Oracle® Process Manufacturing

Purchase Management User's Guide

Release 11*i*

February 2000

Part No. A77465-01

ORACLE®

Oracle® Process Manufacturing Purchase Management User’s Guide, Release 11*i*

Part No. A77465-01

Primary Authors: Christy Pischedda, Sudha Seshadri

Contributors: Robert Weiss

Contents

Send Us Your Comments ix

Preface xi

1 Common Purchasing

Common Purchasing Overview 1-2
Common Purchasing Business Process 1-3
Common Purchasing Management Workflow 1-3
Common Purchasing between Oracle and OPM 1-4
Payment on Receipt 1-5
Common Purchasing Blanket Purchase Agreements 1-5
Common Purchasing Blanket Purchase Agreements Diagram 1-5
Common Purchasing Flow Diagram 1-7

2 Common Purchasing Setup

Common Purchasing - Required Setup 2-2
Required Setup in Oracle Purchasing 2-2
Required Setup in OPM 2-7
Common Purchasing Synchronization 2-14
OPM Financials Integration Data Synchronization 2-14
Post Installation Information 2-15

3 Purchase Management Setup in OPM

Required Setup in Related Applications 3-2

System-related Setup 3-2
Inventory-related Setup 3-3
Optional Setup in Related Applications 3-5
Required Setup in Purchase Management 3-7
Defining Vendor Classes 3-7
Defining Vendor General Ledger Classes 3-7
Defining Vendor Trade Classes 3-8
Defining Purchase Acquisition Costs in OPM Purchase Management 3-9
Defining Purchase Acquisition Costs in OPM Procedure 3-9
Purchase Acquisition Costs in OPM Field Reference 3-9
Entering Acquisition Costs in Oracle Purchasing 3-10
Entering Purchasing Acquisition Costs in Oracle Purchasing Procedure 3-10
Acquisition Cost Entry in Oracle Purchasing Field Reference 3-10

4 Entering Purchase Orders

Entering Purchase Orders 4-2
Creating Purchase Orders in Oracle Applications Procedure 4-2
Viewing the OPM Common Purchasing Synchronization Log 4-4
OPM Common Purchasing Synchronization Error Log Files Field Reference 4-4
Troubleshooting Purchasing Synchronization Error Messages 4-5

5 Receiving

Receiving Overview 5-2
Entering Quick Receipts 5-3
Entering Quick Receipts Procedure 5-3
Quick Receipts Header 5-3
Entering Standard Purchase Order Receipts 5-7
Entering Standard Purchase Order Receipts Procedure 5-7
Purchase Order Receiving Field Reference 5-8
Purchase Order Receiving Window - Actions Menu Options 5-11
Editing Standard Receipts 5-12
Editing Standard Receipts Procedure 5-12
Viewing Purchase Order Lines to Receive 5-13
Viewing Purchase Order Lines to Receive Procedure 5-13
Receipt Selection Field Reference 5-13

Selecting Purchase Order Lines to Receive 5-15
Selecting Purchase Order Lines to Receive Procedure........ 5-15
Receiving Lines Selection Field Reference 5-15
Changing the Price of an Item on the Receipt 5-17
Changing the Price of an Item on the Receipt Procedure........ 5-17
Receipt Price Change Field Reference 5-17
Receiving Lines Selection Window - Actions Menu Options 5-17
Entering Receiving Line Details........ 5-19
Entering Receiving Line Details Procedure........ 5-19
Receiving Line Details Field Reference 5-19
Entering Lot/Location Control Information 5-22
Entering Lot/Location Control Information Procedure........ 5-22
Pending Transactions Field Reference 5-22
Entering Stock Receipts........ 5-25
Entering Stock Receipts Procedure 5-25
Stock Receipts Field Reference 5-25
Stock Receipts Window - Actions Menu Options........ 5-29
Editing Stock Receipts........ 5-30
Editing Stock Receipts Procedure 5-30
Entering Line Items Received without POs 5-31
Entering Line Items Received without POs Procedure........ 5-31
Stock Receipts Line Items Field Reference........ 5-31
Stock Receipts Line Items Window - Actions Menu Options........ 5-32
Entering Acquisition Line Costs........ 5-34
Entering Acquisition Line Costs Procedure 5-34
Acquisition Line Cost Entry Field Reference........ 5-34
Entering Line Details for Items Received without POs........ 5-36
Entering Receiving Line Details Procedure........ 5-36
Stock Receipts Line Details Field Reference 5-36
Entering Lot/Location Control Information 5-39
Entering Lot/Location Control Information Procedure........ 5-39
Completed Transactions Field Reference........ 5-39

6 Returns

Entering Returns........ 6-2

Entering Returns Procedure 6-2
Returns Field Reference 6-2
Returns window - Actions Menu Options 6-6
Editing Returns 6-7
Editing Returns - Procedure 6-7

7 Reports and Requests

Running the Costed Receiving Report 7-2
Submitting a Report 7-2
Selected Report Parameters 7-2
Selected Report Fields 7-3
Running the Items Received Report 7-5
Submitting a Report 7-5
Selected Report Parameters 7-5
Selected Report Fields 7-6
Running the PO Resubmission Request 7-8
Submitting a Report 7-8
Selected Report Parameters 7-8
Running the Receipts Resubmission Request 7-9
Submitting a Report 7-9
Selected Report Parameters 7-9
Running the Synchronization Request 7-10
Submitting a Report 7-10
Running the Purchasing Integration Audit Report 7-11
Submitting a Report 7-11
Selected Report Parameters 7-11
Selected Report Fields 7-12
Running the PO/Stock Return History Report 7-13
Submitting a Report 7-13
Selected Report Parameters 7-13
Selected Report Fields 7-15
Running the PPV Summary Report 7-18
Submitting a Report 7-18
Selected Report Parameters 7-18

A Appendixes

Navigation Paths A-2
Setting Purchase Management Profile Options A-4

Glossary

Index

Send Us Your Comments

Oracle® Process Manufacturing Purchase Management User's Guide, Release 11*i*,

Part No. A77465-01

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

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most about this manual?

If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number (if available). You can send comments to us in the following ways:

- E-mail - your_product@us.oracle.com
- FAX - telephone number. Attn: Oracle Your Product Name Here
- Postal service:

  Oracle Corporation
  Oracle Your Product Name Here Documentation
  Street Address, Mailstop
  City, State Postal Code
  Country

If you would like a reply, please give your name, address, and telephone number below.

If you have problems with the software, please contact your local Oracle Support Services.

Preface

Welcome to the *Oracle Process Manufacturing Purchase Management User's Guide*. This user's guide includes the information you need to work with the Oracle Process Manufacturing (OPM) application effectively.

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

Intended Audience

This guide assumes that you have working knowledge of your business area's processes and tools. It also assumes that you are familiar with OPM Purchase Management. If you have never used OPM Purchase Management, we suggest you attend one or more of the Oracle Process Manufacturing training classes available through Oracle World Wide Education.

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

About This Guide

This guide contains overviews as well as task and reference information. It includes the following:

Name	Description
Common Purchasing	Provides an overview of Common Purchasing, which integrates OPM Purchase Management and Oracle Purchasing.
Common Purchasing Setup	Explains the Common Purchasing Setup requirements.
Purchase Management Setup in OPM	Explains the setup requirement in Purchase Management and other related applications.
Entering Purchase Orders	Explains the process of entering purchase orders in Oracle Purchasing and processing purchase orders in Oracle Process Manufacturing.
Receiving	Explains the OPM Receiving functionality.
Returns	Explains the return functionality.
Reports and Requests	Describes the available reports. Reports are available through the Application's Standard Report Submission form and Detailed Subledger form.
Appendixes	Provides the default navigation path for Purchase Management and PO profile options.
Glossary	Defines a list of terms used in Purchase Management.

Information Sources

You can choose from many sources of information, including documentation, training, and support services to increase your knowledge and understanding.

Online Documentation

Oracle Applications documentation is available on CD-ROM, except for technical reference manuals. User's guides are available in HTML format and on paper. Technical reference manuals are available on paper only. Other documentation is available on paper and sometimes in PDF format.

The content of the documentation remains the same from format to format. Slight formatting differences could occur due to publication standards, but such differences do not affect content. For example, page numbers are included on paper, but are not included in HTML.

The HTML documentation is available from all Oracle Applications windows. Each window is programmed to start your web browser and open a specific, context-sensitive section. Once any section of the HTML documentation is open, you can navigate freely throughout all Oracle Applications documentation.

Related Documents

Oracle Process Manufacturing shares business and setup information with other Oracle products. You may find the following Oracle Applications user's guides useful:

- *Oracle Applications User's Guide Release 11i*
- *Oracle Application's Flexfields Guide Release 11i*
- *Oracle Workflow User Guide*
- *Oracle Applications System Administrator's Guide Release 11i*
- *Oracle General Ledger User's Guide Release 11i*
- *Oracle Payables User's Guide Release 11i*
- *Oracle Receivables User's Guide Release 11i*
- *Oracle Human Resources North American User's Guide Release 11i*
- *Oracle Purchasing User's Guide Release 11i*

Oracle Process Manufacturing Guides

The following is a list of documentation in each product group for OPM Release 11*i*:

Financials

- *Oracle Process Manufacturing Accounting Setup User's Guide*
- *Oracle Process Manufacturing Cost Management User's Guide*
- *Oracle Process Manufacturing Manufacturing Accounting Controller User's Guide*
- *Oracle Process Manufacturing and Oracle Financials Integration User's Guide*

Inventory Control

- *Oracle Process Manufacturing EC Intrastat Reporting User's Guide*

- *Oracle Process Manufacturing Inventory Management User’s Guide*
- *Oracle Process Manufacturing Physical Inventory User’s GuideLogistics*
- *Oracle Process Manufacturing Order Fulfillment User’s Guide*
- *Oracle Process Manufacturing Purchase Management User’s Guide*

Process Execution

- *Oracle Process Manufacturing Process Operation Control User’s Guide*
- *Oracle Process Manufacturing Production Management User’s Guide*

Process Planning

- *Oracle Process Manufacturing Capacity Planning User’s Guide*
- *Oracle Process Manufacturing Capacity Planning with RHYTHM Factory Planner User’s Guide*
- *Oracle Process Manufacturing MPS/MRP and Forecasting User’s Guide*

Product Development

- *Oracle Process Manufacturing Formula Management User’s Guide*
- *Oracle Process Manufacturing Laboratory Management User’s Guide*
- *Oracle Process Manufacturing Quality Management User’s Guide*

Regulatory

- *Oracle Process Manufacturing Regulatory Management User’s Guide*

System Administration and Technical Reference

- *Oracle Process Manufacturing Implementation Guide*
- *Oracle Process Manufacturing System Administration User’s Guide*
- Oracle Process Manufacturing Technical Reference Manuals

Training

Oracle offers a complete set of formal training courses to help you master Oracle Process Manufacturing and reach full productivity quickly. We organize these courses into functional learning paths, so you take only those courses appropriate to your area of responsibility.

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

Conventions

The following conventions are used in this guide:

Bolded Text

Buttons, fields, keys, menus, and selections are bolded in procedures only. For example: To access the next window, click **OK**. Otherwise, references to these features appear in regular type.

Additional Menu Options

Only nonstandard menu options are discussed. Standard menu bar options (such as Save) are not discussed. These standard options are described in the *Oracle Applications User's Guide Release 11i*. Only menu options unique to the use of the specific window are discussed.

Field References

References to fields within procedures are in bold type. References within the body of this guide appear in regular type.

Required Fields

The word Required appears as the last word in the field description of all required fields. When the field is required contingent on the entry in another field, or only in specific situations, "Required if..." is the last sentence of the field description.

Fields Reserved for Future Use

Fields with no current processing implications are referenced by the statement "This field is not currently used" or "Reserved for future use." Do not use these fields for your own reference data, because there are plans to link future functionality to these fields. Fields intended for informational purposes only are referenced by the statement "This field is for informational purposes only."

Pending/Completed Transactions

Discussions about processing transactions that use the words pending and completed refer to the status of a transaction. Pending and completed do not refer to the database tables that are updated as a result of transactions (for example, some completed transactions are stored in the Pending Transactions table).

Procedures

Most topics contain a procedure with numbered steps. Any actions which are subordinate to a step are assigned letters. You can customize your Oracle Application, therefore, all procedures are suggestive only. Navigate to windows and between responsibilities in a way that works best for your particular setup. Also note that fields may appear in a different order than they are discussed.

Use of the Word Character

The word character means an alphanumeric character. Characters that are numeric or alphabetic only are referenced specifically. Depending on your system security profile, you many not have access to all of the windows and functions described in this guide. If you do not see a menu option described in this guide, and you want access to it, contact your System Administrator.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle Applications tables are interrelated. As a result, any change you make using Oracle Applications can update many tables at once. If you modify the Oracle Applications data using anything other than Oracle Applications, you could change a row in one table without making corresponding changes in related tables. If your tables are not synchronized with each other, you risk retrieving erroneous information and receiving unpredictable results throughout Oracle Applications.

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

Consequently, we strongly recommend that you never use SQL*Plus or any other tool to modify Oracle Applications data unless otherwise instructed by Oracle Support Services.

About Oracle

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

Oracle Products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing, and information resource.

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

Thank You

Thank you for choosing Oracle Process Manufacturing and this user’s guide.

We value your comments and feedback. At the beginning of this guide is a Reader’s Comment Form that you can use to explain what you like or dislike about this user’s guide. Mail your comments to the following address or call us directly at 650-506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send an electronic mail message to appsdoc@us.oracle.com

1

Common Purchasing

This topic explains the Common Purchasing in detail.

The following topics are covered:

- Common Purchasing Overview
- Common Purchasing Business Process
- Common Purchasing Management Workflow
- Common Purchasing between Oracle and OPM
- Payment on Receipt
- Common Purchasing Blanket Purchase Agreements
- Common Purchasing Blanket Purchase Agreements Diagram
- Common Purchasing Flow Diagram

Common Purchasing Overview

Common Purchasing integrates OPM Purchase Management and Oracle Purchasing to provide an integrated solution for Process Manufacturing. Purchase orders are entered in Oracle Purchasing and received in OPM. Then, the receipts entered in OPM are sent to Oracle Purchasing. Standard receipts, quick receipts, stock receipts, and returns are entered in OPM Purchase Management. When standard receipts, quick receipts, and returns are saved, automatic concurrent processes update the purchase order quantities in Oracle Purchasing.

Once purchase orders are entered in Oracle Purchasing and approved, the data is automatically synchronized to OPM Purchase Management via concurrent processes. The only time that you would manually run a synchronization is to correct data in a purchase order that has failed synchronization or to update receiving information on the purchase order. See the "Reports and Requests" chapter in this user's guide for detailed information on resubmitting purchase order and receipt information.

Purchasing general ledger accounts default on the purchase order in Oracle Purchasing; they are only used for matching in Accounts Payable. General ledger entries are made using the account mapping in OPM. These accounts are created on the purchase order synchronized to OPM Purchase Management when purchase orders are approved. Items are mapped to inventory accounts and acquisition costs are mapped to expense or inventory accounts.

In OPM, you must set up OPM Purchase Management and OPM and Oracle Financials Integration before using Common Purchasing (except Accounts Receivable), and other OPM applications.

In Oracle Applications, you must set up Oracle Purchasing and Oracle Receiving.

Look for System Updates regarding Oracle Products on MetaLink. You can access MetaLink from the Oracle Support home page at http://www.oracle.com/support.

Common Purchasing Business Process

Purchase Management operates on a Purchase-to-Pay basis. Purchase-to-Pay is the process of managing and coordinating with your suppliers to efficiently provide raw materials. This is done by maintaining procurement and vendor source information, supporting vendor contracts, discount information and managing vendor performance. If Purchasing quotes and purchase orders are issued, materials are shipped and received, invoices are matched, and payments are made in Accounts Payable.

Oracle Purchase Management provides the tools needed for continuous replenishment. Coordinating purchasing, receiving, and payables reduces time and costs by eliminating the need for manual effort.

The Purchase-to-Pay process provides the following benefits:

- Accurate quotations, purchase orders, and payments
- Vendor selection and performance measurement
- Strategic sourcing
- Electronic and Internet purchasing

Common Purchasing Management Workflow

The Oracle Purchasing application is used for:

- requisitioning expense, production, and MRO items.
- purchasing for expense, production and MRO items.
- receiving and returns for expense and MRO items.

The OPM Purchase Management application is used for:

- receiving and returns of production items.
- creating and viewing of MRP action messages.
- creating requisitions from approved MRP action messages.

Purchase Order information is automatically sent to OPM from Oracle Purchasing for the purpose of receiving after:

- a purchase order is created and approved for the first time.
- lines and shipments are added (and upon reapproval).

- the buyer, payment terms, ship via, FOB or freight terms are changed on the purchase order header (and upon reapproval).
- the shipment number, ship-to, quantity, promise date, need-by date, last accept date, shipment price, or taxable flag are changed on the shipment line (and upon reapproval).

The following OPM Purchase Management features are extensions to Oracle Purchasing:

- Specifying QC grades on a purchase order line.
- Displaying purchase quantities in a unit of measure for an item and in the dual unit of measure on a purchase order line if the item is dual unit of measure controlled.
- Entering acquisition costs for a purchase order shipment line.

Common Purchasing between Oracle and OPM

When a document is approved in Oracle Purchasing, the OPM Common Purchasing Synchronization process automatically runs to transfer the information to OPM Purchase Management. If your document fails to get transferred to OPM, review the errors generated by the Common Purchasing Synchronization process in the OPM Common Purchasing Synchronization log. Only documents containing production items are transferred to OPM Purchase Management.

OPM Receiving functionality, including returns and voids, is used to manage production item receiving. The same process that transfers purchasing documents to OPM (the OPM Common Purchasing Synchronization process) also transfers Receiving transactions to Oracle Purchasing. Receipt information is sent to Oracle Purchasing when receipts are initially saved in OPM, receipt information can also be manually submitted on its own when there are subsequent receipt changes. The Common Purchasing Synchronization process can also be run on a periodic schedule.

Payment on Receipt

If you have installed Oracle Purchasing, you can choose to generate payments to suppliers based on receipt transactions. You must setup your suppliers to be paid either on receipt or delivery, and choose the invoice consolidation level; packing slip, receipt, or supplier pay site. Once receipt or delivery transactions are created, you can submit the Pay on Receipt AutoInvoice Program. This program automatically creates standard, unapproved invoices for payment of goods in Payables and matches them to corresponding purchase orders. Invoices are created from receipt and purchase order information ensuring accurate and timely data processing. You can then approve and pay these purchase order matched invoices using the standard Payables payment processing functionality. See Payment on Receipts, *Oracle Purchasing User's Guide* and *Oracle Payables user's Guide.*

Payment on Receipt is also known by alternative names such as Evaluated Receipt Settlement (ERS) and Self billing.

Common Purchasing Blanket Purchase Agreements

Oracle Purchasing Blanket Purchase Agreements are not transferred to OPM Purchase Management; they are not used by OPM MRP in making purchase recommendations. OPM MRP only references OPM Blanket Purchase Orders when an associated release schedule exists.

Oracle Blanket Purchase Orders do not have a release schedule. However, Oracle Planned Purchase Orders can be used in place of Oracle Blanket Purchase Orders and are synchronized to OPM when they are approved. Oracle Planned Purchase Orders let you establish a schedule that is similar to a release schedule allowing OPM MRP to plan for unreleased Planned Purchase Orders.

Common Purchasing Blanket Purchase Agreements Diagram

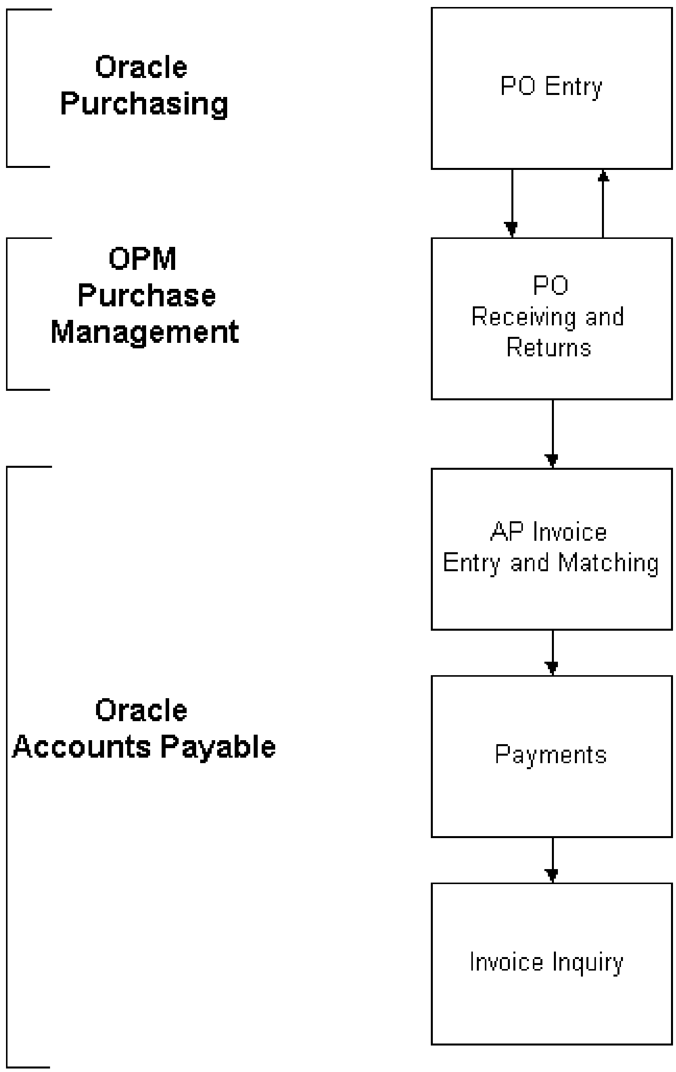
The following table lists the types of purchase orders used in Oracle Purchasing and their equivalent in OPM Purchase Management.

Oracle Purchasing Document	OPM Purchase Management Equivalent
standard purchase order	purchase order
planned purchase order	blanket purchase order with release schedule
planned purchase order release	purchase order

Oracle Purchasing Document	OPM Purchase Management Equivalent
blanket purchase agreement release	purchase order
blanket purchase order	not sent to OPM Purchase Management
contracts	not sent to OPM Purchase Management

Common Purchasing Flow Diagram

The Common Purchasing flow diagram shows the typical data flow process from purchase order entry in Oracle Purchasing, to Receiving and Returns in OPM, to invoicing in Oracle Accounts Payable.



2

Common Purchasing Setup

This topic explains the Common Purchasing Setup requirements.

The following topics are covered:

- Common Purchasing - Required Setup
- Common Purchasing Synchronization
- OPM Financials Integration Data Synchronization
- Post Installation Information

Common Purchasing - Required Setup

Review this topic thoroughly before setting up Oracle Purchasing. You must adhere to the set up requirements listed here for Common Purchasing to work.

You must set up OPM Purchase Management, Oracle Purchasing, and OPM and Oracle Financials Integration before using Common Purchasing.

You must set up the information listed for each application in Oracle Applications and OPM before you can successfully create and synchronize POs between Oracle Purchasing and OPM Purchase Management.

Required Setup in Oracle Purchasing

You must set up the standard information for Oracle Purchasing according to Setting Up topic in the *Oracle Purchasing User's Guide*. The instructions listed below are Common Purchasing-specific; they supplement the *Oracle Purchasing User's Guide*, but do not replace it. In addition, the step numbers used below correspond to the step numbers listed in the Setting Up topic in *Oracle Purchasing User's Guide*.

Note: Enter all codes that are synchronized with OPM into Oracle Applications in uppercase, otherwise they can only be used in OPM by selecting them from a lookup. You cannot use lowercase in any OPM applications.

Step 3 - Define Currencies

Currencies cannot exceed 4 characters because they are saved to OPM via a trigger.

Step 3 - Define Exchange Rates and Exchange Rate Types

Enter exchange rates and exchange rate types in Oracle GL. They are saved to OPM via a trigger.

- Enter conversion rate types in uppercase if not numeric.
- Conversion rates cannot exceed 4 characters and exchange rate type descriptions cannot not exceed 70 characters because they are passed to OPM.
- If your implementation is using multi-currency for Sales Order Processing, then daily conversion rates must exist for the ship dates on the OPM Sales Order.

Step 4 - Set up Organizations

Define one inventory organization for Oracle Purchasing by bringing up the Setup Business Group Organization. This is seed data in Oracle Applications. Designate this organization as an Inventory Organization.

Step 12 - Define Locations

Enter additional locations for receiving MRO or expense items only. Warehouses that you store items in are entered in OPM and saved as bill to and ship to locations in Oracle Purchasing via a trigger.

Step 13A - Define Payment Terms

Enter payment terms in Oracle Accounts Payable. They are synchronized to OPM Purchase Management via OPM Financials Integration Data synchronization.

- Payment terms codes can be up to 15 characters.
- Descriptions can be up to 40 characters.
- Use the % Due, % Discount, and Days columns only to establish the payment terms code.

Step 15 - Set up Lookups and Classes for FOB Codes

Enter the Oracle Accounts Payable FOB Codes. OPM synchronizes only the AP FOB Codes. FOB codes correspond to the OPM Order Fulfillment FOB codes used on purchase orders and sales orders. See the "Defining Lookup Codes" topic in the Oracle Purchasing User's Guide for detailed information.

Step 17 - Set up the Vendor GL Class Descriptive Flexfield Validation Set (Optional)

Add the Vendor GL Class descriptive flexfield to the Vendor Site screen. Enter up to 8 characters in uppercase. This field is required if Vendor GL Class is used in Account Mapping in OPM. Otherwise, it is optional. For existing AP installs, verify that Attribute 1 is not being used for any other descriptive flexfields for the Vendor window and the Vendor Site window.

Field Name	Value
Value Set Name	vend_glclass
Description	Vendor GL Class
Format Type	Char
Maximum Size	8
Uppercase only (A-Z)	Yes
Validation Type	Table

Field Name	Value
Table Application	Oracle Payables
Table Name	po_vgld_cls
Table Columns Value	vendgl_class
Type	Char
Size	8
Table Columns Meaning	vendgl_class_desc
Type	Varchar2
Size	70

Define the Descriptive Flexfield Segments for Vendor GL Class. This descriptive flexfield must be assigned to ATTRIBUTE1. If you already have a descriptive flexfield assigned to ATTRIBUTE1, it must be moved to another open attribute in the table. Query on the title Vendor Sites to display the descriptive flexfiled for Vendor GL Class.

Field Name	Value
Application	Oracle Purchasing
Title	Vendor Sites
Freeze Flexfield Definition	No
Prompt	Context
Value Required	No
Default	(blank)
Override Allowed	No
Reference Field	(blank)

Select Segments and Open, and then enter the following information:

Field Name	Value
Name	GL Class
Description	Vendor GL Class
Enable	Yes
Column	ATTRIBUTE1
Number	1
Displayed	Yes
Value Set	vend_glclass
Description	Vendor GL Class
Default Type	(blank)
Default Value	(blank)
Required	Yes (optional)
Security Enabled	No
Range	(blank)
Display Size	8
Description Size	50

Freeze the flexfield and save it.

Step 20 - Define Items

Enter MRO items only. Production items are entered in OPM Inventory management and saved to the Oracle Applications item master via a trigger.

Step 25 - Define Suppliers

Define vendors in Oracle AP or Purchasing. The combined supplier number and supplier site name are saved as the vendor number in OPM Purchase Management via Data Synchronization.

Note: The OPM system profile value "GMF:Vendor Delimiter" is set to **-** as the default. The default separator is for the supplier and supplier site name combination. You can change the value as long as the separator has not already been used in synchronization.

- The supplier name equals the OPM vendor name.
- The supplier name can be up to 40 characters.
- The suppler number can be up to 16 characters.
- If the number is alphanumeric, be sure to use uppercase.
- The supplier number, hyphen or other delimiter, site name combination can be up to 32 characters.
- The AP supplier site name can be up to 15 characters.
- The OPM vendor default currency equals the AP corporate supplier invoice currency.
- The pay site equals the OPM pay to vendor.
- The purchasing site equals the OPM ship to vendor.
- The state and country code (not the description) are verified against the OPM geography code, sy_geog_mst. The state and country code are maintained in the same column in sy_geog_mst.
- The state code can be up to 4 characters.
- The postal code can be up to 16 characters.

- If you are using vendor GL class in the OPM Manufacturing Accounting Controller account mapping, you must enter a vendor GL class descriptive flexfield to the Vendor Site window in Oracle Accounts Payable or Purchasing. See the *Oracle Process Manufacturing Financials Integration User's Guide* for detailed information.
- OPM only synchronizes suppliers with a supplier type vendor or with a blank vendor type.

Note: If you want your supplier to be paid on receipt or delivery, then setup Payment on Receipt functionality on the Suppliers window in Purchasing. See Payment on Receipts, *Oracle Purchasing User's Guide* and *Oracle Payables User's Guide.*

Required Setup in OPM

You must set up the information listed for each application in OPM. See the user's guides listed for each OPM application for detailed information on setting up the required items.

OPM System Administration

See the *Oracle Process Manufacturing Implementation User's Guide* for detailed information on setting up:

Document Ordering

Document ordering for purchase orders (PORD type documents) and blanket purchase orders (PBPO type documents) must be set to manual in OPM. Purchase orders and planned purchase orders are numbered when they are created in Oracle Purchasing. Setting purchase order and planned purchase order document numbering to manual in OPM retains their original numbering when they are synchronized with OPM Purchase Management.

If you choose automatic document ordering for receipts and returns, specify the length of the document numbers, the starting number and whether the numbers have leading zeroes.

You must define document ordering for the following document types before they can be used in Purchase Management:

- PORD - Purchase Orders (manual only)

- PBPO - Blanket Purchase Orders (manual only) (called planned purchase orders in Oracle Purchasing)
- RECV - Receipts (manual or automatic)
- RTRN - Returns (manual or automatic)

Organizations

Define the OPM organizations that purchase goods. Multiple OPM organizations can be mapped to a single operating unit in Oracle Purchasing.

Reason Codes

Define codes to indicate why actions were taken. These reason codes are used in OPM Receiving and Returns.

Units of Measure

Define categories of units of measure such as mass, volume, or count. Units of measure are automatically synchronized with Oracle Applications via a trigger. The first UOM entered for each UOM type is the Base Unit of Measure.

Note: While OPM uses 4-character Unit of Measure (UOM) codes, Oracle Applications use 3- character UOMs. Use the OPM system profile value "GMF:OF UOM Trimmed Char" to specify which character to trim from the OPM UOM during OPM GL Synchronization. The default is 3; however, you can specify any character from 1 through 4.

Unit of Measure Types

Define categories of units of measure such as mass, volume, or count. Unit of measure types are automatically synchronized with Oracle Applications via a trigger.

System Profile Values

The following system profile values are used in Common Purchasing. You must ensure that you have set them up as described below. See the *Oracle Process Manufacturing Implementation Guide* for detailed information on system profile values.

System Profile Value	Setting
GMF:Financial Package	ORAFIN
GMF:Vendor Delimiter	Default separator for the supplier and supplier site name combination is -. You can change the value as long as the separator has not already been used in synchronization.
GMI:Default Location	Enter a default location code.
GML:Ship Weight Unit of Measure	LB
GML:Perform Account Mapping	0
GML:Minimum Percentage Received to Close PO	1.0
GML:Reorder Preference for Returns	0
GMA:Default Organization	Enter a default organization.
GMF:OF UOM Trimmed Char	Default is 3. Can enter any number from 1-4 to trim the 4-character UOM name to 3 characters to fit Oracle Applications UOM codes. 1-4 indicates which character of the 4 digit OPM codes are trimmed.

OPM Inventory Management

See the *Oracle Process Manufacturing Inventory Management User's Guide* for detailed information on setting up:

Inventory Calendar

Set up inventory calendars for all of your companies before you can process any transactions in Purchase Management. You can only process purchase orders, receipts, and returns that are validated against the appropriate open inventory periods. Transactions cannot be written to closed periods. The inventory calendar affects Purchase Management in the following ways:

- You can create purchase orders only if the agreed or promised delivery date falls within an open inventory period.
- You can create, void, or adjust receipts if the date received on the original inventory transactions falls within an open period. If the receiving date on the original transaction falls within an open period, then that date is used. If not, the current date is written to the date received on the inventory transaction.
- You can only process returns if the return date falls within an open inventory period.

Items

Production items are saved to the Oracle Applications Item Master via a trigger. Purchasing defaults can be modified in Oracle Applications. Define the characteristics of the items that will be purchased, such as:

- Whether the item uses single or dual unit of measure controlled.
- The item's primary unit of measure.
- The item's secondary unit of measure if dual unit of measure controlled.
- Whether the item is lot controlled.
- Whether the item is sublot controlled.
- Whether the item is location controlled.

Item/Lot Unit of Measure Conversions

Item / Lot Unit of Measure Conversions are saved to the Oracle Applications via a trigger. Define unit of measure conversions to purchase or receive items in different unit of measure types from their primary unit of measure types or to apply dual unit of measure control with different unit of measure types.

The secondary quantity on a purchase order in Oracle Purchasing is calculated using only item-level conversions. The secondary quantity and UOM are displayed in descriptive flexfields on the purchase order line.

Although unit of measure conversions within UOM types are set up globally in the System application, conversions across UOM types must be set up at the item, lot, or sublot level. For example, the conversion from pounds to gallons (mass to volume) is different for water than for ethanol because they have different densities.

See the *Oracle Process Manufacturing Implementation Guide* for detailed information about UOM entry and conversion.

Lot/Sublot Control

Use lot control for items that differ from lot to lot in properties that are important to measure such as items that require grade or lot status control. In addition, use lot control to track which lots of an ingredient were used to make a product, or which products a certain lot was used in.

If you use lot control, you can further divide lots by using sublot control.

When you enter a receipt for an item that is lot controlled, you must indicate which lots were received to allocate them properly.

Location Control

Define your items and warehouses as location controlled to control your items by location within a warehouse.

When you enter a receipt for an item that is location controlled, you must indicate which locations were received to allocate them properly.

Warehouses

Define the warehouses that you store items in. Warehouses are saved as bill to and ship to locations in Oracle Purchasing via a trigger.

OPM Purchase Management

See the Purchase Management Setup in OPM topic for detailed information on setting up:

Vendor Class Codes

Identify the class codes that you use to group vendors with similar characteristics and requirements.

Vendor GL Class Codes

Identify the general ledger class codes that you use to group vendors that share the same account mapping requirements.

Vendor Trade Class Codes

Identify the vendor trade class codes that you use to group vendors that share the same trade requirements.

Purchase Acquisition Costs

Identify the codes for additional costs associated with purchase order shipments such as taxes, duty, and freight.

OPM Order Fulfillment

See the *Oracle Process Manufacturing Order Fulfillment User's Guide* for detailed information on setting up:

Freight Bill Methods

Identify how to bill for freight charges. Freight bill methods are saved as freight terms in Oracle Accounts Payable via a trigger.

Carriers (Shippers)

Identify who physically ships goods. Carriers are saved as freight carriers in Oracle Purchasing via a trigger.

Optional Setup in Order Fulfillment

If you want to use the following Order Fulfillment-related codes, set them up before using Purchase Management. See the *Oracle Process Manufacturing Order Fulfillment User's Guide* and the online help topics for the appropriate windows.

Shipping Methods

Identify how the goods are shipped such as by air or freight.

Ports

Identify embarkation and debarkation ports.

Optional Setup in Cost Management

If you want to use the following Cost Management -related codes, set them up before using Purchase Management. See the *Oracle Process Manufacturing Cost Management User's Guide* and the online help topics for the appropriate windows.

Component Classes

Define component classes in OPM Cost Management. You can then enter these component classes on acquisition costs for costing purposes.

Analysis Codes

Define analysis codes in OPM Cost Management. You can then enter these analysis codes on acquisition costs for costing purposes.

Common Purchasing Synchronization

Concurrent programs are installed automatically with the installation scripts. The Document Approval Manager must be installed and running for the synchronization between Oracle Purchasing and OPM Purchase Management to occur successfully.

During the synchronization process, OPM validates the following fields on the purchase order sent from Oracle Purchasing:

- Organization Code
- To Warehouse
- Pay Vendor
- Ship Vendor
- Item
- Billing Currency
- Order Unit of Measure 1
- Order Unit of Measure 2
- Item Unit of Measure
- Price Unit of Measure
- Shipper Code
- Freight Bill Method
- Terms Code
- QC Grade

OPM Financials Integration Data Synchronization

Run the OPM Financials Integration Data Synchronization when you make changes to the following fields to synchronize them with OPM:

- Vendors
- Vendor Associations
- AP FOB Codes
- AP Terms Codes

Post Installation Information

You must complete the following steps to enable the Acquisition Cost Entry window in Oracle Purchasing.

First, to update your CUSTOM.pll file:

1. Merge the differences in the $AU_TOP/resource/CUSTOM.pll and the TMCUSTOM.pll files.
2. Recompile the modified custom.pll.

Next, to set up the window:

1. Select the Oracle Applications Application Developer responsibility. You may have to set up this responsibility if it does not already exist.
2. Navigate to the Application Forms window and verify that GMLACQCE exists. If it does not, you must add it.
   - In the Form column, enter GMLACQCE.
   - In the Application column, enter Oracle Process Manufacturing.
   - In the User Form Name column, enter OPM Common Purchasing Acquisition Cost Line Entry.
3. Save the window.
4. Navigate to the Form Functions form and verify that GMLACQCE_F exists. If it does not, you must add it.
   - In the Function column, enter GMLACQCE_F.
   - In the User Function Name column, enter OPM Common Purchasing Cost Line Entry.
   - In the Type column, enter FORM.
5. Save the window.
   - Navigate to the Menus window and view the PO_SUPERUSER_GUI menu. Verify that the OPM Common Purchasing Cost Line Entry function exists on the Menus form. If it does not, you must add it.
   - In the Function column, enter OPM Common Purchasing Cost Line Entry.
6. Save the window.

3

Purchase Management Setup in OPM

This topic explains the setup requirement in Purchase Management and other related applications.

The following topics are covered:

- Required Setup in Related Applications
- Required Setup in Purchase Management
- Defining Purchase Acquisition Costs in OPM Purchase Management
- Entering Acquisition Costs in Oracle Purchasing

Required Setup in Related Applications

You must set up information related to other OPM applications before you can use the Purchase Management application. For example, set up units of measure which is System-related, items which are Inventory-related, and currency which is Accounting-related. The prerequisites for Purchase Management are listed by application relationship.

Note: For required setup in Oracle Applications, see the Required Purchase Management Integration Setup in Oracle Applications topic.

System-related Setup

Define unit of measure types, units of measure, organizations, document ordering, and reason codes in the OPM System Administration application before you can use Purchase Management. For more information about each of the functions described below, see the *Oracle Process Manufacturing Implementation Guide* or the online help for the appropriate windows.

Unit of Measure Types

Define categories of units of measure such as mass, volume, or count.

Units of Measure

Define units of measure. When you define a new unit of measure, specify the UOM type that it belongs to and the conversion factor to use when converting the new unit of measure to the reference unit of measure (the first unit of measure defined for that UOM type).

Organizations

Define the organizations that purchase goods.

Document Ordering

Define whether purchase orders, blanket purchase orders (called planned purchase orders in Oracle Purchasing), receipts, and returns are numbered automatically (sequentially) or manually.

Document ordering for purchase orders (PORD type documents) and blanket purchase orders (PBPO type documents) must be set to manual in OPM. Purchase orders and planned purchase orders are numbered when they are created in Oracle

Purchasing. Setting purchase order and planned purchase order document numbering to manual in OPM retains their original numbering when they are synchronized with OPM Purchase Management.

If you choose automatic document ordering for receipts and returns, specify the length of the document numbers, the starting number and whether the numbers have leading zeroes.

You must define document ordering for the following document types before they can be used in Purchase Management:

- PORD - Purchase Orders (manual only)
- PBPO - Blanket Purchase Orders (manual only) (called planned purchase orders in Oracle Purchasing)
- RECV - Receipts (manual or automatic)
- RTRN - Returns (manual or automatic)

Reason Codes

Define codes to indicate why actions were taken. For example, in Purchase Management reason codes can identify why purchase orders or lines were canceled.

Inventory-related Setup

Set up the following Inventory-related information before using Purchase Management: inventory calendar, items, item / lot unit of measure conversions, item decisions, and warehouses. For more information about the Inventory Management application, see the *Oracle Process Manufacturing Inventory Management User's Guide* or the online help for the appropriate windows.

Inventory Calendar

Set up inventory calendars for all of your companies before you can process any transactions in Purchase Management. You can only process purchase orders, receipts, and returns that are validated against the appropriate open inventory periods. Transactions cannot be written to closed periods. The inventory calendar affects Purchase Management in the following ways:

- You can create purchase orders only if the agreed or promised delivery date falls within an open inventory period.
- You can create, void, or adjust receipts if the date received on the original inventory transactions falls within an open period. If the receiving date on the

original transaction falls within an open period, then that date is used. If not, the current date is written to the date received on the inventory transaction.

- You can only process returns if the return date falls within an open inventory period.

Items

Define the characteristics of the items that will be purchased, such as:

- Whether the item uses single or dual unit of measure controlled
- The item's primary unit of measure
- The item's secondary unit of measure if dual unit of measure controlled
- Whether the item is lot controlled
- Whether the item is sublot controlled
- Whether the item is location controlled

Item/Lot Unit of Measure Conversions

Define unit of measure conversions to purchase or receive items in different unit of measure types from their primary unit of measure types or to apply dual unit of measure control with different unit of measure types.

Although unit of measure conversions within UOM types are set up globally in the System application, conversions across UOM types must be set up at the item, lot, or sublot level. For example, the conversion from pounds to gallons (mass to volume) is different for water than for ethanol because they have different densities.

See the *Oracle Process Manufacturing Implementation Guide* for detailed information about UOM entry and conversion.

Warehouses

Define the warehouses that you store items in.

UOM Types

Define type codes that are consistent with the units of measure that you are adding. For example, if you add DZ (dozen) as the unit, enter the type code for count; not a type code for volume.

The first association of type with a unit of measure code establishes the standard unit of measure for that type. For example, if you first associate eaches with the type code for count, eaches will be the standard unit of measure for the count type.

Specify a factor for converting the new unit of measure to the standard unit for this unit of measure type. Whenever you manage an item by separate unit of measure types, you must set up a standard conversion on the Item Lot/Sublot Standard Conversion window.

Lot/Sublot Control

Use lot control for items that differ from lot to lot in properties that are important to measure such as items that require grade or lot status control. In addition, use lot control to track which lots of an ingredient were used to make a product, or which products a certain lot was used in.

If you use lot control, you can further divide lots by using sublot control.

When you enter a receipt for an item that is lot controlled, you must indicate which lots were received to allocate them properly.

Location Control

Define your items and warehouses as location controlled to control your items by location within a warehouse.

When you enter a receipt for an item that is location controlled, you must indicate which locations were received to allocate them properly.

Accounting-related Setup

You must set up currency codes in the Accounting Setup application. For more information about this application, see the *Oracle Process Manufacturing Accounting Setup User's Guide* and the online help topics for the appropriate windows.

Currency Codes

Define the currencies that you use to price the items that you purchase.

Optional Setup in Related Applications

If you want to use the following Order Fulfillment and Physical Inventory-related codes, set them up before using Purchase Management. See the *Oracle Process Manufacturing Order Fulfillment User's Guide*, the *Oracle Process Manufacturing Inventory Management User's Guide* and the online help topics for the appropriate windows.

- Shipper Code - Identifies who physically ships goods.

- Shipping Method - Identifies how the goods are shipped such as by air or freight.
- Freight Bill Method - Identifies how to bill for freight charges.
- FOB Code - Identifies a free on board point where ownership or title passes from seller to buyer. If OPM is integrated with Oracle Financials, then define FOB codes in Oracle Accounts Payable.
- Terms Code - Identifies payment terms for a vendor. If OPM is integrated with Oracle Financials, then define term codes in Oracle Accounts Payable.
- Ports - Identifies an embarkation or debarkation port.
- Item Purchasing Class - Identifies a class of items with similar purchasing characteristics.
- Costing Setup - Define component classes and analysis codes in OPM Costing. You can then enter these component classes and analysis codes on acquisition costs for costing purposes.

Required Setup in Purchase Management

Define vendor class codes, vendor general ledger class codes, and vendor trade class codes in Purchase Management Setup.

Defining Vendor Classes

Use the Vendor Classes window to define the class codes that you use to group vendors with similar characteristics and requirements.

Defining Vendor Classes Procedure

To enter vendor classes:

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

Vendor Classes Field Reference

The fields on this window are:

Class

Enter the vendor class code. A vendor class is a category of vendors that share similar requirements. Required.

Description

Enter the description for the vendor class. Required.

Defining Vendor General Ledger Classes

Use the Vendor General Ledger (GL) Classes window to define vendor general ledger class codes that you use to group vendors that share the same account mapping requirements.

Defining Vendor General Ledger Classes Procedure

To enter vendor general ledger (GL) classes:

1. Navigate to the **Vendor General Ledger (GL) Classes** window.
2. Complete the fields as described.

3. Save the window.

Vendor General Ledger Classes Field Reference

The fields on this window are:

Vendor Class

Enter a vendor general ledger class. A vendor general ledger class is a category of vendors with the same account mapping requirements.

Description

Enter the description for the vendor general ledger class.

Defining Vendor Trade Classes

Use the Vendor Trade Classes window to define vendor trade class codes that you use to group vendors that share the same trade requirements.

Defining Vendor Trade Classes Procedure

To enter vendor trade classes:

1. Navigate to the **Vendor Trade Classes** window.
2. Complete the fields as described.
3. Save the window.

Vendor Classes Field Reference

The fields on this window are:

Class

Enter a vendor trade class. A vendor trade class is a category of vendors with the same trade requirements.

Description

Enter the description for the trade class.

Defining Purchase Acquisition Costs in OPM Purchase Management

Use the Purchase Acquisition Costs window to define codes for additional costs associated with a purchase order shipment such as taxes, duty, and freight in OPM Purchase Management.

Defining Purchase Acquisition Costs in OPM Procedure

To define purchase acquisition costs:

1. Navigate to the **Purchase Acquisition Costs** window.
2. Complete the fields as described.
3. Save the window.

Purchase Acquisition Costs in OPM Field Reference

The fields on this window are:

Cost Code

Enter the code for the type of acquisition cost you are entering.

Description

Enter the cost description for the cost code.

Component Class

Enter the code for the component class for this cost.

Analysis Code

Enter the cost analysis code associated with this cost. Analysis codes are used to group cost categories.

Acquisition Cost Indicator

- Select Included to charge the acquisition costs to an inventory account.
- Select Not Included to charge the acquisition costs to an expense account.

Entering Acquisition Costs in Oracle Purchasing

Use the Acquisition Cost Entry window to apply additional costs associated with a purchase order shipment such as taxes, duty, and freight in Oracle Purchasing.

Entering Purchasing Acquisition Costs in Oracle Purchasing Procedure

To enter acquisition costs:

1. On Oracle Purchasing Shipments window, choose **Zoom** on the **Actions** menu. The Acquisition Cost Entry window is displayed.
2. Complete the fields as described.
3. Save the window.

Acquisition Cost Entry in Oracle Purchasing Field Reference

The fields on this window are:

PO Number

Displays the purchase order number. You cannot edit this field.

Line Number

Displays the purchase order line. You cannot edit this field.

Shipment Number

Displays the purchase order shipment. You cannot edit this field.

Item

Displays the item number for the purchase order line. You cannot edit this field.

UOM

Displays the primary unit of measure for the item. You cannot edit this field.

Total Cost

Displays the total acquisition cost for the shipment based on the acquisition cost amounts that you enter.

Cost Code

Enter the code for the type of acquisition cost you are entering.

Description

The cost description displays automatically. You cannot edit this field.

Amount

Enter the amount of the acquisition cost, in the currency specified on the purchase order.

Included

- Select if the acquisition cost of the item on this line should be charged to an inventory account.
- Do not select if the acquisition cost of the item on this line should be charged to an expense account.

4

Entering Purchase Orders

This topic explains entering purchase orders in Oracle Purchasing.

The following topics are covered:

- Entering Purchase Orders
- Viewing the OPM Common Purchasing Synchronization Log
- Troubleshooting Purchasing Synchronization Error Messages

Entering Purchase Orders

Purchase orders are requests to purchase items from a vendor. See the Purchase Orders and Approval, Security, and Control topics in the *Oracle Purchasing User's Guide*, for detailed information on creating and approving purchase orders. See Receiving a Purchase Order topic in the *Oracle Process Manufacturing Purchase Management User's Guide* for detailed information about receiving a PO.

OPM purchase order tables are automatically populated during the synchronization process. Once the PO is approved in Oracle Purchasing and it passes OPM validation, the purchase order header and detail tables are populated in OPM; dual units of measure are converted; pending inventory transactions are created; and the GL mapping is created for the PO and its associated acquisition costs. Once the purchase order is saved and approved, it is synchronized to OPM Purchase Management.

Creating Purchase Orders in Oracle Applications Procedure

See the *Oracle Purchasing User's Guide*, Purchase Orders and Approval, Security, and Control topics for detailed information on creating and approving purchase orders.

To create a purchase order you must:

- Enter or verify OPM-specific information in flexfields on the PO header or lines. The flexfields are seeded as part of Common Purchasing in Oracle Purchasing and do not require additional setup.
    - Organization
    - QC Grade
    - Order Qty1
    - Order UM1
    - Order Qty2
    - Order UM2
- Enter shipment lines. Shipment Lines can have different ship to locations. Shipment lines can be in different OPM organizations from the PO header; however, they must be in the same set of books.
- Confirm that the OPM warehouses that your suppliers ship to are locations in Oracle Purchasing.
- Enter distributions

- Save the PO
- Approve the PO
- View the OPM Common Purchasing Synchronization log to see information about any errors that occur during synchronization.
- Receive the PO as a standard or quick receipt in OPM.
- Verify the receipt.
- Continue to run the OPM Financials Integration Data Synchronization for vendors, AP FOB codes, and AP Terms codes when data is created or changed.

Viewing the OPM Common Purchasing Synchronization Log

View the OPM Common Purchasing Synchronization log to see information about any errors that occur during synchronization between Oracle Purchasing and OPM Purchase Management. See Running the Synchronization Request topic in the Reports and Requests for detailed information on viewing the error log.

See also Running the PO Resubmission Request and the Running the Receipts Resubmission Request topics in the Reports and Requests for detailed information on manually resubmitting purchase order and receipt information that has been changed.

OPM Common Purchasing Synchronization Error Log Files Field Reference

The fields on this window are:

PO

Displays the PO number.

Line

Displays the line number on the PO.

Shipment

Displays the shipment number on the PO.

Revision

Displays the revision number.

Time

Displays the date and time the report was run.

Error Message

Displays the error message and description.

Troubleshooting Purchasing Synchronization Error Messages

The following errors messages are displayed in the log when a PO fails synchronization. Follow the action to prevent or correct the error.

See the Running the PO Resubmission Request and the Running the Receipts Resubmission Request topics in the Reports and Requests for detailed information on manually resubmitting purchase order and receipt information that has been changed.

.

Note: Verify that the UTL_FILE_DIR entry in the init.ora file is set to a directory with write permissions. Otherwise, you cannot create the synchronization log.

Failed Synchronization Error Message	Action
Organization code *X* is invalid.	To avoid the error: Make sure that the OPM organization code has been entered in the PO Header flexfield. To correct the error and resynchronize the PO: Correct the organization in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.
To warehouse *X* is not found in OPM.	To avoid the error: Select only ship to sites that are warehouses in OPM. The LOV can contain Ship to locations that are not warehouses in OPM. To correct the error and resynchronize the PO: Correct the to warehouse in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.

Failed Synchronization Error Message	Action
Pay vendor site *X* is not found in OPM.	To avoid the error: Enter vendors that are valid in OPM. Run the OPM Financials Integration GL SYNCH for vendors before creating POs with new vendors. To correct the error and resynchronize the PO: Correct the pay vendor in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.
Ship vendor site *X* is not found in OPM.	To avoid the error: Enter vendors that are valid in OPM. Run the OPM Financials Integration GL SYNCH for vendors before creating POs with new vendors. To correct the error and resynchronize the PO: Correct the ship vendor in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.
Item no *X* is not found in OPM.	To avoid the error: Confirm that the items on your PO or release have been successfully transferred to Oracle Purchasing by entering them in OPM. To correct the error and resynchronize the PO: Correct the item in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.
Billing currency *X* is not found in OPM.	To avoid the error: Resave currencies, exchange rate types, and exchange rates, and make sure that the documents in OPM are attached to the correct exchange rate types before creating POs with non-base currencies. To correct the error and resynchronize the PO: Correct the billing currency in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.
Order UM1 *X* is not found in OPM.	To avoid the error: Make sure that the UOM used is present in OPM. To correct the error and resynchronize the PO: Correct the UM1 in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.

Failed Synchronization Error Message	Action
Order UM2 *X* is not found in OPM.	To avoid the error: Make sure that the UOM used is present in OPM. To correct the error and resynchronize the PO: Correct the UM2 in OPM and/or Oracle Purchasing, re-approve the PO in Oracle Purchasing.
Item UM *X* is not found in OPM.	To avoid the error: Make sure that the UOM used is present in OPM. To correct the error and resynchronize the PO: Correct the item UM in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.
Price UM *X* is not found in OPM.	To avoid the error: Make sure that the UOM used is present in OPM. To correct the error and resynchronize the PO: Correct the price UM in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.
Shipper code *X* is not found in OPM.	To avoid the error: Make sure that the shipper (freight carrier) entered on the PO or copied from the vendor is a shipper code in OPM. Make sure that all of your vendor's freight carriers are shipper codes in OPM. To correct the error and resynchronize the PO: Correct the shipper code in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.
Frtbill method *X* is not found in OPM.	To avoid the error: Make sure that the freight terms value entered on the PO exists as a freight bill method in OPM. Make sure that all of your vendor's freight terms exist as freight bill methods in OPM. To correct the error and resynchronize the PO: Correct the freight bill method in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.

Failed Synchronization Error Message	Action
Terms Code *X* is not found in OPM.	To avoid the error: Enter terms codes for vendors that are valid in OPM. Run OPM Financials Integration GL SYNCH for terms codes before creating POs with new terms codes. To correct the error and resynchronize the PO: Correct the terms code in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.
QC grade value *X* is unavailable.	To avoid the error: Make sure that the QC Grade code has been entered in the PO Lines flexfield. To correct the error and resynchronize the PO: Correct the QC Grade in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.

5

Receiving

This topic explains the OPM Receiving functionality.

The following topics are covered:

- Receiving Overview
- Entering Quick Receipts
- Entering Standard Purchase Order Receipts
- Finding Standard Receipts
- Editing Standard Receipts
- Viewing Purchase Order Lines to Receive
- Selecting Purchase Order Lines to Receive
- Entering Receiving Line Details
- Entering Lot/Location Control Information
- Entering Stock Receipts
- Editing Stock Receipts
- Entering Line Items Received without POs
- Entering Acquisition Line Costs
- Entering Line Details for Items Received without POs
- Entering Lot/Location Control Information

Receiving Overview

You can enter receipts for goods on any of three different windows depending on your requirements:

- Quick Receipts window
- Purchase Order Receiving window
- Stock Receipts window

After you receive against a purchase order line, the quantity received is displayed in Oracle Purchasing. You can enter partial receipts and receive multiple times against a purchase order line.

Note: The "GML:Minimum Percentage Received to Close PO" profile value can be set to any value between 0 and 1. This profile value can be used to close a PO line by receiving a percentage of the order quantity.

Quick Receipts Window

Use the Quick Receipts window to receive against a single purchase order. Quick Receipts is the fastest way to receive goods because it involves completing one window that includes limited, required information about the receipt.

Purchase Order Receiving Window

Use the Purchase Order Receiving window to receive multiple purchase orders at once or to enter more detailed information than you can enter on a quick receipt. For example, you can enter a receiving location that differs from the receiving warehouse's default receiving location.

Stock Receipts Window

Use the Stock Receipts window to record goods received that were not ordered with a purchase order.

Entering Quick Receipts

Use the Quick Receipts window to receive a single purchase order. When you enter a quick receipt, you must receive the goods into a single warehouse and a single receiving location.

To receive into multiple warehouses or locations, enter one receipt for the goods going into one warehouse and location, and another for goods going into another warehouse and location.

Once you save a quick receipt, you can only edit it on the standard Purchase Order Receiving window.

Entering Quick Receipts Procedure

To enter a Quick Receipt:

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

Quick Receipts Header

The fields describe the Quick Receipts header in detail.

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Purchase Order

Enter the purchase order number that you want to enter a receipt for. Required.

Ship Vendor

The ship vendor defaults from the purchase order. You cannot edit this field.

Receipt

- If you use automatic document numbering for receipts, the "GMA:New" profile value default that you set displays in this field. For example, NEW is the default value. When you save the receipt, a receipt number is then assigned and displayed. You cannot edit this field.

- If you use manual document numbering for receipts, enter the new receipt number.

Note: The receipt number is preceded by the default organization code. The combined organization code and receipt number uniquely identify receipts.

Date Received

Enter the date when you received the goods. The current system date is the default. Required.

Carrier Code

Enter the code for the carrier that shipped the goods; the carrier name displays automatically.

To Warehouse

Enter the code for the warehouse where you are receiving the goods. The warehouse name displays automatically. Required.

To Location

Enter the code for the location within the warehouse where the goods are received. The location name displays automatically.

Quick Receipts Region

Waybill Number

Enter the waybill (shipment identification) number.

Reason Code

Enter the reason code to explain why the received goods should be held; the reason text displays automatically. For example, the goods should be held in quarantine or placed in a holding area. Optional.

Receive Comment

Enter any necessary comment about the receipt.

Quick Receipts Region

Purchase Order Line

Enter the purchase order line number that you want to receive goods for. Required.

Lines Open

Displays the number of open lines on the purchase order. You cannot edit this field.

Item

Displays the code and name for the item on the purchase order line. You cannot edit these fields.

Quantity Ordered

Displays the quantity ordered on the purchase order line. If the item is dual unit of measure controlled, the quantity is also displayed in the secondary unit of measure. You cannot edit this field.

Quantity Open

Displays the quantity that has not yet been received. If the item is dual unit of measure controlled, the quantity is also displayed in the secondary unit of measure. You cannot edit this field.

Quantity Received

- If the item you are receiving is not lot-controlled, enter the quantity received. If the item is dual unit of measure controlled, you can also enter the quantity in the secondary unit of measure.
- If the item you are receiving is lot-controlled, enter the quantities of each lot in the lower part of the screen. These quantities are added together and displayed in this field. If the item is dual unit of measure controlled and a default value has been assigned for the secondary unit of measure, the quantity is also displayed in the secondary unit of measure. If no default value is assigned, enter the quantity in the secondary unit of measure.

Order Line Details for Lot Controlled Items

These fields are displayed only if the item is lot/sublot controlled.

Line

Displays the purchase order line number that you are receiving goods for.

Lot

Enter the lot number for the item received. Required.

Sublot

Enter the sublot number for the item received. This field is available if the item is sublot controlled. Required.

Vendor Lot

Enter the vendor's lot number if the item is vendor lot controlled.

Quantity 1

Enter the quantity received of the lot.

Quantity 2

If the item received is dual unit of measure controlled and a default value is assigned for the secondary unit of measure, the quantity is also displayed in the secondary unit of measure. If no default value is assigned, enter the quantity in the secondary unit of measure.

Entering Standard Purchase Order Receipts

Use the standard Purchase Order Receiving window to enter detailed receipts for multiple purchase orders. For example, you can enter a receiving location that differs from the receiving warehouse's default receiving location.

You can also use the standard Purchase Order Receiving window to edit quick receipts or standard receipts. Use the Find Receipts window to find the receipts that you want to edit.

Entering Standard Purchase Order Receipts Procedure

Note: You can enter information, such as the receiving warehouse, on the Purchase Order Receiving window header and its tabbed regions before accessing the Receipt Selection dialog window to use the information as the default for all receipt lines. Otherwise, enter the necessary information by item detail line.

To enter a standard purchase order receipt:

1. Navigate to the **Purchase Order Receiving** window.
2. If you are using automatic document numbering, press Tab or Enter to start a new receipt.

   OR

   If you are using manual document numbering, enter the receipt number.
3. Click **Lines** or press Enter. The **Receipt Selection** window is displayed.
4. Complete any appropriate fields on the Receipt Selection window as described and click **OK**. The Receiving Lines Selection window is displayed.
5. To remove a line, click that line and choose **Clear Record** from the **Edit** menu. Repeat for as many lines as necessary.
6. To enter line details, click the line that you want to enter details for, and then click **Line Details**. The **Receiving Line Details** window is displayed.

7. If necessary, complete the receiving warehouse for each item, and adjust the received quantity for items that are not lot or location controlled as described in the Entering Receiving Line Details - Fields topic. Click OK. The Receiving Line Details window is redisplayed.
8. Repeat steps 5, 6, and 7 as necessary.
9. Click the lot and / or location controlled item and choose **Transactions** from the **Actions** menu. The Pending Transactions window is displayed.
10. Complete the Document Quantity, Qty2, and the lot and location codes. fields as described in the Entering Lot and Location Control Information for Received Items - Fields topic and save it.
11. Save the window. The Receiving Line Details window is redisplayed.
12. Repeat steps 9, 10, and 11 as necessary
13. Save the window.

Purchase Order Receiving Field Reference

The fields on this window are:

Header Information

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Note: You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Receipt

If you use automatic document numbering for receipts, the "GMA:New" profile value default that you set displays in this field. For example, NEW is the default value. When you save the receipt, a receipt number is then assigned and displayed. You cannot edit this field.

If you use manual document numbering for receipts, enter the new receipt number.

To edit an existing receipt, enter the receipt number.

Note: The receipt number is preceded by the default organization code. The combined organization code and receipt number uniquely identify receipts.

Ship Vendor

Displays the ship vendor from the purchase order. If the receipt is for more than one ship vendor, the word Multiple displays. You cannot edit this field.

Purchase Order

Displays the purchase order number on the receipt.

Lines Selected

Displays the number of purchase order lines on the receipt. You cannot edit this field.

Destination Information Region

To Warehouse

Enter the code for the warehouse where you are receiving the goods. The warehouse name displays automatically. The warehouse that you enter is the default warehouse for all line items. Required.

To Location

Enter the code for the location within the warehouse where the goods are received. The location name displays automatically.

Received By

Displays the user code for the person who received the items on the receipt. Your user code is the default. You cannot edit this field.

Date Received

Enter the date when you received the goods. The current system date is the default. Required.

Receipt Information Region

Net Weight

Displays the weight of all items in the shipment. You can edit this field.

Tare Weight

Displays the weight of all packages or containers in the shipment. You can edit this field.

Gross Weight

Displays the total weight of the shipment.

Ship Weight UOM

Enter or edit the shipping unit of measure (UOM) for the receipt. The UOM for each item is converted to the UOM entered in this field to calculate the net weight for the receipt. Each item must have a UOM conversion set up for the unit of measure entered in this field.

Note: The default unit of measure is specified in the "GML:Ship Weight Unit of Measure" profile value. Contact your System Administrator for information on profile values.

Receipt Comment

Enter any necessary comment about the receipt.

Shipping Information Region

Embark Port

Enter the embarkation port where the shipment was loaded onto a ship or plane (also referred to as the port of discharge).

Debark Port

Enter or edit the debarkation port where the shipment was unloaded from a ship or plane (also referred to as the port of entry).

Arrival Date

Enter the date and time when the shipment arrived at your site.

Departure Date

Enter the date and time when the vehicle that transported the shipment left your site. Use the departure date with the arrival date to calculate demurrage charges.

Waybill Number

Enter the shipment identification number.

Trailer Number

Enter the carrier's truck number or lock tag ID number.

Carrier Code

Enter the code for the carrier that transported the shipment. Defaults from the purchase order.

Shipping Method

Enter a shipping method code to indicate the shipping method used for the shipment. The shipping method that you enter is the default for all line items.

Purchase Order Receiving Window - Actions Menu Options

The following options are available on the Actions menu for the Purchase Order Receiving window:

Receipt Selection

Lets you specify the criteria that you want to use to display purchase order lines for a receipt. For example, to enter a receipt for one purchase order, enter the purchase order number on the Receipt Selection window.

Adjust Receipt

Accesses the Receiving Lines Selection window. Select Adjust Receipt to edit any field on a saved receipt except the information on the Receiving window. For example, select Adjust Receipt to edit receipt quantities.

Void Receipt

Voids the receipt.

Editing Standard Receipts

To edit standard purchase order receipts, first query the receipts that meet your criteria, and then change the information in any fields necessary on those receipts.

Editing Standard Receipts Procedure

To edit a standard purchase order receipt:

1. Once you have queried and found receipts, the first receipt that meets your criteria is displayed on the Purchase Order Receiving window.
2. For multiple records, press the down arrow to locate the record that you want to edit.
3. Enter or change the information in any fields that are necessary as described.
4. To change the receipt quantity for any non-lot or location controlled items, enter the new quantity.

   OR

   To change the receipt quantity for lot or location controlled items, choose Transactions from the Actions menu and change the quantity on the Pending Transactions window.
5. Save the window.

Viewing Purchase Order Lines to Receive

Use the Receipt Selection window to specify the criteria that you want to use to display purchase order lines for a receipt. For example, to enter a receipt for one purchase order, enter the purchase order number on the Receipt Selection window. Or, to enter a receipt that includes lines from a range of agreed delivery dates, enter the range of dates to display the purchase order lines that fall within those dates.

If you receive against purchase orders from one ship vendor, enter that vendor code in addition to any other criteria to limit your search. Then, only purchase order lines from that vendor that also meet your other criteria will be displayed on the receipt.

Note: If you enter different quantities on the Pending Transactions window and the Receiving Lines Selection window, the Receiving Lines Selection window is updated with the new quantity.

Viewing Purchase Order Lines to Receive Procedure

To view lines to receive:

1. Select Lines on a new **Purchase Order Receiving** window. The Receipt Selection window is displayed.
2. Complete the fields as described. The Receiving Lines Selection window is displayed showing the lines that meet your selection results.

   See the Selecting Purchase Order Lines to Receive topic.

Receipt Selection Field Reference

The Fields describe the Receipt Selection window in detail.

From Warehouse

Enter the first warehouse in the range that you want to include purchase order lines for on the receipt.

To Warehouse

Enter the last warehouse in the range that you want to include purchase order lines for on the receipt.

Ship Vendor

Enter the vendor code for the purchase order lines that you want to include on the receipt. The ship vendor is validated against the default company for the operator's session.

Start Date

Enter the first agreed delivery date that you want to include purchase order lines for on the receipt.

End Date

Enter the last agreed delivery date that you want to include purchase order lines for on the receipt.

Organization

Enter the organization code that you want to include purchase order lines for on the receipt. The organization code assigned in your profile values is the default.

Purchase Order

For lines from a specific purchase order, enter that purchase order number.

Carrier Code

For lines from a specific shipping carrier, enter that carrier code.

Shipping Method

For lines shipped using a specific shipping method, enter that shipping method.

To Location

For lines shipped to a specific receiving warehouse location, enter that warehouse location code.

Selecting Purchase Order Lines to Receive

If you are entering a new receipt, the Receiving Lines Selection window displays all purchase order lines that meet the criteria that you entered on the Receipt Selection window. The lines displayed will be included on your receipt. See the Viewing Purchase Order Lines to Receive topic.

To remove any of the lines displayed from the receipt, select the line and choose Clear Record from the Edit menu. The line is removed from the receipt (not from the purchase order).

When you adjust an existing receipt, the Receiving Line Selection window displays all of the lines on the selected receipt.

Selecting Purchase Order Lines to Receive Procedure

To access the Receiving Lines Selection window:

1. For a new receipt, click **OK** on the Receipt Selection window to display the Receiving Line Selection window.

   OR

   For an existing receipt, choose **Adjust Receipt** from the **Actions** menu on the Receiving window.

Receiving Lines Selection Field Reference

The fields on this window are:

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Note: You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Receipt

Displays the current receipt number.

Line

Displays the receipt line numbers.

Received Qty

- For items that are not lot or location controlled, enter the received quantity. the default is the ordered quantity minus any quantity previously received.
- For items that are lot and / or location controlled, you cannot edit this field directly. To enter the received quantity choose Transactions from the Actions menu and enter the appropriate quantities on the Transactions window.

UOM

Enter a valid unit of measure for the received quantity.

Warehouse

Enter the receiving warehouse for this line item. The default is the warehouse entered on the header.

Item

Displays the item code for the line. You cannot edit this field.

Description

Displays the item description automatically when you enter the item code.

Generic/Vendor Item

The generic or vendor item code is not supported. This field is blank.

Purchase Order

Displays the purchase order number.

Purchase Order Line

Displays the purchase order line number.

Order Quantity 1

Displays the quantity ordered on the purchase order.

The unit of measure that the quantity is expressed in displays in the unlabeled field to the right.

Order Quantity 2

If the item is dual unit of measure controlled, the quantity ordered on the purchase order in the secondary quantity displays.

The unit of measure that the secondary quantity is expressed in displays in the unlabeled field to the right.

Changing the Price of an Item on the Receipt

Use the Receipt Price Change window to change the price of the item on the receipt line on the Receiving Lines Selection window.

Changing the Price of an Item on the Receipt Procedure

To change the price of an item:

1. Select the Line on the Receiving Lines Selection window that you want to change the price for.
2. Choose **Price Change** from the **Actions** menu. The Receipt Price Change window is displayed.
3. Complete the fields as described and click **OK**. The Receiving Lines Selection window is redisplayed.

Receipt Price Change Field Reference

The fields on this window are:

Old Price

Displays the item's purchase order price.

New Price

Enter a new price for the item that you are receiving.

Receiving Lines Selection Window - Actions Menu Options

The following options are available on the Actions menu for the Receiving Line Selection window:

Close PO Line

Closes the purchase order line that you are receiving against. No further receipts will be allowed against the PO line.

Void Line

Voids the selected receipt line.

Price Change

Displays the Receipt Price Change window with the old price of the selected line displayed. Enter the new price of the item and click OK.

Item Details

Accesses the Receiving Lines Details window.

Transactions

Accesses the Pending Transactions window if you are entering a new receipt, or the Completed Transactions window if you are editing an existing receipt. Use these forms to enter received quantities and specify lots and locations for lot and/or location controlled items.

Inventory Summary

Accesses the Inventory Summary window that provides information about available and committed quantities. See the *Oracle Process Manufacturing Inventory Management User's Guide* for more information about this window.

Entering Receiving Line Details

The Receiving Line Details window contains detailed information about a receipt line item. At the top of the window, the information defaults from the purchase order and cannot be changed. At the bottom of the window, the data that defaults from the Receiving and Receiving Line Selection forms and can be changed.

See the Entering Standard Purchase Order Receipts - Procedure topic for detailed steps on how to create a standard purchase order receipt.

Entering Receiving Line Details Procedure

To entering receiving line details:

1. Select Line Details on the Receiving Lines Selection window. The Receiving Line Details window is displayed.
2. Complete the fields as described and click **OK**. The Receiving Lines Selection window is redisplayed.

Receiving Line Details Field Reference

The fields on this window are:

Receipt

Displays the current receipt number.

Receipt Line

Displays the receipt line number.

Ship Vendor

Displays the code for the ship vendor.

Item

Displays the item code and description for the on the receipt.

Purchase Order

Displays the purchase order number for the item.

Line

Displays the purchase order line number for the item.

Freight Bill Method

Displays the freight bill method code entered on the purchase order.

Project

OPM project codes are not supported in this release. This field is blank.

From Whse

The warehouse code for intra-company transfers is not currently supported. This field is blank.

Order Quantity

Displays the purchase order quantity in the purchase order unit of measure. If the item is dual unit of measure controlled, the quantity is also expressed in the item's secondary unit of measure.

Order Receipt Quantity

Displays the quantity that has been received in the purchase order unit of measure. If the item is dual unit of measure controlled, the quantity is also expressed in the item's secondary unit of measure.

Request Delivery Date

Displays the requested delivery date from the Need -By date on the purchase order.

Agreed Delivery Date

Displays the agreed delivery date from the Promised date on the purchase order.

Scheduled Ship Date

Displays the date the item was scheduled to be shipped from the Promised date on the purchase order.

Required Delivery Date

Displays the date that delivery was required from the Last Accept Date on the Receiving Controls window for the purchase order.

Receiving Qty

Enter the received quantity. The quantity entered on the Receiving Lines Selection window is the default. If the item is dual unit of measure controlled, the quantity also will be expressed in the secondary unit of measure.

Receiving Date

Enter the date and time the item was received.

To Warehouse

Enter the receiving warehouse for the receipt line.

To Location

Enter the code for the location within the warehouse where the goods are received for the receipt line.

Carrier Code

Enter the code for the carrier that transported the shipment.

Shipping Method

Enter a shipping method code to indicate the shipping method used for the shipment.

Comment

Enter any necessary comment about the receipt.

Entering Lot/Location Control Information

If you are entering or editing a receipt, use the Pending Transactions window to enter the quantities received of each lot for lot controlled items, and the receiving location for location controlled items. If you are entering information for multiple lots, when you complete a row of lot information, press Enter to insert information for the next lot.

The allocated quantities displayed on the Pending Transactions window are the sum of the quantities on each transaction line.

Note: If you enter different quantities on the Pending Transactions window and the Receiving Lines Selection window, the Receiving Lines Selection window is updated with the new quantity.

Entering Lot/Location Control Information Procedure

To enter lot and location control information for received items:

1. Navigate to the **Pending Transactions** window by selecting **Transactions** from the **Actions** menu on the Receiving Line Selection window.
2. Complete the fields as described.
3. Press Enter to insert information for another lot. Repeat as necessary.
4. Save the window. The Receiving Lines Selection window is redisplayed with the Received Quantity updated.

Pending Transactions Field Reference

The fields on this window are:

Item

Displays the item code and description for the item that you are receiving.

Planned Document Qty

The quantity ordered on the PO minus the quantity already received on any other receipts in the unit of measure on the receipt.

Planned Inventory Qty2

If the item is dual unit of measure controlled, the quantity ordered on the purchase order, minus the quantity already received on any other receipts, in the item's secondary unit of measure.

Planned Inventory Qty

The quantity ordered on the purchase order, minus the quantity already received on any other receipts in the item's primary unit of measure.

Allocation Document Qty

The item quantity ordered on the PO in the unit of measure on the receipt.

Allocation Inventory Qty2

If the item is dual unit of measure controlled, the quantity of the item entered on the receipt in the item's secondary unit of measure.

Allocation Inventory Qty

The item quantity entered on the receipt, in the item's primary unit of measure.

Unallocated Document Qty

The difference between the planned quantity and the allocated quantity ordered on the PO in the unit of measure on the receipt.

Unallocated Inventory Qty2

If the item is dual unit of measure controlled, the difference between the planned quantity and the allocated quantity, in the item's secondary unit of measure.

Unallocated Inventory Qty

The difference between the planned quantity and the allocated quantity in the item's primary unit of measure.

Transaction Date

Displays the transaction date and time.

Lot

Enter the lot that was received if the item is lot controlled. Required.

Sub Lot

Enter the sub lot that was received if the item is sub lot controlled. Required.

Warehouse

Enter the warehouse where the item was received.

Location

Displays the warehouse location where the item was received.

Document Qty

Enter the quantity of the lot/location that was received in the unit of measure on the receipt. The unit of measure displays automatically.

Qty2

If the item is dual unit of measure controlled, enter the quantity of the lot/location that was received in the item's secondary unit of measure. The secondary unit of measure displays automatically.

Reason Code

Enter the reason code that identifies the reason for the transaction.

Lot Status

Enter the status of the lot that was received.

Inventory Qty

The inventory quantity being received for the current lot in the item's primary unit of measure.

Entering Stock Receipts

Use the Stock Receipts window to record the receipt of goods that were not purchased by purchase order. Use the Find Receipts window to find the receipts that you want to edit.

Entering Stock Receipts Procedure

To enter a stock receipt:

1. Navigate to the **Stock Receipts** window.
2. Complete the fields as described.
3. Click **Lines**. The Stock Receipts Line Items window is displayed.
4. Complete the fields as described in the Entering Line Items Received without Purchase Orders - Fields topic.
5. Click the lot and / or location controlled item and choose **Transactions** from the **Actions** menu. The Completed Transactions window is displayed.
6. Complete the fields as described in the Entering Lot and Location Control Information for Items Received without Purchase Orders- Fields topic.
7. Save the window. The Stock Receipts Line Items window is redisplayed.
8. Repeat steps 5, 6, and 7 as necessary.
9. Save the window.

Stock Receipts Field Reference

The fields on this window are:

Header Information

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Note: You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Receipt

- If you use automatic document numbering for receipts, the "GMA:New" profile value default that you set displays in this field. For example, NEW is the default value. When you save the receipt, a receipt number is then assigned and displayed. You cannot edit this field.
- If you use manual document numbering for receipts, enter the new receipt number.
- To edit an existing receipt, query on the number or other Destination, Receipt, or Shipping information fields provided to find the receipt that you want.

Note: The receipt number is preceded by the default organization code. The combined organization code and receipt number uniquely identify receipts.

Ship Vendor

Enter the number of the vendor who shipped the goods. The ship vendor is validated against the default company code for the operator session. Required.

Pay Vendor

Enter the number of the vendor that you pay for the goods. The pay vendor is validated against the default company code for the operator session. Required.

Receipt Status

Displays whether the receipt is open or closed. You cannot edit this field.

Destination Region

To Warehouse

Enter the code for the warehouse where you are receiving the goods. This code is used as the default warehouse for each line item on the receipt.

To Location

Enter the warehouse location where the goods are received. This warehouse location is used as the default for each line item on the receipt.

Received By

Displays the user code for the person who received the items. The default is the user code of the person who logged onto the system. You cannot edit this field.

Date Received

Enter the date and time the receipt was entered. The default is the current system date and time. Required.

Receipt Region

Net Weight

Displays the weight of all items in the shipment.

Tare Weight

Displays the weight of all packages or containers in the shipment.

Gross Weight

Displays the total weight of the shipment.

Ship Weight UOM

Enter or edit the shipping unit of measure (UOM) for the receipt. The UOM for each item is converted to the UOM entered in this field to calculate the net weight for the receipt. Each item must have a UOM conversion set up for the unit of measure entered in this field.

Note: The default unit of measure is specified in the "GML:Ship Weight Unit of Measure" profile value. Contact your System Administrator for information on profile values.

Billing Currency

Enter the billing currency for the receipt. Required.

Exchange Rate

Enter the exchange rate between the billing currency and your system's base currency.

Conversion Factor

Enter whether to multiply or divide the exchange rate.

Receipt Comment

Enter any necessary comment about the stock receipt.

Shipping Region

Embark Port

Enter the name of the port where the shipment was loaded onto a ship or plane (also referred to as the port of discharge).

Debark Port

Enter the name of the port where the shipment was unloaded from a ship or plane (also referred to as the port of entry).

Arrival Date

Enter the date and time the shipment arrived at your site.

Departure Date

Enter the date and time the vehicle that transported the shipment left your vendor's site.

Waybill Number

Enter the shipment identification number for the stock receipt.

Trailer Number

Enter the carrier's truck number or lock tag ID number.

Carrier Code

Enter the code that identifies the carrier who transported the received goods.

Shipping Method

Enter the code for the method used to ship the goods.

Stock Receipts Window - Actions Menu Options

The following options are available on the Actions menu for the Stock Receipts window:

Line Items

Accesses the Stock Receipts Line Details window.

Void Receipt

Voids the receipt.

Editing Stock Receipts

To edit stock receipts, first query the receipts that meet you criteria, and then change the information in any fields necessary on those receipts.

Editing Stock Receipts Procedure

To edit a stock receipt:

1. Once you have queried and found receipts, the first receipt that meets your criteria is displayed on the Stock Receipts window.
2. For multiple records, press the down arrow to locate the record that you want to edit.
3. Enter or change the information in any fields that are necessary.
4. To edit any of the lot or location controlled items, select Transactions from the Actions menu. The Completed Transactions window is displayed.
5. Change the receipt quantity on the Completed Transactions window and save it.
6. Save the window.

Entering Line Items Received without POs

Use the Stock Receipts Line Items window to enter the items that you receive without a purchase order. See the Entering Stock Receipts - Procedure topic for detailed steps on how to create a stock receipt.

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Note: You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Entering Line Items Received without POs Procedure

To enter line items:

1. Select **Lines** on the **Stock Receipts** window. The Stock Receipts Line Items window is displayed.
2. Complete the fields as described.
3. Save the window. The Receiving Lines Selection window is redisplayed.

Stock Receipts Line Items Field Reference

The fields describe the Stock Receipts Line Items window in detail.

Receipt

Displays the current receipt number.

Line

Displays the receipt line number.

Item

Enter the code for the item that you are receiving. Required.

Received Qty

Enter the quantity of the item received.

UOM

Enter the unit of measure that the quantity is expressed in. Required.

Warehouse

Enter the warehouse where you are receiving this item. Required.

Price UOM

Displays the unit of measure that the item's price will be expressed in.

Price

Enter the unit price for the item received.

Description

Displays the item description.

Extended Price

Displays the extended price for the currently selected line.

Total Cost

Displays the total price for all line items on the receipt.

Stock Receipts Line Items Window - Actions Menu Options

The following options are available on the Actions menu for the Stock Receipts window:

Line Detail

Accesses the Stock Receipts Line Details window.

Acquisition Line Cost

Accesses the Acquisition Line Cost Entry window, where you specify information about additional costs at the stock receipt line level such as freight, tax, or duty.

Transactions

Accesses the Completed Transactions window. Use this window to enter received quantities and specify lots and locations for lot and / or location controlled items.

Void Line

Voids the line.

Entering Acquisition Line Costs

Accesses the Acquisition Line Cost Entry window, where you specify information about additional costs at the stock receipt line level such as freight, tax, or duty.

Entering Acquisition Line Costs Procedure

To enter acquisition line costs:

1. Select the **Line** on the **Stock Receipts Line Items** window that you want enter acquisition line costs for.
2. Choose **Acquisition Line Cost** from the **Actions** menu. The Acquisition Line Cost Entries window is displayed.
3. Complete the fields as described in the Acquisition Line Cost Entry Window - Fields topic.
4. Save the window. The Stock Receipts Line Items window is redisplayed.

Acquisition Line Cost Entry Field Reference

The fields on this window are:

Receipt

Displays the number of the stock receipt. You cannot edit this field.

Line

Displays the stock receipt line number. You cannot edit this field.

Item

Displays the item number for the receipt line. You cannot edit this field.

Cost Code

Enter the code for the type of acquisition cost you are entering.

Description

Displays the description of the cost. You cannot edit this field.

Amount

Enter the amount of the acquisition cost, in the currency specified on the Stock Receipts window.

Include

- Select to charge the acquisition cost of the item to an inventory account.
- Do not select to charge the acquisition cost of the item to an expense account.

Entering Line Details for Items Received without POs

Use the Stock Receipts Line Details window to enter additional information about a line on a stock receipt. See the Entering Stock Receipts - Procedure topic for detailed steps on how to create a stock receipt.

Entering Receiving Line Details Procedure

To enter receiving line details:

1. Select **Details** on the **Stock Receipts Line Items** window. The Stock Receipts Line Details window is displayed.
2. Complete the fields as described and click **OK**. The Stock Receipts Line Items window is redisplayed.

Stock Receipts Line Details Field Reference

Destination Region

Receipt

Displays the receipt number.

Line

Displays the receipt line number.

Item

Displays the item code for the receipt line.

Unit Price

Enter the unit price for the item.

From Warehouse

The warehouse code for intra-company transfers is not currently supported. This field is blank.

To Warehouse

Enter the warehouse where the item is being received.

Received Quantity

- Enter the quantity of the item received.
- Enter the unit of measure that the quantity is expressed in, in the next, unlabeled field.
- If the item is dual unit of measure controlled, enter the quantity in the secondary unit of measure in the fields to the right.

Receiving Location

Enter the warehouse location where the item is received.

Date Received

Enter the date and time the item was received. The date entered on the Stock Receipt window is the default.

Ship Vendor

Enter the code for the vendor that shipped the item.

Vend Sales Order

Enter the reference number that identifies the stock receipt line. The receipt reference number can identify a bill of lading number, pack slip number, or your vendor's sales order number.

Receive Comment

Enter a comment about the item received.

Shipping Region

Carrier Code

Enter the code that identifies the carrier who transported the received goods.

Shipping Method

Enter the code for the method used to ship the goods.

Freight Bill Method

Enter the code for the freight bill method used for the received item.

FOB Code

Enter the code that represents the free on board point where the title to or responsibility for shipped goods passes from the seller to the buyer.

Ship Vendor

Enter the code for the vendor that shipped the item.

Vendor Sales Order

Enter the reference number that identifies the stock receipt line. The receipt reference number can identify a bill of lading number, pack slip number, or your vendor's sales order number.

Receive Comment

Enter a comment about the item received.

Entering Lot/Location Control Information

If you are entering or editing a receipt, use the Completed Transactions window to enter the quantities received of each lot for lot controlled items, and the receiving location for location controlled items. If you are entering information for multiple lots, when you complete a row of lot information, press Enter to insert information for the next lot.

The allocated quantities displayed on the Completed Transactions window are the sum of the quantities on each transaction line.

Entering Lot/Location Control Information Procedure

To enter lot and location control information for received items:

1. Navigate to the **Completed Transactions** window by selecting **Transactions** from the **Actions** menu on the **Stock Receipts Line Items** window.
2. Complete the fields as described.
3. Press Enter to insert information for another lot. Repeat as necessary.
4. Save the window. The Receiving Lines Selection window is redisplayed with the Received Quantity updated.

Completed Transactions Field Reference

The Fields describe the Completed Transactions window in detail.

Item

Displays the item code and description for the item that you are receiving.

Planned Document Qty

The quantity entered on the receipt line in the unit of measure on the receipt.

Planned Inventory Qty2

If the item is dual unit of measure controlled, the quantity entered in the item's secondary unit of measure.

Planned Inventory Qty

The quantity entered on the receipt line in the item's primary unit of measure.

Allocation Document Qty

The item quantity entered on the receipt in the unit of measure on the receipt.

Allocation Inventory Qty2

If the item is dual unit of measure controlled, the quantity of the item entered on the receipt in the item's secondary unit of measure.

Allocation Inventory Qty

The item quantity entered on the receipt in the item's primary unit of measure.

Unallocated Document Qty

The difference between the planned quantity and the allocated quantity entered on the in the unit of measure on the receipt.

Unallocated Inventory Qty2

If the item is dual unit of measure controlled, the difference between the planned quantity and the allocated quantity, in the item's secondary unit of measure.

Unallocated Inventory Qty

The difference between the planned quantity and the allocated quantity in the item's primary unit of measure.

Transaction Date

Displays the transaction date and time.

Lot

Enter the lot that was received if the item is lot controlled. Required.

Sublot

Enter the sublot that was received if the item is sublot controlled. Required.

Warehouse

Enter the warehouse where the item was received.

Location

Displays the warehouse location where the item was received.

Document Qty

Enter the quantity of the lot/location that was received in the unit of measure on the receipt. The unit of measure displays automatically.

Document Qty2

If the item is dual unit of measure controlled, enter the quantity of the lot/location that was received in the item's secondary unit of measure. The secondary unit of measure displays automatically.

Reason Code

Enter the reason code that identifies the reason for the transaction.

Lot Status

Enter the status for the lot that was received.

Inventory Transaction Qty

The inventory quantity being received for the current lot in the item's primary unit of measure.

6

Returns

This topic explains the return functionality.

The following topics are covered:

- Entering Returns
- Editing Returns

Entering Returns

Use the Returns window to enter information about goods that you plan to return to a vendor. Use the Returns window for returns against standard purchase order receipts, quick receipts, or stock receipts.

Returns do not need to have a one-to-one correspondence to receipts. While, each line on the return must correspond to a line on a receipt, you can create one return for multiple receipts as long as all the goods are being returned to the same vendor.

The information entered on the Returns window decreases inventory on hand levels and updates the balance to be received on open purchase order lines in Oracle Purchasing. In addition, closed purchase order lines are reopened when returns are made against them.

The Returns window is divided into two panels:

- Header, receipt, and purchase order information on the main panel.
- Quantity information about individual lots, warehouses, and locations on the Quantities panel.

Entering Returns Procedure

To enter a return:

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

Returns Field Reference

Header Information

The fields describe the Returns window header in detail.

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Note: You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Return

- If you use automatic document numbering for returns, the "GMA:New" profile value default that you set displays in this field. For example, NEW is the default value. When you save the return, a return number is then assigned and displayed. You cannot edit this field.
- If you are entering a new return and you are using manual document numbering for returns, or if you want to display or edit an existing return, enter the document number of the return.

Return Vendor

Enter the code for the vendor where the material you are returning was purchased. The return vendor is also the vendor that the material will be returned to. The return vendor is validated against the default company for the operator session. Required.

Return Date

Enter the date and time of the return. The current system date and time is the default. Required.

Carrier Code

Enter the code for the shipping company that will transport the goods back to the vendor. Its name is then displayed automatically.

Return Line

If you are entering a new return, 1 displays initially. To enter or edit another line, select New Record from the Edit Menu, and the next return line number displays. Select Clear Record to go to the previous return line.

Receipt

Enter the PO receipt or stock receipt number that you are returning goods against. Required.

Line

Enter the line number from the receipt that you are returning goods against. Required.

Quantity 1

Displays the receipt quantity in the item's primary unit of measure.

Quantity 2

Displays the receipt quantity in the item's secondary unit of measure. Quantity 2 displays if the item is dual unit of measure controlled.

Purchase Order

Displays the purchase order number for the item being returned.

Quantity 1

Displays the quantity ordered on the purchase order in the item's primary unit of measure.

Quantity 2

Displays the quantity ordered on the purchase order in the item's secondary unit of measure if the item is dual unit of measure controlled.

Item

displays the code and description of the item being returned.

RMA

Enter the Returned Material Authorization number from the vendor. This number identifies the return to the vendor. Required.

Return Reason

Enter the code that identifies the reason the goods are being returned. Only reason codes that allow a decrease to inventory can be entered. Required.

Qty Returned

Displays the quantity of goods being returned on the specified return line. This is the sum of the quantities entered for each lot, sublot, warehouse, and location on the lot deassignment. This is usually shown in the unit of measure associated with the receipt. If all deassignment lines are entered in another unit of measure, this quantity displays in that unit of measure. If the item returned is dual unit of measure-controlled, the quantity displays in both units of measure.

Reorder

Select if you want to reorder the returned goods.

If you select reorder, then if the purchase order line for these goods is still open, the system will update the balance to be received.

If the purchase order line for these goods has been closed, the system will prompt you to indicate whether or not to open the purchase order line. Required.

Quantities Region

Lot

Enter the lot number that is being returned. Displayed if the item is lot controlled, and it is then required.

Sublot

Enter the sublot number that is being returned. Displayed if the item is sublot controlled, and it is then required.

Warehouse

Enter the code for the warehouse that the goods are being returned from. Required.

Location

Enter the warehouse location that the goods are being returned from if the item and warehouse are location controlled, and it is then required.

Status

If the item is status controlled, the lot status of the specified lot in the specified location displays.

Qty On-Hand1

Displays the quantity on-hand in the specified warehouse and location in the item's primary unit of measure.

UOM

Displays the item's primary unit of measure.

Qty On-Hand2

Displays the quantity on-hand in the specified warehouse and location in the item's secondary unit of measure.

UOM

If the item is dual unit of measure controlled, the item's secondary unit of measure displays.

Qty Returned1

Enter the quantity from the specified lot, sublot, warehouse, and location to be returned. For inventory items, this must be less than or equal to the on-hand quantity and the received quantity. If the lot is indivisible, the quantity returned must equal the on-hand quantity. Required.

UOM

Displays the item's primary unit of measure.

Qty Returned2

If the item is dual unit of measure controlled, enter the quantity in the item's secondary unit of measure.

UOM

If the item is dual unit of measure controlled, the item's secondary unit of measure displays.

Returns window - Actions Menu Options

The following option is available on the Actions menu for the Returns window:

Address Edit

Lets you change the address information for the vendor that this return is being shipped to.

Void Return

Voids the return.

Editing Returns

To edit standard purchase order receipts, first query the receipts that meet you criteria, and then change the information in any fields necessary on those receipts.

Editing Returns - Procedure

To edit a return:

1. Once you have queried and found the return, the first return line that meets your criteria is displayed on the Returns window.
2. For multiple records, choose **New Record** from the **Edit Menu**, and the next return line number is displayed. Choose **Clear Record** to go to the previous return line.
3. Enter or change the information in any fields necessary as describe.
4. Save the window.

7

Reports and Requests

The Purchase Management Reports topic describes the available reports. Reports are available through the Application's Standard Report Submission form and Detailed Subledger form.

The following topics are covered:

- Running the Costed Receiving Report
- Running the Items Received Report
- Running the PO Resubmission Request
- Running the Receipts Resubmission Request
- Running the Synchronization Request
- Running the Purchasing Integration Audit Report
- Running the PO/Stock Return History Report
- Running the PPV Summary Report

Running the Costed Receiving Report

Use the Costed Receiving Report to print a cost comparison for each item for a specified period of time. The variance between the receiving cost of the item and its accounting cost at the warehouse is calculated and reported. This report is intended to aid in future purchasing decisions.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the Costed Receiving Report:

1. Navigate to the **Submit Request** window.
2. In the Name field, enter the **Costed Receiving Report**. The Parameters window is displayed.
3. Complete the fields as described and click **OK**. The Submit Request window is displayed.
4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters on this report are:

From Date

Enter the first date in the range that you want to report on.

To Date

Enter the last date in the range that you want to report on.

From Warehouse

Enter the first warehouse in the range that you want to report on.

To Warehouse

Enter the last warehouse in the range that you want to report on.

From Item

Enter the first item in the range that you want to report on.

To Item No

Enter the last item in the range that you want to report on.

Sort By

Select how you want to sort the report:

1. Organization, Receipt No, Item No
2. Receipt Date, Organization, Receipt No, Item No
3. Whse, Item No, Receipt Date, Organization, Receipt No
4. Item No, Whse, Receipt Date, Organization, Receipt No

Var/Toler

Enter the variance tolerance percentage that you want to display items for. For example, enter 2.5 to display items with a receiving cost that differs 2.5% or greater from the accounting cost.

Selected Report Fields

The following fields are displayed on the Costed Receiving Report.

Receipt

Displays the receipt number.

Item No

Displays the list of item numbers in the range that you specified.

Whse

Displays the warehouse that the item was shipped from.

Qty Received

Displays the quantity that was received.

UOM

Displays the unit of measure that the received quantity is expressed in.

Accounting Cost

Displays the item's inventory value.

Landed Cost

Displays the item's receiving cost.

Purchase Price Variance

Displays the total purchase price variance percentage between the inventory value and the receiving cost.

Running the Items Received Report

Use the Items Received report to print information about items that were received based on the warehouses and dates that you specify.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the Items Received Report:

1. Navigate to the **Submit Request** window.
2. In the Name field, enter the **Items Received Report**. The Parameters window is displayed.
3. Complete the fields as described and click **OK**. The Submit Request window is displayed.
4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters on this report are:

From Warehouse

Enter the first receiving warehouse in the range.

To Warehouse

Enter the last receiving warehouse in the range.

From Recv Date

Enter the first item receipt date in the range.

To Recv Date

Enter the last item receipt date in the range.

From Item

Enter the first item received in the range.

To Item

Enter the last item received in the range.

Sort By

Select whether you want to sort the report by:

1. Item
2. PO number
3. Ship vendor

Selected Report Fields

The following fields are displayed on the Items Received Report.

Item Number

Displays the list of item numbers in the range that you specified. If you sorted by item, items will be listed in ascending order by item number.

Description

Displays the item descriptions.

Lot

Displays the lot number that was received for the item.

Quantity Received

Displays the quantity that was received.

UOM

Displays the unit of measure that the received quantity is expressed in.

Ship Vendor

Displays the vendor that shipped the item. If you sorted by ship vendor items will be listed in ascending order by ship vendor code.

Orgn Code

Displays the code for the organization that owns the receipt.

Receipt Number

Displays the receipt number.

Date Received

Displays the date the item was received.

Lot Status

Displays the lot status that was received if the item is lot-status controlled.

Purchase Order

Displays the purchase order number related to the receipt. If you sorted by purchase order number items will be listed in ascending order by purchase order number.

Running the PO Resubmission Request

Run the OPM Common Purchasing Resubmission request when any of the following attributes of PO Lines has been changed: QC grade, payment, freight, carrier, and FOB. The PO must already be approved before you can try to resubmit it.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the OPM Common Purchasing PO Resubmission request:

1. Navigate to the **Submit Request** window.
2. In the Name field, enter the **OPM Common Purchasing PO Resubmission request**. The Parameters window is displayed.
3. Complete the fields as described and click **OK**. The Submit Request window is displayed.
4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view the log file to ensure that the PO was resubmitted.

Selected Report Parameters

The parameters of this report are:

Submit PO from this date

Enter the earliest date in the range that you want the POs resubmitted from.

Submit PO to this date

Enter the last date in the range that you want the POs resubmitted from.

PO to be resubmitted

Enter the Purchase Order number that you want to submit.

Running the Receipts Resubmission Request

Run the OPM Common Purchasing Receipts Resubmission request when any of the receipts entered in OPM Purchase Management are not reflected on the purchase order in Oracle Purchasing.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the OPM Common Purchasing PO Resubmission request:

1. Navigate to the **Submit Request** window.
2. In the Name field, enter the **OPM Common Purchasing Receipts Resubmission request**. The Parameters window is displayed.
3. Complete the fields as described and click **OK**. The Submit Request window is displayed.
4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view the log file to ensure that the receipts were resubmitted.

Selected Report Parameters

The parameters of this report are:

PO to be resubmitted

Enter the Purchase Order number that you want receipts resubmitted for.

Running the Synchronization Request

Select OPM Common Purchasing Synchronization to resynchronize items between OPM Purchase Management and Oracle Purchasing. OPM Common Purchasing Synchronization is not for everyday use, but for exceptional conditions when data is out of synch between OPM Purchase Management and Oracle Purchasing. Approved purchase orders, receipts, and returns are typically synchronized automatically.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Note: You can set this process to run on a periodic schedule, such as hourly, to pick up any unprocessed receipt transactions.

Submitting a Report

To run the OPM Common Purchasing Synchronization request:

1. Navigate to the **Submit Request** window.
2. In the Name field, enter the **OPM Common Purchasing Synchronization request**.
3. Complete the fields on the **Submit Request** window and click Submit Request. You can then view the log file to ensure that the synchronization was submitted successfully.

Running the Purchasing Integration Audit Report

Use the OPM Purchasing Audit Report regularly to see which purchase orders need to be re-synchronized between Oracle Purchasing and OPM Purchase Management.

This report indicates whether the items on both the Oracle Purchasing and OPM Purchase Management POs match. If any of the following items fails to match, you must re-synchronize the purchase orders:

- The number of lines on both POs
- The line quantity multiplied by the price summed amounts for the quantity ordered, received, or open on each line
- The item numbers on each line

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the OPM Purchasing Integration Audit Report:

1. Navigate to the **Submit Request** window.
2. In the Name field, enter the **OPM Purchasing Integration Audit Report**. The Parameters window is displayed.
3. Complete the fields as described and click **OK**. The Submit Request window is displayed.
4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters of this report are:

Begin Approved Date

Enter the Purchase Order start date.

End Approved Date

Enter the Purchase Order end date.

Begin PO Number

Enter the first Purchase Order number in the range you want audited.

End PO Number

Enter the last Purchase Order number in the range you want audited.

Selected Report Fields

The following fields are displayed on the OPM Purchasing Integration Audit Report.

PO Date Start

Displays the purchase order start date.

PO Number

Displays the purchase order end date.

PO Number

Displays the purchase order number.

Line Number

Displays the line number if the quantity ordered, received, or open does not match.

Message

Displays a brief explanation of the exception.

OPM Internal ID

Displays the OPM internal ID for the purchase order.

Oracle Internal ID

Displays the Oracle Purchasing internal ID for the purchase order.

Total Purchase Orders in Error

Displays the number of purchase orders that have exceptions reported.

Total Purchase Order Lines in Error

Displays the number of purchase order lines that have exceptions reported.

Running the PO/Stock Return History Report

Use the PO/Stock Return History report to print information about returns based on the criteria that you specify.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the PO/Stock Return History Report:

1. Navigate to the **Submit Request** window.
2. In the Name field, enter the **PO/Stock Return History Report**. The Parameters window is displayed.
3. Complete the fields as described and click **OK**. The Submit Request window is displayed.
4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters of this report are:

Include PO Returns

- Enter Yes to include purchase order returns on the report.
- Enter No to eliminate purchase order returns from the report.

Include Stock Returns

- Enter Yes to include stock receipt returns on the report.
- Enter No to eliminate stock receipt returns from the report.

From Return No

Enter the first return number in the range.

To Return No

Enter the last return number in the range.

From Vendor
Enter the first return vendor in the range.

To Vendor
Enter the last return vendor in the range.

From Return Date
Enter the first return date in the range.

To Return Date
Enter the last return date in the range.

From Return Reason
Enter the first return reason in the range.

To Return Reason
Enter the last return reason in the range.

From Item
Enter the first return item in the range.

To Item
Enter the last return item in the range.

From Lot Number
Enter the first lot number received in the range.

To Lot Number
Enter the last lot number received in the range.

From Sublot Number
Enter the first sublot number received in the range.

To Sublot Number
Enter the last sublot number received in the range.

From Warehouse

Enter the first receiving warehouse in the range.

To Warehouse

Enter the last receiving warehouse in the range.

Selected Report Fields

The following fields are displayed on the PO / Stock Return History Report:

Return

Displays the organization code and return number.

Return Date

Displays the date the goods were returned.

Return Vendor

Displays the vendor that the goods were returned to.

Carrier

Displays the carrier that transported the returned goods.

Return Line

Displays the line on the return.

Receipt

Displays the number of the returned receipt. The receipt line number displays to the right.

Qty Received

Displays the quantity that was received on the receipt line and the unit of measure that the quantity is expressed in. If the returned item is dual unit of measure controlled, the quantity received is also displayed in the secondary unit of measure.

Purchase Order

Displays the purchase order number that the item was originally ordered on. The purchase order line number displays to the right.

Qty Purchased

Displays the quantity that was ordered on the purchase order line and the unit of measure that the quantity is expressed in. If the returned item is dual unit of measure controlled, the ordered quantity is also displayed in the secondary unit of measure.

Item

Displays the code for the item that was returned.

Qty Returned

Displays the quantity of the item that was returned and the unit of measure that the quantity is expressed in. If the returned item is dual unit of measure controlled, the returned quantity is also displayed in the secondary unit of measure.

RMA

Displays the Returned Material Authorization number. This is the number that identifies the return to the vendor.

Return Reason

Displays the code and description for the return reason.

Reorder

Displays whether the receipt quantity was updated for reorder by the return:

0 The receipt quantity was not updated for reorder.

1 The receipt quantity was updated for reorder.

Lot

Displays the lot that was returned for lot controlled items.

Sublot

Displays the sublot that was returned for sublot controlled items.

Whse

Displays the warehouse that the item was returned from.

Location

Displays the location that the item was returned from for location controlled items and warehouses.

Qty Returned

Displays the quantity returned for the indicated lot and sublot from the indicated warehouse and location. The unit of measure that the quantity is expressed in is also displayed. If the item is dual unit of measure controlled the quantity is also expressed in the item's secondary unit of measure.

Running the PPV Summary Report

Use the Purchase Price Variance Report to print variance information regarding the item's standard cost and actual costs based on the criteria that you specify.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the PPV Summary Report:

1. Navigate to the **Submit Request** window.
2. In the Name field, enter the **PPV Summary Report**. The Parameters window is displayed.
3. Complete the fields as described and click **OK**. The Submit Request window is displayed.
4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters of this report are:

From Item

To report item costs for a range of items, enter the first item in the range.

To Item

To report item costs for a range of items, enter the last item in the range.

From Warehouse

To report item costs for a range of warehouses, enter the first warehouse in the range.

To Warehouse

To report item costs for a range of warehouses, enter the last warehouse in the range.

Date Range1 From

Enter the first date in the first date range to include activity starting then. You can then compare material purchase prices between date ranges one and two.

Date Range1 To

Enter the last date in the first date range to include activity ending then. You can then compare material purchase prices between date ranges one and two.

Date Range2 From

Enter the first date in the second date range to include activity starting then. You can then compare material purchase prices between date ranges one and two.

Date Range2 To

Enter the last date in the second date range to include activity ending then. You can then compare material purchase prices between date ranges one and two.

Include PO Receipts

- Enter Yes to include purchase order returns on the report.
- Enter No to eliminate purchase order returns from the report.

Include Stock Receipts

- Enter Yes to include stock receipt returns on the report.
- Enter No to eliminate stock receipt returns from the report.

PPV Summary Report - Fields

The following fields are displayed on the PPV Summary Report

Billing Currency

Displays the billing currency for the receipt item.

Item Number and Description

Displays the code and name for the item.

Quantity Inv Purchased and UOM

Displays the quantity of the item purchased and the unit of measure that it is expressed in.

Actual Cost

Displays the actual cost of the item.

Standard Cost

Displays the standard cost of the item.

Total Actual Cost

Displays the total actual cost of the item.

Total Standard Cost

Displays the total standard cost of the item.

Total PPV

Displays the total purchase price variance.

Var%

Displays the total purchase price variance percentage.

A

Appendixes

This topic provides the default navigation path for Purchase Management and PO profile options.

- Navigation Paths
- Profile Options

Navigation Paths

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

Window name	Navigation Path
Acquisition Cost Entry	Purchase Management:Stock Receipts:Special:Acquisition Cost
Acquisition Line Cost Entry	Oracle Purchasing:Purchase Orders:Shipments:Zoom
Audit Trail Report	Purchase Management:Reports:Run
Completed Transactions	Purchase Management:Stock Receipts:Special:Transactions
Costed Receiving Report	Purchase Management:Reports:Run
Items Received Report	Purchase Management:Reports:Run
OPM Common Purchasing Receipts Resubmission Request	Purchase Management:Reports:Run
OPM Common Purchasing Resubmission Request	Purchase Management:Reports:Run
OPM Common Purchasing Synchronization Request	Purchase Management:Reports:Run
Pending Transactions	Purchase Management:PO Receipts:Special:Receipt Selection:Special:Transactions
PO / Stock Return History Report	Purchase Management:Reports:Run
Purchase Acquisition Costs	Purchase Management:Setup:Acquisition Costs
Purchase Order Receiving	Purchase Management:PO Receipts
Purchase Orders	OPM Logistics:Oracle Purchasing:Purchase Orders
Purchase Price Variance Report	Purchase Management:Reports:Run
Quick Receipts	Purchase Management:Quick Receipts

Window name	Navigation Path
Receipt Price Change	Purchase Management:PO Receipts:Special:Receipt Selection:Special:Price Change
Receipt Selection	Purchase Management:PO Receipts:Special:Receipt Selection
Receiving Line Details	Purchase Management:PO Receipts:Special:Receipt Selection:Special:Item Details
Receiving Lines Selection	Purchase Management:Special:Adjust Receipt
Returns	Purchase Management:Returns
Stock Receipts	Purchase Management:Stock Receipts
Stock Receipts Line Details	Purchase Management:Stock Receipts:Special:Line Details
Stock Receipts Line Items	Purchase Management:Stock Receipts:Special:Line Items
Vendor Classes	Purchase Management:Setup:Vendor Classes
Vendor General Ledger Classes	Purchase Management:Setup:Vendor General Ledger Classes
Vendor Trade Classes	Purchase Management:Setup:Vendor Trade Classes

Setting Purchase Management Profile Options

During your implementation, you set a value for selected profile options to specify how your Purchase Management application controls access to and processes data. Purchase Management uses the listed profile options:

- GML:Perform Account Mapping
- GML:Minimum Percentage Received to Close PO
- GML:Reorder Reference for Returns
- GML:Ship Weight Unit of Measure

You can set up these profile options when you set up other applications prior to your Purchase Management implementation. Refer to the other product user's guides for more details on how these products use these profile options.

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

Glossary

Acquisition Cost

A cost associated with purchasing goods, other than the cost of the goods themselves, such as freight or taxes.

OPM

Oracle Process Manufacturing is an enterprise wide manufacturing planning system that combines leading edge, open systems technology with an international business and process manufacturing environment on a global basis.

Pending Transaction

A record that represents an anticipated or future change to inventory.

Purchase Order

A request to purchase goods or services from a vendor.

Purchase Order Receiving Form

Use the Purchase Order Receiving form to receive multiple purchase orders at once or to enter more detailed information than you can enter on a quick receipt. For example, you can enter a receiving location that differs from the receiving warehouse's default receiving location.

Quick Receipts Form

Use the Quick Receipts form to receive against a single purchase order. Quick Receipts is the fastest way to receive goods because it involves completing one form that includes limited, required information about the receipt.

Receipt

A document that shows that goods have been received and specifies the quantity received.

Stock Receipt

A receipt for goods without a purchase order.

Stock Receipts Form

Use the Stock Receipts form to record goods received that were not ordered with a purchase order.

Vendor

An entity that you purchase goods or services from.

Index

A

Account mapping, 1-2
Accounting-related setup, 3-5
Acquisition Cost Entry form, 2-15, 3-10
Acquisition line cost entry field reference, 5-34 to 5-35
Acquisition Line Cost Entry form, 5-34
Actions menu options
- purchase order receiving window, 5-11 to 5-12
- receiving lines selection window, 5-17 to 5-18
- returns window actions, 6-6
- stock receipts items window, 5-32 to 5-33
- stock receipts window, 5-29

Administration issues, 2-7
Allocated quantities, 5-22
Analysis codes, 2-13
Application forms form, 2-15
Aquisition cost entry in Oracle purchasing field reference, 3-10 to 3-11
Automatic document ordering, 2-7

B

Blanket purchase agreements, 1-5, 1-6
Business process
- common purchasing management workflow, 1-3
- purchase-to-pay, 1-3

C

Carriers(shippers), 2-12
Changing the price of an item on the receipt, 5-17
Changing the price of an item on the receipt procedure, 5-17
Closing a purchase order, 5-18
Common purchasing
- blanket purchase agreements, 1-5
- blanket purchase agreements diagram, 1-5 to 1-6
- business process, 1-3
- flow diagram, 1-7
- general information, 1-2
- interactivity of Oracle Applications and OPM, 1-4
- management workflow, 1-3 to 1-4
- overview, 1-2
- required setup, 2-2 to 2-13
- synchronization, 2-14
- synchronization process, 1-4

Common purchasing blanket purchase agreements, 1-5
Common purchasing blanket purchase agreements diagram, 1-5 to 1-6
Common purchasing business process, 1-3
Common purchasing flow diagram, 1-7
Common purchasing management workflow, 1-3 to 1-4
Common purchasing overview, 1-2
Common Purchasing required setup, 2-2 to 2-13
Common purchasing synchronization, 2-14
Comparison of common purchasing between Oracle and OPM, 1-4
Comparison of Common Purchasing to OPM, 1-4
Completed transactions field reference, 5-39 to 5-41
Completed Transactions form, 5-39

Component classes, 2-13
Contracts, 1-6
Cost comparisons, items, 7-2
Costed Receiving report, 7-2
Creating purchase orders in Oracle Applications procedure, 4-2 to 4-3
Currency codes, 3-5
CUSTOM.p11 file, 2-15

D

Deassignment of lots, 6-4
default separator, 2-6
Defining
  vendor general ledger classes, 3-7
Defining currencies, 2-2
Defining exchange rates and exchange rate types, 2-2
Defining items, 2-6
Defining locations, 2-3
Defining payment terms, 2-3
Defining purchase acquisition costs, 3-9
Defining purchase acquisition costs in OPM procedure, 3-9
Defining purchase acquisition costs in OPM purchase management, 3-9
Defining suppliers, 2-6 to 2-7
Defining vendor general ledger classes setup, 3-7 to 3-8
Defining vendor general trade classes, 3-8
Defining vendor trade classes setup, 3-8
Descriptive FlexFields, 4-2
Document numbering, 2-7 to 2-8
Document ordering, 2-7 to 2-8
  automatic, 2-7
document ordering(numbering), 3-2 to 3-3
Document ordering, automatic, 2-7
Dual unit of measure and quantity received, 5-5
Duty or tariff, 3-10

E

Editing
  returns, 6-7
  standard receipts, 5-12
  standard receipts procedure, 5-12
  stock receipts, 5-30
Editing returns, 6-7
Editing returns procedure, 6-7
Editing standard receipts procedure, 5-12
Editing stock receipts, 5-30
Editing stock receipts procedure, 5-30
Entering
  acquisition costs in Oracle Purchasing, 3-10
  acquisition line costs, 5-34
  acquisition line costs procedure, 5-34
  line details, 5-19
  line details for items received without POs, 5-36
  line details for items received without purchase orders, 5-36
  line items received without POs, 5-31
  line items received without POs procedure, 5-31
  line items received without purchase orders, 5-31
  lot/location control information, 5-22 to 5-24, 5-39
  lot/location control information procedure, 5-22, 5-39
  purchase acquisition costs in Oracle Purchasing, 3-10
  quick receipts, 5-3
  quick receipts procedures, 5-3
  receiving line details, 5-19 to 5-21
  receiving line details procedure, 5-19, 5-36
  returns, 6-2
  standard purchase order receipts, 5-7 to 5-12
  standard purchase order receipts procedure, 5-7 to 5-8
  stock receipts, 5-25 to 5-29
  stock receipts procedure, 5-25
Entering acquisition costs, 3-10
Entering acquisition costs in Oracle Purchasing, 3-10
Entering acquisition line costs, 5-34
Entering acquisition line costs procedure, 5-34
Entering line details for items received without POs, 5-36
Entering line items received without POs, 5-31
Entering line items received without POs procedure, 5-31

Entering lot/location control
information, 5-22 to 5-24, 5-39
Entering lot/location control information
procedure, 5-22, 5-39
Entering purchase orders, 4-2 to 4-3
Entering purchasing acquisition costs in Oracle
Purchasing procedure, 3-10
Entering quick receipts, 5-3
Entering quick receipts procedure, 5-3
Entering receiving line details, 5-19 to 5-21
Entering receiving line details procedure, 5-19,
5-36
Entering returns overview, 6-2
Entering returns procedure, 6-2
Entering standard purchase order
receipts, 5-7 to 5-12
Entering standard purchase order receipts
overview, 5-7
Entering standard purchase order receipts
procedure, 5-7 to 5-8
Entering stock receipts, 5-25 to 5-29
Entering stock receipts procedure, 5-25
Error messages
purchasing synchronization, 4-5 to 4-8
synchronization, 4-5
Evaluated Receipt Settlement (ERS), 1-5

F

Field reference
completed transactions, 5-39 to 5-41
OPM Common Purchasing synchronization error
log files, 4-4
order line details for controlled items, 5-6
pending transactions, 5-22 to 5-24
purchase order receiving, 5-8 to 5-11
purchase order receiving destination information
region, 5-9
purchase order receiving header
information, 5-8 to 5-9
purchase order receiving receipt information
region, 5-10
purchase order receiving shipping information
region, 5-10 to 5-11
quick receipts region, 5-4 to 5-5
receipt price change, 5-17
receipt selection, 5-13 to 5-14
receiving line details, 5-19 to 5-21
receiving lines selecton, 5-15 to 5-17
Returns, 6-2 to 6-6
stock receipts, 5-25 to 5-29
stock receipts line details, 5-36 to 5-38
stock receipts line items, 5-31 to 5-32
Flow diagram
common purchasing, 1-7
Form functions form, 2-15
Forms
Acquisition Line Cost Entry form, 5-34
Completed Transactions form, 5-39
Inventory Summary form, 5-18
Pending Transactions form, 5-18
Pending Transactons, 5-22
Purchase Order Receiving, 5-2
Purchase Order receiving, 5-11
Purchase Order Receiving form, 5-3, 5-7, 5-12
Quick Receipts, 5-3
Quick Receipts form, 5-2
Receipt Price Change form, 5-17
Receipt Selection form, 5-11, 5-13
Receiving form, 5-19
Receiving Line Details form, 5-19
Receiving Line Selection form, 5-19
Receiving Lines Selection form, 5-12, 5-15, 5-17
Returns form, 6-2, 6-6
Stock Receipts form, 5-29
Stock receipts form, 5-2
Stock Receipts Line Details form, 5-36
Stock Receipts Line Item form, 5-39
Stock Receipts Line Items form, 5-31, 5-32
Synchronization Request form, 7-10
Freight costs, 3-10
Frieght bill methods, 2-12

G

General ledger accounts, 1-2
GMF
Vendor Delimiter, 2-6

H

Header
  quick receipts, 5-3 to 5-4
Header information
  quantities region, 6-5 to 6-6
  returns field reference, 6-2 to 6-5

I

Inventory calendar, 2-10, 3-3 to 3-4
Inventory Summary form, 5-18
Inventory-related setup, 3-3
  accounting-related setup, 3-5
  currency codes, 3-5
  inventory calendar, 3-3 to 3-4
  item/lot unit of measure conversions, 3-4
  items, 3-4
  location control, 3-5
  lot/sublot control, 3-5
  UOM types, 3-4 to 3-5
  warehouses, 3-4
Item/lot unit of measure conversions, 2-10 to 2-11
Item/lot unit of measure conversions setup, 3-4
Items, 2-10, 3-4
Items received, 7-5
Items Received report, 7-5

L

Location control, 2-11, 3-5
Lot controlled quantity received, 5-5
Lot/sublot control, 2-11, 3-5
LRS
  See Log roll-forward server (LRS), A-1

M

Management workflow, 1-3 to 1-4
Mapping
  accounts, 1-2
Menus form, 2-15
MetaLink, 1-2
MRO items, 1-3
Multiple purchase orders, 5-7
Multiple warehouses, receiving, 5-3

N

Navigation paths, A-2 to A-3
Numbering of documents, 2-7 to 2-8, 3-2 to 3-3

O

OPM
  comparison of Common Purchasing to Oracle, 1-4
  required setup, 2-7 to 2-13
OPM Common Purchasing PO Resubmission request, 7-8
OPM Common Purchasing Receipts Resubmission Request, 7-9
OPM Common Purchasing synchronization error log files field reference, 4-4
OPM Common Purchasing synchronization log viewing, 4-4
OPM Common Purchasing synchronization process, 1-4
OPM field reference
  purchase acquisition costs, 3-9
OPM financial integration data synchronization, 2-14
OPM financials integration data synchronization, 2-14
OPM inventory management, 2-10
OPM MRP, 1-5
OPM order fulfillment, 2-12
OPM Puchase Management
  defining purchase acquisition costs in OPM procedure, 3-9
  defining purchase acquisition costs in OPM purchase management, 3-9
OPM Purchase Management, 2-11
OPM Receiving, 1-4
OPM required setup, 2-7 to 2-13
  analysis codes, 2-13
  carriers(shippers), 2-12
  component classes, 2-13
  Document numbering, 2-7 to 2-8
  freight bill methods, 2-12
  inventory calendar, 2-10
  item/lot unit of measure

conversions, 2-10 to 2-11
items, 2-10
location control, 2-11
lot/sublot control, 2-11
OPM document ordering, 2-7 to 2-8
OPM inventory management, 2-10
OPM order fulfillment, 2-12
OPM Purchase Management, 2-11
OPM system administration, 2-7
optional setup in cost management, 2-13
optional setup in order fulfillment, 2-12
organizations, 2-8
ports, 2-12
purchase acquisition costs, 2-12
reason codes, 2-8
shipping methods, 2-12
system profile values, 2-9
units of measure, 2-8
units of measure types, 2-8
vendor class codes, 2-11
vendor gl class codes, 2-12
vendor trade class codes, 2-12
warehouses, 2-11
OPM system administration, 2-7
Optional setup in cost management, 2-13
Optional setup in order fulfillment, 2-12
Optional setup in related applications, 3-5 to 3-6
Oracle Applications, 2-2
Oracle financials integration, 2-2
Oracle Purchasing, 2-2
Oracle purchasing, 2-2
required setup, 2-2 to 2-7
Oracle Purchasing required setup, 2-2 to 2-7
defining currencies, 2-2
defining exchange rates and exchange rate types, 2-2
defining items, 2-6
defining locations, 2-3
defining payment terms, 2-3
defining suppliers, 2-6 to 2-7
setting up lookups and classes for FOB codes, 2-3
setting up organizations, 2-3
setting up the Vendor GL class descriptive flexfield validation set (optional), 2-3 to 2-6
Oracle Purchasing, extensions, 1-4
Order line details field reference
lot controlled items, 5-6
Order line details for lot controlled items, 5-6
Organizations, 2-8, 3-2
Overview
common purchasing, 1-2
receiving, 5-2

P

Pay on Receipt AutoInvoice program, 1-5
Payment on receipt, 1-5
Pending transactions field reference, 5-22 to 5-24
Pending Transactions form, 5-18, 5-22
PO Resubmission Report, 7-8
Ports, 2-12
Post installation information, 2-15
acquisition cost entry form, 2-15
applications forms form, 2-15
form functions form, 2-15
menus form, 2-15
PPV Summary report, 7-18
Price change of an item on the receipt, 5-17
Price change of an item on the receipt procedure, 5-17
Price changes, 5-17
Procedure
changing the price of an item on the receipt, 5-17
creating purchase orders in Oracle applications, 4-2 to 4-3
editing returns, 6-7
editing standard receipts, 5-12
editing stock receipts, 5-30
entering acquisition line costs, 5-34
entering line items received without POs, 5-31
entering lot/location control information, 5-22, 5-39
entering purchase acquisition costs in Oracle Purchasing, 3-10
entering quick receipts, 5-3
entering receiving line details, 5-19, 5-36
entering returns, 6-2
entering standard purchase order

receipts, 5-7 to 5-8
entering stock receipts, 5-25
purchase order entry, 4-2
selecting purchase order to receive, 5-15
submitting a report, 7-2
viewing purchase order lines to receive, 5-13
Process
common purchasing synchronization, 1-4
Purchase acquisition costs, 2-12
Purchase Acquisition Costs form, 3-9
Purchase acquisition costs in OPM field reference, 3-9
Purchase agreements
Blanket, 1-5
Purchase agreements, blanket, 1-6
Purchase order
blanket, 1-6
changes to, 7-8
closing, 5-18
closure, 5-18
entry procedure, 4-2
planned, 1-5
standard, 1-5
synchronization, 2-2
Purchase order lines for receipt selection, 5-15
Purchase order receipts
entering, 5-7 to 5-12
Purchase order receiving field reference, 5-8 to 5-11
destination information region, 5-9
header information, 5-8 to 5-9
receipt information region, 5-10
shipping information region, 5-10 to 5-11
Purchase Order Receiving form, 5-2, 5-3, 5-7, 5-11, 5-12
Purchase order receiving window - actions menu options, 5-11 to 5-12
Purchase price variance report, 7-18
Purchase-to-pay operation, 1-3

Q

Quantities region field reference
header information, 6-5 to 6-6
Quantity received
dual unit of measure, 5-5
lot controlled, 5-5
not lot controlled, 5-5
Quick receipts field reference
quick receipts region, 5-4 to 5-5
Quick Receipts form, 5-2, 5-3
Quick receipts header, 5-3 to 5-4

R

Reason codes, 2-8, 3-3
Receipt
voiding, 5-12
Receipt price change field reference, 5-17
Receipt Price Change form, 5-17
Forms
Receipt Price Change form, 5-18
Receipt selection field reference, 5-13 to 5-14
Receipt Selection form, 5-11, 5-13
Receipts Resubmission Request, 7-9
Receiving
general information, 5-2
multiple warehouses, 5-3
purchase order, 5-7
Receiving form, 5-19
Receiving items, 1-3
Receiving line details field reference, 5-19 to 5-21
Receiving Line Details form, 5-19
Receiving Line Selection form, 5-19
Receiving Lines Details formReceiving Lines Details form, 5-18
Receiving lines selection field reference, 5-15 to 5-17
Receiving Lines Selection form, 5-15, 5-17
Receiving lines selection window
actions menu options, 5-17 to 5-18
Receiving overview, 5-2
Reordering goods, 6-5
Reports
Costed Receiving report, 7-2
Items Received report, 7-5
PO Resubmission report, 7-8
PO Resubmission Request report, 7-8
PO/Stock Return History report, 7-13
PPV Summary Report, 7-18

Purchase Price Variance report, 7-18
Purchasing Integration Audit report, 7-11
PV Summary report, 7-18
Receipts Resubmission Request report, 7-9
Synchronization Request report, 7-10
Warehouse Receipts report, 7-5
Required setup in Purchase Management, 3-7 to 3-8
defining vendor general ledger classes, 3-7 to 3-8
defining vendor trade classes, 3-8
Required setup in purchase management
defining vendor classes, 3-7
Required setup in related applications, 3-2 to 3-5
Returns, 1-3, 1-4, 6-2
authorization, 6-4
entry, 6-2
Returns field reference, 6-2 to 6-6
header information, 6-2 to 6-5
Returns form, 6-2, 6-6
Returns window actions menu options, 6-6
RMA, 6-4
Running reports
Costed Receiving report, 7-2
Item Received report, 7-5
PO Resubmission Request reports, 7-8
PO / Stock Return History report, 7-13
Purchasing Integration Audit report, 7-11
PV Summary report, 7-18
Receipts Resubmission Request report, 7-9
Synchronization Request report, 7-10

S

Selected item received report parameters, 7-5 to 7-6
Selected items received report fields, 7-6 to 7-7
Selected report fields, 7-3 to 7-4
PO / Stock Return History report, 7-15 to 7-17
Selected report parameters, 7-2 to 7-3, 7-8
PO / Stock Return History report, 7-13 to 7-15
PPV summary report, 7-18 to 7-20
Submit Request report, 7-9
Selecting purchase order lines to receive, 5-15 to 5-18
Selecting purchase order lines to receive procedure, 5-15
Selecting purchase order lines to receive window, 5-15 to 5-17
Selection window
receiving lines action menu options, 5-17 to 5-18
Self-billing, 1-5
Setting purchase management profile options, A-4
Setting up lookups and classes for FOB codes, 2-3
Setting up organizations, 2-3
Setting up the Vendor GL class descriptive flexfield validation set (optional), 2-3 to 2-6
Setup
common purchasing module, 2-2
inventory-related, 3-3
OPM Inventory Management, 2-10
OPM Purchase Management, 2-11
optional, 3-5 to 3-6
optional, in related modules, 2-12, 2-13
order fulfillment, 2-12
profile values, 2-9
Purchase Management, 3-7 to 3-8
purchase management, 3-1
requriements for common purchasing, 2-2 to 2-13
requriements for OPM, 2-7 to 2-13
requriements for Oracle purchasing, 2-2 to 2-7
sequence requirements, modules, 1-2
synchronization issues, 2-14
system-related, 3-2 to 3-3
vendor class codes, 3-1
vendor general ledger class codes, 3-1
vendor information, 3-1
vendor trade class codes, 3-1
Setup requirements for Oracle purchasing
setting up the Vendor GL class descriptive flexfield validation set (optional), 2-3 to 2-6
Setup requriements for OPM
analysis codes, 2-13
carriers(shippers), 2-12
component classes, 2-13
Document numbering, 2-7 to 2-8
document ordering, 2-7 to 2-8
freight bill methods, 2-12
inventory calendar, 2-10

item/lot unit of measure conversions, 2-10 to 2-11
items, 2-10
location control, 2-11
lot/sublot control, 2-11
OPM inventory management, 2-10
OPM order fulfillment, 2-12
OPM Purchase Management, 2-11
OPM system administration, 2-7
optional setup in cost management, 2-13
optional setup in order fulfillment, 2-12
organizations, 2-8
ports, 2-12
purchase acquisition costs, 2-12
reason codes, 2-8
shipping methods, 2-12
system profile values, 2-9
units of measure, 2-8
units of measure types, 2-8
vendor class codes, 2-11
vendor gl class codes, 2-12
vendor trade class codes, 2-12
warehouses, 2-11
Setup requriements for Oracle purchasing
defining currencies, 2-2
defining exchange rates and exchange rate types, 2-2
defining items, 2-6
defining location, 2-3
defining payment terms, 2-3
defining suppliers, 2-6 to 2-7
setting up lookups and classes for FOB codes, 2-3
setting up organizations, 2-3
Setup, inventory-related
accounting-related setup, 3-5
currency codes, 3-5
inventory calendar, 3-3 to 3-4
items, 3-4
Location control, 3-5
lot/sublot control, 3-5
UOM types, 3-4 to 3-5
warehouses, 3-4
Setup, Item/lot unit of measure conversions
inventory calendar, 3-4
Setup, Purchase Management
defining vendor general ledger classes, 3-7 to 3-8
defining vendor trade classes, 3-8
Setup, Purchase management
defining vendor classes, 3-7
Setup, system related
document ordering(numbering), 3-2 to 3-3
organizations, 3-2
reason codes, 3-3
unit of measure, 3-2
unit of measure types, 3-2
Shipping methods, 2-12
Special menu, 5-11, 5-17, 5-29, 5-32, 5-39, 6-6
Stock receipts
editing, 5-30
entering, 5-25 to 5-29
Stock receipts field reference, 5-25 to 5-29
destination region, 5-26 to 5-27
header information, 5-25 to 5-26
receipt region, 5-27 to 5-28
shipping region, 5-28 to 5-29
Stock Receipts form, 5-2, 5-29
Stock receipts line details field reference, 5-36 to 5-38
destination region, 5-36 to 5-37
shipping region, 5-37 to 5-38
Stock Receipts Line Details form, 5-36
Stock receipts line items field reference, 5-31 to 5-32
Stock Receipts Line Items form, 5-31, 5-32, 5-39
Stock receipts line items window actions menu options, 5-32 to 5-33
Stock receipts procedure
editing, 5-30
Stocks receipts window action menu options, 5-29
Submitting a items received report, 7-5
Submitting a report, 7-8
OPM common purchasing Synchronization request, 7-10
PO/Stock return history report, 7-13
PPV summary report, 7-18
Submitting a report procedure, 7-2
Submitting a Submit Request report, 7-9
Synchronization

common purchasing, 1-2, 2-14
error log files, 4-4
error messages, 4-5
general ledger data, 2-14
items, OPM Purchase Management and Oracle Purchasing, 7-10
OPM Common Purchasing, 4-4
OPM finanacials integration data, 2-14
purchase orders, 2-2
Synchronization Request form, 7-10
System profile values, 2-9
System-related setup, 3-2 to 3-3
document ordering (numbering), 3-2 to 3-3
organizations, 3-2
Reason codes, 3-3
unit of measure, 3-2
unit of measure types, 3-2

T

Tariff or duty, 3-10
Taxes, 3-10
Troubleshooting
document approval, 1-4
synchronization error messages, 4-5
Troubleshooting purchasing synchronization error messages, 4-5 to 4-8

U

Unit of measure
setup, 3-2
Unit of measure types
setup, 3-2
Units of measure, 2-8
Units of measure types, 2-8
UOM types, 3-4 to 3-5

V

Variances
purchase price, 7-18
receiving cost/accounting cost, 7-2
Vendor class codes, 2-11
Vendor classes, 3-7
Vendor general ledger classes form, 3-7
Vendor gl class codes, 2-12
Vendor trade class codes, 2-12
Vendor Trade Classes form, 3-8
Viewing
purchase order lines to receive, 5-13
Viewing order lines to receive, 5-13
Viewing purchase order lines to receive, 5-13
Viewing purchase order lines to receive procedure, 5-13
Viewing the OPM Common Purchasing synchronization log, 4-4
Voiding a receipt, 5-12
Voiding receipts, 1-4
Voids, 1-4

W

Warehouse receipts report, 7-5
Warehouses, 2-11, 3-4
Waybills, 5-4, 5-11
Workflow
common purchasing management, 1-3