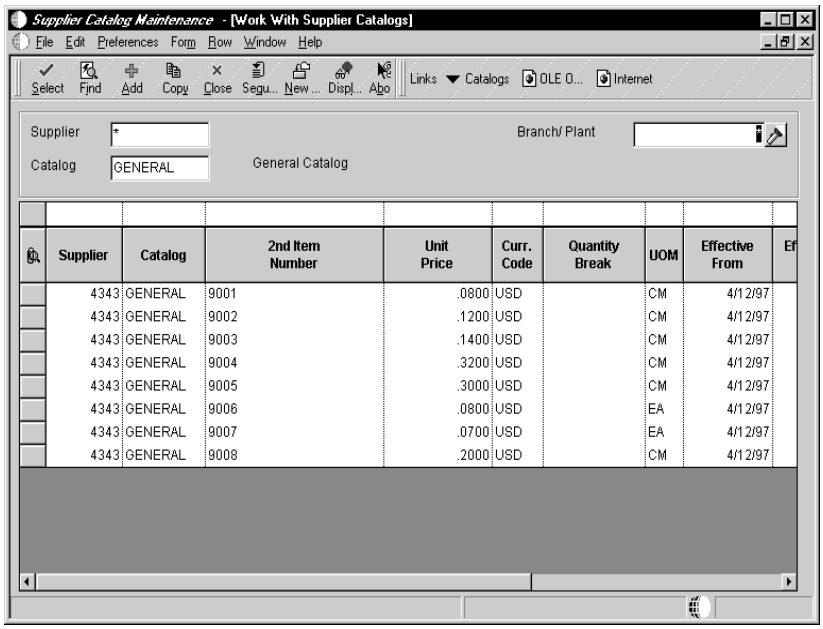
Before You Begin

- ❑ Verify that all items for which you enter supplier prices have a purchase price level of 1 or 2 in master information. These price levels direct the system to retrieve unit costs for purchase orders based on suppliers.
- ❑ Set processing options to indicate whether you can add new items to catalogs and create records in the Item Master table (F4101).
- ❑ Enter catalog names in user defined code table 40/CN.

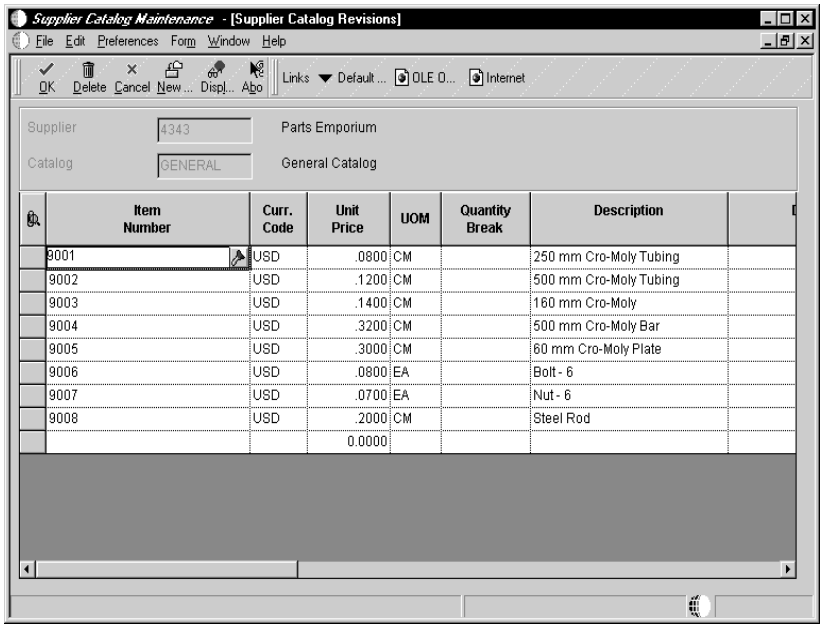
▶ To enter supplier prices

From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Supplier Catalog Maintenance.

On Work With Supplier Catalogs



1. Click Add.



2. On Supplier Catalog Revisions, complete the following fields to specify the catalog for which you are adding items:
   - Supplier
   - Catalog

3. Complete the following fields for each item and click OK:

   - Item Number
   - Unit Price
   - UOM
   - Quantity Break
   - Effective From
   - Effective Thru
   - Branch/Plant

   If you do not enter effective dates, the system enters the current date through the last day of the century.

Field	Explanation
Catalog	A group of items that a certain supplier provides and the price for each item.
Quantity Break	The quantity of units affected by this transaction.

See Also

- *Entering Items Using Supplier Catalogs*
- *Generating New Supplier Prices in a Different Currency*

Processing Options for Suppler Catalog Revisions

```
Defaults

Enter a '1' to allow the creation of an
    Item Master Record but issue a
    warning. Enter a '2' to allow the
    creation of an Item with no error or
    warning.  If Left blank, an Item
    Master record will be prohibited
    from being created.

      Item Master Creation Processing                _____________

ITEM MASTER DEFAULT VALUES:

      Stocking Type                                  _____________
      (Default = 'N')
      Line Type                                      _____________
      (Default = 'B')
      G/L Class Code                                 _____________
      (REQUIRED)
```

Creating Price Discount Rules for Purchasing

You might receive a discount on an item based on the quantity that you purchase. For example, if the price for an item is 5.00, you might receive a 20% discount if you purchase 100 items and a 30% discount if you purchase 200 items. You can have the system apply a discount to the unit cost of an item when you enter a purchase order.

You must create inventory price rules to provide discount information. For each price rule, you must specify:

- The quantities you must purchase
- The discount you will receive (percentage, dollar amount, or flat rate), based on each purchase quantity
- Effective dates for each discount

A price rule can apply to a single item or multiple items. For example, you can set up a price rule that applies to a specific office supply or a group of office supplies. After you create a price rule, you must attach it to the items to which it applies and the supplier from whom you purchase the items.

You can create multiple levels for a price rule, each of which represents a certain purchase quantity. For example, you might set up the following levels:

- Level one – 20% discount for the purchase of up to 100 items
- Level two – 30% discount for the purchase of 101 to 200 items
- Level three – flat rate for the purchase of 201 items to 1,000 items

If you enter a purchase order for a supplier and item to which you have attached the rule above, the system applies a discount to the unit cost of the item based on the quantity that you purchase. For example, if the cost of the item is normally 10.00, and you purchase 150 items, the system calculates a unit cost of 7.00.

A supplier might provide you a discount on a specific item up to a maximum purchase limit. For example, you might have an agreement to purchase up to 200 hammers at a special price of 4.00 each. After you purchase 200 hammers, the price returns to normal. You can create a contract price rule to cover this type of discount.

You create a contract price rule the same way that you create a standard price rule, except that you must:

- Specify that the rule is a contract price
- Name the rule after the short item number to which the rule applies
- Indicate the number of items you can purchase at the contract price

You do not need to attach the contract price rule to the item. The system retrieves the contract price based on the short item number when you enter a purchase order.

If you create a contract price rule for an item, the price you specify will override all other price rules that are applicable to the item.

The system tracks the quantity that has been purchased against the contract price rule to date.

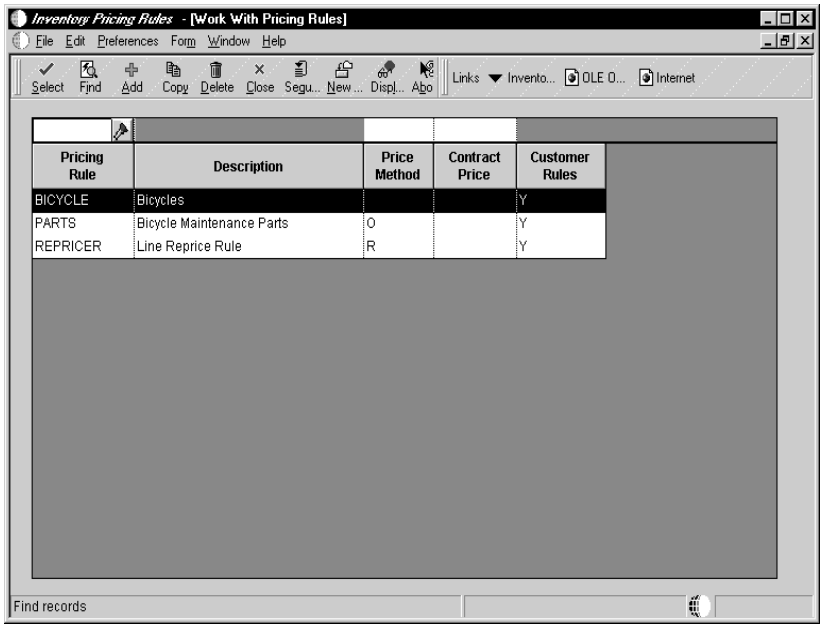
Before You Begin

❑ Set up names of price rules on user defined code table 40/PI.

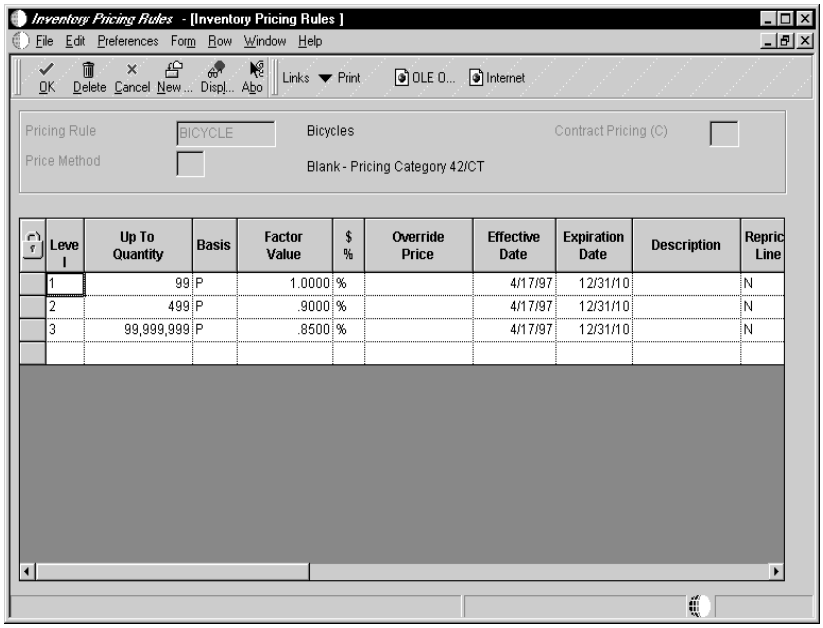
▶ To create price discount rules for purchasing

From the Price Management menu (G43A17), choose Inventory Pricing Rules.

On Work With Pricing Rules



1. Click Add.



2. On Inventory Pricing Rules, complete the following field:
   - Pricing Rule
3. For this discount to apply to Procurement, you must enter P in the following field:
   - Price Method
4. Complete the following fields:
   - Level
   - Up To Quantity
   - Basis
   - Factor Value
   - Type
   - Override Price
   - Effective Date
   - Expiration Date
   - Description

   You must enter a value in the Level field for each discount applicable to the rule.

Field	Explanation
Pricing Rule	A user defined code (40/PI) that determines the calculations that the system uses to apply a discount to an order. After you define a price rule, you must assign it to the supplier and item (or order detail line) to which it applies. When you enter an order, the system applies the discount to the unit cost of the item. To set up a price rule for a contract, the name of the price rule must be the short number for the item under contract.
Price Method	A user defined code (42/CT) that indicates the basis for the price rule. Valid values are: P Purchase order discounts O Order repricing R Line repricing (basket repricing) You must enter a P in this field if the price rule applies to the Procurement system.
Level	An alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups.
Up To Quantity	The volume or quantity to which the pricing logic on this line applies. If the quantity shown on the first level of a rule is 5, then the pricing logic on the line applies only to purchases of five or fewer items. If the quantity shown for the next level is 10, then the pricing logic applies to purchases of 6 through 10 items. 99,999,999 indicates all quantities.
Basis	A costing method on which the system bases the net price of the order. For pricing and repricing, valid values are: 1 Last-In Cost 5 Future Cost P Unit Price 2 Average Cost 6 Lot Cost 3 Memo Cost 1 7 Standard Cost 4 Current Cost The system uses the method that you enter here to determine the order's net price. In sales order repricing, the system bases all reprice calculations on either the unit cost or price in the sales detail. Specify P if you want the system to use unit price in the sales order as the basis for reprice calculations. Otherwise, specify a value between 1 to 8 to use the unit cost in the sales detail as the base on value for all reprice calculations.

Field	Explanation
Factor Value	The discount that the system uses when it calculates the price of an item attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10% discount would be expressed as .90. You can use the same factor for markups over cost. For example, a 10% markup would be expressed as 1.10.
Type	A code that indicates whether the factor value is a multiplier (%) or an additional/deductible cash amount ($) when applied to an order's price.
Override Price	Any price you enter here overrides all other rules or prices.
Effective Date	The date on which a level within a pricing method takes effect. There can be multiple records within a pricing method that have the same level identifier, discount percentage, and so forth, with the only difference being the effective date. This may occur due to special promotion periods.
Expiration Date	The date a particular pricing level within a pricing method expires. Within a pricing method there might be multiple records that have the same level identifier, discount percentage and so forth, but have different expiration dates. This might occur due to special promotion periods.

Attaching Price Discount Rules to Items and Suppliers

You can create an inventory price rule to apply a discount to the unit cost of an item. After you create a price rule, you must attach it to the items to which it applies and the suppliers from whom you purchase the items. The system discounts an item's unit cost when you enter a purchase order.

After you create an inventory price rule, you can attach it to branch/plant information for an item or you can attach it to a purchase order detail line. If a price rule is standard for an item, you probably want to attach the rule to branch/plant information. If the price rule varies for an item, you can enter a different price rule each time you enter a purchase order.

If you attach a price rule to an item, you must also attach the price rule to the supplier from whom you purchase the item. Before you attach a price rule to a supplier, you can review any price levels that currently apply to a supplier on Work with Pricing Rules. For example, you might have attached a price rule in the item branch/plant information that you entered.

Before you attach a new price rule to a supplier, you might want to remove the existing price rule by choosing Remove Level from the Row menu.

You can use one of two methods to attach price rules to a supplier:

- Attach price rules to a certain supplier

- Attach price rules to a supplier price group and then attach the price group to a supplier

If the same price rules apply to multiple suppliers, you can save time by attaching price rules to a price group and then attaching the price group to the suppliers. If price rules vary among suppliers, you might want to attach individual price rules to each supplier.

Before You Begin

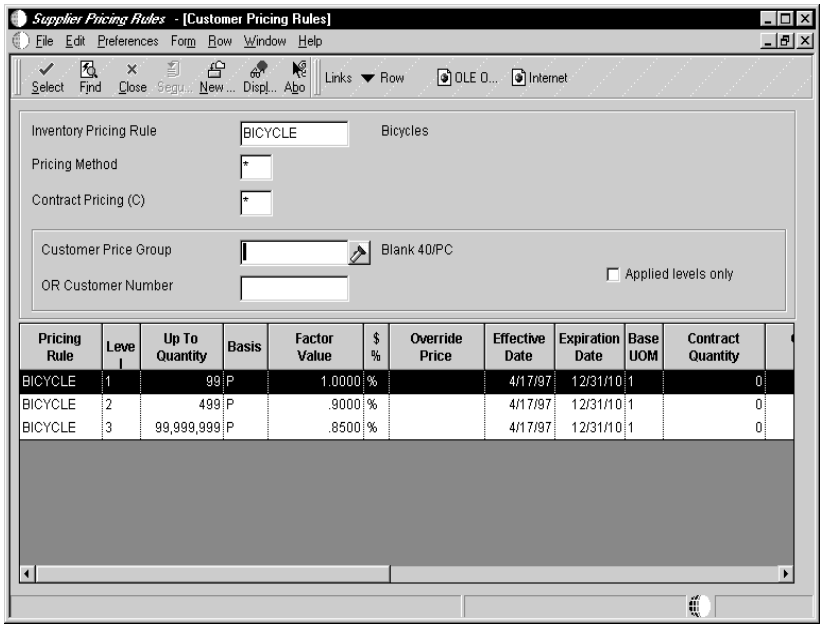
❑ Set up names of price groups on user defined code table 40/PC.

▶ To attach rules for price discounts

From the Price Management menu (G43A17), choose Supplier Pricing Rules.

On Work With Pricing Rules

1. Choose Customer Rules from the Form menu.



2. On Customer Pricing Rules, to locate certain price rules, complete the following fields, as needed, and click Find:
   - Inventory Pricing Rule
   - Pricing Method
3. To indicate the suppliers to whom you want to attach the rule, complete one of the following fields:
   - Customer Price Group

- OR Customer Number

4. Choose the rule you want to attach and choose Apply Level from the Row menu.

   If a price rule has multiple levels, you must choose the highest level of the rule to make all lower levels apply. To choose a specific level, you must specify Applied Levels Only, in which case only the level you select applies.

Field	Explanation
Customer Price Group	A user defined code (40/PC) that identifies a group of suppliers that provides the same types of discounts on items.

Reviewing Supplier Performance Information

You can review performance information to determine which suppliers are most likely to provide you with the best costs and services for an item. Performance information includes the quality of service provided by a supplier for a certain item and the costs charged by the supplier.

You can review supplier performance information that is specific to:

- Delivery of an item
- Acceptability of an item
- Cost of an item

You can also review a summary of performance information for all suppliers who provide a specific item. For example, you can compare the average unit cost and leadtime (average number of days to deliver an item) for all suppliers who provide you with Item A.

Complete the following tasks:

- ❑ Review supplier delivery performance
- ❑ Review supplier quality performance
- ❑ Review supplier cost performance
- ❑ Review a summary of supplier performance information
- ❑ Review the Detailed Status Report by Supplier
- ❑ Review the Contract Analysis Report

To store performance information, you must set processing options for the Enter Purchase Orders program, Enter Receipts program, and Match Voucher to Open Receipts program to capture supplier analysis information.

The system retrieves supplier performance information from the Supplier/Item Relationships table (F43090) and the Purchase Order Receiver table (F43121).

Reviewing Supplier Delivery Performance

Before you order an item from a supplier, you can determine if the supplier has made timely deliveries in the past. You can review the percentage of items that a supplier has delivered on time, early, and late in each fiscal period (usually a month) to determine if the supplier is likely to make timely deliveries in the future.

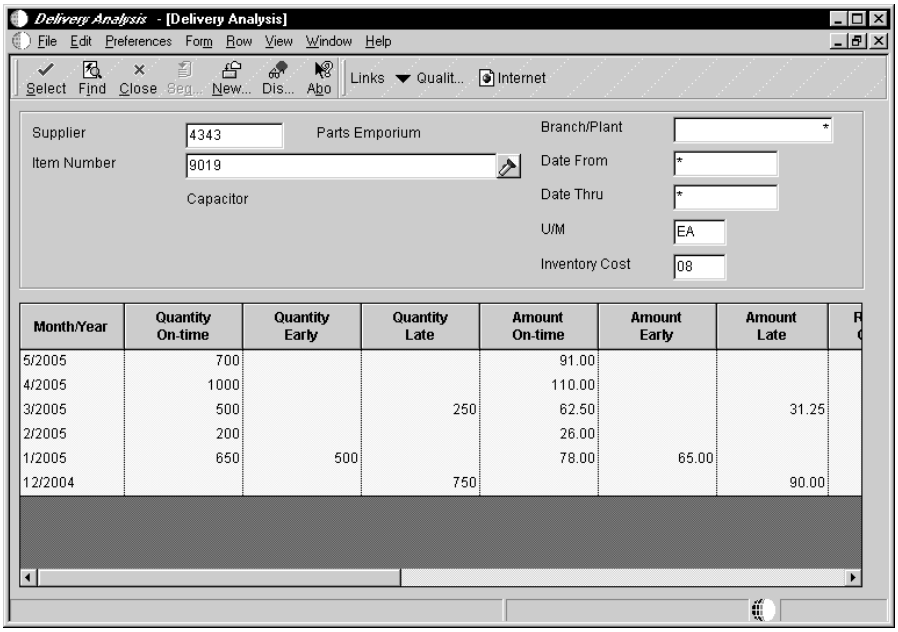
You can review the quantity, amount, or number of receipts for an item that was on time, early, or late. For example, if you acquired 100 bicycles in June from AAA Bicycle Company, you can identify that 10 were delivered early, 80 were on-time, and 10 were late. If you choose to review amounts, you can identify that 1,000.00 (in bicycles) was early, 8,000.00 was on time, and so on.

You can also review delivery information for each receipt in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review the promised and delivery dates, and the quantity that was on time, early, or late for each of the 5 receipts.

▶ To review supplier delivery performance

From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Delivery Analysis.

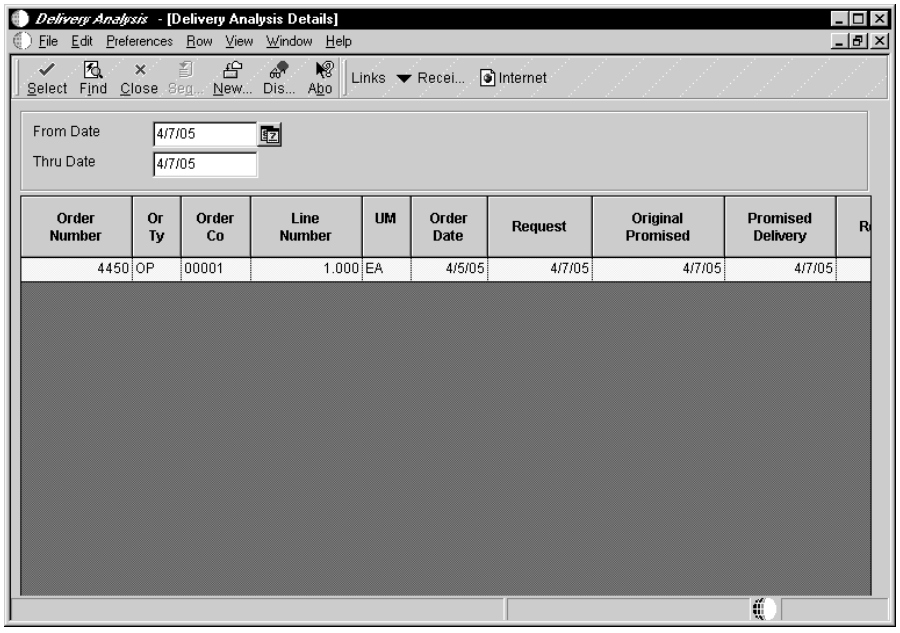
On Delivery Analysis



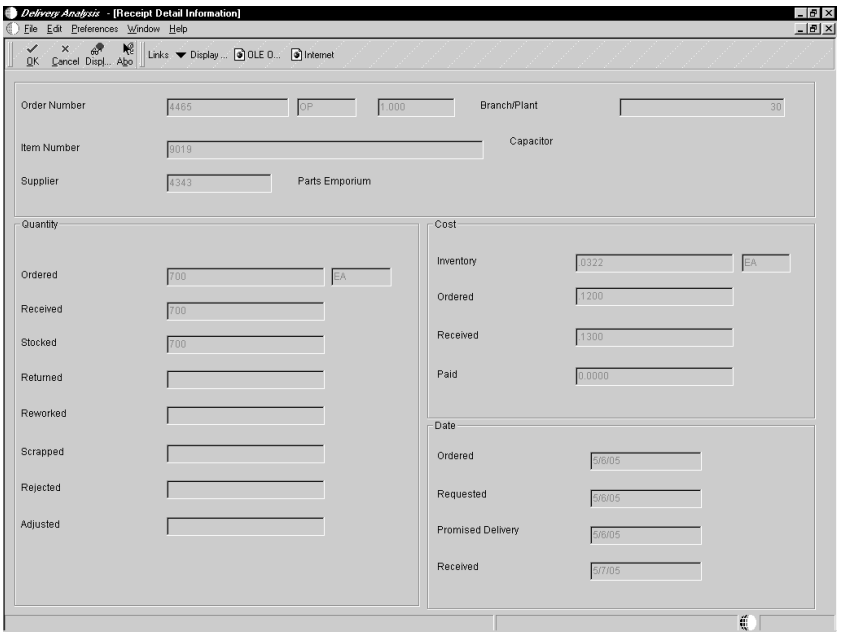
1. Complete the following fields and click Find:
   - Supplier

- Item Number

2. Choose Delivery Analysis from the View menu.
3. Review the following fields:
   - Month/Year
   - Quantity On–time
   - Quantity Early
   - Quantity Late
   - Amount On–time
   - Amount Early
   - Amount Late
   - Receipts On–time
   - Receipts Early
   - Receipts Late
   - Percent On–time
   - Percent Early
   - Percent Late
4. To review a fiscal period, complete the following fields:
   - Date From
   - Date Thru
5. Choose a detail line and then choose Delivery Details fromt he Row menu.



6. On Delivery Analysis Details, to review delivery information only, choose Delivery Details from the View menu.
7. Review the following fields for each receipt entered in the fiscal period:
   - Promised Delivery
   - Receipt
   - Quantity Received
   - Delivery
8. Choose a receipt and click Select.



9. On Receipt Detail Information, review additional details for the receipt.

Field	Explanation
Quantity On–time	Number of items that you received on time from this supplier during the fiscal period. To determine if a receipt is on time, the system compares the receipt date to the promised date. If there is a difference between the two, the system uses the number of days allowed early or late to determine if the receipt is on time. You set up the number of days that is an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationship form. For example, suppose you have an order set up as follows: Promised Date – 12/05/98 Receipt Date – 12/07/98 Days Allowed Late – 3 days The order is late if received three days after 12/05/98, or after 12/08/98. Since you received this order on 12/07/98, the order is on time.
Quantity Early	Number of items that you received early from this supplier during this fiscal period. The system considers a receipt early if you received the items outside the days allowed early range and before the promised date. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationships form. For example, suppose you have an order set up as follows: Promised Date – 12/05/98 Receipt Date – 12/01/98 Days Allowed Early – 3 days The order is early if received three days before 12/05/98, or before 12/02/98. Since you received this order on 12/01/98, it is early.
Quantity Late	Number of items that you received late from this supplier during the fiscal period. Any receipt made outside the days allowed late range and after the promised date is late. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationships form. For example, suppose you have an order set up as follows: Promised Date – 12/05/98 Receipt Date – 12/12/98 Days Allowed Late – 3 days The order is late if received after 12/08/98. In this example, the order is late.

Field	Explanation
Amount On–time	Total value of the items that you received on time from this supplier during the fiscal period. To determine if a receipt is on time, the system compares the receipt date to the promised date. If there is a difference between the two, the system uses the number of days allowed early or late to determine if the receipt is on time. You set up the number of days you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationship form. For example, suppose you have an order set up as follows: Promised Date – 12/05/98 Receipt Date – 12/07/98 Days Allowed Late – 3 days The order is late if received three days after 12/05/98, or after 12/08/98. Since you received this order on 12/07/98, the order is on time.
Amount Early	Total value of the items that you received early from this supplier during this fiscal period. The system considers a receipt early if you received the items outside the days allowed early range and before the promised date. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed or late) on the Supplier/Item Relationships form. For example, suppose you have an order set up as follows: Promised Date – 12/05/98 Receipt Date – 12/01/98 Days Allowed Early – 3 days The order is early if received three days before 12/05/98, or before 12/02/98. Since you received this order on 12/01/98, it is early.
Amount Late	Total value of the items that you received late from this supplier during the fiscal period. Any receipt made outside the days allowed late range and after the promised date is late. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationships form. For example, suppose you have an order set up as follows: Promised Date – 12/05/98 Receipt Date – 12/12/98 Days Allowed Late – 3 days The order is late if received after 12/08/98. In this example, the order is late.
Receipts On–time	The number of receipts that were delivered on the date that was promised by the supplier.

Field	Explanation
Percent On–time	The percentage of the total number of items ordered that were delivered on the date promised by the supplier.
Percent Early	The percentage of the total items on the order that were delivered before the date promised by the supplier.
Percent Late	The percentage of the total items on the order that were delivered after the date promised by the supplier.

See Also

- *Setting Up Guidelines for Delivery Performance* to understand how the system calculates on time, early, and late deliveries

Processing Options for Supplier Analysis

```
Display

      1.  Enter a '1' to display                    _____________
      suppliers associated with an item.
      If left blank, all items
      associated with a supplier will be
      displayed.
      2.  Enter a '1' to display Quality            _____________
      Information; '2' for Delivery
      Information; or a '3' for Cost
      Information.  If left blank, '1'
      will be used.
      3.  Enter the specific costing                _____________
      method (01 – 08) to be displayed
      as the Inventory Cost.
      4.  Enter the cost that should be             _____________
      compared against the paid cost for
      variance information.   1 =
      Inventory Cost; 2 = Ordered Cost;
      3 = Receipt Cost.  If left blank,
      '2' will be used.
      5.  Enter the default inquiry                 _____________
      FORMAT to be displayed OR
      6.  Enter the default inquiry PATH            _____________
      you wish to be on.
```

Reviewing Supplier Quality Performance

Before you order an item from a supplier, you might determine if the supplier has a history of delivering the item in good condition. You can review the percentage of acceptable items from a supplier in each fiscal period (usually a month) to determine if the supplier is likely to provide acceptable items in the future.

You can review the quantity of an item that was acceptable in each fiscal period, as well as the percentage. For example, you can review that you acquired 100 bicycles in June from AAA Bicycle Company, of which 95 were acceptable and 5 were unacceptable.

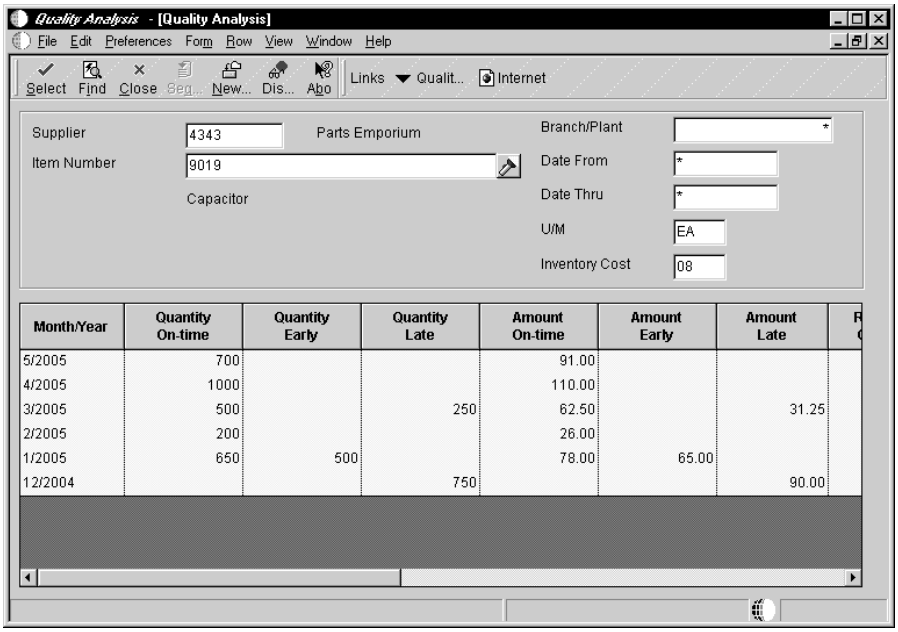
You can also review the acceptable quantity for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review acceptable and unacceptable quantities for each of the 5 receipts.

The system can only track item acceptability for those items that are processed through a receipt route.

▶ To review supplier quality performance

From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Quality Analysis.

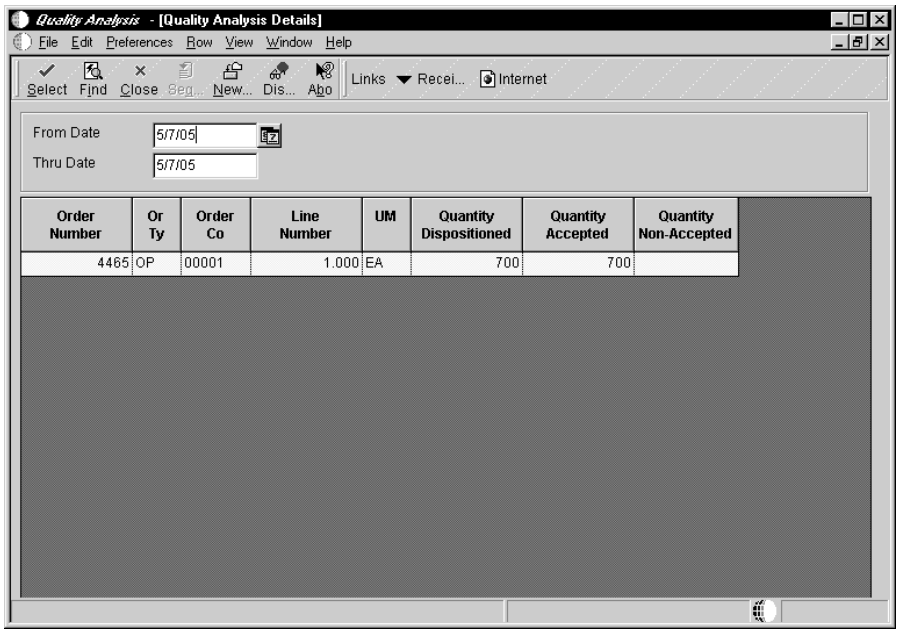
On Quality Analysis



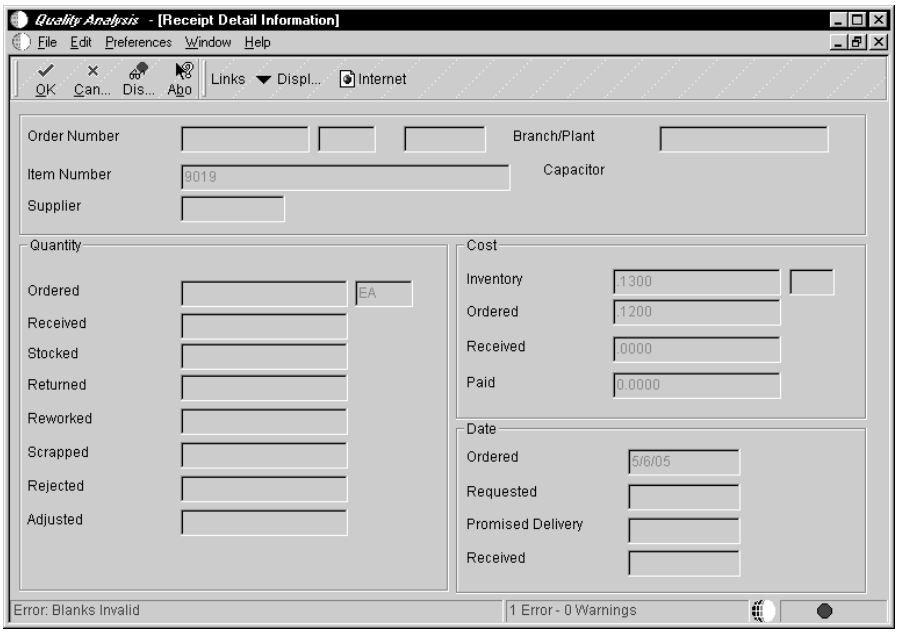
1. Complete the following fields and click Find:
   - Supplier
   - Item Number
2. Choose Quality Analysis from the View menu.
3. Review the following fields:
   - Month/Year
   - Quantity Dispositioned
   - Quantity Accepted
   - Quantity Non–Accepted

- Percent Accepted
- Percent Non–Accepted

4. To review a fiscal period, complete the following fields:
   - Date From
   - Date Thru
5. Choose a detail line and then choose Quality Details from the Row menu.



6. On Quality Analysis Details, to review quality information only, choose Quality Details from the View menu.
7. Review the following fields for each receipt entered in the fiscal period:
   - Quantity Dispositioned
   - Quantity Accepted
   - Quantity Non–Accepted
8. Choose a receipt and click Select.



9. On Receipt Detail Information, review additional details for the receipt.

Field	Explanation
Quantity Dispositioned	Original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received and/or vouchered to date. This field may also represent the actual quantity received.
Quantity Accepted	Number of items that you accepted out of the total received.
Quantity Non–Accepted	Number of items that you did not accept of the total received.
Percent Accepted	Percentage of the total that you accepted when you received the goods.
Percent Non–Accepted	Percentage of the total that you rejected while inspecting the goods received.

See Also

- *Setting Up Guidelines for Acceptable Items* to understand how the system calculates acceptable item quantities and percentages.

Reviewing Supplier Cost Performance

You might want to review the average unit cost you paid to a supplier for an item in each fiscal period (usually a month). You can compare this cost to the average cost for the item on purchase orders and the average cost at the time of receipt to determine if the price remains consistent.

You can have the system calculate a percentage variance between the cost you paid for an item and another cost, such as the receipt cost. For example, if the supplier specified an average cost of 0.50 when you entered a receipt for an item, but then billed you an average cost of 1.00, the system displays a 100% variance. In this case, you would probably determine why the variance exists. You use processing options to specify the cost to compare to the paid cost.

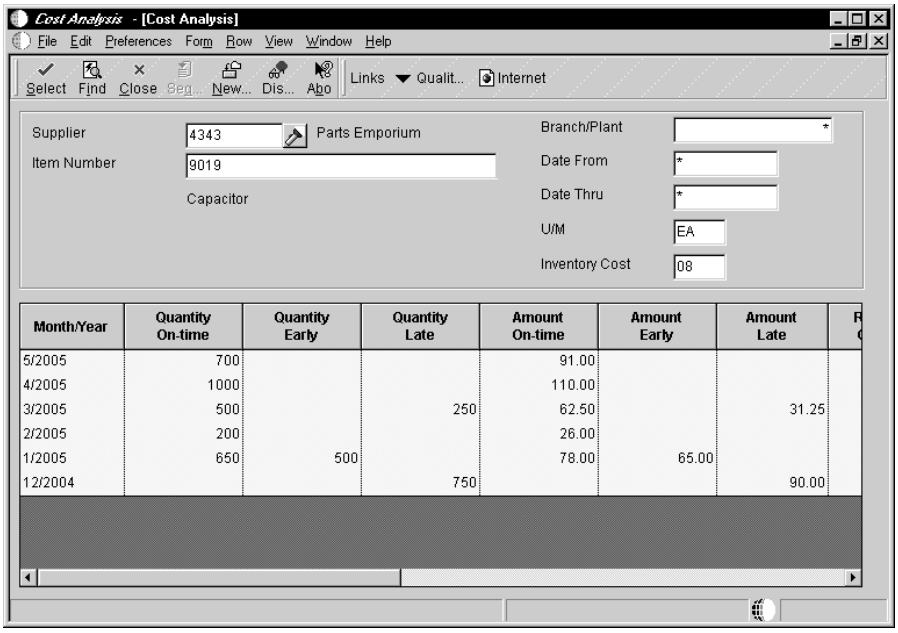
You can also review the inventory cost for an item. You specify the cost method that the system uses to determine the inventory cost, such as last-in, first-out (LIFO). Using this cost method, the inventory cost reflects the cost of the last item you received.

You can review costs for each receipt you entered in the fiscal period. For example, if an item had an average receipt cost of 10.00, you can review the cost for the item each time you entered a receipt, which might have been 9.00 at one receipt and 11.00 at another receipt.

▶ To review supplier cost performance

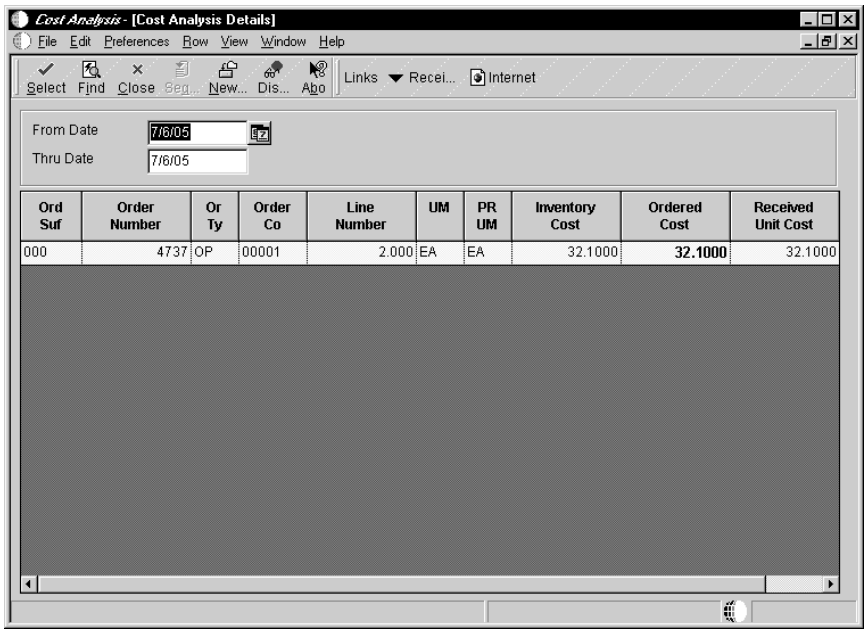
From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Cost Analysis.

On Cost Analysis



1. Complete the following fields and click Find:
   - Supplier
   - Item Number
2. Choose Cost Analysis from the View menu.
3. Review the following fields:
   - Month/Year
   - Inventory Unit Cost
   - Ordered Unit Cost
   - Received Unit Cost
   - Paid Unit Cost
   - Percent Cost Variance
4. To review a fiscal period, complete the following fields:
   - Date From
   - Date Thru

5. Choose a detail line and then choose Cost Details from the Row menu.



6. On Cost Analysis Details, to review cost information only, choose Cost Details from the View menu.
7. Review the costs for each receipt in the fiscal period.
8. Choose a receipt and click Select.
9. On Receipt Detail Information, review additional details for the receipt.

Field	Explanation
Inventory Unit Cost	The amount per unit, derived by dividing the total cost by the unit quantity. You can change the dollar amount for any cost method at any time. If you change the amount for the cost method that you use to track costs of goods sold, the system applies the new amount to your on-hand quantity of the item. It also creates journal entries to account for the difference between the old and the new amounts. Certain programs update the dollar amount for some cost methods. Examples include the following: • Last-in method - The system interactively updates this unit cost based on the last cost of the item at the time of a purchase order receipt or after an inventory adjustment. • Weighted average method - The system calculates and updates this amount by adding transaction quantities, adding transaction costs, and dividing the total cost by the total quantity. • Purchase method – The system updates similarly to the last-in method, but without landed costs.
Ordered Unit Cost	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.
Received Unit Cost	The unit cost of the item at the time of receipt.
Paid Unit Cost	The unit cost entered while generating a Purchase Order. The cost is updated in the Purchase Order work file.
Percent Cost Variance	This field represents the percentage variance between the cost paid, and either the inventory cost, ordered cost, or the received cost.

Reviewing a Summary of Supplier Performance Information

You can compare a variety of performance information for all suppliers who provide a certain item to determine the best supplier from whom to purchase the item. For example, for each supplier that provides you with the same item, you can compare:

- The average unit cost for the item
- The last cost that was paid for the item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

You choose the information that displays.

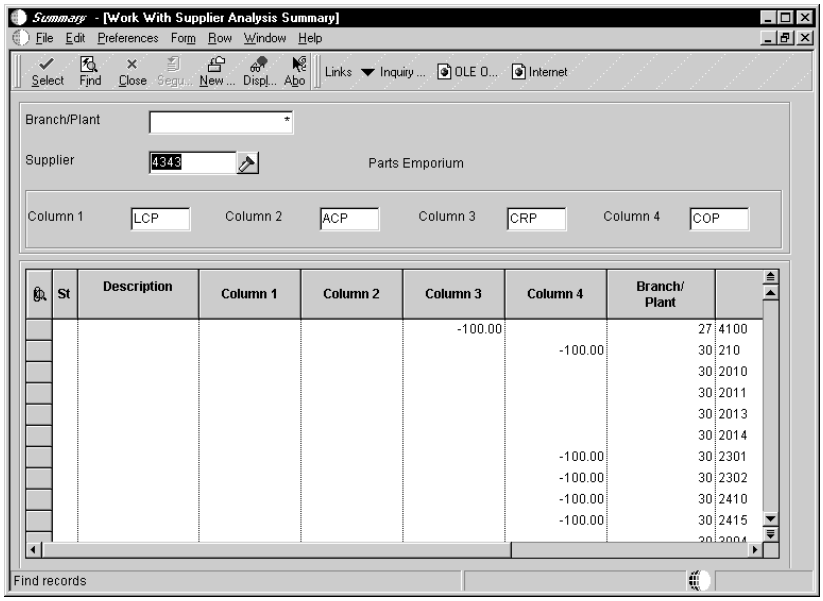
Before You Begin

- ❑ Define the performance factors (columns) you can review on the Summary form (for example, average unit cost, last cost paid, and so on).
- ❑ Define formats that contain the columns you want to review and assign a format to the Summary form using processing options.
- ❑ Define paths (multiple formats) and assign a path to the Summary form using processing options.

▶ To review a summary of supplier performance information

From the Stock Based Purchasing menu (G43A), choose Supplier Management. From the Supplier Management menu (G43A16), choose Summary.

On Work With Supplier Analysis Summary



1. Complete the following field and click Find:
   - Supplier
2. Review performance factors for each supplier who provides the item.

See Also

- *Defining a Summary of Supplier Performance Information* for information about setting up the columns, formats, and paths that display on the Summary form

Reviewing the Detailed Status Report by Supplier

From the Subcontract Reports menu (G43D111), choose Status Report by Supplier.

You can review detailed contract status information based on the subcontractor and the job on the Detailed Status Report by Supplier. This report displays the amounts that have been vouchered, paid, retained, and due for a contract.

You also can review the commitment distribution information for your contracts based on the job. This report uses information from the Subcontract Management Detail table. It includes:

- Order identifying information
- Budget amounts for selected accounts
- Change order information
- Amount billed
- Retainage Information
- Amount released, but not paid
- Amount due on the selected "as of" date

You can print this report at any time to review the current status of selected contracts.

Processing Options for Status Report by Supplier

```
Report Display

      1. Enter the As of Date on which                  _____________
      to base the report.  Leave blank
      (default) to use the Financial
      Reporting Date of Company '00000'.
      If no Financial reporting date has
      been set up, then today's sytem
      date will be used.
      2. Enter '1' to print the                         _____________
      associated job budget for contract
      cost codes.
      3. Enter '1' to suppress the                      _____________
      printing of a Budget total line.
      4. Enter a '1' to print subledger                 _____________
      and subledger type.  Leave blank
      for no subledger and type.
      5. Enter a Budget Ledger Type.                    _____________
      6. Enter a '1' to print AP Detail                 _____________
      information.  Leave blank to print
      Summary.
```

Reviewing the Contract Analysis Report

From the Subcontract Reports menu (G43D111), choose Contract Analysis.

You can review a summary of contract commitment information for selected suppliers and jobs on the Contract Analysis report. This report uses information from the Order Detail table and the Account Balances table.

You can review the following order information:

- Budget amount
- Contract amount
- Invoice amount
- Amount paid
- Amount retained
- Remaining balance
- Extended amount
- Percent invoiced
- Percent retained

See Also

- *R434201, Contract Analysis* in the *Reports Guide* for a report sample

Rebate Processing

Some of your suppliers might offer you cash rebates if you purchase a certain quantity or amount of their items and services. You can set up the Procurement system to track rebates.

To track rebates, you must enter information about each of your rebate agreements. When you enter, change, or cancel an order, the system applies the appropriate purchases towards the rebate agreement.

You can view the current status of each rebate agreement, including:

- The purchases necessary to obtain the rebate
- The purchases you have made that apply to the rebate
- The amount of each rebate

With this information, you can identify rebates that your business is likely to obtain. You can also identify rebates that are unobtainable, which might change your price negotiations in the future.

You can have the message center alert you when you are within a range of meeting the purchase requirements for a rebate.

To process rebates, complete the following tasks:

- ❑ Set up rebate agreements
- ❑ Work with rebate status information
- ❑ Update rebate information

Setting Up Rebate Agreements

For the system to track rebates, you must provide information about the agreements you have with your suppliers. This information includes:

- Basic information about each agreement, such as the supplier providing the rebate and the effective dates for the rebate
- The items you must purchase or the account numbers you must purchase against to obtain the rebate
- The quantity or amount you must purchase for the rebate
- The amount of the rebate, or the percentage of purchases that determines the rebate amount

If several of your suppliers have the same parent company, you might want to track rebate information at the parent level instead of at the supplier level. You can set up procurement instructions for each supplier to specify the level at which to track rebate information.

When you enter orders, the system applies purchase quantities and amounts towards rebates. You must specify the order types from which the system applies purchases to rebates. For example, you can have the system apply quantities and amounts from purchase orders and/or blanket orders.

Ensure that you specify the correct order types from which the system applies purchases to rebates. For example, if you use blanket orders to purchase items, you must specify the blanket order type. If blanket orders are prerequisites to purchase orders, you specify only the purchase order type. Otherwise, the system applies the same quantity and amount from both the blanket order and the purchase order.

To set up rebate processing, complete the following tasks:

- ❑ Enter basic rebate agreement information
- ❑ Define conditions for obtaining a rebate
- ❑ Define purchase limits for rebate amounts

Before You Begin

- ❑ Set up the order types from which the system applies purchases to rebates on user defined code table (43/RB).

Entering Basic Rebate Agreement Information

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

When a supplier offers you a rebate for purchasing certain goods and services, you set up a rebate agreement. You can have an unlimited number of rebate agreements for each supplier. For each agreement, you specify basic information, such as:

- The agreement number
- The supplier offering the rebate
- The effective dates of the agreement
- The status of the agreement, whether active or pending
- The person to whom the system directs messages when a rebate is due

You can also specify whether the rebate is based on purchase quantities or amounts and whether the rebate is an amount or a percentage of the purchase amount.

If you specify that a rebate agreement is based on purchase quantities, you must enter a unit of measure for the rebate agreement.

You can have the system assign a number to each of your rebate agreements or you can enter your own number. If you have the system assign a number, it increments the last rebate agreement number for the supplier by one. If it is the first rebate agreement for the supplier, the system assigns the number one.

You can also specify a currency for a rebate agreement, and you must enter the thresholds, or purchase limits, for the agreement in that currency. When you enter purchase orders for rebate items in another currency, the system converts the purchase order currency to the rebate currency.

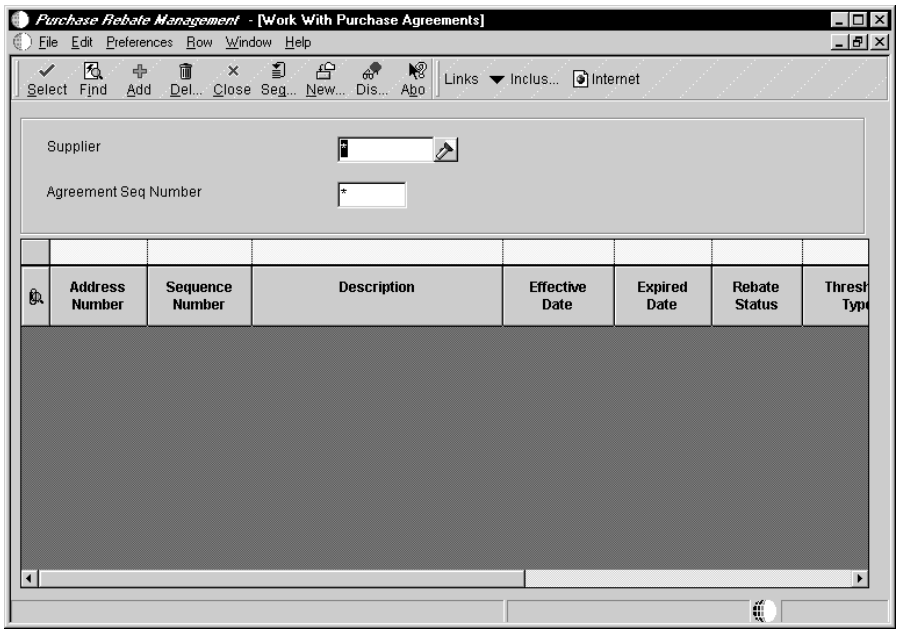
You can enter a memo about a rebate agreement. When a memo exists, the system displays a paper clip next to the rebate agreement in the detail area on the Work with Purchase Agreements form.

If the terms of the agreement are not yet final, you can set up a pending rebate agreement for a supplier. You can also specify that all rebate agreements for a certain supplier are pending. If you use procurement instructions to specify that all rebate agreements for a supplier are pending (inactive), the system changes the status to active when you enter a new active rebate agreement for the supplier.

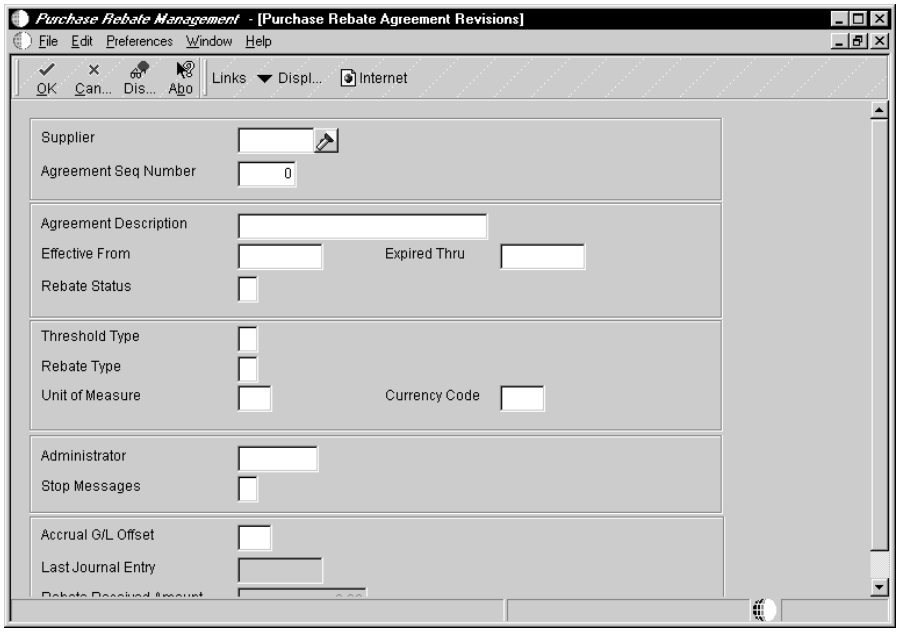
The system stores rebate agreement information in the Purchase Rebate Master table (F4340).

▶ To enter basic rebate agreement information

On Work With Purchase Agreements



1. Click Add.



2. On Purchase Rebate Agreement Revisions, complete the following fields and click OK:
   - Supplier
   - Agreement Description
   - Effective From
   - Expired Thru

- Rebate Status
- Threshold Type
- Rebate Type
- Unit of Measure
- Administrator

Field	Explanation
Supplier	The address book number of the supplier from whom you are purchasing items or services.
Agreement Description	A user defined name or remark.
Effective From	The date on which a transaction, text message, contract, obligation, or preference becomes effective.
Expired Thru	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.
Rebate Status	A user defined code that defines the status of the rebate agreement. The status can be pending or active. The value 1 (active) is hard coded to indicate that the rebate information will be updated.
Rebate Type	A code (43/RT) that indicates whether the rebate is a percentage of the quantity purchased or a fixed currency amount.
Threshold Type	A code that indicates that the threshold is in either number of units or amount. Depending on the type that you indicate, the threshold field is titled either Threshold Units or Threshold Amount.
Unit of Measure	A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).
Administrator	The address book number of a manager or planner. Note: A processing option for some forms lets you enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers and Supervisors form. After you set up the default values and the processing option, the information displays automatically on any work orders that you create if the category code criterion is met. (You can either accept or override the default value.)

Defining Conditions for Obtaining a Rebate

From the Price Management menu (G43A17), choose Rebate Inclusion Rules.

After you enter basic information about a rebate agreement, you must specify inclusion rules which indicate what you must purchase to obtain the rebate. The system applies purchases towards a rebate agreement based on one of the following:

- Item number
- Account number against which you are purchasing
- Items to which you have assigned a particular category code value

You can enter item numbers or account numbers when there are specific items or services that you must purchase to obtain the rebate. You can enter stock or non-stock items for a rebate agreement.

You can enter a category code value to specify a group of items from which you can make purchases. The system applies purchases to the rebate agreement each time you purchase an item that is assigned the category code value.

The system applies purchase order transactions to a rebate agreement by comparing the items or services purchased to the inclusion rules set up for each rebate agreement. The system begins searching on the agreement with the lowest sequence number.

For the system to apply purchases to a rebate agreement:

- The agreement must have an active status.
- The purchase transaction date must fall within the effective dates specified for the agreement.
- The supplier rebate code on Procurement Instructions must be set to active.

A single purchasing transaction cannot apply to more than one purchasing agreement.

Each time you enter an order detail line, you must specify a line type. The Inventory interface for the line type, which you specify in Order Line Types, determines the order in which the system searches through inclusion rules for a rebate agreement to find a match:

- A – represents the Account Number and Category Code
- B – represents the Account Number and Item Number
- D – represents the Item Number and Category Code
- N – represents the Category Code
- Y – represents the Item Number and Category Code

The system stores information about the items, account numbers, and purchasing code values that are applicable to a rebate agreement in the Purchase Rebates Inclusion Rules table (F4342).

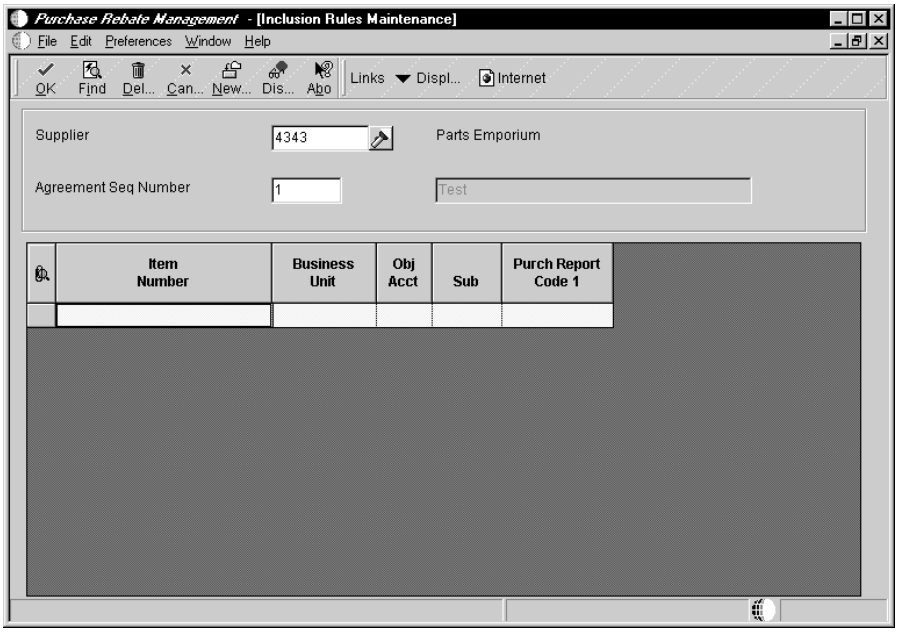
Before You Begin

❑ Specify the purchasing category (P1–P5) you will use to enter category code values for rebates. You specify this value in System Constants. If you do not specify a purchasing category, the system uses purchasing category code 1 (P1) as the default.

▶ To define conditions for obtaining a rebate

On Work With Purchase Agreements

1. Complete the following field and click Find:
   - Supplier
2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.
3. From the Row menu, choose Inclusion Rules.



4. On Inclusion Rules Maintenance, complete the following fields and click OK:
   - Item Number
   - Business Unit
   - Obj Acct
   - Sub
   - Cat

Field	Explanation
Item Number	A number that the system assigns to an item. It can be in short, long, or third item number format.
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Obj Acct	The object account portion of a general ledger account. The term "object account" refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system will enter three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Cat	One of ten category codes that groups segments of inventory for purchasing purposes. These codes can represent such things as color, material content, or use.

See Also

- *Setting Up Constants* for information about specifying the purchase rebate category code
- *Entering Item Classification Codes* in the *Inventory Management Guide* for information about assigning category code values to items

Processing Options for Rebate Agreement Maintenance

Display

1. Enter a '1' to enable entry of quantity and amount in the Rebate Adjustment window. If left blank, the window will be display only. _____

Defining Purchase Limits for Rebate Amounts

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

After you define the conditions for obtaining a rebate, you must enter the quantity of items or the financial amount that you must purchase before you can receive a rebate. For example, you enter either 500 widgets or 500.00 worth of widgets. Each quantity or financial amount is referred to as a threshold. When you enter multiple thresholds, you must enter threshold quantities or amounts in ascending order.

Next, you enter information about the type of rebate that you are to receive. The rebate type indicates whether the rebate is a specific pre–determined financial amount or a percentage of the total purchase amount. For example, if you purchase 100 widgets, the supplier gives you a 50.00 rebate. However, if you purchase 500 widgets, the supplier gives you a 15% rebate on the total purchase amount of the widgets.

You must enter the entire financial amount or percentage you are to receive for each threshold, regardless of other thresholds for which you might have already received a rebate. For example, you should receive 100.00 for purchasing 100 widgets, and 500.00 for purchasing 500 widgets. When you purchase 500 widgets, you are entitled to a total rebate of 500.00, regardless of the 100.00 you might have already received.

If you are entitled to a rebate regardless of the quantity or amount that you purchase, you can enter a threshold quantity of zero.

If you set up multiple thresholds, you must enter the total rebate amount you have received from the supplier in the Amount Purchased field on the Rebate Adjustments Revision form. When you meet the next rebate threshold for the agreement, the system subtracts the received amount from the rebate you are now due.

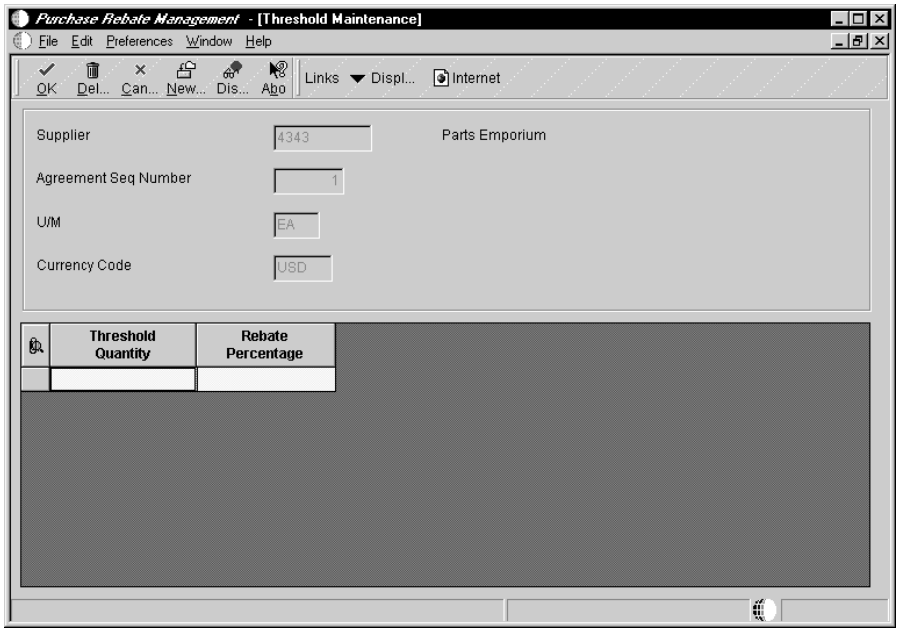
You must base threshold quantities on the unit of measure you specify for the purchase rebate agreement. When you enter purchase orders for rebate items, the system converts the purchasing unit of measure to the rebate unit of measure, if necessary.

The system stores information about the thresholds and rebates that are applicable to a rebate agreement in the Purchase Rebate Threshold table (F4341).

To define purchase limits for rebate amounts

On Work With Purchase Agreements

1. Complete the following field and click Find:
   - Supplier
2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.
3. From the Row menu, choose Thresholds.



4. On Threshold Maintenance, complete one of the following fields, depending on the threshold type that you specified in the rebate agreement:
   - Threshold Quantity
   - Threshold Amount
5. Complete one of the following fields, depending on the rebate type that you specified in the rebate agreement:
   - Rebate Percentage
   - Rebate Amount

Field	Explanation
Threshold Quantity	The total quantity of an item to be reworked or scrapped as the result of a disposition on an ECO.

Field	Explanation
Threshold Amount	The amount, expressed in either monetary value or quantity, that must be reached to qualify for a rebate. Multiple threshold values can exist for a single rebate agreement.
Rebate Percentage	The percentage of actual purchases that the supplier pays when the associated rebate threshold is reached. You must express a percentage as a whole number, for example, enter 10 to express 10 percent. NOTE: The supplier will pay a rebate amount if the rebate type specifies a fixed amount.
Rebate Amount	The rebate amount that the supplier pays when the associated threshold has been reached. NOTE: The supplier will pay a rebate percent if the rebate type specifies percent.

Working with Rebate Status Information

Before you make purchases from a supplier, you might want to determine if the purchases apply to a rebate. You can review summary information for each rebate agreement you have with a particular supplier, including:

- The threshold that you must reach to obtain the rebate
- The total purchases you have made towards the agreement to date
- The amount of the rebate you receive if you reach the next threshold
- The last threshold you reached if multiple thresholds exist for the agreement
- The rebate amounts you have received to date

You can also select an agreement that allows you to view individual purchasing transactions.

If you find that the total purchase quantity or purchase amount that the system has accumulated and applied towards a rebate agreement is incorrect, you can change the quantity or amount.

The system retrieves purchases to date and rebate amounts received for an agreement from the Purchase Rebate Master table (F4340). It retrieves transaction details for rebate agreements from the Purchase Rebate History Details table (F4343).

To work with rebate information, you can:

- ❑ Review summary information for rebate agreements
- ❑ Review purchasing transactions for a rebate
- ❑ Change the quantity or amount applied to a rebate

Reviewing Summary Information for Rebate Agreements

You might want to determine if you are eligible to receive a rebate or if you are close to obtaining a specific rebate. For each agreement, you can review:

- The purchases required for the rebate
- The quantity or amount of purchases you have made to date
- The rebate amount you can receive

You can also view agreement information such as effective dates, the last rebate threshold reached, the rebate amount you have received to date, and so on.

▶ To review summary information for rebate agreements

From the Price Management menu (G43A17), choose Rebate History Summary Inquiry.

On Work With Rebate History Inquiry

1. Complete the following fields and click Find:
   - Customer Number
   - Rebate Status
2. Choose the row that contains the customer whose rebate agreement you want to review and click Select.
3. On Rebate History Details, review the following field:
   - Total Purchased To Date

Reviewing Purchasing Transactions for a Rebate

You might want to review information about the individual purchasing transactions that the system has applied towards a rebate. You can display order detail line transactions that pertain to an agreement and the purchase orders on which the transactions were entered.

▶ To review purchasing transactions for a rebate

From the Price Management menu (G43A17), choose Rebate History Detail Inquiry.

On Work With Rebate History Inquiry

1. Complete the following fields and click Find:
   - Customer Number
   - Rebate Status
2. Choose the row that contains the customer whose rebate agreement you want to review and click Select.
3. On Rebate History Details, review the following fields for each purchasing transaction:
   - Or Ty
   - Order Number

- Line Number
- Quantity Ordered
- Extended Price
- Foreign Extended Price

Changing the Quantity or Amount Applied to a Rebate

The purchase quantity or amount that the system has accumulated and applied towards a rebate agreement might be incorrect. For example, you might have returned some of the rebate items that you purchased. You can override the current calculations by entering a new purchase quantity or amount.

When you change a quantity or amount, you can also add a memo that explains why you are making the adjustment.

▶ To change the quantity or amount applied to a rebate

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

On Work With Purchase Agreements

1. Complete the following field and click Find:
   - Supplier
2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.
3. From the Row menu, choose Rebate Adjustments.
4. On Rebates Adjustment Revision, complete the following fields:
   - Amount Purchased
   - Quantity Purchased

Field	Explanation
Amount Purchased	The amount purchased to date. The system updates this accumulator if you have set the threshold type to indicate that the rebate agreement is based on a purchase amount.
Quantity Purchased	The quantity (total number of units) purchased to date. This accumulator will only be updated if the threshold type of the rebate agreement is set to quantity.

Updating Rebate Information

From the Receipts Matching and Posting menu (G43A15), choose Rebate Batch Update.

You must run the Rebate Batch Update program to:

- Have the system determine whether you are due a rebate
- Send an electronic mail message to the rebate administrator

The system tracks the quantity and amount of purchases you have made that apply to a rebate agreement. You must run the Rebate Batch Update program to have the system compare this quantity or amount to that which is required to obtain the rebate.

You can have the system send a message to the rebate administrator when you meet the purchasing requirements for a rebate agreement or when you are within a certain range of meeting the requirements. For example, if you must purchase 100 items to obtain a rebate, you might want the rebate administrator to receive a message when you have purchased 90 items.

You must run the Rebate Batch Update program to have the system send a message. You use processing options to specify whether the system sends a message and to define a range. For example, if you want the system to send a message when you have purchased 90 of the 100 items required to obtain a rebate, you enter a range of 10 percent.

The following information appears in the message to the rebate administrator:

- Supplier number
- Agreement sequence number
- Threshold amount
- Actual purchases
- Effective through date

You can specify a rebate administrator for each rebate agreement.

Order Updates

You can revise a purchase order after you have entered it into the system if a change has occurred since you entered the order. For example, if you need to fill a purchase order quickly, you can manually update the status code so that it bypasses some of the normal purchasing procedures. If you want to delay an order, or if the supplier cannot get the items to you by the promised date, you can revise the requested or promised dates. Also, you can review your inventory and create a purchase order for items that you want to reorder.

Complete the following tasks:

- ❑ Update status codes
- ❑ Revise purchase dates
- ❑ Generate purchase orders

Updating Status Codes

The system processes detail lines through the purchase order processing cycle based on the last and next status codes assigned to each line. After a detail line completes a step in the processing cycle, the system updates the status codes.

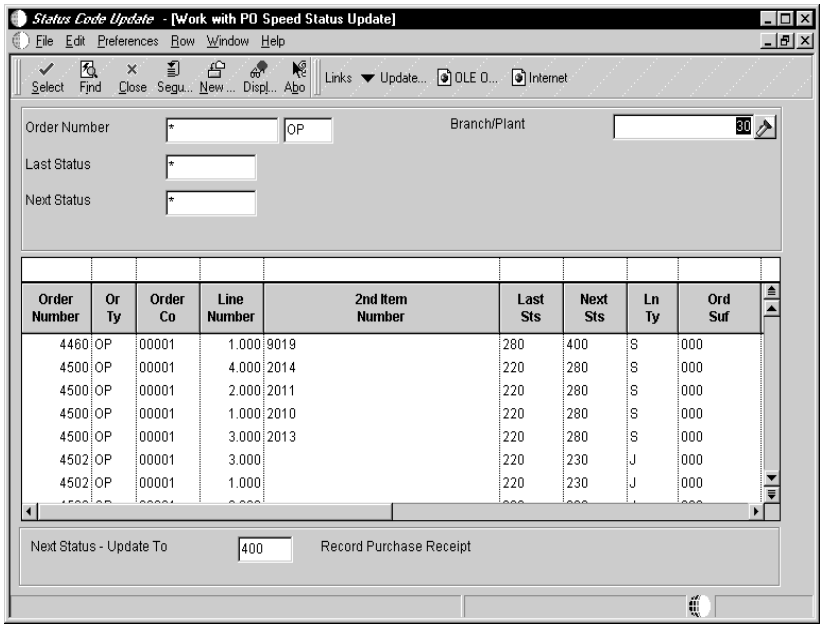
You can manually update the next status code for detail lines to bypass a particular step, if needed.

You cannot update detail lines to a closed status. To update detail lines to a closed status, you must use the Purchase Order Entry program.

▶ To update status codes

From the Stock Based Purchasing menu (G43A), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Status Code Update.

On Work With PO Speed Status Update



1. To locate detail lines to update, complete one or more of the following fields and click Find:
    - Branch/Plant

- Order Number
- Last Status
- Next Status

2. Complete the following field:
   - Next Status – Update To
3. Choose the detail lines that you want to update and click Select.

Field	Explanation
Next Status – Update To	User defined code (40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

See Also

- *Setting Up Order Activity Rules* for more information about status codes

Revising Purchase Dates

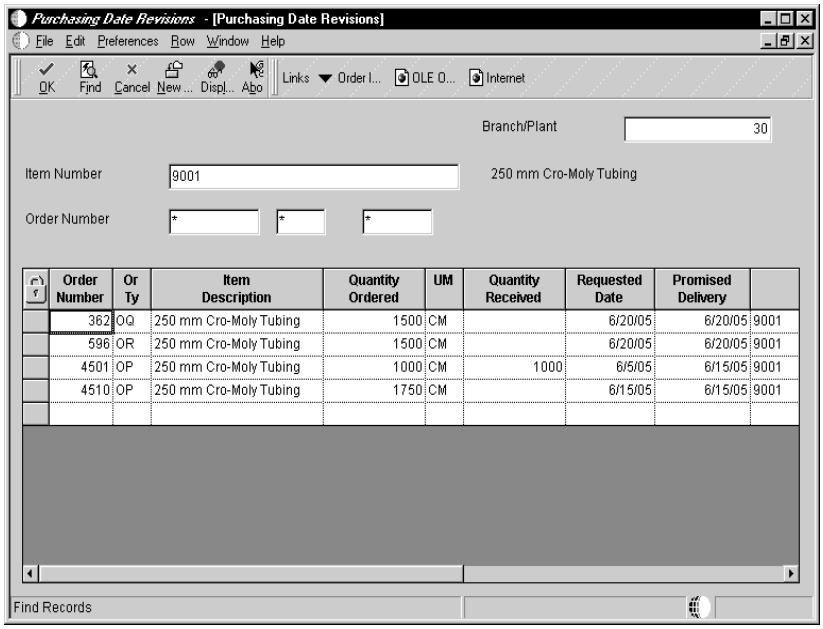
The requested date or promised date for an order might change after you have entered the order in the system. You can manually revise these dates for multiple orders, simultaneously.

After you change a requested or promised date, the system records the new date in the Purchase Order Detail table (F4311). If you have already taken receipt of items, the dates in the Purchase Order Receiver table (F43121) are not affected.

▶ To revise purchase dates

From the Stock Based Purchasing menu (G43A), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Purchasing Date Revisions.

On Purchasing Date Revisions



1. To locate the order lines that you want to change, complete one or more of the following fields and click Find:
   - Branch/Plant
   - Item Number

- Order Number

2. Complete the following fields for each order line, as necessary:
   - Requested Date
   - Promised Delivery

Generating Purchase Orders

You can have the system generate purchase orders for stock and non-stock items. You can have the system suggest the items and quantities to order. The system bases ordering suggestions on current demand (sales backorders) or historical demand (sales history). You can review the suggestions to determine if you want to generate the purchase order for the item and quantity. You can also change the suggestions before generating the order.

The system will not allow you to generate purchase orders if certain combinations of data exist. Some invalid combinations of data include:

- A supplier and a non-stock item
- A buyer and a non-stock item
- An item that uses only a second purchasing code
- A supplier and buyer

The system displays an error message if the data combination is invalid.

Calculations for Order Quantities

The system bases calculations for the Suggested Order Quantity (SOQ) on the Order Policy Code field. If the Order Policy Code is:

- Blank, 0, or 3, the system uses the following calculation:

  SOQ = Economic Order Quantity + Reorder Point – Quantity Available

- 1, the system uses the following calculation:

  SOQ = Reorder Point – Quantity Available

- 2, the system uses the amount in the Value Order Policy field on Manufacturing Data

If the SOQ is:

- Greater than the Maximum Reorder Quantity field on Item Branch Quantities, the system uses the Maximum Reorder Quantity amount
- Less than the Minimum Reorder Quantity field on Item Branch Quantities, the system uses the Minimum Reorder Quantity amount

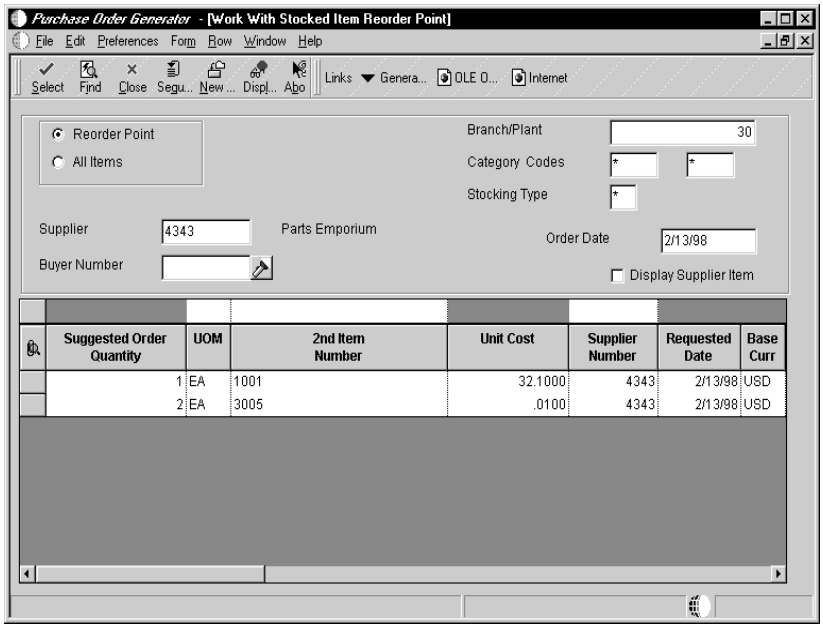
Before You Begin

- ❑ On Branch/Plant Constants, verify the following fields are set up: Number of Days in Year, Purchase Order Issue Cost, and Inventory Carrying Cost (%). For more information, see *Setting Up Constants*.
- ❑ On Supplier/Item Relationships, verify the Average Leadtime field is set up for each item/supplier combination. For more information, see *Setting Up Supplier and Item Information*.
- ❑ On Item Branch Revisions, verify the Supplier is set up. For more information, see *Entering Branch/Plant Information* in the *Inventory Management Guide*.
- ❑ On Cost Revisions, verify the average cost is set up in the Cost Method field in the detail area. For more information, see *Assigning a Cost Method to an Item* in the *Inventory Management Guide*.
- ❑ On Item Branch/Plant Quantities, verify the information. For more information, see *Entering Item Reorder Quantities* in the *Inventory Management Guide*.
- ❑ On Plant Manufacturing Data, verify the Order Policy Code is set up. For more information, see *Entering Item Manufacturing Information* in the *Inventory Management Guide*.

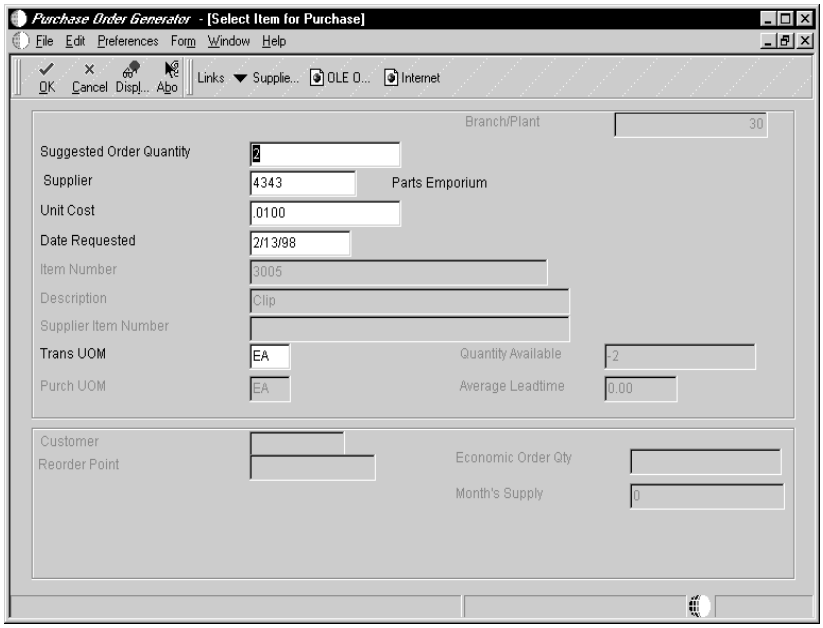
▶ To generate purchase orders

From the Stock Based Purchasing menu (G43A), choose Order Gen/Approve/Release. On the Order Gen/Approve/Release menu (G43A13), choose Purchase Order Generator.

On Work With Stocked Item Reorder Point



1. To locate the items for which you want to generate purchase orders, complete one or more of the following fields:
   - Supplier
   - Buyer Number
   - Category Codes
2. To narrow the search, complete the following fields:
   - Branch/Plant
   - Stocking Type
   - Order Date
3. To further narrow the search, choose the following option and click Find:
   - Reorder Point
4. Choose the item for which you want to generate a purchase order and choose Details from the Row menu.



5. On Select Item for Purchase, complete the following fields, as necessary, and click OK:

   - Suggested Order Quantity
   - Supplier
   - Unit Cost
   - Date Requested
   - Trans UOM

   The system returns you to Work With Stocked Item Reorder Point.

6. Repeat steps 2 through 5 for each detail line for which you want to create a purchase order.
7. From the Form menu, choose Generate Orders.
8. On Generated Purchase Orders, click Close.

Field	Explanation
Suggested Order Quantity	A value that is calculated by the P.O. Generator, Buyer's Inquiry, and Buying Guide Report with the following variables: AVAL Available inventory, as calculated from on-hand quantity less committed quantity plus quantity on PO including quantity in receipt routing. ROP Reorder point, taken from ROP entered in the branch inventory record of the primary storage location, if not blank; or the ROP as calculated (see the definition of ROPC for more information). The system calculates Reorder Point as follows: ROP = (((Annual Sales x Lead Time Days) / Number of Days in Year) + Safety Stock) If Safety Stock is not stated on the Quantities form, then the system will use the following formula: ROP = ((Annual Sales x Lead Time Days) / Number of Days in Year) + square root of ((Annual Sales x Lead Time Days) / Number of Days in Year) EOQ Economic order quantity (or re-order quantity ROQ), taken from the ROQ entered in the branch inventory record of the primary storage location, if not blank; or the calculated EOQ (see the definition of EOQ for more information). The system calculates Economic Order Quantity as follows: EOQ = Square root of ((2 x Purchase Order Issue Cost x Annual Sales) / (Inventory Carrying Cost x Average Cost) Calculation is either: 1- If AVAL > ROP, then SOQ = Zero 2- If AVAL = ROP, then SOQ = EOQ 3- If AVAL < ROP, then SOQ = EOQ + (ROP – AVAL)

Processing Options for Reorder Point Purchase Order Generation

Display Tab

These processing options control whether the system displays certain types of information, such as category codes, stocking type, and costs, and whether you can change the cost information.

1. Category Code 1

Use this processing option to enter a user defined code (41/P1) indicating the commodity class for which you want to review information. An asterisk (*) indicates all codes. The system retrieves category code information from the Item Branch table (F4102).

This code (41/P1) represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process similar items.

This field is one of six classification categories available primarily for purchasing purposes.

2. Category Code 2

Use this processing option to enter a user defined code (41/P1) indicating the commodity class for which you want to review information. An asterisk (*) indicates all codes. The system retrieves category code information from the Item Branch table (F4102).

This code (41/P1) represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process similar items.

This field is one of six classification categories available primarily for purchasing purposes.

3. Cost Protection

Use this processing option to specify whether you can change costs. Valid values are:

1 Display Costs fields and do not allow changes to the values.
2 Do not display the Cost fields.
Blank Display Cost fields and allow changes.

The system retrieves cost information from either the Cost table (F4105) or, if you are working with supplier/item relationships, the Supplier Item Relationship table (F41061). The system also determines the table from which to retrieve cost information by checking the value in the Purchase Price Level field in the Item Master table (F4101). If the Purchase Price Level field contains a value of 1 or 2, the system retrieves cost information from the Supplier Item Relationship table (F40161) and then from the Cost table (F4105). If the Purchase Price Level field contains a value of 3, the system retrieves cost information from only the Cost table (F4105).

4. Stocking Type

Use this processing option to specify which stocking type you want the system to display. The system retrieves information about stocking types from the Item Branch table (F4102).

This user defined code (41/I) indicates how you stock an item (for example, as finished goods or as raw materials). The following stocking types are hard-coded and you should not change them:

0 Phantom.
B Bulk floor stock.
C Configured item.

E Emergency/Corrective Maintenance.
F Feature.
K Kit or parent item.
N Nonstock item.

The first character of Description 2 indicates whether the item is purchased (P) or manufactured (M).

Process Tab

These processing options allow you to specify information such as the unit of measure, line types for stock and non–stock items, the blanket order type, and how the system calculates the requested date.

1. Unit of Measure

Use this processing option to indicate the unit of measure that the system uses as the default for the Transaction Unit of Measure field. This unit of measure is associated with the quantity that is being purchased. Valid values are:

1 Use the Primary Unit of Measure from the Item Master table (F4101).
Blank Use the Purchasing Unit of Measure.

To review the values for the Primary Unit of Measure and the Purchasing Unit of Measure, click the Weights and Measures tab on the Item Master Information form.

2. Line Type (Stocked)

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

S Stock item.
J Job cost, subcontracts, or purchasing to the General Ledger.
B G/L account and item number.
N Non-stock item.
F Freight.
T Text information.
M Miscellaneous charges and credits.
W Work order.

If you specify a line type for this processing option, the system uses the line type for purchase orders that the system creates for all items that are processed using this version.

Do not specify a line type for both this processing option and the next processing option (Line Type for Non–Stock) on the Process tab. If you do specify a line type for stock items and non–stock items, the system only uses the line type that you specify for this processing option (stock).

3. Line Type (Non–Stocked)

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

S Stock item.
J Job cost, subcontracts, or purchasing to the General Ledger.
B G/L account and item number.
N Non-stock item.
F Freight.
T Text information.
M Miscellaneous charges and credits.
W Work order.

If you specify a line type for this processing option, the system uses the line type for purchase orders that the system creates for all items that are processed using this version.

Do not specify a line type for both this processing option and the previous processing option (Line Type for Stock) on the Process tab. If you do specify a line type for both stock items and non–stock items, the system only uses the line type that you specify for stock items.

4. Blanket Order Type for Release

Use this processing option to specify the Order Type associated with blanket purchase order processing. If you leave this processing option blank, the system does not perform automatic blanket order release processing.

5. Requested Date

Use this processing option to specify how the system calculates the requested date. Valid values are:

1 Add lead time to the order date to produce the requested date. If the requested date is blank, the system uses today's date.
Blank Do not add lead time to the order date.

The system retrieves lead time information from the Plant Manufacturing Data form in the Inventory Management system.

Cross–Reference Tab

These processing options control how the system processes cross–references to substitute and obsolete items.

1. Substitute Items

Use this processing option to specify the default cross-reference code that the system uses to retrieve substitute items. The value that you enter is used as the default on the Substitute Item Search and Select form. The code that you enter must be a valid value in the user defined code table for cross–reference codes (41/DT).

To retrieve the substitute item, the system retrieves an item's cross–reference code from the Item Cross–Reference table (F4104).

If there is more than one substitute item, the system displays a check mark in the row header that is located in the detail area and in the Substitute Exists column.

2. Obsolete Items

Use this processing option to specify the cross-reference code that the system uses to retrieve item replacements for obsolete items. The value that you enter is used as the default on the Substitute Item Search and Select form.

The system activates the replacement process if the following conditions are met:

- The item being replaced has a stocking type of O (obsolete) in the Item Master.
- You have specified a cross–reference code for this processing option.

Sales Select Tab

These processing options control how the system displays and processes information for open orders.

1. Maximum Status Code

Use this processing option to specify the status that open sales order lines should not exceed when you review open orders.

If you specify a status for this processing option, the system displays only the orders whose status is equal to or less than the status that you enter when you use the row exit for open orders.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger,

Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

S Stock item.
J Job cost, subcontracts, or purchasing to the General Ledger.
B G/L account and item number.
N Non-stock item.
F Freight.
T Text information.
M Miscellaneous charges and credits.

If you complete this processing option, the system displays only the orders with a line type that is equal to the line type that you enter when you use the row exit for open orders.

3. Backorders

Use this processing option to specify whether you want the system to display backorders. Valid values are:

1 Display backorders. The system displays backorders when you use the row exit for open orders.
Blank Do not display backorders.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Purchase Order Entry Version

Use this processing option to define the version that the system uses when you access the Purchase Order Entry program (P4310).

Review the version's processing options to ensure that the version meets your needs.

2. Blanket Order Release Version

Use this processing option to define the version that the system uses when you access the Blanket Order Release program (P43060).

Review the version's processing options to ensure that the version meets your needs.

3. Open Sales Order Version

Use this processing option to define the version that the system uses when you access the Open Sales Order program (P4210).

Review the version's processing options to ensure that the version meets your needs.

4. Supplier Analysis Version

Use this processing option to define the version that the system uses when you access the Supplier Analysis program (P43230).

Review the version's processing options to ensure that the version meets your needs.

5. Supplier Master Version

Use this processing option to define the version that the system uses when you access the Supplier Master program (P0401I).

Review the version's processing options to ensure that the version meets your needs.

Commitment Setup

A commitment is the recognition of a future obligation. Each time you enter an order detail line, you can have the system track the amount that you are obligated to pay and apply it to a job or project.

You can monitor individual commitments for a job or project to verify the types of purchases being made. You can review the total commitment amount for a job or program to verify that it does not exceed the budget.

When you receive goods or create vouchers for purchases, you can have the system relieve commitments. To do this, the system subtracts the individual commitment amount from the total commitment amount for the job or project.

You can also have the system:

- Create an audit trail in the Purchasing Ledger table (F43199)
- Recalculate amounts in the account balance ledgers

Complete the following tasks:

- ❑ Set up commitment tracking
- ❑ Work with a commitment audit trail
- ❑ Post committed costs to jobs

See Also

- *Working with Commitments and Encumbrances*

Setting Up Commitment Tracking

You can monitor commitments for a certain job or project by setting up commitment tracking. Each time you enter an order detail line, the system recognizes the amount as a commitment and applies it to a job or project.

When you receive goods or create a voucher for purchases, the system relieves commitment amounts by subtracting them from the total commitment amount for the job or project.

Complete the following tasks:

- ❑ Set up commitments
- ❑ Set up commitment relief

Setting Up Commitments

You can set up commitment tracking to monitor purchasing obligations for a specific job or project. Each time you enter an order detail line, the system recognizes the amount on the line as a commitment. You can review individual commitments and the total amount of outstanding commitments for a specific job or project.

Commitment tracking applies only to purchases for non-stock items and services. You must charge each order detail line to a general ledger account number. The number represents the job or project for which you are tracking commitments.

You must specify the order types for which the system is to track commitments in user defined code table 40/CT. For example, if you want the system to track commitments on orders and requisitions, you must specify these order types.

For a detail line to be eligible for commitment tracking, it must have a line type with an Inventory Interface code of A or B. These codes indicate that the line is charged directly to a general ledger account number.

Each time you enter a purchase order detail line for which commitment tracking is applicable, the system records the amount in the purchase amount (PA) ledger and the purchase units (PU) ledger.

The PA ledger contains committed purchase amounts. The PU ledger contains committed purchase units.

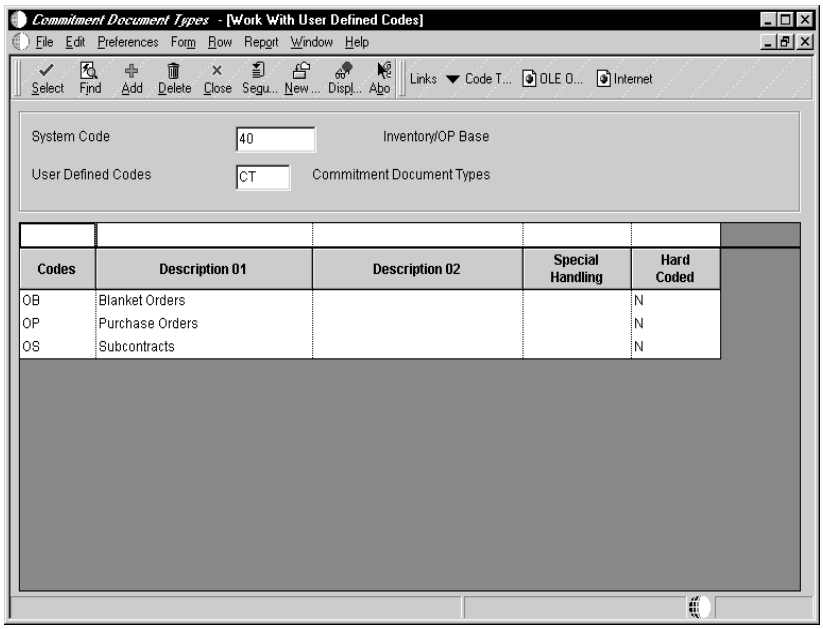
To set up commitments

From the Non-Stock Purchasing System Setup menu (G43B41), choose Procurement Setup/Rebuilds. On the Commitment Setup/Rebuilds menu (G43B411), choose Commitment Document Types.

Alternately, from the Services/Expenditures PO System Setup menu (G43C41), choose Encumbrance Setup/Rebuilds. On the Encumbrance Setup/Rebuilds menu (G43C411), choose Encumbrance Document Types.

Alternately, from the Subcontract System Setup menu (G43D41), choose Subcontract Setup/Rebuilds. On the Subcontract Setup/Rebuilds menu (G43D411), choose Commitment Document Types.

On Work with User Defined Codes



Enter the document types for which the system is to track commitments and encumbrances.

See Also

- *Reviewing Commitment Information for Orders*
- *Setting Up Order Line Types* for more information about the Inventory Interface code for line types

Setting Up Commitment Relief

When you receive or create vouchers for purchases, you can have the system relieve the corresponding commitment amount. To relieve a commitment, the system subtracts the individual commitment amount from the total commitment amount for the job or project.

You set up commitment relief to determine whether the system relieves commitments automatically. When you specify automatic commitment relief and you are using a formal receiving process, the system relieves commitments when you post either receipts or vouchers to the general ledger. If you use an informal receiving process, the system relieves open commitments when you post vouchers to the general ledger.

When completing commitment relief, the Job Cost Projections field on the Job Cost Constants form must be set to “No” if you are in a non-job cost environment. Note that the default value in the Job Cost Projections field is “Yes.”

▶ To set up commitment relief

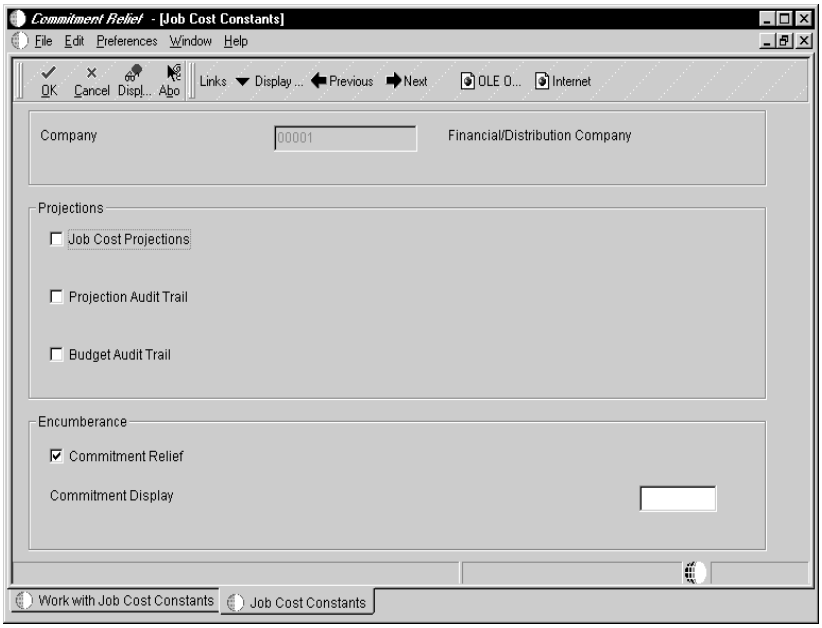
From the Non-Stock Purchasing System Setup menu (G43B41), choose Commitment Setup/Rebuilds. On the Commitment Setup/Rebuilds menu (G43B411), choose Commitment Relief.

Alternately, from the Services/Expenditures PO System Setup menu (G43C41), choose Encumbrance Setup/Rebuilds. On the Encumbrance Setup/Rebuilds menu (G43C411), choose Encumbrance Relief.

Alternately, from the Subcontract System Setup menu (G43D41), choose Subcontract Setup/Rebuilds. On the Subcontract Setup/Rebuilds menu (G43D411), choose Commitment Relief.

On Work With Job Cost Constants

1. Click Add.



2. On Job Cost Constants, complete the following fields:
    - Company
    - Commitment Display (Future)
3. Complete the following option and click OK:
    - Commitment Relief

Field	Explanation
Commitment Display (Future)	A code that specifies whether committed amounts and unit quantities (ledger types PA and PU, respectively) are shown as total commitments or total contracts when you process information from the Account Balances table (F0902). This code also controls whether the committed amounts are rolled forward into the future years of a job's budget. The total amount is stored in the Account Balances table in the Original/Beginning Budget (BORG) field, and affects any form that shows commitments. Valid values are: Blank Show as total commitments, and roll BORG forward 1 Show as total contracts, and roll BORG forward 2 Show as total commitments, and do not roll BORG forward 3 Show as total contracts, and do not roll BORG forward The commitment feature tracks the following values: • Total contracts (the sum of all contracts and purchase orders) • Open commitments (total contracts minus the payments against specific lines of the commitment) • Total commitments (the open commitments plus actual payments) You can set or change this constant without changing the logic for accumulating and storing these balances. The committed amount is defined in user defined codes (40/CT).
Commitment Relief	A code that specifies whether the system automatically relieves open commitments when you post accounts payable vouchers to the general ledger. These vouchers are related to non-inventory purchase orders and contract progress payments. Valid values are: Y Automatically relieve open commitments. N Do not automatically relieve open commitments. . . . . . *Form-specific information* . . . . . . Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.

See Also

- *Reviewing Commitment Information for Orders*
- *Working with Journal Entries for Receipt Transactions*
- *Working with Journal Entries for Voucher Transactions*
- *About Receipt Processing* for information about the formal and informal receiving processes

Working with a Commitment Audit Trail

A commitment audit trail is a history of commitment balances. For example, you might want to create a commitment audit trail to track amounts on purchase orders and changes to those purchase orders.

If you locate data inconsistencies between any of the following tables, you can correct the commitment audit trail.

- Purchase Order Detail table (F4311)
- P. O. Detail Ledger table (F43199)
- Account Balances table (F0902)

Complete the following tasks:

- ❑ Creating a commitment audit trail
- ❑ Correcting a commitment audit trail

Creating a Commitment Audit Trail

From the Non-Stock Purchasing System Setup menu (G43B41), choose Procurement Setup/Rebuilds. On the Commitment Setup/Rebuilds menu (G43B411), choose Commitment Relief.

Alternately, from the Services/Expenditures PO System Setup menu (G43C41), choose Encumbrance Setup/Rebuilds. On the Encumbrance Setup/Rebuilds menu (G43C411), choose Encumbrance Relief.

Alternately, from the Subcontract System Setup menu (G43D41), choose Subcontract Setup/Rebuilds. On the Subcontract Setup/Rebuilds menu (G43D411), choose Commitment Relief.

If your business needs change after you install the J.D. Edwards Procurement system, you might find it necessary to create a commitment audit trail for your orders. You can run the Create Commitment Audit Trail program to create a history of commitment balances.

When you run the Create Commitment Audit Trail program (R00993), the system creates an audit trail record of commitments against an order with an account number. When you create an audit trail, the system reads the Purchase Order Detail table and writes the audit trail data, one line at a time, to the P. O. Detail Ledger table. Purchase

orders that have audit trails have a purchase amount (PA) ledger type in the P. O. Detail Ledger table.

The system only processes detail lines that have a document type that is specified in the user defined code table for commitment document types (40/CT).

To revise an audit trail for an order, you must purge the audit records and then re-create the audit trail.

Correcting a Commitment Audit Trail

From the Non-Stock Purchasing System Setup menu (G43B41), choose Commitment Setup/Rebuilds. On the Commitment Setup/Rebuilds menu (G43B411), choose Create Commitment Audit Trail.

Alternately, from the Services/Expenditures PO System Setup menu (G43C41), choose Encumbrance Setup/Rebuilds. On the Encumbrance Setup/Rebuilds menu (G43C411), choose Create Encumbrance Audit Trail.

If you locate data inconsistencies between any of the following tables, you can correct the commitment audit trail.

- Purchase Order Detail table
- P. O. Detail Ledger table
- Account Balances table

To correct the commitment audit trail you must purge the current commitment audit trail to prevent duplicating the commitment amounts in the new commitment audit trail. Purge only records in the P. O. Detail Ledger table with a ledger type of PA and the next status and last status are blank. Choose the following data dictionary alias:

- Ledger Type is LT
- Next Status is NXTR
- Last Status of LTTR

Use caution when selecting records to purge. The P. O. Detail Ledger table contains records for the purchasing ledger, change order ledger, and commitments records. If you purge purchasing ledger and change order ledger records, you cannot recover the records.

You can use selection criteria to narrow the scope of information the system purges and uses to create the new audit trail. For example, you can use account numbers, contract numbers, or order numbers. The selection criteria you use to purge the audit trail must be the same criteria you use to create the new audit trail. Failing to do so can cause unpredictable results.

After you purge the P. O. Detail Ledger table, you must create a new commitment audit trail. The system creates the new commitment audit trail from the records from the Purchase Order Detail table (F4311) for both open and closed orders. Open orders have records in the audit trail for the original commitment amount and any amounts which have been partially relieved. All partially relieved records for each order are summarized into one relief record. Closed orders have two records posted in the commitment audit trail. One record for the original commitment amount and another record for the commitment relief.

After you create the new commitment audit trail, run Post Committed Costs to Job to repost the PA ledger records in the Account Balances table. The system adds the new information in the audit trail and posts these amounts to the Account Balances table.

Before You Begin

- ❑ Verify that the data inconsistencies are in the P. O. Detail Ledger table and not in the Account Balances table. If the data inconsistencies are in only the Account Balances table, you can correct the inconsistencies by running Post Committed Costs to Job to repost the Account Balances table.

- ❑ Back up the Purchase Order Detail table, the P. O. Detail Ledger table, and the Account Balances table.

Posting Committed Costs to Jobs

From the Non-Stock Purchasing System Setup menu (G43B41), choose Procurement Setup/Rebuilds. On the Commitment Setup/Rebuilds menu (G43B411), choose Post Committed Costs to Jobs.

Alternately, from the Services/Expenditures PO System Setup menu (G43C41), choose Encumbrance Setup/Rebuilds. On the Encumbrance Setup/Rebuilds menu (G43C411), choose Post Encumbered Costs to Accounts.

Alternately, from the Subcontract System Setup menu (G43D41), choose Subcontract Setup/Rebuilds. On the Commitment Setup/Rebuilds menu (G43D411), choose Post Committed Costs to Accounts.

Run the Post Committed Costs to Jobs program to track your job costs. When you run this program, the system recalculates the amounts in the Account Balances table (F0902) for the purchase amount (PA) and purchase unit (PU) ledgers. The system also recalculates monthly amounts in the Account Balances table based on information in the Purchasing Ledger table (F43199).

Setup

System Setup

Before you use the Procurement system, you must define set up information. This information directs the system to accommodate your specific business needs. For example, you must define the purchasing cycle through which the system processes each order type that you use (requisitions, blanket orders, purchase orders).

Complete the following tasks:

- ❑ Set up order line types
- ❑ Set up order activity rules
- ❑ Set up constants
- ❑ Set up automatic accounting instructions
- ❑ Create tolerance rules
- ❑ Set up order hold information
- ❑ Set up landed costs
- ❑ Set up non-stock items
- ❑ Set up templates for purchase orders
- ❑ Create a model log

The following describes information that you set up for the Procurement system:

Order line types	You must define codes that determine how the system processes a detail line on an order.
Order activity rules	You must establish the sequence of steps (purchasing cycle) through which the system processes each order.

Constants

You must define constants that provide the following types of default information:

- Branch/plant constants control day-to-day transactions within a branch/plant.
- Item availability constants define how the system calculates the quantity of items available at a branch/plant.
- System constants provide default information that applies throughout the system.
- Batch control constants determine whether an application requires management approval and batch control.

Automatic accounting instructions (AAIs)

You must set up AAIs to determine the general ledger accounts for which the system creates journal entries for purchasing transactions.

Tolerance rules

You can create tolerance rules to specify the number or percentage by which the quantity, unit cost, and extended amount can change on a detail line.

Order hold information

You can set up information that the system uses to place orders on hold.

Landed costs

You can set up landed costs to specify costs that exceed the purchase price of an item, such as delivery charges, broker fees, and so forth.

Non-stock items

You can set up information for items that you do not account for as part of your inventory.

Order templates

You can set up templates for use during purchase order entry. Templates contain items that you frequently order from a supplier.

Model Logs

You can set up model logs for use during log creation. Model logs contain items that you frequently use in a log.

The following describes information that you set up in other systems, including Inventory Management and General Accounting:

Messages	You can pre-define messages to attach to orders.
Default location and printers	You can define default information for a certain user or workstation terminal, including a branch/plant, an approval route, and a printer output queue.
Next numbers	You can use the next numbers facility to automatically assign the next available number to document types and address book numbers.
Tax processing	You must set up tax processing information for your system. See the *Tax Reference Guide* for more information.
User defined codes	You can set up user defined codes to customize each system in your environment.
Item cross-references	You can define item cross-reference numbers to link your internal item numbers to alternate items numbers, such as those maintained by your suppliers.

See Also

- *Setting Up Messages* in the *Inventory Management Guide*
- *Setting Up Default Location Information* in the *Inventory Management Guide*
- *Setting Up Next Numbers* in the *General Accounting Guide*
- *Setting Up Item Cross-References* in the *Inventory Management Guide*

Setting Up Order Line Types

Each purchase order you enter must contain details about the items or services you want to order. For each item or service, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. The system processes the detail line based on a line type.

The line type you enter for a detail line determines how the transaction affects other systems, such as:

- General Accounting
- Inventory Management
- Accounts Payable

For example, you might create a line type for stock items. When you set up the line type, you specify that it affects item availability in the Inventory Management system. You also specify that it affects the General Accounting and Accounts Payable systems. When you assign the line type to a purchase order detail line, the system:

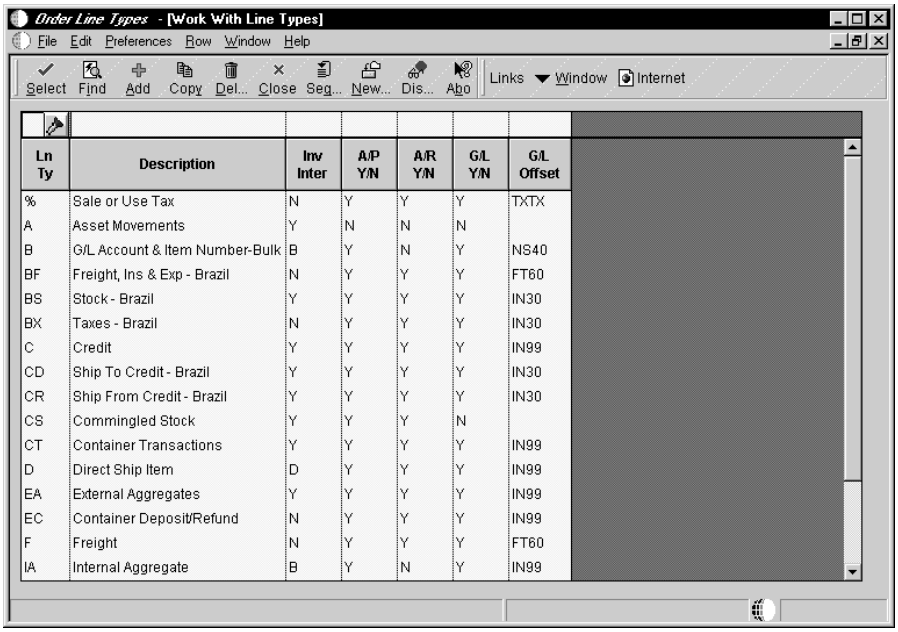
- Increases the quantity of the item in the Inventory Management system (upon receipt)
- Creates ledger entries in the General Accounting system
- Creates ledger entries in the Accounts Payable system

The line type for a detail line also determines the cycle through which the system processes the line (based on order activity rules). Other information you can specify for a line type includes whether the detail line is subject to taxes, whether the system applies freight charges to the detail line, and so on.

To set up order line types

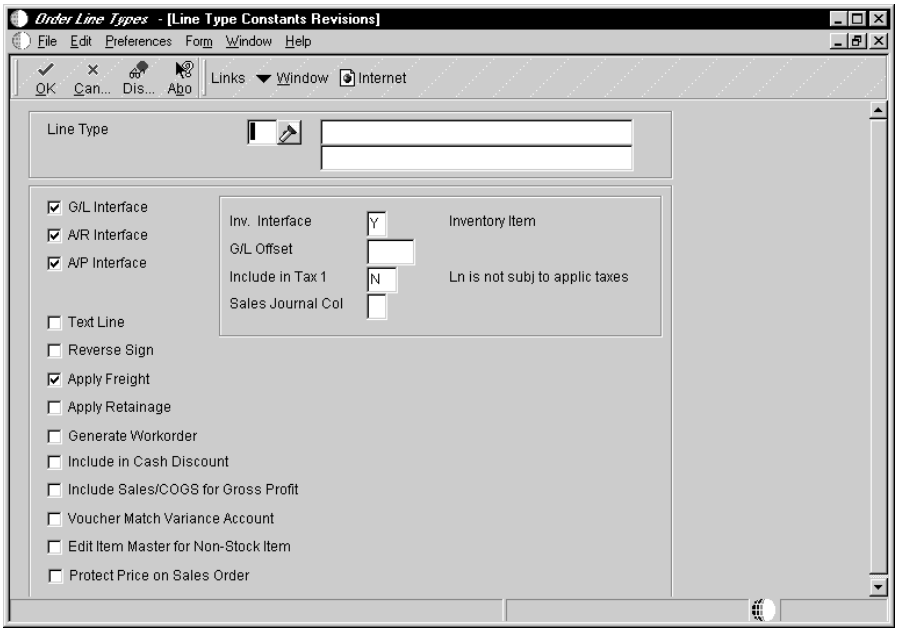
From the Purchasing System Setup menu (G43A41), choose Order Line Types.

On Work With Line Types



Ln Ty	Description	Inv Inter	A/P Y/N	A/R Y/N	G/L Y/N	G/L Offset
%	Sale or Use Tax	N	Y	Y	Y	TXTX
A	Asset Movements	Y	N	N	N	
B	G/L Account & Item Number-Bulk	B	Y	N	Y	NS40
BF	Freight, Ins & Exp - Brazil	N	Y	Y	Y	FT60
BS	Stock - Brazil	Y	Y	Y	Y	IN30
BX	Taxes - Brazil	N	Y	Y	Y	IN30
C	Credit	Y	Y	Y	Y	IN99
CD	Ship To Credit - Brazil	Y	Y	Y	Y	IN30
CR	Ship From Credit - Brazil	Y	Y	Y	Y	IN30
CS	Commingled Stock	Y	Y	Y	N	
CT	Container Transactions	Y	Y	Y	Y	IN99
D	Direct Ship Item	D	Y	Y	Y	IN99
EA	External Aggregates	Y	Y	Y	Y	IN99
EC	Container Deposit/Refund	N	Y	Y	Y	IN99
F	Freight	N	Y	Y	Y	FT60
IA	Internal Aggregate	B	Y	N	Y	IN99

1. Click Add.



2. On Line Type Constants Revisions, complete the following fields:
   - Line Type
   - G/L Interface
   - A/R Interface
   - A/P Interface
   - Text Line
   - Reverse Sign
   - Apply Freight
   - Apply Retainage
   - Generate Workorder
   - Include in Cash Discount
   - Include Sales/COGS for Gross Profit
   - Voucher Match Variance Account
   - Inv. Interface
   - G/L Offset
   - Include in Tax 1
   - Sales Journal Col

Field	Explanation
Line Type	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following: S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order

Field	Explanation
G/L Interface	A code that indicates whether the system reflects the monetary amount or unit value of any activity containing this order line type in the general ledger. For World, valid values are: Y The system reflects the monetary amount or unit value in the general ledger. N The system does not reflect the monetary amount or unit value in the general ledger. For OneWorld, a checkmark indicates that the system reflects the monetary amount or unit value of any activity containing this order line type in the general ledger.
A/R Interface	A code that indicates whether the system will reflect the monetary amount or unit value of any activity containing this order line type in Accounts Receivable. In World software, valid values are: Y The system reflects the monetary amount or unit value in the Accounts Receivable system. N The system does not reflect the monetary amount or unit value in the Accounts Receivable system. For OneWorld, a checkmark indicates that the system reflects the monetary amount or unit value of any activity containing this order line type in the Accounts Receivable system.
A/P Interface	A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in Accounts Payable. Valid values are: Y Reflect the dollar or unit value of any activity containing this order type in Accounts Payable. N Do not reflect the dollar or unit value of any activity containing this order type in Accounts Payable.
Text Line	A code that indicates whether the information with this order line type contains only text information. In World software, valid values are: Y This line contains only text information. N This line contains more than text information. In OneWorld, a checkmark indicates that the information with this order line type contains only text information.
Reverse Sign	A code that indicates whether the system reverses the sign of the quantity in the line. This code is used to allow easy entry of credit memos. In World software, valid values are: Y Reverse the sign of the quantity. N Do not reverse the sign of the quantity. This is the default. In OneWorld, a checkmark indicates that the system reverses the sign of the quantity in the line.

Field	Explanation
Apply Freight	A code indicating whether the system performs freight calculations during processing. In World software, valid values are: Y Perform calculations. This is the default. N Do not perform calculations. For OneWorld, a checkmark indicates that the system should perform freight calculations during processing.
Apply Retainage	A code that indicates whether the system includes the item's values in the calculation of an accounts payable retainage. Use this field only if the interface between the Procurement system and Accounts Payable system is active. In World software, valid values are: Y Include the item's values in the accounts payable retainage calculation. N Do not include the item's values in the accounts payable retainage calculation. This is the default. In OneWorld, a checkmark idncates that the system includes the item's values in the accounts payable retainage calculation.
Generate Workorder	A code indicating whether the system automatically generates an internal work order for this order detail line. In World software, valid values are: Y Generate an internal work order. N Do not generate an internal work order. In OneWorld, a checkmark indicates that the system generates an internal work order for this order detail line.
Include in Cash Discount	A code indicating whether the system includes the extended monetary amount of the transaction in the cash discount or payment terms discount calculation. In World software, valid values are: Y Include the extended monetary amount of the transaction in the discount calculation. N Do not include the extended monetary amount of the transaction in the discount calculation. This is the default. In OneWorld, a checkmark indicates that the system includes the extended monetary amount of the transaction in the cash discount calculation.

Field	Explanation
Include Sales/COGS for Gross Profit	A code that indicates that the system includes sales and cost of goods sold in gross profit calculations. In World software, valid values are: Y Include the sales and costs of goods sold in gross profit calculations. N Do not include the sales and costs of goods sold in gross profit calculations. In OneWorld, a checkmark indicates that the system includes the sales and costs of goods sold in gross profit calculations.
Voucher Match Variance Account	A code that indicates the account to which the system books a variance. Valid values are: Y A variance that is generated during voucher match should be booked to the variance account. N Book any variance back to the expense account for the order detail line. NOTE: This field is used in conjunction with an inventory interface of A or B in the Procurement system only.
Inv. Interface	A code that identifies the type of interface to the Inventory Management system. Valid values are: Y The dollar or unit value of any activity containing this line type will be reflected in inventory. The system also edits the item that you enter to ensure that it is a valid item. Y is the default. A The system recognizes the number that you enter as a G/L account number. The system uses this code in purchasing only. B The system performs edits when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but does not update the quantity on the purchase order. This code is valid only when you have set the G/L Interface field to Y (yes). Budget checking is fully functional when you use this interface code. D The item in this line is an inventory item that will not affect availability or quantities. N The item is not an inventory item. In OneWorld, use the Inventory Interface D in conjunction with the flag, Edit the Item Master for Non-Stock Items, for direct ship orders.

Field	Explanation
G/L Offset	A user defined code (41/9) that identifies the G/L offset that system uses when it searches for the account to which it posts the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. You can use automatic accounting instructions (AAIs) to predefine classes of automatic offset accounts for the Inventory, Procurement, and Sales Order Management systems. You might assign G/L class codes as follows: IN20 Direct Ship Orders IN60 Transfer Orders IN80 Stock Sales The system can generate accounting entries based upon a single transaction. For example, a single sale of a stock item can trigger the generation of accounting entries similar to the following: Sales–Stock (Debit) xxxxx.xx A/R Stock Sales (Credit) xxxxx.xx Posting Category: IN80 Stock Inventory (Debit) xxxxx.xx Stock COGS (Credit) xxxxx.xx The system uses the class code and the document type to find the AAI.
Include in Tax 1	A code that indicates whether the monetary value of this order line is subject to applicable taxes and which taxes to apply. Valid values are: Y The line is subject to applicable taxes. N The line is not subject to applicable taxes. 3–8 Yes, the line is subject to applicable taxes at the rate indicated by the group number (3-8). The system uses group numbers for VAT (value added tax).
Sales Journal Col	The Sales Journal report has four columns. The value in this field controls which of the four columns receives the sales value, if any, of this line. Valid values are: 1 Column 1 receives the sales value (if any). 2 Column 2 receives the sales value (if any). 3 Column 3 receives the sales value (if any). 4 Column 4 receives the sales value (if any).

See Also

- *Setting Up Order Activity Rules* for information about how the system processes order detail lines

Setting Up Order Activity Rules

For each item or service that you enter on a purchase order, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. You must set up order activity rules to establish the sequence of steps through which you process each detail line, for example:

- Enter order
- Approve order
- Print order
- Receive order

You can set up multiple sets of activity rules. You must assign each set of rules to a certain order type (purchase order, requisition, and so on) and line type. For example, you can specify that a set of activity rules apply only to purchase order detail lines that have a line type of S (for stock items).

To save time, you can copy an existing order activity rule by accessing a current combination of an order type and a line type and making the necessary changes.

You must assign status codes to each step in activity rules. Status codes identify the current status of a detail line and the next status to which to advance the line. You must define status codes in ascending numerical order. For example, you can set up status codes for purchase order stock line types, as follows:

Last	Next	
220	230	(Enter Order)
230	280	(Approval Process)
280	300	(Print Purchase Order)
400	999	(Receive Order)

You can change the progression of steps by indicating alternate next status codes. For example, using the activity rules above, you can bypass the Print Purchase Order step for orders that you send electronically. To do this, you must assign an alternate next status code (400) to the Approval Process step. You can then assign the alternate code to detail lines in the approval process.

You can specify that the system writes a record to the Purchasing Ledger table when a detail line enters a certain step in the activity rules.

You cannot delete an order activity rule if there are records in the system whose status match any of the statuses that are assigned to the order activity rule.

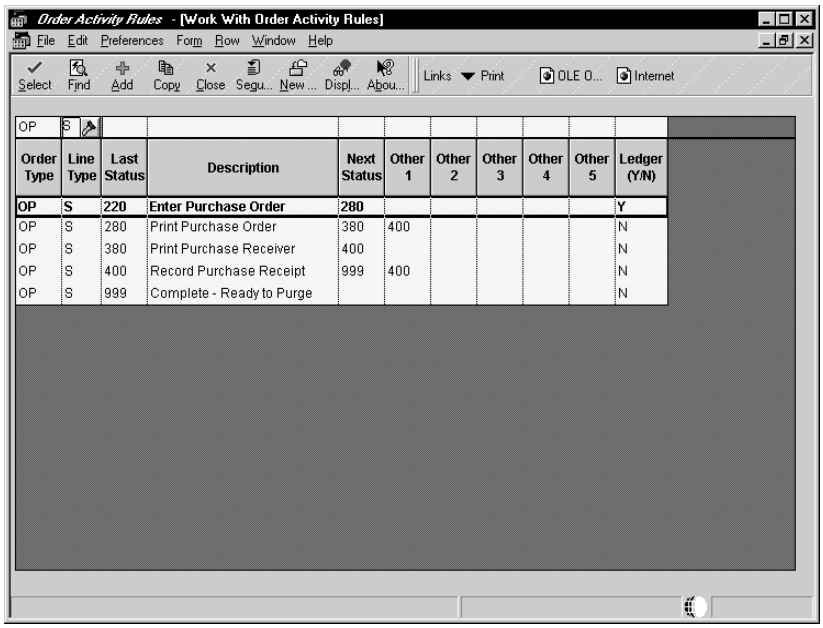
Before You Begin

- ❑ Verify that you have set up status codes in user defined code table 40/AT.
- ❑ Verify that you have set up order types in user defined code table 00/DT.
- ❑ Verify that you have set up order line types.

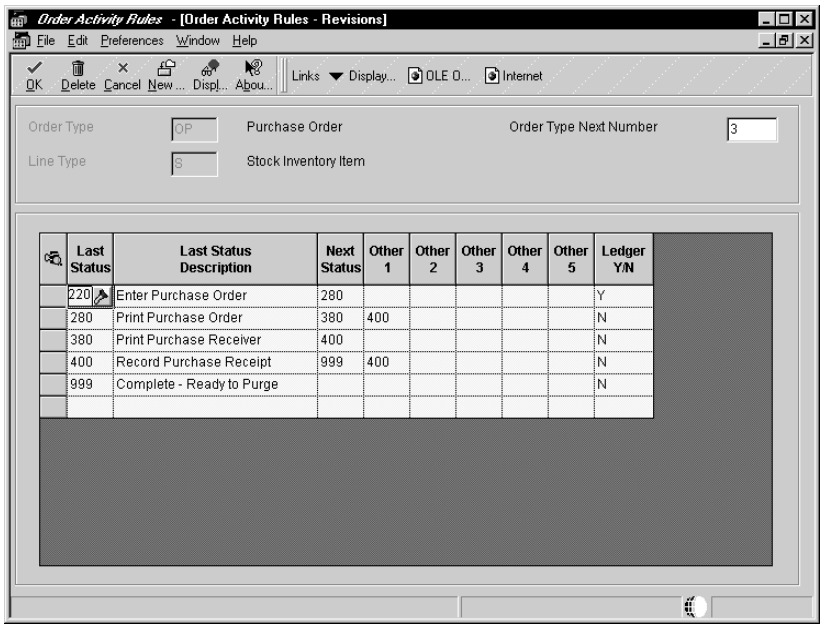
▶ To set up order activity rules

From the Purchasing System Setup menu (G43A41), choose Order Activity Rules.

On Work With Order Activity Rules



1. Click Add.



2. On Order Activity Rules – Revisions, complete the following fields and click OK:
    - Order Type
    - Line Type
    - Order Type Next Number
    - Last Status
    - Next Status
    - Other 1
    - Other 2
    - Other 3
    - Other 4
    - Other 5
    - Ledger Y/N

Field	Explanation
Order Type	A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following document types are defined by J.D. Edwards and should not be changed: P Accounts Payable documents R Accounts Receivable documents T Payroll documents I Inventory documents O Purchase Order Processing documents J General Accounting/Joint Interest Billing documents S Sales Order Processing documents
Line Type	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following: S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order
Order Type Next Number	A code that tells the system which next number series to use when creating order numbers for this order type. There are ten available Next Number series. This field addresses the following: • Purchase requisitions that carry order numbers different from bid requests and purchase orders • Blanket sales orders numbered in a different number range from standard sales orders
Last Status	A user defined code (40/AT) that indicates the status of the line.
Next Status	A user defined code (40/AT) that indicates the next step in the order process.

Field	Explanation
Other 1	This is an optional field indicating a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowed override. The system does not allow you to initiate an order line step or status not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as "override next status codes."
Ledger Y/N	A code that tells the system to write a record to the history table (F42199 for Sales Order Management and F43199 for Purchase Order Management). Valid codes are: Y Write a record for selected fields to the history table N Do not write a record to the history table

Setting Up Constants

A constant is a piece of information that you associate with either the entire system or a specific branch/plant. The system uses constants as default information in many J.D. Edwards systems.

After you determine the information that you want to use throughout your system, you can enter the appropriate values or change any predefined values.

Complete the following tasks:

- ❑ Define branch/plant constants
- ❑ Define pricing constants
- ❑ Define item availability
- ❑ Define system constants
- ❑ Define application constants

Before You Begin

- ❑ Create an address book record for each branch/plant.
- ❑ Set up a branch/plant named *ALL*.
- ❑ Set up each branch/plant as a business unit.

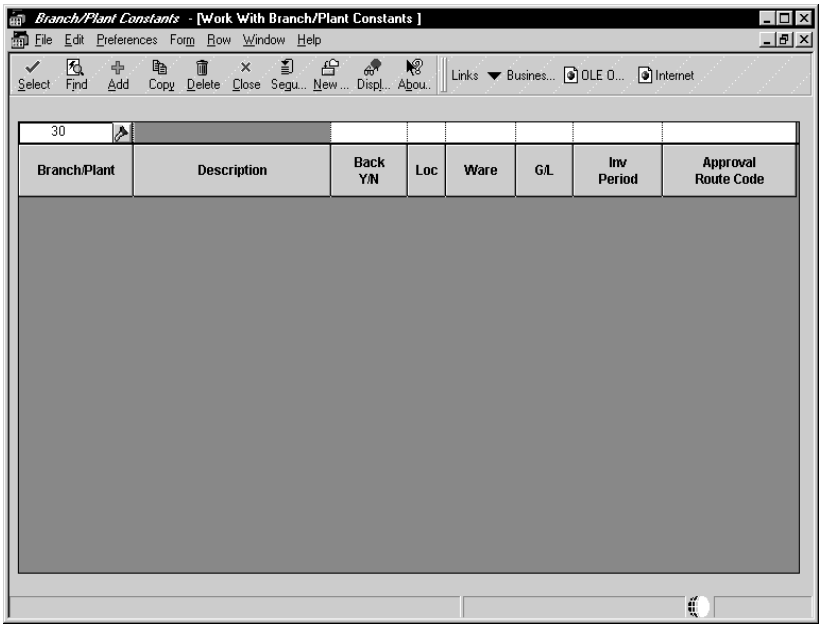
Defining Branch/Plant Constants

Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your distribution and manufacturing systems.

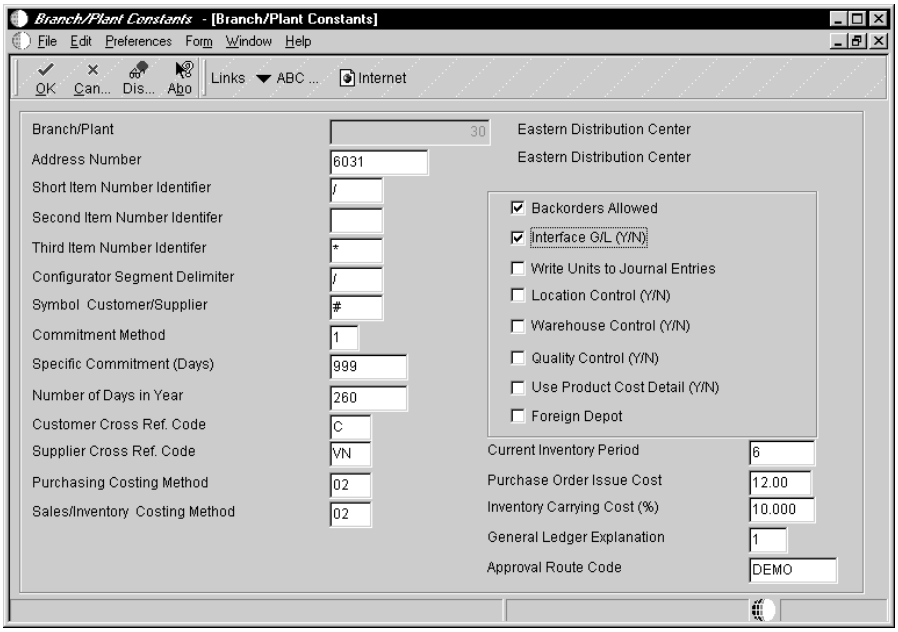
▶ **To define branch/plant constants**

From the Purchasing System Setup menu (G43A41), choose Branch/Plant Constants.

On Work With Branch/Plant Constants



1. Enter a branch and click Find.
2. Choose the row that contains the branch/plant for which you want to define constants and click Select.



3. On Branch/Plant Constants, complete the following fields:
   - Address Number
   - Short Item Number Identifier
   - Second Item Number Identifer

- Third Item Number Identifer
- Number of Days in Year
- Supplier Cross Ref. Code
- Purchasing Costing Method
- Interface G/L (Y/N)
- Location Control (Y/N)
- Current Inventory Period
- Purchase Order Issue Cost
- Inventory Carrying Cost (%)
- Approval Route Code

4. To finish defining branch/plant constants, complete the following fields and click OK:

   - Backorders Allowed (Y/N)
   - Interface G/L (Y/N)
   - Write Units to Journal Entries
   - Location Control (Y/N)
   - Warehouse Control (Y/N)

Field	Explanation
Address Number	The address book number of the supplier from whom you are purchasing items or services.
Short Item Number Identifier	A blank in this field indicates that the system will use the 8-character item number when you are entering and reviewing information. Otherwise, you must enter a special symbol to indicate that this number is not primary. This symbol must be the first character that you enter if you want to enter or review information. NOTE: You may leave only one symbol blank. The other two item numbers must contain a symbol so that all three item numbers are unique. Verify that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols include /, *, &, and so on.

Field	Explanation
Second Item Number Identifer	A blank in this field indicates that the system will use the 25-character second item number most often when you are entering or reviewing information. Otherwise, you must enter a special symbol to indicate that this number is not primary. This symbol must be the first character that you enter if you are entering or reviewing information. NOTE: You may leave only one symbol blank. The other two item numbers must contain a symbol so that all three item numbers are unique. Verify that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols include /, *, &, and so on.
Third Item Number Identifer	A blank in this field indicates that the system will use the 25-character third item number most often when you are entering or reviewing information. Otherwise, you must enter a special symbol to indicate that this number is not primary. This symbol must be the first character that you enter if you are entering or reviewing information. NOTE: You may leave only one symbol blank. The other two item numbers must contain a symbol so that all three item numbers are unique. Verify that this symbol is not significant for any other purposes of entry (such as a period or a comma). Suggested symbols include /, *, &, and so on.
Number of Days in Year	The number of days that you are open for business in a year. This number must be between 252 and 365. The Purchase Management system uses this number to calculate economic order quantity (EOQ). This is a required field.
Supplier Cross Ref. Code	User defined code (system 41, type DT) identifying the type of cross-reference you have set up for this supplier. Example cross-references have been set up for: 1. Substitutes 2. Replacements 3. Bar Codes 4. Customer Numbers 5. Supplier Numbers
Purchasing Costing Method	A code (table 40/CM) that indicates the cost method that the system uses to determine the cost of the item for purchase orders. Cost methods 01-19 are reserved for J.D. Edwards use.

Field	Explanation
Interface G/L (Y/N)	A code that indicates whether inventory transactions that are processed through this branch/plant create general ledger entries. In WorldSoftware, valid values are: Y Yes, the system creates general ledger entries for inventory transactions for this branch/plant. N No, the system does not create general ledger entries for inventory transactions for this branch/plant. In OneWorld, a checkmark indicates that the system creates general ledger entries for inventory transactions for this branch/plant.
Location Control (Y/N)	A code that indicates which type of location control the system requires. You should use location control if you want to use only locations that are in the Location Master table. In WorldSoftware, valid codes are: Y Yes, use only locations in Location Master (F4100). N No, do not restrict locations to those in Location Master. Use all locations, as long as they conform to the location format defined on Branch/Plant Constants – Page 2. If Warehouse Control is set to Yes, Location Control also must be set to Yes. In OneWorld, a checkmark indicates that the system only use locations that are defined in the Location Master table (F4100).
Current Inventory Period	A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).
Purchase Order Issue Cost	The amount that the Purchase Management system uses to calculate the Economic Order Quantity (EOQ). This cost should be the estimate of the cost of materials, labor, and overhead that you incur when you issue a single purchase order. The default value is .00. For example: S Purchase Order Issue Cost = 15.0 I Inventory Carrying Cost = .09 (9%) Y Annual Sales in Units = 3,000 C Unit cost of Item = 10.0 Economic Order Quantity = Square root of ((2S/I) x (Y/C)) Square root of [(2)(15) divided by 0.09] x 3,000 divided by 10.0 = 316.23

Field	Explanation
Inventory Carrying Cost (%)	The percentage of inventory investment that the Purchase Management system uses to calculate Economic Order Quantity (EOQ). The default is .00. Enter a percentage as a decimal value. The following example shows how EOQ is determined using the Inventory Carrying Cost Percentage: S Purchase Order Issue Cost = 15.0 I Inventory Carrying Cost = .09 (9%) Y Annual Sales in Units = 3,000 C Unit Cost of Item = 10.0 EOQ = Square root of ((2S/I) x (Y/C)) = the square root of (2(15) divided by .09)) * (3000 divided by 10) = 316.23 NOTE: Access field help for the Economic Order Quantity field for information on the EOQ formula.
Approval Route Code	A code that determines to whom an order is routed for approval.

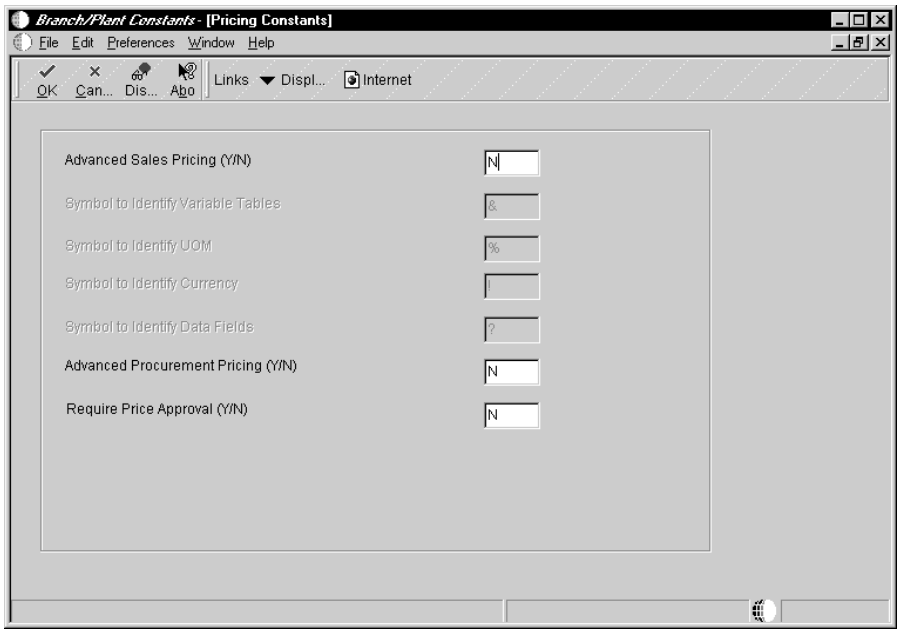
Defining Pricing Constants

You can define pricing constants to enable you to enter Advanced Pricing information in Procurement and Sales Order Management.

▶ To define pricing constants

On Work With Branch/Plant Constants

1. Enter a branch and click Find.
2. From the Form menu, choose Price Constants.



3. On Pricing Constants, complete the following fields:
   - Advanced Sales Pricing (Y/N)
   - Advanced Procurement Pricing (Y/N)
   - Require Price Approval (Y/N)

Field	Explanation
Advanced Sales Pricing (Y/N)	Indicates how the system determines the price of items within your system. If your system includes the advanced pricing module, you may use this feature. Y The system will use advanced pricing. N The system will NOT use advanced pricing.
Advanced Procurement Pricing (Y/N)	Use this field to specify whether to apply advanced pricing to the purchase price. Valid values are: Y Apply advanced pricing to the purchase price. N Apply standard price adjustments to the purchase price.
Require Price Approval (Y/N)	A value that specifies whether the user wants all price changes provided through price approval workflow. Y Apply price approval workflow. N Do not apply price approval workflow.

Defining Item Availability

You must define how you want the system to calculate item availability for each branch/plant. This calculation impacts how the system calculates on-hand items.

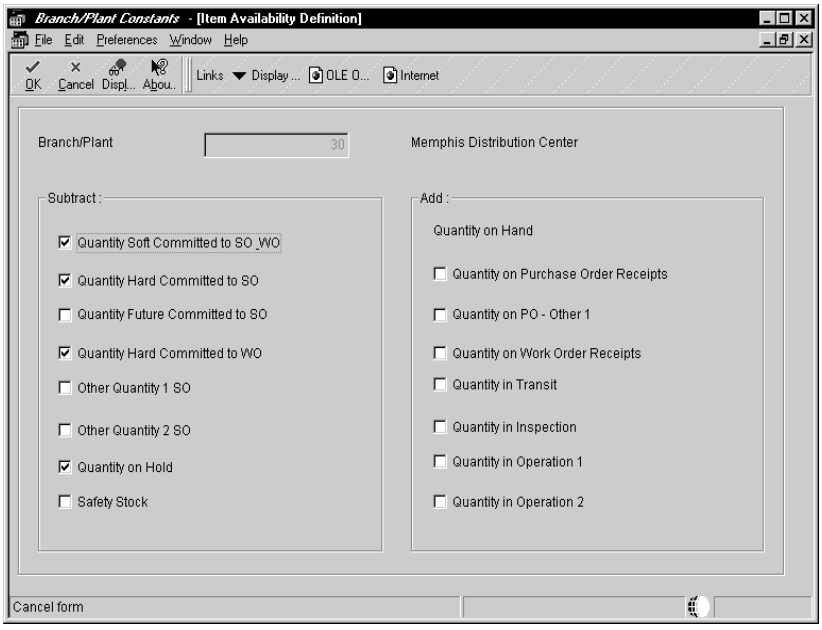
▶ To define item availability

From the Purchasing System Setup menu (G43A41), choose Branch/Plant Constants.

On Work With Branch/Plant Constants

1. Enter a branch/plant and click Find.
2. Choose the row that contains the branch/plant for which you want to define item availability.
3. From the Row menu, choose Availability.

   Item Availability Definition appears.



4. Under the Subtract and Add headings, choose from the options and then click OK.

See Also

- *Reviewing Supplier Performance Information* for more information about quantities

Defining System Constants

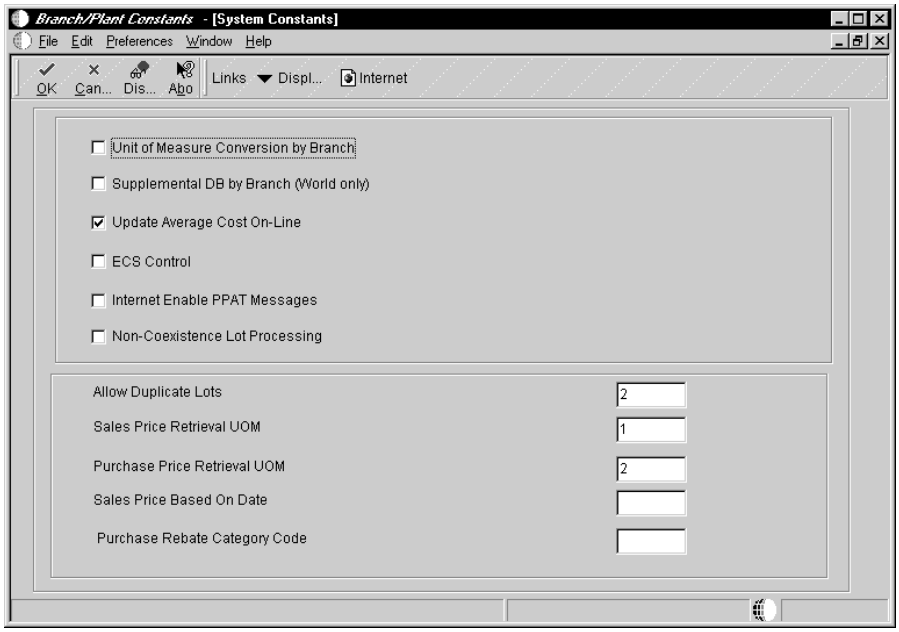
Set up system constants to determine how the system performs certain functions. For example, assume that you have several branch/plants and you use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

▶ To define system constants

From the Purchasing System Setup menu (G43A41), choose Branch/Plant Constants.

On Work With Branch/Plant Constants

1. From the Form menu, choose System Constants.



2. On System Constants, choose from the following options and click OK:
   - Unit of Measure Conversion by Branch
   - Update Average Cost On–Line
   - Purchase Price Retrieval UOM

Field	Explanation
Unit of Measure Conversion by Branch	A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are: Y The system displays the item specific conversion table when you add an item to a specific branch/plant. N The system displays the item specific conversion table for all branch/plants from the Item Master table.
Update Average Cost On–Line	A code that indicates when the system calculates the new average cost for an item. Valid values are: Y The system calculates a new average cost online immediately after any transaction that affects the average cost of an item. N All processes that affect average cost create transactions to an Average Cost Work table (F41051). The system calculates a new average cost when you run the Average Cost Update program.
Purchase Price Retrieval UOM	A value that represents the unit of measure that the system retrieves for the purchase base price (F41061) during purchase order processing. If you specify the Transaction or Purchasing UOM and the system does not find a record in that unit of measure, the system repeats the process using the primary UOM of the item.

Defining Application Constants

Defining application control constants prevents the system from applying changes that unauthorized personnel make to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might enter batch control information to compare the anticipated size of the job to the end result.

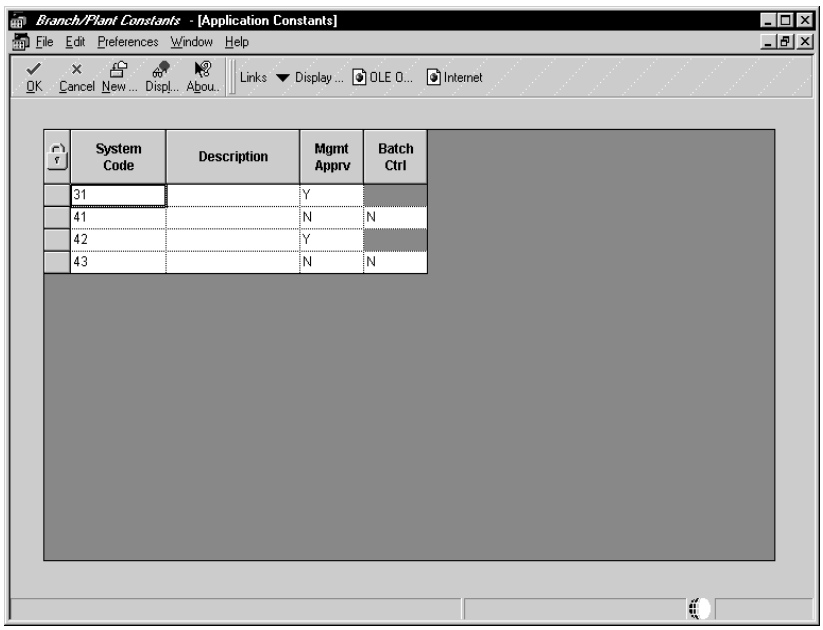
You must define management approval and batch control separately for each distribution and manufacturing system that you use.

▶ To define application control constants

From the Purchasing System Setup menu (G43A41), choose Branch/Plant Constants.

On Work With Branch/Plant Constants

1. From the Form menu, choose Application Constants.



2. On Application Constants, complete the following fields, if available, and then click OK:
   - Mgmt Apprv
   - Batch Ctrl

Field	Explanation
Mgmt Apprv	A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are: Y Yes, assign a status of Pending to each batch that you create within the listed systems. N No, assign a status of Approved to each batch.
Batch Ctrl	A code that indicates whether to require entry of batch control information. For each batch, the system displays a batch control form where you must enter information about the number of documents and the total amount of the transactions that you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. Valid values are: Y Yes. In Inventory Management, Y displays a batch control form before you issue, adjust, or transfer inventory. In Purchase Order Management, Y displays a batch control form before you enter receipts. N No, do not require entry of batch control information.

Setting Up Automatic Accounting Instructions

You set up automatic accounting instructions (AAIs) to determine the accounts to which the system distributes general ledger entries.

In the Procurement system, the system creates journal entries when you receive an inventory item. You set up AAIs to indicate the accounts for which the system creates the journal entries. You also can enter memo text for each AAI.

In the Subcontract Management system, automatic accounting instructions define the links among the Subcontract Management, Job Cost, and General Accounting systems.

See Also

- *Working with AAIs* in the *General Accounting Guide*

AAI Tables for the Procurement System

There are multiple AAI tables for the Procurement system, each of which applies to a certain type of transaction. In each table, you specify a general ledger account for each unique combination of company, document type, and G/L class.

For example, you can set up an AAI table for inventory receipt transactions. Each time you enter a receipt for an inventory item, the system determines the general ledger account to which to debit the receipt based on the company, document type, and G/L class for the receipt.

The system stores AAIs in the Automatic Accounting Instructions Master table (F4095).

The types of AAI tables in the Procurement system include:

- AAIs for receipts and voucher match
- AAIs for variances
- AAIs for tax liabilities
- AAIs for receipt routing
- AAIs for landed costs
- AAIs for zero balance adjustments

The following explains the AAI tables used by the Procurement system.

AAIs for Receipts and Voucher Match

These AAI tables determine which accounts are debited and credited when you enter purchase order receipts or create vouchers.

4310	Journal entry debit to an inventory evaluation account that the Purchasing Receipts program creates.
4315	Journal entry debit to a non-stock inventory account that the Purchasing Receipts program creates when you are not using an account number on the purchase order.
4320	Journal entry credit or debit to a received not vouchered account that the Purchasing Receipts program and Voucher Match program creates.

AAIs for Variances

These AAI tables determine which accounts are debited and credited when there is a variance in the cost of an item.

4330	Journal entry credit or debit to a receipt cost/actual cost paid variance account that is created from the Voucher Match program.
4332	Journal entry credit or debit to an actual cost paid variance/cost of sales account that is created from the Voucher Match program.
4335	Journal entry credit or debit to a standard cost/actual cost variance account that is created from the Purchasing Receipts program.
4337	Journal entry debit to a manufacturing material burden account that is created from the Purchasing Receipts program. (Used in conjunction with standard costs.)
4340	Journal entry credit or debit to record an exchange rate variance that is created from the Voucher Match program. Variance occurs if the purchasing rate is different between the time of receipt and the time of voucher creation.

AAIs for Tax Liabilities

These AAI tables determine which accounts are debited and credited when you work with tax liabilities.

4350	Journal entry debit for accrued purchasing taxes that is created from the Purchasing Receipts and Voucher Match programs.
4355	Journal entry credit to a tax received but not vouchered temporary liability account that is created from the Purchasing Receipts program.

AAIs for Receipt Routing

This AAI table determines which accounts are debited and credited when you process items through a receipt route.

4375	Journal entry debit to an inventory disposition account that is created during the receipt routing process. Typically, this is a result of goods being damaged. However, payment is still required.

AAIs for Landed Costs

These AAI tables determine which accounts are debited and credited when you work with landed costs.

4385	Journal entry debit for landed costs/expense adjustments that is created during the Purchasing Receipts, Stand-Alone Landed Costs, or Voucher Match programs.
4390	Journal entry credit for landed costs/expense adjustments that is created during the Purchasing Receipts, Stand-Alone Landed Costs, or Voucher Match programs.

AAIs for Zero Balance Adjustments

These AAI tables determine which accounts are debited and credited when you work with zero balance adjustments.

4400	Journal entry to credit an inventory evaluation account that is created from the Purchasing Receipts program when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal at a different cost than the original transaction.
4405	Journal entry to debit an inventory evaluation account that is created from the Purchasing Receipts program. This debit occurs when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal at a different cost than the original transaction.

AAI Tables for the Financial System

There are five categories of AAIs that relate to Subcontract Management. Each of these categories has a unique prefix that defines the way it is used in the system. The three categories of AAIs relevant to Subcontract Management are:

PCRETN	Retainage payables. Use this AAI to determine which retention payable account to use when you create contracts that include retainage.
PCVATP	Deferred VAT tax payables. Use this AAI to determine the account for deferred VAT payables. This AAI applies only when the VAT tax processing option is on and you use a tax type of C or V.
PTVATD	Deferred VAT tax recoverables. Use this AAI to determine the account for deferred VAT recoverables. This AAI applies only when the VAT tax processing option is on and you use a tax type of C or V.
CD	Default cost types (object). Use this AAI to specify the default cost type (object) for purchase order detail lines that are left blank.
CT	Specific contract cost types. Use this AAI to determine the cost types (objects) that are allowed for your contracts.

CR	Range of contract cost types. Use this AAI to determine a range of valid cost types for your contracts.

AAIs for Retainage Payables (PCRETN)

Use this AAI to determine which retention payable account to use when you are creating contracts that include retainage.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PCRETN AAIs for companies with different accounts.

Retainage records that are created by the Progress Payments form require the object account associated with the PCRETN AAI to hold retained balances. You must define the PCRETN AAI before Progress Payments can create retainage vouchers.

AAIs for VAT Tax Payables (PCVATP)

Use this AAI to determine the account for deferred VAT payables. If you do not set up this AAI, the G/L post ignores the deferred VAT tax when both of the following are true:

- The processing option for VAT tax with retainage is on.
- You use a tax type of C or V.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PCVATP AAIs for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PTVATD AAI.

AAIs for VAT Tax Recoverables (PTVATD)

Use this AAI to determine the account for deferred VAT recoverables. If you do not set up this AAI, the G/L post ignores the deferred VAT tax when both of the following are true:

- The processing option for VAT tax with retainage is on.
- You use a tax type of C or V.

You must follow these guidelines on the Automatic Accounting Instructions form when you set up your PTVATD AAIs:

- You must specify a business unit and an object account.
- You can specify a company.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PTVATD AAIs for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PCVATP AAI.

AAIs for Default Cost Types (CD)

Use this AAI to determine the default cost types (objects) for your contracts.

You must follow these guidelines when you set up CD AAIs:

- The first two characters must be CD.
- The second two characters indicate the contract type, such as OS and OP. You must create a separate CD AAI for each contract type. You must also define the contract types in the user defined code table (00/DT) for document types.
- Do not assign company, business unit, or subsidiary to the CD AAIs.

If you define a CD AAI for a contract type, the system automatically supplies the cost type associated with the CD AAI.

AAIs for Specific Contract Cost Types (CT)

Use this AAI to determine the allowable cost types for your contracts.

You must follow these guidelines when you set up CT AAIs:

- The first two characters must be CT.
- The second two characters indicate the contract type, such as OS and OP. You must create a separate CT AAI for each contract type. You must also define the contract types in the user defined code table (00/DT) for document types.
- The last two characters must be a numeric value from 01 to 99. This value uniquely identifies each valid cost type within the contract type.
- Do not assign company, business unit, or subsidiary to the CT AAIs.

If you define more than one CT AAI for a contract type, the system does not supply a cost type. You must enter a cost type for each commitment. The system compares the cost type that you enter against the CT AAIs for the contract type to ensure that the cost type is valid.

AAIs for a Range of Contract Cost Types (CR)

Use this AAI to determine a range of valid cost types for your contracts.

You must follow these guidelines when you set up CR AAIs:

- The first two characters must be CR.
- The second two characters indicate the contract type, such as OS and OP. You must also define the contract types in the user defined code table (00/DT) for document types.

  If you use base agreements, you must set up a range of CR AAIs for your base agreement contract types. For example, if your base agreement contract type is defined as BC, you must set up a CRBCxx range of AAIs.

- The last two characters must be a numeric value from 01 to 99. These values must always occur in sequential pairs that represent ranges. For example, CROP01 is associated with CROP02, CROS97 is associated with CROS98, and so on.
- Do not assign company, business unit, or subsidiary to the CR AAIs.

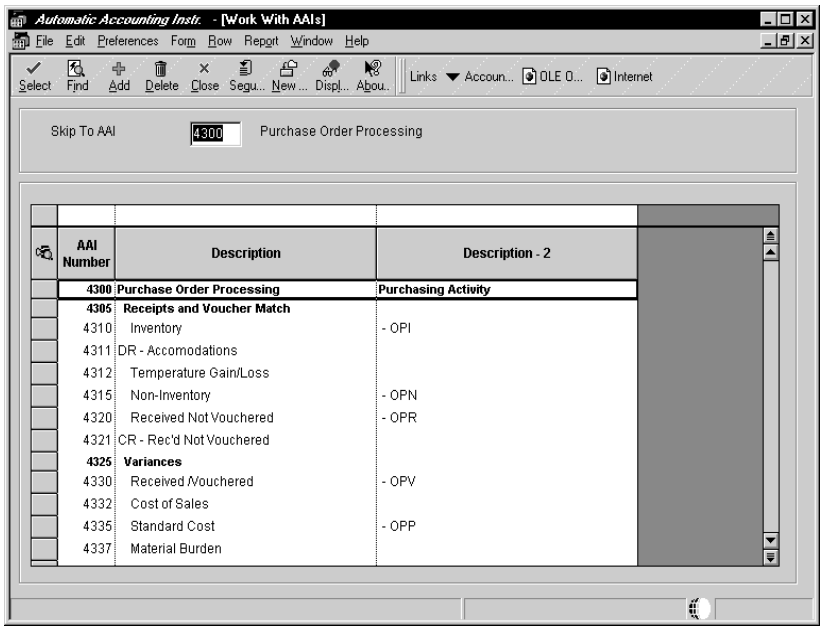
When you enter a cost type for your contracts, the system first compares it against the CT AAIs and then compares it against the CR AAIs to ensure that the cost type is valid.

▶ To set up automatic accounting instructions

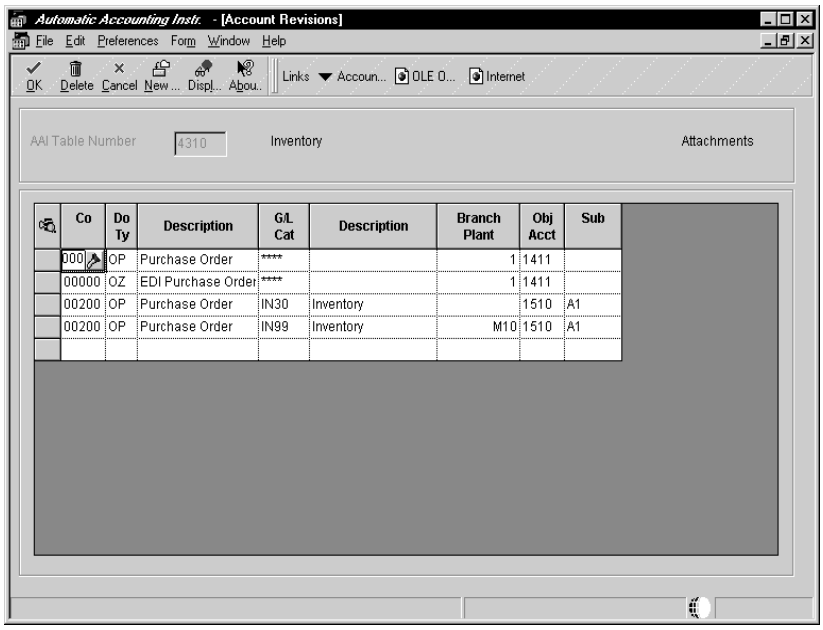
From the Purchasing System Setup menu (G43A41), choose Automatic Accounting Instructions.

Alternatively, from the Subcontract System Setup menu (G43D41), choose Automatic Accounting Instructions.

On Work With AAIs



1. Choose the row that contains the AAI table that you want to set up.
2. From the Row menu, choose Details.



3. On Account Revisions, scroll down to the bottom of the form, complete the following fields, and click OK:
   - Co
   - Do Ty

- G/L Cat
- Branch Plant
- Obj Acct
- Sub

Field	Explanation
Co	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.
Do Ty	A user defined code (00/DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory conversion issues O Ordering document types The system creates offsetting entries as appropriate for these document types when you post batches.

Field	Explanation
G/L Cat	A user defined code (41/9) that identifies the G/L offset that system uses when it searches for the account to which it posts the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. You can use automatic accounting instructions (AAIs) to predefine classes of automatic offset accounts for the Inventory, Procurement, and Sales Order Management systems. You might assign G/L class codes as follows: IN20 Direct Ship Orders IN60 Transfer Orders IN80 Stock Sales The system can generate accounting entries based upon a single transaction. For example, a single sale of a stock item can trigger the generation of accounting entries similar to the following: Sales–Stock (Debit) xxxxx.xx A/R Stock Sales (Credit) xxxxx.xx Posting Category: IN80 Stock Inventory (Debit) xxxxx.xx Stock COGS (Credit) xxxxx.xx The system uses the class code and the document type to find the AAI.
Branch Plant	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table. . . . . . *Form-specific information* . . . . . . If you leave this field blank, the system uses the business unit that you entered on the work order, in the Charge to Cost Center field.

Field	Explanation
Obj Acct	The object account portion of a general ledger account. The term "object account" refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system will enter three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. . . . . . *Form-specific information* . . . . . . If you leave this field blank, the system uses the value you entered on the work order in the Cost Code field.

Creating Tolerance Rules

You create tolerance rules to determine how much a detail line can change before it exceeds tolerance. For example, you enter a receipt for which the quantity exceeds more than 10 percent of the quantity entered on the purchase order. You can have the system prevent the transaction for exceeding tolerance.

You create tolerance rules to specify the number or percentage by which the following values can change:

- Quantity
- Unit cost
- Extended amount

You can set tolerance rules for three types of transactions:

- Receiving
- Creating vouchers
- Creating purchase orders through requisition consolidation and blanket release

If a detail line exceeds tolerance, the system either displays an error message or prevents you from entering the transaction, depending on how you set the processing options. During voucher match, you can also specify that the system assign a pay status code to lines exceeding tolerance.

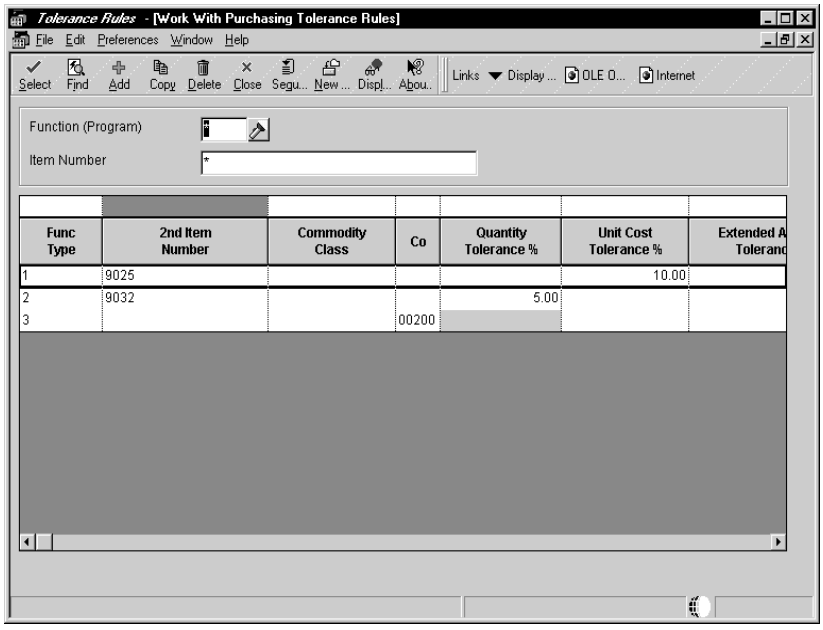
If you do not specify a percentage or amount for the quantity, unit cost, and extended amount categories, the system will not perform tolerance checking for the category that you leave blank. The system performs tolerance checking only for transactions that are in excess of the tolerance rule range.

You can prevent the system from allowing any tolerance by specifying a zero tolerance. When you choose the option to enter a zero tolerance for a percentage or amount, you cannot receive, voucher, or release over the amount on the original purchase order line.

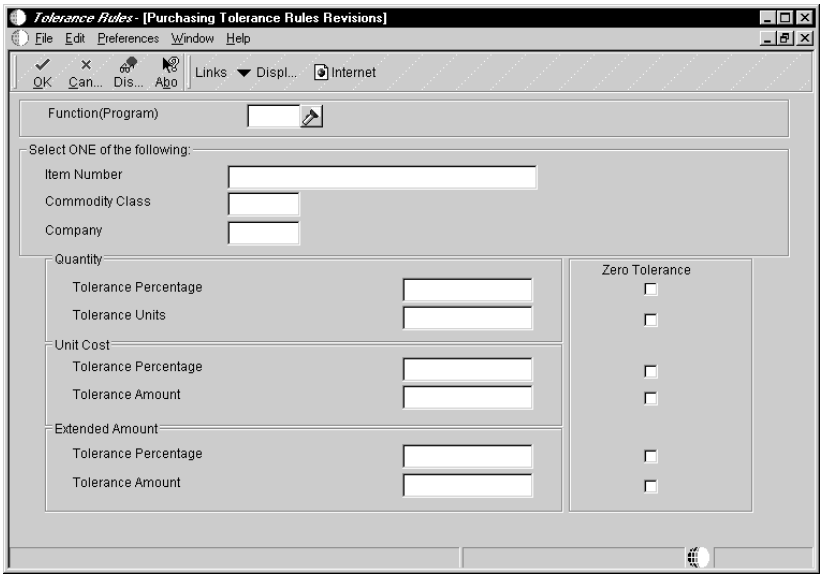
To create tolerance rules

From the Purchasing System Setup menu (G43A41), choose Tolerance Rules.

On Work With Purchasing Tolerance Rules



1. Click Add.



2. On Purchasing Tolerance Rules Revisions, specify the type of process for which you are creating a tolerance rule by completing the following field:
   - Function(Program)
3. Specify what the tolerance rule is applicable to by completing one of the following fields:
   - Item Number
   - Commodity Class
   - Company
4. Specify the tolerance percentage or tolerance amount that is acceptable by completing the following fields, as needed, and click OK:
   - Quantity Tolerance Percentage
   - Quantity Tolerance Units
   - Unit Cost Tolerance Percentage
   - Unit Cost Tolerance Amount
   - Extended Amount Tolerance Percentage
   - Extended Amount Tolerance Amount

Field	Explanation
Function(Program)	A user defined code (system 43/type FT) identifying the function for which the tolerance rule is defined.
Commodity Class	A code (table 41/P1) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items. This field is one of six classification categories available primarily for purchasing purposes.
Quantity Tolerance Percentage	Percentage above which the system accepts a purchase order line without issuing a warning message. The percentage is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking. Enter this percentage in whole numbers. For example, enter 10% as 10.
Quantity Tolerance Units	Number of units above which the system accepts a purchase order line without issuing a warning message. The unit is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.

Field	Explanation
Unit Cost Tolerance Percentage	Tolerance percentage above which the system accepts a purchase order line without issuing a warning message. The percentage is based on the line price and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking. Enter the percentage as a whole number. For example, enter 10% as 10.
Unit Cost Tolerance Amount	Tolerance amount above which the system accepts a purchase order line without issuing a warning message. The amount is based on the line price and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.
Extended Amount Tolerance Percentage	Tolerance percentage above which the system accepts a purchase order line for the commodity without issuing a warning message. The percentage is based on the line price and is used during the matching process. If you leave this field blank, the system does not perform tolerance checking. Enter the percentage as a whole number. For example, enter 10% as 10.
Extended Amount Tolerance Amount	Tolerance amount above which the system accepts a purchase order line for the commodity can be accepted without issuing a warning message. The amount is based on the line price and is used during the matching process. If you leave this field blank, the system does not perform tolerance checking.

Setting Up Order Hold Information

You can put an order on hold to prevent it from being processed. When you assign a hold code to an order, the system does not allow you to process the order until you release the hold.

You must set up the individual hold codes that you intend to assign to orders. Each hold code can identify a certain type of hold. For example, you might set up a hold code to identify orders that exceed budget. You might set up another hold code to identify orders that exceed the maximum order amount.

There are also predefined system–assigned hold codes. The system will automatically assign budget holds to orders if you set processing options for the Purchase Order Entry program accordingly. The system will also assign a hold code to an order if you have entered a hold code for the supplier.

You can specify the person who is responsible for reviewing and releasing a certain type of order hold. You must specify a password for each hold code. Only those individuals who know the password can release an order to which the hold code is assigned.

Before You Begin

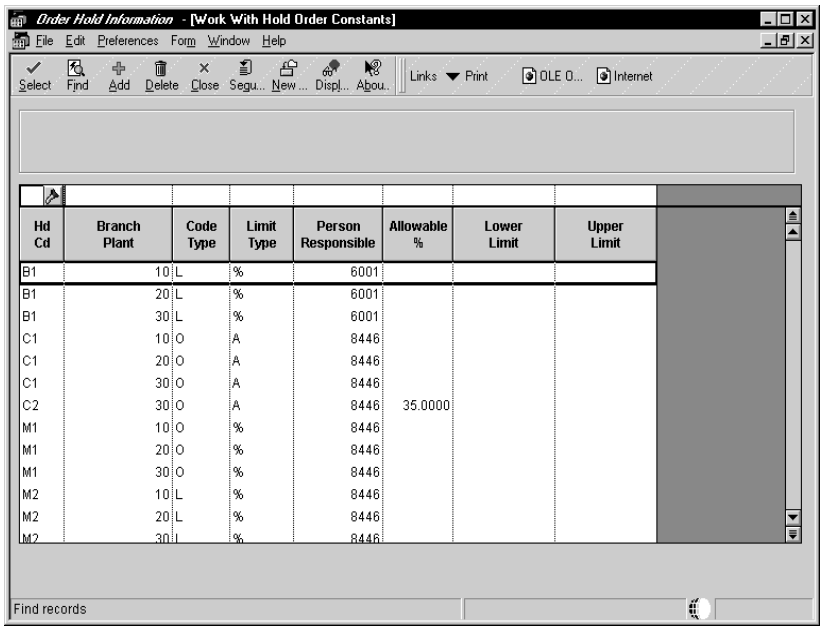
❑ Verify that you have set up hold codes in user defined code table 42/HC.

▶ To set up order hold information

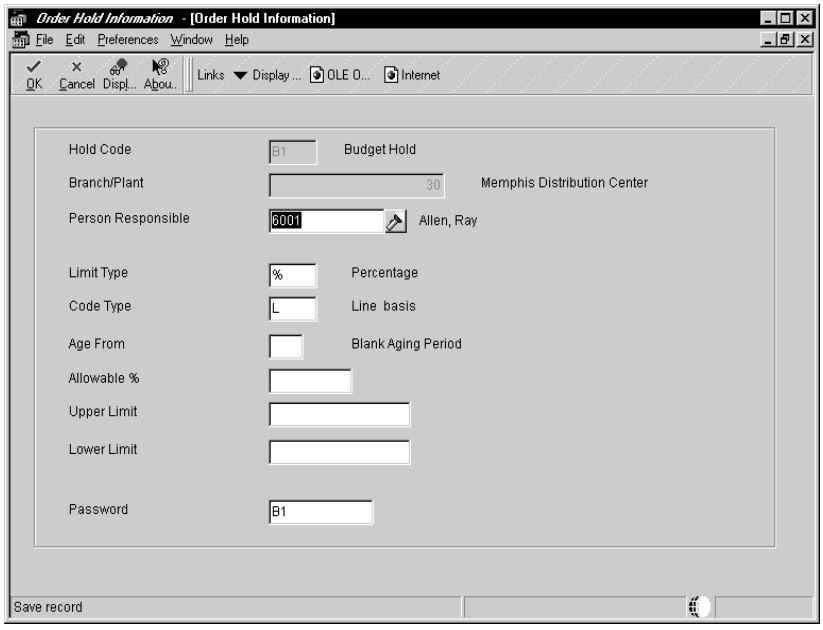
From the Purchasing System Setup menu (G43A41), choose Order Hold Information.

Alternately, from the Subcontract System Setup menu (G43D41), choose Order Hold Information.

On Work With Order Hold Constants



1. Click Add.



2. On Order Hold Information, complete the following fields for each hold code:
   - Hold Code
   - Branch/Plant
   - Person Responsible
   - Password

Field	Explanation
Hold Code	A user defined code (42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).
Person Responsible	The address book number of the person who is responsible for reviewing and releasing orders placed on hold.
Password	A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password.

See Also

- *Entering Order Holds*
- *Releasing Order Holds*

Setting Up Landed Costs

Landed costs are costs that exceed the purchase price of an item. They are generally associated with the expected delivery charges of an order, but might also be for broker fees, commissions, and so on.

You can assign landed costs to a specific item and branch/plant or to a cost rule (a group of landed costs to which you assign a name). After you create a cost rule, you can assign it to an inventory item, a supplier, a purchase order, or a detail line. By assigning landed costs, you can keep track of the actual cost of purchasing an item.

When you assign landed costs to an item or cost rule, you define the calculation for each landed cost on a per item basis. You can add landed costs for an item based on:

- A percentage of the unit price
- A dollar amount
- A specific rate multiplied by the item's weight or volume

For each landed cost, you can specify:

- The effective dates
- The supplier to which the cost is paid
- The general ledger class code to which you apply the cost

The general ledger class code determines the general ledger accounts for which the system creates journal entries for landed costs. You use AAI tables 4385 and 4390 to specify landed cost accounts.

You can also specify:

- Whether to match the cost using the Voucher Entry program
- Whether to include the cost in item cost updates

The system searches for landed costs that apply to a detail line in the following order:

1. Landed costs that are assigned to the item/branch on Landed Cost Revisions
2. A cost rule that is assigned to the detail line
3. A cost rule that is assigned to the purchase order
4. A cost rule assigned to the item and branch/plant on Branch Plant Information
5. A cost rule assigned to the item on Item Master Information

You determine when to add landed costs to a detail line. For example, you can add landed costs during the receipt process or as a stand-alone process.

You determine at which point the system adds landed costs to a detail line. For example, you can add landed costs during the receipt process, the voucher match process, or as a stand-alone process.

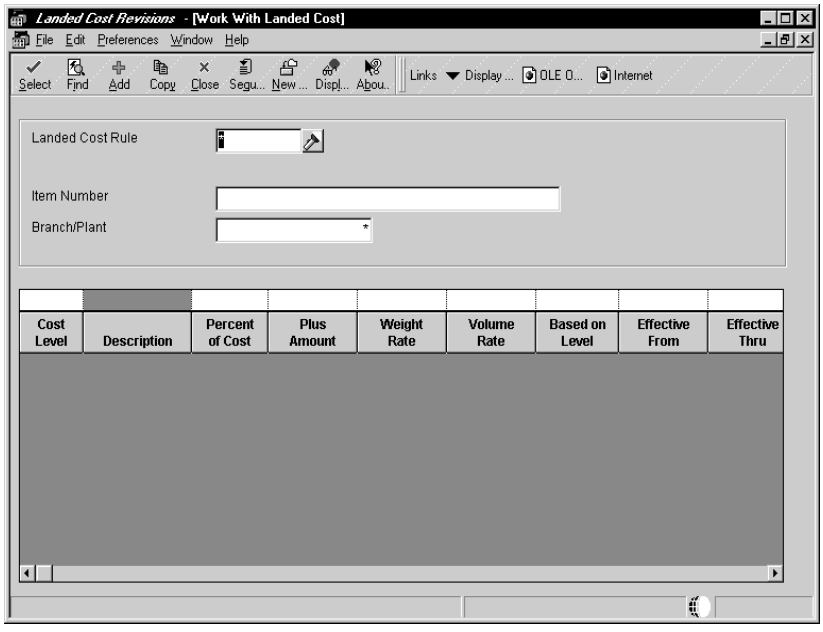
Before You Begin

- ❑ Set up the landed cost rules in user defined code table 41/P5.
- ❑ Set up the landed cost level in user defined code table 40/CA.

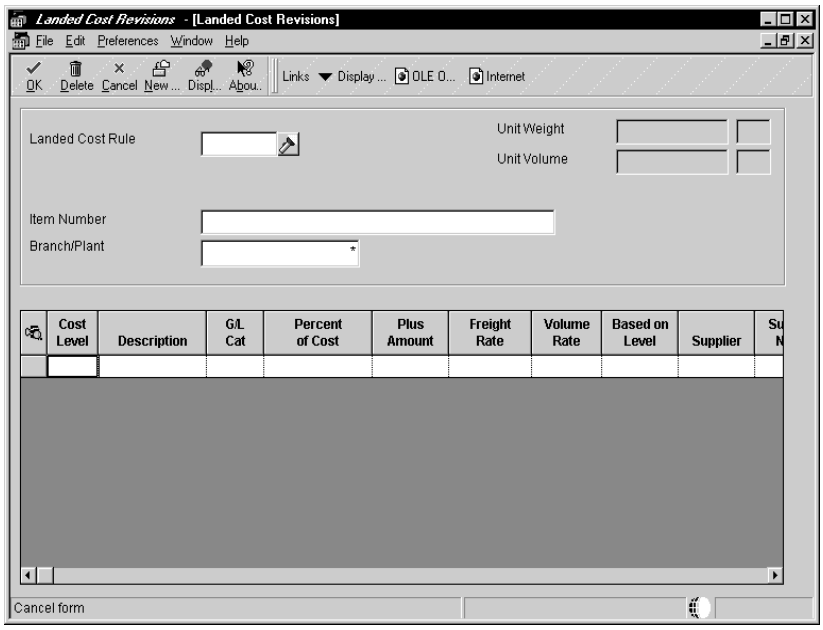
▶ To set up landed costs

From the Purchasing System Setup menu (G43A41), choose Landed Cost Revisions.

On Work With Landed Cost



1. Click Add.



2. On Landed Cost Revisions, complete the following field to specify a rule to which the landed costs apply:
   - Landed Cost Rule
3. To specify an item to which the landed costs apply, complete the following fields:
   - OR Item Number
   - Branch/Plant
4. To specify calculations for each landed cost, complete the following fields:
   - Cost Level
   - Percent of Cost
   - Plus Amount
   - Weight Rate
   - Volume Rate
5. To specify more details for each landed cost, complete the following fields and click OK:
   - G/L Cat
   - Based on Level
   - Supplier
   - Effective From
   - Effective Thru

- Include in Cost (Y/N)
- Voucher Y/N

Field	Explanation
Landed Cost Rule	A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.
Cost Level	User defined code (table 40/CA) designating an add-on cost. This code also specifies the sequence of the cost add-ons for a particular item or group of items.
Percent of Cost	Percentage of the item's primary purchasing cost that the system add as a landed cost component to the base cost of the item as indicated on a purchase order.
Plus Amount	An amount to be added to the indicated cost to equal the total cost amount.
Weight Rate	The system multiplies the rate you add to this field by the unit weight you specify for an inventory item to calculate a landed cost component.
Volume Rate	The system multiplies the rate you add to this field by the unit volume you specify for an inventory item to calculate a landed cost component.
Based on Level	User defined code (table 40/CA) designating the basis of cost for an item. If you use this code, you can roll costs based on a previous level total.
Include in Cost (Y/N)	Indicate whether you want the landed cost to be added to the item's unit cost. Valid values are: Y Add the landed cost to the unit cost N Do not add the landed cost to the unit cost

Field	Explanation
Voucher Y/N	Code indicating whether the landed cost is to be displayed during Voucher Match or not. The possible values are as follows: Y A receipt record (F43121) is created, and the landed cost may be vouchered in the Voucher Match program. The Landed Cost Code (LAND) field in the receipt record will contain a value of 2. N A receipt record (F43121) is created, but the landed cost is not allowed to be vouchered in the Voucher Match program. The Landed Cost Code (LAND) field in the receipt record will contain a value of 3. The receipt record is necessary if the receipt is reversed. NOTE: Journal entries are still created when the value is N. As a result, you may want the Landed Cost AAI's (4385/4390) pointed to the same G/L account, in order to cancel out the entries.

Setting Up Non-Stock Items

You can define information for items that you do not account for as part of your inventory. You add and maintain non–stock item information only at the item level, not at the branch/plant level. The Non-stock Item Master Information form is similar to the Item Master Information form. However, it contains only those fields that pertain to non-stock items.

You can access additional forms that allow you to define and maintain further information about a non-stock item, including:

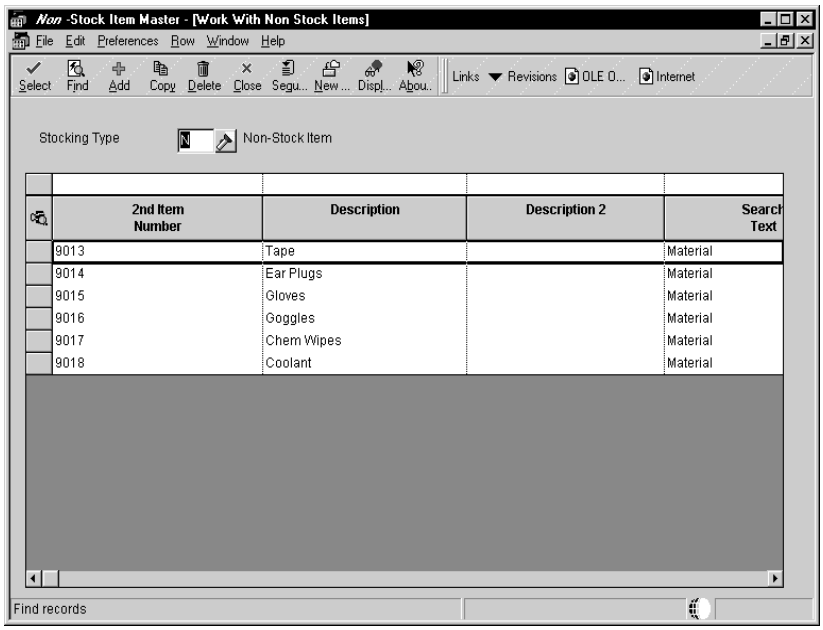
- Default units of measure
- Multi-language descriptions
- Text messages

For each non-stock item that you set up, the system creates a record in the Item Master table (F4101).

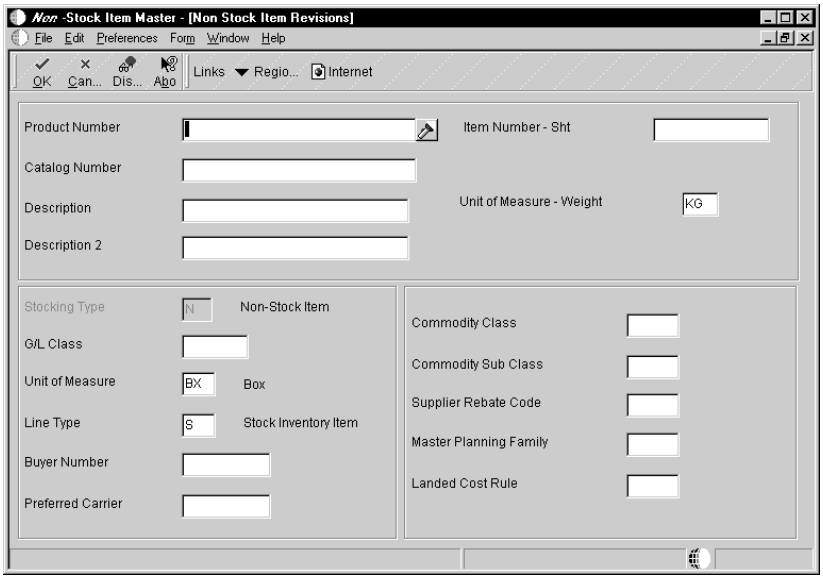
▶ To set up non-stock items

From the Non-Stock Purchasing System Setup menu (G43B41), choose Non-Stock Item Master.

On Work With Non-Stock Items



1. Click Add.



2. On Non-Stock Item Revisions, complete the following fields:
   - Product Number
   - Catalog Number
   - Description
   - Search Text

- G/L Class
- Unit of Measure
- Line Type

For non-stock items, the stocking type is always N (non-stock).

3. Complete the following fields and click OK:
   - Buyer Number
   - Preferred Carrier
   - Commodity Class
   - Commodity Sub Class
   - Master Planning Family
   - Landed Cost Rule

Field	Explanation
Product Number	A number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are: 1. Item Number (short) – An 8-digit, computer-assigned item number. 2. 2nd Item Number – The 25-digit, free–form, user defined, alphanumeric item number. 3. 3rd Item Number – Another 25-digit, free–form, user defined, alphanumeric item number. In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. Numerous cross-references to alternate part numbers can be user defined (for example, substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers).
Catalog Number	The system provides three separate item numbers plus an extensive cross reference capability to alternate item numbers. These item numbers are as follows: 1. Item Number (short) – An 8-digit, computer-assigned item number. 2. 2nd Item Number – The 25-digit, free-form, user defined alphanumeric item number. 3. 3rd Item Number – Another 25-digit, free-form, user defined alphanumeric item number. In addition to these three basic item numbers, an extensive cross-reference search capability has been provided (see XRT). Numerous cross-references to alternate part numbers can be user defined, such as substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers.

Field	Explanation
Description	A brief description of an item, a brief description of a remark, or a brief description of an explanation.
	A field that specifies how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order in which you are likely to enter them. In single-byte environments, where computer storage space can contain only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text. In double-byte environments where computer storage space can contain more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. This is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).
Unit of Measure	A user defined code (00/UM) that identifies the unit of measure that the system uses to express the quantity of an item, for example, EA (each) or KG (kilogram).
Line Type	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following: S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order
Buyer Number	The address book number of the person responsible for setting up and maintaining the correct stocking levels for the item.
Preferred Carrier	The address book number for the preferred carrier of the item. The supplier or your organization might prefer a certain carrier because of route or special handling requirements.
Commodity Class	A code (table 41/P1) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items. This field is one of six classification categories available primarily for purchasing purposes.

Field	Explanation
Commodity Sub Class	A code (table 41/P2) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items. This field is one of six classification categories available primarily for purchasing purposes.
Master Planning Family	A user defined code (41/P4) that represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process like items. This field is one of six classification categories available primarily for purchasing purposes.
Landed Cost Rule	A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.

See Also

- *Entering Item Master Information* in the *Inventory Management Guide*

Processing Options for Non Stock Item Master

```
Defaults

      1.  Primary UOM  (Default = EA)                _____________
      2.  Weight UOM  (Default = LB)                 _____________

Process

Enter a '1' to transfer changes made to
    the 2nd (LITM) and the 3rd (AITM)
    item numbers to the Item Branch
    (F4102) item record OR (FUTURE)
    enter a '2' to transfer changes to
    records in the selected files (see
    UDC 40/IC).

      1.  Transfer Changes to F4102                  _____________

Versions

Enter the version to be used for each
    program.  If left blank, ZJDE0001
    will be used.

      1.  Item Master                                _____________
```

Setting Up Templates for Purchase Orders

You can set up templates to streamline the order entry process. Templates contain items that you frequently order, and the quantity in which you usually order them. You can access templates during purchase order entry to select items to order.

Each template contains a specific group of items. You can create standard templates for general use, or you can specify the supplier to whom a template applies.

When you set up an order template, you enter the items and item quantities to include on the template. You can have the system enter items on a template based on existing purchase orders that you choose. You can also create or revise a template in batch mode using information from existing purchase orders.

Setting up order templates consists of the following tasks:

- ❑ Creating a purchase order template
- ❑ Creating a template using existing purchase orders
- ❑ Revising a template in batch mode

Before You Begin

- ❑ Set up names of order templates in user defined code table 40/OT.

See Also

- *Entering Items Using Order Templates*

Creating a Purchase Order Template

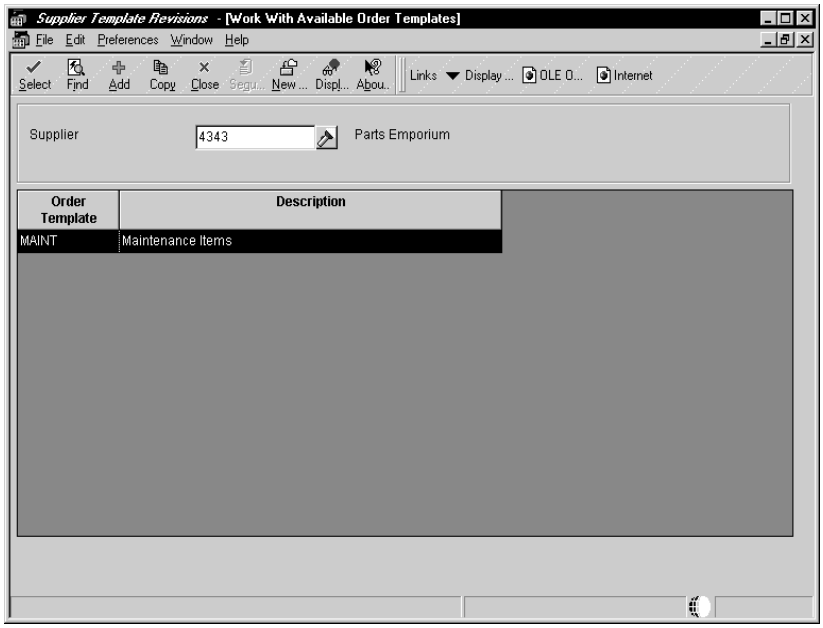
An order template is a group of items that you frequently order. You use order templates during purchase order entry to select items to order.

You can create templates that are specific to a certain supplier. This is useful when you frequently order the same items from a supplier. You can also create standard templates which are not specific to a supplier. Instead, they contain items that are frequently ordered from different suppliers.

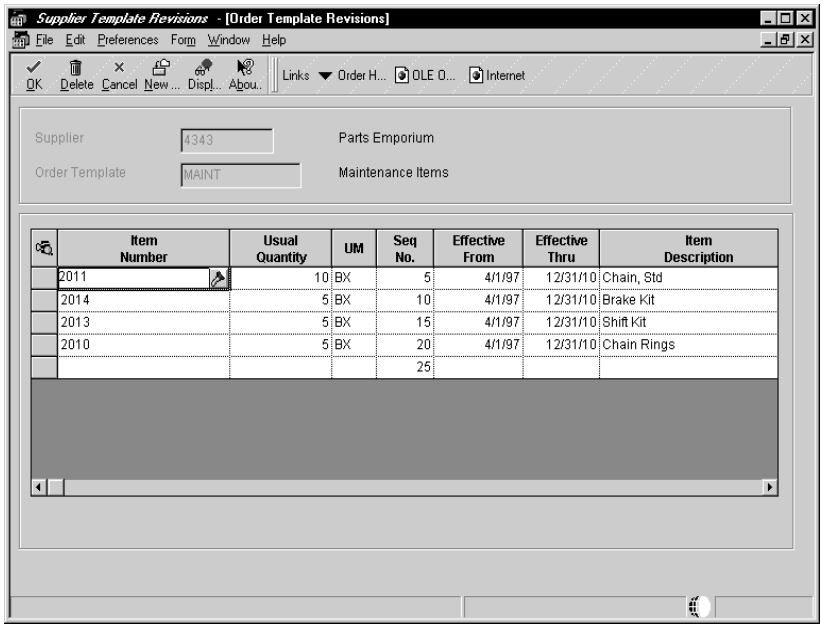
To create a purchase order template

From the Purchasing Advanced and Technical Operations menu (G43A31), choose Supplier Template Revisions.

On Work With Available Order Templates



1. Click Add.



2. On Order Template Revisions, complete the following field, as needed.

- Supplier

Leave the field blank if the order template you are creating is not specific to a supplier.

3. To specify the name of the template, complete the following field:
   - Order Template
4. Choose the items to include on the template by completing the following fields:
   - Item Number
   - Usual Quantity
   - UM
   - Seq No.
   - Effective From
   - Effective Thru

Field	Explanation
Order Template	A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, and packaged goods.
Usual Quantity	The quantity that is usually ordered.

Creating a Template Using Existing Purchase Orders

You can quickly create a supplier template or update an existing template based on items and item quantities on existing purchase orders. Based on the purchase orders you choose, the system adds items and item quantities to a template.

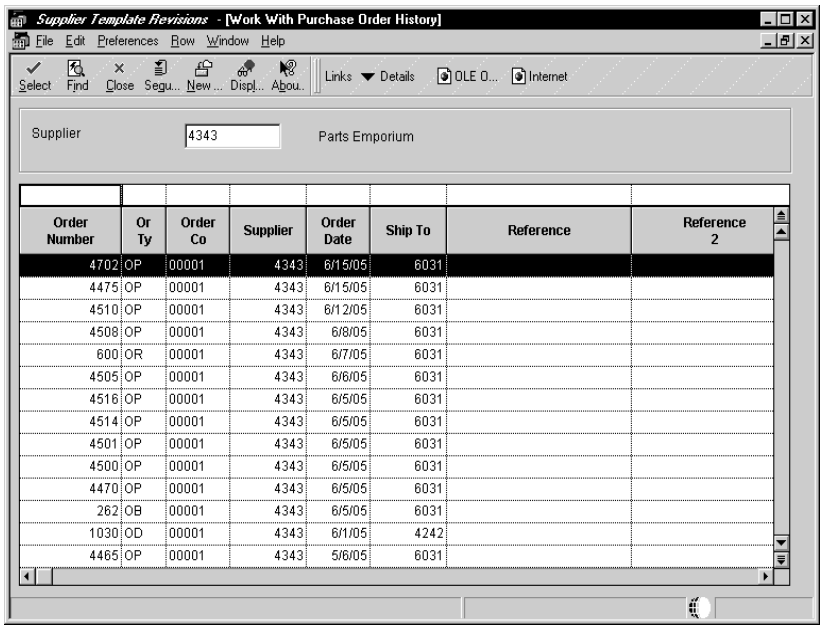
▶ To create a template using existing purchase orders

From the Purchasing Advanced and Technical Operations menu (G43A31), choose Supplier Template Revisions.

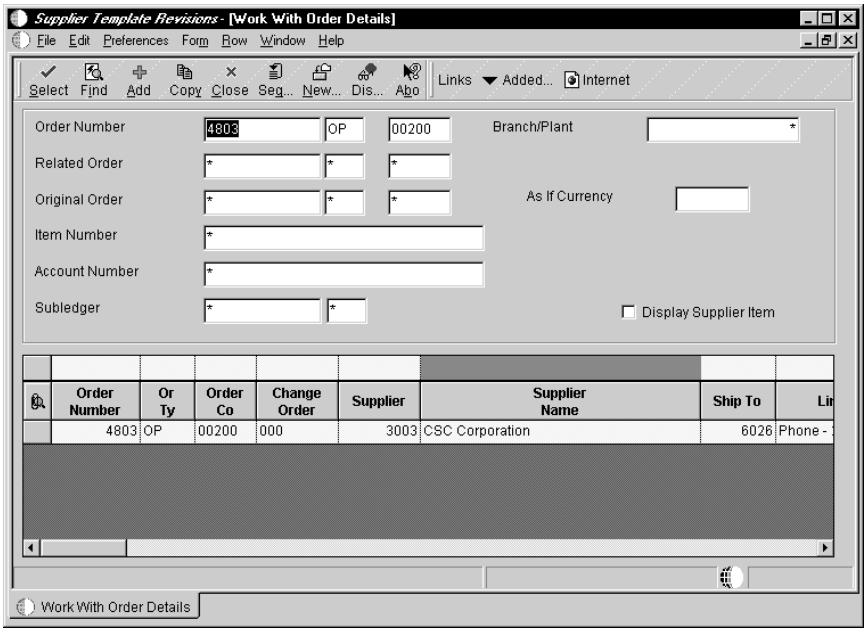
On Work With Available Order Templates

1. Click Add.
2. On Order Template Revisions, complete the following fields:
   - Supplier
   - Order Template

3. Choose Order History from the Form menu.



4. On Work With Purchase Order History, enter the appropriate search criteria and click Find to locate the order from which to update the template.
5. To review the items and item quantities on the order, choose the order and choose Details from the Row menu.



6. On Work With Order Details, return to Order History Inquiry.
7. On Order History Inquiry, choose the order and click Select.

The system copies the items and quantities on the order to the template you are adding.

Processing Options for Order Template Revisions

```
Display

Order templates can be entered in the
    following formats:  1=Sold To
    2=Ship To  3=Suppliers  4=User

      1.  Enter the desired format                _____________

Enter a '1' if this application should
    run with "Shopping Cart"
    functionality.  This allows users to
    select items from multiple
    applications before using the Sales
    Order Entry application to create
    the sales order.  It would most
    commonly be used when entering
    orders in a web environment.

      2.  Shopping Cart Mode                      _____________

Versions

Enter the version for each application.
    If left blank, ZJDE0001 will be
    used.

      1.  Customer Service Inquiry               _____________
      (P4210)
      2.  Open Purchase Orders                   _____________
      (P4310)
```

Revising a Template in Batch Mode

From the Purchasing Advanced and Technical Operations menu (G43A31), choose Supplier Template Rebuild.

You can use Supplier Template Rebuild to create a new order template in batch mode. The system adds items to the new template based on existing orders. You use processing options to define the criteria the system uses to build a new template.

Supplier Template Rebuild creates templates by compiling and applying the supplier item history from the Purchase Order Detail table (F4311).

Processing Options for Supplier History Template Rebuild

Default Values _____

Default

1.- Enter the Order Template to be created _____

Enter Effective Dates

2.- Effective From Date _____
3.- Effective Thru Date _____

Process

1.- Enter a ’1’ for Supplier ’2’ Buyer ’3’ Ship-To ’4’ Transaction Originator _____
2.- Enter ’1’ to Calc Ave Qty for Usual Qty _____
3.- Enter ’1’ for Dream Write Data Seq or ’2’ Most Frequently Ordered _____
4.- Enter Max No of lines in Template _____
5.- Enter Min times an item must be ordered to be included on the template. _____
6.- Enter ’1’ to include Supp/Item Relationship _____

Creating a Model Log

A model log is a set of standard submittal and transmittal information or other information that you can copy into an order. A submittal is information that you need to receive from a subcontractor or supplier, such as proof of insurance, and so on. A transmittal is information that you need to send to a subcontractor, such as permission to proceed, and so on. You create a model log if you have many orders that use the same standard log information.

Before You Begin

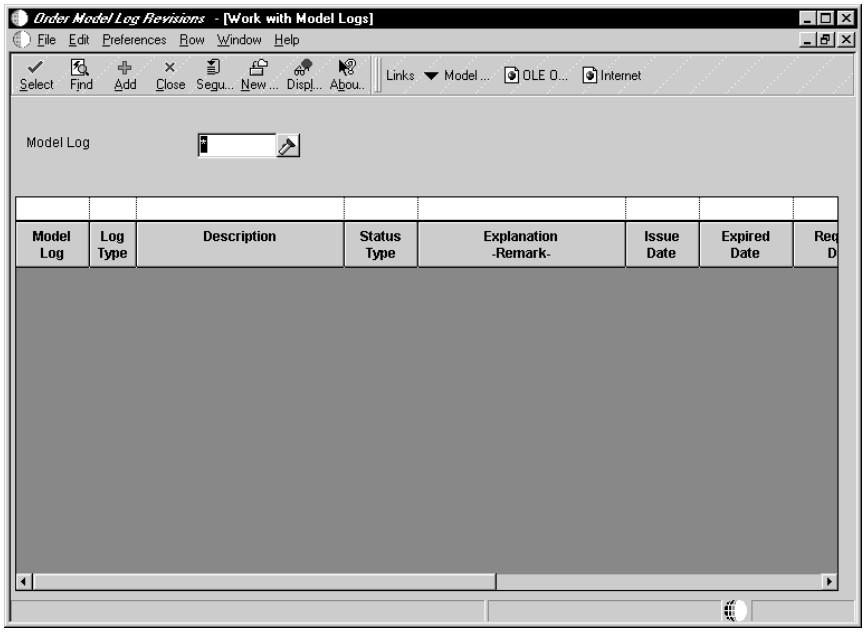
❑ Verify that you have set up model logs in user defined code table 43/ML.

▶ To create a model log

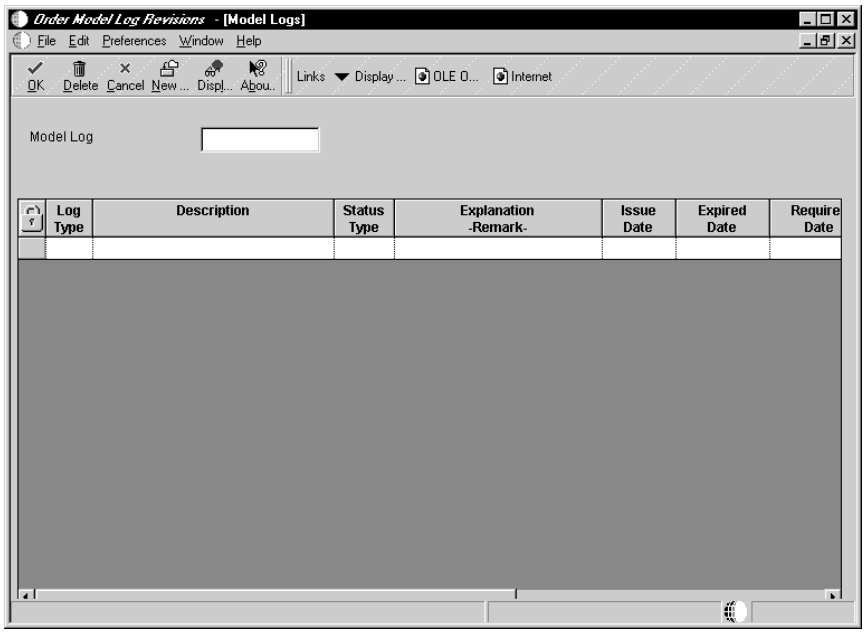
From the Purchasing System Setup menu (G43A41), choose Order Model Log Revisions.

Alternately, from the Subcontract System Setup menu (G43D41), choose Order Model Log Revisions.

On Work With Model Logs



1. Click Add.



2. On Model Logs, complete the following field and click OK:
    - Model Log

Field	Explanation
Model Log	A ten digit user defined code (43/ML) that represents one model and distinguishes the model from other models. The model logs are accessible under this name.

Advanced & Technical

Advanced and Technical Operations

Advanced and technical operations for the Procurement system include the following tasks:

- ❑ Updating supplier and item analysis records
- ❑ Converting supplier limit amounts
- ❑ Generating new supplier prices in a different currency
- ❑ Purging data

Updating Supplier and Item Analysis Records

From the Procurement Advanced and Technical Operations menu (G43A31), choose Supplier Analysis Regeneration.

After you install a new release of the J.D. Edwards Procurement system, you must run the Supplier Analysis Regeneration program to update supplier and item analysis records. The procedure updates new fields in the Supplier/Item Relationships table (F43090) based on the receipt data in the Purchase Order Receiver table (F43121).

When you use the Supplier Analysis Regeneration procedure to update the supplier and item analysis records, you can assign a route code for new supplier/item relationships.

After you run the Supplier Analysis Regeneration program, you can have the system maintain supplier analysis information interactively when you enter purchase orders, receipts, and vouchers.

You should only run the Supplier Analysis Regeneration program when installing a new release of J.D. Edwards. If data becomes corrupted at a later date and you need to update your records, contact the J.D. Edwards Help Desk for assistance.

Processing Options for Supplier/Item Relationships Rebuild

```
This processing options default option
    allows entry of the route code to be
    assigned when a new supplier/itm
    records are added.  If left blank,
    the route code will not be
    assigned.

      Route – Normal Route Code                    _____________
```

Converting Supplier Limit Amounts

From the System Administration Tools menu (GH9011), choose Batch Versions. On Batch Versions, enter R890401E in the Batch Application field to access Euro Address Book Conversion – F0401.

Although the Euro Address Book Conversion – F0401 program was originally designed for Economic and Monetary Union (EMU) companies to use during the euro transition period, companies outside of the EMU will also find it useful. Companies outside of the EMU can use this conversion program to convert the currency code and address book amounts for multiple suppliers from one currency to another. In the Procurement system, the address book amounts are the supplier limit amounts for minimum and maximum order values.

This document describes how the conversion program converts and rounds limit amounts when it converts minimum and maximum order values.

The Euro Address Book Conversion – F0401 program is described in detail in *Converting Supplier Currency Codes and Amounts* in the *Accounts Payable Guide.*

When you enter minimum and maximum order values for a supplier, you typically enter them as rounded numbers, which are stored without decimals in the Supplier Master table (F0401). When you run the conversion program, you use a processing option to designate the rounding factor to use when the program rounds the converted minimum and maximum order amounts. For example, if you specify a rounding factor of 50, the system rounds the converted amount to the nearest 50. If you specify a value of 100, the system rounds the converted amount to the nearest 100.

Example: How Converted Amounts Are Rounded

The following example shows how the conversion program rounds converted amounts when converting from Canadian dollars (CAD) to U.S. dollars (USD). The example is based on an exchange rate of 1 CAD = .67092 USD and a rounding factor of 50. Converted amounts are rounded up and down as follows:

Round Up

The conversion program converts 12,000 CAD to 17,886 USD. It rounds up 17,886 to 17,900, based on the following calculation:

> Converted Amount / Rounding Factor = Q with a remainder of R. If R is greater than or equal to one half of the rounding factor, then subtract R from the rounding factor and add that amount to the converted amount.

In the example, 17,886 USD / 50 = 357 with a remainder of 36. 36 is greater than one half of 50 (25). Subtract 36 from 50 (50 – 36 = 14) and add 14 to 17,886 to get a rounded value of 17,900.

Round Down

The conversion program converts 8,000 CAD to 11,924 USD. It rounds down 11,924 USD, based on the following calculation:

> Converted Amount / Rounding Factor = Q with a remainder of R. If R is less than one half of the rounding factor, then subtract R from the converted amount.

In the example, 11,924 USD / 50 = 238 with a remainder 24. 24 is less than one half of 50 (25). Subtract 24 from 11,924 to get a rounded value of 11,900.

Generating New Supplier Prices in a Different Currency

From the Procurement Advanced and Technical Operations menu (G43A31), choose Generate Purchase Price by Currency.

The Generate Purchase Price by Currency program is useful if you want to change the currency and amount for multiple prices at one time. To change an individual price, you can manually enter the new price on the Supplier Catalog Revisions form, located on the Price Management menu (G43A17). You do not have to run the Generate Purchase Price by Currency program.

The Generate Purchase Price by Currency program does the following:

- Copies the original currency supplier price
- Calculates a new price in a different currency, based on the exchange rate you specify
- Creates a new supplier price with the new currency amount

Typically, companies run this program to create new prices for all suppliers within a specific branch/plant. Otherwise, they might run it for a specific supplier or item.

When you run the generation program, it creates only one new price for each unit of measure. It does not create one price for each currency. If a price already exists in a certain currency, the generation program does not create another price in that currency because both records would have the same key. The exception to this rule is when currency codes associated with an item have different effective through dates. In that case, the generation program might create more than one new price.

When the price generation program creates a new price, it puts the record in alphabetical order with the existing price records.

To create new prices, you specify the following:

- Date as of when you want to create new prices
- Currency of the existing prices
- Currency in which you want to create new prices
- Exchange rate to use to calculate the new prices
- Method (divide or multiply) to use to perform the exchange rate calculation

The generation program automatically rounds converted amounts according to the decimal places that are set up in the data dictionary.

Processing Options for Generate Purchase Price by Currency

PROCESS

1. Enter '1' to run this program in final mode. If left blank, the program will run in proof mode. Final mode will update the file and generate an audit report. Proof mode will generate the audit report only. _____

2. Enter the date used to determine which purchase price records will be generated. If the expiration date of a purchase price is greater than or equal to the date entered, a new pruchase price record will be generated. Leave blank (default) to use the system date. _____

CURRENCY

1. Enter the Currency Code to convert TO (Required). _____

2. Enter the Currency Code to convert FROM (Required). _____

3. Enter the Exchange Rate to use (Required). _____

4. Enter '1' to multiply the current purchase price by the exchange rate entered. Leave blank (default) to divide the current purchase price by the exchange rate entered. _____

Data Selection

If your company has multiple branch plants with different currencies, you can run the generation program multiple times. By creating new prices one currency at a time, you help ensure that the prices you create are the ones you intended to create.

If your company has items that are at purchase price level 1, and you want to ensure that those items are selected, designate *blanks for branch plant in the data selection if you are not using *all for all branch plants.

Purging Data

From the Data File Purges menu (G43A311), choose an option.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

OneWorld provides purges for removing data from files where the selection criteria needs to be specific. Purges are programs that have predefined criteria that the system checks before removing any data so that you avoid removing associated data that is located in other files.

You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data. Purging data is typically performed by a system administrator or operations personnel. It is important that only those employees who understand the purging process and its results are allowed access to this procedure.

The purge programs that you can run in Procurement are:

- PO Detail (F4311)
- PO Receiver Detail (F43121)
- PO Ledger (F43199)
- PO Headers (F4301)
- PO Text Lines (F4311)

Considerations

- When you run the PO Headers purge, the system purges records only if there are no active detail lines. Therefore, before you run the PO Headers purge, you should run the PO Detail purge.
- Unlike the other purge programs, the PO Text Lines purge does not delete data. The program moves text lines to a status of 999 for an order that has been closed.

  To run the PO Text Lines purge, you submit a batch job using the Work with Versions form. In other words, you run the PO Text Lines purge the same way that you run reports or any other type of batch job in OneWorld.

Before You Begin

- ❑ J.D. Edwards recommends that you create your own purge environment, which allows you to save purged records and prevents the records from being overwritten when you upgrade the software.
- ❑ Back up the files that will be affected.
- ❑ Determine the data that you want to purge.
- ❑ Verify that no users are working with the data that you want to purge.

▶ To purge data

Use the following procedure to run any of the purge programs in Procurement (with the exception of the PO Text Lines purge).

1. Choose the appropriate purge program from the Data File Purges menu (G43A311).
2. Choose a version and click Select.
3. On Table Conversion Prompting, choose the Properties option.
4. On the Properties window, choose the Select Environments tab.
5. Choose the From and To environments, which allow you to select the environment to purge data from and the environment to store purged data.
6. Choose the Data Selection tab and specify the information to purge.

   The system automatically displays processing options for the purge program.

7. Complete the processing options according to the following guidelines:
   - For the first processing option, enter 1 to save purged records. You cannot save purged records unless you have created your own purge environment.

     If you leave this processing option blank, the system deletes all purged records.

   - For the second processing option, enter a new name for the environment that stores purged records. By renaming the environment before you run a purge program, you can store the records from each purge separately. Otherwise, the system overwrites the data each time that you run the purge program.

     Before completing this processing option, ensure that you have specified that you want the system to save purged records.

After completing this processing option, you must complete the third processing option, which allows you to enter the data source name.

- For the third processing option, enter the name of the data source for the purged records.

  Before completing this processing option, ensure that you have specified that you want the system to save purged records and that you have entered a new environment name.

8. To run the purge program, click OK. To exit without running the purge program, click Cancel.

Interoperability

To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers.

Interoperability between different products is key to successfully implementing an enterprise solution. Full interoperability between different systems results in a flow of data between the different products that is transparent to the user. OneWorld provides interoperability functions to facilitate the exchange of data with systems that are external to OneWorld.

Inbound Transactions

In an inbound transaction, you accept data from another system into OneWorld. Interoperability for inbound transactions consists of these tasks:

1. The external system sends data to the OneWorld interface tables, which hold the data before it is copied to the application tables. The external system is responsible for conforming to the format and other requirements for the interface tables. If the external system cannot write the information in the required format, it can write the data to a flat file, and you can use the OneWorld Inbound Flat File Conversion program to convert the data to the required format.
2. You run a transaction process (a batch program) that validates the data, updates valid data from the interface tables to the OneWorld application tables, and sends action messages to the Employee Work Center about invalid data.
3. You use an inquiry function to interactively review and revise the incorrect data, and then run the transaction process again. You repeat this step as often as needed to correct errors.

Outbound Transactions

In an outbound transaction, you send data from OneWorld to an external system. Interoperability for outbound transactions requires that you set a processing option specifying the transaction type. Using the master business function for the type of transaction, the system creates a copy of the transaction and places it in the interface table where external systems can access it.

Interoperability consists of the following tasks:

- ❑ Setting up for interoperability transactions
- ❑ Receiving transactions into OneWorld
- ❑ Reviewing and revising interoperability transactions

- ❑ Sending transactions from OneWorld
- ❑ Purging interoperability transaction records

See Also

- *EDI Document Processing* in the *Data Interface for Electronic Data Interchange* for more information about electronic commerce.
- *Interoperability Technologies* in the *Interoperability Guide* for a comparison of interoperability functionality

Setting Up for Interoperability Transactions

External systems can use a variety of methods to send data to the interoperability interface tables. One method is to write the data to a flat file. If you use this method, the system converts the flat file to the interface table. In order for the system to convert data from the flat file to the interface table, you must identify the transaction, which includes the following information:

- Transaction type, which is a unique description to identify the transaction
- Whether this transaction is inbound or outbound
- Record type, the data that is imported or exported
- The application, the source or destination of the transaction

You can set a processing option to start the transaction process automatically when the conversion completes successfully. The transaction process copies the data from the interface tables to the application tables, from which OneWorld applications can access the data.

Converting flat files consists of these tasks:

- ❑ Reviewing record types
- ❑ Setting up transaction types
- ❑ Setting up data export controls
- ❑ Setting up the flat file cross-reference
- ❑ Running the conversion program

Before You Begin

- ❑ Ensure that the flat file is a comma-delimited ASCII text (flat) file to which the workstation has read and write access.
- ❑ Ensure that the data conforms to the required format. See *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for requirements.

Reviewing Record Types

When you set up flat file cross-reference information, you must specify the record types. Record types indicate the sort of information that is being exchanged between OneWorld and external systems, such as addresses, header or detail transactions, text, or additional information.

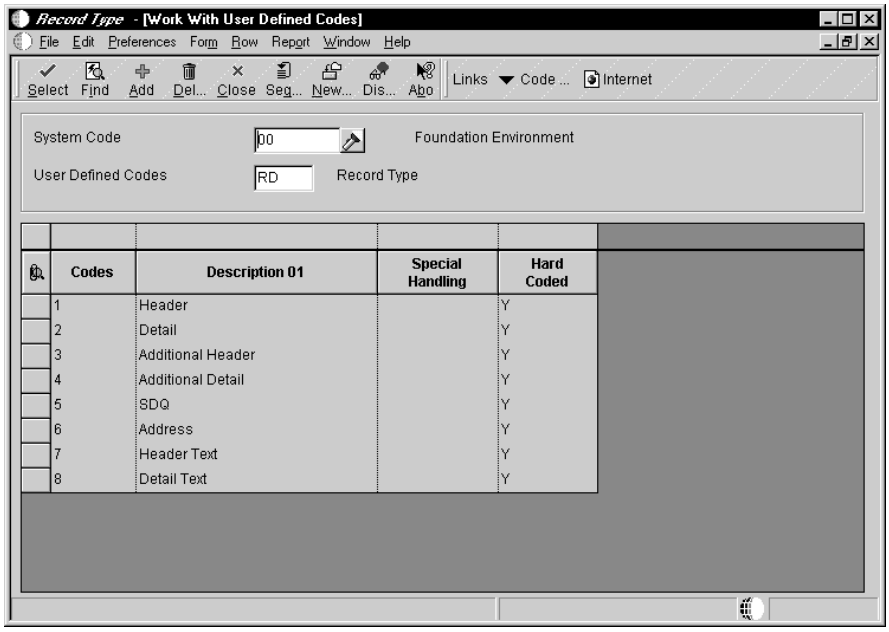
You can review hard-coded record types in the user defined code table (00/RD). The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents.

▶ To review record types

From the Purchasing Interoperability menu (G43A313), choose Record Type.

On Work with User Defined Codes

1. To set up record types, click Find.



2. On User Defined Codes, review the following fields:
   - User Defined Codes
   - Description 01

The user defined records types are hard coded by J.D. Edwards and can not be changed.

Setting Up Transaction Types

In order to identify the transactions with which the system uses in the flat-file cross reference, you can add codes to the user defined code table (00/TT). After you set up the transaction type, you use the transaction type to identify whether the information exchange is inbound or outbound, and to identify the corresponding applications and versions. You must set up transaction types prior to defining data export controls and flat file cross-reference information.

▶ To set up transaction types

From the Purchasing Interoperability menu (G43A313), choose Transaction Type.

On User Defined Codes, complete the following fields:

- User Defined Codes
- Description 01

For every transaction type, you must set up data export controls. If you can not transfer or receive information with an external system, then you use the transaction type when you set up flat file cross-reference information.

Setting Up Data Export Controls

You define the export information for outbound transactions only. To set up data export controls properly, you must indicate the transaction, document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define export controls based on either of the following:

Function Name and Library	You can specify a vendor-specific function name and library identifies the external custom program that accesses the OneWorld interface tables.
UBE or batch processor	You can specify a vendor-specific outbound batch processor that accesses the OneWorld interface tables.

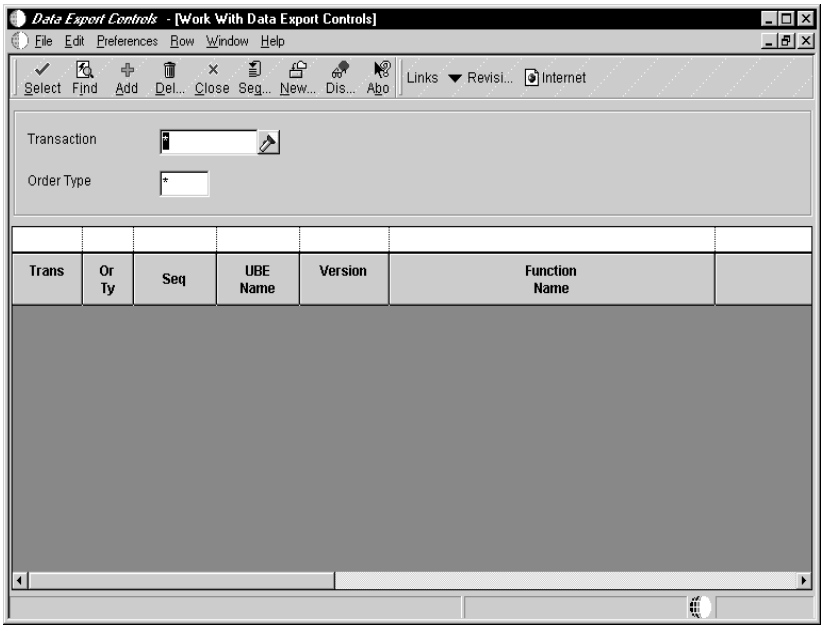
See Also

- *Detailed Tasks for Custom Programming* in the *Interoperability Guide* for information about vendor-specific applications and functions.

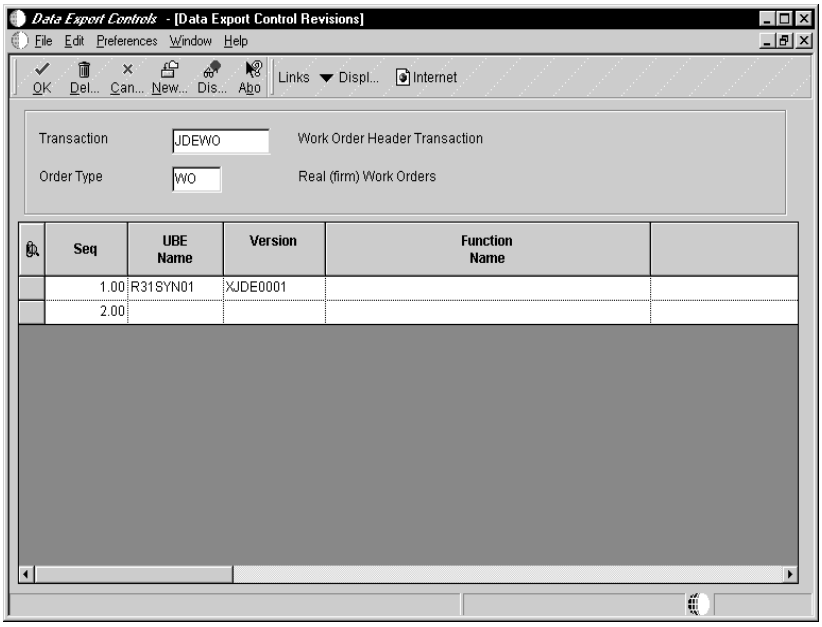
To set up data export controls

From the Purchasing Interoperability menu (G43A313), choose Data Export Controls.

On Work With Data Export Controls



1. Click Add.



2. On Data Export Control Revisions, enter the appropriate transaction, such as receipts, in the following field:
   - Transaction
3. Enter the appropriate order type in the following field:
   - Order Type
4. Enter a UBE name and function name in the following fields:
   - UBE Name
   - Function Name

   You can define data export control for either a vendor-specific batch process or function. If you enter information in fields for vendor-specific batch processors or functions, the system uses the batch process.
5. If you identified a vendor-specific batch process, enter a version in the following field:
   - Version
6. If you identified a vendor-specific function, enter a function library in the following field:
   - Function Library
7. Enter 1 or 0 in the following fields:
   - Execute For Add
   - Execute For Upd
   - Execute For Del
   - Ext DB Exp Mode
   - Launch Immediately
   - Execute For Inq
   - Flat File Exp Mode
   - Ext API Exp Mode
8. Click OK.

Field	Explanation
Transaction	A code that identifies a transaction by type.

Field	Explanation
Order Type	A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following document types are defined by J.D. Edwards and should not be changed: P Accounts Payable documents R Accounts Receivable documents T Payroll documents I Inventory documents O Purchase Order Processing documents J General Accounting/Joint Interest Billing documents S Sales Order Processing documents
UBE Name	The OneWorld architecture is object based. This means that discrete software objects are the building blocks for all applications, and that developers can reuse the objects in multiple applications. Each object is stored in the Object Librarian. Examples of OneWorld objects include: • Batch Applications • Interactive Applications • Business Views • Business Functions • Business Functions Data Structures • Event Rules • Media Object Data Structures
Version	A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values and/or data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process you must choose a version.
Execute For Add	A code that determines whether the system uses the batch application to process an added transaction record. Valid values are: 1 Use batch application to process an added transaction record 0 Do not use batch application to process an added transaction record

Field	Explanation
Execute For Upd	A code that determines whether the system uses the batch application to process an updated transaction record. Valid codes are: 1 Use batch application to process an updated transaction record 0 Do not use batch application to process an updated transaction record
Execute For Del	A code that determines whether the system uses the batch application to process a deleted transaction record. Valid codes are: 1 Use batch application to process a deleted transaction record 0 Do not use batch application to process a deleted transaction record
Ext DB Exp Mode	A code that determines whether the transaction record should be exported to an external database. Valid codes are: 1 Export transaction record to an external database. 0 Do not export transaction record to an external database.
Launch Immediately	This field controls the immediate execution of a batch job. If the field is set to a 1, the job will execute immediately.
Execute For Inq	A code that determines whether the system uses the batch application to process an inquiry of a transaction record. Valid codes are: 1 Use batch application to process an inquiry of a transaction record 0 Do not use batch application to process an inquiry of a transaction record
Flat File Exp Mode	A code that determines whether the system exports the transaction record to a flat file. Valid codes are: 1 Export transaction record to a flat file 0 Do not export transaction record to a flat file
Ext API Exp Mode	A code that determines whether the system exports the transaction record transaction record to an external API. Valid codes are: 1 Export transaction record to an external API 0 Do not export transaction record to an external API

Setting Up the Flat File Cross-Reference

When you exchange data between OneWorld and an external system, you use flat file cross-reference information for the following conditions:

- For inbound transactions, if the external system can not write data to the interface tables in the required format for OneWorld, the external system can write the data to a specific flat file for each transaction and record type.
- For outbound transactions, if OneWorld can not write data to the interface tables in the format required by the external system, OneWorld can write the data to a specific flat file for each transaction and record type.

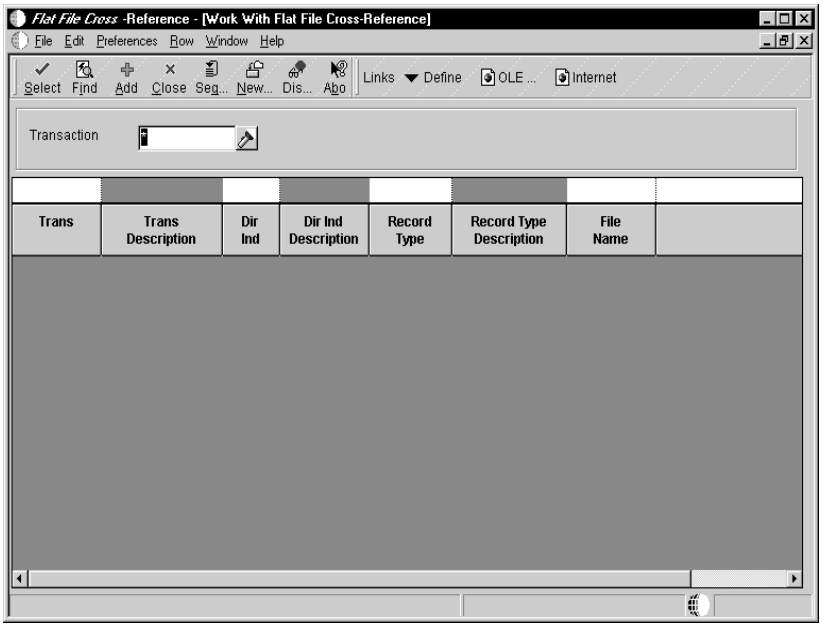
See Also

- *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions

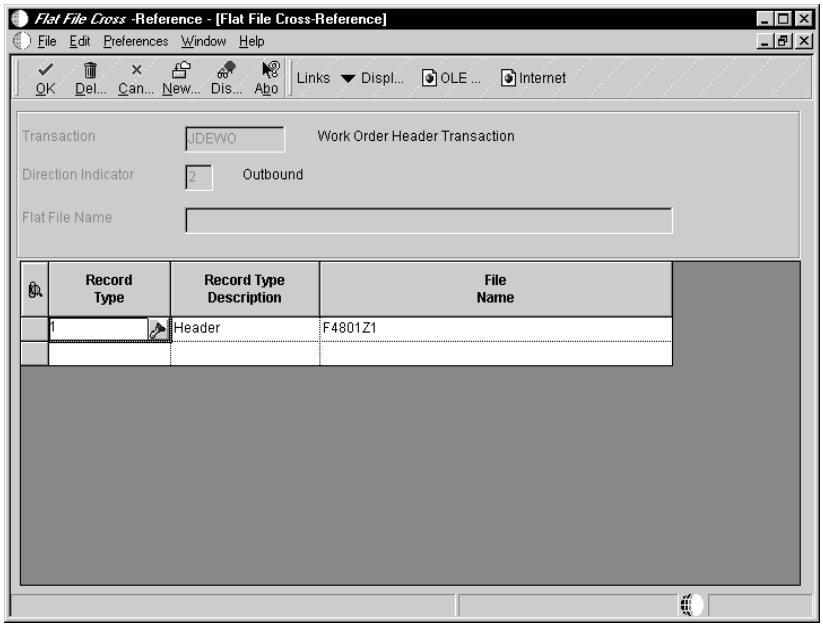
▶ To set up cross–references

From the Purchasing Interoperability menu (G43A313), choose Flat File Cross-Reference.

On Work With Flat File Cross-Reference



1. Click Add.



2. On Flat File Cross-Reference, enter the transaction, such as receipts, in the following field:

   - Transaction

3. Enter 2 in the following field:

   - Direction Indicator

4. Enter 1 in the following field:

   - Record Type

5. Enter the file name in the following field:

   - File Name

   The file name refers to the application table from which the system exchanges information, defined by the record type.

6. Click OK.

Running the Conversion Program

From the Purchasing Interoperability menu (G43A313), choose Inbound Flat File Conversion.

The Inbound Flat File Conversion program converts the flat file to the interface table. If you set the appropriate processing option, the system starts the related transaction process following successful conversion.

See Also

- *Importing from Flat Files* in the *Interoperability Guide* for setup requirements for flat file conversion.

Processing Options for Inbound Flat File Conversion

Transaction

1. Enter the transaction to process. _____

Separators

1. Enter the field delimiter. _____
2. Enter the text qualifier. _____

Process

1. Enter the inbound processor to run after successful completion of the conversion. _____
2. Enter the version for the inbound processor. If left blank, XJDE0001 will be used. _____

Receiving Transactions into OneWorld

When an external system sends inbound transactions, OneWorld stores the unedited data sent from the external system in interface tables. For outbound transactions, OneWorld writes data to the interface tables that is then sent to an external system. In this way, unedited transactions do not affect application tables. The next step is to run the appropriate transaction process to edit the transactions and update the appropriate OneWorld application tables.

In order to receive information in the interface tables, data from an external system must conform to the minimum field requirements specified for the interface table.

When you run the Inbound Flat File Conversion program successfully, the system automatically starts the transaction process if specified in the processing option for the conversion.

Choose from the following tasks as appropriate to process the data:

- ❑ Receiving Inbound Purchase Orders
- ❑ Reviewing the Receiving Advice Edit/Create
- ❑ Working with the Receipt Routing Inbound Processor

The transaction process performs the following tasks:

- Validates the data in the interface table to ensure that data is correct and conforms to the format defined for the application table system
- Updates the associated application table with validated data
- Produces a report that lists invalid transactions and sends an action message for each invalid transaction to the Employee Work Center
- Marks in the interface tables those transactions that are successfully updated to the application tables

If the report indicates errors, access the Employee Work Center from the Workflow Management menu (G02) and review the messages in the message center. Then use the associated inquiry function to review and revise the transactions and rerun the transaction process.

See Also

- *Reviewing and Revising Inbound Transactions* for more information about using the Inquiry function
- *Receiving Documents* in the *Data Interface for Electronic Data Interchange* for more information about receiving inbound EDI documents
- *Transactions Into OneWorld* in the *Interoperability Guide* for more technical information about receiving inbound transactions
- *Checking for Errors* in the *Interoperability Guide* for more information about reviewing error messages in the Employee Work Center.

Receiving Inbound Purchase Orders

From the Purchasing Interoperability menu (G43A313), choose Inbound Purchase Order.

You might receive inbound purchase orders, for example, if you are using a third party manufacturing system and need to create a purchase order in J.D. Edwards software. In this example, the manufacturing system maps the data into a flat file and the Flat File Conversion program copies the data to this interface table.

Reviewing the Receiving Advice Edit/Create

From the Purchasing Interoperability menu (G43A313), choose Receiving Advice Edit/Create.

The Receiving Advice document is a document that represents confirmation by the customer or offsite consigned warehouse to the supplier that they have received the goods or services. This document includes the condition of the items that the customer or consigned warehouse has received along with the customer's acceptance or rejection of those items.

When a supplier sends you receiving advice documents, the translator software maps the data into a flat file, and the Flat File Conversion program copies them to the interface files.

See Also

- *Receiving Advice into Purchasing* in the *Data Interface for Electronic Data Interchange* for interface tables and related application tables for EDI and interoperability transactions.

Working with the Receipt Routing Inbound Processor

From the Purchasing Interoperability menu (G43A313), choose Receipt Routing Inbound Processor.

To update J.D. Edwards Procurement system with receipt routing information, run the Receipt Routing Inbound Processor batch process.

The Inbound Processor uses the data in the interface tables to update applicable J.D. Edwards application tables.

If the Inbound Processor encounters errors while moving the data from the interface tables to the application programs, it sends error messages to the Employee Work Center on the Workflow Management menu (G02).

After the Inbound Processor has finished, it generates an audit report that lists the transactions that were processed, totals for the number of processed transactions, and errors that occurred during processing.

See Also

- *Running a Batch Input Processor from a OneWorld Menu* in the *Interoperability Guide* for more information about batch input processors and the interoperability process

Reviewing and Revising Interoperability Transactions

Running one of the transaction processes, such as the Inbound Receipt Routing process, often identifies one or more inbound transactions that contain invalid transactions. For example, in receipt routing, if you try to move inventory to a step that was not defined in the receipt route, the Inbound Receipt Routing process identifies the invalid transaction and sends an error message to the Employee Work Center. The error message indicates the transaction number for the transaction in error.

You can inquire on the following transactions to review and revise inbound transactions:

- Inbound Receiving Advice Inquiry
- Inbound Receipt Routing Inquiry
- Inbound Purchase Order Inquiry

Use the inquiry menu selections to add, change, or delete transactions containing errors. Then run the appropriate transaction process again. Continue to make corrections and rerun the transaction process until the program runs without errors.

As needed, complete the following tasks:

- ❑ Reviewing and revising inbound transactions
- ❑ Reviewing the processing log

See Also

- *About EDI Document Inquiry and Revision* in the *Data Interface for Electronic Data Interchange Guide* for information about
- *Use the Revisions Application* in the *Interoperability Guide* for more information about reviewing and revising interoperability transactions

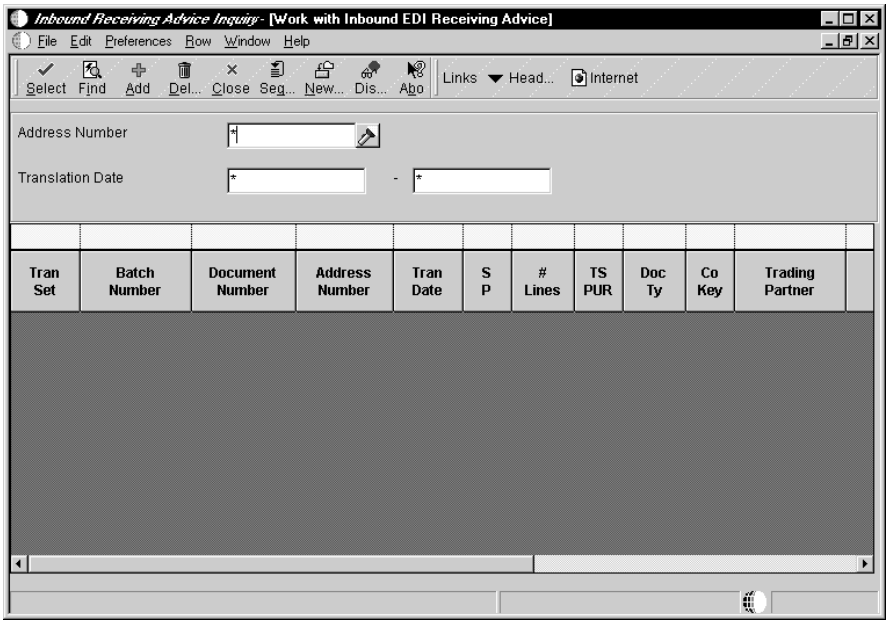
Reviewing and Revising Inbound Transactions

To review and revise inbound transactions, complete the following tasks:

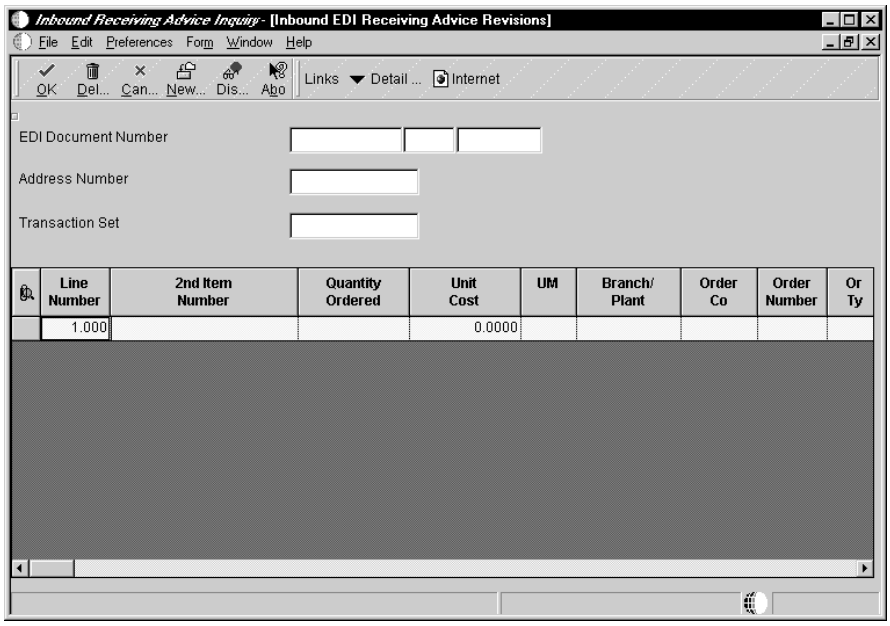
- Reviewing and revising receiving advice transactions
- Reviewing and revising receipt routing transactions
- Reviewing and revising purchase order transactions

To review and revise receiving advice transactions

From the Purchasing Interoperability menu (G43A313), choose Inbound Receiving Advice Inquiry.



1. On Work with Inbound EDI Receiving Advice, to limit the search to specific transactions, complete the following fields:
   - User ID
   - Batch Number
   - Transaction Number
2. Click Find.
3. Choose the transaction to review and revise and click Select.

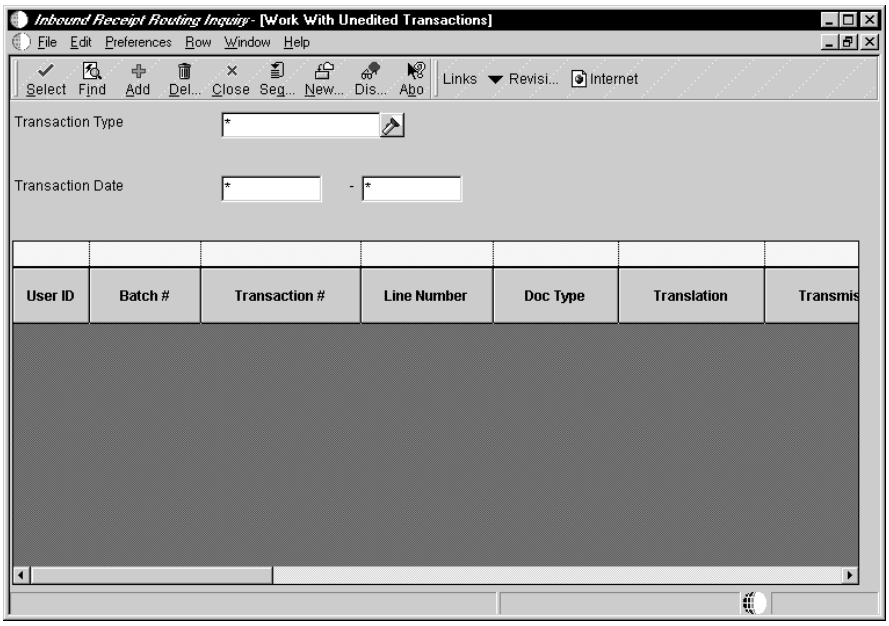


4. On Inbound EDI Receiving Advice Revisions, review and revise as needed, and click OK.
5. If applicable, choose Detail Revisions from the Row menu to review or change additional detail information, and click OK when finished.

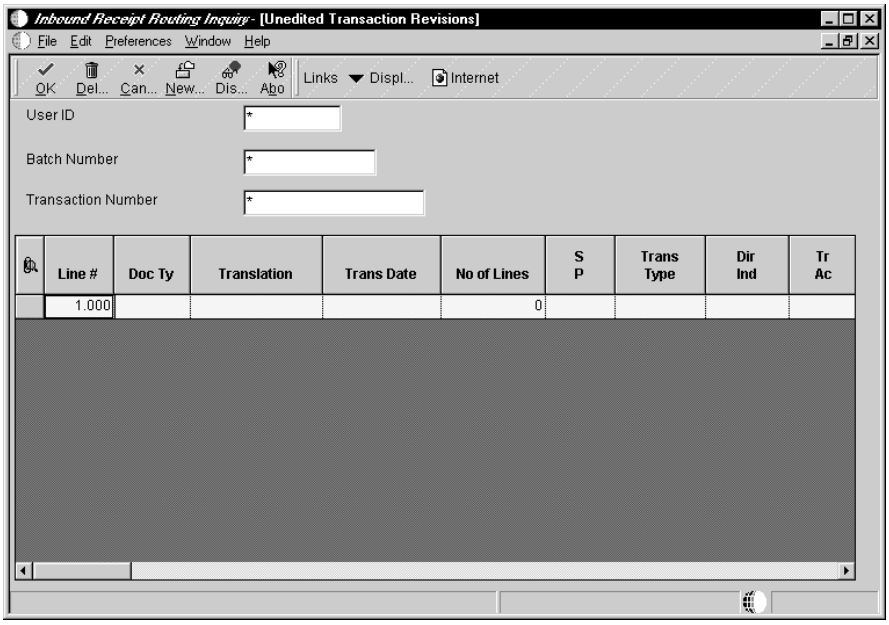
After you correct the errors identified by the Inbound Receiving Advice Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

▶ To review and revise receipt routing transactions

From the Purchasing Interoperability menu (G43A313), choose Inbound Receipt Routing Inquiry.



1. On Work with Unedited Transactions, to limit the search to specific transactions, complete the following fields:
   - User ID
   - Batch Number
   - Transaction Number
2. Click Find.
3. Choose the transaction to review and revise and click Select.

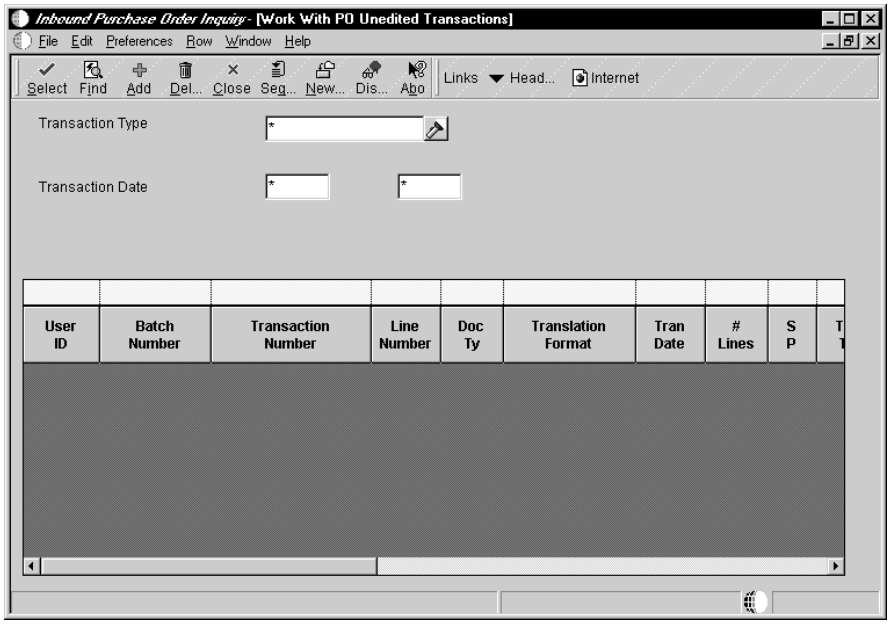


4. On Unedited Transaction Revisions, review and revise as needed, and click OK.
5. If applicable, choose Detail Revisions from the Row menu to review or change additional detail information, and click OK when finished.

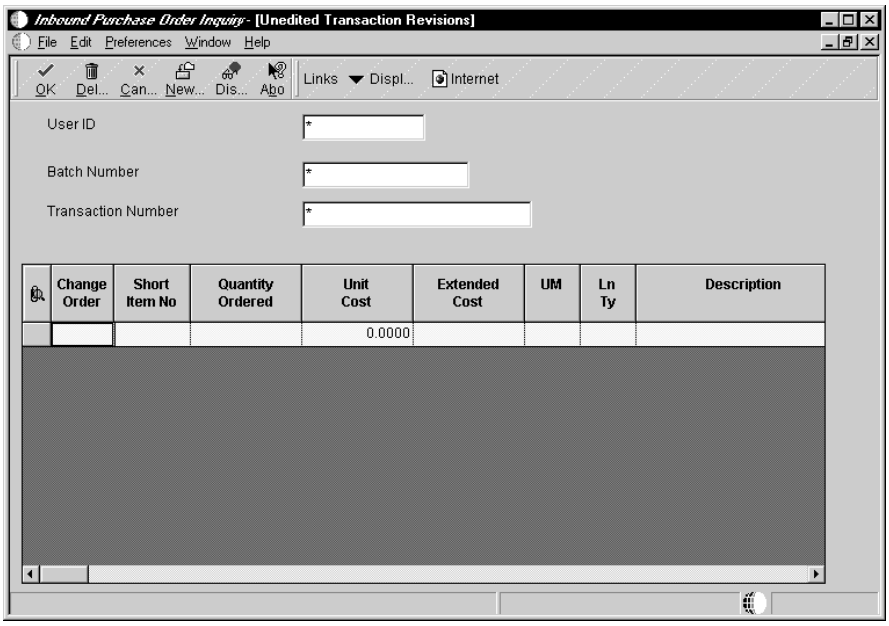
After you correct the errors identified by the Inbound Receipt Routing Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

▶ To review and revise purchase order transactions

From the Purchasing Interoperability menu (G43A313), choose Inbound Purchase Order Inquiry.



1. On Work with PO Unedited Transactions, to limit the search to specific transactions, complete the following fields:
   - User ID
   - Batch Number
   - Transaction Number
2. Click Find.
3. Choose the transaction to review and revise and click Select.



4. On Unedited Transaction Revisions, review and revise as needed, and click OK.
5. If applicable, choose Detail Revisions from the Row menu to review or change additional detail information, and click OK when finished.

After you correct the errors identified by the Inbound Purchase Order Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.

Reviewing the Processing Log

From the Purchasing Interoperability menu (G43A313), choose Processing Log.

You can use the processing log to review whether the system has processed inbound and outbound transactions. With the processing log, you can review whether a vendor-specific transaction has processed successfully. The processing log contains key information from the Data Export Control table about the interoperability transaction, such as the transaction type, order type, and sequence number, batch process or function and corresponding version. The system creates a record for even transaction that is processed in the outbound process.

The information in the processing log is for review only and can not be changed in either the processing log or OneWorld applications.

See Also

- *Subscribing to Outbound Transactions* in the *Interoperability Guide* for more information about the data export control table and the processing log

Sending Transactions from OneWorld

From the Purchasing Interoperability menu (G43A313), choose Outbound Order Processor.

You might send transactions you create or change in the Procurement system to an external system. For example, you might need to send information about changes on a purchase order to an external system.

The default outbound transaction is a copy of a data transaction after you created or changed it (an *after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (a *before image*). Creating and sending before images requires additional processing time. To control the type of image, you set a processing option in the application programs that create transactions.

You can send transactions from OneWorld to an external system using any of the following interoperability methods:

Batch extraction processor	When you run an extraction process, the application retrieves data from the J.D. Edwards application tables for the transaction and copies the data to the interface tables. The system then generates an audit report that lists the processed documents.
Batch and subsystem process	All outbound master business functions used to create interoperability transactions have processing options that control the interoperability transaction. For batch and subsystem processing, you set up the processing options in the appropriate business function version for interoperability and then specify that application and version in the data export controls.

The system places a copy of the transaction in the interface table for that type of transaction. For example, for an outbound purchase order, the system places a copy of the transaction in the Order Header table (F4301Z1) and the Order Detail table (F4311A1). The data is then available for an external system to use.

Before You Begin

- ❑ Define the data export controls for the type of outbound transaction. The system uses data export controls to determine the batch programs or

business processes that third parties supply for use in processing transactions.

See Also

- *Detailed Tasks for OneWorld Operations* in the *Interoperability Guide* for more information about interoperability methods
- *OneWorld Interoperability Models* in the *Interoperability Guide* for more information about implementing asynchronous, synchronous, and batch transactions in OneWorld

Purging Interoperability Transaction Records

From the Purchasing Interoperability menu (G43A313), choose Inbound Purchase Order Purge or Order Outbound Purge.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from interoperability files.

The Procurement system contains a purge option for both inbound and outbound transactions. Use the following purges to remove data from the corresponding interoperability tables:

- Inbound Receiving Advice
- Inbound Purchase Order
- Outbound Order

See Also

- *Purge Batch Process and Named Event Rules* in the *Interoperability Guide* for more information about purging interoperability information

Appendices

Appendix A: Vertex Quantum for Sales and Use Tax

If your company wants to apply sales taxes automatically, you can use the Vertex Quantum for Sales and Use Tax system (Quantum) with the following J.D. Edwards systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)

If you are using the J.D. Edwards Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

Quantum software integrates with the J.D. Edwards OneWorld tax calculation software, which means that you can perform tax calculations using either the Quantum software or the J. D. Edwards tax calculation software or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Working with Quantum consists of:

- ❑ Setting up the J.D. Edwards/Quantum interface
- ❑ Assigning GeoCodes to address book records
- ❑ Working with Quantum taxes
- ❑ Processing Quantum tax information

When tax laws change, the Quantum software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Quantum software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance
- Creates tax compliant records
- Allows exceptions and overrides to the default tax rates

Quantum calculates tax based on the standard rates and rules for the U.S., its territories and possessions, and Canada. To perform all other foreign tax calculations, you have two options:

- Use the J.D. Edwards tax calculation software
- Use the Quantum system, but maintain tax rates for foreign locations using the Quantum Tax Decision Maker

Before You Begin

❑ Verify that you have access to the following Vertex documentation for Quantum for Sales and Use Tax for additional information:

- *Quantum for Sales and Use Tax Reference Manual*
- *Quantum for Sales and Use Tax GeoCoder Master List*
- *Quantum for Sales and Use Tax National Tax Rate Directory*
- *Quantum for Sales and Use Tax Tax Decision Maker Taxability Guide*
- *Quantum for Sales and Use Tax User's Guide*
- *Quantum for Sales and Use Tax Training Guide for Tax Professionals*
- *Quantum for Sales and Use Tax Returns User's Guide.*

J.D. Edwards Components

The interface between J.D. Edwards systems and Quantum software transfers selected J.D. Edwards parameters to Quantum and then returns tax information to J.D. Edwards systems.

The standard J.D. Edwards tax calculation software components can be used with Quantum in the following ways:

Tax authorities

You use tax authorities within J.D. Edwards software to define the government agencies that assess and collect taxes. You define tax authorities in the J.D. Edwards Address Book system only for international tax authorities because those for the U.S. and Canada are stored by Quantum.

Tax rates and tax areas

For U.S. and Canadian taxes, you specify a GeoCode for each tax rate and tax area to allow Quantum to identify the correct taxing jurisdictions.

Automatic Accounting Instructions (AAIs)

For U.S. and Canadian taxes, you use the AAI code PT_____ for the company.

For non-United States and non-Canadian taxes, you assign an AAI to each taxing authority within each tax rate/area.

Tax rules by company

You can define tax rules for the Accounts Receivable, Accounts Payable, Sales Order Management, Procurement, CSMS, and General Accounting systems. When you enter transactions for these systems, taxes are calculated according to these rules. The system uses these tax rules to:

- Calculate discounts on a gross amount that already includes tax.
- Calculate tax on a gross amount that includes the discount amount.
- Control when the system displays a warning message (or rejects a transaction altogether) when someone enters a tax that differs from the system-calculated tax. This does not apply to E, S, and U tax types.

This feature applies to taxes for all countries.

Tax explanation codes

Tax explanation codes control how a tax is assessed and how it is distributed to the general ledger revenue and expense accounts. J.D. Edwards software provides a number of tax explanation codes. Tax codes E, S, and U are pre-defined for Quantum software. Because the tax explanation code is a user defined code (00/EX), you can set up additional codes to meet specific business needs; however, Quantum only recognizes tax codes E, S, and U.

In Quantum software, you can use the tax explanation code to make a customer or a specific transaction tax exempt. For example, a customer with a tax explanation code of E is exempt. Any purchase or sales order, accounts receivable invoice, CSMS service order part or CSMS contract line item can be coded with E to make that specific transaction exempt. Currently, CSMS service order routings are taxable and cannot be overridden.

Other available codes are U (use) for use in the Procurement, Accounts Payable, and CSMS systems, and S (sales) for use in Sales Order Management, Accounts Receivable, and CSMS systems.

Quantum Components

The Quantum for Sales and Use Tax system includes the following components:

Rate and GeoCode Data Modules

The data modules store tax rates and other pertinent jurisdictional tax data for all U.S. and Canadian tax authorities, which include over 66,000 locations. All states and counties are on file, as well as all cities with populations over 250. If a city has a population less than 250 and levies a tax, that city is also included in the data modules.

Quantum researches and maintains the data contained in the file by remaining in constant contact with all jurisdictions that levy a tax. Every month, Quantum updates its internal databases and issues new data module files to its subscribers.

Tax Decision Maker

You can customize the Quantum system for your special needs. You use the Tax Decision Maker Engine in conjunction with the Tax Decision Maker (TDM) to automate (separately or in combination) product, customers, or jurisdictional tax exceptions. TDM lets you set up and maintain tax exceptions. You can also override customer and product exemptions from service order and contract entry, sales order entry and purchase order entry. You can access the TDM from Quantum menus.

Tax Decision Maker Engine

The Tax Decision Maker Engine interfaces with J.D. Edwards Sales Order Management, Procurement, Accounts Receivable, Accounts Payable, and CSMS systems.

When a J.D. Edwards program calls the Tax Decision Maker Engine, the Tax Decision Maker Engine determines the following:

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable
- Tax exceptions, if applicable

The Tax Decision Maker Engine then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

The module can also store tax history for an audit trail and for management reports and returns preparation (as an independent function outside the scope of J.D. Edwards generated reports). Because the Data Module isolates the state, county, city, and district rates, Quantum can calculate the four levels individually.

Sales Tax Register file

From the Sales Tax Register file, the Tax Decision Maker Engine produces detail and summary sales tax register reports sequenced by state, county, and city for any billing period. You generate these reports from Quantum menus.

Returns Module

If you purchase the Returns Module in addition to the Quantum for Sales and Use Tax system, the Returns Module completes the sales tax cycle by automating state and local returns preparation. After calculating the amount to be paid to the appropriate tax authorities, the system automatically generates signature-ready sales and use tax forms and check requests.

Interface Considerations

Before you set up the J.D. Edwards/Quantum Sales Tax Interface to reflect your environment, carefully consider the specific conditions and requirements of the company, the product, the customer or supplier, and international tax obligations.

Company and Divisional Considerations

You should understand any special dispensations that the company has arranged with state or local jurisdictions for collecting sales and use taxes at a reduced rate. Then, consider if tax returns are filed for just one company or for multiple companies.

Product Considerations

You should understand the business and how products fit into appropriate tax categories. For example, rebuilt machinery might be taxed differently than spare parts for the same machinery. Decide how the company intends to set up the taxing policies for J.D. Edwards and Quantum software.

Customer and Supplier Considerations

You must properly identify the tax category to which customers and suppliers belong. For example, a customer might be a provider of goods or services, a reseller, a charitable organization, or other tax group. Decide how you will set up customers and suppliers into both the J.D. Edwards and Quantum software modules.

International Tax Considerations

Be aware of international tax obligations. Know whether to use the J.D. Edwards Tax Calculation software or Quantum to manage and process non-U.S. and non-Canadian tax transactions.

Co-existence Considerations

Although you can work with OneWorld and WorldSoftware in a coexistent environment, the Vertex Sales and Use Tax for J.D. Edwards WorldSoftware and Quantum for Sales and Use Tax for OneWorld do not co-exist with each other. For coexistent customers, the system creates two Tax Registers depending on the system that is writing to the Register, either WorldSoftware or OneWorld. While the two systems do not share the Tax Decision Maker (TDM) table, you can copy the Tax Decision table between the two systems. For the Quantum Tax Returns table, you can merge the two Register tables.

Setting Up the J.D. Edwards/Quantum Interface

If your company wants to apply sales taxes automatically, you can use Quantum software along with the J.D. Edwards system. Quantum software can co-exist with the J.D. Edwards tax calculator software, which means that you can perform tax calculations using either system or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Setting up Quantum consists of:

- ❑ Activating Quantum
- ❑ Setting up automatic accounting instructions for Quantum
- ❑ Assigning non-stock product categories to order types
- ❑ Defining tax information for items

Before You Begin

- ❑ Review order line types. See *Setting Up Order Line Types.*
- ❑ Review order activity rules. See *Setting Up Order Activity Rules.*
- ❑ Verify that each customer address book record has a corresponding record in customer master information,and that all suppliers have a record in supplier master information.

What You Should Know About

Tax only calculations	For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a Quantum GeoCode. For records with ST and UT tax types, records are not to be written to the Quantum Tax Register file, even if Quantum is active.
Returns Module	If you plan to use the Quantum Sales Tax Returns Module, you should install it after performing all other setup steps.

Activating Quantum

You must activate the Quantum feature before you can use GeoCodes to perform tax calculations.

Before You Begin

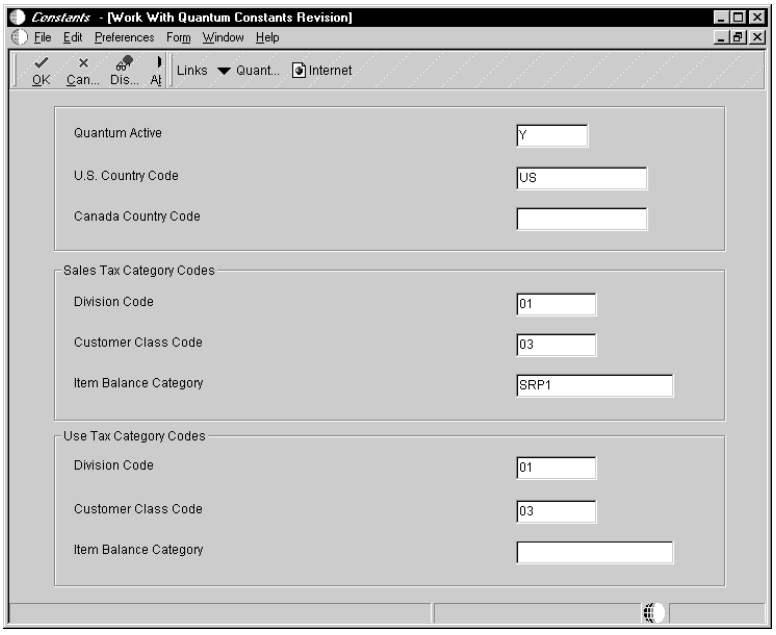
❑ You must set up database connections to establish communication to the Quantum databases, both Quantum for Sales and Use Tax and Quantum for Payroll.

See *Setting Up Database Connections* in the *OneWorld Installation Guide* for more information.

▶ To activate Quantum

From the Complementary Products menu (G73), choose Quantum Sales and Use Tax. From the Vertex Quantum Sales and Use Tax menu (G731), choose Constants.

On Work with Quantum Constants Revisions



1. Complete the following fields:
   - Quantum Active
   - U.S. Country Code
   - Canada Country Code
2. Complete the following fields for sales tax category codes:

- Division Code
- Customer Class Code
- Item Balance Category

3. Complete the following fields for use tax category codes and click OK:
   - Division Code
   - Customer Class Code
   - Item Balance Category

Field	Explanation
Quantum Active	This flag determines whether to use the Vertex Tax Compliance system for tax calculations. Y Use Vertex system to calculate taxes. N Do not use Vertex system to calculate taxes. Instead, use JDE tax calculations.
U.S. Country Code	The code used to indicate to the Vertex Sales and Use Tax system that you choose to represent the United States.
Canada Country Code	The code used to specify Canada to the Vertex Sales and Use Tax System.
Division Code	This field tells the Vertex Tax Interface the Address Book Category Code to use for Division/Store Code for Sales Tax. The Division/Store Code is used by the Vertex Tax Decision Maker module. The interface will use the corresponding category code based on the value specified in this field.
Customer Class Code	This field tells the Quantum Tax Interface the Address Book Category Code to use for Customer Class Code for Sales Tax. The Customer Class Code is used by the Quantum Tax Decision Maker module. The interface will use the corresponding category code based on the value specified in this field.
Item Balance Category	This field tells the Vertex Tax interface the Item Branch/Plant category code to use for Product Category for Sales Tax. The Product Category code is used by the Vertex Tax Decision Maker module. The interface will use the corresponding category code from the Item Branch/Plant file based on the value specified in this field.
Division Code	This field tells the Vertex Tax Interface the Address Book Category Code to use for Division/Store Code for Use Tax. The Division/Store Code is used by the Vertex Tax Decision Maker module. The interface will use the corresponding category code based on the value specified in this field.

Field	Explanation
Customer Class Code	This field tells the Quantum Tax Interface the Address Book Category Code to use for Customer Class Code for Use Tax. The Customer Class Code is used by the Quantum Tax Decision Maker module. The interface will use the corresponding category code based on the value specified in this field.
Item Balance Category	This field tells the Vertex Tax interface the Item Branch/Plant category code to use for Product Category for Use Tax. The Product Category code is used by the Vertex Tax Decision Maker module. The interface will use the corresponding category code from the Item Branch/Plant file based on the value specified in this field.

Setting Up Automatic Accounting Instructions for Quantum

You must create AAIs for each unique combination of company, transaction, document type, and G/L class (G/L offset account) that you want to use. Each AAI is associated with a specific G/L account that consists of a business unit, an object, and optionally, a subsidiary.

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as VAT or use tax, you designate the accounts to debit and credit for an invoice tax amount. The AAIs, PT_ _ _ _ (for payables) and RT_ _ _ _ (for receivables), are used only for taxes. The system is hard coded to look at the tax AAIs for the company. The system uses the state code prefix of the GeoCode as a subsidiary to search the Account Master (F0901) for the appropriate G/L account. If none is found, the system uses the business unit and object account in the company.

When you set up AAIs to use Quantum, you can set up G/L accounts by state. You must add the state code value as the subsidiary of the base account. During the post process, the system verifies the state code against the GeoCodes to search for the proper account.

See Also

- *Understanding AAIs for General Accounting* in the *General Accounting Guide*

Assigning Non-Stock Product Categories to Order Types

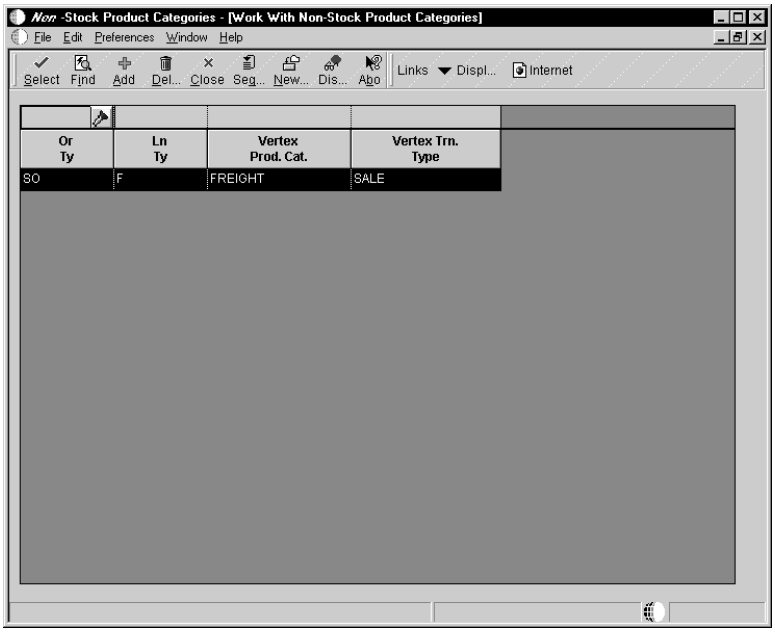
For non-stock order lines (such as lines for freight charges or other miscellaneous charges), you must define non-stock product categories within the Quantum system. The J.D. Edwards/Quantum interface uses these codes when you enter order lines to determine tax information.

You can specify a Quantum product category or a Quantum transaction type for each order type and line type combination. The Quantum product category is used for product exceptions in TDM. The Quantum transaction type indicates to Quantum the type of transaction that is being processed (for example, sales, purchase, rental, or service) so Quantum can apply the appropriate tax type. You define tax types on the Quantum TDM Override Subtable form.

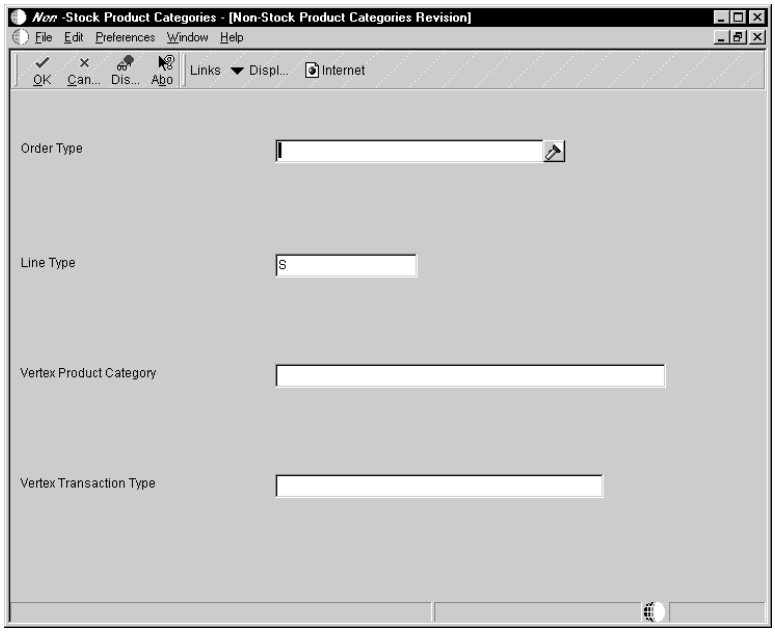
▶ To assign non-stock product categories to order types

From the Complementary Products menu (G73), choose Vertex Quantum Sales and Use Tax. From Vertex Quantum Sales and Use Tax menu (G731), choose Non-Stock Product Categories.

On Work with Non-Stock Product Categories



1. Click Add.



2. Complete the following fields:
   - Order Type
   - Line Type
   - Vertex Product Category
   - Vertex Transaction Type

Defining Tax Information for Items

To apply tax to the sales or purchase of an item, you perform two tasks to specify that the item is taxable:

- Activate the tax fields for the item on Item Branch/Plant Information to yes
- Assign the item to a tax category

In Quantum, the tax category corresponds to product categories that you define in Tax Decision Maker (TDM) for any special tax exceptions or overrides. For example, when you sell a stock item, the J.D. Edwards Sales Order Management system passes the tax category code to the Quantum system.

Before Quantum calculates the tax, it compares the tax category code to TDM product categories. If it finds a match (for example, the TDM setting for the category) taxable, exempt, or otherwise, it dictates how Quantum specifies a tax. If it does not find a match, Quantum taxes the item at the standard rate for that jurisdiction.

Taxes are calculated for items only if the customer is also taxable. If the value in the taxable field is No, the system writes the transaction to the Quantum Tax Register as exempt.

▶ To define tax information for items

From the Inventory Management menu (G42), choose Inventory Master/Transactions. From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

On Item Branch/Plant Information

1. Locate the item whose tax information you want to define.
2. Complete the following fields:
   - Sales Taxable
   - Purchasing Taxable
3. Access Item Branch Class Codes.
4. On Item Branch Class Codes, complete fields as follows:
   - For sales tax, the field that corresponds to the value that you specified in the Item Balance Category field under Sales Tax Category Code on the Quantum Tax System Constants form.
   - For use tax, the field that corresponds to the value you specified in the Item Balance Category field under Use Tax Category Code on the Quantum Tax System Constants form.

Assigning GeoCodes to Address Book Records

After you activate the Vertex Quantum for Sales and Use Tax system, you must assign GeoCodes to existing address book records. That is, you must set up GeoCodes for every customer, supplier, Ship To, Ship From, warehouse, or branch/plant in the address book. The Tax Decision Maker Engine uses GeoCodes to calculate sales and use taxes for each customer and specific location.

A GeoCode is a nine-digit code that represents a taxing jurisdiction. All GeoCodes are defined and maintained by Vertex. Each GeoCode has the following format:

XXYYYZZZZ

where

XX = State

YYY = County

ZZZZ = City

You can assign GeoCodes to address book records manually or by using a batch program. You should start with the batch program to complete as many address book records as possible. Then, after reviewing the resulting report, you can use the manual process to change GeoCodes, if necessary. You can also use the manual process to assign a GeoCode to a new address book record.

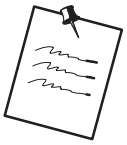
Complete the following tasks:

- ❑ Assigning GeoCodes globally to address book records
- ❑ Assigning GeoCodes manually to address book records
- ❑ Calculating taxes for related addresses

If you use Quantum for Sales and Use Tax, the Tax Rate/Area field in the J.D. Edwards master and transaction tables are used to store the assigned GeoCode. However, a client can choose to use the Quantum tax system as well as the J.D. Edwards tax system.

To distinguish GeoCodes from J.D. Edwards tax area codes, each GeoCode is prefixed with V, M, or O within J.D. Edwards systems:

V (Vertex GeoCode)	A V prefix to the nine-digit GeoCode identifies the code as a literal Vertex GeoCode.
M (Multi-County Situation)	The system assigns M as the prefix to the GeoCode when you run the batch assignment program and it finds postal codes that cross two or more county boundaries. When this occurs, you must review the records and manually assign the appropriate GeoCode based on the county.
O (Outside City Limits)	If an address that is specified in the address book record is not physically located within the city limits and therefore is not subject to city tax, you must manually change the first character of the GeoCode from V to O. This indicates to Quantum not to calculate the city tax for that GeoCode.



Vertex has not defined GeoCodes for non-U.S. or non-Canadian jurisdictions and does not maintain tax rates for these jurisdictions. However, you can create GeoCodes, beginning each GeoCode with “77” (in the state field), which lets you create records in TDM for each non-U.S. or non-Canadian jurisdiction.

Additionally, you can set up the Quantum Override table to maintain tax rates for each non-U.S. or non-Canadian taxing authority.

Before You Begin

- ❑ Verify that you have set up the address book search types in the user defined code table (73/ST) for GeoCode assignments. When you update GeoCodes, the system determines which address book records to update with GeoCodes based on the search type.

Assigning GeoCodes Globally to Address Book Records

You can use the following batch processes to update GeoCode information in multiple address book records:

- Update Address Book GeoCodes (R730101)
- Effective Address Update (R01840)

Update Address Book GeoCodes

From the Vertex Quantum Sales and Use Tax menu (G731), choose Update Address Book GeoCodes.

Use the Update Address Book GeoCodes (R730101) program to add GeoCodes to existing address book records. The system stores the GeoCode in the Tax Rate/Area field of either the Customer Master Information (F03012) table or the Supplier Master Information (F0401) table.

When you perform a batch address book record update, the system populates the Tax Rate/Area field with the appropriate GeoCode.

If there is not enough information to assign a GeoCode, or if an address book record crosses multiple tax jurisdictions, the system does not enter a value in the field.

The system produces reports that show both unmatched records and records that you might want to match. Additionally, the system sends e-mail messages to the Work Center that identify unmatched records. Messages in the Work Center are sent to the person that is processing the batch report, based on the User ID. For example, when an address book record can have more than one GeoCode assigned to it, the system does not match the address book record with a GeoCode. Use these reports and messages to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

Effective Address Update

From the A/B Advanced and Technical Operations menu (G0131), choose Effective Address Update.

When you run the Effective Address Update, the system verifies effective dates of addresses and updates corresponding supplier and customer records accordingly. The system stores the GeoCode in the Tax Rate/Area field of either the Customer Master Information (F03012) or the Supplier Master Information (F0401) tables.

When you perform a batch update based on effective dates, the system populates the Tax Rate/Area field with the appropriate GeoCode. If a value exists in the field that is not a GeoCode, the system does not update the Tax/Rate Area field.

If there is not enough information to assign a GeoCode, or if an address book record crosses multiple tax jurisdictions, the system does not enter a value in the field.

The system produces reports that show both unmatched records and records that you might want to match. Additionally, the system sends e-mail messages to the Work Center that identify unmatched records. Messages in the Work Center are sent to the person that is processing the batch report, based on the User ID. For example, when an address book record can have more than one GeoCode assigned to it, the system does not match the address book record with a GeoCode. Use these reports to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

Assigning GeoCodes Manually to Address Book Records

The system assigns a GeoCode to the Business Unit Master, Supplier Master, and Customer Master records based on the following fields in the mailing address for the corresponding address book record:

- City
- State
- Postal Code
- County

You might have to manually change or assign GeoCodes for the following reasons:

- A multi-county situation exists for an address book record
- The address falls outside city limits
- You have added a new address book record for a customer or supplier

When an address book record can have more than one GeoCode assigned to it, you use the Search and Select form to choose a GeoCode. The Quantum GeoCode Select form lists all possible GeoCodes that correspond to county names and postal code ranges.

When you change an address, the system updates any existing GeoCodes. If the address change results in a different GeoCode, the system also updates the Tax Rate/Area field on the Customer Master Information (F03012) and Supplier Master Information (F0401) tables.

Depending on the type of address book record, perform the following tasks to assign GeoCodes to business units, suppliers, and customers:

- Manually assigning GeoCodes to business units

- Manually assigning GeoCodes to suppliers
- Manually assigning GeoCodes to customers

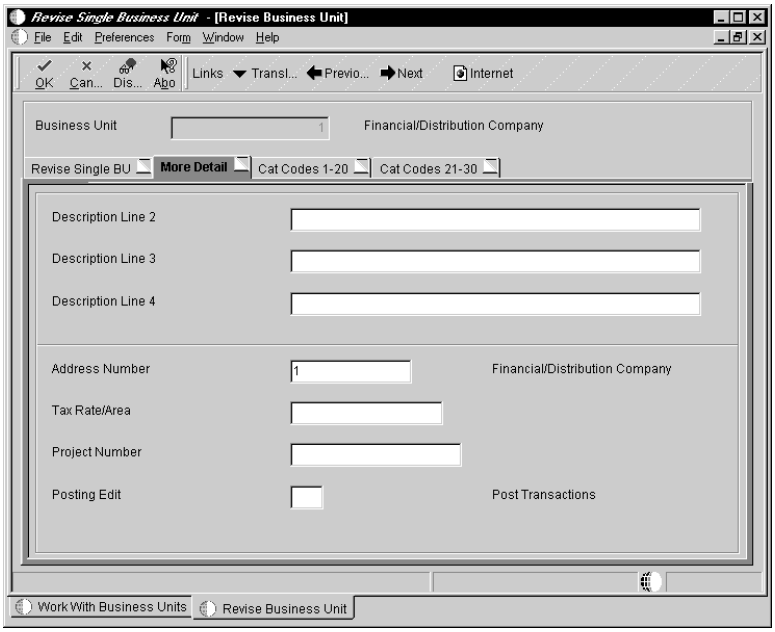
When you access the Search and Select Window from the visual assist for the Tax Rate/Area field in any form, the system verifies whether Quantum is active in the Quantum Constants. If so, the system first displays GeoCodes from which you can review and select appropriately. To review J.D. Edwards tax rates/areas, click Cancel on the GeoCode inquiry form. The system then displays J.D. Edwards tax rates.

To manually assign GeoCodes to business units

From the Organization and Account Setup menu (G09411), choose Revise Single Business Unit.

On Work with Business Units

1. Locate the business unit and click Select.
2. On Revise Business Unit, click the More Detail tab.



3. Complete the following field:
   - Tax Rate/Area

If you try to access GeoCode information using the Visual Assist in the Tax Rate/Area field, you must ensure that the business unit is assigned to an address book number.

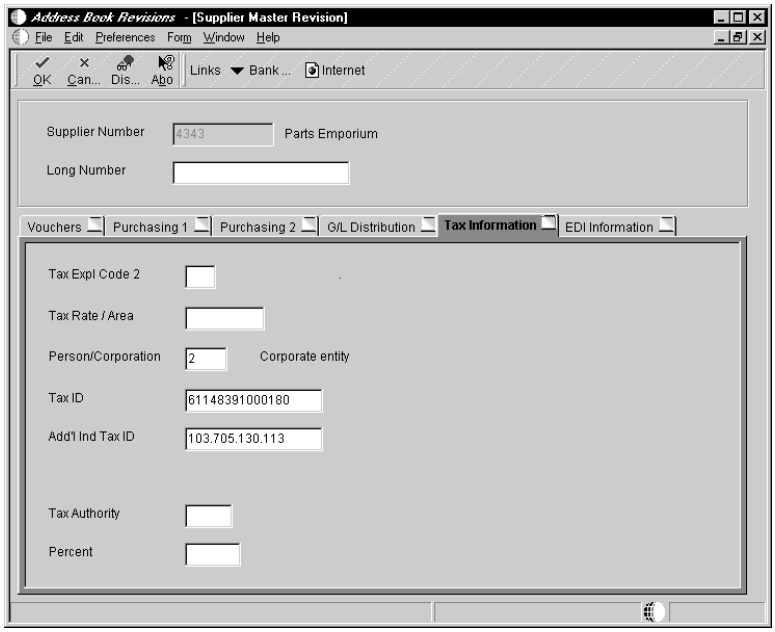
Because there is no tax explanation code, if you are working with CSMS, the business unit tax explanation code is always a sales tax (S).

To manually assign GeoCodes to suppliers

From the Address Book menu (G010), choose Daily Processing. From the Daily Processing menu (G01), choose Address Book Revisions.

On Work with Addresses

1. Locate the address book record whose GeoCode you want to change or add.
2. Choose A/P from the Row menu.



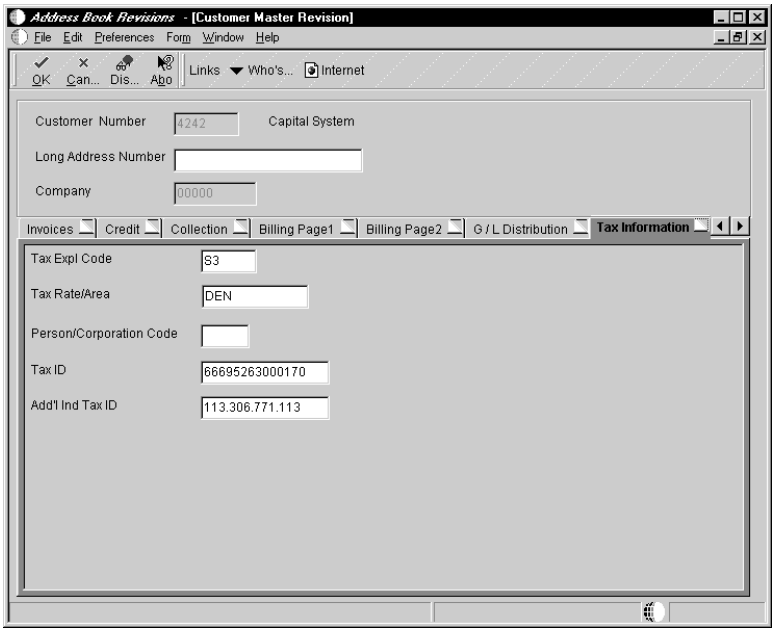
3. On Supplier Master Revision, click the Tax Information tab and complete the following fields:
   - Tax Explanation Code
   - Tax Rate/Area

To manually assign GeoCodes to a customer

From the Address Book menu (G010), choose Daily Processing. From the Daily Processing menu (G0010), choose Address Book Revisions.

On Work with Addresses

1. Locate the address book record whose GeoCode you want to change or add.
2. Choose A/R from the Row menu.



3. On Customer Master Revision, click the Tax Information tab and complete the following fields:

   - Tax Explanation Code
   - Tax Rate/Area

Calculating Taxes for Related Addresses

In order for Quantum to calculate taxes for various jurisdictions laws and regulations, the GeoCodes might be based on one of the following three parameters:

Ship To	The Ship To location is generally the customer's location in a sales or purchase transaction. For example, your cost center, office, or plant location for the customer might be the Ship To. The system calculates Consumer's Use Tax if you are the customer for the purchase.
Ship From	The Ship From location is generally the seller's plant or warehouse that is delivering the product or service. It is crucial to a sales tax calculation, because different rules might apply for intrastate (Ship To and Ship From are in the same state) or interstate (Ship To and Ship From are in different states) transactions.
Order Acceptance	The Order Acceptance location is the place where the seller accepts, acknowledges, or receives the actual order. This is crucial for determining the correct tax on an interstate or intrastate transaction.

When you enter an address book number to represent a customer (Sold To, Ship To), supplier or branch/plant (Ship From), the system uses the following rules for each system:

Vertical	Tax Type	Reason	Ship To	Ship From	Order Acceptance
A/P	Use or Exempt	Accrue Use Tax	Based on a hierarchy: • Business Unit GeoCode • Business Unit Address Number GeoCode • Business Unit Company Address Number GeoCode		Same as Ship To
A/P	Sales	Verify Sales Tax	Based on a hierarchy: • Business Unit GeoCode • Business Unit Address Number GeoCode • Business Unit Company Address Number GeoCode	GeoCode associated with Supplier's address	Same as Ship From
A/R	Sales	Accrue Sales Tax	GeoCode associated with Customer's Address	Based on a hierarchy: • Business Unit GeoCode • Business Unit Address Number GeoCode • Business Unit Company Address Number GeoCode	Same as Ship From
Sales Order Management	Sales	Accrue Sales Tax	Geocode associated with Customer's Ship To address on order detail line	Based on a hierarchy: • Order Detail Line Branch/Plant GeoCode • Order Detail Line Branch/Plant GeoCode Address Number GeoCode • Order Detail Line Branch/Plant Company Address Number GeoCode	Same as Ship From

Vertical	Tax Type	Reason	Ship To	Ship From	Order Acceptance
Procurement	Use	Accrue Sales Tax	Based on a hierarchy: • Order Header Branch/Plant GeoCode • Order Header Branch/Plant Address Number GeoCode • Order Header Branch/Plant Company Address Number GeoCode	GeoCode associated with Supplier's Address on Order Header	Same as Ship To
CSMS	Sales	Accrue Contract Tax	GeoCode on the contract detail line. (This is based on the Site Address Number on the contract detail line.)	GeoCode associated with business unit on the contract detail line. If no GeoCode is assigned, the system retrieves the GeoCode from the Supplier Master, using the address number of the business unit on the contract detail line.	GeoCode associated with Business Unit Address Number on the contract header. If no GeoCode is assigned, the system retrieves the GeoCode from the Supplier Master, using the address number of the business unit on the contract header.
CSMS	Sales	Accrue Service Order Sales Tax	GeoCode on the service order. (This is based on the Site Address Number on the service order.)	GeoCode associated with the Responsible Business Unit on the service order. If no GeoCode is assigned, the system retrieves the GeoCode from the Supplier Master, using the address number of the responsible business unit on the service order.	Same as Ship From
CSMS	Use	Accrue Service Order Use Tax	GeoCode associated with the Responsible Business Unit on the service order. If no GeoCode is assigned, the system retrieves the GeoCode from the Supplier Master, using the address number of the responsible business unit on the service order.	GeoCode associated with Service Provider Address Number on the service order.	Same as Ship To

Working with Quantum Taxes

After you assign GeoCodes to address book records, you might need to override a GeoCode on an invoice, voucher, sales order, purchase order, service order, or contract.

Complete the following tasks:

- ❑ Overriding GeoCodes on an invoice
- ❑ Overriding GeoCodes on a voucher
- ❑ Overriding GeoCodes on a sales order
- ❑ Overriding GeoCodes on a purchase order
- ❑ Overriding GeoCodes on a contract
- ❑ Overriding GeoCodes on a service order

When you enter a sales or purchase order, invoice, service order quote, or voucher, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information from the Tax Rate/Area field in the J.D. Edwards master and transaction tables, which are used to store the assigned GeoCode or J.D. Edwards tax code.

The Tax Decision Maker interfaces with the following programs in the J.D. Edwards systems:

Accounts Payable	• Supplier Master • Multi-Company Voucher Entry (P041016) • Multi-Voucher Entry (P041017) • Standard Voucher Entry (P0411) • Speed Voucher Entry (P0411SV)
Procurement	• Purchase Order Entry (P4310) • Purchase Order Workbench (P43101) • Voucher Match (P4314) • Order Revision History (43205) • Release Open Quotes (P43360)

Accounts Receivable	• Customer Master (P03013) • Standard Invoice Entry (P03B11) • Speed Invoice Entry (P03B11SI) • Speed Status Change (P03B114)
Sales Order Management	• Sales Order Entry (P4210) • Online Invoice Inquiry (P42230)
Customer Service Management System (CSMS)	• Contract Revisions (P1721) • Service Order Entry (P17714) • Service Order Quote (R17711) • Online Service Order Quote (P17717)

When a J.D. Edwards program calls the Tax Decision Maker, the Tax Decision Maker Engine determines the following information:

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable

The Tax Decision Maker then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

In CSMS, the system does not calculate taxes until you run Service Contract Workfile Generation (R1732) or the Service Order Workfile Generation (R1775) in final mode. However, the system does calculate taxes when you create a service order quote.

See Also

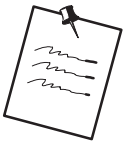
- *Working with Vouchers* in the *Accounts Payable Guide* for more information about reviewing voucher information
- *Working with Invoices* in the *Accounts Receivable Guide* for more information about invoice information
- *Managing Service Contracts* and *Working with Service Orders* in the *Customer Service Management System (CSMS)*
- *Reviewing Sales Order Information* in the *Sales Order Management Guide* for more information about reviewing sales orders

- *Working with Purchase Order Information* in the *Procurement Guide* for more information about reviewing purchase orders

Overriding GeoCodes on an Invoice

After you assign GeoCodes to your customers, the system uses the GeoCode to supply default tax information when you enter an invoice. If you want to override the tax information supplied by the system, you can do so when you enter the invoice.

The system makes accounting entries for sales taxes when you post the invoice based on the AAI item RT _ _ _ _ , which points to the sales tax account.



You can also override tax information during Speed Invoice Entry and Multi-Invoice Entry.

▶ To override a GeoCode on an invoice

From the Accounts Receivable menu (G03), choose Daily Processing. From the Daily Processing menu, choose Customer and Invoice Entry. From Customer and Invoice Entry (G03B11), choose Standard Invoice Entry.

On Standard Invoice Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter an invoice with taxes.

   See *Entering an Invoice with Taxes (P03105)* in the *Accounts Receivable Guide*.

3. Complete the following fields:
   - Tax Amount (optional)
   - Tax Explanation Code (optional)
   - Taxable Amount

Field	Explanation
Tax Expl Code 1	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.
Amount – Taxable	The amount on which taxes are assessed.

Overriding GeoCodes on a Voucher

After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

The system makes accounting entries for use taxes when you post the voucher. AAI item PT_ _ _ _ (no G/L offset) points to the use tax account.

You can also override tax information during Multi-Company Voucher entry, Multi-Voucher Entry, and Speed Voucher Entry.

▶ To override a GeoCode on a voucher

From the Accounts Payable menu (G04), choose Daily Processing. From the Daily Processing menu, choose Supplier and Voucher Entry. From Supplier and Voucher Entry (G0411), choose Standard Voucher Entry.

On Standard Voucher Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter basic information for a standard voucher.

   See *Entering Standard Vouchers* in the *Accounts Payable Guide*.

3. Complete the following fields:
   - Tax Amount (optional)
   - Tax Explanation Code (optional)
   - Taxable Amount

Field	Explanation
Tax Explanation 2	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.
Amount – Taxable	The amount on which taxes are assessed.

Overriding GeoCodes on a Sales Order

When you enter a sales order, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information for the order from the Tax Rate/Area field in the J.D. Edwards master and transaction tables that are used to store the assigned GeoCode or J.D. Edwards tax code.

You can enter tax information that is specific to a detail line. This information determines whether taxes apply to the items or services on the detail line and how the system calculates the taxes.

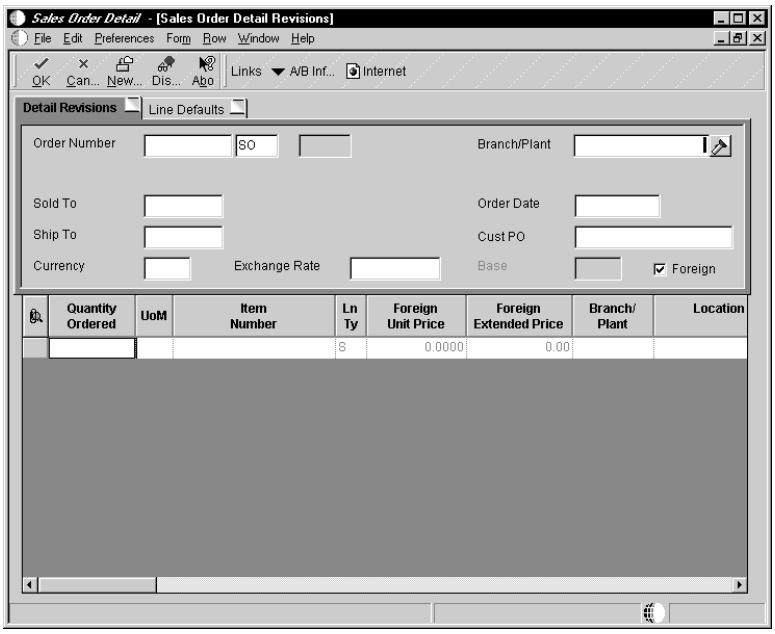
▶ To override GeoCodes on a sales order

From the Sales Order Management menu (G42), choose Sales Order Processing. From the Sales Order Processing menu (G4211), choose Enter Orders Detail.

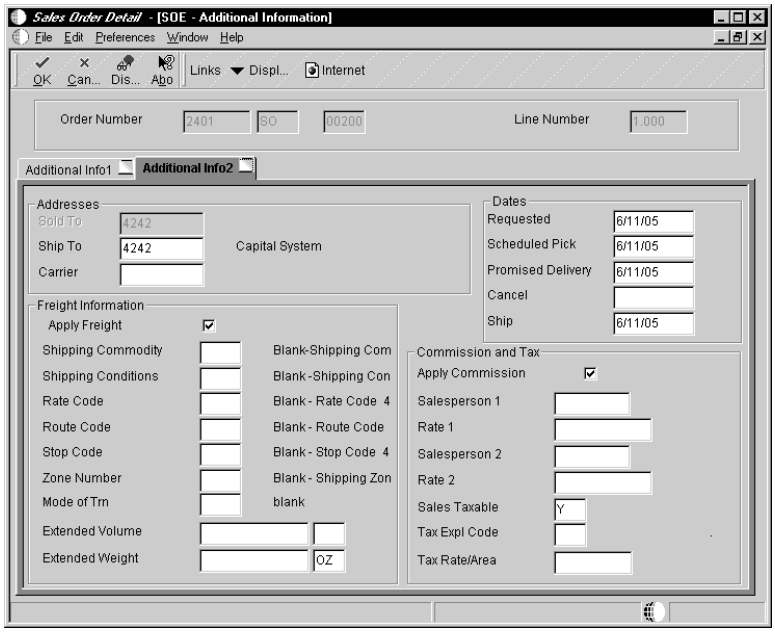
On Work with Sales Order Detail

1. Complete the steps to enter an order.

   To enter sales orders, see *Working with Detail Information* in the *Sales Order Management Guide*.



2. On Sales Order Detail Revisions, select the order detail line and choose SOE – Additional from the Row menu.



3. Click the Additional Info 2 tab and complete the following fields:
   - Tax Rate/Area
   - Tax Expl Code

Overriding GeoCodes on a Purchase Order

When you enter a purchase order, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information for the order from the Tax Rate/Area field in the J.D. Edwards master and transaction tables that are used to store the assigned GeoCode or J.D. Edwards tax code.

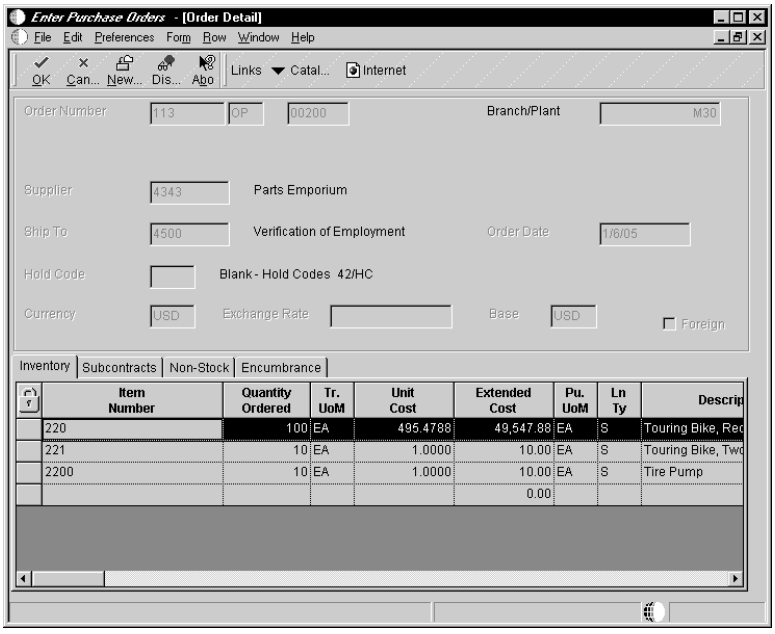
You can enter tax information that is specific to a detail line. This information determines whether taxes apply to the items or services on the detail line and how the system calculates the taxes.

You can review and change tax information on the Purchase Order Workbench and Voucher Match.

▶ To override GeoCodes on a purchase order

From the Procurement menu (G43), choose Daily Processing. From the Daily Processing menu (G4310), choose Stock Based. From Stock Based (G43A), choose Purchase Order Processing. On Purchase Order Processing (G43A11), choose Enter Purchase Orders.

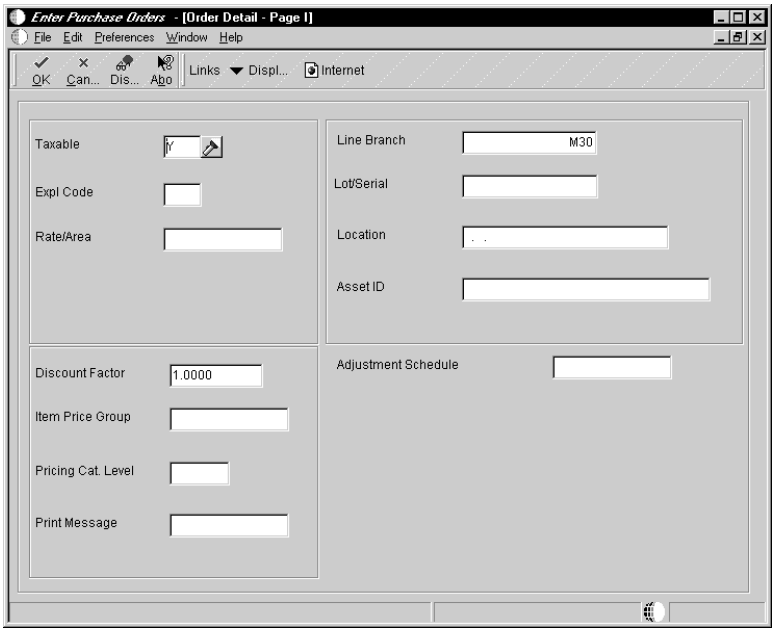
On Work with Purchase Order Detail



1. Complete the steps to enter an order.

   See *Entering Purchase Order Detail Information* in the *Procurement Guide*.

2. On Purchase Order Detail Revisions, select the order detail line and choose Tax/Terms from the Row menu.



3. On Order Detail – Page 1, complete the following fields:

   - Tax Rate/Area
   - Tax Expl Code

Overriding GeoCodes on a Contract

When you enter a service contract, you are accessing the starting point of the contract programs. When you enter service contracts, you can review and override detail information about the contract such as customer entitlements, service packages, item numbers, and billing information, as necessary.

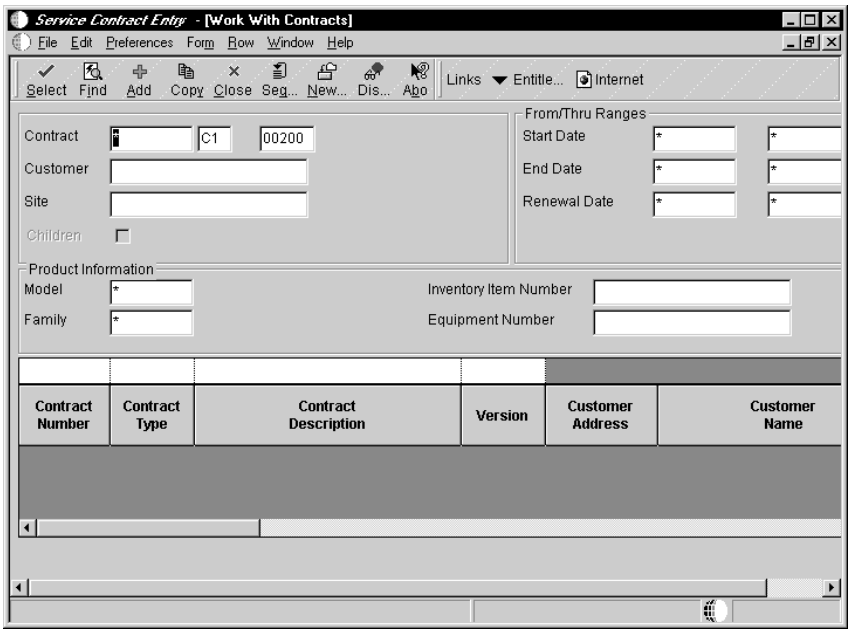
You can override tax information on a contract when you create a contract using direct entry.

In CSMS, the system does not calculate taxes until you run Service Contract Workfile Generation (R1732) in final mode.

▶ To override GeoCodes on a contract

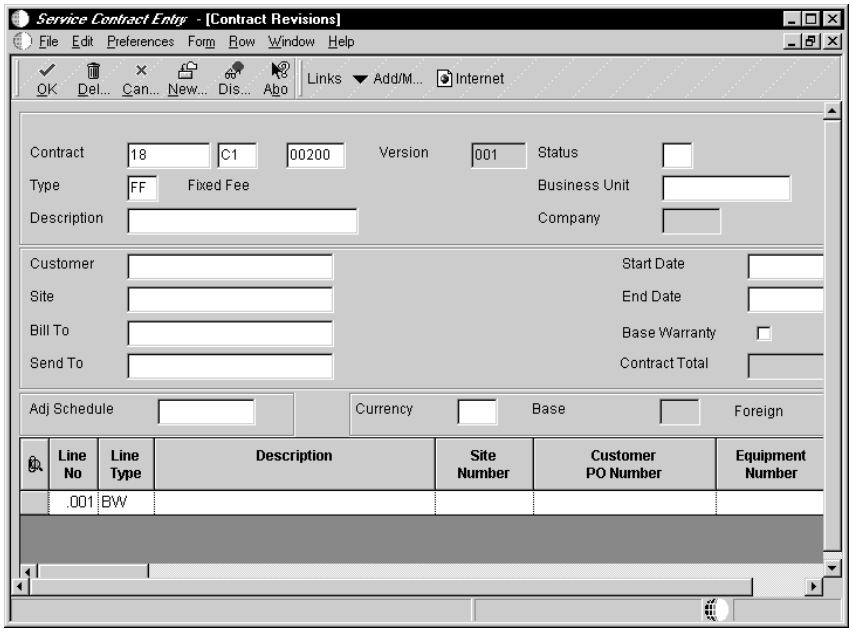
From the Daily Service Contract Processing menu (G1714), choose Service Contract Entry.

On Work with Contracts



To review service contract entry, see *Entering Service Contracts* in the *Customer Service Management Systems Guide.*

1. Click Find.



2. On Contract Revisions, review the value in the following field and override if necessary:
    - Tax Explanation Code
    - Tax Rate/Area

Overriding GeoCodes on a Service Order

You can override tax information when you enter or modify a service order. You must enter a service order under the following circumstances:

- You need to bill for the parts required to fix a piece of equipment
- You need to send a technician to the site to repair the problem
- You use a service provider to resolve the problem and you need to create a voucher for payment

You can retrieve numerous default values from a parent service order. For example, you can use values from a parent service order to retrieve the following information:

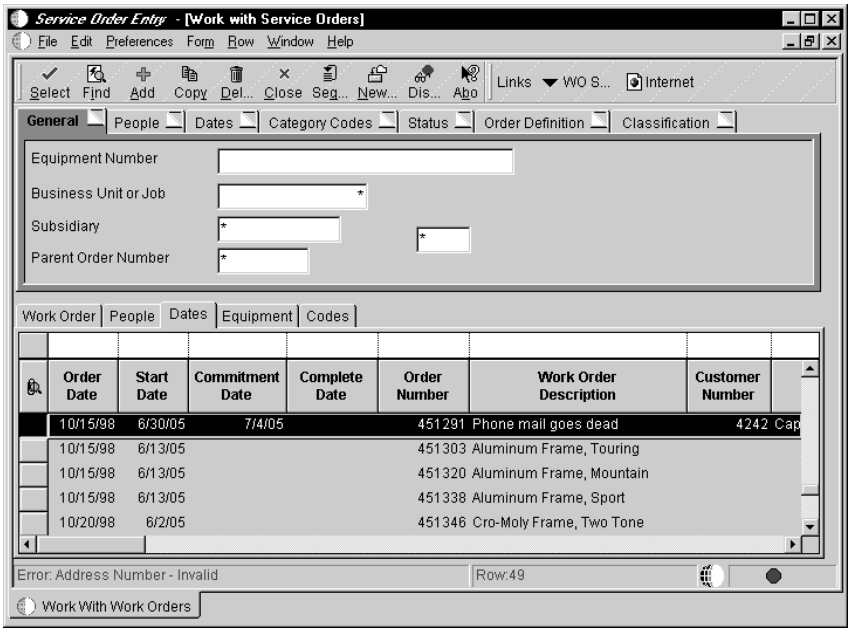
- Service type
- Start date
- Planned completion date

In CSMS, the system calculates taxes when you create a service order quote.

To override a GeoCode on a service order

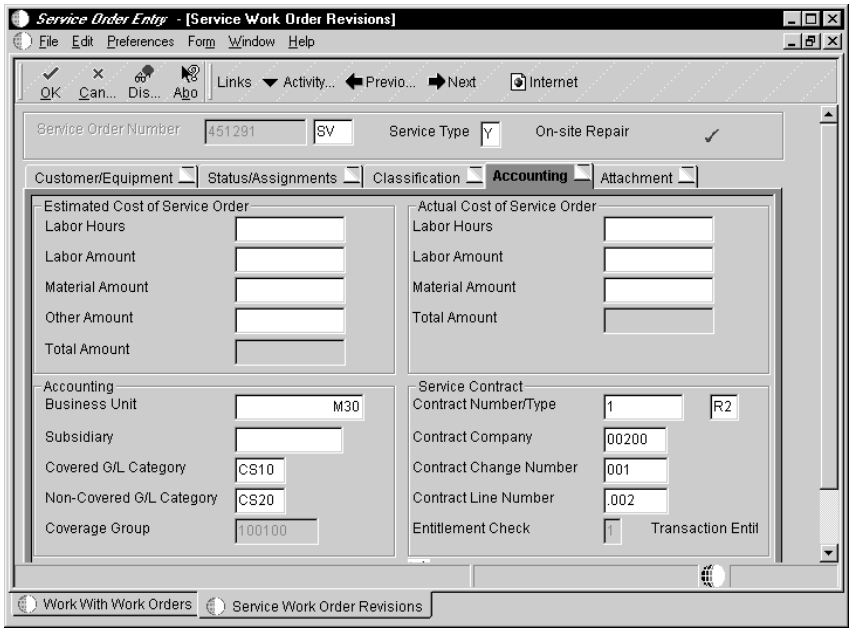
From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

On Work with Service Orders



To review service order entry, see *Working with Service Order Entry* in the *Customer Service Management System Guide.*

1. Click Find.
2. Click the Accounting tab.



3. Review the value in the following field and override if necessary:
   - Tax Explanation Code
   - Tax Rate/Area

Processing Quantum Tax Information

During transaction processing, you can choose to print tax information when you print documents for your customers. When you post accounts payable and accounts receivable information to the general ledger, the system posts Quantum tax information to the Quantum Tax Register and J.D. Edwards tax information to the J.D. Edwards tax table (F00018). You can specify the G/L accounts to which the system posts the taxes.

Complete the following tasks:

- ❑ Printing tax information
- ❑ Posting tax information

Printing Tax Information

You can print calculated taxes when you print a contract, sales order, purchase order, invoice, or voucher in the following J.D. Edwards programs:

Accounts Payable	• Print Voucher Journal (R04305)
Procurement	• Print Purchase Orders (R43500) • Print Order Detail (R4401P)
Accounts Receivable	• Invoice Print (R03B505)
Sales Order Management	• Print Invoice (R42565) • Open Orders by Item Report (R42632) • Open Orders by Customer Report (R42620) • Held Orders Report (R42640)
CSMS	• Service Order Quote (R17711) • Invoice Print (R48504)

Posting Tax Information

In the standard J.D. Edwards tax processing system, the system calculates any taxes that have not been previously calculated and posts financial record information to the J.D. Edwards tax table (F0018).

In the Quantum for Sales and Use Tax system, the system taxes based on the GeoCode and posts financial record information Quantum Tax Register.

If you use Quantum in conjunction with the J.D. Edwards tax processing system, the system writes GeoCode tax information to the Quantum Tax Register and J.D. Edwards tax information to the J.D. Edwards tax table (F0018). For example, if you post transactions with VAT taxes, identified in the system with a user defined tax code, the system writes VAT taxes to the J.D. Edwards tax table (F0018). If you post U.S. taxes, identified by a GeoCode, the system writes taxes to the Quantum Tax Register. If you post U.S. taxes that are by a user defined code, the system writes the U.S. taxes to the J.D. Edwards tax table (F0018).

When you run the Post process (R09801), the following pre-post business functions are responsible for creating and maintaining a workfile to store all the tax information for each detail record that it is processed for the appropriate batch:

- A/P Voucher Pre-Post (B0400115) based on the Supplier Ledger (F0411)
- A/R Invoice Pre-Post (P03B0025) based on the Customer Ledger (F03B11)

During the post process, the system reads the values in the Tax Rate/Area table (F4008) to determine the breakdown of taxes for each transaction. For example, if you have multiple tax authorities and corresponding tax rates, the system computes the tax for each Taxing Authority and creates a G/L record in the Account Ledger (F0911) for each tax authority.

When you create financial records in the Accounts Receivable Ledger (F03B11), Accounts Payable Ledger (F0411), and General Ledger (F0911) in the J.D. Edwards General Business systems (General Accounting, Accounts Receivable, Accounts Payable), the system writes the information to the Quantum Tax Register and J.D. Edwards tax table.

If the financial information was created in the J.D. Edwards Manufacturing and Distribution systems, the system writes the tax information to the Quantum Tax Register when you create records in the Accounts Receivable (F03B11) and General Ledger (F0911) tables. This occurs, for example, at Sales Update or Voucher Match. Unlike tax processing in the J.D. Edwards General Business systems, the system does not write the tax information when you post the resulting batches.

With the Customer Service Management System (CSMS), the system writes the tax information to the Quantum Tax Register when you create records in the Service Billing system. This occurs, for example, when you run the Service Contract Workfile Generation or Service Order Workfile Generation program. Unlike tax processing in

the J.D. Edwards General Business systems, the system does not write the tax information when you post the resulting batches.

See Also

- *Voucher Processing* in the *Procurement Guide*
- *Updating Sales Information* in the *Sales Order Management Guide*
- *Billing Contracts* in the *Customer Service Management Guide*
- *Posting Journal Entries* in the *General Accounting Guide*
- *Posting Vouchers* in the *Accounts Payable Guide*
- *Posting Invoices* in the *Accounts Receivable Guide*
- *Setting Up Automatic Accounting Instructions for Quantum*

Glossary

Glossary

account site. In the invoice process, the address to which invoices are mailed. Invoices may go to a different location or account site, than the statement.

account status. The state or condition of a customer's accounts receivable transaction account.

Accounts Payable (A/P). The value of goods and services acquired for which payment has not yet been made.

Accounts Receivable (A/R). The value of goods shipped or services rendered to a customer for which payment has not yet been received.

acknowledgement. The acceptance of an order by the supplier or customer. 1) In Procurement, a communication from a supplier to advise that a purchase order has been received. 2) In Sales, a communications to the customer to advise that an order has been shipped.

activity. In Enterprise-wide Profitability Solution, an aggregation of actions performed within an organization that is used in activity-based costing.

activity driver. A measure of the frequency and intensity of the demands placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders prepared by the purchasing activity. See also cost object.

adjustment. A set of information that describes a pricing plan or promotion.

adjustment definition. A record that describes the characteristics of a special pricing situation, such as a pricing plan or promotion.

adjustment details. Rules that provide the parameters for calculating price adjustments and allow you to define special processing, such as free goods, pricing formulas, and variable tables.

adjustment schedule. A list containing one or more price adjustment types for which a customer or an item might be eligible.

aging schedule. A schedule used to determine whether a payment is delinquent and the number of days the payment is delinquent.

aisle. In a warehouse, the space used to accommodate the movement of people, material, and equipment.

alternate route. A substitute series of operations used in receipt routing.

application. A computer program or set of programs used to accomplish a task. In OneWorld, there are interactive applications and batch applications. Interactive applications are made up of a set of forms through which the user interacts with OneWorld. Interactive application identifiers begin with "P." For example, Address Book Revisions (P01012) is an interactive application. Batch applications run without user interaction. Reports and table conversions are examples of batch applications. Batch application identifiers begin with "R." For example, the Print Mailing Labels report (R01401) is a batch application.

approval route. A person or series of people that authorize the purchase of items and services.

archive. To store historical data for possible future reference.

as of processing. A process that is run at a specific point in time to summarize item transactions.

assignment scheduling. The process of planning loads and assigning orders to active vehicles.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.

automatic accounting instruction (AAI). A code that refers to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries, including interfaces between the Accounts Payable, Accounts Receivable, Financial Reporting, and General Accounting systems. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a specific expense account and a credit to a specific accounts payable account.

average cost. A calculated cost of all receipts at the actual cost for the period averaged with last period's average cost. Primarily used for setting the value of raw materials.

backorder. An unfulfilled customer order or commitment. The demand for an item when inventory is insufficient to satisfy the demand.

balance forward. The cumulative total of inventory transactions used in the Running Balance program. The system does not store this total. You must run this program each time you want to review the cumulative inventory transactions total.

base price. The company's beginning price for an item.

basket repricing. A rule for specifying how to calculate and display discounts for a sales order. It is typically used for a group of items. The system can calculate and display the discount as a separate sales order detail line or discount the price of each item on a line-by-line basis within the sales order.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

batch input. A group of transactions loaded from an external source.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging files. The system performs a batch job with little or no user interaction.

batch processing. A method by which the system selects jobs from the job queue, processes them, and sends output to the outqueue. Contrast with interactive processing.

batch type. A code assigned to a batch job that designates to which system the associated transactions pertain, thus controlling which records are selected for processing. For example, the Post General Journal program selects for posting only unposted transaction batches with a batch type of O.

beginning inventory. A statement of the inventory count at the end of the last period, most properly based upon a physical count. Sometimes referred to as inventory level.

bill of material (BOM). A listing of all the subassemblies, parts, and raw materials that go into the assemble of the parent item, kit or configured item.

bill-to-address. In the invoice process, the address to which an invoice is mailed.

bin. A storage device or shelving unit designed with physical dividers separating storage locations.

blanket order. 1) In Sales, a long term agreement with a customer for materials against which short term releases are generated to satisfy requirements. 2) In Procurement, a long term commitment to a supplier for materials against which short term releases are generated to satisfy requirements.

branch/plant. An entity within a business for which you want to track items and costs. After you set up a business unit, you can define constants by which you identify a branch/plant.

branch/plant constants. Codes that allow you to customize the processing of transactions for each branch/plant.

broadcast message. 1) An e-mail message that you send to multiple recipients. 2) A message that appears on a form instead of in your mailbox.

business unit. The basic unit of responsibility in an organization for which costs are accumulated.

cardex. The Item Ledger table (F4111), which contains transaction history for each of the items in inventory.

carrying cost. The cost of holding, storing, insuring, controlling, and handling raw, intermediate, or finished inventory. Often expressed as a percentage of standard unit cost per year. Sometimes referred to as inventory holding.

category code. A type of user defined code for which you can provide the title. For example, if you were adding a code that designated different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes.

Sometimes referred to as reporting codes. See also user defined code.

change order. In OneWorld, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification. In OneWorld, a change to a stock-based purchase order is known as an order revision.

chart of accounts. The structure for general ledger accounts. The chart of accounts lists types of accounts, describes each account, and includes account numbers and posting edit codes.

commitment. The number of items that are reserved to fill demand.

consigned stock. Product that is owned by your company but held by another company. The stock might be stored in a consigned warehouse.

consolidated invoice. An invoice that contains multiple orders. The system does not summarize information on a consolidated invoice.

constants. Parameters or codes that you set and that the system uses to standardize the processing of information by associated programs.

contract. An agreement between two or more parties for the exchange of goods or services. See also subcontract.

contract price. A price covered by a contractual agreement between a buyer and seller that exists for a period of time. Contract prices protect buyers during a period of rising prices by limiting price increases for the period of the contract.

cost accounting. The management discipline responsible for ascertaining product/process costs. See activity-based costing.

cost allocation. 1) An apportionment or distribution. 2) A process of assigning cost to an activity or cost object when a direct measure does not exist. For example, assigning the cost of power to a machine activity by means of machine hours is an allocation because machine hours are an indirect measure of power consumption. In some cases, allocations can be converted to tracings by incurring additional measurement costs. Instead of using machine hours to allocate power consumption, for example, a company can place a power meter on machines to measure actual power consumption. See tracing.

cost assignment. Tracing or allocating resources to activities or cost objects. See allocation and tracing.

cost center. See business unit.

cost driver. 1) A factor that determines the effort and work load required to perform an activity. 2) An event or activity that incurs cost.

cost object. Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.

cost of goods sold (COGS). An accounting classification that is used for determining the amount of direct materials, labor, and allocated overhead that is associated with the products sold during a given period of time.

costing elements. The individual classes of added value or conversion costs. These are typically materials, such as raw and packaging, labor and machine costs, and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and sub-categories.

credit checking. The process of reviewing the credit worthiness of the organization. This typically entails a review of the organization's Accounts Receivable balance, including its size and its relative age, as well as the net equivalent balance of any loan or borrow arrangements. Credit checking may include a method of checking credit limits of the parent company (the company a product is sold to, that might be different from the company a product is shipped to).

credit memo. A negative amount used to correct a customer's statement when they are overcharged.

credit message. A code used to display information about a customer's account status, such as Over Credit Limit.

credit order. An order used to reflect products or equipment that are received or returned. It may be viewed as a sales order with negative amounts. Credit orders might add the product back into inventory.

cumulative price. The price determined by some combination of the following prices: internal list price, base price, contract price, and promotional price.

currency code. A code used to assign a country's monetary denomination to an amount, customer, supplier, bank account, company, or ledger type.

customer. An individual or organization receiving a product or service.

customer business line. A description of the nature of a company's work and a tool to control the relationship with that customer, including such things as product pricing.

customer payment. The payment your company receives from a customer for products and services.

customer pricing rules. In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.

cycle billing. A billing method where the customer receives an invoice on a specific date for all sales within a specified date range (invoicing is not done per delivery, but per sales period). For example, a customer may request that all sales between the first and the 15th of the month be invoiced on the 25th. When a invoice is not sent with the delivery, a delivery ticket is sent instead. Delivery tickets do not show prices or due dates. Sometimes referred to as periodic invoicing, invoice cycles. See also delivery ticket.

data dictionary. A database table that OneWorld uses to manage the definitions, structures, and guidelines for the usage of fields, messages, and help text. J.D. Edwards has an active data dictionary, which means that it is accessed at runtime.

database. A continuously updated collection of all information that a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

debit memo. A form, issued by a customer, requesting an adjustment of the amount owed to the supplier.

default. A code, number, or parameter that the system supplies when the user does not specify one.

default variance location. A code that identifies the location that the system uses for putaway confirmation when you confirm a smaller quantity than the suggested quantity.

delivery date. The date the customer receives the product.

delivery notes. A document that accompanies a shipment and is used by delivery personnel to verify the items delivered.

delivery ticket. An itemized list of goods shipped that is sent with the product to the ship-to customer location. The delivery ticket is like an invoice except it may not have prices or due dates listed.

detail. The specific information that makes up a record or transaction. Contrast with summary.

detail area. An area of a form that displays detailed information associated with the records or data items displayed on the form. See also grid.

detail information. Information that primarily relates to individual lines in a sales or purchase order.

direct ship orders. A purchase order issued to a third-party supplier that designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as drop ship, back-to-back ship, third-party supply.

display sequence. A number that the system uses to reorder a group of records in the detail area.

disposition. A process of removing an item from a receipt route. Items might be removed because they are returned, scrapped, rejected, reworked, or adjusted.

document number. A number that identifies the original document (voucher, invoice, unapplied cash, journal entry, and so on).

document type. A code that identifies the origin and purpose of the document. For example, a sales order is SO and purchase order is OP.

drop ship. See direct ship orders.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date that a change for an address or the date that a tax rate becomes effective.

Electronic Data Interchange (EDI). The paperless, computer-to-computer exchange of business transactions, such as purchase orders and invoices, in a standard format with standard content.

Enterprise Workflow Management. A OneWorld system that provides a way of automating tasks, such as notifying a manager that a requisition is waiting for approval, using an e-mail-based process flow across a network.

facility. An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.

field. 1) An area on a form that represents a particular type of information, such as name, document type, or amount. 2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number.

file. A set of information stored under one name. See also table.

finished goods. 1) Products that are ready for sale. 2) An accounting classification of inventory for valuation and reporting. Sometimes referred to as end item.

first in, first out (FIFO). A method of inventory valuation for accounting purposes. The assumption is that the oldest inventory (first in) is the first to be used (first out). See also last in, first out.

fiscal year. A company's accounting year. A fiscal year can be different from a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A user defined code (40/FL) that directs the system to display a particular message each time someone works with an item. The message is the description for the user defined code. When you work with an item that has a flash message, the message appears next to the item number or the system highlights the item number.

flexible account numbers. In Distribution, the format of account numbers for journal entries. The format you set up must be the three segments that consist of business unit, object, and subsidiary.

foreign depot. A branch/plant owned by another company.

form. The element of the OneWorld graphical user interface by which the user exchanges data with interactive applications. Forms are made up of controls, such as fields, options, and the grid. These controls allow the user to retrieve information, add and revise information, and navigate through an application to accomplish a task.

freight charge. Costs incurred for the transportation of product between two points.

future commitment. The quantity of items on order whose requested shipment date is beyond the standard commitment period specified in the branch/plant constants for that branch.

G/L offset. 1) In OneWorld, the G/L offset account used by the post program to compensate for the voucher expense or invoice revenue entered as a one-sided entry during voucher or invoice entry. This can be an A/P or A/R trade account. 2) A G/L offset code representing a method to locate an account used by the post program to create automatic accounting entries.

general ledger. A ledger that contains all the accounts needed to prepare an income statement and a balance sheet.

grade. Labeling items to identify particular composition and to separate one lot from other lots of the same item.

grid. A control that displays detail information on a form. The grid is arranged into rows, which generally represent records of data, and columns, which generally represent fields of the record. See also detail area.

GTS. An acronym for goods and services tax. A tax assessed in Canada.

hard commitment. The number of items reserved for an order from a specific location and lot.

header. Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.

holding cost. See carrying cost.

incremental cost. 1) The cost associated with increasing the output of an activity or project above some base level. 2) The additional cost associated with selecting one economic or business alternative over another, such as the difference between working overtime or subcontracting the work. 3) The cost associated with increasing the quantity of a cost driver. Sometimes referred to as differential cost.

indirect cost. The cost allocated to an activity or a cost object. These are costs that are not directly incurred by a particular job or operation. For

example, the costs of supervision or heat may be allocated to an activity on the basis of direct labor hours.

inspection. The process of measuring, examining, testing, or gauging one or more characteristics of a product or service and comparing the results with specified requirements to determine whether conformity is achieved for each characteristic.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. Processing actions that occur in response to commands that you enter directly into the system. During interactive processing, you are in direct communication with the system, and it might prompt you for additional information while processing your request. Contrast with batch processing.

interbranch sales order. A sales order used for transactions between branch/plants other than the selling branch/plant.

interbranch transfer order. An order used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

inventory pricing rule. A discount method used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up to quantities, and a factor by which you can mark up or discount the price or cost.

invoice. An itemized list of goods shipped or services rendered, stating quantities, prices, fees, shipping charges, and so forth.

invoice cycles. See cycle billing.

invoice match. A receipt application method where the receipt is verified against specific invoices. A discount can be allowed or disallowed using invoice match.

issue. To remove items from inventory.

item availability. The number of items that can be sold. Item availability is calculated by taking the on-hand inventory balance minus allocations, backorders, and quantities withheld for quality problems.

job queue. A group of jobs waiting to be batch processed. See also batch processing.

journal entries. Business transactions that are stated in terms of equal debits and credits to accounts in the chart of accounts. Most journal entries are based on source documents such as vouchers or invoices.

kits. A group of items associated with a parent item in a bill of materials.

last in, first out (LIFO). Method of inventory valuation for accounting purposes. The most recently received (last in) is the first to be used or sold (first out). See also first in, last out.

latitude. The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway and picking.

ledger type. The type of transactions recorded in a particular ledger. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type.

line item. See order detail line.

location. 1) A value that identifies the storage placement of goods in a warehouse or yard. 2) A value that defines where items are in a process flow, for example, the staging, inspecting, or receiving areas. Sometimes referred to as logical location.

logged vouchers. See voucher logging.

longitude. The Y coordinate of a location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway and picking.

lot. A group of like products identified by a number.

lot control. A method of assigning numbers to a group of like products.

margin. The difference between the cost and the selling price of goods produced and sold.

master table. A database table used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data, such as paid tax amounts, supplier names,

addresses, employee information, and job information.

menu masking. A security feature that lets you prevent individual users from accessing specified menus or menu selections.

mode–currency. A code that specifies whether amounts are in the domestic or foreign currency.

next numbers. A feature used to control the automatic numbering of items such as new G/L accounts, vouchers, and addresses. Next numbers provides a method of incrementing numbers.

next status. A code that indicates the subsequent step in the order process.

non–inventory items. See non-stock items.

non–stock items. Items that the system does not account for as part of the inventory. For example, office supplies or packaging materials can be non-stock items.

obsolete. A product or service that can no longer be bought or sold.

on–hand quantity. The number of units that are physically in stock. The on-hand quantity appears in the primary unit of measure.

order acknowledgements. 1) In Procurement, communication from a supplier to advise a purchaser that a purchase order has been received. 2) In Sales, communication to the customer to advise that an order has been shipped. An acknowledgement usually implies acceptance of the order by the supplier or customer.

order activity rules. Guidelines that establish the sequence of steps through which the system processes each detail line. These rules are defined in a line type and an order type combination. For example, enter, approve, print, and receive an order are steps in processing an order detail line.

order detail line. A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.

order hold. A flag that stops the processing of an order for some reason, such as it has exceeded the credit limit or budget limit.

order line types. A code that defines how the system processes a transaction.

order repricing. 1) The process of setting up additional discounts or markups. 2) A method of recalculating sales orders.

order revision. A change to a stock-based purchase order.

output queue. See print queue.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent item. The assembled items of a kit. A parent item is not a stock item.

preference. Information that you define for a customer, item, or combination of customer/group and item/group.

preference groups. A group of items or customers to which the system automatically applies preference information.

preference hierarchy. The searching mechanism that indicates the order in which you want the system to apply preference information to orders based on customer/item combinations.

pricing hierarchy. The order in which the system applies pricing adjustments to sales order prices.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table identifier from the print queue.

processing option. A feature that allows you to direct the functions of a program. For example, processing options allow you to specify defaults for certain forms, control the format in which information prints on reports, and change how information appears on a form or in a report.

product allocation. The amount or proportion of a product allotted to a customer or customer group over a specific period of time. Product allocation lets you set a maximum ceiling on the amount of a product the customer can order. Contrast with sales targeting. See also allocation.

product life cycle. The period that starts with the initial product specification and ends with the withdrawal of the product from the marketplace. A product life cycle is characterized by certain

defined stages, including research, development, introduction, maturity, decline, and abandonment.

profit center. An entity of the business (for example, a project, program, or business unit) that is accountable for both revenues and expenses.

purge. The process of removing records or data from a system table.

quantity breaks. A method of defining prices based on the number of items ordered.

quote orders. 1) In Procurement, a request from a supplier for item and price information from which you can create a purchase order. 2) In Sales, item and price information for a customer who has not yet committed to a sales order.

receipt routing. A series of steps used to track and move items. The steps begin when the ordered items leave the supplier's warehouse and end when the items arrive at the customer's warehouse. The steps might include in transit, dock, staging area, inspection, and stock.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information.

repack code. A value that determines whether, for a given unit of measure, goods should be rewrapped before putaway.

replenishment. The quantity of an item that specifies when you should reorder the item.

repost. In Sales, the process of clearing all commitments from locations and restoring commitments based on quantities from the Sales Order Detail table (F4211).

requisitions. An authorization that identifies the item and quantity required.

revenue business unit. The business unit to which you post revenue transactions.

routing/transit number. A number that uniquely identifies a bank. This number is assigned by the Federal Reserve board and consists to two parts: a routing and a transit number.

safety stock. The quantity of stock kept on hand to cover unpredicted demand.

sales ledger. A table that contains order transaction history. The system writes order transactions to this table based on the order activity rules. You can determine at which point in the order process the system writes sales transactions to the table.

sales markup. For transfer or interbranch sales orders, the amount by which the sales price is increased to account for freight or additional charges.

sales order. A transaction in which a customer agrees to purchase an item from a seller.

sales tax. A fee calculated on the gross amount of the sale of goods. Customers who buy goods for their own use pay sales tax at the time of purchase. Customers who buy goods for resale do not pay sales tax.

ship confirm. The verification of items and shipping information that occurs after the warehouse personnel pick the items for an order and before the order is shipped.

ship–to. The address to which you send the shipment.

soft commitment. The number of items reserved for sales orders or work orders in the primary units of measure.

sold–to. The address to which you send invoices for orders.

spool. The function by which the system stores generated output to await processing.

stock item. Ready made products available for sale.

store and forward. A method used to enter transactions on a PC and upload them to a server at a later time. For example, this method might be used for remote sites without dedicated lines to the server or for creating sales orders during business hours and uploading them for processing during off-peak hours.

subcontract. A secondary contract undertaking some or all of the obligations of a primary contract.

substitute. An item that can be replaced with another item.

subsystem. A secondary or subordinate system, usually capable of operating independently of or asynchronously with a controlling system.

summarize. The process of combining similar information. In sales invoicing, you can group item information if the item number, cost, and price of each line item is identical. In sales update, some accounting entries can be combined for an order number instead of being created for each order detail line.

summarized invoices. An invoice that contains combined line item information. This is possible only if the item number, cost, and price of each line item are identical on a sales order.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information stored in certain tables. Contrast with detail.

supplier. An individual or organization that provides products and services. Sometimes referred as a vendor.

system. A group of related applications identified by a name and a system code. For example, the Address Book system code is 01. All applications, tables, and menus within a system can be identified by the system code.

system code. A code that identifies a system, for example, 01 for the Address Book system and 31 for the Shop Floor Management system.

system constants. In J.D. Edwards, values that provide the basic framework for how the system works, based on the business needs. These are typically defined during initial system setup and not subsequently changed.

table. In database environments, a two-dimensional entity made up of rows and columns. All physical data in a database are stored in tables. See also file.

tag counts. A method of counting all items in a location. Typically, when you perform a tag count, you physically place a tag on all items and count all items twice by location. Two teams record data on two different parts of the tag. You compare each team's data and resolve variances.

three–way voucher match. The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.

tracing. To assign items to a lot.

tracking. To remove items from a lot.

trade discount. The percentage by which the system reduces the price of every line item ordered by a specific customer. If you define a trade discount in the customer billing instructions, the trade discount is the only discount applied to the item price.

transfer order. An authorization to ship inventory among or within branch/plants. The system processes a transfer order as a formal purchase and sale of goods.

transfers. Moving inventory from one location to another. The system processes a transfer as an inventory transaction, recorded immediately in the item ledger with costs and variances recorded in the general ledger.

two–way voucher match. The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.

unit of measure. The quantity in which an inventory item is expressed, for example, eaches, cases or boxes.

user defined code (UDC). A code that users can define, assign code descriptions, and assign valid values. Examples of such codes are unit-of-measure codes, state names, and employee type codes.

user defined code type. The identifier for a table of codes with a meaning that you define for the system, such as ST for the Search Type codes table in Address Book. OneWorld provides a number of these tables and allows you to create and define tables of your own.

vocabulary overrides. A feature that you can use to override field, row, or column title text on forms and reports.

voucher logging. The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.

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