

PeopleSoft®

EnterpriseOne 8.10
Subcontract Management
PeopleBook

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Subcontract Management PeopleBook
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About These EnterpriseOne PeopleBooks

Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.jsp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
<i>Italics</i>	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to doc@peoplesoft.com.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Subcontract Management Overview

You use the Subcontract Management system 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 with the Subcontract Management system:

- 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 up-to-the-minute inquiries on contract information
- Input change orders for your contract commitments
- Generate status reports for your contracts and commitments
- Create base agreements for your contracts

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

You can then 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.

System Features

The Subcontract Management system has many features to help you manage your contracts. The system helps you to manage contacts, commitments, and to process payments.

Contracts

You create contracts for the subcontractors on your jobs. Contracts specify details such as the contractor information, work to be done, contract commitments, dates, log items, such as submittals and transmittals, and so on. A submittal is information a subcontractor must provide to you. A transmittal is information you must provide to a subcontractor. The Subcontract Management system offers you the following features to make your work with contracts as efficient as possible.

- Multiple contract types** You can manage a variety of contract types, including:
- Construction contracts
 - Maintenance contracts
 - Professional service contracts
 - Fabrication contracts
 - Encumbered cost contracts
- Base agreement processing** You can create base agreements. A base agreement allows you to set up various jobs so that you do not have to specify distribution commitments for each job individually. This will help you manage contracts in which you have various categories of jobs, but with jobs in each category having identical costs.
- Contract reporting** You can process a variety of reports regarding your contracts. These reports can show:
- Payment status information by supplier, job, or contract
 - Log information
 - Unit price information
 - Committed cost information, integrating data from the Job Cost and Subcontract Management systems
- Change order updating** Change orders direct your system to change the amount of money committed to a contract. You can create and update change orders easily. Change orders can stand alone or be rolled into the original contract for payment.
- Supplemental data tracking** Many contracts require supplemental information in addition to the basic contract information. This information can be in the form of submittals, transmittals, and other user defined log types. The Subcontract Management system provides the following capabilities for managing supplemental data:
- You can track the completion and receipt of submittals and transmittals.
 - You can report on deficient submittal information that is associated with a contract commitment.
 - You can automatically update submittal status and transmittal status.
 - You can withhold progress payments against a contract on the basis of expired logs.
- In addition, you can enter extended textual information regarding supplemental data and run reports about various log entries. You can also set up a model log entry for each contract type on your system, and then copy and revise those models in your actual contracts.

Contract inquiries

You can review the following contract information:

- Up-to-the-minute payment status details by amount, units, or unit cost
- Online log status details and update
- Open order details on remaining commitments
- Online budget comparisons
- Contract searches

Commitments

A commitment is the money that you designate to pay against a contract. The Subcontract Management system provides you with the following features to make your work with contract commitments as efficient as possible.

Automatic audit trails

You can maintain an audit trail for committed costs. You can access the Accounts Payable and General Accounting systems for an audit trail of progress payments.

User defined commitment distribution rules

You can set up you system for the following commitment distribution purposes:

- To distribute commitments among multiple jobs within a contract
- To establish user defined cost types per contract type
- To establish multiple account distributions per contract type
- To track change order distributions separately from the original contract

Tax capabilities

You can assess a number of taxes to your progress payments, including:

- Sales
- Use
- Value added

The Subcontract Management system also creates journal entries for the General Accounting and Job Cost systems and updates tax files.

Processing Payments

You process payments against your contracts as your subcontractors make progress against their jobs. Payments are charged against the committed money for a contract. The Subcontract Management system offers many features you can use to process progress payments, including:

Flexible pricing methods for commitments

You can use the following pricing methods for your contract commitments:

- Lump sum, where the contract price is fixed
- Unit price, where the contract price is based on the number of units completed

Payment options

You can use the following options when you process your progress payments:

- Joint payment handling and alternate payees
- Partial payments
- Multiple concurrent payment runs
- Payment release by due date, payment status, or job
- Processing of back charges and extras in addition to the committed amount

Efficient progress payments

The Subcontract Management system helps you manage your progress payments by:

- Issuing a warning if there are log requirements that have not been met when you try to enter a progress payment voucher
- Providing quick access to log status information
- Processing retainage amounts as percentage or flat rates
- Handling retainage and discount information on the same pay request
- Performing both partial and full retainage releases
- Providing an American Institute of Architects payment document that you can print and use for future progress payments

System Integration

The Subcontract Management system is integrated with the following PeopleSoft EnterpriseOne systems to help you manage your contracts easily and efficiently:

Change Management	You can access the Change Management system to review the details of a change request that is associated with a contract. You can also transfer the details of a change request to the Subcontract Management system. The contract number provides the link between a contract and its associated change requests.
Job Cost	The Subcontract Management system automatically updates committed units and amounts to accounts in the Job Cost system. You can manage your contract budgets and cost projections through the Job Cost system.
Work Orders	You can link line item commitments on the Subcontract Entry form to a work order in the Work Orders system. Costs from the line item are automatically charged against the work order in the Job Cost, Subcontract Management, and General Accounting systems.
Procurement	The Subcontract Management system shares a common database with the Procurement system. You can use these links to view the purchase orders and contract commitments that are related to a project from one inquiry form and through the same commitment ledger. Both systems also release commitments in the same manner through the Accounts Payable system.
Accounts Payable	The Accounts Payable system automatically updates the appropriate accounts payable records when you enter progress payments, release retainage, or make payments against a contract. Retainage is a percentage of the contract amount that is held until a specified date after the completion of the work. You can also complete other accounts payable tasks from the Subcontract Management system, such as designating joint or alternate payees.
General Accounting	The Subcontract Management system automatically updates the general ledger in the General Accounting system when you create payment vouchers for contracts. All audit trails for Subcontract Management vouchers and payments are maintained in the general accounting ledgers.
Address Book	The Subcontract Management system accesses the Address Book system for the addresses of suppliers, subcontractors, and business owners. You can use this information to print payments, reports, and so on. You can access the Address Book system from a Subcontract Management inquiry form to find specific subcontractors.

System Tables

The Subcontract Management system uses the following tables:

Primary Tables

Accounts Payable Ledger (F0411)	Contains information on progress payment vouchers. You can use this table for reports and online review of amounts billed and paid.
Account Ledger (F0911)	Contains information about general ledger transactions that result from progress payment distribution. You can use this table for reduction of open commitments and actual-to-date balances in the General Accounting and Job Cost systems.
Purchase Order Header (F4301)	Contains the identifying information from the contract entry form. You use this table to assign a contract number and supplier number to a contract.
Purchase Order Detail File (F4311)	Contains the information on the commitment revisions form. This table stores detail distribution information about a contract.
P.O. Detail Ledger File – Flexible Version (F43199)	Contains commitment audit trail information. The system uses this table to build the account balances for commitments. This table also stores information for the Procurement system.

Other Tables

User Defined Codes (F0005)	Edited for valid category codes and other fields. This table also provides descriptions for such fields.
Business Unit Master (F0006)	Edited for valid jobs against information entered in the Purchase Order Header table (F4301) and the Purchase Order Detail File table (F4311).
Automatic Accounting Instructions Master (F0012)	Used to define and edit valid cost types, retainage accounts, and so on.
Supplier Master (F0401)	Used to validate the supplier (subcontractor) number attached to a contract.
Account Master (F0901)	Edited for valid account numbers and posting edit codes. This table provides the default detail information in the Purchase Order Detail File table (F4311) It also provides the account description and unit of measure on commitment distribution lines of a contract.

Account Balances (F0902)	Contains the following: <ul style="list-style-type: none">• Committed cost account balances (amounts and units) for job cost reporting (both total commitments and open commitments)• Projected final cost or units by period• Actual cost or units by period
Log Master (F4303)	Contains log information entered on the subcontract log revisions form.
Log Hierarchy Constants (F4304)	Stores extended textual information about a log entry.

Project or Job Setup

Before you use the Subcontract Management system, you should set up your project or job information in the Job Cost system. A project is composed of one or more jobs. When you set up a job, you include information regarding the work to be done. When you set up a project, you include the details of the overall project and the details of each job within the project.

After you enter your project or job information, you can use the Subcontract Management system to create and maintain contracts for each of the subcontractors on your jobs.

You can customize your project or job information to your business needs. Consider the following examples:

- You are contracted to build an office building. The office building is your project, and each floor is a separate job.
- You are contracted to build the houses in a subdivision. The subdivision is your project, and each house is a separate job.

Setting Up a Project or Job

You should set up your projects or jobs before you enter subcontracts into your system. You set up your projects in the Job Cost system (51).

You must first create a job master record for each of your projects or jobs. If you set up a project, you must also set up each of the jobs within the project.

After you set up your projects or jobs, you must set up a cost code structure for each job. A cost code structure is a list of all of the accounts that apply to a job. You use the chart of accounts to track and manage all of the costs that are associated with a job.

For example, assume that you are contracted to construct an office building. You must first create a master record for the entire office building. You can then set up the jobs in the building. In this case, you set up each floor of the building as a separate job. After you set up the jobs, you set up the cost code structure for each job. For example, the cost code structure for the third floor job might include accounts for plumbing, drywall, electrical, and so on.

You can also set up multiple jobs within a company at the same time.

Creating a Job Master Record

Before you use the Subcontract Management system, you should create a job master record for each of your projects or jobs. A job master record includes basic identifying information about your project or job.

Setting Up Jobs within a Project

After you create a job master record for a project, you must set up the jobs within the project. For example, if your project is an office building, you might set up each floor of the building as a separate job.

Assume that you set up job number 6000 for the office-building project. You should set up the floor 1 as job 6001, the floor 2 as job 6002, the floor 3 as job 6003, and so on.

Creating the Cost Code Structure

After you set up your jobs, you must create a cost code structure for each job in the Job Cost system. A cost code structure is a list of all of the cost codes and cost types that apply to a job.

You use the cost code structure to track and manage all of the costs that are associated with a job. For example, the cost code structure for the floor 1 job might include accounts for plumbing, drywall, electrical, and so on.

See Also

For more information about setting up projects, jobs, and cost code structures, see the following topics in the *Job Cost Guide*:

- ❑ *Entering Job Master Information*
- ❑ *Cost Code Structures and Schedules*

Supplier Setup

You must enter identifying information for each of the suppliers that you use on your jobs. For example, if you require plumbing subcontractors and electrical subcontractors for your jobs, you must set up supplier information for each of the subcontractors you will use.

Before you set up the information for a new supplier, you should search your system to verify that the information does not already exist. You must create a supplier master record for each supplier that does not already have a record in your system.

A number called an address book number uniquely identifies each supplier master record in the system. An address book record for a customer must exist in the system before you can create a supplier record. You can create an address book record directly using the Supplier Master program (P04012) or you can use the Address Book program (P01012).

See Also

- ❑ *Entering Supplier Master Records in the Accounts Payable Guide*
- ❑ *Setting Up Supplier and Item Information in the Procurement Guide*

Entering Supplier Information for a Subcontract 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.

Prerequisite

- ❑ Set the appropriate processing option on the Processing tab of Subcontract Order Entry (P4310) to allow access to the Address Book.

► To enter supplier details

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

1. On Work With Order Details, click Add.

The Order Header form appears if you have set the processing option to display header information before detail information.



Enter Subcontract Orders - Contract Header

OK Cancel Form Tools

Order Number	6023	OS	00050	Job	5100
Currency	USD	Exchange Rate		Base	USD <input type="checkbox"/> Foreign

Address Numbers

Subcontractor	3480	Digger Enterprises
Ship To	5100	Potomac Hotel

Dates

Order Date	06/01/05
Requested	07/31/05
Promised Delivery	07/31/05
Cancel Date	

Pmt. Remark	
Description	Earthwork
Print Message	

Tax Expl Code	<input type="checkbox"/>	Hold Code	<input type="checkbox"/> Blank - Hold Codes 42/HC
Tax Rate/Area	<input type="checkbox"/>	Retainage %	<input type="checkbox"/>
Certificate	<input type="checkbox"/>	Ordered By	OWCRP02
Tax ID	225985471	Order Taken By	<input type="checkbox"/>
Person/Corp. ID	N	AIA Document	<input checked="" type="checkbox"/>
Payment Terms	<input type="checkbox"/>		

Messages

2. On Order Header, complete the following fields:
 - Branch/Plant
 - Supplier
 - Print Message
 - Payment Terms
 - Retainage %
3. From the Form menu, choose Additional Info.
4. On Order Header - Additional Information, complete the following fields and click OK:
 - Pricing Group
 - Freight Handling Code
 - Cost Rule
 - Evaluated Receipt
 - Supplier SO
 - Adjustment Schedule

If you have set up purchasing instructions for a supplier, the system supplies default values for several fields above based on the supplier you enter for the order. You can access the Work With Supplier Master form by choosing Supplier Master from the Form menu on the Order Header form.

► **To enter supplier address information**

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

1. On Work With Order Details, click Find to locate your order.
2. Choose the order and click Select.
3. On Order Header, complete the following fields:
 - Supplier
 - Ship To
4. Choose Address Book from the Form menu.
5. On Work With Addresses, click Add to open Address Book Revisions from the Form menu.
6. On Address Book Revisions, click the Mailing tab, complete the following fields and click OK:
 - Mailing Name
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Postal Code
 - City
 - State
 - Country
 - County
7. To set up the master information for the new supplier, choose Supplier Master from the Form menu, complete the steps to set up the supplier, and then click OK.
8. On Order Header, complete the steps to enter supplier details.

See Also

- ❑ *Entering Address Book Information* in the *Address Book Guide* for complete instructions about the address book
- ❑ *Setting Up Supplier and Item Information* in the *Procurement Guide* if you more information about setting up the supplier information

► **To enter a temporary address for a supplier**

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.

From the Purchase Order Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Headers, click Find to locate your order.
2. Choose the order and click Select.
3. On Order Header, choose Order Addresses from the Form menu.
4. On Order Address Information, complete any of the following fields:
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - Postal Code
 - City
 - State
 - Country
 - County
5. Depending on the address number that you want to be temporary, choose either of the following options and then click OK:
 - Supplier
 - Ship To

Subcontractor Management

You can manage the relationships that you have with subcontractors, or suppliers, and the services that they provide. You enter initial information about each service that you purchase and the system monitors delivery, quality, and cost performance on behalf of the subcontractor, or supplier. You can compare performance information to determine the best subcontractors from whom to make purchases.

See Also

For more information about managing subcontractors, see the following topics in the *Procurement Guide*:

- *Setting Up Supplier and Item Information*
- *Reviewing Supplier Performance Information*

Subcontract Order Entry

You create contracts for the subcontractors on your jobs. A contract contains the details of a work agreement with a subcontractor. You can enter lump sum contracts or unit contracts. A lump sum contract is a contract in which you specify a single committed amount for the entire contract. A unit contract is a contract in which you specify the committed amount based on the number of units to be completed. A commitment is the money that you designate to pay against a contract.

For example, assume that it costs 1000 to install all of the plumbing for the floor 3 job of an office building project. You can enter a lump sum contract for plumbing for 1000. Now, assume that it costs 0.25 per square foot to install the drywall for the same job. In this case, each square foot of drywall constitutes one unit. You can enter a unit contract for drywall based on the number of square feet to be completed.

You enter identifying information to distinguish your contracts from each other. Identifying information includes details about the contract company, subcontractor information, and financial details, such as tax rates and retainage. Retainage is a percentage of the contract amount that is held until a specified date after the completion of the work.

After you enter the identifying information for a contract, you enter the commitment details.

In addition, you create log information for each of your contracts. Log information is supplemental to the information contained in a contract, and includes such details as submittals and transmittals. A submittal is information that you need to receive from a subcontractor. A transmittal is information that you need to send to a subcontractor.

You can change the commitment details of a contract after you enter them by creating a change order. This updates the commitment information and allows the system to keep an audit trail of the changes to the contract commitments.

Entering Subcontract Orders

Each time you want to purchase services, you must enter an order. You enter orders to specify details about the services you are purchasing, to indicate the supplier from whom you are purchasing, and account to which you will book the service order, as well as to specify other pertinent information.

A subcontract order consists of two parts:

- Header information – general information that relates to the entire order, such as the supplier name and order dates
- Detail information – line-by-line details about the services you want to order, such as account number, quantities, and costs

You can enter header information and detail information separately. Depending on your volume of orders 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.

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.

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

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

Prerequisites

- Verify that you have set up account master information.
- 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 Subcontract Order Header Information

To generate an order, you must provide information about the supplier, or subcontractor, 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:

- Subcontractor 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 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 before the detail form. Depending on how you set the processing options, certain fields can display on the header form. 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 or subcontractors, you might need to enter order amounts in different currencies, such as Canadian dollars, Japanese yen, and the euro. Before you can do this, you must enter the following types of information on the header form:

- Whether the supplier or subcontractor uses a foreign currency
- The type of currency that the supplier or subcontractor 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)

To use approval processing, which requires that orders be approved before continuing through the procurement or subcontract management 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.

See Also

- ❑ *Creating an Approval Route* in the *Procurement Guide* for more information about approval processing
- ❑ *Entering Requisitions, Entering Blanket Orders, and Working with Quote Orders* in the *Procurement Guide* for more information about special orders
- ❑ *Setting Up Procurement Constants* in the *Procurement Guide* for more information about how to set up pricing constants

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 in the Supplier Master table (F0401).

► To enter origination information for an order

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

1. On Work With Order Headers, 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
 - Ship To
3. From the Form menu, choose Additional Info.

PeopleSoft

Enter Subcontract Orders - Order Header - Additional Information

OK Cancel Tools

Pricing Group Blank 40/PC

Freight Handling Code .

Cost Rule Add landed cost rule here P4

Send Method PrintMail

Evaluated Receipt N

Supplier SO

Reference

Delivery Instructions Line

Adjustment Schedule

4. On Order Header - Additional Information, complete the following field and click OK:
 - Delivery Instructions Line 1
5. On Order Header, click OK.
6. On Work With Order Details, click Cancel.

Entering Dates for an Order

When you enter an order, you might request that subcontractor complete work by a specific date. If the subcontract cannot complete work by the date you request, you can specify the date that the subcontractor promises to complete the work. In addition, you can specify the date that you originated the contract and the date that the contract expires.

► **To enter dates for an order**

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

1. On Work With Order Details, click Find.
2. Choose the order and click Select.

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

3. On Order Header, complete the following date fields as appropriate, and click OK:
 - Effective Date
 - Requested
 - Promised Delivery
 - Cancel Date

If you do not enter a contract date, a planned completion date, or a complete date, the system enters the current system date.

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 Purchase Orders program (P4310) 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 PeopleSoft 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 Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.
2. Choose the order and click Select.

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

3. On Order Header, complete the following fields, and then click OK:
 - Tax Expl Code
 - Tax Rate/Area
 - Certificate

Note

You can override the tax information when you enter the purchase order or match it to the voucher.

See Also

- *Entering Tax Information for a Detail Line* in the *Procurement Guide* for more information about specifying that an item or service is taxable
- *Vertex Sales Tax Q Series* in the *Subcontract Management Guide* for information about how to set up the 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:

- 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 Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Find.
2. Choose an order and click Select.

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

3. 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.

4. From the Form menu, choose Additional Info.

5. On Order Header - Additional Information, complete the following field and click OK:
 - Reference
6. On Order Header, choose Attachments from the Form menu.
7. On Media Objects, choose New and then Text from the File menu.
8. Enter the appropriate text and then choose Save & Exit from the File menu.
9. On Order Header, click OK.

Entering Order Detail Information

After you enter header information for a contract, such as the subcontractor to fill the order and the branch/plant requesting the order, you must enter information about each service that you want to procure on the Order Detail form. For each service within a contract, you must enter a line of detail that describes:

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

In the Subcontract Management system, you use the *by general ledger account number* method to enter order detail lines.

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 subcontractor has an Internet home page set up with items or services that it offers, you can preview that 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, or subcontractor, information.

The system provides default values for detail lines based on the header information on an order. You can add and change the information for each detail line based on what is relevant to your process. You also can attach notes, or narrative text, to each detail line.

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 or subcontractor uses a different currency than your company's base currency, you must enter costs in 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 alternative items and choose a replacement item.

For an existing order, you can use the Order Detail form to review summary information such as 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 services that the line contains. When you cancel a line, the system closes the line and assigns 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.

Prerequisite

- ❑ 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 subcontract management process. For more information about status codes, see *Setting Up Order Activity Rules* in the *Procurement Guide*.
- ❑ 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 Form menu.

See Also

- ❑ *Reviewing Open Orders* in the *Procurement Guide* for information about viewing pending orders

Entering Detail Lines by Account Number

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

When you enter detail lines by account number, you can have the system perform commitments.

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 PeopleSoft systems.

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 Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, 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. Click the Line Defaults tab and complete the following applicable fields:
 - Account Number
 - Subsidiary
 - Obj Acct
4. Complete the following fields in the detail area, as required, and click OK:
 - Unit Cost
 - Tr. UoM
 - Unit Cost
 - Extended Cost
 - Pu. UoM
 - Ln Ty
 - Description 1
 - Description 2
 - Subledger
 - Sub Type
 - Last Status
 - Next Status
 - G/L Date
 - G/L Offset

Note

You can click the Search button in the Tr. UoM field and Pu. UoM field to access the Unit of Measure Lookup form, where you can choose from a list of valid units of measure for the item that you are entering on the purchase order.

See Also

- *Working with Journal Entries for Receipt Transactions and Setting Up Automatic Accounting Instructions* in the *Procurement Guide* 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 PeopleSoft 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 Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Add.
2. On Order Detail, complete the following fields:
 - Branch/Plant
 - Supplier
3. Select a detail line and choose Additional Info 1 from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:
 - Taxable
 - Expl Code
 - Rate/Area

See Also

- *Vertex Sales Tax Q Series* in the *Subcontract Management Guide* for information about how to set up the 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 services that you purchase. For example, a subcontractor might offer a 10 percent discount on certain services.

You can enter a specific discount factor for a detail line. The system enters a cost for the service on the detail line based on the discount factor. For example, to specify a 10 percent discount for a service, 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 a service based on a price rule. The system applies a discount to the unit cost of the service based on the discount set up for the price rule. The system retrieves a default price rule for a service if:

- You have attached a price rule to branch/plant information for the service.
- You have attached the price group to the subcontractor from whom you are purchasing the service.

► **To enter discount terms for a detail line**

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

1. On Work With Order Details, click Add.
2. On Order Detail, complete the following fields:
 - Branch/Plant
 - Supplier
3. Select a detail line and choose Additional Info 1 from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:
 - Discount Factor
 - Item Price Group
 - Pricing Cat. Level
 - Adjustment Schedule

See Also

- *Creating Price Discount Rules for Purchasing* in the *Procurement Guide* for information about setting up discounts for price rules and price groups
- *Attaching Price Discount Rules to Items and Suppliers* in the *Procurement Guide* 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 services so that you can produce a report that lists open order information for electrical services. 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 Info. form.

Five categories of reporting codes are available for purchasing and subcontracts. 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 Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Add.
2. On Order Detail, complete the following fields:
 - Branch/Plant
 - Supplier
3. Select a detail line and choose Additional Info 2 from the Row menu.
4. On Order Detail - Page II, complete the following fields and then click OK:
 - 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.

Entering Change Orders

You can change commitment details after you enter them by creating a change order, which 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 change 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 Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Find to locate the order for which you want to add a change order.
2. Choose the order that you want to change.
3. Choose Change Orders and then Add Change Order from the Row menu.
4. On Order Detail, complete the following fields, as required, and click OK:
 - Change Order
 - Quantity Ordered
 - Tr. UoM
 - Unit Cost
 - Extended Cost

- Pu. UoM
- Ln Ty
- Description
- Description 2
- Account Number
- Subledger
- Sub Type
- Branch/Plant
- Last Status
- Next Status

See Also

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

Copying Change Orders

You can copy a change order and then modify it to suit your needs. This feature saves you time when you have similar change orders for many orders.

► To copy a change order

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

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

Note

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 to ensure that the system assigns the correct number to each detail line.

See Also

- *Setting Up Commitments* in the *Subcontract Management Guide* for more information about commitment details

Processing Options for Purchase Orders (P4310)

Defaults Tab

These processing options allow you to enter default information that the system uses for purchase order processing.

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 specify the next status code for all new or modified purchase order lines. You enter next status codes for combinations of order type and line type by using the Order Activity Rules program (P40204). If you leave this processing option blank, the system uses the next status code in the order activity rules as the default value.

Note: Do not use this processing option if you are using approval processing.

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

Blank = Supplier

1 = Ship To

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

Blank = Purchasing Unit of Measure

1 = Primary 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

Blank = Manually load header changes to detail

1 = Auto load header changes 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

Blank = Business unit, object, subsidiary

1 = Business unit, subsidiary

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

Blank = Assigns unique line number continuously.

1 = Starts the sequencing process over for each change order.

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.

14. Cost Rule Selection

Blank = Supplier

1 = Ship To

Use this processing option to specify where the system locates default cost rule selection information to use as the default during order entry. Note that if this is the version that is being called from the Order Release program, then the cost rule information comes from the Supplier Master table (F0401) and not from the original order. Valid values are:

1

The system uses the default cost rule selection from the address book number for the ship to. The information that the system uses is located in the cost rule information section of the Supplier Master table (F0401).

Blank

The system uses the cost rule selection that is associated with the address book number for the supplier. The system retrieves the cost rule explanation code from the supplier address book number record in the Supplier Master table (F0401).

Display Tab

These processing options control the types of information that the system displays.

1. Suppress Closed Lines

Blank = Do not suppress

1 = Suppress

Use this processing option to specify if closed lines should be suppressed. Valid values are:

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 remains in the Purchase Order Detail table (F4311).

Blank

The system does not suppress closed or cancelled lines.

2. Status Code Protection

Blank = Do not protect

1 = Protect

Use this processing option to specify whether you can change status codes. Valid values are:

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

Blank = Do not protect

1 = Protect

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

Blank = Parent line

1 = Component lines

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

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

Blank = Display cost fields

1 = Disable cost fields

2 = Hide cost fields

Use this processing option to specify whether you can change costs. Valid values are:

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. Free Goods Catalog

Blank = No Warning

1 = Issue Warning

Use this processing option to specify if you want Free Goods Catalog Warnings displayed. Valid values are:

Blank

No Warning

1

Issue Warning

8. Order Header Protection

Blank = Do not protect

1 = Protect

Use this processing option to determine whether order header information is read-only or can be modified. Valid values are:

Blank

Order header information can be changed.

1

Order header information is read-only.

9. Jargon and Header Business Unit

Blank = Branch/Plant

1 = Job

2 = Project

3 = Business Unit

Use this processing option to specify whether to use financial AAIs or distribution AAIs. Additionally, the system uses this processing option to determine which description appears for the Business Unit field (MCU) that appears on the Order Header form and the Order Detail form. For example, if you leave this processing option blank, the MCU field displays the description Branch/Plant. Valid values are:

Blank

Branch/Plant.

1

Job. The system uses the financial AAIs CD, CT, or CR.

2

Project. The system uses distribution AAIs.

3

Business Unit.

10. Account Protection

Blank = Do not protect

**1 = Protect account number if
received/vouchered**

Use this processing option to specify whether the account number information is protected after the detail line has been partially received or vouchered. Valid values are:

Blank

The account number information is not protected.

1

The account number information is protected.

Interfaces Tab

These processing options allow you to enter interface information.

1. Business Unit Validation

Blank = Business Unit Master table

1 = Inventory Constants table

Use this processing option to specify how the system validates the branch/plant. Valid values are:

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

Blank = Issue warning

1 = Do not issue warning

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

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

Blank = Issue warning

1 = Do not issue warning

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

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

Blank = Quantity on PO

1 = Quantity on Other POs

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. Valid values are:

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

Blank = Do not capture

1 = Capture

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

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.

6. Edit Supplier Master

Blank = Do not edit

1 = Edit

Use this processing option to determine whether the system validates the supplier number against the Supplier Selection File table (F4330). Valid values are:

Blank

The system does not validate the supplier number.

1

The system validates the supplier number.

7. Financial AAI's

Blank = Do not validate

1 = Validate

Use this processing option to specify whether to use financial AAI's or distribution AAI's. Additionally, the system uses this processing option to determine which description appears for the Business Unit field (MCU) that appears on the Order Header form and the Order Detail form. For example, if you leave this processing option blank, the MCU field displays the description Branch/Plant. Valid values are:

Blank

Branch/Plant.

1

Job. The system uses the financial AAI's CD, CT, or CR.

2

Project. The system uses distribution AAI's.

3

Business Unit.

Processing Tab

These processing options control how the system processes information.

1. New Supplier Information

Blank = Manually access Address Book Revisions

1 = Auto display Address Book Revisions

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

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

Blank = Do not display

1 = Display

Use this processing option to specify whether you want to review order templates. Valid values are:

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

Blank = Do not print

1 = Print

Use this processing option to specify whether you want to automatically print a purchase order using the subsystem. Valid values are:

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

Blank = Do not process

1 = Process and search all

2 = Process and search with Branch Plant

Use this processing option to specify whether the system automatically processes blanket releases. Valid values are:

Blank

The system does not automatically process blanket releases.

1

The system automatically processes blanket releases for all branch/plants. If more than one blanket order exists for the supplier/item combination, the system displays a checkmark in the row header that is located in the detail area and an "X" in the Blanket Exists column. To select a blanket order, choose the appropriate option from the Row menu.

2

The system automatically processes blanket releases for a specific branch/plant. If there is more than one blanket order for the supplier/item combination, then the system displays a check mark in the row header that is located in the detail area and an "X" in the Blanket Exists column. To select a blanket order, choose the appropriate option from the Row menu.

5. Header Display

Blank = Display Order Detail

1 = Display Order Header before Order Detail

Use this processing option to specify whether the Order Header form appears before the Order Detail form. Valid values are:

1

Display the Order Header form before the Order Detail form.

Blank

Display the Order Detail form.

6. Agreement Search

Blank = Do not search

1 = Assign one if there is only one

2 = Display all

3 = Assign agreement with the earliest expiration date

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. Valid values are:

Blank

Do not search for agreements.

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 an "X" 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.

7. Base Order Protection

Blank = Do not protect

1 = Protected

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. Valid values are:

1

The base order information cannot be changed.

Blank

You can change the base order information.

8. Project/Job Validation

Blank = No warning or error

1 = Warning if header and detail are different

2 = Error if header and detail are different

3 = Error if job does not belong to header project

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

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.

9. Exclusive Adjustment Hold

Use this processing option to place the order on hold if you apply advanced pricing to the item and have chosen mutually exclusive adjustments for the item's adjustment groups.

10. Logs Entry Display

Blank = Do not display

1 = Display

Use this processing option to specify whether the system automatically displays logs when adding an order or a contract. Valid values are:

Blank

The system does not automatically display logs.

1

The system automatically displays logs.

Duplication Tab

These processing options allow you to enter default information that the system uses for duplicate orders.

1. Duplicate 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 (Optional)

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

Blank = Do not copy

1 = Line text

2 = Line and order text

3 = Order text

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. Valid values are:

1

Copy only line text.

2

Copy line text and order text.

3

Copy only order text.

Blank

Copy no information.

Cross Ref Tab

These processing options allow you to enter cross-reference codes.

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 an "X" 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 an "X" in the Replacement Exists column.

3. Promotional Items

Use this processing option to specify the cross-reference code that the system uses to retrieve promotional items.

Order Inquiry Tab

These processing options allow you to enter status and date information.

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

Blank = Next Status Code

1 = 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). Valid values are:

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

Blank = Requested Date

1 = Transaction Date

2 = Promised Date

3 = Original Promised Date

4 = Receipt Date

5 = Cancel Date

6 = G/L Date

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

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 control which version of various programs the system uses.

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 (P04012)

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 (P43081)

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.

13. Inbound Transportation (P4915)

Use this processing option to define the version that the system uses when you are using the Inbound Transportation applications.

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

14. Preference Profile (R40400)

Use this processing option to determine which version of the Preference Profiles program (P42520) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses version ZJDE0001.

15. Configurator (P32942)

Use this processing option to determine which version the system uses when you are using the configurator program. When you choose a version, review the version's processing options to ensure that the version meets your needs.

16. Blanket Release (P43216)

Use this processing option to specify which version that the system uses with the Blanket Order Release program (P43060).

17. Logs Entry (P4305)

Use this processing option to define the version that the system uses with the Logs Entry program (P4305).

Currency Tab

These processing options allow you to enter currency information.

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).

If you work with multiple currencies, create a separate version of this program for each currency. The amount you specify in this processing option is currency specific.

2. Currency Code

Use this processing option to specify the currency code in which to view "as if" amounts. This allows you to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered.

If you leave this processing option blank, the system displays "as if" amounts in the currency in which they were originally entered.

Note: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

3. As of Date

Use this processing option to specify an "as of" date for the "as if" Currency Code processing option. The system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the Currency Code processing option and leave this processing option blank, the system uses the system date.

Note: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of" date.

Approvals Tab

These processing options allow you to enter approval-processing information.

1. Route Code

Blank = Do not perform

1 = Originator's address

2 = Originator's user profile

3 = Branch/Plant

4 = Default location

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.

4. Reapprove Changed Lines

Blank = Do not reapprove

1 = Reapprove on change to any field

2 = Reapprove on change to user-activated critical fields only

3 = Reapprove on change to standard critical fields only

Use this processing option to specify whether the system activates approval processing for certain types of modifications to a purchase order line that already has been approved.
Valid values are:

Blank

The system does not activate approval processing.

1

The system activates approval processing when any fields for the purchase order line have been modified.

2

The system activates approval processing only when certain critical fields, which are activated through the Approval Fields Constants program (P43080), have been modified.

3

The system activates approval processing only when the standard critical fields have been modified.

5. Approval Hold Code

Use this processing option to specify a hold code that the system uses when placing the order on hold for the approval process. If you leave this processing option blank, the system does not place the order on hold.

Budgeting Tab

These processing options allow you to enter budgeting information.

1. Budget Hold Code

Use this processing option to specify the hold code that the system uses for budget holds. After you enter a hold code, the system activates the budget checking process. Budget checking ensures that when a detail line exceeds the budget for an account, the system places the entire order on hold.

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 retrieves only that budget ledger type. If you leave this processing option blank, the system retrieves all budget ledger types that were specified in the Ledger Type Master Setup program (P0025) and are contained in the Ledger Type Master table (F0025).

3. Level of Detail

Use this processing option to specify the value (3 through 9) for the level of detail that the system uses during the budget checking process. If you leave this processing option blank, the system uses a default value of 9.

Note: You can use this processing option with the processing option for level of detail accumulation.

4. Budget Total Method

1 = Job Cost budget

2 = Standard financial budget

3 = Standard financial spread

Use this processing option to specify the method by which the system calculates your budget. If you leave this processing option blank, the system uses the job cost budget calculation method. Valid values are:

1

The system uses the job cost budget calculation method:

Original budget + period amounts for the current year + prior year postings

2

The system uses the standard financial budget calculation method:

Sum of period amounts for the current year

3

The system uses the standard financial spread calculation method:

Original budget + period amounts for the current year

5. Period Accumulation Method

Blank = Total annual budget

1 = Through Current Period

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 places the order on budget hold.

7. Hold Warning

Blank = Do not display

1 = Display

2 = Display warning, but do not place order on hold

Use this processing option to specify whether the system displays a warning message about detail line amounts that exceed the budget. Valid values are:

Blank

The system does not display a warning, but it does place the order on hold.

1

The system displays a warning and places the order on hold.

2

The system displays a warning, but it does not place the order on hold.

8. Budget Accumulation Level of Detail

Blank = Do not accumulate

1 = Accumulate

Use this processing option to specify whether the system uses the value for the Level of Detail processing option (located on the Budgeting tab) to accumulate budget amounts. Valid values are:

Blank

The system uses the value for the Level of Detail processing option.

1

The system accumulates budget amounts starting from the level of detail that has been specified for the purchase order detail line up to the value for the Level of Detail processing option.

9. Exclude Subledger/Type

Blank = Include

1 = Exclude

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

Blank

The system includes the subledger and subledger type.

1

The system excludes the subledger and subledger type. The system calculates the total of budgets for all subledgers for the detail line account to determine whether the line exceeds the budget.

10. Job Cost Account Sequence

Blank = Standard

1 = Job cost

Use this processing option to specify the job cost account sequence that the system uses for budgeting. Valid values are:

Blank

The system uses the standard account sequence (for example, cost center, object, and subsidiary).

1

The system uses the job cost sequence (for example, job, cost code, and cost type).

11. Include Taxes

Blank = Exclude

1 = Include

Use this processing option to determine whether the system includes taxes for taxable lines in budget calculations. Valid values are:

Blank

Do not include taxes.

1

Include taxes.

Interop Tab

These processing options allow you to enter interoperability information.

1. Purchase Order Before/ After Image Processing

Blank = After Image

1 = Before and After 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. Purchase Order 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.

3. Work Order Before/ After Image Processing

Blank = After Image

1= Before and After Image

Use this processing option to specify whether the system writes the before image for the work order header. Valid values are:

1 The system includes the image.

Blank The system does not include the image.

4. Work Order Transaction Type

Use this processing option to specify the default transaction type for the work order header that the system uses when processing export transactions. If you leave this field blank, the system does not perform export processing.

Order Revision Tab

These processing options allow you to control revisions to orders.

1. Revision Tracking

Blank = Do not perform

1 = Existing orders

2 = Existing orders and addition of new lines to the order

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

Blank = Disallow

1= Allow

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.

Self-Service Tab

This processing option allows you to specify whether the system activates self-service functionality.

1. Supplier Self-Service

Blank = Do not activate

1 = Activate

Use this processing option to activate Supplier Self-Service for use in a Java/HTML environment. This functionality allows suppliers to view their orders online.

Valid values are:

Blank Do not activate Supplier Self-Service.

1 Activate Supplier Self-Service.

Matrix Tab

Use this processing option to specify the parent that the system processes.

1. Inventory Parent

Blank = Display Matrix Order form

1 = Do not display Matrix Order form

Workflow Tab

Use these processing options to specify how the system processes workflow information.

1. Price Changes Notify

Blank = Do not send any notification emails

1 = Purchase Order Originator

2 = Project Manager

3 = Buyer

4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the unit cost/lump sum changes on the order. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

2. Planned Delivery Date Changes Notify

Blank = Do not send any notification emails

1 = Purchase Order Originator

2 = Project Manager

3 = Buyer

4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the promised delivery date on the order changes. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

3. Quantity Changes Notify

Blank = Do not send notification emails

1 = Purchase Order Originator

2 = Project Manager

3 = Buyer

4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the quantity of the order changes. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

4. Order Hold Notify

Blank = Do not send notification emails

1 = Purchase Order Originator

2 = Project Manager

3 = Buyer

4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the order goes on hold. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

Transfer Order Tab

Use these processing options to specify how the system processes transfer orders.

1. Create Item Branch Record if one does not exist for the receiving B/P when Entering a Transfer Order

Blank = Create Item Branch Record

1 = Do not Create Item Branch Record

Use this processing option for transfer orders to determine whether the system creates an item branch record if one does not already exist in the receiving branch/plant.

2. Project Transfer Order Line Type

Use this processing option to specify the line type that the system uses for the purchase order that is created from a sales transfer order. Ensure that the line type has been defined with an inventory interface of C by accessing the Line Type Constants program (P40205). When the line type has an inventory interface of C, the system performs financial commitments for purchase orders that are associated with the Engineering Project Management system.

Working with Special Order Entry Features

You can use several timesaving features to enter order information. For example, you can duplicate an order to create another order. You can also create orders for multiple contracts simultaneously. Other features let you quickly locate subcontractor and supplier information and enter the information on subcontract order 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. You cannot duplicate orders on hold.

You can also duplicate an order to create a 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 Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Find to locate the order you want to duplicate.
2. Select the order from the detail line and 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 to ensure that the system assigns the correct number to each detail line.

4. Click OK.

Working with Commitments

A commitment is the recognition of a future obligation. Each time you enter a subcontract 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 a purchase order for goods or a subcontract for services to complete the project, you can have the system create a commitment the purchase order or subcontract amount.

In addition, you can roll over a commitment to the next fiscal year or have the commitments expire at year end.

For example, utilities, local governments and municipalities normally have the authority to expend funds for one fiscal year. As a result, purchase orders and subcontracts with open balances are often canceled at the end of the fiscal year. Construction projects, on the other hand, can often span one or more years. In this case, the open balances of purchase orders and subcontracts are rolled forward to the new fiscal year.

Prerequisites

- ❑ You must set up the document types for pre-encumbrances and commitments in UDC 40/CT. See *Setting Up Commitments* in the *Procurement Guide* for more information and steps to complete this task.
- ❑ To relieve commitments, set the Commitment Relief value for the transaction company or company 0000 in the Job Cost Constants program (P0026). See *Setting Up Commitment Relief* in the *Subcontract Management Guide* for more information and steps to complete this task.

Understanding Commitments

A subcontract commitment is created when a subcontractor is contracted to provide services. The commitment is relieved when services are rendered and you initiate a progress payment.

A functional server program called Update Commitment Ledger (X00COM) is used to create and relieve commitments. The system uses the Update Commitment Ledger to create appropriate entries for subcontract system commitments.

Creating a Commitment

You can create subcontract detail lines using the Subcontract Entry method in Purchase Orders (P4310).

When you create a subcontract detail line, the system verifies that the document type exists in UDC 40/CT, verifies that the line type has an inventory interface of A or B, and automatically creates commitments and encumbrances.

If you create a subcontract from a requisition, you can track pre-commitments in addition to commitments. A pre-commitment is the recognition of a future obligation from which you can commit budget amounts based on that request. When you generate the subcontract from the requisition, the system relieves the pre-commitment and creates commitments for the resulting subcontract amounts.

Relieving Commitments

Use the Commitment Relief constant in the Job Cost Constants program (P0026) to establish the criteria the system uses to automatically relieve open commitments when you run the G/L posting program for vouchers created as a result of Progress Payment.

Just creating a progress payment does not relieve the commitment. The General Ledger Post program (R09801) calls the Update Commitment Ledger (X00COM) that actually relieves the commitment. Committed dollars are relieved from the Purchase Amounts (PA) ledger and are added to the Actual Amount (AA) ledger.

When vouchers or receipts are posted, the system:

- Relieves the commitment
- Creates an audit trail in the purchasing ledger file
- Recalculates the amounts in the account balances ledgers, if necessary
- Changes the exchange rate of selected purchase orders and restates the domestic commitment amounts, if necessary

When you inquire on commitments, the receipt G/L date, not the original subcontract G/L date, is used to relieve the commitment.

Files Used for Commitments

In addition to the entries that are made to the subcontract tables during order entry and progress payment processing, the system also maintains commitment information in the following tables:

- P.O. Detail Ledger File – Flexible Version (F43199)
- Account Balances (F0902)

P.O. Detail Ledger File – Flexible Version (F43199)

The system creates multiple entries in the P.O. Detail Ledger File – Flexible Version table (F43199). Based on change orders, order activity rules, and commitments, the system maintains the following multiple ledgers to satisfy your business requirements:

- Purchasing (Subcontractor) Ledger
- Commitment Audit Trail (PA/PU Ledger)
- Change Order Ledger (CO Ledger)

If you are tracking commitments, a commitment audit trail transaction is created in the P.O. Detail Ledger File – Flexible Version table. The committed amounts are maintained in the purchase amounts (PA) ledger and any committed units are maintained in the purchase units (PU) ledger. When you review the PA or PU ledger, you will notice that, unlike the purchasing ledger, the Last and Next status code fields are blank.

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

Account Balances (F0902)

During subcontract entry, the system creates a commitment entry in the PA and PU ledgers in the Account Balances table (F0902). Based on the G/L date, the system creates an entry in the appropriate accounting period and adds the committed amount to the total budgeted amount.

If the Commitment Relief constant is set to Y, the system posts the receipt payment to the PA and PU ledgers in the Account Balances table. Based on the G/L date of the progress payment, the system relieves the commitment from the appropriate period as well as the total budgeted amount.

Verifying Commitment Integrity

From the Subcontract Reports menu (G43D111), choose Commitment Integrity Report.

You can generate a Commitment Integrity Report to compare your open order amounts against your committed amounts and amount balances and to review any variances.

Use the Commitment Integrity Report program (R40910) to indicate variances among the following tables:

- Purchase Order Detail File (F4311)
- P.O. Detail Ledger File – Flexible Version (F43199)
- Account Balances (F0902)

Two comparisons are made to identify out-of-balance conditions between files.

The detail file and the audit file are compared on a to-date basis, which means that all data in the files is summed regardless of date. The detail file is not date sensitive and does not contain information such as when you made changes to the open amount.

The system compares the audit file and the balances file on a through-period-end basis. The system uses the date you enter in the first processing option to determine the period end date to use. This comparison is period sensitive because that is the lowest level of detail stored in the balances file.

The columns under "Balance to Date" on the left side of the report are Purchase Order Detail File, P.O. Detail Ledger File – Flexible Version, and variance. The amounts reported by account number and subledger, respectively, are:

- Open amount in the detail file
- Total of the commitment audit trail transactions
- Difference between the two columns

The columns under "Balance as of xx/xx/xx" on the right side of the report are P.O. Detail Ledger File – Flexible Version, Account Balances, and variance. The amounts reported by account number and subledger are:

- Total of the Commitment Audit Trail transactions
- Account Balances total
- Difference between the two columns

Variances occur between the Purchase Order Detail File table and the Commitment Audit Trail under the following conditions:

- Unposted receipt or voucher batches
To confirm all O and V batches are posted, run the Unposted Batches report (R007011).
- Subcontracts on budget hold
The system does not create a commitment until a subcontract is released from budget hold.

If you find an inconsistency in your commitments that cannot be resolved, you can correct the information in the PA ledger. All entries in the PA and PU ledgers are based on the Purchase Order Detail File table. You can rebuild this information from the Purchase Order Detail File table and correct any inconsistencies in the Account Balances table.

See Also

- *Working with a Commitment Audit Trail* in the *Subcontract Management Guide* for more information about rebuilding the PA and PU ledger in the P.O. Detail Ledger File – Flexible Version table (F43199)
- *Posting Committed Costs to Jobs* in the *Subcontract Management Guide* for more information about rebuilding the PA and PU ledger in the Account Balances table (F0902)

Reviewing Commitment Information for Subcontracts

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

After you process progress payments, you can have the system relieve commitments. The system does this by reducing the total commitment amount for a job or project by the individual commitment amount. The system relieves open commitments when you post progress payment vouchers to the general ledger.

The system performs commitment tracking only on “order” types you specify in UDC 40/CT. If a subcontract is on hold, the system does not create commitments for the subcontract until you release the hold.

The system only tracks commitments 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. For subcontracts, typically Line Type “J” is used.

Each time you enter a subcontract 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.

You can review individual commitment transactions for:

- A job/project
- An account number or a cost code / cost type
- A subcontractor (supplier)
- A subcontract 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, subcontract number, line number, and subcontractor, as well as who generated the transaction and when.

The system retrieves commitment transaction information from the P.O. Detail Ledger File – Flexible Version table (F43199).

► **To review commitment information for subcontracts**

From the Subcontract Inquiries menu (G43D112), choose Commitment Inquiry.

1. On Work With Commitment Inquiry, complete the following fields and click Find to narrow the search:
 - Order No
 - Account
 - Subledger
 - G/L Date from
 - G/L Date
 - Branch/Plant
2. Review the following fields:
 - Total Open Amount
 - Total Open Units
 - Order Number
 - Chg No.
 - Supplier
 - Description
 - Amount Committed
 - Amount Relieved
 - Units Committed
 - Units Relieved
 - Account Number
3. To review details for a certain transaction, choose the transaction and click Select.



Commitment Inquiry - Commitment Inquiry Detail

Work With Commitment Inquiry

Commitment Inquiry Detail

Cancel Previous Next Tools



Order Number	6082	OS	Branch/Plant	1620
Change Order	000		G/L Date	06/01/05
Line Number	1.000		Document No	
Account No	1620.1360.02020330			
Supplier	3480	Digger Enterprises		
Type/Subledger				
Description	Subcontract		Revision No	0
Units Committed	1.4000		User ID	BD5860704
Amount Committed	222,600.00		Program ID	EP4310
Tax	0.00		Work Station ID	DALBYB
Total	222,600.00		Date Updated	09/24/98
			Time of Day	164009

- On Commitment Inquiry Detail, review details for the commitment transaction and click Cancel.

Processing Options for Commitment Inquiry (P40230A)

Default
 Order Type
 Display
 Enter 'I' for Change Orders else Commitments
 Versions
 Order Entry (P4310)

Working with Commitment Rollovers

From the Procurement Advanced & Technical Ops (G43A31) menu, choose Encumbrance Rollover.

When you run the Encumbrances Rollover application (R4317), the system rolls forward the fiscal year end commitments. The rollover reduces the manual effort placed on users who work in environments with a high volume of transactions. The Encumbrance Rollover application provides you with the option to do one of the following:

- Relieve committed lines on a subcontract from the prior year and recommit a new line with the current year's G/L date. These lines are assigned to a new account that is created especially for this rollover. This account is controlled through distribution Automatic Accounting Instruction (AAI) 4430.
- Cancel committed lines on a subcontract to ensure that no further payment processing can be made against those lines. For subcontracts, the purge code must be R. For purchase orders, the system updates the next status to 999 (closed).

Note

To cancel committed lines on a subcontract, the purge code must be set to R.

Many industries use the term 'decommit' to relieve commitments. When you relieve or decommit commitments, the system creates an RO ledger type record. You should not purge the RO records, as they must be used to create or rebuild commitments.

See Also

- *Working with a Commitment Audit Trail* in the *Procurement Guide* for information about creating an audit trail of commitments
- *Receipt Processing* in the *Procurement Guide* for information about the formal and informal receiving processes

Processing Options for Encumbrance Rollover (R4317)

Defaults Tab

Use these processing options to specify the defaults that the system applies when you run an encumbrance or commitment rollover.

1. Rollover Method:

'1' - New G/L date

'2' - New G/L date and new account number

blank - cancel

Use this processing option to specify how the system processes year-end encumbrance amounts. The method that you use depends on your business requirements. Valid values are:

Blank Rollover is canceled with no further action. No amount is recommitted to a new G/L date or account.

1 Roll over the year-end encumbrance amount to the next year using a new G/L date.

2 Roll over the year-end encumbrance amount to the next year using a new G/L date and a new account number.

2. G/L Class Code:

blank- purchase order detail G/L code

Use this processing option to specify the G/L class code that the system uses to retrieve the AAls. You can enter a G/L class code or leave the field blank to use the G/L class code from the purchase order detail line. If you are processing subcontracts with account reclassification, you must enter a G/L class code. If you are processing both purchase orders and subcontracts, the G/L class code that you enter will be used for both. This code determines the A/R account (class) that is offset when you post invoices. The code that you enter in this field can be alphanumeric or can match the object code of the G/L account number.

Note: Do not use code 9999. The system reserves this code for the post program and indicates that offsets will not be created.

3. Ledger Type:

Use this processing option to specify the ledger type that the system uses for the history record in the P.O. Detail Ledger table (F43199). This is a user defined code (09/LT) that specifies the type of ledger, such as AA (actual amounts), BA (budget amount), or AU (actual units).

4. New G/L Date:

Use this processing option to specify the G/L date for the current year's encumbrance rollover. This date identifies the financial period to which the transaction is posted. You set up the date range for each financial period in general accounting constants.

5. Decommit G/L Date:

Use this processing option to specify the G/L date to decommit, or relieve, the encumbrance. This date identifies the financial period to which the transactions will be posted. You set up the date range for each financial period in the general accounting constants.

Process Tab

Use this processing option to specify whether the rollover should be processed in proof or final mode.

1. Process mode

'1' - final

blank - proof

Use this processing option to specify whether the system runs the encumbrance rollover in proof or final mode. When you run the encumbrance rollover in proof mode, the system does not update the status or any applicable tables.

When you run the encumbrance rollover in final mode, the system updates the status and all applicable tables. Whether you run the encumbrance rollover in proof or final mode, you can print journal entries and errors. Valid values are:

1 Run the encumbrance rollover in final mode

Blank Run the encumbrance rollover in proof mode

MFG Edits Tab

Use this processing option to specify how the system processes manufacturing data.

1. Enter a '1' to process Manufacturing Encumbrances

Use this processing option to specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Valid values are:

1

Process financial encumbrances that are related to purchase orders, subcontracts, and manufacturing work orders.

Blank

Process financial encumbrances that are related to purchase orders and subcontracts.

2. Work Order Close Status

Use this processing option to specify the work order status that the system uses to close open work orders. You can also use this processing option to specify the work order status that the system uses to determine whether an order is open. The system only processes work orders whose status is less than the closed work order status that you specify in this processing option. If you leave this processing option blank, the system uses status 99 (close) as the default.

Working with Budgets

If you set up budgets for jobs, projects, departments, and so forth, you might want to verify that the subcontract amounts you incur do not exceed these budgets. You can compare budget amounts to 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.

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 subcontract, 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 subcontract on hold. You can set a budgeting processing option in the Purchase Orders 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:

$$\text{Available Budget} = \text{Original Budget Changes} - \text{Actual amounts spent} - \text{Commitments} - \text{Encumbrances}$$

The system uses the following budget calculation for ledgers:

$$\text{Available Budget} = \text{BA or JA Ledger Amounts} - \text{AA Ledger Amounts} - \text{PA Ledger Amounts}$$

You use the processing options on the Budgeting tab in the Purchase Orders program 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

Note

Use the BA ledger type for monthly budgets (typically used for departmental budgets) and the JA ledger type for Job/Project budgeting.

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 amounts for the account.

Budget Amount Accumulation

Two search scenarios exist:

1. If the account number that you enter on the subcontract 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 subcontract 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 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 with 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 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 Totaling

Use the Budget Total Method processing option on the Budgeting Tab of the Purchase Order Workbench program (P43101) 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 contains the sum of the prior year's changes, which the system rolls into the current year

Use 1 in this processing option for jobs and projects. The system uses the job cost budget calculation method to add the amounts in the above fields. The total of these fields is the budget amount the system uses for budget checking.

Note

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

Use 2 in this processing option for Public Sector and Not-For-Profit entities. The system uses the standard financial budget calculation method to spread 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 uses the standard financial spread calculation method to add 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 the Period Accumulation Method 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 Total Method processing option.

See Also

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

Reviewing the Budget

You might want to compare the amounts that you have budgeted for subcontracts to the amounts that you have actually spent and to the amounts that you are committed to spend in the future. For each account, you can review:

- The budget amount
- The actual amount that you have spent
- The total amount of commitments through a certain date
- The variance between the budget amount and the amount that 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 Subcontract Inquiries menu (G43D112), choose Budget Comparison.

1. On Trial Balance / Ledger Comparison, complete the following field:
 - Skip to Account
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 field:
 - Level Of Detail
4. Complete the following fields to indicate the period for which the ledger amounts reflect:
 - LT 1 Thru Date
 - LT 2 Thru Date
5. Click Find.

6. Review the following fields for each account:

- Ledger Type 1
- Ledger Type 2
- Variance Period Balance
- Ledger 1 Period Balance
- Posting Edit Code
- Account ID

Processing Options for Trial Balance / Ledger Comparison (P09210A)

Default Tab

1. Ledger Type 1

Blank = Ledger Type 'BA'.

Use this processing option to specify the default Ledger Type 1. For example, you can use AA or CA ledger types. If you leave this processing option blank, ledger type BA is used.

2. Ledger Type 2

Blank = Ledger Type 'AA'.

Use this processing option to specify the default Ledger Type 2. For example, BA or CA are ledger types that you can use. If you leave this processing option blank, ledger type AA is used.

3. Exit with Ledger Type

Blank or 1 = Ledger Type 1.

2 = Ledger Type 2.

Use this processing option to specify the ledger type that the called application should use when exiting to another application. Valid values are:

Blank or 1

Use Ledger Type 1.

2

Use Ledger Type 2.

Display Tab

1. Suppress Zero Balances

Blank or N = Display zero balances

Y = Suppress the display of accounts with zero balances.

Use this processing option to specify whether to display posting accounts with zero balances. Valid values are:

Blank or N

Display posting accounts with zero balances.

Y

Do not display posting accounts with zero balances.

Note: This processing option applies only to posting accounts. Nonposting header accounts will appear on the Trial Balance/ Ledger Comparison form (P09210A) regardless of this processing option.

2. Calculation Method

Blank or S = Subtraction

A = Addition

M = Multiplication

D = Division

Use this processing option to specify the Calculation Method to be used when calculating variances. Valid values are:

Blank or S

Subtraction

A

Addition

M

Multiplication

D

Division

3. Additional Ledger Type 1

Blank = No Additional Ledger Types will be used.

Use this processing option to specify an additional ledger type to be used in calculating account balances for Ledger Type 1. For example, you can use AA or CA ledger types. If you leave this processing option blank, no additional ledger type is used.

4. Additional Ledger Type 2

Blank = No Additional Ledger Types will be used.

Use this processing option to specify an additional ledger type to be used in calculating account balances for Ledger Type 2. For example, you can use AA or CA ledger types. If you leave this processing option blank, no additional ledger type is used.

5. Subledger

Blank = Blank Subledger

Use this processing option to specify the subledger that the system uses for calculating account balances. If you leave this processing option blank, the system selects transactions that have no subledgers. Enter * to display all transactions with subledgers.

6. Subledger Type

Blank = Blank Subledger Type

Use this processing option to specify the subledger type to be used for calculating account balances. For example, you can use A or C subledger types. If you leave this processing option blank, a blank subledger type is used.

7. Account Level Of Detail

Blank = 9

Use this processing option to specify the account level of detail to be used (3-9). If you leave this processing option blank, the system uses 9.

Currency Tab

1. Currency Code

Blank = All currencies.

Use this processing option to specify the currency code to be used for calculating account balances. If you leave this processing option blank, all currencies will be used.

Note: Use this processing option only if multicurrency is being used.

Select Tab

1. Date Effective Balances

Blank or N = Use Period End Dates.

Y = Calculate Date Effective Balances.

Use this processing option to either calculate date-effective balances or to use period-end dates. Valid values are:

Blank or N

Use Period End Dates.

Y

Calculate Date Effective Balances.

2. Default Thru Period Display

Blank or N = Thru Dates.

Y = Thru Periods.

Use this processing option to either display thru-periods or thru-dates. Valid values are:

Blank or N

Display thru dates.

Y

Display thru periods.

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 subcontractor.
- You are not sure if you want to use the subcontractor.
- 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.

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 a subcontractor 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 subcontractor on purchasing instructions so that each time you enter an order for the subcontractor the system assigns the hold code to the order.
- Specify a budget hold code in the processing options for the Purchase Orders program (P4310). If budget checking is activated, the system assigns the hold code to orders when detail lines exceed budget.

Prerequisite

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

See Also

- ❑ *Defining Supplier Purchasing Instructions* in the *Procurement Guide* for more information about purchasing instructions

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 Trial Balance/Ledger 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 Order Generation/Approve/Release menu (G43D13), choose Release Held Orders.

1. On Work With Held Orders, 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

See Also

- *Working with Budgets* in the *Subcontract Management Guide* for more information about putting orders on budget hold

Logs and Subcontract Management

In the Subcontract Management system, you use logs to further organize your projects, contracts, and jobs. You can add and modify logs at different hierarchy levels with the Log Revisions program (P4305). Logs are maintained in the Log Master table (F4305). Log hierarchy levels are maintained in the Log Hierarchy constants table (F4304). The hierarchy levels are maintained in user defined code table (43/LL).

Log information is supplemental to the information contained in a contract, and includes such details as submittals and transmittals. A submittal is information that you need to receive from a subcontractor, 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. Logs can also include information such as meeting dates, notes, and so on, that is relevant to the contract.

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 to submit insurance information to you before you make a payment against the contract, you can specify that you want outstanding submittal warnings. The system then warns you if you try to make a payment before you receive the insurance information.

You can work with your logs at an individual, or contract level, or you can work with them on a progressively higher level in the log hierarchy such as a company, subcontractor, project, or job level. Logs have relationships to each other based on the structure of the hierarchy. For example, a log entered at the company level (defined as a level 02 log in the log hierarchy), will affect any logs for that company entered at the lower hierarchical level of contract level (defined as a level 01 log in the log hierarchy).

You can deactivate hierarchy levels if they don't meet your business needs or processes, in the Log Hierarchy Constants table (F4304). However, the hierarchical levels are hard coded and you cannot add additional hierarchical levels.

When you work with contract level logs, you can change the method in which the system displays the logs. On the Work With Logs form, you can specify whether you want to view all logs, all contract logs, all open logs, or all outstanding logs. The view options for working with logs are maintained in user defined code table (43/VO)

To activate log functionality, review UDC 40/VF and ensure that the value "04 – Logs" is selected.

Entering Subcontract Log Information

You enter log information to identify information that is relevant to the contract order. The system provides you with multiple detail lines in which you can enter log information. After you enter log information, you can enter descriptive text for each item within the log. You can also delete any of the log information for a contract.

From the Work with Logs form, you have the option to work with or view logs in any of the hierarchical levels. You can specify date ranges as search criteria. When working on contract level logs, you can also further specify view options.

Note

You can also access Log Revisions and the Work with Logs form from the Subcontract Order Entry program (P4310). From Work with Order Details, locate the order and choose Log Details from the Row menu. You can also specify to have the system prompt you to enter logs during contract order entry by setting the Logs Entry Display processing option on the Processing tab of P4310 processing options.

► To enter subcontract log information

From the Subcontract Processing menu (G43D11), choose Log Revisions.

1. On Work With Logs, click Add.
2. On Select Hierarchy Level, choose a hierarchy and click Select.

PeopleSoft

Log Revisions - Logs Revisions

Order Company: 00050

Log Type	Description	Explanation -Remark-	Status Code	Pay Effect	Issue Date	Required Date	Expired Date	Change Request
S	Submittal			N	06/01/05		05/31/06	

3. On Log Revisions, complete the following fields for each log detail record you are entering and click OK:
 - Project Cost Center
This field, and the value that you enter, is dependent upon the hierarchy level that you define for the log.
 - Log Type
 - Description
 - Explanation -Remark-
 - Status Code
 - Pay Effect
To have the system issue a submittal warning, set this field to Y.
 - Issue Date
 - Required Date
 - Expired Date

- Change Request
- Carrier Number
- Cat Cde1
- ID Code

Reviewing Subcontract Log Information

You can review existing logs in the Subcontract Management system. You may want to view logs within a hierarchy, or you may want to view logs in detail in order to better understand the status of a job.

You can view logs in the Log Revisions program (P4305) at all hierarchical levels. You specify the level at which you would like to review the logs. You can also review all log levels, or specify for the system to only display open logs, or outstanding logs.

You can also review attachments at both the header and the detail level in the log.

► **To review subcontract log information**

From the Subcontract Processing menu (G43D11), choose Log Revisions.

1. On Work With Logs, to define search criteria, complete the following fields:
 - Hierarchy Level
 - Required Date
 - Expired Date

PeopleSoft®

Log Revisions - Work With Logs

Select Find Add Close Tools

✓ 🔍 + ✖ 🛠️

Search Criteria

Hierarchy Level: 01 Contract Level Logs

Contract: [] OS []

View Options: View Contract Logs

Search Dates

Required Date From: * [] Thru: * []

Expired Date From: * [] Thru: * []

No records fetched.

Log Type	Status Code	Pay Effect	Log Hierarchy Description	Order Number	Or Ty	Order Co	Supplier Number	Branch Plant	Cost Center

2. The system provides you with fields that you can use to further define your search. Depending upon the hierarchy level that you have selected, complete the following fields and click Find:
 - Contract Number
 - Order Type
 - Company
 - Subcontractor
 - Project
 - Job
3. Locate the log you want to review and click Select.
4. On Logs Revisions, review the following fields:
 - Log Type
 - Description
 - Explanation -Remark-
 - Status Code
 - Pay Effect
 - Issue Date
 - Required Date
 - Expired Date

- Change Request
- Carrier Number
- ID Code

Processing Options for Log Revisions (P4305)

Default Tab

Use these processing options to specify the contract type and view option that the system uses to display logs.

1. Contract Type

Use this processing option to specify the type of contract. Certain document type codes are reserved for vouchers, invoices, receipts and time sheets, which create automatic offset entries during the post program.

You must enter a value that has been set up in UDC 00/DT.

2. Log View Option

Use this processing option to specify the default for the Log View option. You must enter a value that has been set up in user defined code 43/VO.

Versions Tab

Use this processing option to specify which version of the Voucher Match program (P4314) the system uses.

1. Progress Payments (P4314)

Use this processing option in Subcontract Management to define the version of Progress Payments (P4314) that the system uses to determine how to display open and outstanding logs.

See Also

For more information about entering logs and creating model logs, see the following topics in the *Procurement Guide*:

- ❑ *Working with Log Information*
- ❑ *Copying Log Information from a Model Log*
- ❑ *Creating a Model Log*

For more information about reporting and logs, see the following topics in the *Subcontract Management Guide*:

- ❑ *Running the Log Report/Update*
- ❑ *Running the Logs Report Update (R43450)*
- ❑ *Running the Logs Report (R43050)*

Working with Order Information

You can review open order information and print a variety of reports that contain information about subcontract orders.

Reviewing Open Orders

You can review open orders, which are orders that contain services you have yet to receive. You can specify the contract number, subcontractor, item, account number, and so on for the open detail lines you want to review.

You also can review open quantities 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 the order as if it were entered in another currency. For example, you can review amounts in Canadian dollars 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 or foreign currency**

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

1. On Work With Order Details, complete the following fields as required to locate open detail lines:
 - Order Number
 - Related Order
 - Original Order
 - Item Number
 - Account Number
 - Branch/Plant
2. To narrow the search, choose Added Selections from the Form menu.
3. On Additional Selection Criteria, complete the following fields:
 - 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 Details, 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 and then choose Order Detail 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.

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 contract number, subcontractor, 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 Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, complete the following fields as required to locate open orders:
 - 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 Chg Order.
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:
 - 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 on which order date the date range is based:
 - Requested
 - Transaction
 - Promised Delivery
 - Original Promised
 - Receipt
 - Cancel
 - G/L Date
9. Click OK to return to Work With Order Details, and 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, and then choose Order Detail 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 Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, 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 Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, 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 for 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 billed
- Amount paid
- Amount retained
- Amount units open

If you have multicurrency turned on, you can review financial information in foreign or domestic currency using the Foreign option 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 Inquiries menu (G43D112), choose Financial Status Inquiry.

1. On Work With Order Details, to locate an order, complete the following fields and click Find:
 - Order Number
 - Related Number
 - Original Order
 - Account Number
 - Subledger
 - Branch/Plant
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.
5. On Supplier Ledger Inquiry, enter the Supplier Number and click Find.
6. Review the following fields:
 - Document Number
 - Doc Type
 - Doc Co
 - Invoice Date
 - G/L Date
 - Due Date
 - Gross Amount

See Also

- *Reviewing Supplier Ledger and Payment Information* in the *Accounts Payable Guide* for information about viewing voucher amounts as if they were entered in a currency other than the domestic or foreign currency

Printing Purchase Order Information by Supplier or Branch

From the Subcontract Reports menu (G43D111), choose Summary by Supplier Report, or Summary by Cost Center Report.

You might want to review information about purchase orders for a specific supplier or branch/plant. The Purchase Order Summary by Supplier report (R43415) 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 Reports menu (G43D111), choose Print Subcontracts.

You can review detail information about logs and commitment distribution for any contract on the Order Detail Print report (R4401P). You can also review all of the multicurrency information that is associated with a contract if you have multicurrency turned on. You can print information about all jobs, a specific job, or an individual contract.

The Subcontract Detail report uses information from the Purchase Order Header (F4301), Purchase Order Detail File (F4311), Log Master (F4303), and Contract Header Log Text (F52034) tables.

Printing a History of Order Revisions

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 P. O. Detail Ledger File – Flexible Version 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 subcontract order.

See Also

- ❑ *Receipt Processing* in the *Procurement Guide* for more information about the informal and formal receiving processes
- ❑ *Setting Up Order Activity Rules* in the *Procurement Guide* for more information on how to designate printing purchase receivers as a step in the purchase order process

Progress Payments

You make progress payments to your subcontractors as they make progress against their contracts. You draw progress payments from the funds that are committed to their contract.

To make a progress payment you must first enter a voucher into the Subcontract Management system. Vouchers contain the details of a payment and enable you to create a payment that is drawn against the commitments for a contract. After you enter a voucher, you can review and post it. You can then work with the voucher to change the method that the system uses to process payments. You can also correct a voucher that was entered incorrectly.

In addition, you make progress payments to release some or all of the retainage against a contract. Retainage is a percentage of the committed amount that is held until a specified date after the completion of the contract.

When you are ready to make your payments, you can progress payments.

You can also set threshold amounts for progress payments. The currency that you specify in the Supplier Master (P0401) is used as the default currency for the threshold amount. During progress payments, the system checks to see whether a voucher exceeds the threshold specified in the Subcontractor Threshold program (P4355). If the threshold amount has been exceeded, the system places the voucher on hold. The voucher is then on a pay status code hold. You can search for vouchers on pay status code holds by setting the processing options in the Progress Payment tab on the Voucher Match, or Progress Payment, program (P4314).

Progress Payments and Subcontract Vouchers

To make progress payments, you must first create a voucher in the Subcontract Management system. Vouchers contain the details of a payment and enable you to create a payment that is drawn against the commitments for a contract. You use vouchers to determine the amount and type of payment that you are processing.

Before you can pay a subcontractor, you must create a voucher that:

- Indicates that the terms of a transaction are met
- Specifies the amount to pay to the subcontractor
- Notifies the Accounts Payable system to cut a check

You can also create vouchers:

- To withhold a portion of the gross payment as retainage. Retainage is a percentage of a committed amount that is held until after the order is complete. 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 a contract.

- For units if you are paying against a unit based order. In a unit-based order, you create 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.

Progress Payments is a version of the Voucher Match program (P4314). It includes specific information for the Subcontract Management system. The system provides a Work With Contracts form on which you can further specify which contracts you would like to match. You can select whether you want to match contracts, receipts, retainage or all three. You can also access the Subcontract Ledger Inquiry program (P0411) or the Subcontract Order Entry program (P4310). The processing options for P4314 include a Progress Payments tab. On this tab you can specify how the system processes payments.

Note

Set the Default Option on the Progress Payments tab of P4314 to “1” in order to have the system match the quantity and amount when performing voucher match.

Prerequisite

- ❑ Set up A/P payment processing. For more information, see *Entering Supplier Master Records*, *Writing Payments*, and *Setting Up a Print Sequence for Payments* in the *Accounts Payable Guide*.
- ❑ If your business process warrants matching individual lines, ensure that you have set the Option Default processing option on the Progress Payments tab of P4314 to blank. This ensures that you have the option field available to you on the Work With Contracts form, where you can specify whether to bypass detail lines during the progress payment process.
- ❑ Ensure that you have the Interface Option processing option on the Progress Payments tab of P4314 set to activate progress payments.

See Also

- ❑ *Receipt Processing* in the *Subcontract Management Guide* for more information about recording receipt information

Creating Subcontract Vouchers

You must create a voucher before you can pay a supplier or a subcontractor. You create vouchers in the Accounts Payable system’s A/P Standard Voucher Entry program (P0411).

You create a voucher from the order detail line to make progress payments on a contract, or to release retainage.

You can create a voucher for an amount if you are paying against a lump-sum contract. A lump-sum contract is a contract in which you specify progress payments as amounts. If you have multi-currency turned on, you can enter a voucher for the designated currency type. You can include retainage in lump-sum contract vouchers.

You can also 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 1,000 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 1,000.

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.

You might need to make a correction to a voucher. To make the change, you must create a new voucher that reflects the adjustment to the previous voucher.

Prerequisite

- ❑ Review all processing options for Standard Voucher Entry and Voucher Match and set the voucher match version.

See Also

- ❑ *Entering Standard Vouchers* in the *Accounts Payable Guide* for more information on Standard Voucher Entry and the associated processing options

Choosing Records to Match to a Voucher

To match a voucher, you must locate the subcontract record that corresponds to the progress payment that you want to make. The system creates a voucher interactively when you match the record to a payment.

► To choose records to match to a voucher

From the Subcontract Processing menu (G43D11), choose Progress Payments.

1. On Work With Contracts, locate the record you want to match with a voucher and click Select.
2. On Voucher Match, complete the following fields to enter record information:
 - 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.

3. On Voucher Match, complete the following field:
 - O P

For subcontract progress payments, if you have set the Default Option processing option on the Progress Payments tab, the system defaults this field to a value of 1, match quantity and amount.

4. Complete the following optional fields for receipt records to reflect the invoice, as necessary:
 - Amount To Voucher
 - Quantity To Voucher
 - Retained Amount
 - Percentage Retained
 - Tax Y/N
 - Tax Area
 - Tax Expl
 - Tax
 - Discount Amt.
5. Click OK.
6. To review the resulting voucher, on Subcontractor Ledger Inquiry, click Find, choose the voucher, and click Select.

Choosing Order Detail Lines to Match to a Voucher

You can match order detail lines to invoices to create vouchers. For example, if a subcontractor sends you an invoice for 100.00, you must locate and match the order detail lines that contain the corresponding 100.00 worth of services. Note that you can choose multiple order detail lines to match on a single voucher.

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 line for which a receipt is required, you receive an error.

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 approved pay status.
- 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.
- 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.

See Also

- *Recording Cost Changes to an Invoice* in the *Procurement Guide*

► **To choose order detail lines to match to a voucher**

If you use Match Voucher to Open Receipt, you must set processing options to perform voucher match processing.

From the Subcontract Processing menu (G43D11) choose Progress Payments.

1. On Work With Contracts, locate the record you want to match with a voucher and click Select.
2. On Voucher Match, to enter record information, complete the following fields:
 - Supplier
 - Cost Center
 - 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:
 - Expense Account
 - Item Number

5. Choose the order detail lines and click OK.

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 (option 7), or cancels the line entirely (option 9).

7. Complete the following optional fields for order detail lines, as necessary, to reflect the invoice:
 - Quantity To Voucher
 - Amount To Voucher
 - Percentage Retained
 - Tax Y/N

- Tax Expl
 - Tax Area
 - Tax
 - Discount Amt.
8. Click OK.
 9. To review the resulting voucher, on Subcontractor Ledger Inquiry, click Find, choose the voucher, and then click Select.

Processing Options for Voucher Match (P4314)

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. PeopleSoft 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.) You must enter a value that has been set up in UDC 00/DT. The following prefixes for document types are defined by PeopleSoft, and PeopleSoft 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

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

The following prefixes for document types are defined by PeopleSoft, and PeopleSoft recommends that you do not change them:

P_

Accounts Payable documents

R_

Accounts Receivable documents

T_

Payroll documents

I_

Inventory documents

O_

Procurement documents

J_

General Accounting/Joint Interest Billing documents

S_

Sales Order Processing documents

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

Blank = Do not display

1 = Display

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

Blank = Do not display

1 = Display

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

Blank = Display as one field

1 = Display in three fields

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

Blank = Branch/Plant

1 = Job

2 = Project

3 = 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. Valid values are:

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 beginning status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

Note: This processing option does not apply when the system is selecting receipts to match.

2. Thru Status Code

Use this processing option to specify the ending status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

Note: This processing option does not apply when the system is selecting receipts to match.

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 File table (F4311) for a two-way match and updates the status in the Purchase Order Receiver File 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

Blank = Automatically loaded

1 = Manually entered

Use this processing option to indicate whether you want to manually enter the quantity information or whether the system automatically enters quantity information. Valid values are:

1

Manually enter the quantity/amount to a voucher.

Blank

Automatically load the quantity/amount.

6. Tolerance

Blank = Do not check

1 = Display a warning

2 = Display an error message

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 Purchasing Tolerance Rules 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

Blank = Do not capture

1 = Capture

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

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 Orders program (P4310) and the PO Receipts program (P4312) to capture the same information.

Blank

The system does not capture supplier analysis information.

8. Orders Per Voucher

Blank = Multiple orders

1 = Only one order

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

Blank = Each detail line

1 = Purchase Order header

2 = Address book

3 = Voucher Match header

4 = Each detail line Branch/Plant's Project

5 = Purchase Order header Branch/Plant's Project

6 = Address book Branch/Plant's Project

7 = Voucher Match header Branch/Plant's Project

Use this processing option to specify which business unit or project number that the system uses to generate the G/L bank account and the A/P trade account.

Note: The system uses the business unit that you specify for the voucher.

Valid values are:

Blank

The system retrieves the business unit for each purchase order detail line.

1

The system retrieves the business unit in the purchase order header record.

2

The system retrieves the business unit from the Address Book.

3

The system retrieves the business unit from the header information in the Voucher Match program (P4314).

4

The system retrieves the project number from the business unit for each purchase order detail line.

5

The system retrieves the project number from the business unit in the purchase order header record.

6

The system retrieves the project number from the business unit in the Address Book.

7

The system retrieves the project number from the business unit in the header information that is contained in the Voucher Match program (P4314).

10. Direct Ship Integrity Cost Update

Blank = Do Not Update

1 = Update Cost

Use this processing option to allow cost updates to the sales order when the order is a direct ship order.

1 Update cost.

Blank Do not update cost.

11. Lot Cost Update

Blank = Do Not Update

1 = Update Cost

Use this processing option to update an item's lot cost (method 06) when matching an order at a variance. Valid values are:

1

Update lot cost.

Blank

Do not update lot cost.

12. Threshold Warning

Blank - No warning

1 - Issue warning

Use this processing option to specify whether the system displays a warning for voucher total gross amounts that exceed the threshold that has been set for the subcontractor/supplier. The threshold is stored in Subcontractor Threshold table (F4355). Valid values are:

Blank

The system does not display a warning.

1

The system displays a warning.

13. Threshold Pay Status Code

Use this processing option to specify the pay status code (00/PS) that the system assigns to lines on the voucher whose total gross amount exceeds the threshold. The threshold is defined for the subcontractor or supplier in the Subcontractor Threshold program (P4355).

Summarization Tab

These processing options control whether the system summarizes accounts payable (A/P) and general ledger (G/L) information.

1. A/P

Blank = Do not summarize

1 = Summarize

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

Blank = Do not summarize

1 = Summarize

New Order Line 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

Blank = Cannot add lines to a voucher

1 = Do not create

2 = Create

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. Default

Blank = Do not load

1 = Load Retainage for positive/credit lines

2 = Retainage on positive lines only

Use this processing option to specify whether to automatically load the retainage percentage or amount from the order header. Valid values are:

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. Taxes

(Only apply to 'C' and 'V' type of taxes.)

**Blank = Apply taxes to retainage in voucher
match**

**1 = Apply taxes to retainage when retainage is
released**

Use this processing option only for tax types C and V, and to specify whether the system applies taxes to the retained amount during the voucher match process or when releasing retained amounts. Valid values are:

Blank

The system applies taxes to the vouchered amount, including the retained amount.

1

The system does not apply taxes to retained amounts during the voucher match process, but it applies taxes when the retained amounts are released.

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. Warning Message

Blank = Do not display

1 = Display after verifying the status and pay expiration date

2 = Display after verifying the status, required date, and pay expiration date.

Use this processing option to indicate whether the system displays an outstanding log detail warning message and when it displays the message. Valid values are:

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. 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

Blank = Today's Date

1 = G/L Date

2 = Invoice 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 Rule

Blank = Do not protect

1 = Protect

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.

Flex Accounts Tab

This processing option controls whether you are working with flexible accounting.

1. Flex Accounting

Blank = Do not activate

1 = Activate

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. AP Master Business Function (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. GL Master Business Function (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.

6. Freight Audit History(P4981)

Use this processing option to specify which version of the Voucher Match program (P4314) that the system uses for matching freight.

7. Supplier Ledger Inquiry(P0411)

Use this processing option to specify the version that the system uses when you are using the Supplier Ledger Inquiry program.

8. Purchase Order Logs (P4305)

Use this processing option to specify the version that the system uses when you use the Logs Entry program (P4305).

Progress Payment Tab

Use these processing options to determine how the system processes progress payments in the Subcontract Management system.

1. Interface

Blank = Supplier/Subcontractor ledger inquiry

1 = Progress Payment

Use this processing option to activate the Progress Payment interface. Valid values are:

Blank

Supplier/Subcontractor Ledger Inquiry

1

Progress Payment

If you are using Standard Voucher Match, this processing option should not be set.

2. Match Type Default

Use this processing option to specify the default for the match type. You must enter a value that has been set up in user defined code 43B/VW.

3. Option Default

Blank = Bypass Match of Line

1 = Match Line

Use this processing option to specify the default progress payment option displayed in the detail area of the Progress Payments/Voucher Match form when you select lines to pay from the Work With Contracts form. Valid values are:

Blank

Bypass payment of line

1

Match quantity and amount

4. Extended Amount

Blank = Do not calculate extended amount

1 = Calculate extended amount

Use this processing option to specify whether extended amount is calculated if quantity is changed.

Blank

Extended amount is not calculated.

1

Extended amount is calculated.

5. Batch

Blank = Do not use same batch number

1 = Use same batch number

Use this processing option to specify whether to use the same batch number. Valid values are:

Blank

Do not use same batch number.

1

Use the same batch number.

6. Activate Type of Payment and Current Payment Fields

Blank = Hide Type of Payment fields

1 = Activate and show Type of Payment fields

Use this processing option to specify whether the system activates the payment functionality type and shows the payment type fields, Type of Payment and Current Payment (Domestic or Foreign), in the Supplier Self-Service applications. Valid values are:

Blank

Do not activate the payment functionality type and hide the Type of Payment and Current Payment fields.

1

Activate the payment functionality type and the Type of Payment and Current Payment fields.

7. Type of Payment Options

Blank = Actual Amount

1 = Cumulative percentage

2 = Cumulative amount

Use this processing option to specify the type of payment option. This processing option is used only when the Type of Payment and Current payment fields processing option is activated. Valid values are:

Blank

Actual Amount

1

Cumulative Percentage

2

Cumulative Amount

8. Prevent Payment of Paid Lines

Blank = Prevent payment

1 = Allow payment

Use this processing option to specify whether to pay more than 100% on a paid line. This applies to non-stock lines only. Valid values are:

Blank

Prevent payment on a previously fully paid line.

1

Allow payment on a previously fully paid line.

Redistribution Tab

Use this processing option to determine how the system processes logged recurring vouchers after redistribution.

1. Calculate Last Chance Variance for the voucher after it has been redistributed.

Blank = Do not Calculate

1 = Calculate Last Chance Variance

Use this processing option specify whether the system records variance amounts in the general ledger for amount variances. The system records these variances by using DMAAI 4330. Valid values are:

Blank

The system does not record variance amounts.

1

The system records variance amounts.

Processing Options for A/P Standard Voucher Entry (P0411)

Display Tab

These processing options specify how the system groups and displays data in the A/P Standard Voucher Entry program.

1. Recurring Vouchers

Blank = No default criteria

1 = Show only recurring vouchers

Use this processing option to specify recurring vouchers as the default voucher type.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only recurring vouchers.

When you enter 1, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

2. Summarized Vouchers

Blank = No default criteria

1 = Show only summarized vouchers

Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only summarized vouchers.

When you enter 1, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

3. Display Domestic and Foreign

Blank = Do not display fields

1 = Display fields

Use this processing option to specify whether the system displays both domestic and foreign amount fields

in the detail areas of the Enter Voucher-Payment Information and MultiCompany-Single Supplier forms for voucher entry. Valid values are:

Blank

Do not display domestic and foreign amount fields.

1

Display domestic and foreign amount fields. The following fields will appear on the form:

- o Domestic Gross Amount
- o Domestic Discount Available
- o Domestic Taxable Amount
- o Domestic Tax
- o Domestic Non-Taxable
- o Foreign Gross Amount
- o Foreign Discount Available
- o Foreign Taxable Amount
- o Foreign Tax
- o Foreign Non-Taxable

Currency Tab

These processing options enable you to display amounts in a currency other than the currency in which the amounts are stored on the system. Amounts displayed in a different currency are hypothetical only; they are not saved to the system when you exit the A/P Standard Voucher Entry program.

1. As If Currency

**Blank = The As If currency grid column does not appear
Or, enter the currency code for As If currency**

Use this processing option to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered. Specify the currency code in which to view the "as if" currency. For example, to view domestic or foreign U.S. dollar amounts in the euro, specify EUR.

If you leave this processing option blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.

NOTE: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

2. As Of Date

**Blank = The system uses the Thru date
Or, enter the As Of date**

Use this processing option to specify an "as of" date for the As If Currency processing option. This system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.

NOTE: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of" date.

Manual Payments Tab

These processing options control the creation of manual payments. Use these processing options only on the version of the A/P Standard Voucher Entry program that you use for manual payments without voucher match.

1. Manual Payment Creation

**Blank = No payment information appears
1 = Generate manual payments**

Use this processing option to specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes.

Valid values are:

Blank No payment information appears.

-
- 1 Generate manual payments (without voucher match).

Note: If you enter 1, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

2. Duplicate Payments

Blank = Error

1 = Warning

Use this processing option to specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously.

Valid values are:

Blank Error

1 Warning

3. Automatic Payment Number Assignment

Blank = Manually assign payment numbers

1 = Assign payment numbers based on the bank account's next number

Use this processing option to direct the program to automatically assign payment numbers to manual payments based on the bank account's next number.

Valid values are:

Blank You manually assign payment numbers (default).

1 The system assigns payment numbers based on the bank account's next number.

Purchasing Tab

This processing option specifies how the program processes vouchers that contain subcontract order information.

1. Voucher Delete

Blank = No edit

1 = Warning

2 = Error

Use this processing option to determine the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form.

Valid values are:

Blank Do not permit editing (default)

1 Warning

2 Error If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

Voucher Match Tab

These processing options allow you to process matched vouchers from the procurement system rather than standard vouchers.

1. Match Processing

Blank = Run Standard Voucher Entry (P0411)

1 = Run Voucher Match (P4314)

Use this processing option to change the default voucher type from standard vouchers to matched vouchers. If you choose to run the voucher match program, you can choose either the three-way voucher match or the two-way voucher match.

Valid values are:

Blank Run Standard Voucher Entry (P0411)

1 Run Voucher Match (P4314) in the Procurement system Alternatively, on the Non-Stock PO Processing menu (G43B11), choose one of the following:

- o Receive & Voucher POs

- o Match Voucher to Open Receipt The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

NOTE: Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

2. Voucher Match Version

Blank = Use version number ZJDE0001 (default)

Or, enter a specific version number

Use this processing option to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the Procurement system. You must complete this processing option if you enter 1 in the Match Processing processing option.

Valid values are:

Blank Use version number ZJDE0001.

Or, enter a specific version number.

Multi Company Tab

This processing option allows you to process vouchers for multiple companies rather than standard vouchers.

1. Multi-Company Single Supplier

Blank = Enter a standard voucher

1 = Enter a Multi-Company Single Supplier voucher

Use this processing option to specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different G/L and offset bank accounts, but to the same supplier.

Valid values are:

Blank Enter a standard voucher.

1 Enter a multi-company single supplier voucher.

Note: The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi Vouchers Tab

This processing option allows you to enter multiple vouchers rather than standard vouchers.

1. Multiple Vouchers

Blank = Enter a standard voucher

1 = Enter multiple vouchers with a single supplier

2 = Enter multiple vouchers with multiple suppliers

Use this processing option to allow you to quickly enter multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

Valid values are:

Blank Enter a standard voucher.

1 Enter multiple vouchers with a single supplier.

2 Enter multiple vouchers with multiple suppliers.

Note: You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging Tab

This processing option allows you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging

Blank = Enter a standard voucher

1 = Enter a logged voucher

Use this processing option to specify whether to enter a voucher before you assign it a G/L account. At a later time, you can redistribute the voucher to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), choose Company Names and Numbers.

Valid values are:

Blank Enter a standard voucher (default).

1 Enter a logged voucher.

When you enter 1 in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

NOTE: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Blank = Enter date manually during the date entry process

1 = Use the system date as the default G/L date

Use this processing option to specify whether to use the system date as the default G/L date for a logged voucher.

Valid values are:

Blank Enter date manually during the data entry process.

1 Use the system date as the default G/L date.

NOTE: If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments Tab

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

1. G/L Offset Account

Use this processing option to set up automatic accounting instructions (AAI item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign G/L offsets as follows:

- o Blank or 4110 - Trade Accounts Payable

- o RETN or 4120 - Retainage Payable

- o OTHR or 4230 - Other Accounts Payable (see A/P class code - APC)

- o PREP or 4111 - Prepayment A/P Trade Account

Enter the code for the G/L offset account that the system uses to create prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

NOTE: If PeopleSoft World and PeopleSoft EnterpriseOne software coexist, do not use code 9999. In PeopleSoft World this code is reserved for the post program and indicates that offset accounts should not be created.

2. G/L Distribution Account

Use this processing option to specify the G/L distribution account that the system uses for creating prepayment pay items.

You can use one of the following formats for account numbers:

- o Structured account (business unit.object.subsidiary)
- o 25-digit unstructured number
- o 8-digit short account ID number
- o 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 (P000909).

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

3. Pay Status Code

Use this processing option to enter the default pay status code for prepayments. The pay status code is a user defined code (00/PS) that indicates the current payment status of a voucher.

Valid codes are:

P The voucher is paid in full.

A The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H The voucher is on hold pending approval.

R Retainage.

% Withholding applies to the voucher.

? Other codes. All other codes indicate reasons that payment is being withheld.

NOTES:

o The Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.

o Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

o If PeopleSoft World and PeopleSoft EnterpriseOne software coexists, and you leave this processing option blank, the prepayment status of H for negative prepayment pay items is the default value.

4. Number of Days

Use this processing option to enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if PeopleSoft World and PeopleSoft EnterpriseOne software coexists.

5. Tax Area

Blank = Do not show the Tax Area field

1 = Show the Tax Area field

Use this processing option to direct the program to show the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.

Valid values are:

Blank Do not show the Prepayment Tax form.

1 Show the Prepayment Tax form.

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

6. Prepayment Tax Area Code

Use this processing option to enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. 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 VAT requires only one tax.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

7. Prepayment Tax Explanation Code

Use this processing option to set up a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

Versions Tab

These processing options specify whether to override the default Master Business Function version.

1. Voucher Master Business Function Version

Blank = Use version number ZJDE0001 (default)

Or, enter a specific version number

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

NOTE: Only persons responsible for system-wide setup should change this version number.

2. Journal Entry Master Business Function Version

Blank = Use version number ZJDE0001 (default)

Or, enter a specific version number

Use this processing option to specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

NOTE: Only persons responsible for system-wide setup should change this version number.

Process Tab

These processing options restrict changes to vouchers when you use Subcontractor Ledger Inquiry.

1. Voucher Entry Mode

Blank = Allow changes to the selected voucher

1 = Do not allow changes to the selected voucher

Use this processing option to specify whether the system allows changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system allows you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter 1 in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.

Valid values are:

Blank Allow changes to the selected voucher.

1 Do not allow changes to the selected voucher.

2. Supplier Self Service Mode

Blank = Do not allow suppliers to view information

1 = Allow suppliers to view their vouchers and payments

Use this processing option to activate the Supplier Self-Service function for use in Java/HTML. The Self-Service function allows suppliers to view their own vouchers and payments.

Valid values are:

Blank Do not activate Supplier Self-Service function.

1 Activate Supplier Self-Service function.

Edits Tab

This processing option defines whether the Fixed Asset ID is required when entering a voucher.

1. Fixed Asset ID

Blank = Fixed Asset ID not required in entry

1 = Fixed Asset ID is required in entry

Use this processing option to specify whether to require an Asset ID if an account is in the AAI asset account range.

Valid values are:

Blank

Do not require an Asset ID in the journal entry.

Require an Asset ID in the journal entry.

Managing Invoices Received in an Alternate Currency

If you enter a subcontract order in a domestic or foreign currency and a subcontractor submits an invoice in an alternate 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 Canadian dollars (CAD) and the supplier submits the invoice in Japanese yen (JPY), you must manually convert the invoice amount to the domestic (EUR) or foreign (CAD) currency and then enter the voucher for that amount. Likewise, if a Canadian company enters an order in Japanese yen and the supplier submits the invoice in U.S. dollars, you must manually convert the invoice amount to CAD or JPY and then enter the voucher for that amount.

For future transactions, consider changing the currency code on the supplier master record so that orders, vouchers, and payments for the subcontractor are processed using the alternate currency.

Working with Retainage

You can withhold 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 creating progress payments for the amount that you want to release. Note that you cannot release retainage and progress payment at the same time.

Note

The terms voucher and progress payment have the same meaning in the Subcontract Management system and the Procurement system.

Prerequisite

- ❑ Set processing options on the Voucher Match program (P4314) to apply taxes to retainage.

See Also

The following topics in the Procurement Guide:

- ❑ *Creating Multiple Vouchers from Receipt Records*
- ❑ *Working with Journal Entries for Voucher Transactions*
- ❑ *Logging Invoices Prior to Receiving Goods*

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 Subcontract Processing menu (G43D11), choose Progress Payments.

1. On Work With Contracts, locate the contract you are working with and click Select.
2. On Voucher Match, complete the following fields to enter record information:
 - Supplier
 - Cost Center
 - 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 To Match from the Form menu.
4. On Select Orders To Match, complete one of the following optional fields and click Find:
 - Order Number
 - Account Number
5. Choose the order detail lines and click OK.

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:
 - Retained Amount
7. Click OK.
8. To review the resulting voucher, on Subcontractor Ledger Inquiry, click Find, 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 no retainage remains to be paid. You can release retainage for individual vouchers or for groups of vouchers.

► To enter a voucher to release retainage

If you use Match Voucher to Open Receipts, you must set processing options to perform voucher match processing.

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

Alternately, from the Subcontract Processing menu (G43D11), choose Progress Payments.

1. On Supplier Ledger Inquiry, click Add.
2. On Voucher Match, complete the following fields to enter record information:
 - Supplier
 - Invoice Num.
 - Invoice Date
 - G/L Date
 - Branch/Plant

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 To Match from the Form menu.
4. On Select Orders To Match, complete the following fields and click Find:
 - Account Number
 - Item 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 OK.

The system returns the lines you selected to the Voucher Match form.

7. On Voucher Match, change the following field for receipt records to reflect the invoice, as necessary:

- Percentage Retained

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 Line Type Constants program (P40205). 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, on Supplier Ledger Inquiry, click Find, choose the voucher, and then click Select.

Special Orders Processing

A special order 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 order), 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 or the Subcontract Management system.

See Also

For more information about special orders processing, see the following topics in the *Procurement Guide*:

- *Working with Requisitions*
- *Working with Blanket Orders*
- *Working with Quote Orders*
- *Working with Order Revisions*
- *Setting Up Order Activity Rules*

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 Orders table (F4209).

See Also

For more information about approval processing, see the following topics in the *Procurement Guide*:

- ❑ *Working with Approval Routes*
- ❑ *Working with Orders Awaiting Approval*
- ❑ *Setting Up Order Activity Rules*

Commitment Setup

A commitment is the recognition of a future obligation. Each time you enter a subcontract 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 subcontracts being made. You can review the total commitment amount for a job or project to verify that it does not exceed the budget.

When you create progress payments, 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 P.O. Detail Ledger File – Flexible Version table (F43199)
- Recalculate amounts in the account balance ledgers

See Also

- *Working with Commitments* in the *Subcontract Management Guide* for more information about creating and relieving commitments

Setting Up Commitment Tracking

You can monitor commitments for a certain job or project by setting up commitment tracking. Each time you enter a subcontract detail line, the system recognizes the amount as a commitment and applies it to a job or project.

When you create a progress payment, the system relieves commitment amounts by subtracting them from the total commitment amount for the job or project.

Setting Up Commitments

You can set up commitment tracking to monitor subcontract obligations for a specific job or project. Each time you enter a subcontract 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 (subcontracts). You must charge each detail line to a general ledger account number. The business unit component of the G/L account 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 UDC 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 subcontract detail line for which commitment tracking is applicable, the system records the amount in the purchase amount (PA) ledger and the purchase unit (PU) ledger.

The PA ledger contains committed subcontract amounts. The PU ledger contains committed subcontract units.

See Also

- ❑ *Reviewing Commitment Information for Orders* in the *Procurement Guide*
- ❑ *Setting Up Order Line Types* in the *Procurement Guide* for more information about the Inventory Interface code for line types
- ❑ *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes

Setting Up Commitment Relief

When you create progress payments, 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. The system relieves commitments when you post vouchers generated from progress payments to the general ledger.

Caution

When completing commitment relief, the Job Cost Projections field 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 Subcontract Setup/Rebuild menu (G43D411), choose Commitment Relief Constants.

1. On Work with Job Cost Constants, click Add.
2. On Job Cost Constants, complete the following fields:
 - Company
 - Commitment Display (Future)
3. Choose the following option and click OK:
 - Commitment Relief

See Also

- ❑ *Reviewing Commitment Information for Subcontracts* in the *Subcontract Management Guide*
- ❑ *Working with Journal Entries for Receipt Transactions* in the *Procurement Guide*
- ❑ *Working with Journal Entries for Voucher Transactions* in the *Procurement Guide*
- ❑ *Receipt Processing* in the *Procurement Guide* 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 subcontracts and changes to those subcontracts.

If you locate data inconsistencies among any of the following tables, you can correct the commitment audit trail.

- Purchase Order Detail File (F4311)
- P. O. Detail Ledger File – Flexible Version (F43199)
- Account Balances (F0902)

Prerequisite

- ❑ You must purge the commitment information that currently exists in the P.O. Detail Ledger File – Flexible Version table (F43199). Verify that you are only deleting information from the PA ledger. See *Purging Data* in the *Procurement Guide* for more information about removing data from the P.O. Detail Ledger File – Flexible Version table.

Creating a Commitment Audit Trail

From the Commitment Setup/Rebuilds menu (G43B411), choose Create Commitment Audit Trail.

If your business needs change after you install the PeopleSoft EnterpriseOne Subcontract Management system, you might find it necessary to create a commitment audit trail for your orders. You can run the Create F43199 Commitment Audit Trail program (R00993) to create a history of commitment balances.

When you run the Create F43199 Commitment Audit Trail program, 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 File table (F4311) and writes the audit trail data, one line at a time, to the P. O. Detail Ledger File – Flexible Version table (F43199). Purchase orders that have audit trails have a purchase amount (PA) ledger type in the P. O. Detail Ledger File – Flexible Version 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). Additionally, the system does not create a commitment audit trail for records in which an audit trail already exists. Therefore, to recreate a commitment, you must first purge existing records.

Correcting a Commitment Audit Trail

From the Commitment Setup/Rebuilds menu (G43B411), choose Create Commitment Audit Trail.

If you locate data inconsistencies between any of the following tables, you can correct the commitment audit trail.

- Purchase Order Detail File (F4311)
- P. O. Detail Ledger File – Flexible Version (F43199)
- Account Balances (F0902)

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 File – Flexible Version table with a ledger type of PA and the next status and last status are blank. Choose the following data dictionary alias:

- Ledger Type (LT)
- Next Status (NXTR)
- Last Status (LTTR)

Caution

Use caution when selecting records to purge. The P. O. Detail Ledger File – Flexible Version table contains records for the purchasing ledger (blank ledger type), change order ledger (CO ledger type), rollovers (RO ledger type), and commitment records (PA/PU ledger type). If you purge purchasing ledger, change order, and rollover ledger records, you cannot recover the records.

Note

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 File – Flexible Version table, you must create a new commitment audit trail. The system creates the new commitment audit trail from records in the Purchase Order Detail File table for both open and closed orders. Open orders have records in the audit trail for the original commitment amount and any amounts that 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 for the commitment relief.

After you create the new commitment audit trail, run Repost Committed Costs (R00932) 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.

Prerequisites

- ❑ Verify that the data inconsistencies are in the P. O. Detail Ledger File – Flexible Version table (F43199) and not in the Account Balances table (F0902). If the data inconsistencies are in only the Account Balances table, you can correct the inconsistencies by running Repost Committed Costs (R00932) to repost the Account Balances table.
- ❑ Back up the Purchase Order Detail File table (F4311), the P. O. Detail Ledger File – Flexible Version table, and the Account Balances table.

Posting Committed Costs to Jobs

From the Subcontract Setup/Rebuild menu (G43D411), choose Post Committed Cost to Job.

Run the Repost Committed Costs program (R00932) 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 P. O. Detail Ledger File – Flexible Version table (F43199).

Processing Options for Repost Committed Costs (R00932)

Process Tab

1. Enter the from fiscal year. This option is required.

Fiscal Year From

Use this processing option to specify the fiscal year in which to begin reposting committed costs. If this processing option is left blank, a zero will be supplied, causing the from fiscal year to be 00.

Specify the year at the end of the first period rather than the year at the end of the fiscal period. For example, a fiscal year begins October 1, 1998 and ends September 30, 1999. The end of the first period is October 31, 1998. Specify the year 98 rather than 99.

2. Enter the thru fiscal year. Leave blank (default) to use the from fiscal year.

3. Enter a '1' to process Manufacturing Encumbrances

Use this processing option to specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Valid values are:

1

The system processes financial encumbrances that are related to purchase orders, subcontracts, and manufacturing work orders.

Blank

The system only processes financial encumbrances that are related to purchase orders and subcontracts.

Subcontract Management Reports

The Subcontract Management system offers you a variety of reports to help you review and manage your contract information. You can print reports to review the financial details of your contracts. Financial reports can display the following information:

- Job, subcontractor and contract status.
- Price.
- Contract financial history.
- Committed costs and committed transactions.

You can print commitment reports to review the commitment details of your contracts. A commitment report can display the following:

- Committed cost information for a job.
- Commitment details and analysis for a contract.
- Commitment distribution among contracts for a job.
- American Institute of Architects (AIA) payment documentation.

You can print reports to review the log information for your contracts. Log reports can display the following:

- Log items related to a contract.
- Submittal and transmittal status information
- Hierarchical log information.

Running the Print Subcontracts Report

The Print Subcontracts Report is a version of the Order Detail Print batch application (R4401P). In this report, you can have the system print information about your subcontracts such as associated text and tax information. The system retrieves contract details from the Purchase Order Detail File table (F4311).

You can also specify whether the system will print logs at a simply the subcontract level, or at all of the hierarchical levels that you utilize in your logs.

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 (R434201). This report uses information from the Purchase Order Detail File table (F4311) and the Account Balances table (F0902).

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

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 Master 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," which creates an outstanding submittal warning. You can review the information on the report to determine whether to post payments against contracts that have expired logs.

Printing Order Revision Information

From the Purchasing Reports menu (G43A111), choose Print Order Revisions History.

Alternately, from the Subcontract 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

Processing Options for Order Revisions History Report (R43535)

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

Printing the AIA Application for Payment

From the Subcontract Reports menu (G43D111), choose AIA Application for Payment.

You can run the 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 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 Purchase Order Detail File table and the general ledger transactions.

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 Status Report by Supplier report (R44425). 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 Purchase Order Detail File table (F4311). This information 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 (R44425)

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 system 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.
-

Running the Logs (F4305) Report/Update (R43540)

The Logs (F4305) Report/Update (R43540) allows you to print a contract management report and to print log associated text entries for contracts. You can also specify whether the system will update pay status codes for unsatisfied, expired logs that have a pay effect of "Y" to a pay effect of "N."

Processing Options for Logs Report/Update (R43540)

Print Option Tab

- 1. Enter a '1' to change unsatisfied, expired logs that have a pay effect of 'Y' and status code of 'Y' to a status code of 'N'. If left blank the status will not be updated.**

Use this processing option to specify whether the system updates the status code for logs. Valid values are:

Blank

The system will not update the log status code.

1

The system will update the logs status code to N. The status code will only be updated if pay effect is Y and the logs status code is Y. The issue date and expired date must be prior to today's date.

2. Enter a '1' to print a contract management report. If left blank no report will print.

Use this processing option to specify whether the contract management report is printed. Valid values are:

Blank

No report will be printed.

1

Report will be printed.

3. Enter a '1' to print the associated log text. If left blank, log text will not print.

Use this processing option to specify whether the associated text is printed. Valid values are:

Blank

No associated text will be printed.

1

Associated text will be printed.

Running the Logs Report (R43050)

You use the Logs Report (R43050) to print your logs and their associated hierarchies. In the processing options for R43050, you can specify the hierarchical level at which you want to report, as well as any associated text for that hierarchy. You can specify to print single or multiple log levels and their associated texts.

System Setup

Before you use the Subcontract Management system, you must define set up information. The set up information that you define for the Subcontract Management system is performed within the Procurement System.

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).

You set up the following information 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 in the purchasing cycle through which the system processes each order.
Constants	You must define constants for the following types of default information: <ul style="list-style-type: none">• Branch/plant constants control daily 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.
Purchase 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.

You set up the following information in other systems, including Inventory Management and General Accounting:

Messages	You can predefine 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.
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 System Next Numbers* in the *General Accounting Guide*
- ❑ *Setting Up Item Cross-Reference* in the *Inventory Management Guide*

For more information about setting up the Subcontract Management system, see the following topics in the *Procurement Guide*:

- ❑ *Setting Up Order Line Types*
- ❑ *Setting Up Order Activity Rules*
- ❑ *Setting Up Procurement Constants*
- ❑ *Setting Up Automatic Accounting Instructions*
- ❑ *Creating Tolerance Rules*
- ❑ *Setting Up Order Hold Information*
- ❑ *Setting Up Non-Stock Items*
- ❑ *Creating a Model Log*

Vertex Sales Tax Q Series

If your company wants to apply sales taxes automatically, you can use the Vertex Sales Tax Q Series system with the following EnterpriseOne systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

Caution

If you are using the Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

See Also

- *Interface to Vertex Sales Tax Q Series Guide* for information about using the Vertex Sales Tax Q Series product

EnterpriseOne PeopleBooks Glossary

“as of” processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, 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 that are 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 that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
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 return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.

boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.

buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, 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.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.

client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.

configurable processing engine	Handles all “batch” processes, including reporting, Electronic Data Exchange (EDI) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
control tables merge	A process that blends a customer’s modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item’s cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements 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 subcategories.

credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
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.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'échange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'échange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.
delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who 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 a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.

director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.
displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.

dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.

EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.
environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
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.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.

firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.

globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
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.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e serviços substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.

indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is 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.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.

ISS	See imposto sobre servicios.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	<p>PeopleSoft proprietary database middleware package that provides two primary benefits:</p> <ol style="list-style-type: none"> 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
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, replenishment, and picking.
laytime (or layhours)	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of “Seventy-Two Hours, Reversible” means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.</p>
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company’s work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.

log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.

manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is 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.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.

model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.

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.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.
object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism. Inheritance. Encapsulation.

object-oriented technology (OOT)	Brings software development past procedural programming into a world of reusable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
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 because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.

package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time “snapshot” of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	A type of form that presents parent/child relationships in an application on one form: The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship. The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree. The parent/child form supports drag and drop functionality.
parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.

payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ($100 / 80 = 1.25$).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.

pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne’s data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).

query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.
regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
relevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repassé	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.

retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.
row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.

servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.
silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.

specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
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 which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.

supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.

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, the purchase order, and the invoice to create vouchers.
threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is 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.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.

tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
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.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.

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.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.

z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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