

# PeopleSoft®

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## PeopleSoft EnterpriseOne Requisition Self Service 8.11 SP1 PeopleBook

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**August 2005**

PeopleSoft EnterpriseOne Requisition Self Service 8.11 SP1 PeopleBook  
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# About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

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**Note.** PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element 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. Elements that are common to all PeopleSoft applications are defined in this preface.

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## PeopleSoft Application Prerequisites

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

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 PeopleSoft applications most effectively.

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## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

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**Note.** Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

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For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

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## Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

### 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'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Important!** 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.

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### See Also

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

### Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

#### Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

**Telephone**

Contact MMA Partners at 877 588 2525.

**Email**

Send email to MMA Partners at [peoplebookspres@mmapartner.com](mailto:peoplebookspres@mmapartner.com).

**See Also**

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

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## Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

## Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

### Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
<b>Bold</b>	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.  We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	<p>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.</p> <p>Ampersands also precede all PeopleCode variables.</p>

## Visual Cues

PeopleBooks contain the following visual cues.

### Notes

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

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**Note.** Example of a note.

---

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

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**Important!** Example of an important note.

---

### Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

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**Warning!** Example of a warning.

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### Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

### Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

## Currency Codes

Monetary amounts are identified by the ISO currency code.

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## 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 send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

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## Common Elements Used in PeopleBooks

<b>Address Book Number</b>	Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.
<b>As If Currency Code</b>	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
<b>Batch Number</b>	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
<b>Batch Date</b>	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
<b>Batch Status</b>	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:  <i>Blank:</i> Batch is unposted and pending approval.  <i>A:</i> The batch is approved for posting, has no errors and is in balance, but it has not yet been posted.  <i>D:</i> The batch posted successfully.  <i>E:</i> The batch is in error. You must correct the batch before it can post.  <i>P:</i> The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E.  <i>U:</i> The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
<b>Branch/Plant</b>	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
<b>Business Unit</b>	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
<b>Category Code</b>	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
<b>Company</b>	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

<b>Currency Code</b>	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
<b>Document Company</b>	<p>Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.</p> <p>If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.</p>
<b>Document Number</b>	Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.
<b>Document Type</b>	<p>Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:</p> <p><i>P</i>: Accounts payable documents.</p> <p><i>R</i>: Accounts receivable documents.</p> <p><i>T</i>: Time and pay documents.</p> <p><i>I</i>: Inventory documents.</p> <p><i>O</i>: Purchase order documents.</p> <p><i>S</i>: Sales order documents.</p>
<b>Effective Date</b>	<p>Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:</p> <ul style="list-style-type: none"><li>• The date on which a change of address becomes effective.</li><li>• The date on which a lease becomes effective.</li><li>• The date on which a price becomes effective.</li><li>• The date on which the currency exchange rate becomes effective.</li><li>• The date on which a tax rate becomes effective.</li></ul>
<b>Fiscal Period and Fiscal Year</b>	Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).
<b>G/L Date</b> (general ledger date)	Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

# PeopleSoft EnterpriseOne Requisition Self Service Preface

This preface discusses:

- PeopleSoft products
- PeopleSoft application fundamentals

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## PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Procurement
- PeopleSoft EnterpriseOne Foundation - Address Book
- PeopleSoft EnterpriseOne Accounts Payable
- PeopleSoft EnterpriseOne Advanced Pricing
- PeopleSoft EnterpriseOne General Ledger

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## PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne FMS 8.11*.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, “PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals Preface”



# CHAPTER 1

## Getting Started with PeopleSoft Requisition Self Service

This chapter discusses:

- Requisition Self Service overview.
- Requisition Self Service business process.
- Requisition Self Service integrations.
- (Rapid Start CAN and USA) Requisition Self Service business processes.
- Requisition Self Service implementation.

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### Requisition Self Service Overview

The Requisition Self Service system enables organizations to reduce management and administrative functions for procurement by providing employees with a self-service program with which they can enter their own requests for items such as office supplies. Using the Direct Connect feature within Requisition Self Service, employees can connect to approved suppliers' websites to select items, and the Direct Connect process directs them back to the PeopleSoft EnterpriseOne system to send their requisitions through the approval process. By not having to place orders for such items, purchasing departments can focus on approving requisitions and handling requests for items that employees or buyers cannot easily locate.

The user-defined commodity structure within Requisition Self Service enables organizations to categorize items, products, and services into a hierarchical tree structure. Users can assign commodities to requisitions, and the commodity remains attached to the requisition and resulting purchase order so that organizations can analyze spending by commodity using the PeopleSoft Enterprise Performance Management products.

Using a workflow process, the system can alert specified approvers of requisitions awaiting approval using the Work Center and an internal email address. The setup for requisition approval workflow provides control over the procurement process, as system administrators can specify up to six levels of required approval.

After requisitions are approved, buyers can use either a batch or interactive program to consolidate requisitions and create purchase orders. The interactive program, Requisition Expeditor (R43E060), allows buyers to manage exceptions and make changes to requisitions before creating purchase orders. When you generate purchase orders, the system consolidates items that are from the same supplier, giving buyers leverage for pricing discounts.

To complete the requisition process, employees indicate that they have received their items using the Desktop Receiving program (P43E20). This program enables employees to receive by requisition number, instead of purchase order number. Employees can also reverse receipts.

## Using Requisition Self Service with the Collaborative Portal

If your organization has an employee portal, you can create links to programs that your employees might frequently use, such as Shopping Cart (P43E25) and Desktop Receiving (P43E20) on the portal.

See [Chapter 6, “Entering Requisitions,” Entering a Requisition by Using the Shopping Cart Program, page 59.](#)

See [Chapter 9, “Receiving Requisitions and Reversing Receipts,” Understanding the Desktop Receiving Program, page 101.](#)

You can also set up the Requisition Self Service portlet, P43E83, for buyers within your organization and attach it to the portal. The Requisition Self Service portlet contains alerts, such as:

- Open approvals.
- Requisition lines marked as high priority.

See [Chapter 6, “Entering Requisitions,” Understanding the Requisition Entry Program, page 66.](#)

- Requisition lines marked as special requests.

See [Chapter 6, “Entering Requisitions,” Understanding the Requisition Entry Program, page 66.](#)

- Requisition lines that have been open for more than 10 days.

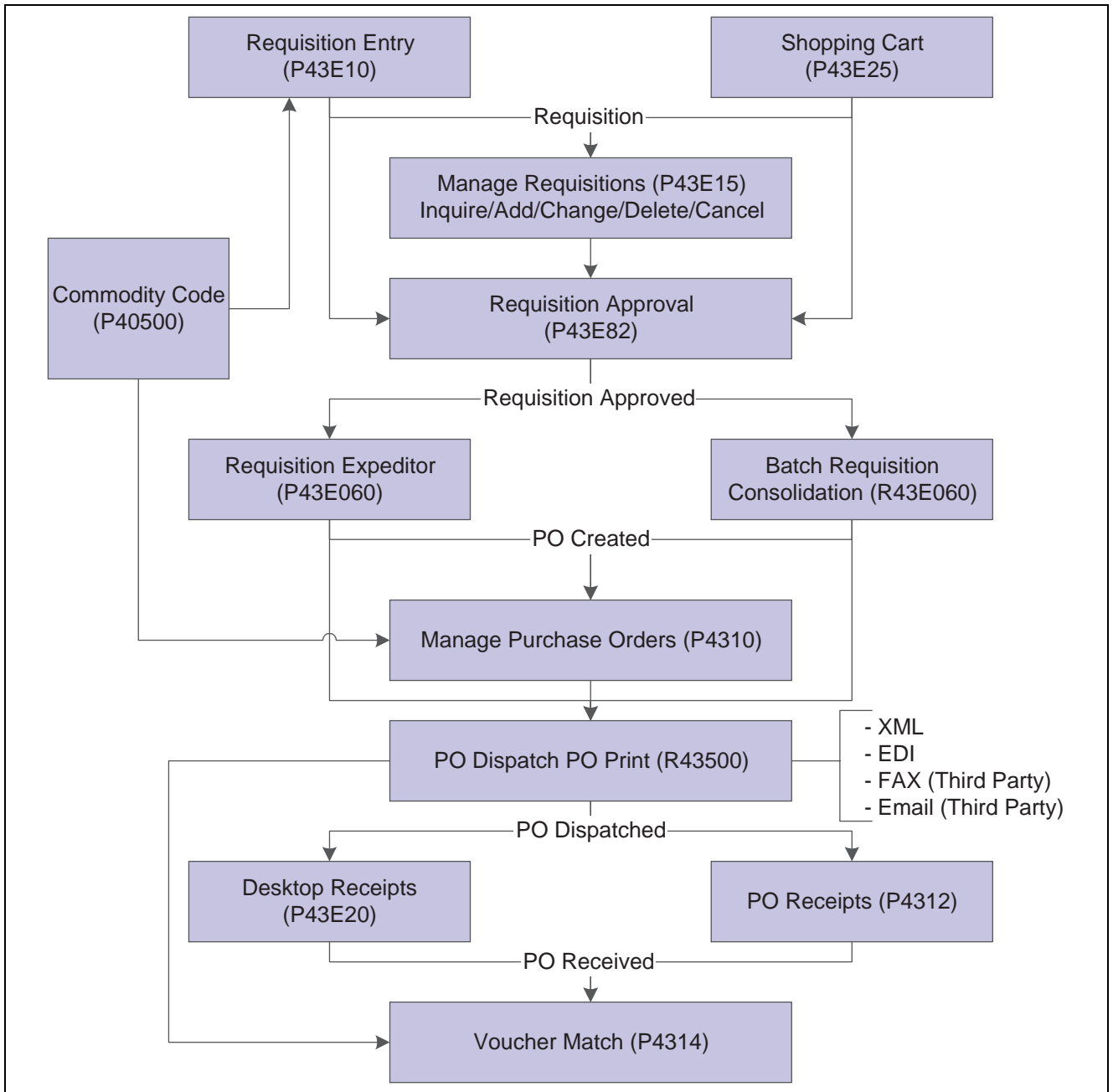
If you want to modify the Requisition Self Service portlet, you must use Form Design Aid to make any modifications. The Requisition Self Service portlet conforms to the JSR 168 specification.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Development Tools: Form Design Aid, “Understanding Browse Portlet Forms”*

---

## Requisition Self Service Business Process

This process flow illustrates the Requisition Self Service business processes:



Requisition Self Service business process flow

## Requisition Self Service Integrations

The Requisition Self Service system integrates with these EnterpriseOne systems:

- PeopleSoft EnterpriseOne Inventory Management
- PeopleSoft EnterpriseOne Address Book
- PeopleSoft EnterpriseOne Procurement

- PeopleSoft EnterpriseOne Advanced Pricing
- PeopleSoft EnterpriseOne Accounts Payable
- PeopleSoft EnterpriseOne General Accounting

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

## **PeopleSoft EnterpriseOne Inventory Management**

The Requisition Self Service system retrieves item costs and other item information for requisitions.

## **PeopleSoft EnterpriseOne Address Book**

Use the Address Book system to create records for your suppliers and to set up suppliers for Direct Connect.

## **PeopleSoft EnterpriseOne Procurement**

The Requisition Consolidation to PO (R43E060) and the Requisition Expeditor (P43E060) programs create purchase orders from requisitions. After creating purchase orders, you can use standard programs within the Procurement system to process them.

## **PeopleSoft EnterpriseOne Advanced Pricing**

If you have activated the system constant for Advanced Pricing, the system checks for advanced pricing when you run the Requisition Consolidation to PO (R43E060) and the Requisition Expeditor (P43E060) to create purchase orders.

## **PeopleSoft EnterpriseOne Accounts Payable**

After you create purchase orders, you can use the Procurement system to create vouchers in the Accounts Payable system and then create payments for the vouchers.

## **PeopleSoft EnterpriseOne General Accounting**

When you post Accounts Payable vouchers and payments to the general ledger, the system updates the Account Ledger (F0911) and Account Balances (F0902) tables in the General Accounting system. Additionally, the Requisition Self Service system uses the budgets created in the General Accounting system when you submit requisitions.

---

# **(Rapid Start CAN and USA) Requisition Self Service Business Processes**

Rapid Start for Canada and the United States includes all the functionality available in the PeopleSoft EnterpriseOne systems to perform your business processes. For the Requisition Self Service system, Rapid Start also includes preconfigured data that is specifically set up for the procure goods business process.

See *PeopleSoft EnterpriseOne Rapid Start Fundamentals 8.11 SPI PeopleBook*, “Getting Started with Rapid Start”.

This table lists the business processes, scenarios, and process steps for Requisition Self Service and refers you to the detailed information for each business process. The information in this table applies to Canada and the United States:

Business Process	Scenario	Process Steps	Reference
Procure goods.	Manage requisitions.	<ol style="list-style-type: none"> <li>1. Enter requisitions.</li> <li>2. Create purchase orders from requisitions.</li> <li>3. Receive requisitions.</li> </ol>	<p>See <a href="#">Chapter 6, “Entering Requisitions.” (Rapid Start CAN and USA) Entering Requisitions, page 75.</a></p> <p>See <a href="#">Chapter 8, “Creating Purchase Orders.” (Rapid Start CAN and USA) Creating Purchase Orders from Requisitions, page 95.</a></p> <p>See <a href="#">Chapter 9, “Receiving Requisitions and Reversing Receipts.” (Rapid Start CAN and USA) Receiving Requisitions, page 106.</a></p>

## Requisition Self Service Implementation

This section provides an overview of the steps that are required to implement the Requisition Self Service system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in About These PeopleBooks, with information about where to find the most current version of each.

### Global Implementation Steps

This table lists the global implementation steps for PeopleSoft EnterpriseOne Requisition Self Service:

Step	Reference
1. Set up fiscal date patterns, companies, and business units.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SPI PeopleBook, “Setting Up Organizations”</i>
2. Create the chart of accounts and set up accounts and subledgers.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SPI PeopleBook, “Creating the Chart of Accounts”</i>
3. Set up multicurrency processing.	<i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SPI PeopleBook, “Understanding Multicurrency Setup”</i>
4. Set up ledger type rules.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SPI PeopleBook, “Setting Up the General Accounting System,” Setting Up Ledger Type Rules for General Accounting</i>
5. Enter address book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 SPI PeopleBook, “Entering Address Book Records” Address Book, Entering Address Book Records</i>

Step	Reference
6. Set up inventory information such as branch/plant constants, default locations and printers, manufacturing and distribution automatic accounting instructions (AAIs), and document types.	<i>PeopleSoft EnterpriseOne Inventory Management 8.11 SPI PeopleBook</i> , “Setting Up the Inventory Management System”

## Core Implementation Steps

This table lists the core implementation steps for PeopleSoft EnterpriseOne Requisition Self Service:

Step	Reference
1. Set up the Requisition Self Service system.	<u>Chapter 2, “Setting Up the Requisition Self Service System,” page 7</u>
2. Set up the system for Direct Connect.	<u>Chapter 3, “Setting Up Direct Connect and Purchase Order Dispatch to cXML,” page 9</u>
3. Set up the commodity structure.	<u>Chapter 4, “Setting Up the Commodity Structure,” page 25</u>
4. Set up workflow approvals.	<u>Chapter 5, “Setting Up Requisition Approval Workflow,” page 39</u>

## CHAPTER 2

# Setting Up the Requisition Self Service System

This chapter discusses how to:

- Set up next numbers for the Requisition Self Service system.
- Set up automatic accounting instructions (AAIs) for the Requisition Self Service system.

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## Setting Up Next Numbers for the Requisition Self Service System

This section provides an overview of next numbers for Requisition Self Service and discusses how to set up next numbers.

### Understanding Next Numbers for Requisition Self Service

You must set up a next number for the Requisition Self Service system to use when assigning document numbers to requisitions created in both the Shopping Cart (P43E25) and the Requisition Entry (P43E10) programs. You can also set up next numbers by company and fiscal year so that requisitions for different companies within your organization use separate numbering.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SPI PeopleBook*, “Setting Up Next Numbers”.

### Form Used to Set Up Next Numbers for Requisition Self Service

Form Name	FormID	Navigation	Usage
Set Up Next Numbers by System	W0002C	Type <i>NN</i> in the Fast Path.	Set up a next number for requisitions.

### Setting Up Next Numbers for Requisition Self Service

Access the Set Up Next Numbers by System form.

**Set Up Next Numbers by System**

OK Cancel Form Tools

System 43E Requisition Self Service

Use	Next Number	Check Digit Used
Requisition SS	9634	<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...
		<input type="checkbox"/> ...

Caution: Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

Set Up Next Numbers by System form

## Setting Up AAIs for the Requisition Self Service System

This section provides an overview of the AAIs for the Requisition Self Service system.

### Understanding the AAIs for the Requisition Self Service System

In addition to setting up the AAIs used in the Procurement system, you can also set up the 4318 AAI. The system uses the 4318 AAI when you enter a requisition with a line type that has an inventory interface of *A* and uses it to determine the expense account to which to post the journal entry. If you do not set up this AAI, the system prompts you to enter an account number when you enter requisitions for services.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, “Setting Up Automatic Accounting Instructions”.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Automatic Accounting Instructions AAIs.

## CHAPTER 3

# Setting Up Direct Connect and Purchase Order Dispatch to cXML

The PeopleSoft EnterpriseOne Direct Connect solution uses the combination of EnterpriseOne, XAPI communication, and the PeopleSoft EnterpriseOne Integration Server technologies to conform to the cXML 1.2.009 Direct PunchOut standard.

This chapter provides an overview of network security and Direct Connect and discusses how to:

- Set up the system for Direct Connect.
- Set up the Integration Server services for Direct Connect.
- Set up supplier Direct Connect information.

---

## Understanding Network Security and Direct Connect

Certain network configurations prevent outbound or inbound internet traffic through the firewall. In some cases, you will need to re-configure network security to allow outbound and inbound internet traffic. Direct Connect functionality requires the ability to access the vendor's website outside the firewall, and also requires the ability to allow the vendor website to access the Web Services Gateway (WSG) server from outside the firewall.

---

## Setting Up the System for Direct Connect

This section discusses how to set up the PeopleSoft EnterpriseOne system for Direct Connect.

### Setting Up the System for Direct Connect

These are the required steps for setting up the system for Direct Connect:

1. Install and set up the EnterpriseOne JAS server.
2. Install and set up the transaction server.

*See PeopleSoft EnterpriseOne Transaction Server Components Installation Guide*

3. Set up PeopleSoft EnterpriseOne XAPI/Real Time Events.

*See PeopleSoft EnterpriseOne Tools PeopleBook: Interoperability, Using XAPI Events – Guaranteed*

- a. Verify that the following XAPI events for Direct Connect are set up and activated: REMPTYCRT, XAPIAUTHN, XAPIGETURL, XAPIREQCRT, XAPIGETCRT.

See *PeopleSoft EnterpriseOne 8.11 SPI Application Realtime Events PeopleBook*, “Working with Application Realtime Events,” Direct Connect.

See *PeopleSoft EnterpriseOne Tools PeopleBook: Interoperability, Using Events - Guaranteed, Defining Events*

- b. Set up the subscriber. This is the same user signon for the EnterpriseOne Adapter.

See *PeopleSoft EnterpriseOne Tools PeopleBook: Interoperability, Using Events - Guaranteed, Establishing Subscribers and Subscriptions*

- c. Set up event subscriptions for the event subscriber.

See *PeopleSoft EnterpriseOne Tools PeopleBook: Interoperability, Using Events - Guaranteed, Establishing Subscribers and Subscriptions*

- d. Attach subscribed events to the event subscription. Direct Connect uses the following subscriber events: REMPTYCRT, XAPIAAUTHEN, XAPIGETURL, XAPIREQCRT, XAPIGETCRT

See *PeopleSoft EnterpriseOne Tools PeopleBook: Interoperability, Using Events - Guaranteed, Establishing Subscribers and Subscriptions*

- e. Attach subscribed environments to subscription.

See *PeopleSoft EnterpriseOne Tools PeopleBook: Interoperability, Using Events - Guaranteed, Establishing Subscribers and Subscriptions*

4. Set up suppliers for Direct Connect

See [Chapter 3, “Setting Up Direct Connect and Purchase Order Dispatch to cXML,” Setting Up Supplier Direct Connect Information, page 20.](#)

5. Set up the commodity structure.

See [Chapter 4, “Setting Up the Commodity Structure,” page 25.](#)

6. Set up the Web Services Gateway (WSG) Integration Server

- a. Start the Event Connector

See *PeopleSoft EnterpriseOne Web Services Gateway 8.95 Installation and Setup Guide, Configuring the PeopleSoft EnterpriseOne Adapter*

- b. Install the following Direct Connect Packages: PSFT\_E1\_Adapter, PSFT\_EnterprisOne\_AdapterServices, PSFT\_EnterpriseOne\_SRM\_PunchOut, PSFT\_JDBCAdapterServices, PSFT\_PackageManagement, PSFT\_Utills, and PSFT\_XrefandSoftCoding

- c. Install the EnterpriseOne Adapter

See *PeopleSoft EnterpriseOne Web Services Gateway 8.95 Installation and Setup Guide, Configuring the PeopleSoft EnterpriseOne Adapter*

- d. Enable the JDBC Adapter

See *PeopleSoft EnterpriseOne Web Services Gateway 8.95 Installation and Setup Guide, Configuring the PeopleSoft EnterpriseOne Adapter*

- e. Enable EnterpriseOne Adapter connections

See *PeopleSoft EnterpriseOne Web Services Gateway 8.95 Installation and Setup Guide, Configuring the PeopleSoft EnterpriseOne Adapter*

- f. Enable EnterpriseOne Adapter listeners

See *PeopleSoft EnterpriseOne Web Services Gateway 8.95 Installation and Setup Guide, Configuring the PeopleSoft EnterpriseOne Adapter*

- g. Enable the following listener notifications for Direct Connect.

AdapterServices.Notification.eRequisitions:notifyXAPIAUTHENEEvent

AdapterServices.Notification.eRequisitions:notifyREMPTYCRTEvent

AdapterServices.Notification.eRequisitions:notifyXAPIREQCRTEvent

The package name is: PSFT\_EnterpriseOne\_AdapterServices

See *PeopleSoft EnterpriseOne Web Services Gateway 8.95 Installation and Setup Guide, Configuring the PeopleSoft EnterpriseOne Adapter*

7. Set up the EnterpriseOne Integration Server Services for Direct Connect

See Chapter 3, “Setting Up Direct Connect and Purchase Order Dispatch to cXML,” Setting Up Direct Connect Services for the Integration Server, page 11.

8. Set up the integration options for Direct Connect.

See Chapter 3, “Setting Up Direct Connect and Purchase Order Dispatch to cXML,” Setting Up the Authentication Service, page 15.

---

## Setting Up Direct Connect Services for the Integration Server

This section provides overviews of the Direct Connect Services and discusses how to:

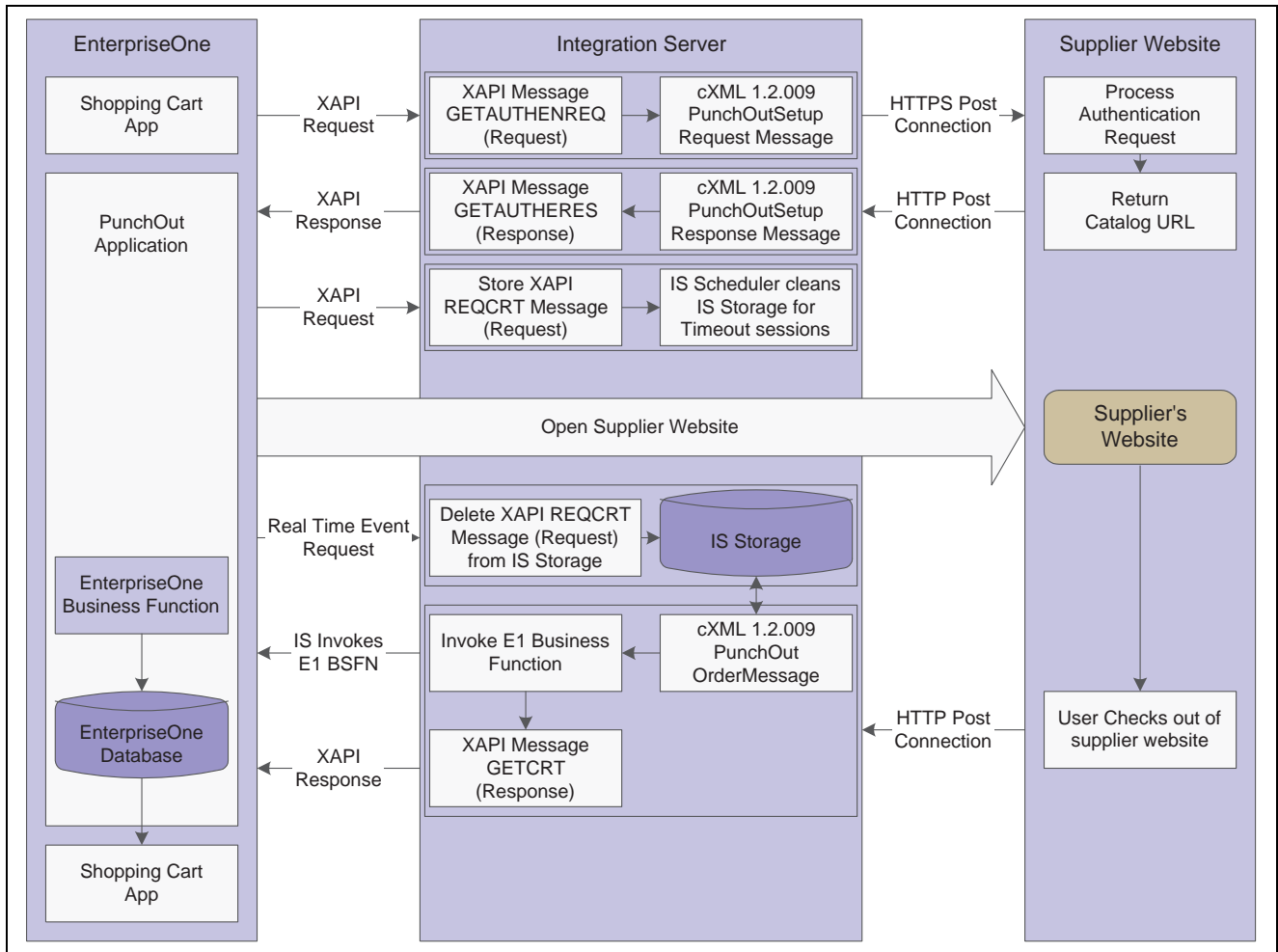
- Set up the Authentication service
- Set up the Shopping Cart Request service.
- Set up the Empty Shopping Cart Response service.
- Set up the PeopleSoft EnterpriseOne Integration Server Scheduler Cleanup service.
- Set up the Get Shopping Cart Response service.
- Set up the Key Cross References.
- Set up the Purchase Order Dispatch to cXML service.

### Understanding the Services for Direct Connect

Direct Connect uses the following services:

- Authentication.
- Shopping Cart Request.
- Empty Shopping Cart Response.
- EnterpriseOne Integration Server Scheduler CleanUp.
- Get Shopping Cart Response.
- Purchase Order Dispatch to cXML.

This graphic illustrates the services for Direct Connect:



Services for Direct Connect

Where required, the system provides default values for integration options, maps, triggers, and adapter services that are based on cXML version 1.2.9. If your suppliers use a different version of cXML and you need to change any of the services that are discussed in this section, you must also change the values for the corresponding integration options, maps, triggers, and adapter services

### Authentication Service

Use this service to perform the authentication method with the Direct Connect supplier website. This service supports these authentication methods:

- Digital certificates
- Message authentication code (MAC) credentials
- Shared secrets

The integration name for this service is E1\_XAPIAUTHEN\_To\_cXML\_1\_2\_009\_PunchOutSetupRequest. The process involves these steps:

1. EnterpriseOne sends an XAPI Authentication Request message to the EnterpriseOne Integration Server.
2. The EnterpriseOne Integration Server converts the XAPI Authentication Request message into the cXML PunchOutSetupRequest XML document.
3. The EnterpriseOne Integration Server initiates an HTTP Post connection to the supplier.

If digital certificates are used, then the Integration Server first authenticates the digital certificates during the HTTP Post connection process.

See *webMethods Integration Server Administrator's Guide, Chapter 7 - Managing Server Security*

4. The supplier website returns a cXML PunchOutSetupResponse message through the same HTTP Post connection that was initiated by the Integration Server.
5. The EnterpriseOne Integration Server transforms the cXML PunchOutSetupResponse XML document into an XAPI Authentication Response message.
6. EnterpriseOne receives the XAPI Authentication message and opens a new browser window by using the catalog URL that was returned.

---

**Note.** Depending on the vendors that you are using, you may need to customize the XML message because the vendor that you are connecting to does not conform exactly to the cXML standards.

---

### Shopping Cart Request Service

The Shopping Cart Request service notifies the Integration Server that EnterpriseOne is waiting for an inbound shopping cart request from the supplier website. This service stores necessary information that relates to the XAPI request so that the Integration Server can send an XAPI response back to the correct user session awaiting the shopping cart in EnterpriseOne.

The integration name for this service is: E1\_XAPIREQCRT\_To\_IS\_Store. The Shopping Cart Request service involves these steps:

1. EnterpriseOne sends an XAPI Shopping Cart Request message to the Integration Server.
2. The Integration Server stores the XAPI message information in the Integration Server storage database.

### Empty Shopping Cart Response Service

This service notifies the Integration Server that EnterpriseOne has canceled the request to wait for an inbound shopping cart from the supplier. This situation occurs when the user cancels the transaction from the EnterpriseOne Direct Connect Shopping Cart application. This service deletes the XAPI Shopping Cart Request information from the Integration Server storage database.

The integration name for this service is: delete\_E1\_REMPTYCRT\_From\_IS\_Store. The Empty Shopping Cart Response service involves these steps:

1. EnterpriseOne sends a Real Time Empty Shopping Cart Event message to the Integration Server.
2. The Integration Server deletes the XAPI message information from the Integration Server storage database.

### EnterpriseOne Integration Server Scheduler CleanUp Service

The EnterpriseOne Integration Server Scheduler CleanUp service reviews the Integration Server's storage database and removes any XAPIREQCRT message information, which removes any shopping cart requests that were created when a user's session timed out. This service is initiated by the scheduler process in the Integration Server. You can schedule the frequency of the scheduler through the EnterpriseOne scheduler setup.

The integration name for this service is: E1\_To\_IS\_SchedulerCleanup. The EnterpriseOne Integration Server Scheduler CleanUp service involves these steps:

1. The Integration Server initiates the scheduler cleanup service based on the frequency that you set up.
2. The Integration Server deletes the XAPI message information from the Integration Server storage database.

---

**Note.** You must set up integration options for this service.

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See [Chapter 3, “Setting Up Direct Connect and Purchase Order Dispatch to cXML,” Setting Up the EnterpriseOne Integration Server Scheduler CleanUp Service, page 17.](#)

## Get Shopping Cart Response Service

This service sends the contents of the shopping cart from the supplier website to the EnterpriseOne Direct Connect Shopping Cart application. This service converts the cXML PunchOutOrderMessage to the XAPIGETCRT message and notifies EnterpriseOne that the shopping cart has been received. This service also initiates an EnterpriseOne business function to pass the contents of the shopping cart.

The integration name for this service is `convert_cXML_1_2_009_PunchOutOrderMessage_To_E1_XAPIGETCRT`. The Get Shopping Cart Response service involves these steps:

1. The supplier website initiates an HTTP Post connection with the Integration Server and sends the contents of the shopping cart.

The service is initiated by the post back URL that was sent to the supplier during the authentication process. The post back URL initiates the Integration Server’s `convert_cXML_1_2_009_PunchOutOrderMessage_To_E1_XAPIGETCRT`, and therefore there are no triggers for this service.

2. The Integration Server converts the cXML PunchOutOrderMessage XML document into an XAPIGETCRT message.

Transforming the cXML PunchOutOrderMessage XML document into the XAPIGETCRT message involves:

- The Get Shopping Cart Response service converts the incoming cxml-urlencoded text into an Integration Server document that complies with the cXML standard.
- The Get Shopping Cart Response service retrieves the buyer cookie to retrieve the XAPIREQCRT message information from the Integration Server storage database.
- The Get Shopping Cart Response service converts the cXML standard document into an internal `doc_PunchOutOrderMessageDocument` document.

The purpose of this process is to convert the native values into EnterpriseOne canonical values by cross-referencing predefined cross-reference fields. The following fields are cross-referenced (the application ID is *DirectConnect*): Currency Code, Language Code, Supplier, and Unit of Measure.

---

**Note.** The supplier cross-reference must be setup in the Web Services Gateway (WSG) cross-reference table. The EnterpriseOne system accepts an 8-digit numeric field, but the supplier may send sender identity that is greater than 8 digits. Therefore, it is necessary to set up the supplier cross-reference to correctly identify the supplier in the PeopleSoft EnterpriseOne system.

---

- The Get Shopping Cart Response service reviews all shopping cart contents in the `doc_PunchOutOrderMessageDocument` and initiates the EnterpriseOne `eReqSetShoppingCartWorkFile` business function through an EnterpriseOne adapter service.
- The Get Shopping Cart Response service initiates the XAPIGETCRT response message to notify the EnterpriseOne Direct Connect Shopping Cart application that the contents of the shopping cart have been sent to EnterpriseOne.

The XAPIGETCRT message contains the information that is needed to send the notification back to the correct user session that initiated the checkout on the supplier website.

## Purchase Order Dispatch to cXML Service

This service is invoked when the Purchase Order Print program (R43500) within the PeopleSoft EnterpriseOne system sends an RTPOOUT notification. The system passes the notification to a mapping service, map\_E1\_PO\_To\_cXML\_PO, which converts the PeopleSoft EnterpriseOne event to a cXML Order Request document. This service then sends the cXML document to the supplier using the url specified in the Authentication URL field on the Setup Direct Connect Supplier form. This url is sent in the RTPOOUT notification.

## Setting Up the Authentication Service

The E1\_XAPIAUTHEN\_To\_cXML\_1\_2\_009\_PunchOutSetupRequest service is in the following location: EnterpriseOne, PointToPoint\_EnterpriseOne, eRequisition.

### Integration Options

This service requires the following setup for integration options:

Key	Description	Value	Data Type
46c3df89c49e1315:4ade31:fbad344ce9:-7ffe	Host machine ID	For example: den-machinename	String
0796435da456bf9d:1b688e:fc0e295000:-8000	Host name	For example: oracle.com	String
46c3df89c49e1315:5f4a7f:fbbcc0d65a:-8000	Port number	For example: 5555	String
46c3df89c49e1315:5f4a7f:fbbcc0d65a:-8000	Post back service	For example: PSFT_ EnterpriseOne_SRM_ PunchOut.PunchOut.c XML_1_2_009_ PunchOutOrderMessage_ To_E1_XAPIGETCRT: convert_cXML_1_2_009_ PunchOutOrderMessage_ To_E1_XAPIGETCRT	String
d7b734135616092e:3d09e8:fc6196ea2e:-7fff	SchedulerTimeOutSetting	For example: 86400 (always represents milliseconds)	String

### Map

Verify that the default value to map the XAPI Authentication message request to the cXML PunchOutSetupRequest XML document is as follows: map\_E1\_XAPIAUTHEN\_TO\_cXML\_1\_2\_009\_PunchOutSetupRequest.

### Trigger

Verify that the default value for the trigger for the Authentication service is:

trigger\_notifyXAPIAUTHENEventPublishDocument

This trigger launches the `convert_E1_XAPIAUTHEN_To_cXML_1_2_009_And_Response` service when a `notifyXAPIAUTHENEventPublishDocument` is received by the Integration Server.

### EnterpriseOne Adapter Services

Verify the following values for the EnterpriseOne adapter services:

Notifications	Description
<code>notifyXAPIAUTHENEvent</code>	Adapter service that receives the XAPIAUTHEN message.
<code>notifyXAPIAUTHENEventPublishDocument</code>	Published document of the XAPIAUTHEN message.
<code>respondXAPIGETURL</code>	XAPIGETURL response message to EnterpriseOne.

### Setting Up the Shopping Cart Request Service

The service for a shopping cart request is: `E1_XAPIREQCRT_To_IS_Store`.

No integration options are required for the Shopping Cart Request service.

#### Map

Verify that the default setting to convert the XAPIREQCRT message to a `doc_StoreDocument` document for storage in the Integration Server is:

`map_E1_XAPIREQCRT_To_IS_Store`

#### Trigger

Verify that the default value to trigger the `add_E1XAPIREQCRT_To_IS_Store` service when a `notify XAPIREQCRTEventPublishDocument` is received by the Integration Server is: `trigger_notifyXAPIREQCRTEventPublishDocument`.

### EnterpriseOne Adapter Services

Verify the following values for the EnterpriseOne adapter services:

Notifications	Description
<code>notifyXAPIREQCRTEvent</code>	Adapter service that receives the XAPIREQCRT message.
<code>notifyXAPIREQCRTEventPublishDocument</code>	Published document of the XAPIREQCRT message.

### Setting Up the Empty Shopping Cart Response Service

The service for the shopping cart response is: `delete_E1_REMPTYCRT_From_IS_Store`. No integration options or maps are required for this service.

#### Triggers

Verify that the default value to trigger the `delete_E1_REMPTYCRT_From_IS_Store` service when a `notifyREMPTYCRTEventPublishDocument` is received by the Integration Server is: `trigger_notifyREMPTYCRTEventPublishDocument`.

## EnterpriseOne Adapter Services

Verify the following values for the EnterpriseOne adapter services:

Notifications	Description
notifyRTEMPYCRTEvent	Adapter service that receives the Real Time RTEMPYCRT Event message.
notifyRTEMPYCRTEventPublishDocument	Published document of the RTEMPYCRT message.

## Setting Up the EnterpriseOne Integration Server Scheduler CleanUp Service

The service for the EnterpriseOne Integration Server Scheduler CleanUp service is:  
E1\_To\_IS\_SchedulerCleanup

No maps, triggers, or adapter services are required for this service, but you must verify the default settings for the integration options:

Key	Description	Value	Data Type
d7b734135616092e: 3d09e8:fc6196ea2e:-7fff	SchedulerTimeOutSetting	86400	String

## Setting Up the Get Shopping Cart Response Service

The service for Get Shopping Cart Response is convert\_cXML\_1\_2\_009\_PunchOutOrderMessage\_To\_E1\_XAPIGETCRT

Integration options and triggers are not required for this service. Triggers are not required because the supplier website initiates this service through the Post Back URL that is sent to the supplier in the PunchOutSetup Request.

The default setting of the flow services sent out for Direct Connect has the execute privilege of the PSFT\_EnterpriseOne\_SRM\_PunchOut.PunchOut.cXML\_1\_2\_009\_PunchOutOrderMessage\_To\_E1\_XAPIGETCRT: convert\_cXML\_1\_2\_009\_PunchOutOrderMessage\_To\_E1\_XAPIGETCRT flow service. The execute privilege setting for this flow service needs to be reset to *anonymous* to allow the vendor website to invoke this flow service.

---

**Note.** This service maps the UNSPSC code only when the classification element value in the cXML PunchOutOrderMessage in the ItemIn element is *UNSPSC*.

---

### Maps

Verify the default values for the following maps for the Get Shopping Cart Response service:

Map	Description
map_cXML_1_2_009_PunchOutOrderMessage_To_BuyerCookie	Retrieves the buyer cookie from the cXML PunchOutOrderMessage.

Map	Description
map_cXML_1_2_009_PunchOutOrderMessage_To_Doc	Maps the cXML PunchOutOrderMessage to an EnterpriseOne Integration Server internal document. This mapping also cross-references native values with canonical values for EnterpriseOne.
map_Doc_To_E1_eReqShoppingCartWorkFile	Maps the EnterpriseOne Integration Server internal document to eReqShoppingCartWorkFile adapter service. This service invokes the EnterpriseOne eReqShoppingCartWorkFile business function.
map_StoreDocument_To_E1_XAPIGETCRT	Maps the EnterpriseOne Integration Server doc_StoreDocument to XAPIGETCRT adapter service. This service invokes the XAPIGETCRT message to EnterpriseOne to notify the shopping cart application that the contents of the shopping cart have been sent to EnterpriseOne.

## EnterpriseOne Adapter Services

Verify the following values for the EnterpriseOne adapter services:

Notifications	Description
eReqSetShoppingCartWorkFile	Invokes the EnterpriseOne eReqSetShoppingCartWorkFile business function.
respondXAPIGETCRT	XAPIGETCRT message event to send an XAPIGETCRT message to EnterpriseOne.

## Setting Up Key Cross-References

This table describes the required settings for the key cross-references:

Application ID	ObjectType	NATIVE_ID	CANONICAL_ID
DirectConnect <b>Note.</b> This value is hard-coded.	currencycode	Enter the values from the supplier.	Enter the values for your EnterpriseOne system.
DirectConnect <b>Note.</b> This value is hard-coded.	unitofmeasure	Enter the values from the supplier.	Enter the values for your EnterpriseOne system.
DirectConnect <b>Note.</b> This value is hard-coded.	supplier	Enter the values from the supplier.	Enter the values for your EnterpriseOne system.
DirectConnect <b>Note.</b> This value is hard-coded.	languagecode	Enter the values from the supplier.	Enter the values for your EnterpriseOne system.

## Setting Up the Purchase Order Dispatch to CXML Service

The E1\_PODispatch\_To\_cXML\_1\_2\_009\_OrderRequest is in the following location:

PSFT\_EnterpriseOne\_Commerce.E1\_PODispatch\_To\_cXML\_1\_2\_009\_OrderRequest:convert\_E1\_PODispatch\_To\_cXML\_OrderRequest

This service requires integration options, which are located at: PSFT\_EnterpriseOne\_Commerce.E1\_PODispatch\_To\_cXML\_1\_2\_009\_OrderRequest:convert\_E1\_PODispatch\_To\_cXML\_OrderRequest

This table describes the integration options that are required:

Key	Description	Value	Sample Value	Data Type
f1594b152eff9e1c: 3b2bc3:101f31fc115: -7fff	Domain Name		oracle.com	String
f1594b152eff9e1c: 3b2bc3:101f31fc115: -7ffe	xml/lang		en	String
f1594b152eff9e1c: 3b2bc3:101f31fc115: -7ffc	Deployment Mode	production	test	String
f1594b152eff9e1c: 3b2bc3:101f31fc115: -7ffb	Last Status Cancel		User-defined code (UDC) code for status	String
f1594b152eff9e1c: 3b2bc3:101f31fc115: -7ffa	Next Status Cancel		UDC code for status	String

### Maps

Verify that the default value to map the EnterpriseOne notification (RTPOOUT) to a cXML Order Request document is as follows: map\_E1\_PO\_To\_cXML\_PO.

### Triggers

Verify that the default value to trigger the E1\_PODispatch\_To\_cXML\_1\_2\_009\_OrderRequest service when a RTPOOUT event is received by the Integration Server is: trigger\_notifyPurchaseOrderEvent.

### Cross-Reference Codes

This table describes the required setting for the cross-reference codes:

Application ID	Object Type	Canonical	Native
cXML	unitofmeasurecode	optional	optional
cXML	countrycode	optional	optional
cXML	currencycode	optional	optional
cXML	freighthandlingcode	optional	optional

## Setting Up Supplier Direct Connect Information

This section provides an overview of Direct Connect information for suppliers and discusses how to set up Direct Connect information for suppliers.

### Understanding Direct Connect Information for Suppliers

You use the Direct Connect Setup Application program (P43E22) to enter Direct Connect information for suppliers. You access this program from the Supplier Master Revisions form.

When you set up your suppliers for Direct Connect, you must specify a communication method. The Direct Connect communication method enables you to connect to your suppliers to view their websites. The PO Dispatch method enables you to send a cXML message to the supplier that contains the items that you want to order from their site. To use both methods, you must set up the information on the Setup Direct Connect Supplier form twice- once for each method.

Before setting up Direct Connect information for suppliers, you must set up two user-defined code (UDC) tables, 43E/CM and 43E/XS.

This table describes the values you must set up for UDC table 43E/CM:

Codes	Description 01
1	Direct Connect
2	PO Dispatch

This table describes the values you must set up for UDC table 43E/XS:

Codes	Description 01
CXML12009	cXML 1.2.009

You must add additional values to UDC table 43E/XS if you add additional customized flow services to invoke. For example, if you create a specialized flow service for Corporate Express, you must add a value to UDC table 43E/XS similar to the values in the following table:

Codes	Description 01
CORPEXP	Corporate Express

When the system sends a notification to WSG, the customized trigger in WSG can trigger the custom flow service using this value.

## Form Used to Set Up Direct Connect Information for Suppliers

Form Name	FormID	Navigation	Usage
Set Up Direct Connect Supplier	W43E22A	Supplier and Voucher Entry (G0411), Supplier Master Revision  Select a supplier on the Work With Supplier Master form and select Direct Connect from the Row menu.	Enter Direct Connect information for a supplier.

## Setting Up Direct Connect Information for Suppliers

Access the Set Up Direct Connect Supplier form.

**Set Up Direct Connect Supplier**

Supplier Number  *Boise Cascade Office Supplies*

Communication Method

**Authentication**

Login ID	<input type="text"/>
Shared Secret	<input type="text"/>
Authentication URL	<input type="text"/>
Authentication Method	<input type="text" value="-- Select One --"/>
Software Name	<input type="text"/>

**XML Schema**

Authentication Request	<input type="text" value="-- Select One --"/>
Shopping Cart Response	<input type="text" value="-- Select One --"/>

**MAC Credentials**

Buyer Domain	<input type="text"/>	Identity	<input type="text"/>
Supplier Domain	<input type="text"/>	Identity	<input type="text"/>
Sender's Domain	<input type="text"/>	Identity	<input type="text"/>
Algorithm	<input type="text"/>	Type	<input type="text"/>
Date Created	<input type="text"/>		
Expiration Date	<input type="text"/>		
MAC Value	<input type="text"/>		

Set Up Direct Connect Supplier form 1 of 2

Set Up Extrinsic Information			
Records 1 - 1			
<input type="checkbox"/>	Extrinsic Name	Description	Data Dictionary Alias
<input type="checkbox"/>			

Delete

Save And Close    Delete    Cancel

Set Up Direct Connect Supplier form 2 of 2

**Communication Method** The PeopleSoft EnterpriseOne system is set up to support the cXML 1.2.009 Direct Punch Out standard. Therefore, you must select *Direct Connect*. If your suppliers use a different version, you can configure the Direct Connect setup to support the different version.

To set up suppliers for PO Dispatch, select *PO Dispatch*. PO Dispatch enables you to send a message to the supplier that contains the items that you want to order from their website.

See [Chapter 8, “Creating Purchase Orders,” Understanding the Process for Creating Purchase Orders, page 85.](#)

## Authentication

These fields define the information needed for authentication.

**Login ID** Enter the sign-in user ID for authenticating with the third-party website.

**Shared Secret** Enter the password to sign in to the EnterpriseOne menu driver.

**Authentication URL** Enter the URL for authenticating user credentials on the supplier website.

**Authentication Method** Select the method to authenticate with the supplier website. Values are:  
1: Digital Certificates

See *webMethods Integration Server Administrator's Guide*, , Chapter 7 - *Managing Server Security*

2: Mac Credentials

3: Shared Secrets

**Software Name** Enter the name of the software that communicates with the supplier website. The supplier uses this value to determine the software with which it is communicating. For example, enter *PeopleSoft EnterpriseOne 8.11*.

## XML Schema

These fields define the information that is required for the XML schema.

**Authentication Request** Select the Integration Server service for authentication.

**Shopping Cart Request** Select the Integration Server service for the shopping cart request.

## MAC Credentials

These fields define the MAC Credentials. You must set up this information if you are using a third-party authentication provider.

<b>Buyer Domain Name</b>	Enter the name of the buyer domain.
<b>Identity</b>	Enter the identity of the buyer domain.
<b>Supplier Domain Name</b>	Enter the name of the supplier domain.
<b>Identity</b>	Enter the identity of the supplier domain.
<b>Sender Domain Name</b>	Enter the name of the sender domain.
<b>Identity</b>	Enter the identity of the sender domain.
<b>Algorithm</b>	Enter the algorithm for decrypting the MAC credentials.
<b>Type</b>	Enter the type of the algorithm for decrypting the MAC credentials.
<b>Creation Date</b>	Enter the date that the MAC credentials were created.
<b>Expiration Date</b>	Enter the date that the MAC credentials expire.
<b>MAC Value</b>	Enter the value of the MAC credentials that were given by the third-party authentication process.

## Set Up Extrinsic Information

These fields define any additional data that might be required by a supplier for authentication and access to their website. These values create a cross-reference that indicates to the supplier which user is connecting to their website so that the supplier knows what information to display for the user. You can map the additional required data using only these tables:

- F0101– Address Book Master
- F0111– Address Book - Who's Who
- F0006– Business Unit Master
- F0010– Company Constants
- F0401– Supplier Master

<b>Extrinsic Name</b>	Enter the name of the element for the extrinsic information section of the cXML document. For example, enter <i>USER</i> . If you enter <i>USER</i> , the extrinsic information appears as: <Extrinsic name="User">98372762</Extrinsic>. This value must be a single string. Do not enter any spaces or special characters.
<b>Description</b>	Enter the description of the element name. For example, enter <i>User ID</i> to describe the element name of <i>USER</i> .
<b>Table ID</b>	Enter a valid table number from UDC table 43/ET. The system uses this table to retrieve the value that is specified in the Element Name field. For example, enter <i>F0101</i> if you want the system to retrieve the user ID from the F0101 table.

---

**Note.** The values in user-defined code table are hard-coded. You cannot enter a table other than those listed in the UDC table.

---

**Data Dictionary Alias**

Enter the data dictionary alias to retrieve the value that is specified in the Element Name field. The system uses a predefined key to retrieve any specified columns of the table ID, and populates the cXML document with this information.

For example, the F0101 table contains the information:

- Column: AN8
- Data: 98372762

Based on this information, the system cross-references the F0101 table by retrieving the F0101 Address Book using the address book number and returns the value of 98372762.

The system uses this information to create an extrinsic information element in the cXML document. The element displays as `<Extrinsic name='User'>98372762</Extrinsic>`.

## CHAPTER 4

# Setting Up the Commodity Structure

This chapter provides an overview of the commodity structure and discusses how to set up the commodity structure.

---

## Understanding the Commodity Structure

The commodity structure enables you to categorize items, services, and supplier branch information in a hierarchical tree structure. After you set up the commodity structure, you create relationships for commodities. The system uses commodity relationships to provide default information for requisitions. Commodity relationship information is eventually passed to Enterprise Performance Management, where you can perform spend analysis.

When setting up the commodity structure, you must observe these guidelines:

- Each commodity may have only one parent commodity.
- You may not create duplicate commodities.
- You may have only three commodity levels in the commodity hierarchy.
- Each commodity may contain a maximum of 15 alphanumeric characters.
- The description associated with the commodity may contain a maximum of 30 alphanumeric characters.
- The first level of the commodity structure is level 0.

The Requisition Self Service system provides a default commodity, *Unknown*. The system uses this commodity if you do not set up a commodity structure or if the system cannot find a default commodity for a requisition. You can attach a buyer to the *Unknown* commodity so that the buyer is alerted when users enter requisitions for which they do not know the commodity. You cannot set up line types, G/L class codes, and item relationships for the *Unknown* commodity.

---

**Note.** Do not delete the *Unknown* commodity.

---

After you have created the initial commodity structure, you can add new items to the structure as needed. If you want to apply the commodities to purchase order records created before you set up the commodity structure, run the Populate F4311 Commodity/UNSPSC Program (R43910). This program assigns commodities and United Nations Standard Products and Services Codes (UNSPSC) to existing purchase order lines, based on data selection.

See [Chapter 4, “Setting Up the Commodity Structure,” Understanding the Populate F4311 Commodity/UNSPSC Program, page 29.](#)

---

**Note.** If you do not want to set up the commodity structure, you can still perform spend analysis on account-driven requisition lines by setting up relationships between UNSPSC codes and general ledger account numbers. Use the UNSPSC to Account Relationship program (P40243) to set up these relationships, and then use the Enterprise Performance Management systems to create reports that include UNSPSC code information. This program does not create UNSPSC relationships for item-driven requisition lines.

---

---

## Setting Up the Commodity Structure

This section provides overviews of the Commodity Structure program, commodity relationships, and the Populate F4311 Commodity/UNSPSC program, and discusses how to:

- Add a commodity.
- Enter an item number.
- Enter a UNSPSC code.
- Enter a supplier relationship for the commodity.
- Enter a supplier's commodity code.
- Enter a G/L account number.
- Set up a UNSPSC code for an account number.
- Run the Populate F4311 Commodity/UNSPSC program (R43910).

## Understanding the Commodity Structure Program

Use the Commodity Structure program (P40500) to create the commodity structure. When you add a commodity, you enter the commodity, a description, whether it is a product, service, or both, and the line type. You can also enter a buyer number and a G/L class code. You must enter this basic commodity data and save it before entering any relationship information.

After you add each commodity, you can cut and paste the commodities into the appropriate level of the hierarchy. You can create up to three levels in the structure.

You can also move nodes within the structure; however, you cannot move a node if moving the node would create more than three levels in the structure. When you move a node, the system moves any children that are associated with the node.

---

**Note.** The Commodity Structure program is enabled with record locking. Record locking prevents a user from making any changes to the commodity structure when another user is updating the structure, ensuring data integrity. If your business practices require that multiple users have access to the commodity structure at one time, you can disable the record locking feature for this program by removing the P40500 program from user-defined code table 00/RR. However, we recommend that you leave record locking enabled.

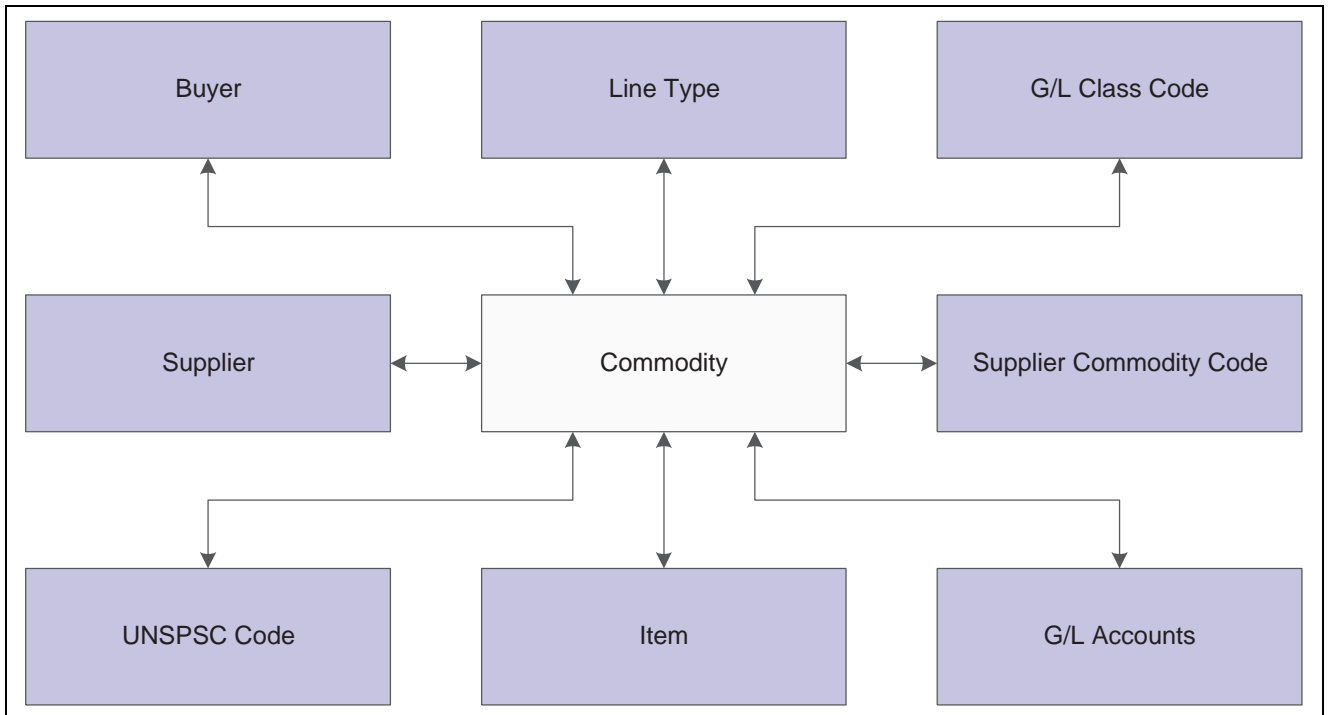
---

See *PeopleSoft EnterpriseOne Tools 8.95: Development Tools: APIs and Business Functions*

## Understanding Commodity Relationships

You can set up relationships for each commodity. Relationships provide default information for the system to use when you enter a commodity on the requisition and throughout the requisition and purchase order process.

This graphic illustrates commodity relationships:



Commodity relationships

### Item Number

Enter an item number for a commodity when you want to track commodity by item number. If you enter an item number for a commodity, you do not need to enter information such as G/L class code, because the system uses the information in the F4102 table. If you do enter any information for the commodity, the system overrides the information with the values specified in the F4102 table when you enter the requisition. The system stores item number relationship information in the F40540 table.

You can also enter the commodity directly into the Item Master program (P4101).

### UNSPSC Code

If you want to track items by UNSPSC code separately or in addition to a commodity, you enter the UNSPSC code at the item master level. When you enter a requisition for a stock item, the system uses the UNSPSC code and the commodity associated with the item in the F4102 table.

However, you might want to enter a UNSPSC code for a commodity that does not have an item, such as a services commodity. To accomplish this, use the Commodity Structure program to associate the commodity with the UNSPSC code. When a user enters a requisition, the system retrieves the UNSPSC code from the associated commodity. The system stores UNSPSC code relationship information in the F40510 table.

---

**Note.** You can download a complete list of the UNSPSC codes from the UNSPSC website ([www.UNSPSC.com](http://www.UNSPSC.com)). When you download the codes, the system stores them in the F40241 table. The visual assist for the UNSPSC field is attached to this table.

---

## Suppliers

You usually attach supplier numbers to commodities for items that you do not normally stock, so that a user has a list of preferred suppliers for that particular item. When you create this relationship, the supplier name appears in the commodity structure under the designated commodity. If you implement the Direct Connect feature for one or more suppliers, the user can connect directly to the suppliers' website to shop for items. The system stores supplier relationship information in the F40520 table.

---

**Note.** When you enter a supplier for the commodity, you must also enter a branch/plant for that supplier. If you do not enter a branch/plant, the system assigns the value of *ALL*. You usually assign a branch/plant of *ALL* for national suppliers that are used by all regions of your organization. For services, such as electrical work, you usually enter the branch/plant that applies to each supplier, so that users can choose a supplier that is located in their region.

---

## Suppliers' Commodity Codes

Enter a supplier's commodity code to create a cross-reference between your commodity and that of the supplier. You generally enter suppliers' commodity codes only if you are using the Direct Connect feature. After you set up the relationship between your commodity and the supplier's commodity code, the supplier's website can pass the commodity code to the Shopping Cart application so that the system can cross-reference this code and then use the internal commodity as the default value for commodity on the requisition line. The system stores supplier commodity code cross-reference information in the F40530 table.

---

**Note.** You must set up a supplier and branch/plant relationship before attaching a supplier's commodity code to a commodity.

---

## G/L Account Number

Enter a G/L account number commodity relationship if users at your organization most often enter an account number instead of a commodity on the requisition line. When the user enters an account number, the system searches the F40551 table for a related commodity for that account number. When searching for a commodity relationship, the system uses this hierarchy:

1. The system first searches the F40551 table to locate a related commodity for the business unit, object account, and subsidiary that the user entered.
2. If unsuccessful, the system then searches for a relationship for the object account and subsidiary that the user entered.
3. If unsuccessful, the system then searches for a relationship for the object account that the user entered.

When the system locates a commodity, it populates the Commodity field on the Requisition Entry form.

The system stores general ledger account number relationship information in the F40551 table.

## Understanding the Populate F4311 Commodity /UNSPSC Program

If you create the commodity structure after you have already entered requisitions and purchase orders into the system, run the Populate F4311 Commodity/UNSPSC program (R43910) to attach commodities and UNSPSC codes to existing transactions. Based on data selection that you specify, the system reviews existing records in the F4311 table and attempts to find a commodity and UNSPSC code to assign to the lines. For stock lines, the system uses the item number to find a commodity relationship using the F40540 table. If the system does not find a commodity, the system assigns the *Unknown* commodity. For account-based lines (services), the system uses the account number to search for a commodity relationship using the F40551 table. After the system finds a commodity for a line, it searches for a UNSPSC relationship for the commodity, by using the F40510 table.

**Note.** This program overwrites any existing values in the Commodity and UNSPSC Code fields, including blank and *Unknown*. Therefore, you should be certain that the data selection that you enter does not include requisition lines for which you do not want the values updated.

If you decide that the commodity structure provides too much or too little detail on spend information, you can change the commodity structure and run the Populate F4311 Commodity/UNSPSC program to update existing transactions with the new commodities and UNSPSC codes.

## Forms Used to Set Up the Commodity Structure

Form Name	FormID	Navigation	Usage
Set up Commodity Structure	W40500B	Commodity Structure 2/(G43E31), Commodity Structure	Add base commodity information. Move a commodity from one tree node to another.
Edit Item Relationship	W40500A	Select Edit on the Item tab of the Set up Commodity Structure form.	Enter an item number for the commodity.
Edit UNSPSC Code	W40500F	Select Edit on the UNSPSC tab of the Set up Commodity Structure form.	Enter a default UNSPSC code for the commodity.
Edit Supplier Relationship	W40500D	Select Edit on the Supplier tab of the Set up Commodity Structure form.	Enter a valid supplier number for the commodity.
Edit Supplier Commodity Code Relationship	W40500E	Select Edit on the Supplier Commodity Code tab of the Set up Commodity Structure form.	Enter a supplier's commodity code.
Edit G/L Account Relationship	W40500H	Select Edit on the G/L Account tab of the Set up Commodity Structure form.	Enter a general ledger account number for the commodity code.
Confirm Delete	W40500G	Select Cut Tree Node on the Set up Commodity Structure form.	Delete a node from the structure.

Page Name	Object Name	Navigation	Usage
Set up UNSPSC Code And Commodity Code Relationship	W40510A	Commodity Structure 2/(G43E31), UNSPSC and Commodity	Set up a relationship for a UNSPSC code and a commodity.
G/L Account and Commodity Code	W40551A	Commodity Structure 2/(G43E31), G/L Account and Commodity	Set up a relationship for a general ledger account and a commodity.
Search Branch Plant	W40521A	Supplier Direct Connect menu (3/G43E31), Setup Supplier Information  Select a supplier on the Work With Supplier form and then select Commodity Structure from the Row menu.	Search for a branch/plant associated with the supplier.  Click Set up Supplier Branch Plant.  Click Set up Supplier Commodity Codes.
Set Up Supplier Commodity Codes	W40520A	Select Set Up Supplier Commodity Codes on the Search Branch Plant form.	Set up a cross-reference between a supplier's commodity codes and your commodity structure.
Work With Commodity Relationships	W40243A	UNSPSC Definition (G43A412), UNSPSC to Account Relationship	Review existing relationships.
Commodity Relationship Revisions	W40243B	Click Add on the Work With Commodity Relationships form.	Set up a UNSPSC relationship for an account number, if you do not want to set up the commodity structure.

## Adding A Commodity

Access the Set up Commodity Structure form.

Set up Commodity Structure form (1 of 2)

Set up Commodity Structure form (2 of 2)

**Commodity**

Enter a commodity. The system uses the value that you specify when arranging the commodities in the structure in alphabetical order.

**Commodity Description**

Enter a description for the commodity. The system displays the value that you specify when displaying the commodity in the tree structure.

**Commodity Category**

Enter a value that specifies whether the commodity is a product, service, or both. This value determines on which tab the commodity appears in the commodity structure. Values are: *Both*, *Product*, and *Service*.

---

**Note.** You should select *Both* for any commodities that have both product and service commodities subordinate to them. If you do not select *Both*, the system does not display any subordinate commodities that have a category that is different from that of the parent commodity.

---

**Buyer Number**

Enter the address book number of the buyer responsible for this commodity. The system uses this value for alerts on special requests and in the Requisition Expeditor program (P43E060). If you enter a stock item, the system uses the buyer number from the F4102 table as the default value.

**Line Type**

Enter a line type for the commodity. This code controls how the system processes lines on a transaction. When you enter a requisition, the system uses the following hierarchy when searching for a line type to use as the default:

1. Use the line type defined in the item location record for the item.
2. Use the line type defined in the item/branch record for the item.
3. Use the line type defined in the item master for the item.
4. Use the line type for the commodity.
5. Use the line type specified in the processing options for the Requisition Entry Business Function Application program (P43E0001) for services and products.

6. Use the line type specified in the data dictionary. The default value for LNTY is *S* and the default value for RLNTY is *N*.

If you enter a stock item, the system uses the line type from the Item Branch or the Item Master table as the default value.

### G/L Class Code

Enter the code that the system uses in conjunction with the document type to obtain an account number from the appropriate automatic accounting instruction (AAI). The system uses the value that you specify only if you enter a nonstock item (an item that is not in the item master) or service. If you enter a stock item, the system uses the G/L class code from the item master as the default value.

When you enter requisitions, the system uses this hierarchy when determining which G/L class code to use:

1. If you enter an item number, the system uses the G/L class code from the item branch.
2. If the item branch does not have a G/L class code, the system uses the G/L class code on the item master.
3. If you have not entered an item number, but have entered a commodity, the system uses the G/L class code for the commodity.
4. If the G/L class code for the commodity is blank, the system uses the line type on the commodity and retrieves the G/L class code from the line type constants.
5. If the commodity on the requisition is *Unknown*, the system uses the line type specified in the processing options for the Requisition Entry Business Function Application program, as the line type for the *Unknown* commodity is blank.

Using the line type specified in the processing options, the system retrieves the G/L class code from the line type constants.

6. If the Line Type processing option is blank, the system uses the data dictionary default values for line type (value for the LNTY field is *S* and the value for RLNTY is *N*) and retrieves the G/L class code from the line type constants.

---

**Note.** If you are using a line type with an inventory interface, the system determines which AAI to use as follows:

If the inventory interface is set to *Y* or *C*, the system uses the 4310 AAI.

If set to *B*, the system uses the 4315 AAI.

If set to *A*, the system uses the 4318 AAI.

---

## Entering an Item Number

Access the Edit Item Relationship form.

### Edit Item Relationship

Commodity Code *Bike Accessories/Misc.*

Item Number  🔍

Filter

		2nd Item Number	Item Description
<input type="checkbox"/>		2300	Water Bottle
<input type="checkbox"/>		2400	Bike Accessory Kit
<input type="checkbox"/>		2410	Helmet
<input type="checkbox"/>			

Save
Delete
Cancel

Edit Item Relationship form

**Item Number**

Enter a value in this field if you want to filter on a particular item. For example, enter *42\** if you want to view all items beginning with the number 42.

**2nd Item Number**

Enter the item number with which you want to associate the commodity. If you entered a commodity or UNSPSC code for an item in the F4102 table, these values appear when you inquire on the item. Each item can only be associated with one commodity. If you change the item on this form, the system only uses the new item on new transactions. The system does not update existing transactions with the new item for the commodity.

## Entering a UNSPSC Code

Access the Edit UNSPSC Code form.

**Edit UNSPSC Code**

Commodity Code	OFFICE	<i>Office Items</i>
UNSPSC Code	*	
UNSPSC Code Description	*	

No records found.

Records 1 - 2				
		Primary	UNSPSC Code	UNSPSC Description
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	44.12.00.00	Office supplies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Edit UNSPSC Code form

**Primary**

Select this option if you have related more than one UNSPSC code to a commodity. This option designates a primary UNSPSC code for the system to use as a default value for the requisition.

**UNSPSC Code**

Enter a UNSPSC code if you want to filter on a particular UNSPSC code for the field in the header.

For the field in the detail, enter a UNSPSC code if you want to add a new commodity relationship. When you enter a commodity during requisition entry, the system uses this UNSPSC code as the default value.

**UNSPSC Code Description**

Enter a UNSPSC code description if you want to filter on a particular UNSPSC description for the field in the header.

For the field in the detail, the system uses the description associated with the UNSPSC code in the F40241 table.

## Entering a Supplier Relationship for the Commodity

Access the Edit Supplier Relationship form.

**Edit Supplier Relationship**

Commodity Code  OFFICE SUPPLIES

Records 1 - 3

<input type="checkbox"/>	<input type="checkbox"/>	Supplier Number	Supplier Description	Branch Plant	Branch Plant Description
<input type="checkbox"/>		932481	Dell	ALL	Default Branch/Plant
<input type="checkbox"/>		932511	Boise Cascade	ALL	Default Branch/Plant
<input type="checkbox"/>					

Edit Supplier Relationship form

**Supplier Number** Enter the address book number of the supplier or subcontractor that you want to associate with the commodity.

**Branch Plant** Enter the branch/plant for the supplier.

### Entering a Supplier's Commodity Code

Access the Edit Supplier Commodity Code Relationship form.

### Edit Supplier Commodity Code Relationship

Save
Delete
Cancel

Commodity Code  *OFFICE SUPPLIES*  
Filter

Records 1 - 3
Customize Grid

	Supplier Number	Supplier Description	Branch Plant	Branch Plant Description
<input checked="" type="radio"/>	932481		ALL	Default Branch/Plant
<input type="radio"/>	932511		ALL	Default Branch/Plant
<input type="radio"/>				

#### Manage Supplier Commodity Code Relationship

Supplier Number  Branch Plant   
Filter No records found.

Records 1 - 1
Customize Grid

	Supplier Commodity Code	Supplier Commodity Code Description
<input type="checkbox"/>		

Edit Supplier Commodity Code Relationship form

**Supplier Commodity Code** Enter the commodity code defined by the supplier. You obtain this information from the supplier, usually when you receive the information necessary for Direct Connect.

**Supplier Commodity Code Description** Enter the description for the supplier’s commodity code. You obtain this information from the supplier, usually when you receive the information necessary for Direct Connect.

## Entering a G/L Account Number

Access the Edit G/L Account Relationship form.

**Edit G/L Account Relationship**

Commodity Code  *JANITORIAL SERVICES*

Records 1 - 2

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch Plant	Object Account	Subsidiary	Account Description
<input type="checkbox"/>		150	6430		Janitorial
<input type="checkbox"/>					

Edit G/L Account Relationship form

- Branch Plant** Enter the branch/plant number of the account for which you want to set up a relationship for the commodity. This field is optional.
- Object Account** Enter the object of the account number for which you want to set up a relationship for the commodity. This field is required.
- Subsidiary** Enter the subsidiary of the account number for which you want to set up a relationship for the commodity. This field is optional.

## Setting Up a UNSPSC Code for an Account Number

Access the Commodity Relationship Revisions form.

Commodity Relationship Revisions form

- Business Unit**                      Enter the business unit of the account number for which you want to set up a UNSPSC code relationship.
  
- Object Account**                      Enter the object account of the account number for which you want to set up a UNSPSC code relationship.
  
- Subsidiary**                              Enter the subsidiary of the account number for which you want to set up a UNSPSC code relationship
  
- UNSPSC Code**                              Select a valid UNSPSC code to relate to the general ledger account number that you specified.

## Running the Populate F4311 Commodity/UNSPSC Program

Select Adv/Tech Operations (G43E31), Populate F4311 Commodity/UNSPSC.

## CHAPTER 5

# Setting Up Requisition Approval Workflow

This chapter provides an overview of requisition approval workflow setup and discusses how to:

- Set up approval authority constants.
- Set up approval authority.
- Set up escalation for the workflow process.

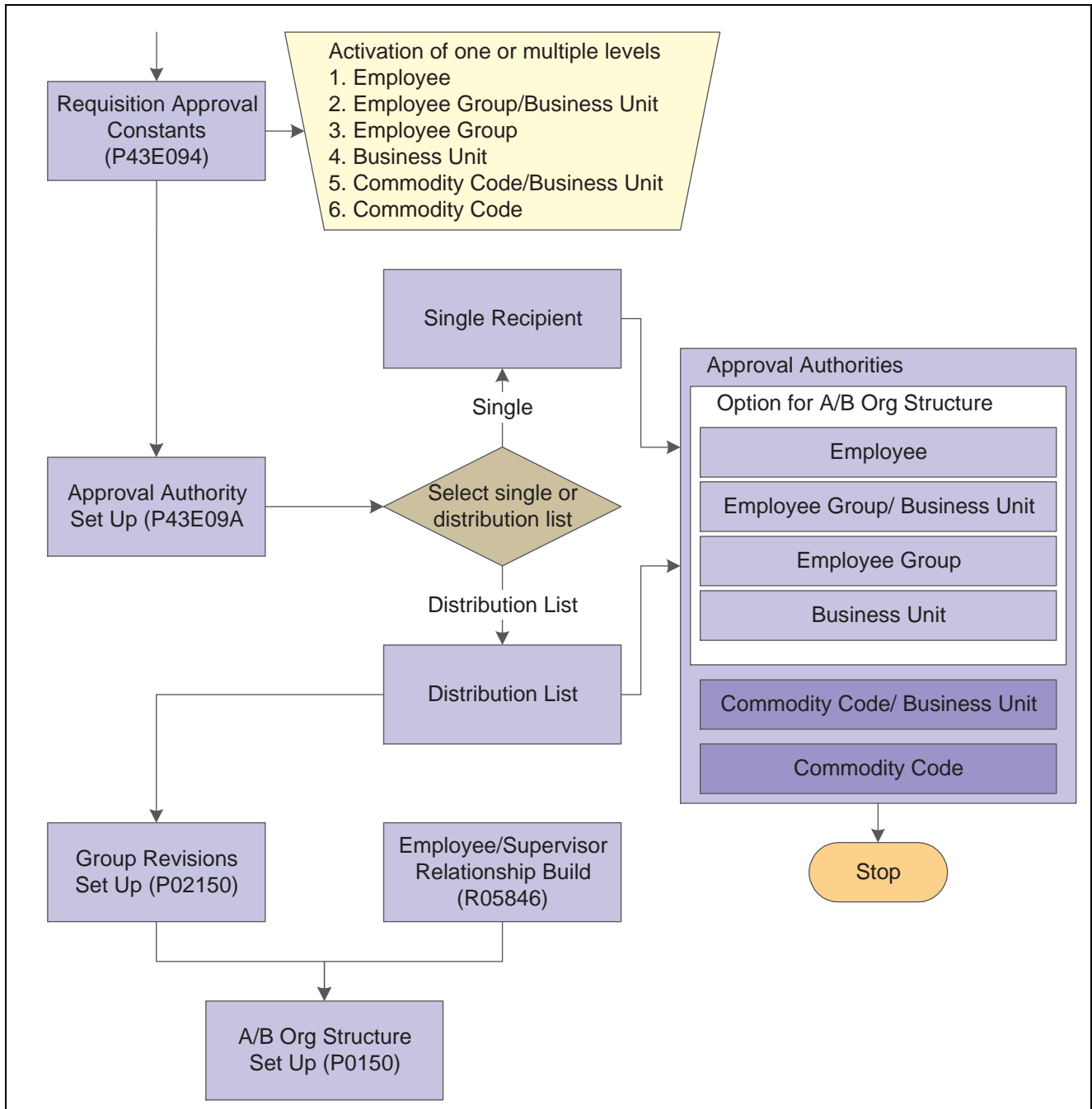
---

## Understanding Requisition Approval Workflow Setup

Using the Approval Authority Constants program (P43E094) in conjunction with the Approval Authority program (P43E09A), you can set up approval authority at varying levels of detail to meet the needs of your organization. For example, you can attach each employee to an approver or distribution list, or you can attach entire employee groups to approvers or distribution lists.

You first set up the Approval Authority constants; which determine the level at which the system should check for a specified approver or distribution list. After you set up the constants, you set up approval authority, which specifies the approver or distribution lists for each of the levels that you set up in the constants.

This diagram illustrates the workflow approval setup:



Approval workflow setup

After you set up workflow approval, the system sends messages to required approvers using either the Work Center, an email address, or both. You specify in the Address Book system to which location the system sends a message.

See *PeopleSoft EnterpriseOne Address Book 8.11 SPI PeopleBook*, “Entering Address Book Records,” Adding Electronic Addresses Information to Who’s Who Records.

**Note.** This chapter discusses the setup for approval workflow for only the Requisition Self Service system. If you want to use approval for the purchase orders created by this system, you must also set up approval in the Procurement system.

See *PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, “Processing Approvals”.

### **Escalation for Requisition Approval Workflow**

After setting up the Approval Authority constants and approval authority, you can set up escalation for requisition workflow approval. Escalations enable the system to send messages to additional approvers if the original approver does not process the requisition in a specified time frame. Setting up escalations is optional.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Workflow Tools*.

---

## **Setting Up Approval Authority Constants**

This section provides an overview of approval authority constants and discusses how to set up approval authority constants.

### **Understanding Approval Authority Constants**

Approval authority constants determine the level at which the system checks for an approver or distribution list for the requisition. Using the Approval Authority Constants program (P43E094), you can specify that the system checks for an approver or distribution list at the order level, the commodity line level, or both. At the order level, you can select any or all of these levels:

- Employee

The system verifies whether the employee on the requisition is attached to a specific approver or distribution list.

- Employee Group/Business Unit

The system verifies whether there is an approver or distribution list attached to the employee group and business unit to which the employee on the requisition belongs.

- Employee Group

The system verifies whether there is an approver or distribution list attached to just the employee group to which the employee on the requisition belongs.

- Business Unit

The system verifies whether there is an approver or distribution list attached to the business unit to which the employee on the requisition belongs.

At the line level, you can select either or both of the following:

- Commodity/Business Unit

The system verifies whether there is an approver or distribution list attached to the commodity and the business unit on the requisition line.

- Commodity

The system verifies whether there is an approver or distribution list attached to the commodity on the requisition line.

When the user clicks Submit on a requisition, the system accesses the Approval Authority constants. The system checks each option, in order, to see if they are selected, and then checks for an approver or distribution list for only those options that are selected. For example, the system first checks the Employee option. If the Employee option is not selected, the system then checks the Employee Group/Business Unit option. However, if the Employee option is selected, the system checks the approval authority to see if the employee on the requisition is attached to a specific approver or distribution list, and then sends the approval message to the specified approver or distribution list. If the employee on the requisition is not attached to a specific approver, the system then checks the next selected constant.

The system checks the approval authority constants at the order level first, and then sends an approval message to the approver or distribution list specified in the Approval Authority program. If the requisition is approved, the system then checks the constants at the line level to see if another approval message is required. For example, if an employee created a requisition for a new office chair, the requisition might require approval from a manager first, and then an additional approval from the buyer for that particular commodity might also be required. If the approval message generated at the order level is not approved, the system does not check the approval constants at the line level.

The system stores the approval authority constants in the F43E094 table.

**Note.** If an employee does not have a specific approver or distribution list and is not part of an employee group or business unit that has one, the system automatically approves the requisition. Therefore, you should verify that all employees needing requisition approval are attached to an approver or distribution list.

## Form Used to Set Up Approval Authority Constants

Form Name	FormID	Navigation	Usage
Manage Constants	W43E094B	Workflow Approvals (1/G43E31), Approval Authority Constants	Set up approval authority constants.

## Setting Up Approval Authority Constants

Access the Manage Constants form.

Active	Approvals Authority	Approvals Authority Level
<input checked="" type="checkbox"/>	01	Employee
<input checked="" type="checkbox"/>	02	Employee Group/Business Unit
<input checked="" type="checkbox"/>	03	Employee Group
<input checked="" type="checkbox"/>	04	Business Unit
<input checked="" type="checkbox"/>	05	Commodity/Business Unit
<input checked="" type="checkbox"/>	06	Commodity

Buttons: Save Changes, Close

Manage Constants form

**Active**

Select the constant for the levels for which you want the system to check for approvers or distribution lists.

---

## Setting Up Approval Authority

This section provides overviews of approval authority and employee groups and discusses how to:

- Set processing options for Approval Authority.
- Set up approval authority for a single approver.
- Set up approval authority for a distribution list.

### Understanding Approval Authority

You use the Approval Authority program to set up approvers or distribution lists for each level that you specified in the Approval Authority constants. The system enables you to set up approvers and distribution lists for only the levels that you activated in the Approval Authority Constants program. If you do not activate any of the approval authority constants, the system generates an error when you access the Manage Distribution List form.

#### Manage Single Recipient

The approval authority program contains a processing option, Form Display, that enables you to determine whether you assign single approvers or distribution lists to each level of authority. If you enter *1* in the processing option, the system displays the Manage Single Recipient form, and you can assign only single approvers to each level. You cannot assign distribution lists by using this form.

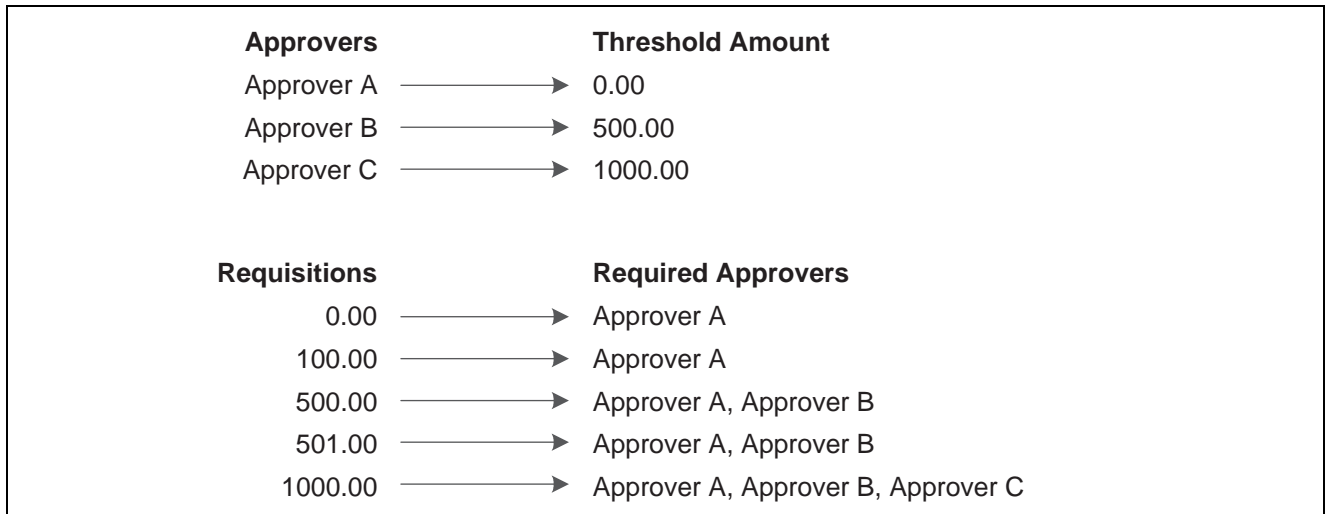
In addition to entering a single approver for the level of authority, you also enter an approval limit. This amount indicates the minimum amount for a requisition that requires approval. The system evaluates the amount that you enter as a greater-than or equal-to amount. Therefore, if you enter 100.00 USD as the approval limit, the system requires approval on all requisitions with an amount greater than or equal to 100.00 USD.

#### Manage Distribution List

If you leave the Form Display processing option blank, the system displays the Manage Distribution List form and you can assign only distribution lists to each level of authority. You cannot assign single approvers by using this form.

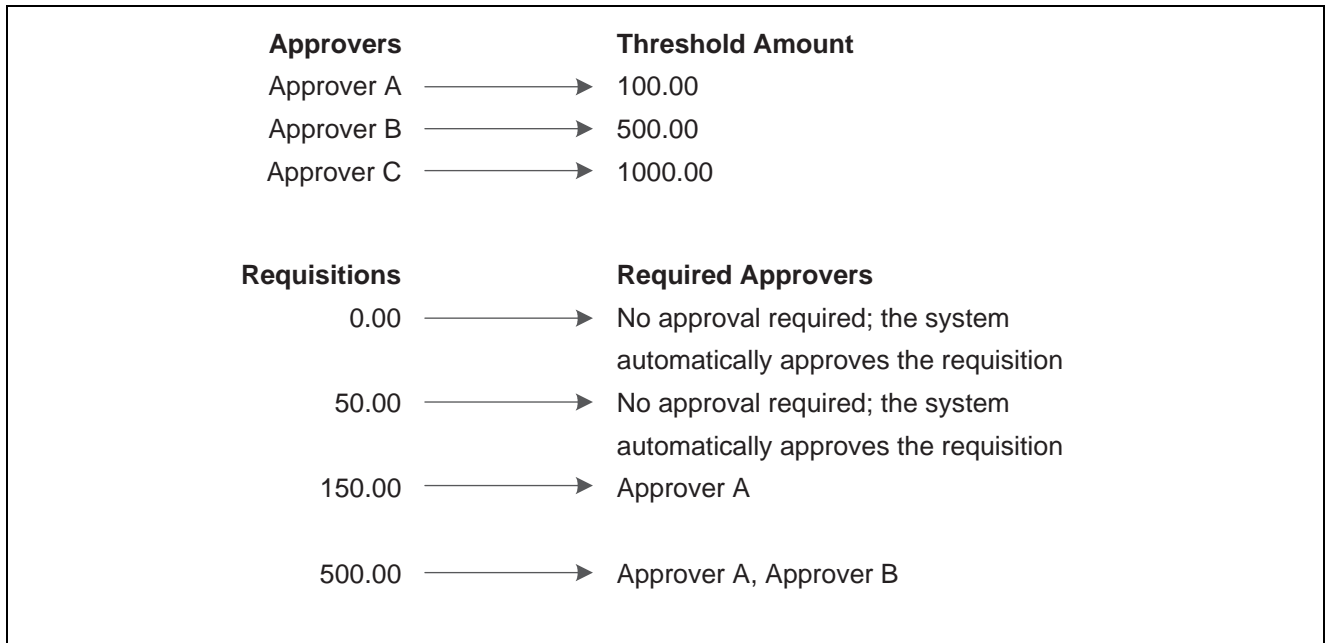
When you set up distribution lists, you set up the list of required approvers, and you also specify the threshold level and escalation information for each required approver. Depending on how you set up the threshold levels, you can require approval on all requisitions, or only those with a certain amount.

This diagram illustrates how the system would route approvals if you set up a distribution list so that approval is required on all requisitions, regardless of the amount:



Approval required for all requisitions

This diagram illustrates how the system would route approvals if you set up a distribution list so that approval is required, starting at a specified amount.



Approval required starting at a specified amount

The Threshold field is a greater-than or equal-to field, meaning that the system requires approval for any requisitions or requisition lines with amounts greater than or equal to the amount in the Threshold field. For example, if you enter *100.00* in the Threshold field, any requisition lines of 100.00 or more must be approved.

## Understanding Employee Groups

You can set up employee groups to attach to approvers and distribution lists so that you don't have to enter approval authority for each individual employee. To set up employee groups, you first create the groups and add them to user-defined code (UDC) table 43E/AA. You must also create address book records, using a search type of *M* for each group. After you have added the groups to UDC 43E/AA, you enter a group for each applicable employee by using the Employee Group Approvals field on the Additional 1 tab of the Address Book Revisions form.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*.

See *PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook*, “Entering Address Book Records”.

## Prerequisites

Before you complete the tasks in this section:

Create address book records for distribution lists and for approvers that you want to include in distribution lists.

See *PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook*, “Entering Address Book Records”.

Set up employee groups in UDC 43E/AA.

Add employees to employee groups.

See *PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook*, “Setting Up Parent/Child Relationships and Organizational Structures”.

## Forms Used to Set Up Approval Authority

Form Name	FormID	Navigation	Usage
Manage Distribution List	W43E09AA	Workflow Approvals (G43E31), Approval Authority	Set up approvers or distribution lists for each level for which you have set up constants.
Address Parent/Child Revisions	W0150A	Select Edit Distribution List on the Manage Distribution List form.	Set up distribution lists. Add or change threshold and escalation information.
Manage Single Recipient	W43E09AB	<ul style="list-style-type: none"> <li>Workflow Approvals (G43E31), Approval Authority</li> <li>Select Manage Single Recipient on the Manage Distribution List form.</li> </ul>	Set up only approvers for each approval authority. You cannot assign distribution lists to approval authority levels by using this form.

## Setting Processing Options for Approval Authority (P43E09A)

These processing options specify default values for using the Approval Authority program.

### 1. Form Display

Specify whether the system displays the Distribution List field. Values are:

**Blank:** Displays the Manage Distribution List form. This form allows you to enter only distribution lists for each level of authority.

**1:** Displays the Manage Single Recipient form. This form allows you to enter only approvers for each level of authority.

### 2. Enter the Version

Specify the version of the Organizational Structure Revisions program (P0150) to use when entering revisions for distribution lists. If you leave this processing option blank, the system uses version ZJDE0002.

## Setting Up Approval Authority for a Single Approver

Access the Manage Single Recipient form.

Approval Authority - Manage Single Recipient

Select Approval Authority: Employee

Employee (Order)

Employee	Employee Name	Approval Limit	Org. Chart	Approver	Approver Description
2006	Walters, Annette	100	<input type="checkbox"/>	6001	Allen, Ray

Buttons: Find, Save, Delete, Cancel

Manage Single Recipient form

Select the appropriate level of authority for which you want to set up an approver, using the Select Approval Authority field.



Click this button after selecting the approval level authority to display the subform that is associated with the authority level. Depending on the level selected, the system displays one or more of the fields described in this table.

### Employee

Enter the address book number of the employee for which you want to set up an approver.

### Approval Limit

Enter the minimum requisition amount that requires approval. This field is a greater-than or equal-to value.

### Org Chart (organizational chart)

Select this option if you want the system to use an existing organizational chart to determine the approver for the employee that you specify. If you select the Org Chart option, the organizational structure overrides any other approver setup that you create.

For the system to use this option, the employee must be included in a valid organizational structure in the Address Organization Structure Master table (F0150). The structure type must be *ES*, and the Authorization Required option must be selected for the structure. If you want to set up the organizational structure so that the system routes approvals based on monetary limits, you must set up threshold limits for employees under the supervisor's record.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Workflow Tools, "Creating a Workflow Process," Creating a Distribution List for Hierarchical Processing*

---

**Note.** The F0150 table must be mapped to the same datasource as the workflow tables.

---

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Configurable Network Computing Implementation*

**Approver**

Enter the address book number of the person to approve requisitions for the employee that you specified.

**Employee Group**

Enter the name of the group for which you want to attach an approver.

**Business Unit**

Enter the business unit for which you want to attach an approver. When you have selected *Employee Group/Business Unit* for approval authority, you must enter both an employee group and a business unit.

**Commodity**

Enter the commodity for which you want to attach an approver.

## Setting Up Approval Authority for a Distribution List

Access the Manage Distribution List form.

**Approval Authority - Manage Distribution List**

Cancel

Select Approval Authority: Employee

Employee	Employee Name	Org. Chart	Approver / Distribution List	Description	Structure Type	Structure Type Description
6002	Abbott, Dominique	<input type="checkbox"/>	7500	McDougle, Cathy	ES	Employee/Supervisor

Find Save Delete

[Manage Single Recipient](#)

Manage Distribution List form (1 of 2)

**Distribution List**

Distribution List: [ ] Structure Type: [ ]

No records fetched.

Group	Approver	Approver Name	Threshold	Beg Eff Date	End Eff Date	Escalation Hours	Escalation Minutes

Note: Associated data item must be "OTOT" in the Distribution List setup

Edit Distribution List Clear

Cancel

Manage Distribution List (2 of 2)



Click this button after selecting the approval level authority to display the subform that is associated with the authority level. Depending on the level selected, the system displays one or more of the fields described in this table.

**Employee**

Enter the address book number of the employee for which you want to attach a distribution list.

**Org Chart** (organizational chart)

Select this option if you want the system to use an existing organizational chart to determine the approver for the employee that you specify. If you select this option, the organizational structure overrides any other approver setup that you create.

For the system to use the Org Chart option, the employee must be included in a valid organizational structure in the Address Organization Structure Master table (F0150). The structure type must be *ES*, and the Authorization Required option must be selected for the structure. If you want to set up the organizational structure so that the system routes approvals based on monetary limits, you must set up threshold limits for employees by updating the supervisor's record.

See *EnterpriseOne Tools 8.95 PeopleBook: Workflow Tools, "Creating a Workflow Process," Creating a Distribution List for Hierarchical Processing*

---

**Note.** The F0150 table must be mapped to the same datasource as the workflow tables.

---

See *EnterpriseOne Tools 8.95 PeopleBook: Configurable Network Computing Implementation*

**Employee Group**

Enter the name of the group for which you want to attach a distribution list. You must enter a valid group from UDC 43E/AA.

**Business Unit**

Enter the business unit for which you want to attach a distribution list.

**Commodity**

Enter the commodity for which you want to attach a distribution list.

**Approver/Distribution List**

Enter the address book number of the distribution list to approve requisitions for the employee.

**Structure Type**

Enter *RSS*. *RSS* is the default structure type for distribution lists for requisition approval.

**Distribution List**

Click Edit Distribution List to add employees to the distribution list and to enter threshold and escalation information.

**Address Number**

Enter the address book number for each person in the distribution list.

**Threshold Value**

Enter the amount for which requisitions should require approval. This field is a greater-than or equal-to value.

**Escalation Hours**

Enter the number of hours that you want to elapse before the system escalates a requisition to the next approver in the distribution list for approval.

**Escalation Minutes**

Enter the number of minutes that you want to elapse before the system escalates a requisition to the next approver in the distribution list for approval.

<b>Remark</b>	Enter a remark to provide additional information for the threshold and escalation information.
<b>Begin Eff Date</b> (beginning effective date)	Enter the beginning date in a range of dates for which the threshold and escalation information is effective. The system uses the current year specified in the F0010 table for company 00000 as the default year.
<b>End Eff Date</b> (ending effective date)	Enter the ending date in a range of dates for which the threshold and escalation information is effective. The system uses the current year specified in the F0010 table for company 00000 as the default year.

---

## Setting Up Escalation for the Workflow Process

This chapter provides overviews of the workflow process for Requisition Self Service and escalation for workflow processes and discusses how to:

- Activate escalation for the APPROVEMSG Message task.
- Set up the To Recipient event rule.
- Set up the Cc Recipient event rule.
- Set up the Bcc Recipient event rule.
- Set up the Mailbox event rule.
- Set up the Subject event rule.
- Set up the Text event rule.
- Set up the Shortcut event rule.
- Set up the Message event rule.
- Set up the Media Object Name and Media Object Key event rules.
- Validate the workflow.

## Understanding the Workflow Process for Requisition Self Service

Requisition Self Service uses the workflow process, K43E08, to monitor and process approvals for requisitions. Requisition Self Service is delivered with K43E08 activated. Use the version of K43E08 provided. If you choose to create a new version, you must first deactivate the existing version. You must also replace the version name throughout the business functions used by the workflow process.

## Understanding Escalation for Workflow Processes

When you install Requisition Self Service, the K43E08 workflow process is activated; however, the escalation feature is not activated. The escalation feature allows for messages to be sent to additional approvers if the first and subsequent approvers do not respond in a specified amount of time.

---

**Note.** In addition to the time frames specified for escalation for this workflow process, the `jde.ini` file also contains a setting for the amount of time before a message is escalated. The `jde.ini` setting controls escalations for all other systems in PeopleSoft EnterpriseOne. Therefore, you must consider how each system is using escalations and enter the lowest time frame in the `jde.ini`. For example, if distribution lists for Payroll are set to escalate every three hours, but those in Requisition Self Service are set for every 30 minutes, you should set the `jde.ini` to escalate every 30 minutes to ensure that requisition approvals are escalated in the appropriate time frame. You must also consider the fact that the setting in the `jde.ini` file always overrides the setting for the K43E08 workflow process. Therefore, the `jde.ini` setting should be aligned with the escalation settings in the distribution lists.

---

Use these guidelines when activating escalation for K43E08:

- If you do not initially activate escalation, you must delete any existing workflow messages before activating escalation.

You use the Purge Completed Processes button on the Workflow Design form to delete existing messages.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Workflow Tools*.

- If one version of K43E08 is activated and you create and activate the new version, the system does not process workflow approvals correctly and generates errors.

If you decide to create a new version of K43E08, you must first deactivate the existing version.

## Activating Escalation for the APPROVMSG Message Task

Access Workflow Modeler.

1. Right-click the Message task, select Escalation, and then select Add and Attach.
2. On the Escalation Rules form, complete these fields:
  - Escalation Rule  
Enter a unique name for the escalation rule.
  - Description  
Enter a description for the escalation rule.

## Setting Up the To Recipient Event Rule

Access Workflow Modeler.

Parameter	Value
Recipient Type	WA szRecipientType
Address Book Number	WA mnPersonResponsible
Contact Number	WA mnContactNumber
Structure Type	WA szOrganizationTypeStructur
SMTP Address	WA szSMTPAddress

Define Recipient form

This form appears after you highlight the To Recipient parameter and then select *<Define Dynamic Recipient>* from the available objects on the System Functions form.

1. In Workflow Modeler, right-click the Message task and then select Event Rules from the menu.
2. On the System Functions form, highlight the To Recipient parameter and then select *<Define Dynamic Recipient>* from the available objects.
3. On the Define Recipient form, select *WA szRecipient* from the available objects for the Recipient Type field.
4. Select *WA mnPerson Responsible* from the available objects for the Address Book Number field.
5. Select *WA mnContact Number* from the available objects for the Contact Number field.
6. Select *WA szOrganization Type Structure* from the available objects for the Structure Type field.
7. Select *WA szSMTPAddress* from the available objects for the SMTP Address field.
8. Click OK to return to the System Functions form.

## Setting Up the Cc Recipient Event Rule

Access the System Functions form.

To set up the Cc Recipient event rule:

1. On System Functions, select *Cc Recipient* from the Parameters form.
2. From the available objects, select *<None>*.

## Setting Up the Bcc Recipient Event Rule

Access the System Functions form.

To set up the Bcc Recipient event rule:

1. On System Functions, select *Bcc Recipient* from the Parameters form.
2. From the available objects, select *<None>*.

## Setting Up the Mailbox Event Rule

Access the System Functions form.

To set up the Mailbox event rule:

1. On System Functions, select *Mailbox* from the Parameters form.
2. From the available objects, select *<Requisition Management>*.

## Setting Up the Subject Event Rule

Access the System Functions form.

To set up the Subject event rule:

1. On System Functions, select *Subject* from the Parameters form.
2. From the available objects, select *<Blank>*.

## Setting Up the Text Event Rule

Access the System Functions form.

To set up the Text event rule:

1. On System Functions, select *Text* from the Parameters form.
2. From the available objects, select *<Blank>*.

## Setting Up the Shortcut Event Rule

Access the System Functions form.

This is the fourth form that appears after the System Functions form.

Application Name : P43E82 Title : Requisition Approval  
Form Name : W43E82A Title : Approve Requisition  
Data Structure : W43E82A Version : ZJDE0001

Available Objects

- WA szReserve4
- WA szReserve3
- WA szReserve2
- WA szReserve1
- WA szOrganizationTypeStructur
- WA szCommodityCode
- WA szRequisitionDetailStatus
- WA szCostCenter
- WA szTransactionOriginator
- System Value
- SL Current Workflow Task

Data Structure

Value	Dir	Data Item
<NOT Assigned>	←	cCommentRequired
<NOT Assigned>	←	mnKeyValueSerialNu
SL Current Workflow T	→	szTaskAssignmentUni

Structure Notes Parameter Notes OK Cancel

Form Interconnections form

To set up the Shortcut event rule:

1. On System Functions, select *Shortcut* from the Parameters form.
2. From the available objects, select *<Define Active Message>*.  
The system displays the Work With Applications form.
3. On Work With Applications, enter *P43E82* in the QBE line above the Object Name field.
4. Click the Find button.
5. Select the object, *P43E82*.  
The system displays the Work With Forms form.
6. On Work With Forms, select *W43E82A*.  
The system displays the Work With Versions form.
7. On Work With Versions, select *ZJDE0001*.  
The system displays the Form Interconnections form.
8. On Form Interconnections, position the cursor on the *szTaskAssignmentUnique* data item.
9. From the available objects, select *SL Current Workflow Task*.
10. Click the Dir field so that the arrow points in the direction of the data item column.
11. Click the OK button to return to the System Functions form.

## Setting Up the Message Event Rule

Access the System Functions form.

This form appears after the System Functions form.

The screenshot shows the 'Text Substitution' dialog box. At the top right, there are radio buttons for 'Data Dictionary' (selected) and 'Template'. Below this, the 'Dictionary Item' field contains 'LM0024E' and a 'Find' button. The 'Description' field contains 'Req Approval Required &1'. The 'Glossary' field contains 'Requisition Approval Required' and 'ORDER: &1'. On the left, the 'Available Objects' list includes 'Special Values', '<Literal>', 'Workflow Key', 'WK mnLineNumber', 'WK szOrderSuffix', 'WK szCompanyKeyOrderNo' (highlighted), 'WK szOrderType', 'WK mnDocumentOrderInvoiceE', and 'Workflow Attributes'. On the right, the 'Parameters' table has two columns: 'Subst' and 'Value'. The first row contains '&1' and 'WK szCompanyKeyOrder'. At the bottom, there are 'OK' and 'Cancel' buttons.

Subst	Value
&1	WK szCompanyKeyOrder

Text Substitution form

To set up the Message event rule:

1. On System Functions, highlight the Message parameter, and then select *<Define Message>* from the available objects.

The system displays the Text Substitution form.

2. On Text Substitution, enter *LM0024E* in the Dictionary Item field.
3. Click Find.
4. From the available objects, select *WA szCompanyKeyOrderNo*.
5. Click OK to return to the System Functions form.

## Setting Up the Media Object Name and Media Object Key Event Rules

Access the System Functions form.

To set up the Media Object Name and Media Object Key event rules:

1. From the available objects, select *<None>* for the Media Object Name and Media Object Key fields.

2. Click OK.

## Validating the Workflow

Access the System Functions form.

The screenshot shows a window titled "System Functions" with a close button (X) in the top right corner. Below the title bar, it says "Current Function : Send Message Extended".

The main area is divided into two sections: "Parameter Mapping" and "Parameters".

**Parameter Mapping:**

- Available Objects:** A list of special values: <AB number>, <Contact>, <Grouped Distribution List>, <Hierarchical Distribution List>, <SMTP address>, <Define Dynamic Recipient>, and <None>.
- Parameters:** A table with two columns: "Data Item" and "Value".

Data Item	Value
To Recipient	<Define Dynamic Recipient>
Cc Recipient	<None>
Bcc Recipient	<None>
Mailbox	<Requisition Management>
Subject	<Blank>
Text	<Blank>
Shortcut	Call( App:P43E82 , Form:
Message	LM0024E
Media Object Name	<None>
Media Object Key	<None>

At the bottom right of the form, there are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon). At the bottom left, there is a label "Send Message Extended" and a globe icon.

System Functions form

To validate the workflow:

1. Click OK to save the event rules.
2. Click Save to return to the Workflow Design form.
3. On Workflow Design, click the Validate Workflow button.



# CHAPTER 6

## Entering Requisitions

This chapter provides overviews of requisition entry and the Requisition Entry Business Function Application and discusses how to:

- Enter a requisition by using the Shopping Cart program.
- Enter a requisition by using the Requisition Entry program.
- (Rapid Start CAN and USA) Request and enter requisitions.

---

### Understanding Requisition Entry

The Requisition Self Service system provides two programs for entering requisitions:

- Shopping Cart (P43E25)
- Requisition Entry (P43E10)

The Shopping Cart program is intended to be used by novice users to create requisitions, either for stock items, using the commodity structure, or for items such as office supplies, using Direct Connect. The Shopping Cart program contains only a few fields that the user must enter; and the system provides default information for most other fields, based on setup.

The Requisition Entry program is designed for more frequent users, such as buyers, and provides more fields and additional options for the requisition, such as flagging the item as a high priority or as a special request. The Requisition Entry program is also designed to allow direct entry of account information.

#### Using Direct Connect

Both the Shopping Cart and the Requisition Entry program use the Direct Connect feature. When you have set up your system and suppliers to use Direct Connect, users can connect from within the requisition entry programs directly to suppliers' websites to search for items. After users select items and check out from the site, the system returns the user to the requisition entry program and populates the requisition cart with the items that they selected. The user does not actually purchase items on the site; they simply select items to be added to the requisition cart. Therefore, the users's request can be processed within the Requisition Self Service system and is subject to proper approvals and editing before the items are actually purchased.

Users can add items from multiple websites to the same requisition cart. As users select items from suppliers' websites, the system adds records to the F43E20WF table. When the user submits the requisition, the system removes the records from the F43E20WF table and creates records in these tables:

- F43E01
- F43E11
- F43E20

See [Chapter 3, “Setting Up Direct Connect and Purchase Order Dispatch to cXML,” page 9.](#)

## Budget Checking and Commitments

Using the processing options for the Requisition Entry Business Function Application (P43E0001), you can specify that you want to perform budget checking once the user submits a requisition. If you activate budget checking, the system uses the same budget checking process as in the Procurement system.

If any line on the requisition does not pass budget checking, the entire requisition remains at a status of *Composing*, while the individual lines that did not pass are assigned a status of *Over Budget*. If the entire requisition does not pass, the system leaves the status of the requisition header at *Composing*. You can perform the following actions once the requisition and the individual lines are at this status:

- Request an additional budget amount.
- Change the account number on the requisition to one that has the necessary budget available.
- Change the version of the Requisition Entry Business Function Application (P43E0001) in the Requisition Entry program to one that does not have budget checking activated and submit the requisition again.

See [Chapter 6, “Entering Requisitions,” Understanding the Requisition Entry Business Function Application, page 59.](#)

If the requisition passes the budget, the system can create a commitment, both financial and inventory, if the system has been set up for commitments. The process for commitments also works the same as in the Procurement system

## See Also

*PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Working with Purchase Orders,” Working with Budgets

*PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up Purchase Order Commitments”

## Common Elements Used in This Section

### Extended Amount

Enter the amount, which is the number of units multiplied by the unit price. You can also use this field to enter a lump sum amount. If you enter a lump sum amount, do not enter a quantity. The system always displays the extended amount in the domestic currency so that this amount appears in the same currency as that in the Total Amount field.

### Item Number

Enter a number for the inventory item. The system provides three separate item numbers plus an extensive cross-reference capability to other item numbers (see data item XRT) to accommodate substitute item numbers, replacements, bar codes, customer numbers, supplier numbers, and so forth. The item numbers are:

- Item Number (short): An eight-digit, computer-assigned item number.
- 2nd Item Number: The 25-digit, free-form, user-defined alphanumeric item number.
- 3rd Item Number: Another 25-digit, free-form, user-defined alphanumeric item number.

<b>Item Description</b>	Verify the description associated with the item. The system uses the item description from the Item Master table (F4101). Enter a different description if you do not want to use the value from the F4101 table.
<b>Quantity</b>	Enter the number of units that you want to order. If you entered a lump sum in the Extended Amount field, do not enter a quantity.
<b>Supplier Number</b>	Enter the address book number of the supplier.
<b>Supplier Description</b>	Enter the associated description of the supplier number.
<b>UM (unit of measure)</b>	Enter the user-defined code (00/UM) that indicates the quantity in which to express an inventory item, for example: <i>CS</i> (case) or <i>BX</i> (box).
<b>Unit Price</b>	Enter the unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors that might modify the actual unit cost that you record when you receive the item. The system always displays this amount in the domestic currency.

---

## Understanding the Requisition Entry Business Function Application

The Shopping Cart and Requisition Entry programs both use a business function application to provide additional information for processing requisitions. The Requisition Entry Business Function Application (P43E0001) provides:

- Default values for fields such as Order Type, Line Type, Product, and Service Line Type.
- Processing information, such as whether the system should generate Post Before Cut Off (PBCO) and Post After Cut Off (PACO) warnings, and whether the system should validate the business unit on a requisition.
- Options for budget checking, such as budget ledger type and level of detail.

When you set up the processing options for a version of the Requisition Entry Business Function Application, you specify the version number in the processing options for the Shopping Cart and Requisition Entry programs. To access the processing options for the Requisition Entry Business Function Application, you use the Interactive Versions program.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*.

---

## Entering a Requisition by Using the Shopping Cart Program

This section provides an overview of the Shopping Cart program and discusses how to:

- Set processing options for Requisition Entry Business Function Application.
- Set processing options for the Shopping Cart program.
- Enter requisitions by using the Shopping Cart program.

## Understanding the Shopping Cart Program

The Shopping Cart program (P43E25) provides a simple, efficient means of entering requisitions. The Shopping Cart program displays the commodity structure so that a user can select a particular item or service by selecting a commodity. The program also contains a Product tab, which lists items from the Item Master table, and a Supplier tab, which lists preferred suppliers for a particular item. If any of the suppliers are set up for Direct Connect, the Supplier tab provides links to those suppliers' websites.

After you connect to a supplier's site, you select items directly on their site. When you return to the Shopping Cart program, the system loads the items that you selected into the shopping cart. You can then either click Submit, or you can connect to another supplier's site to continue shopping. Within one session, the system loads items from multiple suppliers into the same shopping cart. You can also add stock items to the shopping cart.

When you click Submit, the system displays the requisition number that it created and assigns the requisition a status of *Submitted*. If you have activated budget checking in the processing options for the Requisition Entry Business Function Application (P43E0001), the system performs budget checking after you click Submit. If errors occur during the requisition creation process, the system displays the Requisition Creation form and highlights the error, enabling you to correct the error and resubmit the requisition.

If your internet session times out before you click Submit, the system saves the contents of the shopping cart so that you do not have to re-create it.

## Prerequisites

Before you complete the tasks in this section:

Activate the Budget Checking processing option for the Requisition Entry Business Function Application program if you want to use budget checking.

See *PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, "Working with Purchase Orders," Working with Budgets.

Set up the system for commitment tracking if you want to create commitments.

See *PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, "Setting Up Purchase Order Commitments".

## Forms Used to Enter Requisitions by Using the Shopping Cart Program

Form Name	FormID	Navigation	Usage
Shopping Cart - Order Items	W43E25D	Daily Processing (G43E11), Shopping Cart	Create a requisition by using a stock item, or use Direct Connect to shop for items on suppliers' websites.
Requisition Confirmation	W43E25C	Click Checkout on the Shopping Cart - Order Items form.	Confirm that you want to create the requisition.
Direct Connect Setup Message	W43E23C	Click a supplier number on the Shopping Cart - Order Items form.	This message notifies you that Direct Connect information has not been set up for a supplier, so you cannot connect to the supplier's website.

## Setting Processing Options for Requisition Entry Business Function Application (P43E0001)

These processing options specify information for the system to use when processing requisitions.

### Defaults

1. **Order Type** Specify the default document type for the system to assign to requisitions. Enter a valid document type from user-defined code 00/DT.
2. **Service Line Type** Specify the default service line type for the system to assign to requisitions. This value specifies how the system processes lines on a transaction and is used only when you enter a requisition for a service. 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. The line type specified must have an inventory interface of *A* or *N* and the Edit Item Master for Non Stock option must be cleared in the Line Type Constants program (P40205).
3. **Product Line Type** Specify the default line type for the system to assign to requisitions. This value specifies how the system processes lines on a transaction and is used only when you enter a requisition for a product. 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. If you enter a valid item from the Item Master table, the system uses the default line type from the Item Branch or the Item Master table.
4. **Unit of Measure** Specify the default unit of measure for the system to assign to the requisition if you leave the Unit of Measure field blank. If you enter a valid item from the Item Master table on the requisition, the system uses the value that is specified in the Transaction Unit of Measure processing option for the unit of measure.
5. **Transaction Unit of Measure** Specify where the system locates transaction unit of measure information to use as the default during requisition entry. Values are:
  - I*: Uses the primary unit of measure from the F4101 table as the default for the transaction unit of measure.
  - Blank: Uses the purchasing unit of measure from the F4101 table. The transaction unit of measure directly relates to the number that you have entered in the Quantity field on the Requisition Entry form.
6. **Account Description** Specify which account description to use as the default for requisitions. Values are:
  - I*: Uses the business unit and the subsidiary (cost code header) as the default account description. Typically, the account is a nonposting header account. The object account is not used when the system retrieves the account description.
  - Blank: Uses the business unit, object, and subsidiary as the default account description.

### Processing

1. **Business Unit Validation** Specify how the system validates the branch/plant. Values are:

*I*: Validates the branch/plant against the F4101 table. If you are performing stock purchasing, enter *I* for this processing option. When you enter *I*, the system uses the address book number in the F4101 table as the default for the ship to address book number.

Blank: Validates the branch/plant against the F0006 table. 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 appears by default from the address book number in the F0006 table. You can access the F0006 table through the Revise Single Business Unit program.

## 2. PBCO Warning

Specify whether the system should generate a PBCO warning. The PBCO warning indicates that the G/L date for the requisition is in a period prior to the current period for the company specified on the requisition. However, if the Allow PBCO Postings option in the General Accounting Constants program is not selected, the system generates an error regardless of the value in this processing option. Values are:

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

Blank: Compares the G/L date on the requisition to the current period in the F0010 table for the company and business unit specified on the requisition. If the G/L date for the requisition is in a period prior to the current period for the company, the system generates a PBCO warning. The warning ensures that you are not recording purchases in a prior general accounting period.

## 3. PACO Warning

Specify whether the system should generate a PACO warning. The PACO warning indicates that the G/L date for the requisition is in a period that falls after the current or next period. Values are:

*I*: Do not generate.

Blank: Generate. The system compares the G/L date on the requisition to the current period in the F0010 table for the company on the requisition. If the G/L date falls outside of the current or next period, the system generates a PACO warning.

## 4. Edit Supplier Master

Specify whether the system validates the supplier number against the F0401 table. Values are:

*I*: Do not validate.

Blank: Validate.

## 5. Financial AAI

Specify whether the system should use financial automatic accounting instructions (AAIs) or distribution AAIs. Values are:

*I*: Use distribution AAIs.

Blank: Use financial AAIs, specifically the CD, CT, CR AAIs. If you leave this processing option blank, the system verifies that the account number on the requisition falls within the allowable account ranges specified in the CD, CT, and CR AAIs.

## 6. Project/Job Validation

Specify how the system should validate the header business unit and the account business unit on the detail line. Values are:

Blank: Allows the account business unit on the detail line to be different from the header business unit.

1: Generates a warning if the account business unit on the detail line and the header business unit are different.

2: Generates an error if the account business unit on the detail line and the header business unit are different.

3: Issues an error if the job (account business unit on the detail line) does not belong to the project (header business unit). A project number is assigned to a job in the Business Unit Master (F0006). If you enter 3 in this processing option, the system verifies that the Project Number field in the F0006 table for the business unit in the detail line has the same number as the header business unit on the requisition.

---

**Note.** A business unit description may be displayed as Branch/Plant, Project, Job, or Business Unit.

---

## Budget

### 1. Activate Budget Checking

Specify whether to activate budget checking. If you activate budget checking, the system compares the actual amount (amount listed in the AA ledger) plus commitments (amount listed in the PA ledger) to the budget ledger specified in the Budget Ledger Type processing option to determine if the amount for a detail line is over budget. If a detail line exceeds the budget for an account, the system prevents the requisition from being submitted for approval and changes the status of the line to *Over Budget*. Values are:

Blank: Do not activate.

1: Activate.

### 2. Budget Ledger Type

Specify the ledger type for the system to use when performing budget checking. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you specify a budget ledger type, the system performs budget checking only for that budget ledger type. If you leave this processing option blank, the system performs budget checking on all budget ledger types specified in the Ledger Type Master Setup program (P0025).

### 3. Level of Detail

Specify the default value (3 through 9) for the level of detail (LOD) that the system uses during the budget checking process. If you leave this processing option blank, the system uses a default value of 9. When performing budget checking, the system uses the value specified in this processing option in conjunction with the LOD on the account number entered on the requisition as follows:

If the account number on the requisition has the same LOD as the value specified in this processing option, the system performs budget checking against only the account number on the requisition.

If the account number on the requisition has an LOD that is different from the value specified in this processing option and the LOD is lower than the LOD specified in this processing option, the system searches the F0901 table for the account number that has an LOD that matches the value specified in this processing option.

- 4. Budget Total Method** Specify the method for the system to use to calculate the budget. If you leave this processing option blank, the system uses the job cost budget calculation method. Values are:
- 1*: Uses the job cost budget calculation method (original budget + period amounts for the current year + prior year postings).
  - 2*: Uses the standard financial budget calculation method (sum of period amounts for the current year).
  - 3*: Uses the standard financial spread calculation method (original budget + period amounts for the current year).
- 5. Period Accumulation Method** Specify the time period that the system uses when accumulating the budget. Values are:
- Blank: Use the total annual budget to accumulate the budget.
  - 1*: Accumulate the budget through the current period.
- 6. Tolerance Percentage** Specify the percentage by which the detail line amount can exceed the budget before the system places the order on budget hold.
- 7. Budget Accumulation Level of Detail** Specify whether the system uses the value specified in the Level of Detail processing option to accumulate budget amounts. Values are:
- Blank: Use the value specified in the Level of Detail processing option.
  - 1*: Accumulate budget amounts starting from the level of detail specified on the requisition order detail line up to the value for the Level of Detail processing option.
- 8. Exclude Subledger/Type** Specify whether the system excludes the subledger and subledger type when validating the budget information. Values are:
- Blank: Include.
  - 1*: Exclude. The system calculates the total of budgets for all subledgers for the detail line account to determine whether the line exceeds the budget.
- 9. Job Cost Account Sequence** Specify the job cost account sequence that the system uses for budgeting. Values are:
- Blank: Uses the standard account sequence (for example, cost center, object, and subsidiary).
  - 1*: Uses the job cost sequence (for example, job, cost code, and cost type).

## Setting Processing Options for Shopping Cart (P43E25)

The processing options for the Shopping Cart program provide the system with default versions to use when accessing additional programs from within the Shopping Cart program.

### Versions

- 1. Enter version for P43E15 Requisition Inquiry program** Specify a version of the Requisition Inquiry program for the system to use. The system accesses the Requisition Inquiry program when encountering problems with processing the requisition. For example, if budget checking is activated and the requisition does not meet the budget requirements, the user can correct the requisition by using the Requisition Inquiry program.

**2. Enter version for Requisition Entry business function**

Specify a version of the Requisition Entry Business Function application (P43E0001) for the system to use when processing requisitions entered using the Direct Connect Shopping Cart program. The Requisition Entry Business Function application provides the system with default information for requisitions and with additional information for processing requisitions.

## Entering Requisitions Using the Shopping Cart Program

Access the Shopping Cart - Order Items form.

Shopping Cart - Shopping Cart - Order Items

Requested By: Annette Walters

Buttons: Submit, Cancel, Submitted Requisitions

Tree View:

- Commodity Structure
  - Advertising - Corporate
  - Bicycle Products
  - Janitorial Services
  - Office Items
    - Office Furniture (Selected)
    - Office Supplies
    - Unknown

Products | Suppliers

Records 1 - 3		
Item Number	Item Description	
<input type="radio"/> OF8050	DESK	
<input checked="" type="radio"/> OF8060	ROLLING CHAIR	
<input type="radio"/> OF8065	DESK LAMP	

Buttons: Add To Cart, Advanced Search

Shopping Cart - Order Items form (1 of 2)

Records 1 - 2						
Item Description	Quantity	Unit Of Measure	Currency Code	Unit Cost	Extended Amount	
<input type="checkbox"/> ROLLING CHAIR	1.00	EA	USD	89.0000	89.00	

Buttons: Delete, Save, Submit, Cancel, Submitted Requisitions

Total Amount: 89.00

Shopping Cart - Order Items form (2 of 2)

**Quantity**

Enter the quantity for the items in the shopping cart. You can change this value after selecting items from the supplier’s website. If you are entering a requisition for which a lump sum is used, for example, a service, do not enter a quantity.

---

## Entering Requisitions by Using the Requisition Entry Program

This section provides overviews of the Requisition Entry program, G/L class code assignment, and discusses how to:

- Set processing options for Requisition Entry.
- Enter requisitions by using Requisition Entry.
- Enter requisition details.

### Understanding the Requisition Entry Program

Whereas the Shopping Cart program provides a simple and efficient means for users to order items such as office supplies, the Requisition Entry program (P43E10) provides the ability to enter different types of requisitions in a variety of ways, including:

- Requisition entry using a G/L account number.

If you know the G/L account number for the requisition, you can enter the account number instead of choosing a commodity. If the account number is associated with a commodity, the system retrieves that commodity and populates the Commodity field for you. Use the processing options for the Requisition Entry program to specify how the system displays the account number field. You can choose from three formats:

- Standard account number, displayed as one field.
- Job cost sequence, displayed as three fields.
- Standard account number, displayed as three separate fields.

- Requisition entry without details.

You can enter the header information for a requisition, such as the description, but enter the details for the requisition at a later time. The requisition remains at a status of *Composing* until you complete the details and then submit it for approvals. The system does not save any line default information that you enter; you must reenter it when you complete the entire requisition.

---

**Note.** For this type of requisition, the system creates a temporary detail record in the F43E11 table that you cannot view using the Requisition Entry program. After you add requisition detail lines, the system removes the temporary detail record from the F43E11 table.

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- Requisition with multiple suppliers.

You can select items from multiple suppliers on the same requisition. When you use the Requisition Expeditor program (P43E060) or the Requisition Consolidation to PO program (R43E060) to create purchase orders for requisitions with multiple suppliers, the system creates as many purchase orders by supplier as necessary.

- Requisition entry for a high priority item.

If you need to receive an item quickly, you can select the High Priority option for your requisition. Buyers can filter their search in the Requisition Expeditor program (P43E060) to process such requisitions before others.

- Requisitions for special requests.

If you need to request an item for which you do not have a supplier or item number, click the Special Request option, which directs the system to disable editing for the requisition. For a special request requisition, the system requires only a description; and the requisition remains at a status of *Composing* until you resolve and submit the requisition for approvals. If you enter a commodity for the requisition, the system then alerts the buyer attached to that commodity. If you do not enter a commodity, the system alerts the buyer attached to the *Unknown* commodity, if one is attached. If the *Unknown* commodity is not attached to a buyer, the system does not route the requisition for approval.

After researching special requests, use the Edit Details form to resolve the requisition by entering the necessary information, and then clear the Special Request option. When you clear the Special Request option, the system performs editing on all fields, so you must enter all necessary information before you clear the option. You can then submit the requisition for approvals.

- Requisitions with multiple account distribution.

Using the Edit Details form, you can distribute the amount for the requisition to several accounts. For example, you can distribute the expense for window cleaning to all affected departments. You can enter multiple account distributions only for requisitions with a line type that has an inventory interface of *A* or *B*.

As in the Shopping Cart program, the Requisition Entry program displays the commodity structure, from which you can choose the commodity for the item or service that you are requesting. If the commodity is attached to an item, the system displays a list of items from which to choose in the Choose Item or Supplier subform. If a commodity is attached to specific suppliers, the system displays the suppliers in the same subform. You can also enter the commodity directly into the field, and the system displays the associated items or suppliers in the Choose Item or Supplier subform.

The Requisition Entry program enables you to connect to suppliers' websites to shop for items using Direct Connect. You connect to suppliers' websites by clicking the supplier number. After you click a supplier number, the system populates the Supplier Number field for you and connects you to their website.

You might have suppliers attached to a commodity that are not set up for Direct Connect. If you click a supplier that is not set up for Direct Connect; the system displays a message notifying you that it has not been set up, and then populates the Supplier Number field for you.

The Requisition Entry program enables you to add additional text for the requisition for situations where you need to provide justification or an explanation for the requisition. Click the Justification field to enter free-form text for the requisition. When the requisition is submitted for approval, the approver can view the text at the header and detail level of the requisition.

After you have determined which items you want to request, click the Add to Cart field. The system adds the items to the Requisition Cart subform. When the items are in the requisition cart, you can use the Edit Details form to add or change information for the details lines, and then click Submit. When you click Submit, the system displays the requisition number and assigns the requisition a status of *Submitted*. If errors occur during the requisition submit process, the system highlights the error(s), enabling you to correct the requisition and submit it again.

If you have activated budget checking in the processing options for the Requisition Entry Business Function Application, the system performs budget checking.

You can click Save for Later if you are not ready to submit the requisition. The system stores the requisition in the F43E11 table. However, the system does not perform budget checking or send the requisition through workflow approvals. The requisition remains at a *Composing* status.

## Understanding G/L Class Code Assignment

Depending on the information that you enter on the requisition, the system obtains the G/L class code from different sources. The system uses this hierarchy when obtaining the G/L class code:

1. If you enter an item number, the system uses the G/L class code from the item location record.
2. If the item location record does not have a G/L class code, the system uses the G/L class code from the item branch record.
3. If the item branch record does not have a G/L class code, the system uses the G/L class code on the item master record.
4. If you have not entered an item number, but have entered a commodity, the system uses the G/L class code for the commodity.
5. If the G/L class code for the commodity is blank, the system uses the line type on the commodity and retrieves the G/L class code from the line type constants.
6. If the commodity on the requisition is *UNKNOWN*, the system uses the line type specified in the processing options for the Requisition Entry Business Function Application, as the line type for the *UNKNOWN* commodity is blank.

Using the line type specified in the processing options, the system retrieves the G/L class code from the line type constants.

7. If the Line Type processing option is blank, the system uses the data dictionary default values for line type (value for the LNTY field is *S* and the value for RLNTY is *N*) and retrieves the G/L class code from the line type constants.

---

**Note.** If you are using a line type with an inventory interface, the system determines which AAI to use as follows:

If the inventory interface is set to *Y* or *C*, the system uses the 4310 AAI.

If set to *B*, the system uses the 4315 AAI.

If set to *A*, the system uses the 4318 AAI.

---

## Prerequisites

Before completing the tasks in this section:

Set up the commodity structure.

See [Chapter 4, “Setting Up the Commodity Structure,” page 25](#).

Set up workflow approvals.

See [Chapter 5, “Setting Up Requisition Approval Workflow,” page 39](#).

Set the processing options for the Requisition Entry Business Function Application program.

See [Chapter 6, “Entering Requisitions,” Setting Processing Options for Requisition Entry Business Function Application \(P43E0001\), page 61](#).

Activate the Budget Checking processing option for the Requisition Entry Business Function Application program if you want to use budget checking.

See *PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, “Working with Purchase Orders,” Working with Budgets.

Set up the system for commitment tracking if you want to create commitments.

See *PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, “Setting Up Purchase Order Commitments”.

## Forms Used to Enter Requisitions by Using the Requisition Entry Program

Form Name	FormID	Navigation	Usage
Add Requisitions	W43E10A	Daily Processing (G43E11), Requisition Entry	Add requisitions.
Delete Confirmation	W43E10B	Click Delete on the Add Requisitions form.	Confirm that you want to delete the requisition.
Delete Line Confirmation	W43E10D	Click Delete on the Requisition Cart subform.	Confirm that you want to delete a line from the requisition.
Direct Connect Setup Message	W43E23C	Click a supplier on the Add Requisition form.	Confirm that Direct Connect is not set up for the supplier.
Edit Requisition Details	W43E10	Click Edit on the Add Requisition form.	Resolve special request requisitions Add details, such as account distribution, to a requisition

## Setting Processing Options for Requisition Entry (P43E10)

These processing options provide additional information for the system to use when processing requisitions.

### Display

**1. Suppress Canceled Lines** Specify whether the system should suppress canceled lines. Values are:

Blank: Do not suppress.

*I*: Suppress.

---

**Note.** If you create requisition lines and then cancel the lines in the same session of the Requisition Entry program, the system does not create records for them in the Requisition Detail table; therefore, such records do not appear upon re-inquiry.

---

**2. Account Display**

Specify how the system displays the Account Number field on the Requisition Entry form. Values are:

Blank: Displays the standard account number, third account number, account ID, or the speed code, depending on the first character that the user enters. You specify in the General Accounting constants the correlation between special characters and account number formats.

*I*: Displays the job cost sequence. For example, the system displays job, cost code, and cost type, and displays the fields separately.

*2*: Displays the standard sequence. For example, the system displays business unit, object account, and subsidiary, and displays the fields separately.

**3. Cost Protection**

Specify whether the system protects the product cost fields. Values are:

*I*: Disables the product cost fields.

Blank: Enables the product cost fields.

#### 4. Business Unit Display

Specify the description that the system displays for the Business Unit field. Depending on the value that you specify, the system displays applicable field descriptions for other fields. Values are:

Blank: Displays the description, *Branch/Plant*, and displays field descriptions applicable to Procurement.

1: Displays the description, *Job*, and displays field descriptions applicable to Subcontracts.

2: Displays the description, *Project*, and displays field descriptions applicable to Subcontracts.

3: Displays the description, *Business Unit*, and displays field descriptions applicable to Procurement.

### Versions

#### 1. P43E0001 Version

Specify the version of the P43E0001 that the system uses.

## Entering Requisitions by Using Requisition Entry

Access the Add Requisition form.

**Requisition Entry - Add Requisition**

Requisition Number: 1012 OR 00001      Order Status: Composing

Submit    Save For Later    Cancel    Delete Order

**Requisition**    Line Defaults

Requested By: 5961687    Annette Walters    [Justification](#)

Branch/Plant: 1    Financial/Distribution Company

Title: Office supplies request    Order Total: 1.49

**Products**    Services

- Product Commodities
  - Bicycle Products
  - Office Items
    - Office Furniture
    - Office Supplies**
  - Unknown

Commodity: SUPPLIES    Office Supplies

Item Number:     Special Request

Description:     High Priority

Unit Cost:   

Quantity:   

UoM:   

Supplier:   

G/L Date: 08/04/05

**Add To Cart**    Item was added to the cart

Add Requisition form (1 of 2)

**Choose Item or Supplier**

Commodity: SUPPLIES Office Supplies

Item Number	Item Description
OS8000	Pens
OS8010	Pencils
OS8015	Legal Pads
OS8020	Copy Paper

Supplier Number	Supplier Description
No records fetched.	

**Requisition Cart**

Description	Quantity Ordered	Tr. UoM	Extended Amount	Line Status
Pens	1	EA	1.49	COMPOSING

Buttons: Edit, Delete, Submit, Save for Later, Cancel, Delete Order

Add Requisition form (2 of 2)

## Requisition

Select the Requisition tab to enter a title for the requisition and to enter justification information.

### Requested By

The system populates this field with the user ID of the person signed on to the system.

### Job, Branch/Plant, Project, and Business Unit

Displays one of these field descriptions depending on the value you specify in the Business Unit Display processing option for the Requisition Entry program. This field represents the business unit for an account number, and the system retrieves the default value for this field

To determine the default value for this field, the system first checks to see if a default location has been set up in the Default Location & Printers program (P400951) for the user ID in the Requested By field. If one is set up, the system uses this value as the default. If one is not set up, the system then checks the Business Unit field on the Address Book master record for the user ID in the Requested By field and uses that value.

### Title

Enter a title for the requisition. You can enter up to 30 alphanumeric characters.

### Justification

Click this field if you want to enter additional information for the requisition.

## Line Defaults

Select the Line Defaults tab to enter information that the system uses as default values for requisition lines. The system does not store these values at the header level for the requisition, as the values are used only to provide default information for requisition lines.

### Order Date

Enter a date if you want to use a date other than the default, which is the current date.

**Requested Date** Enter a date by which you want to receive the item. You must enter a date that falls after the value specified in the Order Date field.

**Ship To** Enter the address number of the location to which you want to ship the order. The address book provides default values for customer address, including street, city, state, zip code, and country. The system uses the ship to address specified in the Branch Plant Constants as the default value. If the ship to address in the Branch Plant Constants is blank, the system uses the value specified in the Business Unit Master table (F0006).

## Products

Select the Products tab to enter information for a product requisition.

**Commodity** Enter a commodity or allow the system to populate this field with the value you select from the commodity structure.

**Item Number** Enter the item number for the item you are ordering. If you selected an item from the Choose Item or Supplier subform, the system populates this field with the value you selected. If you enter a value in the Commodity field and the commodity has an item associated with it, you can override the item associated with that commodity.

**Description** Overrides the description for the item you selected.

**Unit Cost** Enter the unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors that might modify the actual unit cost that you record when you receive the item. This amount is always displayed in the domestic currency so that it appears in the same currency as that in the Total Amount field.

**Quantity** Enter the quantity for the item that you are ordering. If you are entering a lump sum order, do not enter a quantity.

**UoM (Unit of Measure)** Enter a user-defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).

**Supplier** Enter the supplier number for the product. If you selected a supplier from the Choose Item or Supplier subform, the system populates this field with the value you selected.

**G/L Date** Enter a date to identify the financial period to which the transaction is to be posted. The system uses this date when performing budget checking and when creating commitments.

**Special Request** Select this option if this item does not have an item or account number associated with it. If you select this option, the system disables all editing for the requisition and alerts the buyer. The system does not submit the requisition, and all lines within the requisition are not processed.

**High Priority** Select this option to indicate that the buyer should expedite the requisition. The buyer can search on requisitions with this option selected when reviewing requisitions in the Requisition Inquiry program (P43E15).

## Services

Select this tab to enter information for a services request.

- Extended Price** Enter the extended price, which is the number of units multiplied by the unit price.
- Supplier** Enter the number of the supplier for the service. If you selected a supplier from the Choose Item or Supplier subform, the system populates this field with the value you selected.
- Account Number, Job, Cost Code, Cost Type, Business Unit, Object Account, and Subsidiary** Displays one of three formats for the account number depending on the value you specified in the Account Display processing option for the Requisition Entry program.  
Enter the account number associated with the service. If you enter an account associated with a commodity, the system populates the Commodity field with the related commodity.
- G/L Date** Enter a date to identify the financial period to which the transaction is to be posted. The system uses this date when performing budget checking and when creating commitments.

### Requisition Cart

Click Add to Cart to populate this subform.

- Quantity Ordered** Use this field to change the quantity for individual requisition lines.
- Tr. UoM (transaction unit of measure)** Use this field to change the unit of measure for individual requisition lines.
- Extended Amount** Use this field to change the extended amount for individual requisition lines. Enter the amount, which is the number of units multiplied by the unit price. You can also use this field to enter a lump sum amount. If you enter a lump sum amount, do not enter a quantity. The system always displays the extended amount in the domestic currency so that this amount appears in the same currency as that in the Total Amount field.

## Entering Requisition Details

Access the Edit Requisition Details form.

**Edit Requisition Details** [ ? ] [ X ]

Requisition Number: 1013 OR 0001      Status: *Composing*

Save and Close      Cancel

Type: <i>Service</i>		<a href="#">Justification</a>	
Item Number	<input type="text"/>	Quantity	<input type="text" value="1"/>
Description	<input type="text" value="place ad in local newspaper"/>	UoM	<input type="text" value="EA"/>
Description 2	<input type="text"/>	Unit Cost	<input type="text"/>
Commodity	<input type="text" value="NEWSPAPER"/>	Extended Price	<input type="text"/>
Supplier	<input type="text"/>	Order Date	<input type="text" value="08/04/05"/>
Supplier Item Number	<input type="text"/>	Requested Date	<input type="text"/>
Buyer Number	<input type="text"/>	<input type="checkbox"/> High Priority	
Ship To	<input type="text" value="1"/> <i>Financial/Distribution Company</i>	<input type="checkbox"/> Special Request	

Edit Requisition Details form (1 of 2)

▼ Account Distribution

Distributed by	<input type="text" value="Percentage"/> <span style="float: right; font-size: 0.8em;">▶▶</span>	Percentage	100.0000	Distributed	Remaining
		Quantity	1		
		Amount			

Records 1 - 3


	Account Number	G/L Date	Distributed Percentage	Distributed Amount	Distributed Quantity	Account Description	Quantity Override	Business Unit
<input type="radio"/>	9.8605	07/05/05	50.0000			1 Advertising	<input type="checkbox"/>	
<input type="radio"/>	30.8605	07/05/05	50.0000			Advertising	<input type="checkbox"/>	
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Zero Distribution
Delete

Save and Close
Cancel

Edit Requisition Details form (2 of 2)

- Description 2**                      Enter additional text for the description of the requisition.
- Supplier Item Number**            If you selected items from a supplier using Direct Connect, the system populates this field with the item number from the supplier’s system. You can change the value in this field.
- Buyer Number**                      Enter or change the buyer number.
- Ship To**                                Enter or change the ship to address.
- Order Date**                          Use this field to change the order date.
- Requested Date**                    Use this field to change the requested date.
- High Priority**                        Select or clear this option.
- Special Request**                    Select or clear this option. If you are resolving a special request, you must enter values in all other required fields before clearing this option. The system performs editing on all fields after you clear this option, so if you have not entered required values, the system generates errors.
- Distributed by**                      Select a method by which to distribute the amount. Based on the value you select, the system enables and disables the related fields. Values are:

  - Percentage:* Distribute the amount for the requisition by percentage.
  - Fixed Amount:* Distribute the amount for the requisition by dollar amount.
  - Fixed Quantity:* Distribute the amount for the requisition by units. The system does not enable this field if you entered a lump sum amount.
-                       Click this button after you select a method for distribution to display the related fields.
- Account Number**                    Enter the account number to which you want to distribute an amount.
- G/L Date**                              Enter the G/L date for the accounting period to which you want to post the journal entry.

<b>Distributed Percentage</b>	Enter a distribution percentage for the account specified.
<b>Distributed Amount</b>	Enter a distribution amount for the account specified.
<b>Distributed Quantity</b>	Enter a distribution quantity for the account specified.
<b>Save and Close</b>	Click this button when you are finished entering detail for your requisition. You must then click the Submit button on the Add Requisition form. If you do not submit the requisition, the system does not save your requisition in the F43E11 table.

## (Rapid Start CAN and USA) Entering Requisitions

This section discusses:

- How to enter requisitions.
- Preconfigured processing options for Canada and United States Requisition Entry (P43E10).

### Entering Requisitions

This table lists the tasks for entering requisitions:

Task	Navigation	Program and Version	Preconfigured Data
Enter requisitions.	Requisition Self Service, Enter Requisition	P43E10/RIS0001	<ul style="list-style-type: none"> <li>• Document Type: OU</li> <li>• Service Line Type: J = Charge to G/L Account</li> <li>• Product Line Type: S = Stocked Item</li> </ul>

Data reports provide additional information about data that has been preconfigured for Rapid Start.

See *PeopleSoft EnterpriseOne Rapid Start Fundamentals 8.11 SPI PeopleBook*, “(CAN and USA) Rapid Start Data Reports”.

### Preconfigured Processing Options for Canada and United States Requisition Entry (P43E10)

These processing options describe the values that are preconfigured for version RIS0001.

#### Display

Processing Option Description	Value or Status
1. Suppress Canceled Lines	blank
2. Account Display	2

Processing Option Description	Value or Status
3. Cost Protection	blank
4. Business Unit Display	3

**Versions**

Processing Option Description	Value or Status
1. P43E0001 Version	RIS0001

**See Also**

Chapter 6, “Entering Requisitions,” Setting Processing Options for Requisition Entry (P43E10), page 69

## CHAPTER 7

# Reviewing and Approving Requisitions

This chapter discusses how to:

- Review and revise requisitions
- Approve and reject requisitions

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## Reviewing and Revising Requisitions

This section provides an overview of reviewing and revising requisitions and discusses how to:

- Set processing options for Requisition Inquiry.
- Review requisitions.
- Review requisition details.

## Understanding Reviewing and Revising Requisitions

The Requisition Inquiry program (P43E15) enables managers, buyers, and originators to review requisitions and determine what actions must be taken for them. If you need to revise a requisition, select it and click Edit on the View Requisition form, and the system displays the Add Requisition form for you to revise fields as necessary. If you make any changes to the requisition, you must resubmit the requisition for approvals.

The default view for the View Requisitions form is to display all requisitions for the originator signed on to the system. However, you can narrow the search by entering a buyer number, commodity, supplier, or a range of requisition dates. Within a search, you can also filter by:

- Requisitions at a status of Composing, Submitted, Completed, or Canceled.
- Requisitions that have been flagged as special requests.
- Requisition lines with errors.
- Requisitions that have been flagged as high priority.

You can also review the approval route for requisitions.

## Forms Used to Review and Revise Requisitions

Form Name	FormID	Navigation	Usage
View Requisitions	W43E15A	Daily Processing (G43E11), Requisition Inquiry	Review Requisitions
Requisition	W43E82B	Click Review Approvals on the View Requisitions form.	Review the approval route for requisitions.
View Requisition Details	W43E10C	Click the value in the Description field in the Requisition Detail subform on the View Requisitions form.	Review additional details for the requisition, such as account distribution.
Add Requisition	W43E10A	Click Edit on the View Requisitions form.	Revise requisitions.

## Setting Processing Options for Requisition Inquiry (P43E15)

These processing options determine default processing information for viewing requisitions.

### Defaults

- 1. Order Type** Specify an order type for the system to use as a default value for the Order Type field on the View Requisitions form. Enter a valid order type.

### Display

- 1. Requested By** Specify whether you can change the Requested By search criteria field. The default value is the user ID of the user currently signed on to the system. Values are:
- Blank: The Requested By field is enabled; you can change the default value in the field
- I*: The Requested By field is disabled; you cannot change the default value in the field.

### Versions

- 1. Requisition Entry (P43E10)** Specify the version to use when accessing the Requisition Entry program from within Requisition Inquiry.

## Reviewing Requisitions

Access the View Requisitions form.

**Requisition Inquiry - View Requisitions** i ?

[Close](#)

**Search Criteria**

Requisition	* <input type="text"/>	OR	* <input type="text"/>	
Requested By	5961687		Annette Walters	
Buyer Number	* <input type="text"/>			
Commodity	* <input type="text"/>			
Supplier	* <input type="text"/>			
Requisition Date From	* <input type="text"/>	thru	* <input type="text"/>	

**Filter by:**

- Composing
- Submitted
- Completed
- Canceled
- Show Only Special Request
- Show Only Error Lines
- Show Only High Priority

[Find](#)

**Requisition Header**

Records 1 - 2 [Customize Grid](#)

Requisition Number	Requisition Title	Business Unit	Requisition Amount	Requisition Status	Requisition Date	Requested By
1012 OR 00001	Office supplies request	1	0.01	SUBMITTED	08/04/05	5961687
1013 OR 00001	1013 OR 00001	1		SUBMITTED	08/04/05	5961687

[Edit](#)   [Review Approvals](#)   [Add New Requisition](#)

**Requisition Detail**

Records 1 - 1

Description	Quantity	UOM	Extended Price	Commodity	Line Status	Requisition Date
Pens	1	EA	0.01	SUPPLIES	APPROVED	08/04/05

[Close](#)

View Requisitions form

## Reviewing Requisition Details

Access the View Requisition Details form.

**View Requisition Details** i ?

Requisition Number: 1012 OR 00001      Status: *Approved*

[Close](#)

Type: <i>Product</i>	<a href="#">Justification</a>
Item Number: OS8000	Quantity: 1
Description: Pens	UoM: EA
Description 2: <input type="text"/>	Unit Cost: 1.4900
Commodity: SUPPLIES	Extended Price: 0.01
Supplier: <input type="text"/>	Order Date: 08/04/05
Supplier Item Number: <input type="text"/>	Requested Date: <input type="text"/>
Buyer Number: <input type="text"/>	<input type="checkbox"/> High Priority
Ship To: 1 <i>Financial/Distribution Company</i>	<input type="checkbox"/> Special Request

View Requisition Details form

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## Approving and Rejecting Requisitions

This section provides overview of approving and rejecting requisitions and approving over-budget requisitions and discusses how to:

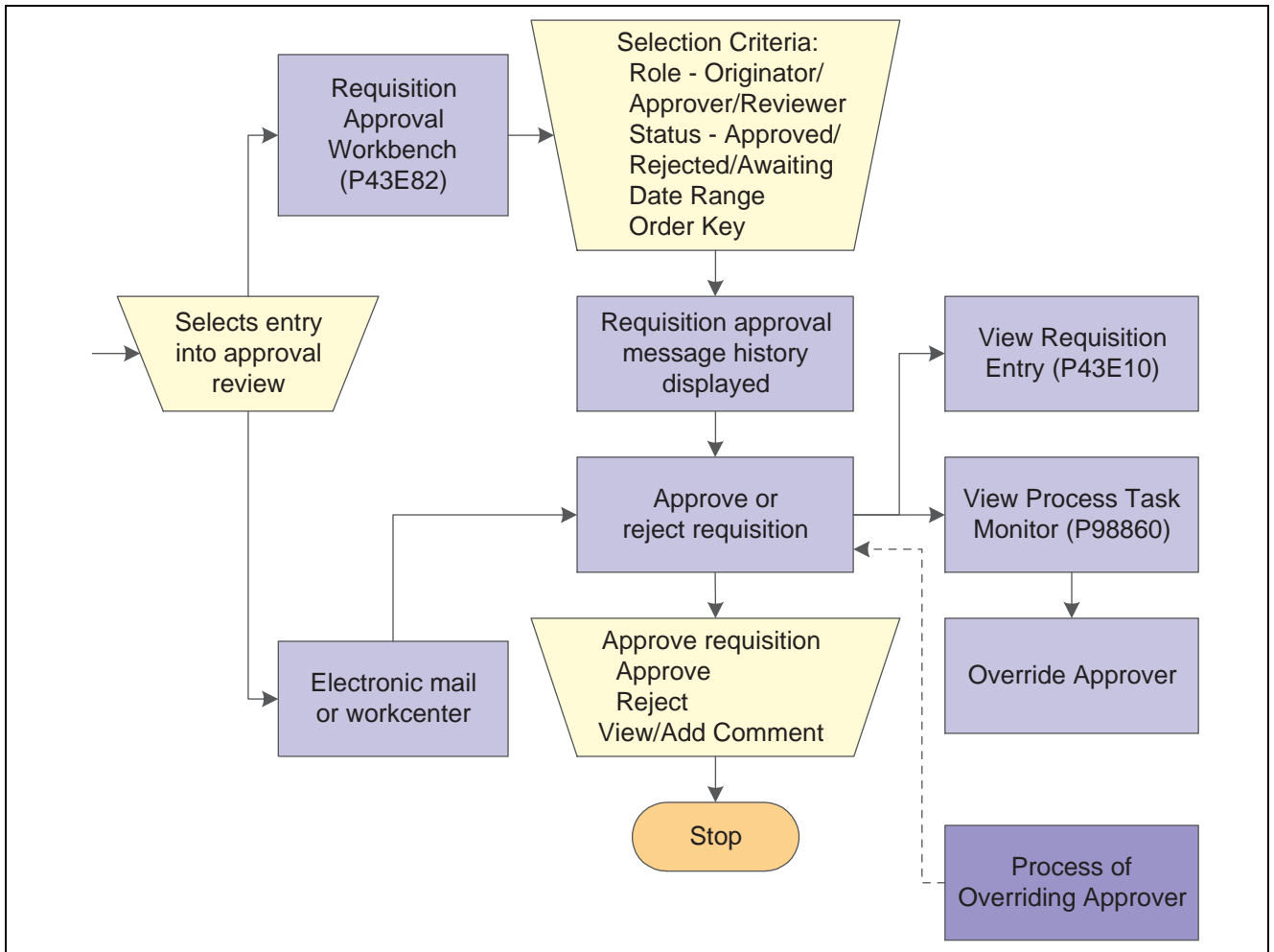
- Set processing options for Approve Requisitions Over Budget (P43E070).
- Approve and reject requisitions.
- Approve over-budget requisitions.

### Understanding Requisition Approval and Rejection

The Requisition Approval program (P43E82) enables you to view all requisitions, all requisitions at a certain status, or a specific requisition or line. You can also enter a date range for requisitions to view, including a future date range. The date range enables you to view not only the requisitions currently waiting for approval, but also all requisitions that will be needing approval at a later date. You can approve one requisition or several at once.

When you approve or reject a requisition, the system uses workflow to send messages to the originator. If you approve a requisition, the system assigns a status of Approved to only the approved requisition lines. The system does not change the status of the requisition header until a purchase order is generated.

This diagram illustrates the approval flow:



Requisition approval flow

When approving or rejecting requisitions, you can review the existing justification information that was entered by the requestor. You can enter additional comments to the justification, and the system saves the comments when you click Approve or Reject. The requestor can then review the additional comments in the Requisition Inquiry program (P43E15).

## Understanding Approval for Over-Budget Requisitions

If you have activated budget checking in the Procurement system, use the Requisitions Over Budget program (P43E070) to process requisitions that exceed the budget. This program enables you to inquire on all requisitions that have at least one line that is over budget. To release lines that are over budget, you select one or more lines for release, and then you must enter a password. The password that you enter is the same password that you would use for releasing purchase orders in the PeopleSoft EnterpriseOne Procurement system. After the system validates the password, it updates the status on the lines to *Submitted* and sends the requisitions for approval, if you have set up the system for approvals. If you have not set up requisition approval correctly, the system generates an error. You must correct the workflow approval setup and then process the budget release again.

See *PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, “Working with Purchase Orders,” Working with Orders on Hold.

See [Chapter 5, “Setting Up Requisition Approval Workflow,” page 39.](#)

## Forms Used to Approve and Reject Requisitions

Form Name	FormID	Navigation	Usage
Requisition	W43E82B	Daily Processing (G43E11), Requisition Approval	View requisitions to be approved.
Approve Requisition	W43E82A	Select Approve or Reject from the Requisition form	Approve and reject requisitions.
Add Requisition	W43E10A	Select Review Requisition on the Approve Requisition form.	Review details of the requisition to determine whether to approve or reject.
Approve Requisitions Over Budget	W43E070A	Daily Processing menu (G43E11), Approve Requisitions Over Budget	Review existing requisitions that are over budget. Select a requisition to approve.
Confirm Password	W43E070B	Select a requisition on the Approve Requisitions Over Budget form and click Approve Budget.	Enter the correct password to approve the requisition.

## Setting Processing Options for Approve Requisitions Over Budget (P43E070)

These processing options provide default processing information for the Approve Requisitions Over Budget program.

### Defaults

- Order Type** Specify the default document type for the system to use on the Approve Requisitions Over Budget form. Enter a valid document type from user-defined code table 00/DT.
- Hold Orders Code** Specify the hold code that the system uses to approve requisition lines that are over budget. The user will need to provide the correct password corresponding to the hold code to approve the over-budget line.

### Versions

- Requisition Entry Version (P43E010)** Specify the version of the Requisition Entry program (P43E10) for the system to use when accessing it from within the Approve Requisitions Over Budget program. When you specify a version, review its processing options to ensure that it meets your needs.

## Approving and Rejecting Requisitions


Access the Approve Requisition form.






**Requisition Approval - Approve Requisition**

Requisition	1007	OU	00001	Business Unit	30
Requisition Title	Bikes for Warehouse				
Requested By	2006	<i>Walters, Annette</i>			
Supplier					
Commodity Code					
Description				Amount	1,740.80

[Review Requisition](#)      [Process Task Monitor](#)

**Justification**

Text1 

Courier New | 10 | **B** / U |  |  |  |  | 

Approve    Reject    Cancel

Approve Requisition form

Click Approve or Reject.

## Approving Over-Budget Requisitions

Access the Confirm Password form.

**Confirm Password** i

Hold Code	<input type="text" value="B1"/>	<i>Budget Hold</i>	
Order Number	<input type="text" value="2"/>	<input type="text" value="OU"/>	<input type="text" value="11507"/>
Amount	<input type="text" value="1,500.00"/>		
Branch Plant	<input type="text" value="6953"/>		

Password \*

OK
Cancel

Confirm Password

**Password**

Specify the correct password. You set up the password in the Release Code processing option for the Held Order Release program (P43070).

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Working with Purchase Orders,” Setting Processing Options for Held Order Release (P43070).

## CHAPTER 8

# Creating Purchase Orders

This chapter provides an overview of the process for creating purchase orders and discusses how to:

- Create purchase orders manually.
- (Rapid Start CAN and USA) Create purchase orders from requisitions.
- Create purchase orders using a batch program.

---

## Understanding the Process for Creating Purchase Orders

After you have approved requisitions, you can use one of two methods for creating purchase orders:

- Manually, using the Requisition Expeditor program (P43E060).
- Automatically, using the Requisition Consolidation to PO program (R43E060).

For most requisitions, you can create purchase orders by using the Requisition Consolidation to PO program. You can run this batch program several times a week. It creates purchase orders for all approved requisitions. For the requisitions that require buyer intervention, use the Requisition Expeditor program. This program enables the buyer to manage requisitions that become exceptions, such as high priority items, items for which a supplier must be assigned, or items for which the cost must be changed.

After you create purchase orders, you can either click the PO Dispatch button to transmit purchase orders immediately, or you can allow the Purchase Order Print program to process them. If any requisitions contain items selected through Direct Connect, the Purchase Order Print program sends a cXML message to the supplier to complete the purchase. The Purchase Order Print program uses the RTPOOUT service to trigger the integration server to send the cXML message to the supplier. For the system to send the cXML message to Direct Connect suppliers, you must perform these setup tasks:

- Select the Publish Externally option for the purchase order document type using the Procurement tab in the Document Type Maintenance program (P40040).

See *PeopleSoft EnterpriseOne Inventory Management 8.11 SPI PeopleBook*, “Setting Up the Inventory Management System,” Setting Up Document Type Information.

- Enter 5 (XML) in the Send Method field on the EDI Information tab in the Supplier Master Revisions program (P04012) for the Direct Connect supplier.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, “Entering Supplier Information,” Entering Supplier Master Information.

- Set up direct connect information for the PO Dispatch communication method for your suppliers in the Supplier Master Information program (P04012).

See [Chapter 3, “Setting Up Direct Connect and Purchase Order Dispatch to cXML.” Understanding Direct Connect Information for Suppliers, page 20.](#)

- Enter the status code range using the NEXT status in the processing options for the Purchase Order XPI program (P43XPI).
- Activate Order Revisions.

See *PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, “Processing Special Orders,” Understanding Order Revisions.

### See Also

Chapter 3, “Setting Up Direct Connect and Purchase Order Dispatch to cXML,” page 9

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## Creating Purchase Orders Manually

This section provides an overview of the Requisition Expeditor program and discusses how to:

- Set processing options for Requisition Expeditor.
- Revise order headers.
- Revise order lines.
- Generate orders.
- Dispatch purchase orders.

## Understanding the Requisition Expeditor Program

Requisitions for standard items, such as office supplies, usually do not require intervention from the buyer. For situations such as special requests or high priority items, use the Requisition Expeditor program (P43E060) to manage these exceptions and then create purchase orders. Using the Requisition Expeditor program, you can:

- Search on high priority items so that you process them first.
- Add or change supplier numbers for requisitions.
- Postpone requisitions while you are negotiating price.

You can search for requisitions by requisition number, supplier, item number, account number, business unit, buyer, requestor, or commodity. When you enter a commodity to narrow your search, the system uses the commodity structure hierarchy and displays requisitions for that commodity as well as requisitions that contain a commodity subordinate.

Before creating requisitions, you can preview the purchase orders that the system will create by clicking Review Before Generation. When you click Review Before Generation, the system performs the same tasks as when you generate purchase orders, which include:

- Dividing lines by supplier and currency code for requisitions that contain multiple suppliers and currency codes.
- Consolidating order headers using one of two methods, depending on how you set the Order Header Generation processing option:
  1. Consolidate by supplier number, currency, and exchange rate.
  2. Consolidate by supplier number, currency, exchange rate, and branch/plant.

- Consolidating order lines using one of two methods, depending on how you set the Order Detail Consolidation processing option:
  1. Consolidate by item, branch/plant, unit of measure, requested date, line type, and ship to.
  2. Consolidate by item, branch/plant, unit of measure, requested date, line type, ship to, and unit cost.
  3. No line-level consolidation.
- Checking for blanket orders (optional).
- Checking for agreements if blanket orders are not found (optional).
- Checking for advanced pricing if blanket orders or agreements are not found. The system performs this task only if you have selected the system constant for Advanced Pricing.
- Checking the F0401 table to retrieve default information for suppliers, such as payment terms and tax information.

When you use the form exit for Supplier Master, the system uses the version of the Supplier Master Information program (P04012) that you specify in the processing options for the Requisition Expeditor program.

---

**Note.** The system uses this version of the Supplier Master Information program only when you use the Supplier Master form exit within the Requisition Expeditor program.

---

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, “Entering Supplier Information”.

- Retrieving information such as line status and activity rules by using the processing options of the Purchase Orders program (P4310).

The system uses the version of the Purchase Order program that you specify in the processing options for the Requisition Expeditor program.

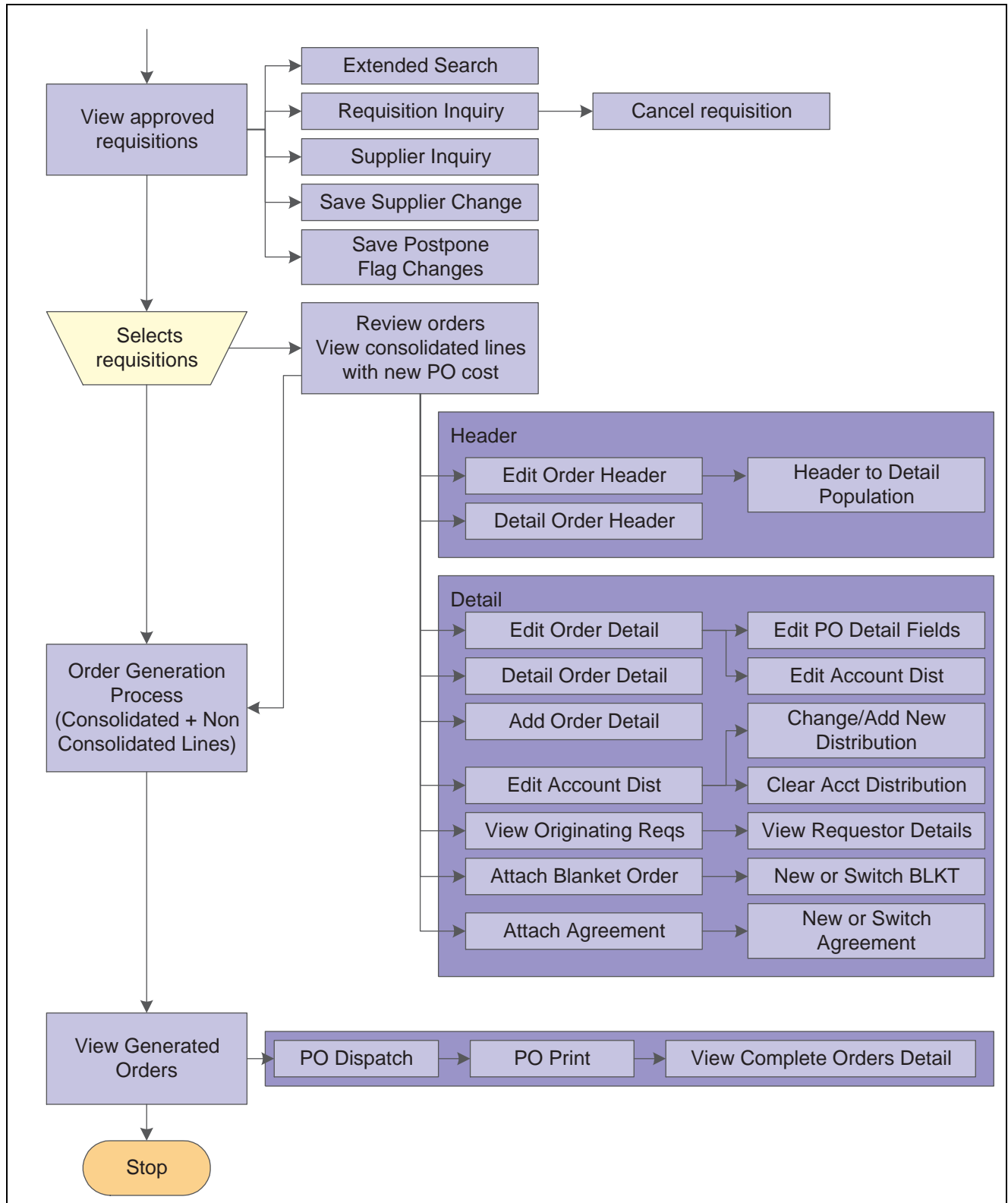
See *PeopleSoft EnterpriseOne Procurement 8.11 SPI PeopleBook*, “Entering Purchase Orders,” (BRA) Entering Purchase Orders for Brazil.

The system displays the purchase orders for you to review before generating them. You can revise order headers and lines, add new lines to orders, or edit the account distribution.

When you have finalized requisitions, click **Generate Orders** to create the purchase orders. The system runs the Requisition Consolidation to PO program (R43E060), performs the tasks as when you Click **Generate Orders** in the Requisition Expeditor program, and displays the **Confirm Order Generation** form for you to confirm that the system should create the orders.

The system then displays the **View Generated Orders** form, which provides you with purchase order numbers. If you want the system to dispatch the purchase orders immediately, click **Dispatch Orders**. If any of the orders contain items from Direct Connect suppliers, the system sends an XML message to those suppliers to complete the requisition process. If you do not want to dispatch the orders immediately, you can click **Close**, and the **Purchase Order Print** program processes the orders.

The following diagram illustrates the process flow for expediting requisitions:



Process flow for expediting requisitions

## Forms Used to Expedite Requisitions

Form Name	FormID	Navigation	Usage
Search for Requisitions	W43E060A	Daily Processing (G43E11), Requisition Expeditor	Search for requisitions.
Review Orders Before Generation	W43E060B	Click Review Before Generation on the Search for Requisitions form.	Revise orders before generation.
Edit Order Header	W43E060F	Click Edit Order Header on the Review Orders Before Generation form.	Revise header fields for the order.
Add/Edit Order Line	W43E060G	Click Edit Order Line or Add Order Line on the Review Orders Before Generation form.	Revise individual order lines or add new lines to the order.
Confirm Order Generation	W43E060E	Click Generate Orders on the Review Orders Before Generation form.	Confirm that you want to create purchase orders.
View Generated Orders	W43E060C	Click Yes on the Confirm Order Generation form.	View purchase orders that the system created. Obtain purchase order numbers. Dispatch orders.
Confirm Dispatch Orders	W43E060E	Click Dispatch Orders on the View Generated Orders form.	Dispatch orders immediately, instead of waiting for the Purchase Order Print program to process them.

## Setting Processing Options for Requisition Expeditor (P43E060)

These processing options specify default information for creating requisitions.

### Defaults

- 1. Default Order Type** Specify the document type that you want to create. This code also determines the original document type of the transaction.

### Process

- 1. Order Header Generation** Specify how the system generates order headers when releasing multiple requisition lines and orders. Values are:
- Blank: Group multiple requisitions into one order if values in the following three fields are the same for all selected requisitions: Supplier, Currency Code, and Exchange Rate.
- I*: Group multiple requisitions into one order if values in the following four fields are the same for all selected requisitions: Supplier, Currency Code, Exchange Rate, and Branch/Plant. For example, if you release two

requisition lines with the same supplier, currency code, exchange rate, and branch/plant, each for a quantity of 10, then the system creates one order header with two detail lines. The number of detail lines is determined by the Order Detail Consolidation rule.

## 2. Order Detail Consolidation

Specify whether the system consolidates detail lines when releasing multiple requisition lines and orders. Values are:

Blank: Do not consolidate detail lines.

1: Consolidate detail lines by item, branch/plant, unit of measure, requested date, line type, and ship to.

2: Consolidate detail lines by supplier, item, branch/plant, unit of measure, requested date, line type, ship to, and unit cost. For example, if you enter 1 or 2 in this processing option and you release two lines with the same item, branch/plant, unit of measure, and requested date, each for a quantity of 10, then the system creates one line with a quantity of 20 on the new order. If you entered 1 in the Order Header Generation processing option, the system uses the lower cost of the two requisition lines.

---

**Note.** This processing option is valid only for line types with an inventory interface of Y. For all other line types, the system does not consolidate by order detail (item consolidation).

---

## 3. Recost the Requisition Line

Specify whether the system recosts the requisition lines when generating orders. Values are:

Blank: Do not recost. The system generates the order with the same cost entered in the requisition. The system does not recalculate the cost

1: Recost, and retain the new cost. The system ignores the unit cost on the requisition and retrieves the new cost based on the setup. The system generates the order by using the new cost, even though it is higher than the cost on the original requisition

2: Recost, and retain the lower cost. The system retrieves the new cost based on the setup. The system then compares the new cost to the unit cost on the requisition and generates the order with the lower of the two costs. For example, when you release requisition lines with a cost of 20.00 USD and the setup cost is 22.00 USD, the system generates the order using 20.00 USD.

3: Recost only the requisition cost that has not been overridden, and retain the new cost. The system retrieves the new cost based on the setup. For example, if you release a requisition with two lines and on one requisition line, the requestor allowed the system to assign the cost to the item, but on the second line the user overwrote the system cost, the system generates the order using the cost based on setup only for the first line. The system retains the cost on the second line because the unit cost was overridden on this requisition line.

## 4. Unit Cost Retrieval Upon Supplier Change

Specify whether the system retrieves the cost from the original order (requisition) or from the unit cost when you change the supplier number on the requisition. Values are:

Blank: Retain the unit cost from the originating order (requisition). If you change the supplier number on a requisition line, the system retains the original unit cost from the requisition. However, if the supplier is a foreign supplier, the system also calculates the foreign cost based on the current exchange rate.

*I*: Retrieve the new unit cost based on the setup. If you change the supplier number on a requisition line, the system retrieves a new unit cost using the information specified in the Supplier/Item Relationship table.

## Versions

- |   |   |
|---|---|
| <b>1. Purchase Order Entry (P4310)</b>        | Specify the version number of the Purchase Order Entry program for the system to use when creating purchase orders. |
| <b>2. Supplier Master Inquiry (P04012)</b>    | Specify the version number for the system to use when you access the Supplier Master Information program.           |
| <b>3. Blanket Order Release (P43E216)</b>     | Specify the version number for the system to use when you access the Blanket Order Release program.                 |
| <b>4. Dispatch Orders - PO Print (R43500)</b> | Specify the version number of the Dispatch Orders - PO Print program to use when printing purchase orders.          |

## Revising Requisition Headers

Access the Edit Order Header form.

### Requisition Expeditor - Edit Order Header

Save and Close

Cancel

Warning: This data will be overwritten in Order Detail Lines if checkboxes are selected.

#### Header and Detail - From Requisition

Populate Header To Detail

Requested Date	<input type="text" value="10/28/2004"/>		<input type="checkbox"/>
Ship To	<input type="text" value="6031"/>	<i>Eastern Distribution Center</i>	<input type="checkbox"/>
Buyer Number	<input type="text"/>		<input type="checkbox"/>

#### Header and Detail

Promised Date	<input type="text" value="10/28/2004"/>		<input type="checkbox"/>
Cancel Date	<input type="text"/>		<input type="checkbox"/>
Carrier Number	<input type="text"/>		<input type="checkbox"/>
Tax Expl Code	<input type="text" value="E"/>	<i>Tax Exempt</i>	<input type="checkbox"/>
Tax Rate	<input type="text" value="V0603101"/>		<input type="checkbox"/>
Landed Cost	<input type="text"/>		<input type="checkbox"/>
Reference 1	<input type="text"/>		<input type="checkbox"/>
Reference 2	<input type="text"/>		<input type="checkbox"/>
Print Message	<input type="text"/>		<input type="checkbox"/>
Send Method	<input type="text" value="3"/>	<i>Email</i>	<input type="checkbox"/>
Payment Terms	<input type="text"/>	<i>Net 30 Days</i>	<input type="checkbox"/>
Evaluated Receipt	<input type="text" value="N"/>	<i>NO</i>	<input type="checkbox"/>
Freight Handling	<input type="text"/>		<input type="checkbox"/>

Edit Order Header (1 of 2)

#### Header Information Only

Retainage %	<input type="text"/>
-------------	----------------------

Save and Close

Cancel

Edit Order Header (2 of 2)

#### Populate Header to Detail

Select this option if you want the system to populate the corresponding field on the detail lines with the value you specified in the associated field.

## Revising Requisition Lines

Access the Add/Edit Order Line form.

**Add/Edit Order Line**

Order Number	<input type="text" value=""/>	OP	<input type="text" value="00001"/>	Line Number	<input type="text" value="1.000"/>
Supplier	<input type="text" value="4343"/>	<i>Parts Emporium</i>			
Currency Code	<input type="text" value="USD"/>				

Order Detail	Dates	Taxes	Additional Information
Item Number	<input type="text" value="2300"/>	Business Unit	<input type="text" value="30"/>
Description	<input type="text" value="Water Bottle"/>	Quantity	<input type="text" value="20"/>
Description 2	<input type="text" value=""/>	UOM	<input type="text" value="EA"/>
Buyer Number	<input type="text" value="8444"/>	<i>O'Malley, James</i>	
Ship To	<input type="text" value="6031"/>	<i>Eastern Distribution Center</i>	
Carrier Number	<input type="text" value=""/>	Unit Cost	<input type="text" value="0.8100"/>
		Extended Price	<input type="text" value="16.20"/>
		Line Type	<input type="text" value="S"/>

<input type="button" value="Save and Close"/>	<input type="button" value="Cancel"/>
---	---------------------------------------

Add/Edit Order Line form

## Edit Account Distribution

Access the Add/Edit Account Distribution form.

**Add/Edit Account Distribution**

Order Number	<input type="text" value="00001"/> OP	Distribute By	<input type="text" value="Percentage"/>
Order Suffix	<input type="text" value="000"/>	Distributed	<input type="text" value="100.0000"/>
Line Number	<input type="text" value="1.000"/>	Remaining	<input type="text"/>
Quantity	<input type="text"/>	Split Percentage	<input type="text"/>
Extended Price	<input type="text" value="350.00"/>	Quantity	<input type="text"/>
		Amount	<input type="text" value="350.00"/>

Records 1 - 3 Customize Grid

	Account Number	G/L Date	Distributed Percentage	Distributed Amount	Distributed Quantity	Account Description	Cost Center	Obj Acct
<input type="radio"/>	30.8608	06/28/05	50.0000	175.00		Office Maintenance Expe	30	8608
<input checked="" type="radio"/>	9.8608	06/28/05	50.0000	175.00		Office Maintenance Expe	9	8608
<input type="radio"/>		06/28/05						

Add/Edit Account Distribution form

## Creating Purchase Orders

Access the Confirm Order Generation form.

**Requisition Expeditor - Confirm Order Generation**

1 Orders are about to be generated.  
Do you want to continue?

Confirm Order Generation form

Click Yes to generate purchase orders.

## Dispatching Purchase Orders

Access the View Generated Orders form.

Click Dispatch Orders to dispatch purchase orders immediately, or click Close to have the Purchase Order Print program process them.

## (Rapid Start CAN and USA) Creating Purchase Orders from Requisitions

This section discusses:

- How to create purchase orders from requisitions.
- Preconfigured processing options for Canada and United States Requisition Expeditor (P43E060).

### Creating Purchase Orders from Requisitions

This table lists the tasks for creating purchase orders from requisitions:

Task	Navigation	Program and Version	Preconfigured Data
Create purchase orders from requisitions.	Requisition Self Service, Requisition Expeditor	P43E060/RIS0001	<ul style="list-style-type: none"> <li>• Document Type: OU</li> <li>• Service Line Type: J = Charge to General Ledger Account</li> <li>• Product Line Type: S = Stocked Item</li> </ul>

Data reports provide additional information about data that has been preconfigured for Rapid Start.

See *PeopleSoft EnterpriseOne Rapid Start Fundamentals 8.11 SP1 PeopleBook*, “(CAN and USA) Rapid Start Data Reports”.

### Preconfigured Processing Options for Canada and United States Requisition Expeditor (P43E060)

These processing options describe the values that are preconfigured for version RIS0001.

#### Defaults

Processing Option Description	Value or Status
1. Default Order Type	OU

#### Process

Processing Option Description	Value or Status
1. Order Header Generation	blank
2. Order Detail Consolidation	blank
3. Recost The Requisition Line	blank
4. Unit Cost Retrieval Upon Supplier Change	blank

## Versions

Processing Option Description	Value or Status
1. Purchase Order Entry (P4310)	P43E060
2. Supplier Master Inquiry (P04012)	ZJDE0001
3. Blanket Order Release (P43E216)	ZJDE0001
4. Dispatch Orders - PO Print (R43500)	XJDE0001

## See Also

[Chapter 8, “Creating Purchase Orders,” Setting Processing Options for Requisition Expeditor \(P43E060\), page 89](#)

---

## Creating Purchase Orders Using a Batch Program

This section provides an overview of the Requisition Consolidation to PO program and discusses how to:

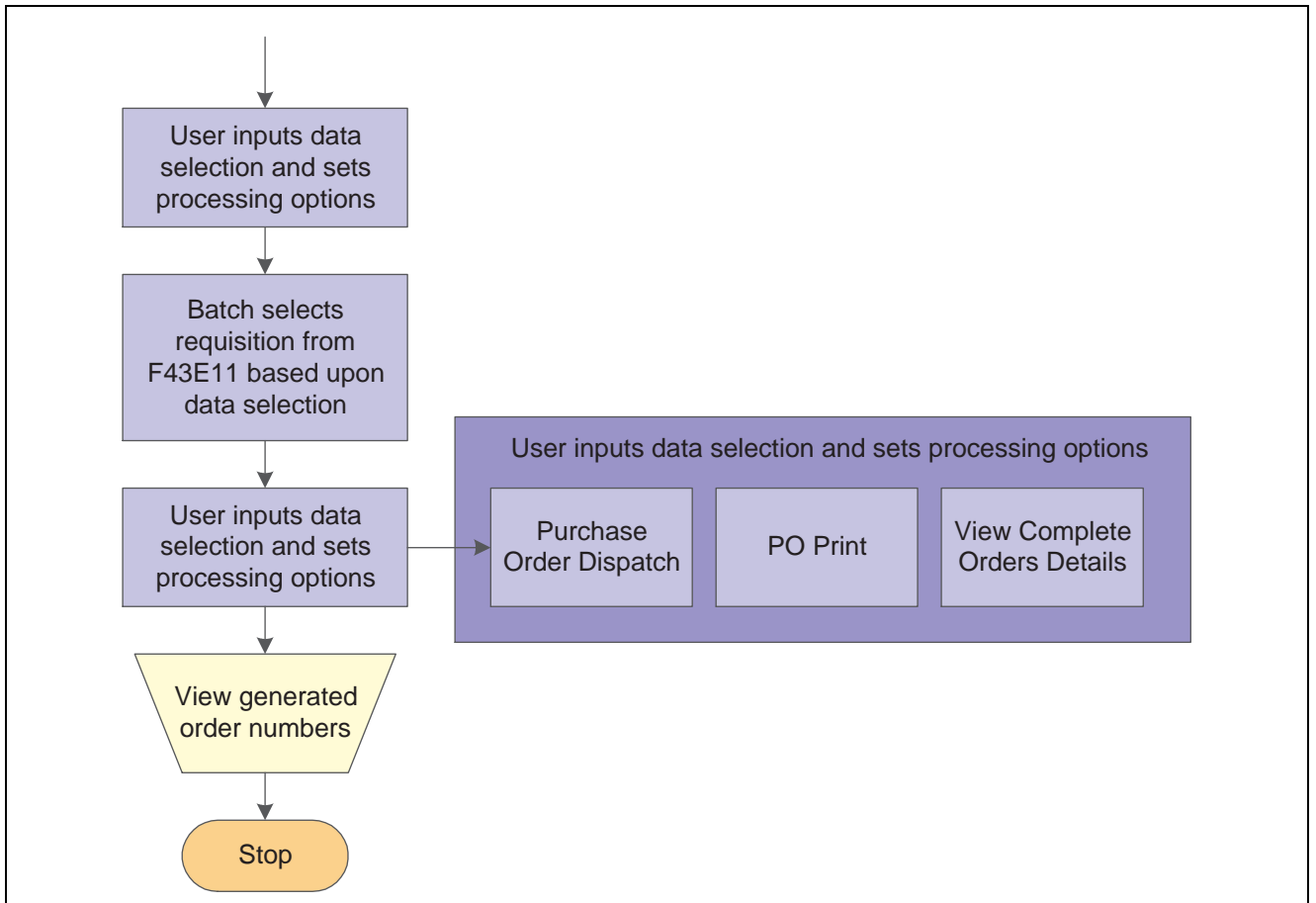
- Run the Requisition Consolidation to PO program.
- Set processing options for Requisition Consolidation to PO.

## Understanding the Requisition Consolidation to PO Program

For the requisitions that do not need to be expedited, you can run the Requisition Consolidation to PO program (R43E060) to create purchase orders in batch mode. This program performs the same tasks as described in the Requisition Expeditor section, but it does not provide you with the opportunity to make changes to orders before final generation. To be processed by the Requisition Consolidation to PO program, requisition lines must have an *Approved* status, a supplier number, a price, and must not have the Postponed option selected in the Requisition Expeditor program.

The Requisition Consolidation to PO does not provide the hierarchical commodity search, as in the Requisition Expeditor program. Therefore, if you want the system to generate orders for both a specific commodity and those with that commodity’s subordinates, you must enter data selection for both the parent commodity and the subordinates.

This diagram illustrates the process flow of the Requisition Consolidation to PO program:



Requisition Consolidation to PO process flow

## Running Requisition Consolidation to PO Program

From the Daily Processing menu (G43E11), select Requisition Consolidation to PO.

## Setting Processing Options for Requisition Consolidation to PO (R43E060)

These processing options provide default processing information for the system.

### Defaults

**1. G/L Date** Specify the G/L date for the system to assign to purchase orders that it creates. If you leave this processing option blank, the system uses the current date as the default value.

### 2. Process

**1. Order Header Generation** Specify how the system generates order headers when releasing multiple requisition lines and orders. Values are:  
 Blank: Group multiple requisitions into one order if values in the following three fields are the same for all selected requisitions: Supplier, Currency Code, and Exchange Rate.

*1*: Group multiple requisitions into one order if values in the following four fields are the same for all selected requisitions: Supplier, Currency Code, Exchange Rate, and Branch/Plant. For example, if you release two requisition lines with the same supplier, currency code, exchange rate, and branch/plant, each for a quantity of 10, then the system creates one order header with two detail lines. The number of detail lines is determined by the Order Detail Consolidation rule.

## 2. Order Detail Consolidation

Specify whether the system consolidates detail lines when releasing multiple requisition lines and orders. Values are:

Blank: Do not consolidate detail lines

*1*: Consolidate detail lines by item, branch/plant, unit of measure, requested date, line type, and ship to.

*2*: Consolidate detail lines by supplier, item, branch/plant, unit of measure, requested date, line type, ship to, and unit cost. For example, if you enter *1* or *2* in this processing option and you release two lines with the same item, branch/plant, unit of measure, and requested date, each for a quantity of 10, then the system creates one line with a quantity of 20 on the new order. If you entered *1* in the Order Header Generation processing option, the system uses the lower cost of the two requisition lines.

---

**Note.** This processing option is valid only for line types with an inventory interface of *Y*. For all other line types, the system does not consolidate by order detail (item consolidation).

---

## 3. Recost the Requisition Line

Specify whether the system recosts the requisition lines when generating orders. Values are:

Blank: Do not recost. The system generates the order with the same cost entered in the requisition. The system does not recalculate the cost.

*1*: Recost, and retain the new cost. The system ignores the unit cost on the requisition and retrieves the new cost based on the setup. The system generates the order by using the new cost, even though it is higher than the cost on the original requisition

*2*: Recost, and retain the lower cost. The system retrieves the new cost based on the setup. The system then compares the new cost to the unit cost on the requisition and generates the order with the lower of the two costs. For example, when you release requisition lines with a cost of 20.00 USD, and the setup cost is 22.00 USD, the system generates the order using 20.00 USD.

*3*: Recost only the requisition cost that has not been overridden, and retain the new cost. The system retrieves the new cost based on the setup. For example, if when you release a requisition with two lines and on one requisition line, the requestor allowed the system to assign the cost to the item, but on the second line the user overwrote the system cost, the system generates the order by using the cost based on setup only for the first line. The system retains the cost on the second line because the unit cost was overridden on this requisition line.

## 4. Dispatch Orders

Specify whether the system should dispatch all generated orders. The system dispatches orders using the PO Print program (R43500). Values are:

Blank: Do not dispatch.

*1*: Dispatch.

## Versions

### **1. Purchase Order Entry (P4310)**

Specify the version of the Purchase Order Entry program that the system uses to generate the purchase orders.

### **2. Dispatch Orders - PO Print (R43500)**

Specify the version of the Dispatch Orders - PO Print program that the system uses to dispatch and print the generated orders.



## CHAPTER 9

# Receiving Requisitions and Reversing Receipts

This chapter discusses how to:

- Receive requisitions.
- (Rapid Start CAN and USA) Receive requisitions.
- Reverse receipts.

---

## Receiving Requisitions

This section provides an overview of the Desktop Receiving program and discusses how to:

- Set processing options for Desktop Receiving.
- Receive requisitions.

## Understanding the Desktop Receiving Program

When you receive the items from the requisition, use the Desktop Receiving program (P43E20) to receive the purchase order. When you access the Desktop Receiving program, the system populates the Requested By field with the user ID of the person signed on to the system so that users can view existing purchase orders at a status of *Ordered*.

---

**Note.** The Desktop Receiving program uses the processing options for the PO Receipts program (P4312) when determining which orders are eligible for receipt. Therefore, you should verify that the Acceptable Incoming Status Code processing options are set up correctly for your business needs before using the Desktop Receiving program. If they are not set up correctly, the Receive Requisitions form might not display your requisitions.

---

For each line, you can select one of three possible receipt options:

- *Receive*  
Select this option to receive the requisition line only. This is the default value when you select a line.
- *Receive/Close*  
Select this option to receive a partial quantity or amount on the requisition and purchase order, and close the remaining units and amounts on both the requisition and the associated purchase order.
- *Cancel*  
Select this option to close both the requisition line and the related purchase order line.

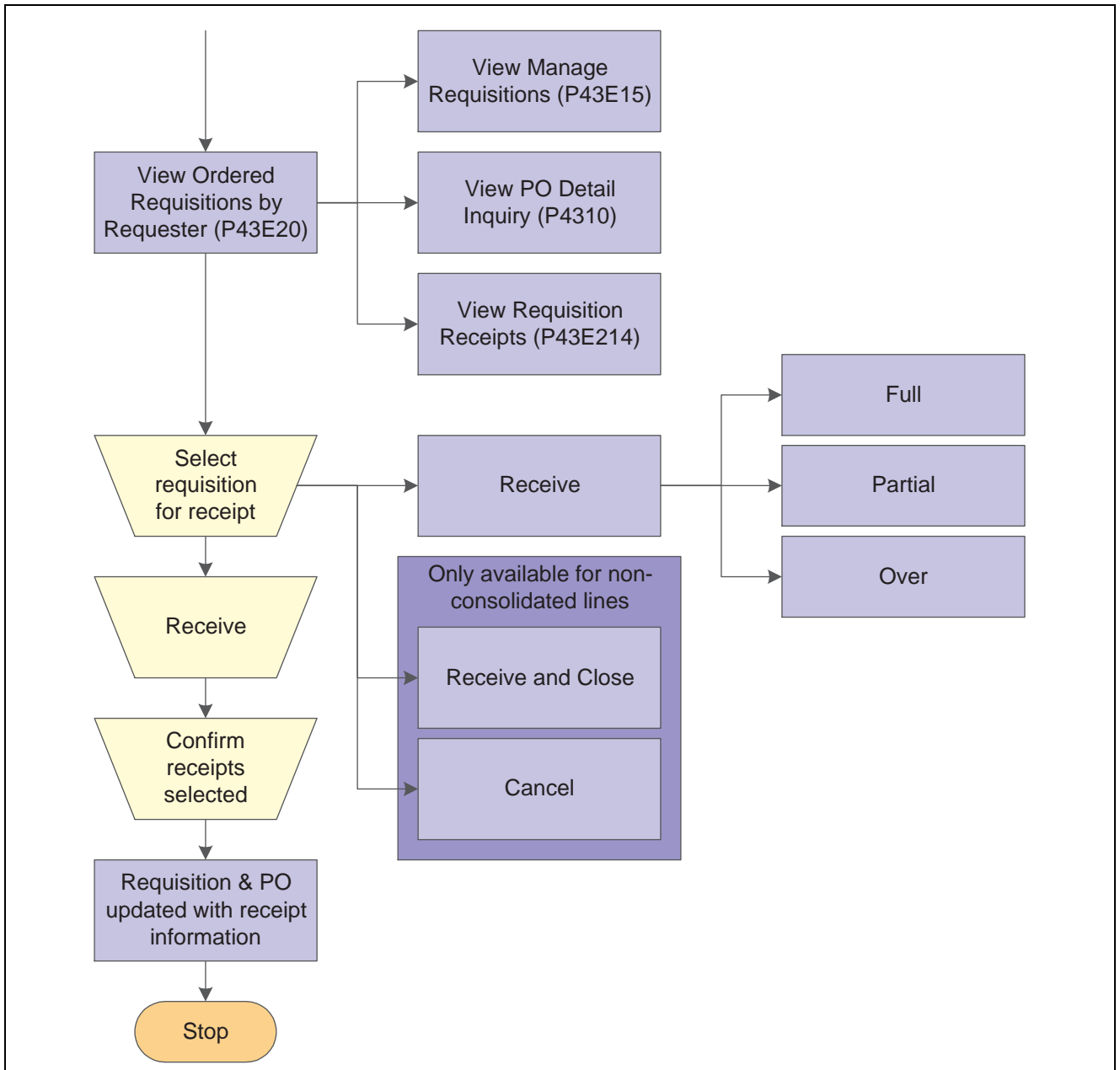
If the requisition line you want to receive is not consolidated, you can select any of the above options. However, you can select only the *Receive* option for consolidated lines. The related purchase order for consolidated lines comprises items from more than one purchaser; therefore, selecting *Receive/Close* or *Cancel* would result in a partial closure of a purchase order line. The system displays the + symbol next to consolidated lines.

If you entered *1* in the Display Confirmation Message processing option for the Desktop Receiving program, the system displays a confirmation message after you select a receipt option and click *Receive*. This message displays the number of lines to be received fully, the number of lines to be received partially, and the number of lines to be canceled.

Once you click *Continue*, the system processes the receipts and alerts to either the Requester, the Buyer, or both, depending on the value in the Receipt Email processing option in the version of the PO Receipts program that you specify in the Desktop Receiving program.

If you encounter errors while entering information on the Receive Requisitions form, such as establishing an invalid date for the Date Received field, click *Find* to refresh the form and begin again.

This diagram illustrates the desktop receiving process:



Desktop Receiving process

## Prerequisite

Before you complete the tasks in this section:

Set the processing options for the PO Receipts and the Requisition Receipts Inquiry programs. Set the processing options for the same version that you specify in the processing options for the Desktop Receipts program.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Using Receipt Processing,” Setting Processing Options for the PO Receipts Program (P4312).

See Chapter 9, “Receiving Requisitions and Reversing Receipts,” Setting Processing Options for Requisition Receipt Inquiry (P43E214), page 108.

## Forms Used to Receive Requisitions

Form Name	FormID	Navigation	Usage
Receive Requisitions	W43E20A	Daily Processing (G43E11), Desktop Receiving	Review requisitions by Requestor and receive requisitions.
Confirm Receipt Selection	W43E20B	Click Receive on the Receive Requisitions form.	Confirm that you have received a requisition.

## Setting Processing Options for Desktop Receiving (P43E20)

These processing options provide default information for the system to use when processing receipts.

### Display

- 1. Display Cost Data**

Specify whether to display the unit cost data and extended amount in the grid on the Receive Requisitions form. The system uses the cost data from the Purchase Order table. Values are:

Blank: Do not display.

*1*: Display. Although the system displays the Unit Cost field, the field is disabled. If you need to change unit cost information, you must use the PO Receipts program (P4312). You can change the Extended Amount field for lump-sum entries, for example, where the quantity is zero
- 2. Display Purchase Order Information**

Specify whether the system displays the purchase order information in the grid on the Receive Requisitions form. Values are:

Blank: Do not display.

*1*: Display. If you enter 1 in this processing option, the system displays a field that you can click to access the PO Detail Inquiry form.
- 3. Display Receipt Confirmation Message**

Specify whether to display the receipt confirmation message. Values are:

Blank: Do not display. The system processes requisitions immediately after you click Receive.

*1*: Display, listing the number of lines fully received, number of lines partially received, and the number of lines to be canceled, and an option to continue or return to the previous form.
- 4. Allow Over-Receipt on Requisition**

Specify whether to allow users to change the quantity or amount to more than the line on the requisition. This processing option refers only to the requisition line, not to the related purchase order line. Over-receipt of the purchase order line is controlled by the processing options for the PO Receipts (P4312) program. Values are:

Blank: Do not allow.

*1*: Allow.
- 5. Allow receipt of Consolidated Items**

Specify whether to allow receipt of requisition lines that have been consolidated to a single purchase order line. Values are:

Blank: Do not allow. The system displays consolidated requisition lines, but does not allow you to select them for receipt

*I*: Allow. You can select consolidated lines, but you cannot select Receive and Close or Cancel from the available options in the Receipt Options field as these options would potentially affect multiple requisitions across multiple requestors.

### Versions

**1. PO Receipts (P4312)**

Specify the version of the PO Receipts program (P4312) for the system to use when accessing the program from the Desktop Receipts and Desktop Reversals programs. You should use the version created specifically for use with Desktop Receipts, which is ZJDE0021.

**2. Requisition Receipt Inquiry (P43E214)**

Specify the version of the Requisition Receipt Inquiry for the system to use when accessing the program from the Desktop Receipts program.

## Receiving Requisitions

Access the Receive Requisitions form.

**Desktop Receiving - Receive Requisitions**

---

Requested By:  Walters, Annette Date Received:

Requisition Number:  \*  \*  Line Number:  \*

---

**Records 1 - 7** Customize Grid

Sel	Receipt Option	Requisition	Title	Description	Quantity	UM	Extended Amount
<input type="checkbox"/>		<a href="#">26 OU 00001 1.000</a>	Monthly Advertising	Daily Post Advertising - July			7
<input type="checkbox"/>		<a href="#">1009 OU 00001 1.000</a>	Misc. Office Supplies	Legal Pads	2.0000	EA	
<input type="checkbox"/>		<a href="#">1009 OU 00001 3.000</a>	Misc. Office Supplies	Pencils	3.0000	EA	
<input type="checkbox"/>		<a href="#">1010 OU 00001 1.000</a>	Misc. Office Supplies	Pencils	10.0000	EA	
<input type="checkbox"/>		<a href="#">1010 OU 00001 2.000</a>	Misc. Office Supplies	Legal Pads	5.0000	EA	
<input type="checkbox"/>		<a href="#">1010 OU 00001 3.000</a>	Misc. Office Supplies	Pens	10.0000	EA	
<input type="checkbox"/>		<a href="#">1010 OU 00001 4.000</a>	Misc. Office Supplies	Stapler	1.0000	EA	

[Reverse requisition receipts](#)

Receive Requisitions form

**Requisition Number**

Enter a requisition number to search for a specific requisition.

**Line Number**

Enter a line number to search for a specific requisition.

**Date Received**

Enter a date if you want to use a date other than the current date, which is the default. The system uses the value you specify as the G/L date for the entire transaction. You must enter a date before selecting any lines for receipt. Once you select lines, you cannot change this date.

<b>Receipt Option</b>	Select a receipt option from user-defined code table 43E/DR. Values are: <i>1</i> : Receive the requisition <i>7</i> : Receive and close the requisition. If you select this option, the system receives the quantity or amount specified in the line and closes both the requisition line and the related purchase order line. <i>9</i> : Cancel the requisition. If you select this option, the system closes both the requisition line and the related purchase order line.
<b>Extended Amount</b>	Enter the value of the goods received to date against the original order line.

## (Rapid Start CAN and USA) Receiving Requisitions

This section discusses:

- How to receive requisitions.
- Preconfigured processing options for Canada and United States Desktop Receipts (P43E20).

### Receiving Requisitions

This table lists the tasks for receiving requisitions:

Task	Navigation	Program and Version	Preconfigured Data
Receive requisitions.	Requisition Self Service, Desktop Receiving	P43E20/RIS0001	<ul style="list-style-type: none"> <li>• Document Type: OU</li> <li>• Service Line Type: J = Charge to General Ledger Account</li> <li>• Product Line Type: S = Stocked Item</li> </ul>

Data reports provide additional information about data that has been preconfigured for Rapid Start.

See *PeopleSoft EnterpriseOne Rapid Start Fundamentals 8.11 SPI PeopleBook*, “(CAN and USA) Rapid Start Data Reports”.

### Preconfigured Processing Options for Canada and United States Desktop Receipts (P43E20)

These processing options describe the values that are preconfigured for version RIS0001.

#### Display

Processing Option Description	Value or Status
1. Display Cost Data	blank
2. Display Purchase Order Information	blank

Processing Option Description	Value or Status
3. Display Receipt Confirmation message	1
4. Allow Over-Receipt on Requisition	blank
5. Allow Receipt of Consolidated Items	blank

## Versions

Processing Option Description	Value or Status
1. PO Receipts (P4312)	RIS0021
2. Requisition Receipt Inquiry (P43E214)	RIS0001

## See Also

[Chapter 9, “Receiving Requisitions and Reversing Receipts,” Setting Processing Options for Desktop Receiving \(P43E20\), page 104](#)

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## Reversing Receipts

This section provides an overview of reversing receipts and discusses how to:

- Set processing options for Requisition Receipt Inquiry.
- Reverse receipts.

## Understanding Receipt Reversal

If you receive a requisition in error, use the Requisition Receipt Inquiry program to reverse the receipt. You can access the Requisition Receipt Inquiry program either from within the Desktop Receiving program or from the menu. If you access the program from within the Desktop Receiving program, the system populates the Receipt number field with the receipt that you just received and displays the receipt.

## Forms Used to Reverse Receipts

Form Name	FormID	Navigation	Usage
Search for Requisition Receipts	W43E214A	Daily Processing (G43E11), Requisition Receipt Inquiry.  Click Reverse requisition receipts on the Receive Requisitions form.	Search for requisitions to reverse.
Confirm Reversal	W43E214B	Click Reverse Receipt on the Search for Requisition Receipts form.	Reverse the receipt of a requisition.

## Setting Processing Options for Requisition Receipt Inquiry (P43E214)

These processing options specify whether the system displays a confirmation screen before you reverse a receipt and the version of the PO Receipts program to use.

### Display

**1. Display reversal confirmation message?**

Specify whether the system should display a confirmation screen before proceeding with the reversal of requisition receipts. Values are:

Blank: Do not display.

/: Display.

### Versions

**1. PO Receipts (P4312)**

Specify the version of the PO Receipts program for the system to use when accessing the program from the Requisition Receipts Inquiry program. You should use the version created for Requisition Receipts Inquiry, which is ZJDE0021.

## Reversing Receipts

Access the Search for Requisition Receipts form.

**Requisition Receipt Inquiry - Search for Requisition Receipts**

---

Requested By  *Walters, Annette*

Requisition  \*  \*      Line Number

Receipt Document       Receipt Date

**No records fetched.** Customize Grid

Sel	Requisition Title	Requisition	Purchase Order	Quantity Received
<div style="border: 1px solid gray; width: 100%; height: 15px; background-color: #e0e0e0;"></div>				

Search for Requisition Receipts form

# APPENDIX A

## Delivered Workflow for PeopleSoft EnterpriseOne Requisition Self Service

This appendix discusses the delivered workflow for PeopleSoft EnterpriseOne Requisition Self Service.

### See Also

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Workflow Tools.*

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## Delivered Workflow for PeopleSoft EnterpriseOne Requisition Self Service

This section discusses the PeopleSoft EnterpriseOne Requisition Self Service workflow.

### Requisition Self Service Approvals

This section discusses the Requisition Self Service Approvals workflow.

#### Description

<b>Workflow Description</b>	The system sends a workflow message to a specified approver when a user enters a requisition that meets or exceeds the threshold amount for the required approver.
<b>Workflow Trigger</b>	A user enters a requisition for an active approval authority level. Workflow triggers at the Order level and Commodity level.
<b>Workflow Action</b>	The approver receives a message to approve the requisition. Depending on the electronic address information for the user in the Address Book system, the system sends a message using the Work Center, an email address, or both. When the approver selects the message in the Work Center or selects the link in the email message, the system displays the Requisition Approval form, where the approver can review the requisition and commodity line.

**Workflow Objects**

<b>System</b>	43E
<b>Workflow Object Name</b>	K43E08
<b>Object ID</b>	N43E1300
<b>Event Description / Function Name</b>	LaunchRequisitionWF
<b>Sequence / Line Number</b>	2

## APPENDIX B

# Tables Used by the Requisition Self Service System

The Requisition Self Service System uses several tables to store processing information.

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## Requisition Self Service Tables

This table lists the tables used by the Requisition Self Service system:

Table	Description
UNSPSC Commodity Code F40241	Stores UNSPSC codes that you download from the UNSPSC website (www.unspsc.com).
Secondary Commodity Code F40242	Stores a secondary relationship with a given commodity (optional).
Commodity Relationship F40243	Stores the relationship between a UNSPSC code and a general ledger account number.
Commodity Structure Definitions F40500	Stores the commodity structure.
UNSPSC and Commodity Structure Relationship F40510	Stores the relationships between UNSPSC codes and commodities.
Supplier and Commodity Structure Relationship F40520	Store the relationships between suppliers and commodities.
Supplier Commodity Structure Cross Reference F40530	Stores the relationships between your commodities and the corresponding commodity code of suppliers.
Item and Commodity Structure Relationship F40540	Stores the relationships between items and commodities.
G/L Account and Commodity Structure Relationship F40551	Stores the relationships between general ledger account numbers and commodities.

<b>Table</b>	<b>Description</b>
Item Master F4101	Stores basic information about each item, such as: item number, description, search keys, category codes, and default units of measure,
Item Branch F4102	Stores default item information, such as each item's process and dimension groups.
Item Location F41021	Stores each item's quantity information, G/L class, and lot status in each location.
Purchase Order Header	Stores header information for the purchase order created from the requisition.
Purchase Order Detail File F4311	Stores the detail for the purchase order created from the requisition.
Requisition Order Header F43E01	Stores requisition header information, such as: order company, order number, order type, business unit, order date, order amount, currency, number of detail lines, number of completed detail lines, number of canceled detail lines, requisition header status, and requisition title.
Requisition Detail F43E11	Stores information for each detail line on a requisition, such as: supplier number, ship to number, buyer number, item number, unit cost, extended price, quantity ordered, commodity, and requisition detail status, and line type.
eRequisition Receiver file F43E121	Stores requisitions and related receipt information, such as requisition order number, purchase order number, amount received, and quantity received.
Requisition Multiple Account File F43E16	Stores account distribution information for requisitions with multiple account distribution.
eReq - Shopping Cart Work File F43E20WF	Stores information regarding items that a user selects when using the Shopping Cart program.
Shopping Cart Detail F43E20	Stores information regarding items a user selected using the Shopping Cart program. The system creates records in this table when the user submits a requisition from the shopping cart program.
Direct Connect Setup F43E22	Stores information for suppliers that is required for using Direct Connect.
Direct Connect Supplier Extrinsic Information F43E25	Stores extrinsic information required for suppliers with which you use Direct Connect.

<b>Table</b>	<b>Description</b>
Approval Authority (Employee) F43E091	Stores approval authority setup information that was created at the employee level.
Approval Authority (Employee Group/BU) F43E092	Stores approval authority setup information that was created at the employee group and business unit level.
Approval Authority (Business Unit) F43E093	Stores approval authority setup information that was created at the business unit level.
Approval Authority Constants F43E094	Stores the settings for the approval authority constants.
Approval Authority (Commodity/BU) F43E095	Stores approval authority setup information that was created at the commodity and business unit level.



# Glossary of PeopleSoft Terms

<b>activity</b>	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
<b>activity rule</b>	The criteria by which an object progresses from one given point to the next in a flow.
<b>add mode</b>	A condition of a form that enables users to input data.
<b>Advanced Planning Agent (APAg)</b>	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
<b>application server</b>	A server in a local area network that contains applications shared by network clients.
<b>as if processing</b>	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
<b>alternate currency</b>	<p>A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.</p> <p>In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.</p>
<b>as of processing</b>	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
<b>back-to-back process</b>	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
<b>batch processing</b>	<p>A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.</p> <p>In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.</p>
<b>batch server</b>	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
<b>batch-of-one immediate</b>	<p>A transaction method that enables a client application to perform work on a client workstation, 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.</p> <p>See also direct connect and store-and-forward.</p>
<b>business function</b>	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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.
<b>business function event rule</b>	See named event rule (NER).
<b>business view</b>	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
<b>central objects merge</b>	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
<b>central server</b>	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
<b>charts</b>	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
<b>connector</b>	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
<b>contra/clearing account</b>	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.
<b>Control Table Workbench</b>	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
<b>control tables merge</b>	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
<b>cost assignment</b>	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
<b>cost component</b>	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
<b>cross segment edit</b>	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.
<b>currency restatement</b>	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
<b>database server</b>	A server in a local area network that maintains a database and performs searches for client computers.
<b>Data Source Workbench</b>	An application that, during the Installation Workbench process, copies all 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.

<b>date pattern</b>	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
<b>denominated-in currency</b>	The company currency in which financial reports are based.
<b>deployment server</b>	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
<b>detail information</b>	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
<b>direct connect</b>	A transaction method in which a client application communicates interactively and directly with a server application.  See also batch-of-one immediate and store-and-forward.
<b>Do Not Translate (DNT)</b>	A type of data source that must exist on the iSeries because of BLOB restrictions.
<b>dual pricing</b>	The process of providing prices for goods and services in two currencies.
<b>edit code</b>	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
<b>edit mode</b>	A condition of a form that enables users to change data.
<b>edit rule</b>	A method used for formatting and validating user entries against a predefined rule or set of rules.
<b>Electronic Data Interchange (EDI)</b>	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
<b>embedded event rule</b>	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
<b>Employee Work Center</b>	A central location for sending and receiving all PeopleSoft 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.
<b>enterprise server</b>	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
<b>EnterpriseOne object</b>	A reusable 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.
<b>EnterpriseOne process</b>	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
<b>Environment Workbench</b>	An application that, during the Installation Workbench process, 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.
<b>escalation monitor</b>	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.

<b>event rule</b>	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
<b>facility</b>	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. A facility is sometimes referred to as a <i>business unit</i> .
<b>fast path</b>	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
<b>file server</b>	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
<b>final mode</b>	The report processing mode of a processing mode of a program that updates or creates data records.
<b>FTP server</b>	A server that responds to requests for files via file transfer protocol.
<b>header information</b>	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.
<b>interface table</b>	See Z table.
<b>integration server</b>	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
<b>integrity test</b>	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
<b>interoperability model</b>	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
<b>in-your-face-error</b>	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
<b>IServer service</b>	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.
<b>jargon</b>	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.
<b>Java application server</b>	A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.
<b>JDBNET</b>	A database driver that enables heterogeneous servers to access each other's data.
<b>JDEBASE Database Middleware</b>	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
<b>JDECallObject</b>	An API used by business functions to invoke other business functions.
<b>jde.ini</b>	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
<b>JDEIPC</b>	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

<b>jde.log</b>	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
<b>JDENET</b>	PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.
<b>Location Workbench</b>	An application that, during the Installation Workbench process, 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.
<b>logic server</b>	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
<b>MailMerge Workbench</b>	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
<b>master business function (MBF)</b>	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
<b>master table</b>	See published table.
<b>matching document</b>	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
<b>media storage object</b>	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
<b>message center</b>	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
<b>messaging adapter</b>	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
<b>messaging server</b>	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
<b>named event rule (NER)</b>	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<b><i>nota fiscal</i></b>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<b><i>nota fiscal factura</i></b>	In Brazil, a nota fiscal with invoice information. See also <i>nota fiscal</i> .

<b>Object Configuration Manager (OCM)</b>	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
<b>Object Librarian</b>	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
<b>Object Librarian merge</b>	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
<b>Open Data Access (ODA)</b>	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
<b>Output Stream Access (OSA)</b>	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
<b>package</b>	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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
<b>package build</b>	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.  Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
<b>package location</b>	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
<b>Package Workbench</b>	An application that, during the Installation Workbench process, 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.
<b>PeopleSoft Database</b>	See JDEBASE Database Middleware.
<b>planning family</b>	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
<b>preference profile</b>	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
<b>print server</b>	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
<b>pristine environment</b>	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

<b>processing option</b>	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
<b>production environment</b>	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
<b>production-grade file server</b>	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
<b>program temporary fix (PTF)</b>	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
<b>project</b>	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
<b>promotion path</b>	<p>The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):</p> <p>11&gt;21&gt;26&gt;28&gt;38&gt;01</p> <p>In this path, <i>11</i> equals new project pending review, <i>21</i> equals programming, <i>26</i> equals QA test/review, <i>28</i> equals QA test/review complete, <i>38</i> equals in production, <i>01</i> equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.</p>
<b>proxy server</b>	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
<b>published table</b>	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
<b>publisher</b>	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
<b>pull replication</b>	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.
<b>QBE</b>	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
<b>real-time event</b>	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
<b>refresh</b>	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
<b>replication server</b>	A server that is responsible for replicating central objects to client machines.
<b>quote order</b>	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
<b>selection</b>	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
<b>Server Workbench</b>	An application that, during the Installation Workbench process, 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.
<b>spot rate</b>	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
<b>Specification merge</b>	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
<b>specification</b>	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
<b>Specification Table Merge Workbench</b>	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
<b>store-and-forward</b>	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
<b>subscriber table</b>	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
<b>supplemental data</b>	<p>Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.</p> <p>For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.</p>
<b>table access management (TAM)</b>	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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.
<b>Table Conversion Workbench</b>	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
<b>table conversion</b>	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
<b>table event rules</b>	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
<b>terminal server</b>	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

<b>three-tier processing</b>	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
<b>three-way voucher match</b>	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
<b>transaction processing (TP) monitor</b>	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 may include programs that validate data and format terminal screens.
<b>transaction set</b>	An electronic business transaction (electronic data interchange standard document) made up of segments.
<b>trigger</b>	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
<b>triggering event</b>	A specific workflow event that requires special action or has defined consequences or resulting actions.
<b>two-way voucher match</b>	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
<b>User Overrides merge</b>	Adds new user override records into a customer's user override table.
<b>variance</b>	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.  In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.
<b>Version List merge</b>	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.
<b>visual assist</b>	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
<b>vocabulary override</b>	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
<b>wchar_t</b>	An internal type of a wide character. It is used for writing portable programs for international markets.
<b>web application server</b>	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
<b>web server</b>	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
<b>Windows terminal server</b>	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

<b>workbench</b>	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
<b>work day calendar</b>	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
<b>workflow</b>	The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.
<b>workgroup server</b>	A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
<b>XAPI events</b>	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
<b>XML CallObject</b>	An interoperability capability that enables you to call business functions.
<b>XML Dispatch</b>	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
<b>XML List</b>	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
<b>XML Service</b>	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
<b>XML Transaction</b>	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
<b>XML Transaction Service (XTS)</b>	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
<b>Z event</b>	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
<b>Z table</b>	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z tables are also known as interface tables.
<b>Z transaction</b>	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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