PeopleSoft

PeopleSoft eProcurement 8.8 PeopleBook

December 2003

PeopleSoft eProcurement 8.8 PeopleBook
SKU FSCM88EPV-B 1203
Copyright 1992-2003 PeopleSoft, Inc. All rights reserved.

Open Source Disclosure

Contents

Chapter 11

Chapter 12
Dispatching Purchase Orders in PeopleSoft eProcurement......................................203

Chapter 13
Using Workflow and Managing Approvals

Chapter 14
Using Change Requests and Change Orders..259

Appendix B
Using PeopleSoft eProcurement Pagelets …………………………………………………**291**

Appendix C
PeopleSoft eProcurement Reports………………………………………………………….297

Contents

About These PeopleBooks

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

See *Using PeopleSoft Applications.*

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

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

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

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

• Obtain documentation updates.

• Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Ordering Printed Documentation

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

• Web

• Telephone

• Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Typographical Conventions and Visual Cues

This section discusses:

• Typographical conventions.

• Visual cues.

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number 0, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (	).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.
	Select Always to run the request every time the batch process runs.
	Select Don't Run to ignore the request when the batch process runs.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

Preface

This preface discusses:

• PeopleSoft application fundamentals.

• Common elements used in this PeopleBook.

• Pages with deferred processing.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Application Fundamentals

The *PeopleSoft eProcurement PeopleBook* provides you with implementation and processing information for the PeopleSoft eProcurement system. However, additional, essential information describing the setup and design of the system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

These companion PeopleBooks contain information that applies specifically to PeopleSoft eProcurement:

• *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*

• *PeopleSoft Setting Up Global Options and Reports*

• *PeopleSoft Setting Up and Using Commitment Control*

• *PeopleSoft Purchasing*

• *PeopleSoft Managing Procurement*

• *PeopleSoft Managing Items*

• *PeopleSoft Working with Third-Party Applications*

Delivered ChartFields

PeopleSoft delivers the following ChartFields:

Grid Order	Label Long Name	Label Short Name	ChartField Name	Field Length	Active and Inactive	Definition
1	Account	Account	ACCOUNT	10	Active	Classifies the nature of a transaction. This field is required. Use it for corporate accounts.
2	Alternate Account	Alt Acct	ALTACCT	10	Active	Classifies the nature of a transaction for regulatory authorities. Use it for statutory accounting.
3	Operating Unit	Oper Unit	OPERATING_ UNIT	8	Active	Can be used to indicate a location, such as a distribution warehouse or a sales center.
4	Fund Code	Fund	FUND_CODE	5	Active	The primary structural units of Education and Government accounting.
5	Department	Dept	DEPTID	10	Active	Tracks information according to a divisional breakdown of the organization. Can be used to indicate who is responsible for or affected by a transaction.
6	Program Code	Program	PROGRAM_ CODE	5	Active	Tracks revenue and expenditures for programs within or across the organizations. Can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs.

Grid Order	Label Long Name	Label Short Name	ChartField Name	Field Length	Active and Inactive	Definition
7	Class Field	Class	CLASS_FLD	5	Active	When combined with a Fund, Organization, Program Code, and Budget Reference, it identifies the activity for an appropriation.
8	Budget Reference	Bud Ref	BUDGET_REF	8	Active	Use to identify unique budgets when individual budgets share budget keys and overlapping budget periods.
9	Product	Product	PRODUCT	6	Active	Captures additional information useful for profitability and cash flow analysis by product sold or manufactured.
10	Project ID/Grant	Project	PROJECT_ID	15	Active	• Captures additional information useful for grant and project accounting. • The Project ChartField does not have effective dating.
99	ChartField 3	*Variable*	CHARTFIELD3	10	Inactive	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted.
99	ChartField 2	*Variable*	CHARTFIELD2	10	Inactive	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted

Grid Order	Label Long Name	Label Short Name	ChartField Name	Field Length	Active and Inactive	Definition
99	ChartField 1	*Variable*	CHARTFIELD1	10	Inactive	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted
11	Affiliate	Affiliate	AFFILIATE	5	Active	Used to map transactions between business units when using a single interunit account.
12	Fund Affiliate	Fund Affil	AFFILIATE_ INTRA1	10	Active	Use to correlate transactions between funds when using a single intraunit account.
13	Operating Unit Affiliate	Oper Unit Affil	AFFILIATE_ INTRA2	10	Inactive	Use to correlate transactions between operating units when using a single intraunit account.
14	Statistics Code	Statistics Code	STATISTICS_ CODE	3	Active	Identifies non-monetary statistical amounts. Statistic codes are associated with a specific unit of measure.
15	Scenario	Scenario	BD_SCENARIO	10	Active	Identifies different budget iterations that use different assumptions.
16	Currency Code	Currency Code	CURRENCY_ CD	3	Active	Identifies currencies; for example, FRF for French francs.

Grid Order	Label Long Name	Label Short Name	ChartField Name	Field Length	Active and Inactive	Definition
17	Book Code	Book Code	BOOK_CODE	4	Active	Identifies subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.
18	Adjustment Type	Adjustment	GL_ADJUST_ TYPE	4	Active	Use to define adjustment types associated with varying accounting treatments of prior period adjustments.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields"

Pages with Deferred Processing

Several pages in PeopleSoft eProcurement operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page–for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

"Guidelines for Designing Pages," *PeopleTools PeopleBook: Application Designer*

Common Elements Used in This PeopleBook

Amount	Displays the total item price and the transaction currency from the requisition.
Account	Change this value only to change the standard accounting structure.

Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Free-flow text up to 30 characters.
Due Date	The date the items are scheduled to arrive at the Ship To location.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
GL Unit (general ledger unit)	Displays the PeopleSoft General Ledger business unit that is defined on the Purchasing Definition - Business Unit Definition page.
Item Description	The item description as defined on the Purchasing Attributes page.
Language or Language Code	The language in which you want the field labels and report headings of reports to print. The field values appear as you enter them.
	Language also refers to the language spoken by an employee, applicant, or non-employee.
Percent	Enter a percentage of the quantity or the amount to distribute. The system updates either the Amount or Quantity field value, depending on the selection in the Distribute by field.
Price	Displays the vendor's unit price and currency for the item, which are assigned on the Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) page.
Product	Identifies a product. If you use PeopleSoft Projects, a Project ID link replaces this field.
Project ID	Click to access the Projects Information page, where you can enter any information that is relevant to the project. This field appears only if you are using PeopleSoft Projects.
Process Frequency (group box)	Designates the appropriate frequency in the Process Frequency group box:
	Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.
	Always executes the request every time the batch process runs.
	Don't Run ignores the request when the batch process runs.
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Request ID	A request identification that represents a set of selection criteria for a report or process.
Requisition	The means for ordering goods and services.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define the organizational structure and processing options.
Ship To	The location code that indicates the location where the vendor should deliver the items.
Shopping Cart	A tool used to create requisitions. The cart displays requisition line items, their quantities, and cost.
Short Description	Free-flow text up to 15 characters.
Status	The options in this field are *Active* or *Inactive.* By linking status and effective date, you can retain historical information and plan future implementation. For auditing purposes, PeopleSoft encourages inactivating data that is no longer in use instead of deleting it.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Preface

CHAPTER 1

Getting Started with PeopleSoft eProcurement

This chapter provides an overview of PeopleSoft eProcurement business processes and discusses:

• PeopleSoft eProcurement business processes.

• PeopleSoft eProcurement integrations.

• PeopleSoft Purchasing implementation tasks.

PeopleSoft eProcurement Business Processes

PeopleSoft eProcurement is designed to make it easier for a casual user to requisition items. This ease-of-use method helps reduce out-of-system purchasing; also known as maverick purchasing. PeopleSoft eProcurement helps enforce contract purchasing as well as capture spending information for future analysis. In addition, by improving ease-of-use, employee training is simplified, reducing the total-cost-of-ownership.

PeopleSoft eProcurement business processes include:
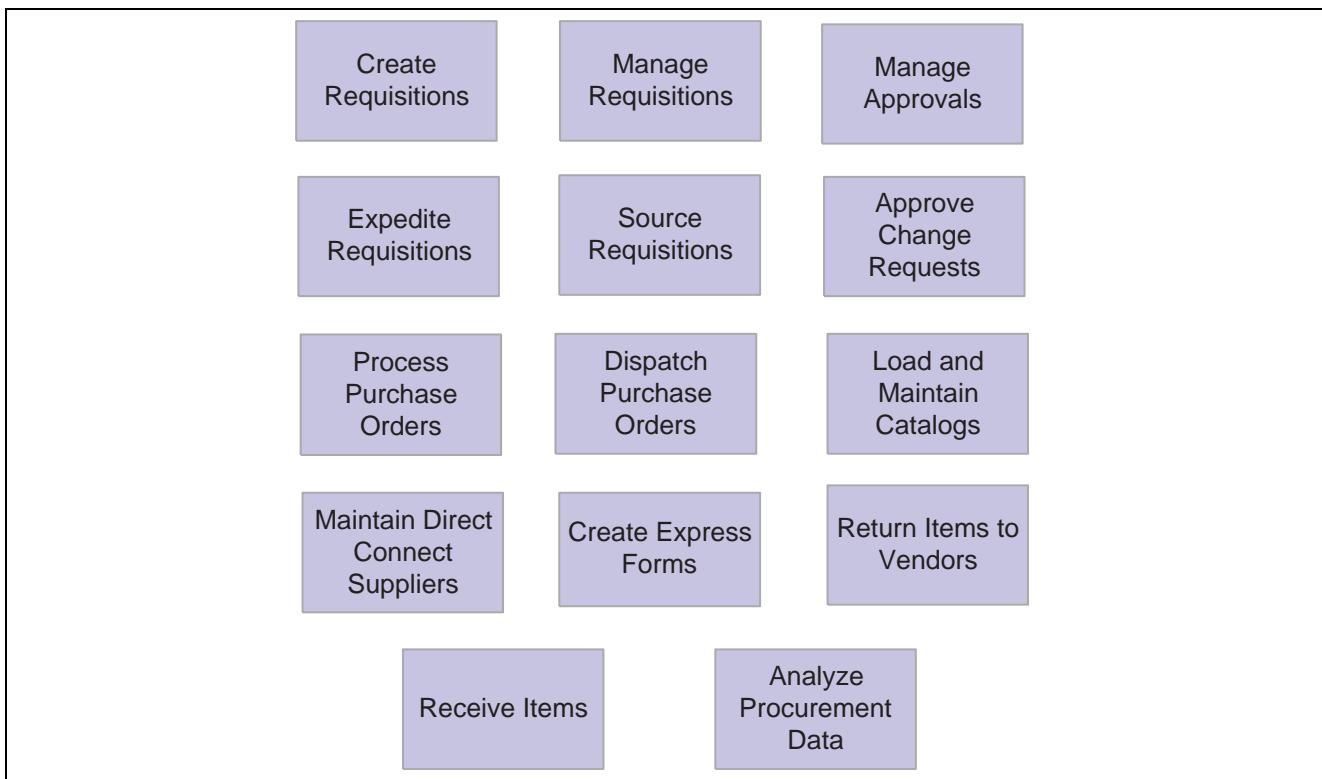
PeopleSoft eProcurement business processes.

We discuss these business processes in the business process chapters in this PeopleBook.

PeopleSoft eProcurement Integrations

PeopleSoft eProcurement integrates with the following PeopleSoft applications:
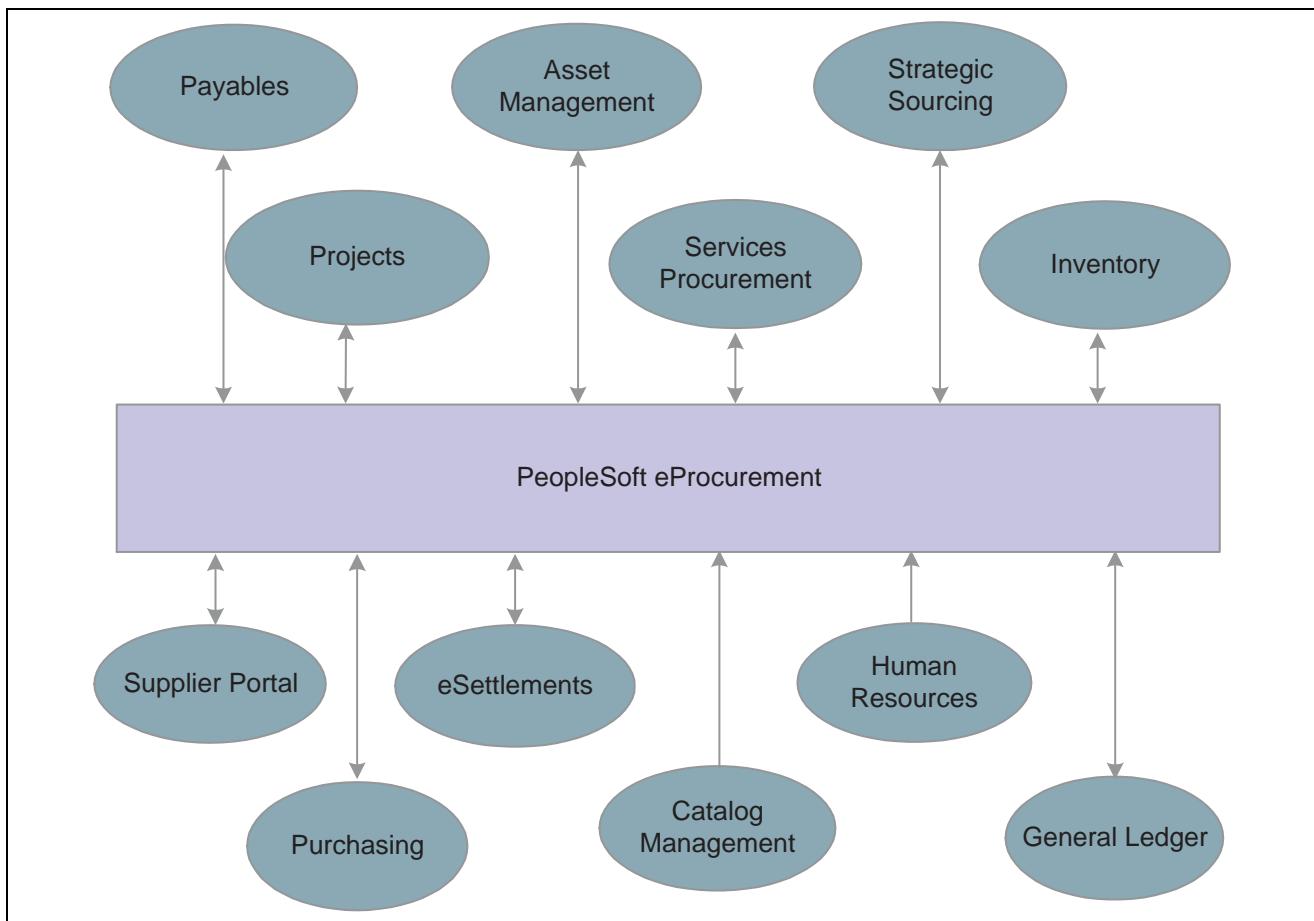
PeopleSoft eProcurement integration flow with other PeopleSoft applications

As a stand-alone product, PeopleSoft eProcurement facilitates the process of procuring and managing resources. As an integrated solution, it enhances the existing PeopleSoft Services Procurement, Catalog System, and PeopleSoft HRMS functionality.

PeopleSoft applications interface with one another – sharing the same relational data structures and many of the same core tables. If you're not ready to implement other PeopleSoft applications, you can use PeopleSoft eProcurement as a stand-alone product, interfacing it with the existing accounting and distribution applications. Because PeopleSoft eProcurement is part of our enterprise solution, we've designed the system for transparent integration with PeopleSoft Supply Chain Management, Financials and Human Capital Management.

PeopleSoft Purchasing

Close integration between PeopleSoft eProcurement and PeopleSoft Purchasing enables you to share common control data, such as item definitions for both eProcurement and Purchasing. It enables you to create requisitions, purchase orders (POs), receipts, and other transactions that will be stored in shared tables. The combination offers a complete solution for direct, indirect, service, and project purchases in an integrated environment.

PeopleSoft Services Procurement

Integration between PeopleSoft eProcurement and PeopleSoft Services Procurement enables users to have a single common interface to requisitions both goods and services. A hiring manager can order a configured workstation, standard office supplies along with the skills-based request – all from the same requisition.

PeopleSoft Inventory

Close integration between PeopleSoft eProcurement and PeopleSoft Inventory enables you to share common item definitions and set up items from one menu for both eProcurement and Inventory. Using the Quick Sourcer feature, you can create material stock requests to fill requisitions from inventory stock.

PeopleSoft Payables

The interaction of PeopleSoft eProcurement and PeopleSoft Payables data and processing enables you to match vouchers with all PO and receiver details. You can automatically generate debit memos for goods returned to a supplier.

PeopleSoft General Ledger

PeopleSoft eProcurement interfaces with PeopleSoft General Ledger for budget checking and commitment control. With this integration, you can ensure that there is available funds for requisitions before they are submitted.

PeopleSoft Asset Management

A direct link with PeopleSoft Asset Management streamlines the entry of asset information. Seamless interaction between PeopleSoft eProcurement, PeopleSoft Asset Management, and PeopleSoft Payables enables you to pass asset information, capitalize assets at point of receipt, and process modifications to existing assets.

PeopleSoft Projects

PeopleSoft eProcurement creates requisitions based on project activity requests in PeopleSoft Projects and returns ordered material transactions to Projects as committed costs.

PeopleSoft Human Resources

PeopleSoft eProcurement incorporates an application message that enables automatic updates to the system from a PeopleSoft HRMS database. Relevant changes to employee data in the JOB record can result in the creation of new requesters in eProcurement. Changes to roles, departments, business units, and database access can also be updated.

PeopleSoft Catalog Management

PeopleSoft eProcurement delivers a comprehensive integration to PeopleSoft Catalog Management. Catalog content may be aggregated from multiple suppliers and then loaded into the PeopleSoft Item Master table. This provides a uniform mechanism for ordering goods from multiple suppliers that would otherwise be represented in disparate formats.

PeopleSoft Strategic Sourcing

PeopleSoft eProcurement integrates with Strategic Sourcing to generate contracts and POs. You use the requisitions you create in eProcurement to send out for bids, facilitating the collaboration between buyers and suppliers of goods and services and reduces costs by accepting competitive bidding for goods and services.

PeopleSoft Supplier Portal

PeopleSoft eProcurement integrates with Supplier Portal through the dispatch process. Using the Supplier Portal, buyers can collaborate more efficiently with their suppliers.

PeopleSoft eSettlements

PeopleSoft eProcurement integrates with eSettlements to enable vendors to enter invoices against POs that have been generated from eProcurement.

Other Sources of Integration Information

We cover integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

PeopleSoft eProcurement Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for the organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of the implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Application Fundamentals for Financial, Manufacturing and Distribution 8.8 PeopleBook* with information about where to find the most current version of each.

Navigating in PeopleSoft eProcurement

This chapter discusses how to navigate in PeopleSoft eProcurement.

Navigating in PeopleSoft eProcurement

PeopleSoft eProcurement provides a custom navigation center page that contains a grouping of folders that support the activities of an organizational buyer, specific to business processes and tasks.

Note. In addition to the custom navigation center pages, PeopleSoft eProcurement provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Page Used to Navigate in PeopleSoft eProcurement

This table lists the custom navigation pages that are used to navigate in PeopleSoft eProcurement:

Page Name	Navigation	Usage
Buyer Center	eProcurement, Buyer Center	Link to buyer tasks and manage purchase orders (POs). Using this custom navigation page you can expedite requisitions and use the Quick Sourcer process. The page also makes it easy to navigate to pages for dispatching POs, approving change requests, and running PO processes. In addition, you can access vendor tables, item tables, and item definitions, access inquiries and reports, and generate and view PeopleSoft eProcurement information.

CHAPTER 3

Using PeopleSoft eProcurement Administration

This chapter provides an overview of PeopleSoft eProcurement administration and discusses how to:

- Access the administration and maintenance pages.
- Work with the setup guides.
- Configure the administration and maintenance pages.
- Set up installation options.
- Set up attachments for transactions.
- Set up event notifications and escalations.
- Maintain system users and roles.
- Maintain approval workflow.
- Maintain dynamic dispatcher.
- Maintain supplier integration.
- Run PeopleSoft eProcurement processes.
- Maintain business units.
- Maintain codes.
- Maintain the accounting structure.
- Maintain procurement options.
- Maintain vendors.
- Maintain items.
- Set up and maintain users in PeopleSoft eProcurement.
- Maintain catalogs.

Understanding PeopleSoft eProcurement Administration

Use the Procurement Application Administration menu of PeopleSoft eProcurement to help you:

- Implement PeopleSoft eProcurement.
- Administer PeopleSoft eProcurement after it is online.
- Rearrange, remove, or add steps to the implementation and administration process.

Use the Procurement Application Administration menu to access these implementation and maintenance pages:

Administer Procurement Main page   This is the main page for implementation and maintenance of PeopleSoft eProcurement. It contains links to PeopleSoft eProcurement and other PeopleSoft pages. You can redesign this page to fit the organizational structure.

eProcurement Setup Guides   You use these setup guides to compliment the Administer Procurement Main page. They provide step-by-step instructions to implement or maintain PeopleSoft eProcurement and can be tailored for different departments in the organization to assist employees who administer the system.

Working with the Administer Procurement Page

To set up administrative actions, use the Admin. Actions component.

This page directs you in the implementation and maintenance of PeopleSoft eProcurement. It includes a description search feature and is divided into two main sections:

System Administration   Contains links to technical setup pages for the overall PeopleSoft implementation.

Many of these links are to the PeopleSoft general installation, PeopleTools, PeopleSoft Workflow approvals pages, and to PeopleSoft eProcurement-specific implementation pages.

Maintain Procurement   Contains links to functional pages for setting up procurement.

Many of these links are to PeopleSoft general options and PeopleSoft Purchasing tables.

Pages Used to Work with the Administer Procurement Page

Page Name	Object Name	Navigation	Usage
Administer Procurement Main	PV_ADM_MAIN	eProcurement, Procurement Application Admin	Access the pages needed to implement and maintain the PeopleSoft eProcurement system.
Administer Procurement - Search Result	PV_ADM_SRCH_RESULT	eProcurement, Procurement Application Admin. Click the Search button.	Displays the results of the search for key words in the title, menu name, or description of an implementation or maintenance page that is linked to the Administer Procurement Main page. Select the Portal Registry option to expand the search to the entire PeopleSoft implementation.

Accessing the Pages Needed to Implement and Maintain the PeopleSoft eProcurement System

Access the Administer Procurement Main page.

This is the main page for implementation and maintenance of PeopleSoft eProcurement. It includes a description search feature and is divided into two main regions: System Administration (for the technical tasks) and Maintain Procurement (for the functional tasks).

You can redesign this page to fit the organizational structure.

To access the System Administration region of this page, the user profile must be linked to the PeopleSoft eProcurement System_Admin action role.

Working with the Setup Guide

The setup guide provides sequential steps that enable users to implement PeopleSoft eProcurement and link to the pages that define organizational structure in PeopleSoft applications. Access the setup guide by entering a setup guide ID. Define separate ID's for different implementation teams, departments, or individuals based on their work tasks. The system is delivered with a default setup guide ID.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Getting Started With PeopleSoft Purchasing"

Pages Used to Work with the Setup Guide

Page Name	Object Name	Navigation	Usage
Maintain Procurement Setup Guide ID	PV_ADM_PROJECT	eProcurement, Procurement Application Admin, Maintain Overall System Options, Setup Guide	Establish setup guide ID's to use separate departmental implementation checklists in the PeopleSoft Procurement and Workflow setup guides.
Procurement Setup Guide	PV_ADM_SETUP_GUIDE	eProcurement, Procurement Application Admin, Procurement Setup Guide, Default	Provides a procedural step-by-step listing of pages you may go through for the initial functional setup of business units, codes, accounting structure, procurement options, vendors, items, and users. As you click the link to access a particular page, the check box next to it is selected automatically. This indicates that you accessed the page using this setup guide. You can also clear the check box if you are not finished with the step. The system is delivered with a default setup guide ID. You can define additional setup guide ID's.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Getting Started With PeopleSoft Purchasing"

Configuring the Administration and Maintenance Pages

This section discusses how to configure the Administer Procurement Main page, it's second-level pages and the PeopleSoft eProcurement setup guides. You can change the administration and maintenance pages to reflect the organization's approach to implementation. You can:

• Reorder the administrative steps.

• Remove some administrative steps.

• Display different page links.

• Rename the titles and links.

Pages Used to Configure the Administration and Maintenance Pages

Page Name	Object Name	Navigation	Usage
Maintain the Administration Page	PV_ADM_PAGE_TBL	eProcurement, Procurement Application Admin, Maintain Overall System Options, Maintain the Administration Page	Configure the Administer Procurement Main page; change titles, change descriptions, and reorder steps. Access is limited to users with the System_Admin action role.
Administer Procurement Menu Items Table	PV_ADM_ITEM_TBL	eProcurement, Procurement Application Admin, Maintain Overall System Options, Maintain Administration Menu Items	Change the second level of links (or steps) for the System Administration region on the Administer Procurement Main page. Access is limited to users with the System_Admin action role.

Configuring the Administer Procurement Main Page

Access the Maintain the Administration Page page.

On this page, use the administration group values, *System* and *Procurement,* to configure the System Administration and Maintain Procurement regions on the Administer Procurement Main page.

Main Item	The title for each option (group of steps) on the Administer Procurement Main page.
SeqNum (sequence number)	The order in which the steps appear on the Administer Procurement Main page.
Msg Set (message set)	The message catalog delivered with PeopleSoft eProcurement.
Msg # (message number)	The message that contains the title and description for each step. You can change the message numbers to use messages that you create.
Menu, Component, and **Market**	Select the component to which you want to transfer.

See Also

Chapter 3, "Using PeopleSoft eProcurement Administration," Understanding PeopleSoft eProcurement Administration, page 7

Changing the Setup Guide and Second-Level Links for the Administer Procurement Main Page

Access the Administer Procurement Menu Items Table page.

After you configure the Administer Procurement Main page, you can define the links that appear on the page.

Admin Item Code (administration item code)	Define a section for the Administer Procurement Main page. Values are: *ADM-01:* Accounting. *ADM-02:* eProcurement Processes. *ADM-04:* Business Units. *ADM-05:* Codes. *ADM-06:* Items. *ADM-07:* Merchants Integration. *ADM-08:* Overall System Options. *ADM-09:* Procurement Options. *ADM-10:* Publishing Rules. *ADM-11:* System Users and Roles. *ADM-12:* Vendors. *ADM-13:* Workflow. *ADM-14:* Procurement Users. *ADM-15:* Maintain Catalogs.

Admin (Administration) Item Description Tab

Select the Admin Item Description tab.

Step # (step number)	Designates the order in which the steps appear on the Procurement Setup Guide page, which contains this information: business unit, codes, accounting, procurement options, vendors, items, and procurement users.
Sub Item	Assigns a reference name to the steps for this administration item code. For example, *ADM-05* lists subitem 1 names, such as units of measure, tax codes, and location codes.
Sub-item Group	Lists predefined groups (or subheadings) on the established page. For example, the Maintain Business Units page has two groups (subheadings): General Setup and Setup Purchasing Business Units. The subitem groups are SetID (setID) and BU (business unit). You can restrict a subitem by using the Maintain group, which removes it from the admin setup guide but not from the Maintain Business Units page.
Msg Set (message set)	The message catalog delivered with PeopleSoft eProcurement.
Msg # (message number)	The message that contains the title and description for each step. You can change the message numbers to use messages that you write.
Menu Items	Defines the location for the step item.

Menu Navigation Setup Tab

Select the Menu Navigation Setup tab.

The fields on this tab link the step to a PeopleSoft table. The bar name establishes
a connection to the step table location.

See Also

PeopleTools PeopleBook: PeopleSoft Application Designer

Setting Up Installation Options

To set up installation options, use the eProcurement Installation component.

This section discusses how to set up PeopleSoft eProcurement installation options.

Pages Used to Set Up Installation Options

Page Name	Object Name	Navigation	Usage
Installation Options	INST_LINKS	eProcurement, Procurement Application Admin, Maintain Overall System Options, Installation Options	Access the pages that are used to set overall system installation options for PeopleSoft Purchasing, Inventory, and other applications. Access is limited to users with the System_Admin action role.
eProcurement Installation Options	PV_INSTALLATION_PV	eProcurement, Procurement Application Admin, Maintain Overall System Options, eProcurement Installation Options	Set up PeopleSoft eProcurement installation options. Access is limited to users with the System_Admin action role.

See Also

Setting Up PeopleSoft eProcurement Installation Options

Access the eProcurement Installation Options page.

Receipt Notification   Select this check box to enable the Receipt Notification workflow.

Max Search Result to   Enter the maximum number of rows to retrieve on these pages:
Retrieve (maximum search
result to retrieve)   *Search Catalog.*

                                  Advanced Search.

                                  Manage Requisitions.

                                  Manage Purchase Orders.

Receipts for a Power User.

Receipts for a Casual User.

Note. If a search returns more rows than you specify, an error message appears.

Services Procurement Installation Options (PeopleSoft Services Procurement installation options)
Select the type of PeopleSoft Services Procurement options that you want to use. You can integrate PeopleSoft eProcurement with PeopleSoft Services Procurement, use PeopleSoft Services Procurement as a stand-alone application, or elect not to use the PeopleSoft Services Procurement application.

Item Catalog Options

Item Source
Select the source for items to be placed on the PeopleSoft eProcurement transactions. Items can come from the Item Master tables, the express catalog, or both.

Cat Mgmt as ePro Item Source (catalog management as PeopleSoft eProcurement item source)
Select to use items from PeopleSoft Catalog Management for use in creating requisitions.

Req. Item Catalog Search (requisition item catalog search)

Catalog Search Type
Select the type of item search to use on the Search Catalog page. Values are:

TSE (use tree table): This search engine is limited to a search of the item catalogs defined in the PeopleSoft Tree Manager. Only items defined in the PeopleSoft Item Master tables will be searched, and you cannot define additional search criteria for the environment.

VSE (use Verity search engine): The Verity search engine offers faster searches and advanced search options including the use of Boolean operators. The Verity search engine is used to search the PeopleSoft Item Master tables and can also be used to search express forms, direct connect suppliers, and business templates.

BU Catalog Control (business unit catalog control)
To limit the access of item catalogs within certain business units, select *Y* and access the Assign Catalog to Business Unit page to set up the item catalogs to use in each business unit. Select *N* to enable every business unit to access all catalogs. If you are using the rule-based item catalog security feature, use this field and the Assign Catalogs to Business Unit page in coordination with the Catalog Security page.

See Also

Chapter 4, "Setting Up and Maintaining Supplier Data," Setting Up Catalog Security, page 47

Setting Up Attachments for Transactions

To set up attachments for transactions, use the File att. admin component.

This section provides an overview of transaction attachments and discusses how to:

• Identify servers on which to store attachments.

• Define component names and paths for stored attachments.

• Define vendor email addresses for sending attachments.

Overview of Transaction Attachments

A transaction attachment is a file you can attach to a transaction such as a PeopleSoft eProcurement requisition. The file can be a Microsoft Word file, an Excel spreadsheet, a PowerPoint presentation, a Visio diagram, or any other type of document. Requesters and buyers can view these attachments. The system adds the attachment automatically to the PO that is created from the requisition and can then be sent to a vendor.

Note. Other PeopleSoft applications use transaction attachments. This section uses PeopleSoft eProcurement transaction examples, but they can apply to any PeopleSoft transaction.

PeopleSoft enables you to store and retrieve attachments to a server. After you setup attachments for the system:

• Requesters can add attachments to their requisitions using the Line Comments page.

• Buyers can view attachments to requests using the Requisition Expediter page.

• Buyers can view attachments to POs using the Manage Purchase Orders page.

• Buyers can notify the vendor of an attachment to be sent with the PO by running the Notify Vendors of Attachment process (PV_EMAIL_AE). This process sends the vendor an email with the PO, line number, and attachment.

You can use one of these methods to add attachments to transactions in PeopleSoft:

• PeopleTools provides an attachment utility that enables the system administrators to control where attachments are stored.

  Administrators can configure more than one server and change the server settings when needed. This utility standardizes the use of attachments. Users do not need to remember or enter the network path for attachments. This is the recommended method.

• Set up a server location for storing attachments.

  Users manually place their attachments on a file share on the network and add the path to the attachment file into the transaction that they want it associated with. This method uses the URL (uniform resource locator) Maintenance page.

Using the Attachments Utility for Other PeopleSoft Applications

This PeopleSoft attachments utility enables you to set up and administer file attachment servers in one component. You no longer need to add code to hold explicit references to URLs or identify the type of database. All of this is accomplished using the Administer Attachment Servers component. You can change the active server at will, without changing code.

Records that you need to store attachments and retrieve attachments from a PeopleSoft eProcurement requisition have already been defined by PeopleSoft. However, you can design attachments to be used in PeopleSoft Purchasing, Services Procurement, and Strategic Sourcing.

Use the completed attachment feature in PeopleSoft eProcurement as an example. Using the PeopleSoft eProcurement example, the basic expectation is that the application has a record in which it stores attached file references. This record is a child of the application's parent records, and appears in a scroll.

To store references to attached files, every application must define a record tied to an underlying table. For example, the PeopleSoft eProcurement requisition component has the record PV_REQ_ATTCH in which it stores references to all attached files. Following the usual pattern, this record uses the key fields of its parent records, and adds a unique key of its own. This utility expects the applications to have such a record, the application's attachment reference record.

The attachment reference records must include these two fields: SCM_ATTACH_ID and ATT_VERSION. These two fields are the key fields of the PV_ATTACHMENTS record, which is the central repository of all attachment information. The PV_ATTACH_NUM field is no longer necessary, although it does not need to be deleted. Include any other field from PV_ATTACHMENTS in the application's attachment reference record.

When designing the user interface, only the user file and description fields should be made visible to the users. For PeopleSoft eProcurement, the work record SCM_ATTACH_WRK includes these two fields. Also, if you use the application development framework class, Application Interface, then this work record and the class resolve all persistence issues.

In general, you should enable users to attach more than one file; use the Line Comments page (PV_REQ_COMMENTS) in PeopleSoft eProcurement as an example of the proper scrolls, buttons, and grids to use. The Line Comments page enables you to add and view attachments using buttons.

The View button is inside the scroll and tied to SCM_ATTACH_WRK.SCM_DOWNLOAD. For the Add button, copy the PeopleSoft eProcurement ATTACHADD field in the work record PV_REQ_WRK and then change the one piece of the code that refers to PeopleSoft eProcurement:

```
Local Rowset &rs = GetLevel0 () (1). GetRowset (Scroll.REQ_LINE) (&Level1Row).
GetRowset (Scroll.PV_REQ_ATTACH);
```

If you decide that you want to include the Add button inside the grid, the SCM_ATTACH_WRK record provides the SCM_UPLOAD field, which can be bound to an Add button within a grid. In this case, you do not need to add any code. Verify that the application's attachment reference record is included in the same grid. As long as the system can find an application attachment reference record, which includes the fields SCM_ATTACH_ID and ATT_VERSION, the utility manages every event, including row insertion, attachment upload, download, and save.

When attachment files are to be stored in a server, PeopleTools requires the database to have a record structured in a specific way. These delivered records meet these requirements: FILE_ATTDET_SBR for database servers and FILE_ATTACH_SBR for FTP (File Transfer Protocol) servers.

Pages Used to Set Up Attachments for Transactions

Page Name	Object Name	Navigation	Usage
Maintain File Att Servers	PV_ATT_SRV_ADMIN	Set Up Financials/Supply Chain, Utilities, Administer File Attachments, Administer Attachment Servers	Identify servers on which to store attachments.
Maintain Component Subdirs	PV_ATT_SRV_ADMIN	Set Up Financials/Supply Chain, Utilities, Administer File Attachments, Administer Attachment Servers, Maintain Component Subdirs	Define component names and paths where the attachments are stored.
Vendor Address	VNDR_ADDRESS	eProcurement, Procurement Application Admin, Maintain Vendors, Vendor Profile, Address	Define vendor email addresses for sending attachments.
URL Maintenance	URL_TABLE	eProcurement, Procurement Application Admin, Maintain Overall System Options, Maintain FTP Server Location	Requires end users to enter the file location manually for attachments (not the recommended method). 1. Set up a location for storing attachments. This is usually an FTP server. Add a subfolder named PV to the root directory. Give read and write privileges to anonymous users or any users that are specified in the FTP string. 2. Create a URL identifier that is named PV for the FTP location for PeopleSoft eProcurement attachments, and specify the FTP server address. The FTP root location must contain a subdirectory that is named PV.

Identifying Servers on Which to Store Attachments

Access the Maintain File Att Servers page.

Attachments to PeopleSoft eProcurement transactions are stored and retrieved from the server locations defined here. System administrators can configure one or more servers to store attachments. These servers can be FTP servers or database servers.

Using this page, system administrators can set up new servers and identify the active server. Administrators can add or modify the FTP root folder and the component specific subfolder for FTP servers.

Server ID	Displays the system-assigned ID number for each server on this page. When an attachment is stored to the server, the server ID is inserted into the attachment record. When you request to download (view) this attachment, the system retrieves it from the original server based on the server ID.
Attachment Server Type	Identifies the type of server based on whether you click the Add FTP Server button or the Add Database Server button. Once you have saved the row and exited the component, you cannot change the server type. Values are:

- *FTP* (file transfer protocol server)

- *DB* (database server)

Login Name	Enter or change the login name. This is required for FTP servers only.
Password	Enter or change the password corresponding to the Login Name. The password is required for FTP servers only.
Server Name or Record Name	Enter a value for both FTP servers and database servers.

- For FTP servers, enter the machine name. Once you save the information, the machine name should only be changed if the same FTP server is renamed. To add a different FTP server, click the Add FTP Server button to insert a new row into the grid and define the new server. You cannot delete servers, because attachments could already be stored on them.

- For database servers, enter the record name of the database to store attachments. This is the only entry needed for database servers. This field automatically changes to PV_ATT_DB_SRV for PeopleSoft eProcurement attachments.

PATHNAME	Enter the subdirectory path under the server's FTP root where all attachments are to be stored This is required for FTP servers only.
Add FTP Server	Click to insert a new row in the grid to define a new FTP server for attachments.
Add Database Server	Click to insert a new row in the grid to define a new database server for attachments.
Pick Active Server	Select the server ID of the active (or default) server where all newly created attachments are stored. You can switch the active server at any time. All previously created attachments are still retrieved from the server where they originally were stored. The attachments keep a reference to the original server. This field is required.

Note. You cannot delete a server after you save the row and exit from the component. After you exit the component, the system assumes that attachments could already be stored on this server location.

Defining Component Names and Paths for Stored Attachments

Access the Maintain Component Subdirs page.

System administrators can use this page to specify a subdirectory under the FTP root for any component. When uploading files, the system looks to this record and uses any subdirectory defined. The component subdirectory can be modified at any time. Define the component (in the installed applications) with a subdirectory under the FTP root. (FTP servers only.)

Component Name   Enter the component for the installed application.

PATHNAME   Enter the subdirectory path.

Defining Vendor Email Addresses for Sending Attachments

Access the Vendor Address page.

To send an attachment to the vendor, for the *001* address ID, enter the vendor's email ID address. When you run the Notify Vendors of Attachments (PV_EMAIL_AE) process, attachments are sent to the vendor email address along with the PO ID and line number. The attachments is only sent after the PO is dispatched and published.

See Also

Setting Up Event Notifications and Escalations

This section provides an overview of events and discusses how to:

• Define event types.

• Set up events.

• Review event statuses.

Understanding Notifications

Notifications enable you to create and send a notification to someone. The notifications can either be a Worklist item or an email message and are associated with an overall process, such as a workflow.

Use the Event Notification and Escalation feature to create a process that you can schedule to run at any time independent of other applications. The feature is an application engine program that is called from the PeopleTools process scheduler. You define rules for sending notifications, such as when a workflow approval has gone beyond the time defined for responses. You configure the requesters and approvers who receive the notification using the PeopleSoft application's approval pages.

The system notifies a specific user using email or invokes an action defined in the subscriber system. This system makes the call to an application program interface (API) registered by PeopleSoft eProcurement and uses the Event Notification and Escalation feature to:

• Define a notification based on a process and its event type.

   The notification definitions are grouped based on the event type for each process.

• Evaluate whether the condition has been met.

The system uses a poller that it implements through the PeopleTools process scheduler. For each active configured and defined notification event, the system takes an action based on the outcome of the evaluation. The system makes an evaluation by:

- Running a SQL (structured query language) view.

- Running a query object.

- Calling a user-define PeopleCode application class from within an application package.

• Trigger the action defined for the user event.

The action taken will either be an email notification set up using the PeopleSoft notification template or a user defined PeopleCode application class. If the action invokes PeopleCode, then the rowset returned from the evaluation step is passed into the action step.

• Log errors and exceptions and reports notification statuses.

Pages Used to Set Up Event Notifications and Escalations

Page Name	Object Name	Navigation	Usage
Notification Event Type	SAC_NEM_EVENTS	Set Up Financials/Supply Chain, Utilities, Notifications and Escalations, Event Types	Define event types.
Notification Event Setup	SAC_NEM_SETUP	Set Up Financials/Supply Chain, Utilities, Notifications and Escalations, Setup Event	Set up events.
Notification Event Status	SAC_NEM_STATUS	Set Up Financials/Supply Chain, Utilities, Notifications and Escalations, Status	Review event statuses.

Defining Notification Event Types

Access the Event Type page.

Use this page to identify an event type. An event type determines the server on which a notification event runs. You can add a new type or make changes to an existing type.

Event Type   Enter an identifier for the event type. The system uses this value as a prompt value when you set up notifications events for applications such as PeopleSoft eProcurement.

Server Name   Select a server on which the notification event should run. You can use an existing process scheduler server or an existing application server. By defining an event to run on a specific sever, you can manage the server's workload. You can also set up an event type to run the same notification event on different servers.

Setting Up Notification Events

Access the Event Setup page.

Use this page to create a notification event, specify the conditions for which it should check and the actions the system should take when the notification conditions are met.

Event ID   Displays the unique name the system uses to identify the current notification event. You enter this value if you are adding an ID.

Event Type   Select the event type. Event types determine which server is going to process the event.

Active   Select to indicate that the current notification is active. If the notification is not active, the system does not run the evaluation condition.

Event Types Description   Displays the user-defined description for this event type.

Recurrence   Displays the interval or frequency that the system uses to poll a notification condition. When a condition is met, the system triggers the action defined for the notification.

                                The system polls for active notifications to be triggered based on the query object, SQL view, or the PeopleCode application class defined in the notification condition. The polling interval is part of scheduling and works with the repeat interval defined for a specific event type.

Repeat Time   Enter a value for the amount of time that lapses between on evaluation time to the next time that the system polls or evaluates the notification condition. For each configured notification, you can enter a repeat interval. This interval must be a multiple of the scheduled polling frequency.

Evaluation Type   Select how you want the system to evaluate the condition for a notification event. Values are:

                                PeopleCode: With this evaluation type, you write code to return the row set you want. If PeopleCode is chosen as the action step, then the evaluation rowset is passed into the action step for custom processing.

                                Query Obj: (query object) This a predefined query that you set up using the Query Manager which returns a rowset.

                                SQL View: (structured query language view) You create SQL views using the Application Designer.

Name   Displays the name of the query object or SQL view, depending on which is selected in the evaluation type.

Package   Select the application package that contains the application class for performing a custom PeopleCode evaluation.

Class   Select an application class that is associated with the application package.

Action Type   Select the type of action you want the system to take when a notification condition has been met. Values are:

PeopleCode: Select an application package and class to perform a custom notification or action.

Note. If you select *PeopleCode,* the Package and Class fields appear.

Email: Select to use an email for the notification. When you select this action type, the Email Address and Template Name fields appear on the page.

Email Address   Enter an email address for the user you want to receive this notification. To add multiple email addresses, use commas as delimiters. This field is available only when you select *Email* in the Action Type field.

Template Name   Select an email template that you want to use with this notification event. The template contains instructional text, a message, sender, and message priority.

You define email templates for use with notification by using the Generic Template Definition page. To access the page select Set Up Financials/Supply Chain, Approvals, Generic Templates, Generic Template Definition.

Reviewing Notification Event Statuses

Access the Event Status page.

Use this page to determine if the system successfully executed the notification event and to delete event logs.

This Event   Click to delete all notification event logs for the Event ID you selected.

All Events   Click to delete all notification event logs for all events.

Date Time Stamp   Used in the Status record to track results of each instance executed.

Matches   Displays the number of rows returned from a row set.

Details   Displays detailed status messages for each notification event.

Maintaining System Users and Roles

User security control in PeopleSoft eProcurement is similar to that in other PeopleSoft applications. Associate permission lists with roles to which user profiles (user IDs) are attached. However, PeopleSoft eProcurement comes with several predefined role actions that restrict or grant user access to certain actions.

This section discusses how to attach role actions to user roles.

See Also

"User Profiles,"*PeopleTools PeopleBook: PeopleSoft Security Administration*

"Understanding PeopleSoft Security," *PeopleTools PeopleBook: PeopleSoft Security Administration*

Pages Used to Maintain System Users and Roles

Page Name	Object Name	Navigation	Usage
Maintain System Users and Roles	PV_ADM_ROLES_USERS	eProcurement, Procurement Application Admin, Maintain System Users and Roles	Use options on this page to create permission lists, clone roles, and maintain user profiles.
eProcurement Role Actions	PV_ACTIONS	eProcurement, Procurement Application Admin, Maintain System Users and Roles, eProcurement Role Action	Attach role actions to user roles.

Attaching Role Actions to User Roles

Access the eProcurement Role Actions page.

Action Name   Select to restrict or enable access to the users that are associated with the selected role name. Values are:

ADD_MULTI_ITEMS: Users can add multiple items to a shopping cart.

ALLOW_PURGE: Database maintenance users can erase transactions with the Purge Staging Table and Purge Change Order Requests options in the Buyer Center.

CHANGEREQBU: Users can change the requester and business unit of a requisition. This action is necessary to purchase something on behalf of another requester.

DCSUPPLIER_SECURITY: Enables catalog security for direct connect suppliers.

ENFORCE_RGN_SECURITY: Enforces the regional security on a requisition by restricting the ship to ID to the requisition default ship to ID. A requester cannot change the ship to ID on the requisition.

EXPRESSFORM_SECURITY: Enables catalog security to be applied to express forms.

NOVICEREQSTR: Novice requesters provides a quick-access interface for requisitions where they can add an item, have the quantity of one added and display the Summary page.

NO_CASUAL_RECV: Users cannot access the PeopleSoft eProcurement receiving pages. The default access value grants all users access to the casual user receiving pages. This action revokes the default access.

NO_DEFAULT_RESULT: No default search result appears on the Manage Requisition page or the Receipts For a Casual User page.

PRICEANDAVAILCHECK: Users can initiate a price and available quantity check for items from a marketplace.

RECV_BY_SHIPTO: Users can receive all POs that are sent to their default ship to address.

RECV_CASUAL_ALL: Users on casual user receiving pages can cancel receipts, view PO details, and edit receipts that are not closed or canceled.

When requesters or users are assigned to either the RECV_CASUAL or the RECV_CASUAL_ALL role actions, they can only receive against PO lines that they created. For example, if after the original requisition is sourced to a PO and someone else creates a new PO line afterward, the requester won't be able to receive against the newly added PO line. Only if the requester creates the new PO line, either by sourcing a new requisition line to the existing PO or by creating a change request using the Manage Requisitions page, can she subsequently receive against the new PO line.

RECV_POWER: Users are switched from the casual user receiving pages to the PeopleSoft Purchasing receiving pages. This action is for receiving or purchasing department users.

REQ_MGR_OPR: Users can view the Requested By and Requested For fields on the Manage Requisitions page.

SINGLE_CAT_BROWSE: Users can view the catalog browse in a single frame on the left side of the screen. Items appear in the center of the page.

SP_APPROVER: An approver can view and approve requisitions and view and approve invoices.

SP_COORDINATOR_BUYER: A service coordinator buyer is an employee with the ability to edit the sourced requisition, cancel the requisition, view the life cycle, view service projects and service activities, view service requisitions and lines, source requisitions, communicate with suppliers, view bid and response information, create and manage work orders, and view time sheets and expenses.

SP_HIDE_SOURCING_PG: Disables sourcing preferences from PeopleSoft Services Procurement's requisition page by hiding the sourcing preferences functionality.

SYSTEM_ADMIN: Users can access the System Administration region of the Administer Procurement Main page.

TEMPLATE SECURITY: Applies catalog security to business templates.

VAT_DETAILS: (value added tax details) Enable you to view VAT schedule and distribution details and to override VAT related fields.

VIEW_ALL_VENDORS: Users can view all vendors when browsing or searching.

VIEW_INVENTORY_ICON: Controls the display of the Inventory Item button on the item search Result pages. If you do not use this action, the button displays if the item is set as an inventory item in the Item Master table.

VIEW_LATEST_PRICE: Used with the Verity search, this action displays the latest price instead of the original Verity indexed price when you search and browse for requisition items.

VIEW_ORDERING-UOM: Enables you to view the ordering unit of measures for an item on the Requisition Item Description page.

WF_REAPPR_REQUIRED: This action begins a new workflow routing and
initializes Worklist entries when a requisition is edited and saved.

Note. Actions starting with SP relate only to PeopleSoft Services Procurement.

Note. Not all PeopleSoft eProcurement actions are designed to be attached to users. Some PeopleSoft
eProcurement actions should be attached to the eProcurement Business Unit Actions page, including,
DCSUPPLIER_SECURITY, EXPRESSFORM_SECURITY, and *TEMPLATE_SECURITY.*

See Also

Chapter 4, "Setting Up and Maintaining Supplier Data," Setting Up Catalog Security, page 47

Maintaining Approval Workflow

PeopleSoft eProcurement contains its own unique workflow for requisition approval that does not require
the PeopleSoft Application Designer, PeopleCode, or Workflow Administrator.

See Also

Chapter 13, "Using Workflow and Managing Approvals," page 221

Page Used to Maintain Workflow

Page Name	Object Name	Navigation	Usage
Maintain Workflow	PV_ADM_WORKFLOW	eProcurement, Procurement Application Admin, Maintain Workflow	Access the pages to set up approval workflow. Access is limited to users with the System_Admin action role.

See Also

Chapter 13, "Using Workflow and Managing Approvals," page 221

Maintaining Dynamic Dispatcher

Access the Maintain Dynamic Dispatcher page.

Use the Maintain Dynamic Dispatcher page to access the setup pages for sending dispatched POs to the vendor
using XML. In PeopleSoft eProcurement, dispatched vendor POs use XML through these formats:

• Direct connect supplier which connects to suppliers' websites to browse and search items
  that can be retrieved and placed on a requisition.

• xCBL to exchange procurement documents. Roundtrip uses this document format.

• cXML exchange procurement documents. PunchOut uses this document format.

Pages Used to Maintain Dynamic Dispatch

Page Name	Object Name	Navigation	Usage
Maintain Publishing Rules	PV_ADM_PUBLISH	eProcurement, Procurement Application Admin, Maintain Dynamic Dispatch, Batch Publishing Rules	Maintain publishing rules. Access the pages to set up PeopleSoft POs to vendors using XML. Access is limited to users with the System_Admin action role.
Record Mapping	EO_MSGRECMAP	eProcurement, Procurement Application Admin, Maintain Dynamic Dispatch, Record Mapping	Maintain publishing rules. Access the pages to set up PeopleSoft POs to vendors using XML. Access is limited to users with the System_Admin action role.
Batch Programs	EO_MSGBATPGM	eProcurement, Procurement Application Admin, Maintain Dynamic Dispatch, Batch Programs	Maintain publishing rules. Access the pages to set up PeopleSoft POs to vendors using XML. Access is limited to users with the System_Admin action role.

See Also

Maintaining Supplier Integration

Access the Maintain Supplier Integration page.

The Maintain Supplier Integration page supplies links to set up suppliers and marketplace integration. If you are planning to pass POs from PeopleSoft eProcurement to a supplier, or a marketplace, then use these pages to synchronize the applications.

See Also

Page Used to Maintain Supplier Integration

Page Name	Object Name	Navigation	Usage
Maintain Supplier Integration	PV_ADM_MARKETSITE	eProcurement, Procurement Application Admin, Maintain Supplier Integration	Maintain supplier integration. Access the pages to set up direct connect supplier integration and marketplace integration. Access is limited to users with the System_Admin action role.

Running PeopleSoft eProcurement Processes

Access the Run eProcurement Processes page.

Use the Run eProcurement Processes page to access PeopleSoft processes that you might want to run on a regular basis using the PeopleSoft Process Scheduler. These include:

- Buyer Center processes that include, for example, dispatching POs, expediting requisitions, quick sourcing requisitions, and running inventory demand.

- Marketplace processes that include building the Verity search collection of items, loading items, and importing external item catalog files.

- Procurement card processes that work with bank statements and vouchers.

- Receiving and return to vendor processes that include processing and loading receipts, Workflow notification, and reconciling return to vendor items.

Page Used to Run PeopleSoft eProcurement Processes

Page Name	Object Name	Navigation	Usage
Run eProcurement Processes	PV_ADM_ALL_PROCESS	eProcurement, Procurement Application Admin, Run eProcurement Processes	Run eProcurement processes. Access is limited to users with the System_Admin action role.

Maintaining Business Units

To set up a PeopleSoft eProcurement business unit, use the Purchasing Bus Unit for ePro and the Business Unit Actions components.

PeopleSoft eProcurement requires a PO business unit because the system keys transactions by business unit.

This section discusses how to:

- Create a PeopleSoft Purchasing business unit.

- Create relationships between business units, setIDs, and record groups.

- Define PeopleSoft General Ledger business units.

- Define business unit options for PeopleSoft eProcurement.

Pages Used to Maintain Business Units

Page Name	Object Name	Navigation	Usage
Maintain Business Units	PV_ADM_SETUP_BU	eProcurement, Procurement Application Admin, Maintain Business Units	Access the pages used to establish and maintain PeopleSoft eProcurement business units. Some of these pages are optional, depending on the configuration.
Business Unit Definition	BUS_UNIT_TBL_PM	eProcurement, Procurement Application Admin, Maintain Business Units, Purchasing Definition, Business Unit Definition	Create a PeopleSoft Purchasing business unit.
Business Unit Options	BUS_UNIT_TBL_PM2	eProcurement, Procurement Application Admin, Maintain Business Units, Purchasing Definition, Business Unit Options	Define business unit options.
PO Approval Options	BUS_UNIT_PO_APPR	eProcurement, Procurement Application Admin, Maintain Business Units, Purchasing Definition, PO Approval Options	Define PO approval options.
Document Numbering	BUS_UNIT_TBL_PM3	eProcurement, Procurement Application Admin, Maintain Business Units, Purchasing Definition, PO Document Numbering.	View document numbering. See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Defining Document Sequencing".
Record Group	REC_GROUP_TABLE	eProcurement, Procurement Application Admin, Maintain Business Units, Record Group	Add a record group. After adding the group, you use the TableSet Control feature to create relationships.

Page Name	Object Name	Navigation	Usage
Record Group	SET_CNTRL_TABLE1	eProcurement, Procurement Application Admin, Maintain Business Units, TableSet Control, Record Group	Group record definitions for the tables you want to share, as well as any dependent record definitions. This create relationships between setIDs, business units, and record groups. See "PeopleTools Utilities," *PeopleTools PeopleBook: PeopleSoft Server Tools.*
Tree	SET_CNTRL_TABLE2	eProcurement, Procurement Application Admin, Maintain Business Units, TableSet Control, Tree	Create relationships between setIDs, business units, and record groups.
TableSet Control	SETID_TABLE	eProcurement, Procurement Application Admin, Maintain Business Units, TableSet Control, Tree	Create SetIDs. Before you create a setID, add the SETID field (as a key field) to the record definition for that table. Define a Set Control Field as the field controlling the assignment of table sets.
AM Business Unit Definition	BUS_UNIT_TBL_AM	eProcurement, Procurement Application Admin, Maintain Business Units, Asset Mgmt Definition	Create a PeopleSoft Asset Management business unit and specify its default processing options. See *PeopleSoft Asset Management 8.8 PeopleBook*, "Establishing Asset Management Business Units".
General Ledger Definition	BUS_UNIT_TBL_GL1, BUS_UNIT_TBL_GL2, BUS_UNIT_TBL_GL3, BUS_UNIT_TBL_GL4, BUS_UNIT_TBL_GL6	eProcurement, Procurement Application Admin, Maintain Business Units, General Ledger Definition	Define PeopleSoft General Ledger business units.
Purchasing Processing Options	BUS_UNIT_OPT_PM	eProcurement, Procurement Application Admin, Maintain Business Units, Processing Options	Define purchasing transaction processing criteria. See *PeopleSoft Purchasing 8.8 PeopleBook*, "Defining PeopleSoft Purchasing Business Units and Processing Options".

Page Name	Object Name	Navigation	Usage
Req Approval Options	BUS_UNIT_REQ_APPR	eProcurement, Procurement Application Admin, Maintain Business Units, Purchasing Definition, Req Approval Option	Define requisition approval options. See *PeopleSoft Purchasing 8.8 PeopleBook*, "Defining PeopleSoft Purchasing Business Units and Processing Options".
Approval Options	PV_BU_REQ_APPR	eProcurement, Procurement Application Admin, Maintain Business Units, Purchasing Definition, Workflow Approval	Define requisition approval options for PeopleSoft eProcurement.
eProcurement Business Unit Options	PV_BUS_UNIT_PM	eProcurement, Procurement Application Admin, Maintain Business Units, eProcurement Business Unit Options	Define business unit options for PeopleSoft eProcurement.
eProcurement Business Unit Actions	PV_ACTIONS_BU	eProcurement, Procurement Application Admin, Maintain Business Units, eProcurement Business Unit Actions, Assign Actions to Business Units	Identify the PeopleSoft eProcurement actions that should be used for each business unit. The applicable PeopleSoft eProcurement actions enable security for items from the business template, express forms, and direct connect suppliers.

Creating a PeopleSoft Purchasing Business Unit

Access the Purchasing Definition - Business Unit Definition page.

Note. All PeopleSoft eProcurement transactions are recorded in a PeopleSoft Purchasing business unit. Set up a PeopleSoft Purchasing business unit even if you are not using PeopleSoft Purchasing (stand-alone mode).

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options"

Creating Relationships Between Business Units, SetIDs, and Record Groups

Access the TableSet Record Group Controls page.

Note. If you are integrating with a marketplace, use the TableSet Controls component to link the PeopleSoft eProcurement record group PV_01 as a marketplace buyer.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Defining PeopleSoft Purchasing Business
Units and Processing Options"

Defining PeopleSoft General Ledger Business Units

Access the General Ledger Definition page.

Note. Set up a PeopleSoft General Ledger business unit even if you are not using
the PeopleSoft General Ledger system.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Defining PeopleSoft Purchasing Business
Units and Processing Options"

Defining Business Unit Options for PeopleSoft eProcurement

Access the eProcurement Business Unit Options page.

Enable Req Region Security(enable requisition region security)	Select to indicate that requisitions for this business unit have regional security. This means that the requisition item search result only displays items and vendors relevant to a requester's regions.
Allow Req Change in Purchasing(allow requisition change in purchasing)	Select to indicate that you can change requisitions in this business unit using PeopleSoft Purchasing.
Workflow Approval Required	Select to indicate that requisitions for this business unit must go through workflow approval rules before it is approved. If you do not select this option, the requisition is saved as approved.
Schedule Approval Process	Select to enable a customer to configure workflow. This does not require the workflow process to be executed when the system saves each transaction. Instead, the system runs the PV_INIT_WF program to begin the approval process.
Item Source	Select the catalog source for this business unit. Items can come from the Item Master tables, the express catalog, or both.
Show PO Acknowledgements Icon(show purchase order acknowledgements button)	Select to display a button you can use to view information from a PO acknowledgement that you received from a vendor using an electronic data exchange system, and compare it to the original purchase order.
Show ASN Icon(show advanced shipment notification icon)	Select to display the ASN button on PeopleSoft eProcurement pages. Advanced shipping notification refers to internal PeopleSoft system users sending notification of shipment to an external party.

Integration Configuration Options

Select an option to control how the business unit behavior for requisitions. Values include:

Do Not Consolidate:

Select to indicate that the system should create all requisition lines for this business unit with the Do Not Consolidate field set to *Yes.*

External Invoices: Select to indicate the requisition cycle sources invoice data from a set of staging tables that can be populated from an external accounting system.

External Payments: Select to indicate the requisition cycle sources payment data from a set of staging tables that can be populated from an external accounting system.

External Receiving: Select to indicate the requisition cycle sources receiving data from a set of staging tables that can be populated from an external system.

Only 1 Distribution per Line: Select to indicate that users cannot create requisitions with multiple distributions per shipment.

Only 1 Schedule per Line: Select to indicate that users cannot create requisitions with multiple distributions per schedule.

Peoplesoft PO ID Used (PeopleSoft purchase order ID used): When integrating to an external system, the external system will have the same PO ID as the PeopleSoft order.

Maintaining Codes

Purchasing codes control information used during the purchasing process. Examples of these codes include carrier, currency, and commodity codes, and freight, location, and tax codes.

Note. If you are using supplier integration, be sure that the country, currency, and units of measure codes that you define are the same as those that appear in the supplier's website. Use ISO (international standards organization) standards.

Page Used to Maintain Codes

Page Name	Object Name	Navigation	Usage
Maintain Codes	PV_ADM_SETUP_CODES	eProcurement, Procurement Application Admin, Maintain Codes	Define purchasing codes.

Defining Purchasing Codes

Access the Maintain Codes page.

Maintaining the Accounting Structure

Access the Maintain the Accounting Structure page.

Use the Maintain Accounting Structure page to view and maintain accounting information for PeopleSoft eProcurement to record the transactions in the general ledger. Accounting personnel should define these codes.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook

Page Used to Maintain the Accounting Structure

Page Name	Object Name	Navigation	Usage
Maintain Accounting Structure	PV_ADM_ACCOUNTING	eProcurement, Procurement Application Admin, Maintain the Accounting Structure	Maintain the accounting structure. Access the pages containing the accounting information for the organization. Access is limited to users with the System_Admin action role.

Maintaining Procurement Options

Procurement options control a variety of requisition, purchase order, receiving, and procurement card information.

To set up catalogs to a business unit, use the Assign Catalogs to BU component.

This section discusses how to:

• Assign catalogs to purchasing business units.

• Set up return to vendor instructions.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options"

Pages Used to Maintain Procurement Options

Page Name	Object Name	Navigation	Usage
Maintain Procurement Options	PV_ADM_PROCUREOPTS	eProcurement, Procurement Application Admin, Maintain Procurement Options	Access the pages used to set up PeopleSoft eProcurement requisition and PO options. **Note.** Most of these pages are in the Structure Procurement Options and Define General Options components and are discussed in their source PeopleBooks.
Assign Catalogs to Business Unit	PV_REQ_BU_CAT	eProcurement, Procurement Application Admin, Maintain Procurement Options, Assign Catalog to BU	Assign catalogs to a purchasing business unit. Limit the items that are available to a user by restricting the user to an item catalog. You can also restrict user access to items by attaching item catalogs to the requester on the Requester's Setup page
Setup Instructions for Return to Vendor	PV_RTV_ADMIN	eProcurement, Procurement Application Admin, Maintain Procurement Options, Return to Vendor Instructions	Set up return to vendor instructions.

Assigning Catalogs to a Purchasing Business Unit

Access the Assign Catalogs to Business Unit page.

Business Unit   Enter a business unit to which you are assigning catalogs. Any user who enters PeopleSoft eProcurement requisitions using this business unit can select only the items in the catalogs that appear in the Catalog ID field.

Catalog ID   Enter item catalogs.

Enabled   Select to indicate the item catalog for the requesters in this business unit.

Note. To enable the entries on this page, enter *Y* in the BU Catalog Control field on the eProcurement Installation Options page. If you are using the rule-based item catalog method, this page is used in combination with the Catalog Security page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options"

Setting Up Return to Vendor Instructions

To set up returns to vendors, use the Return to Vendor Admin component.

Access the Setup Instructions for Return to Vendor page.

Instr. Code (instruction code)	Select how you want the instructions to appear on the Return to Vendor page. Values are:
	General Instructions (top): At the top of the page under the first heading.
	Return Qty Shipped to Vendor: Below the shipment and vendor information heading, if the return to vendor status is *Shipped.*
	Saved confirmation page text: When you click the Save button on the Return to Vendor page.
	Ship Qty instruction (bottom): Below the shipment and vendor information heading, if the return to vendor status is *Open.*
RTV Instruction(return to vendor instruction)	Enter the instruction details for the instruction you selected in the Inst. Code field.

Maintaining Vendors

To maintain vendors, use the Procurement Card Vendor Setup, the Vendor URL Maint, and the Supplier Station Opr Maint components.

This section discusses how to:

• Enter URLs for vendor websites

• Set up supplier station vendors.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Managing Procurement Cards"

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Pages Used to Maintain Vendors

Page Name	Object Name	Navigation	Usage
Maintain Vendors	PV_ADM_VNDR	eProcurement, Procurement Application Admin, Maintain Vendors	Access the pages used to maintain vendors.
Ghost Card Vendor Setup	PV_CC_VNDR_SETUP	Select the Ghost Card Vendors link on the Maintain Vendors page.	Maintain ghost card vendors for procurement cards.
Maintain Vendor Hyperlinks	PV_VNDR_URL_MAINT	Select the Maintain Vendor URLs on the Maintain Vendors page.	Enter URLs for vendor websites. PeopleSoft eProcurement users can access that vendor's website by clicking the Vendor link on the Item Description page.
Procurement Card Issuer	CC_CARD_TBL	Select the Procurement Card Vendors link on the Maintain Vendors page.	Setup a procurement card vendor that is associated with a Payables vendor.
Vendor Login Maintenance	PV_SS_OPR_MAINT	Select the Supplier Station Vendors link on the Maintain Vendors page.	Set up the supplier station vendors that users can access.
Vendor Control	VNDR_CNTRL	Select the Vendor Control link on the Maintain Vendors page.	Set up vendor control data such as auto numbering, VAT information, wait days, and duplicate vendor checking.
Vendor Profile	VNDR_ID1_SUM	Select the Vendor Profile link on the Maintain Vendors page, then select Summary.	Setup vendor information, such as name, address, identification, contact, and location.

Entering URLs for Vendor Websites

Access the Maintain Vendor Hyperlinks page.

To enter the URL for a vendor's website:

1. Click the Update Vendor List button to display the vendors within the designated setID.

   This button disappears after the vendors appear.

2. In the Vendor Home Page field, enter the URL for the vendor.

Now you can access the vendor's website by clicking the Vendor link on the Search Catalog page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Setting Up Supplier Station Vendors

Access the Vendor Login Maintenance page.
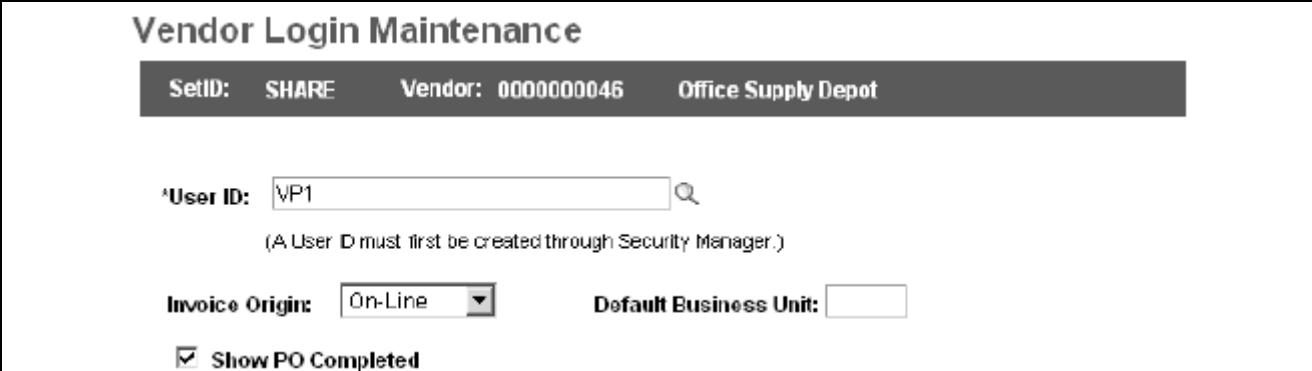
Vendor Login Maintenance

SetID: **SHARE**   Vendor: **0000000046**   **Office Supply Depot**

*User ID: |VP1 | 🔍

(A User ID must first be created through Security Manager.)

Invoice Origin: |On-Line ▼| **Default Business Unit:** | |

☑ **Show PO Completed**

Vendor Login Maintenance page

Use this page to define vendors that users can access.

Maintaining Items

Access the Maintain Items page.

Use the Maintain Items page to establish the items used on PeopleSoft eProcurement requisitions, POs, and other transactions. You can perform these tasks using the page:

• Assign one or multiple item catalogs to a business unit.

• Define item categories and purchasing attributes such as primary buyer, receiving controls and price tolerances.

• Define item families.

• Define item groups.

• Set up item number control that enable the system to assign sequential item ID's.

• Add and maintain manufacturer information about an item.

• Approve new items, define their definitions and units of measurement, and their ship to locations.

• Maintain item prices and their purchasing attributes.

• Set up purchasing kits for item and load tree data for item catalogs.

• Maintain item and purchasing attribute fields that trigger the Verity online update process.

• Build the Verity search engine for searching item catalogs when creating eProcurement requisitions.

Page Used to Maintain Items

Page Name	Object Name	Navigation	Usage
Maintain Items	PV_ADM_DEFINE_ITEM	eProcurement, Procurement Application Admin, Maintain Items	Maintain items. Access is limited to users with the System_Admin action role.

See Also

PeopleSoft Managing Items 8.8 PeopleBook

Setting Up and Maintaining Users in PeopleSoft eProcurement

Access the Maintain Procurement Users page.

Use the Maintain Procurement Users page to set up and maintain users in PeopleSoft eProcurement. Using the page, you work with buyers, employee profiles, requesters, and user preferences.

Pages Used to Set Up and Maintain Users in PeopleSoft eProcurement

Page Name	Object Name	Navigation	Usage
Maintain Procurement Users	PV_ADM_PROCU_USERS	eProcurement, Procurement Application Admin, Maintain Procurement Users	Set up and maintain users in PeopleSoft eProcurement. Access is limited to users with the System_Admin action role.
Procurement	OPR_DEF_TABLE_PM1	eProcurement, Procurement Application Admin, Maintain Procurement Users Select the User Preference link. Select the Procurement link.	Define user preferences for PeopleSoft eProcurement.

Defining User Preferences for PeopleSoft eProcurement

To set up procurement user preferences, use the Procurement User Preferences component.

Access the Procurement page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences"

Maintaining Catalogs

Item catalogs control the items available to users when they are creating requisitions.
Using the Maintain Catalog feature, you can:

• Define the catalog security implementation to use for eProcurement requisitions.

• Define catalog types such as item catalogs, templates, express forms, and direct connect suppliers.

• Set up catalog security types, including attributes and default information for the type.

• Grant different catalog type access for different security types.

Page Used to Maintain Catalogs

Page Name	Object Name	Navigation	Usage
Maintain Catalogs	PV_ADM_CATALOGS	eProcurement, Procurement Application Admin, Maintain Catalogs	Maintain catalogs by adding security and catalog types. Access is limited to users with the System_Admin action role.

See Also

Chapter 4, "Setting Up and Maintaining Supplier Data," Setting Up Catalog Security, page 47

Setting Up Profiles

This section discusses how to define and maintain user information.

Pages Used to Set Up Profiles

Page Name	Object Name	Navigation	Usage
My Profile	PV_ADM_MY_PROFILE	eProcurement, My Profile	Define information about users including email addresses, passwords, alternate IDs, and preferred languages.
Manage Templates For:	PV_REQ_TEMP_MGR	Click the Manage My Request Templates link on the My Profile page.	Create and maintain personal templates for use in ordering goods and services.
Request Procurement Card	PV_CC_REQUEST	Click the Request My Procurement Cards link on the My Profile page.	Define user information for a procurement card. The information includes amount and transaction limits.

CHAPTER 4

Setting Up and Maintaining Supplier Data

This chapter provides an overview of supplier data and discusses how to:

• Load catalogs into PeopleSoft eProcurement.

• Define item catalogs.

• Set up catalog security.

• Set up searches by item attributes.

• Define item security and searches.

• Implement the Verity search engine.

• Set up and use the express catalog.

Understanding Supplier Data

Supplier data includes the catalogs and items you load into the PeopleSoft eProcurement system for use in creating requisitions. A catalog management system manages the supplier data by importing it from multiple suppliers or trading partners. This chapter discusses the PeopleSoft eProcurement components that make it possible to import, load, search, and secure item catalogs you use in purchasing activities.

You set up these components using the Administer Procurement Main page. You also work with supplier data using the Direct Connect Supplier feature.

See Also

Chapter 6, "Using PeopleSoft eProcurement with a Marketplace," page 83

Chapter 10, "Integrating with Direct Connect Suppliers," page 167

Loading Catalogs into PeopleSoft eProcurement

This section provides an overview of catalog integration and discusses how to:

• Import procurement catalogs.

• Enter item defaults.

• Validate and process imported items.

• View and edit item vendor requirements.

Understanding PeopleSoft eProcurement Catalogs

With this integration, you can move the Item catalogs and category hierarchies to PeopleSoft eProcurement. These items can then be entered on eProcurement requisitions and purchase orders. After you load the items, you should schedule regular updates to capture changes such as price changes, discontinuation of items, or addition of new items.

Take these details into consideration before integrating the catalog management system:

• The catalog setID maps to the item setID. Therefore, the setID for the catalog must be the same as the setID for the Item Master.

• All hierarchies can be moved to PeopleSoft eProcurement independent of the items. This enables you to update attributes on the categories before loading the items.

• During the load, a tree will be created if it doesn't exist.

• During the load, you have the option of creating the hierarchy ID as a node, or to not have the hierarchy ID as a node in the tree selected.

• The only restriction with hierarchies is that the category can only exist once in the hierarchy. If two are found when loading hierarchies to PeopleSoft eProcurement, the node will only show up once.

• When loading the tree, the categories are created as well.

• Trading partners that are not associated with a vendor will have to be set up in the Link Suppliers page.

• When using PeopleSoft Catalog Management to do mappings, it is recommended that you don't assign a value to the item ID field. This enables Catalog Management to assign an auto-generated ID.

• When loading the items, you have an option in the Import Item Catalogs page to run all the processes that follow. To do this, you have to specify the account and currency code. If not, you have to go to the Validate Items page to specify the account, and continue with the load process.

Pages Used to Load Catalogs into PeopleSoft eProcurement

Page Name	Object Name	Navigation	Usage
Procurement Catalog Load	PV_CP_IMPORT_RUN	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Import Item Catalog File, Procurement Catalog Load	Import Procurement catalogs.
Items Defaults	PV_CP_RUN_DEFAULTS	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Import Item Catalog File, Item Defaults	Enter items defaults.
Validate and Process Imported Items	PV_CP_PROCESS	Click the Process Imported Items link on the Procurement Catalog Load page.	Validate and process imported items.
Item Vendor page	ITM_VENDOR	Items, Define Items and Attributes, Purchasing Attributes Click the Item Vendor tab.	View and edit item vendor requirements.

Importing Procurement Catalogs

Access the Procurement Catalog Load page.

Note. The Source you select determines which import data fields and options are required for this page. A variety of different fields appear on the page based on our selection.

Source	Select the Catalog Management source.
	The system will include all attributes available for the Catalog Management integration.
	Sources include:
	CUP File (Access Database)
	Catalog Management
	Item PriceList
	xCBL 3.0XML File
All SetIDs, All Vendors, and **All Manufactures**	Select if you want to import all catalog items within a certain item type.
Item SetID	Map to the setID for the catalog management catalog you are importing.
	If you are loading items, select the Item SetID and Vendor SetID for the catalog.
Vendor SetID	Limits the import to certain vendors, based on their SetID.

Vendor ID	Limits the import to certain vendors, based on their ID.
Manufacturer ID	Limits the import to certain manufacturers, based on their ID.
Catalog ID	Select a catalog upon which to base the import.
Hierarchy ID	Select a hierarchy upon which to base the import.
Run Item Load	Enables you to run all load processes required to create the items. This option is only available when the Import Categories Only check box is not selected. If you don't select this option, click the Process Imported Items link to validate the items.
Purchasing Dflts From Category(purchasing defaults from category)	Select to use purchasing values that exist for the category.
Index Items	Select to incorporate Verity indexing when you import the catalog items.
Delete Loaded Items	Select to remove items after they have been loaded into a catalog.
Auto Assign ID	Select the method by which you want the system to automatically assign an ID. Values include: *When Item ID is not specified* *For All New Items*
Language	Select the language in which you want the catalog items to display.
Inactive Level	Select the level at which you want to inactivate an item. Values include: *Item Vendor* *Item Vendor Price*
Product File	Enter a path to the product file that you want to include in the import.
Attachment File	Enter a path to the attachment file that you want to include in the import.
Price File	Enter a path to the price file that you want to include in the import.
File Name	Enter a path to the file that you want to include in the import.
Import Categories Only	Enables you to select only the categories associated with the Hierarchy ID. This will create the categories and populate the tree specified. **Note.** If you are only importing categories, the system makes the Vendor SetID and the Vendor ID unavailable.
Tree Name	Select the tree that will be populated with the categories. If the name specified does not exist, you will be asked if a tree should be created. If the answer is yes, the tree will be created; otherwise, the system asks you to select another tree name.
Add Hierarchy ID as Node	Select to create the hierarchy ID as a node. If you don't select this check box, the system disregards the hierarchy ID.

> **Note.** If you do not have a hierarchy, the system will not load the items.

Process by date/time	Enables you to load items incrementally. Therefore, if the items have been previously imported, the next import will only include those items that have changed in PeopleSoft Catalog Management.
Get Trading Partners	Select the tree that will be populated with the categories. If the name specified does not exist, you will be asked if a tree should be created. If the answer is yes, the tree will be created; otherwise, the system asks you to select another tree name.

Entering Item Defaults

Access the Item Defaults page.

The Catalog Import process leverages the Price List Load and Item Loader processes. The Price List Load process assigns priority vendors if required, assigns an item ID if required, sets the effective date for pricing, and sets the audit actions correctly.

The Item Loader process validates the data and inserts the data into the production Item Master tables.

Last Update	Indicates the last time the items were loaded.
Image Folder	Designate an image folder where images are kept. This field is unavailable for input if you are only loading categories.
Inventory Item	Select to designate that the system creates items as inventory items. By default, the system clears the Inventory Item check box value.
Account	Enter code for all categories created, to successfully run all future processes.
Currency	Enter the currency code for all categories created in order to successfully run all future processes.

Validating and Processing Imported Items

Access the Validate and Process Imported Items page.

Use this page to review information about the marketplace supplier before you load their catalog items. You can also review new catalog categories and item statuses before you load them into a catalog.

Marketplace Supplier	Displays the supplier to which the corresponding row of data belongs. The supplier's name also appears.
Count	Displays the number of items the system will load or has loaded from this supplier.
Categories	Click to view the categories in which the imported items will be placed.
View Items	Click to access the Imported Item Status page where you can view statues for individual items.

Load Staged Items   Click to begin the Build PeopleSoft Items process (PV_CP_ITM_LD).
                                 You first select a run control. You then access the Load Item Catalog
                                 page where you determine processing options you want the system
                                 to use when moving imported items into catalogs.

Viewing and Editing Item Vendor Requirements

Access the Purchasing Attributes page.

File Name   Enter an item file name.

File Extension   Enter a file extension.

File Path   Indicate the path to item file.

URL(uniform resource   Enter a link to the file.
locator)

See Also

PeopleSoft Managing Items 8.8 PeopleBook, "Defining Items"

Defining Item Catalogs

To set up tree data, use the Load Tree Table component.

To limit access to items in the PeopleSoft Item Master tables, you must define and load item catalogs. Item catalogs are used by both the rule-based item catalog method and the business unit/requester level security.

To use item catalogs, you:

1. Define item catalogs using the PeopleSoft Tree Manager.

2. Group item categories by catalog ID.

3. Load tree data for item catalogs.

   This process is necessary for both the TSE and VSE search types.

This section discusses loading tree data.

Pages Used to Define Item Catalogs

Page Name	Object Name	Navigation	Usage
Tree Manager	PSTREEMGR	Tree Manager, Tree Utilities, Tree Manager	Define the item catalogs and assign items to each catalog.
Load Tree Data	PV_RUN_SRCH_UPDT	• eProcurement, Maintain Items, Load Tree Data • eProcurement, Procurement Application Admin, Run eProcurement Processes, Requisitions Processes, Load Tree Data • eProcurement, Procurement Application Admin, Run eProcurement Processes, Requisitions Processes, Build Verity Collections. Select the Update/Reload Tree Table check box.	Run this process to combine tree data from multiple tree tables and load into the eProcurement tables. This enables better item search performance for both the TSE (tree table) and VSE (Verity search engine) search types.

Loading Tree Data

Access the Load Tree Data page.

See Also

"Using Tree Manager," *PeopleTools PeopleBook: PeopleSoft Tree Manager*

Setting Up Catalog Security

To set up catalog security, use the Catalog Security Options, the Catalog Types, and the Catalog Security Type components.

This section provides an overview of catalog security and discusses how to:

• Define catalog security options.

• Define catalog security types.

• Define security type attributes.

• Review security type defaults.

• Define PeopleSoft eProcurement actions for business units.

• Assign authorized item catalogs to security types.

Understanding Catalog Security

Catalog security makes it possible for you to control who uses a catalog. These techniques are available for controlling access to catalogs:

- Apply item security at business unit and requester levels.

- Apply item security using the Rule-Based Catalog method.

Item Security at Business Unit and Requester Levels

You can limit the items available to the Purchasing business unit, the requester, or both. This method only applies if the items are loaded into the PeopleSoft Item Master tables. In other words, express forms, direct connect suppliers, and business templates are not limited or part of the search and browse functionality of the Search Catalog page. With this method, you can use either the *TSE* or *VSE* search engine options.

The business unit level catalog security is maintained in the eProcurement Installation Options page and the Assign Catalog to Business Unit page. You enable the business-unit-level security by selecting the BU Catalog Control check box on the eProcurement Installation Options page. When this check box is selected, requesters can only access catalogs specifically assigned to the business unit used to enter the requisition.

Use the Assign Catalog to Business Unit page to define the available item catalogs for each Purchasing business unit. If this page is blank and BU catalog control is selected, then no items are available for requisition entry. The business unit level security applies only to eProcurement requisitions.

This requester level catalog security is maintained in the Requestor Setup page. Select the Use Only Assigned Catalogs check box and then enter the acceptable item catalog ID's in the Catalog Information section at the bottom of the page. When this check box is selected, the requester can only access catalogs specifically assigned to them. The available item catalogs would have to be defined individually for each requester that security applied to. The requester-level security applies to both PeopleSoft eProcurement and Purchasing requisitions.

In addition, if both the requester level and business unit level catalog security are used, only catalogs assigned to both levels can be accessed by the requesters.

Apply Item Security Using the Rule-Based Catalog Method

The rule-based item catalog method provides a framework to implement item catalog authorization. The architecture is flexible enough to allow for different implementations of item catalog security based on different requirements. This enables you to implement an organization-specific access policy, without the need to modify delivered code and objects. The rule-based item catalog method must use the Verity search engine.

The rule-based item catalog method uses different security levels (security types) to control item catalog access. The non rule-based method enables you to control security by the business unit level and the requester level; however, the rule-based method enables you to control security at any level you choose. Just like the non rule-based method, the rule-based method restricts the user to the item catalogs that pass all the security restrictions.

In addition, the rule-based catalog method can extend item catalog security control to other item catalog sources such as business templates (purchasing kits), direct connect suppliers, and express forms.

There are two choices for applying the rule-based item catalog method:

- *Business Unit, User Role, and Requester Level:* PeopleSoft delivers a predefined example that you can implement into the organization. Much of this setup has already been defined for you; making implementation quicker and easier. This predefined method uses item catalog restrictions at the levels of business unit, user role, and individual requester. It also enables item searching and browsing on the Item Master tables, express forms, direct connect suppliers, and business templates. The addition of user role enables you to restrict requesters without defining each requester individually; saving time and maintenance.

• *Rule-Based Item Catalog Method Defined for Unique Needs:* Using the rule-based item catalog method, you can design an item catalog security using any item sources and any restriction level. This method requires the most setup, but provides the tailored solution to an organization's specific needs.

To set up a rule-based item catalog method:

1. Use the eProcurement Catalog Security Option page to define system-wide setting to create an eProcurement requisition. Do not enable the access policy and GUI class types until you are have finished the setup.

2. Use the Catalog Types page to define the item catalog sources, such as, the Item Master tables, express forms, direct connect suppliers, and business templates.

3. Use the Catalog Security Types page to define security types. Security types identify the levels to apply item restriction, such as, by business unit, user role, or requester. The setup for the security types of business unit, requester, and user role default from the Security Types Default page.

4. Use the Security Types Attributes page to further define how the security types should be used.

5. Use the eProcurement Business Unit Actions page to identify the eProcurement actions that should be used for each business unit.

6. Use the Catalog Security page to define the authorized item catalogs for each of the security types. For the security type of BUSINESS_UNIT, you can use either the Catalog Security page or the Assign Catalog to Business Unit page. For the security type of REQUESTOR_ID, you can use either the Catalog Security page or the Requestor Setup page.

7. Return to the eProcurement Catalog Security Option page and enable the access policy and GUI class types.

See Also

Pages Used to Set Up Catalog Security

Page Name	Object Name	Navigation	Usage
eProcurement Installation Options	PV_INSTALLATION_PV	eProcurement, Procurement Application Admin, Maintain Overall System Options, eProcurement Installation Options	Define the catalog search type. To include business-unit level item catalog security enter Y in the BU Catalog Control field.
eProcurement Catalog Security Option	PV_CAT_FACTORY	eProcurement, Procurement Application Admin, Maintain Catalogs, eProcurement Catalog Security Option	Define catalog security options. These are system-wide access policies and GUI formats for the rule-based item catalog method.
Catalog Types	PV_CAT_SOURCE	eProcurement, Procurement Application Admin, Maintain Catalogs, Catalog Types	Define catalog types.

Page Name	Object Name	Navigation	Usage
Catalog Security Types	PV_CAT_SEC_TYPE	eProcurement, Procurement Application Admin, Maintain Catalogs, Catalog Security Types	Define catalog security types. These are levels at which you apply catalog security; for example, at the user role level or the individual requester level.
Security Type Attributes	PV_CAT_ST_ATTR	eProcurement, Procurement Application Admin, Maintain Catalogs, Catalog Security Types Click the Security Type Attributes link.	Define security type attributes which include query or prompt tables used.
Security Types Default	PV_CAT_ST_DFLT	eProcurement, Procurement Application Admin, Maintain Catalogs, Catalog Security Types Click the Security Types Default link.	Review security type defaults. This display-only page identifies the system defined security types and their implementation application classes. These values default into the Catalog Security Types page where you can use them for any setID.
eProcurement Business Unit Actions	PV_ACTIONS_BU	eProcurement, Procurement Application Admin, Maintain Business Units, eProcurement Business Unit Actions, Assign Actions to Business Units	Define eProcurement actions for business units. The applicable eProcurement actions enable security for items from the business template, express forms, and direct connect suppliers.
Catalog Security	PV_CAT_SECURITY	eProcurement, Procurement Application Admin, Maintain Catalogs, Catalog Security	Assign authorized item catalogs for security types.

Defining Catalog Security Options

Access the eProcurement Catalog Security Option page.

Use this page to define the access policy for the item catalogs and the GUI presentation for the Catalog Securities component. If you customize the access policy or GUI presentation, then insert a new row with a new implementation application class.

See "Introducing Application Packages," *PeopleTools PeopleBook: PeopleSoft PeopleCode Developer's Guide*

Class Type   Enter the interface classes to be used of access policy and GUI presentation. The system is delivered with the class types already defined. However, you can customize and add versions of these classes. The system delivered classes are:

1. *AccessPolicy:* Defines the processing logic for item catalogs to be accessed by a user. When a requester is entering a requisition, the available

items are limited based on this logic. This class type enables the system to retrieve only the items that are authorized by all applicable security types.

2. *GUI:* Defines the GUI presentation for the Catalog Security component (PV_CAT_SECURITY). It provides an interface where you can create a customized page layout for the Catalog Security page by implementing an implementation application class.

Root Package ID   Select the package of the PeopleCode class you created.

Application Class Path   Enter an application class to further define the implementation (class types). You must enter implementation application classes for the class types of *AccessPolicy* and *GUI.* The system is delivered with two implementation application classes. If you wish, you can override these with custom versions.

1. *IntersectPolicy:* (for the AccessPolicy class type) Defines how item catalogs are to be accessed by a user. This application class limits a requester to viewing item catalogs that are included in all security types used. In other words, it is the intersection of item catalogs retrieved by all security types. If you decide that the environment requires a different approach to item retrieval, then you can define an implementation application class.

2. *CatalogSecurityGUI:* (for GUI class type) Defines the layout of the pages in the Catalog Security component. If you wish to have a different GUI presentation, create a new implementation application class.

Description   Enter a brief description of the purpose of the class type and implementation application class.

Active   Select to activate the class type and implementation application class combination for the row. Do not select this check box until you have completed the system setup for item catalog security.

Defining Catalog Types

Access the Catalog Types page.

Use this page to identify the types of item sources that should be available for requisition entry or retrieved by the search and browse feature. Enter all catalog types for use across the organization; this page applies system-wide. The catalog types enabled on this page are displayed in the Catalog Type field of the Catalog Security page.

Type   Enter the catalog type. Use one or more of these options:

• *C:* Items located in the PeopleSoft Item Master tables. This can include items from the marketplace or the express catalog.

• *D:* Items from direct connect suppliers.

• *E:* Express forms.

• *T:* Business templates.

Record Name   Enter the record definition that contains all the values for the item source. The system is delivered with the record names for the Item Master, direct

connect suppliers, express forms, and business templates. You can change this record name if you are customizing this area.

Enabled   Select to authorize access to this item source on the Catalog Security page. The system defaults to *Y* (yes) for type *C* and to *N* (no) for all other catalog types.

Defining Security Types

Access the Catalog Security Types page.

Use this page to define the levels where security should be applied. For example, if the items available should be restricted by the business unit used to enter the requisition, then activate the row for business unit on this page. You can have multiple security levels defined.

The system is delivered with three security types, business unit, requester ID, and role name. You can add additional security types, for example, ship to location, by inserting a new row on this page. When a user enters a requisition, the list of authorized item catalogs is the intersection of the catalogs granted to each of the security types.

Security Type   Enter a descriptive name for the security type. The system is delivered with *BUSINESS_UNIT, REQUESTOR_ID,* and *ROLENAME*.

Root Package ID   Enter the parent application package.

Application Class Path   Enter an interface class that contains the processing logic for the security type. The system is delivered with *BusinesUnitSecurityType, RequestorSecurityType,* and *QuerySecurityType*. The implementation application classes for business unit and requester are specific to those security types and link them into the existing item catalog security system using the Assign Catalog to Business Unit page and the Requestor Setup page. However, the *QuerySecurityType* is not specific to the user role name and can be used with any additional security types that you may add to this page. For example, if you decide to add Ship To location as a security type, then you can use the *QuerySecurityType* class for both role name and Ship To.

Description   Enter a description of the security type.

Active   Select to enable this security type for the setID. If you select this for the security type of *BUSINESS_UNIT*, then the system:

1. Selects the BU Catalog Control check box on the eProcurement Installation Options page and greys it out.

2. Looks to the Assign Catalog to Business Unit page as well as the Catalog Security page to determine the authorized item catalogs.

If you activate the security type *REQUESTOR_ID*, then the system:

1. Looks to the Requestor Setup page as well as the Catalog Security page to determine the authorized item catalogs.

2. Does not use the Default Access field on the Security Type Attributes page.

Catalog Security   Click to access the Category Security page where you can update security parameters.

Defining Security Type Attributes

Access the Security Type Attributes page.

Use this page to define the attributes for each of the security levels that you defined on the Security Types page.

Default Access	Determines access to catalogs when no data entry found for the security type in Catalog Security page. Enter *Y* to access to all item catalogs and enter *N* for no access to item catalogs. For example, for the security type of business unit, if you do not enter the business unit *AUS01* on the Catalog Security page, then a default access value of *Y* gives *AUS01* access to all item catalogs; However, a default access value of *N* gives *AUS01* no access to any item catalogs. Since the system uses an intersect policy, *N* would prevent any entries into the business unit *AUS01*. **Note.** The Default Access field is not applicable to the security type of *REQUESTOR_ID* because the system always loads all requesters into the Catalog Security page.
Query Name	Enter a query record name to retrieve the acceptable values based on the security type record definitions. A query is required if the implementation application class on the Catalog Security Types page is the *QuerySecurityType* class. Design this query to retrieve the needed data to find rows. All necessary values can be retrieved based on the requisition's business unit, requester, or user ID. For example, if Ship To location is defined as a security type, then the query would be designed to retrieve the Ship To based on the user ID on the User Preferences–Procurement page.
Prompt Table	Enter the prompt table to be used for this security type. A prompt table is required if the implementation application class is the system-delivered *QuerySecurityType*.
SetID Control	Select is the security type query in the Query Name field is setID controlled.

Defining Catalog Security for Business Units

Access the eProcurement Business Unit Actions page.

To enable item catalog security for items sources other than the PeopleSoft Item Master tables, define the business units that need item catalog security for these PeopleSoft eProcurement actions:

DCSUPPLIER_SECURITY	Enable item security for items from direct connect suppliers.
EXPRESSFORM_SECURITY	Enable item security to be applied to express forms.
TEMPLATE_SECURITY	Enable item security to be applied to business templates.

Note. Item security is always enabled for the items within the PeopleSoft Item Master tables.

Assigning Authorized Item Catalogs to Security Types

Access the Catalog Security page.

For each security type (security level) define what item catalogs are available.

Find	Enter a value on which to search in the scroll area. Use this field when you have a large number of values in the scroll area.
Value	Select a field value that you have defined for this security type.
Active	Select to enable the item catalogs security for this value. If this value is not selected, then the Default Access field on the Security Type Attributes page is applied.
Authorized Catalogs	Click the Show Authorized Catalogs button to display or enter the set of item catalogs authorized for the Value. This can include all item catalogs, no catalogs, or a specific set of catalogs. To add item catalogs, select the Catalog Type and use the Select Catalogs link to display all valid catalogs, then select the catalog and click the OK button. The new catalog is then displayed in the Authorized Catalogs section.
Add	Select to add a new row to this page so that you can enter a new value.

Update All Business Units

Use this section to add or remove item catalogs to all of the listed values. For example, if a new item catalog is created after implementation, use this feature to quickly add the catalog to all business units, requesters, and user roles. To add or remove item catalogs, select the Catalog Type, use the Select Catalogs link to display all valid catalogs, then select the catalogs and click the Add To All or Remove From All button.

Setting Up Searches by Item Attributes

This section provides an overview of searching by item attributes and discusses how to:

• Import attributes from a flat file.

• Verify imported attributes.

• Assign cross-references to attribute names.

• Define regional-based sourcing.

PeopleSoft eProcurement enables you to associate attributes with categories to make item searches more precise. After item attribute searches are implemented, you can select one or more categories on the Advanced Search page and search on the attributes for the selected categories, including their children.

Understanding Item Searches

This section discusses:

• Search implementation steps.

• Attributes and categories tables.

• Import, stage, and load attribute processing flow.

• Attribute names and UOM variations.

Search Implementation Steps

Search implementation involves these steps:

1. Import attributes to the staging table.

2. Verify the imported attributes.

3. Designate cross-references for attribute names and units of measure.

4. Load attributes from staging.

5. Maintain marketplace category attributes and item attributes.

Attribute and Category Tables

The category attributes for item attribute searches are stored in table PV_CAT_ATTR_ TBL, which includes these fields:

SETID	(key field)
CATEGORY_TYPE	(key field)
CATEGORY_CD	(key field)
CATEGORY_ID	(key field)
ATTRNAME	(key field)
LANGUAGE_CD	(key field)
DESCR	(character)
UOM_ATTR	(Assuming that ISO standard UOM is used.) **Note.** You might need to add units of measure to the system or convert units of measure.
FLAG	(numeric flag)

SETID	CATEGORY _TYPE	CATEGORY _ID	CATEGORY_ CD	ATTR_NAM E	LANGUAGE_ CD	DESCR	UOM_ ATTR	FLAG
SHARE	PSF	1	Office Supplies	WEIGHT	ENG	Weight	LBS	Y
SHARE	PSF	1	Office Supplies	SIZE	ENG	Size		N
SHARE	PSF	1	Office Supplies	HEIGHT	ENG	Height	M	Y
SHARE	PSF	1	Office Supplies	COLOR	ENG	Color		N
SHARE	PSF	2	Computer	SPEED	ENG	Processing Speed	MHZ	Y
SHARE	PSF	2	Computer	MEMORY	ENG	Hard Drive Memory	GB	Y
SHARE	PSF	2	Computer	MODEM	ENG	Modem Speed	KPS	Y

Example: Category Attributes in PV_CAT_ATTR_TBL

Item attributes for the item attribute search are stored in table PV_ITM_ATTR_TBL, which includes:

SETID   (key field)

INV_ITEM_ID   (key field)

ATTRNAME   (key field)

ATTRVALUE   (character field)

UOM_ATTR   Unit of Measure attributes

PV_ATTRVALUE   (numeric field)

SETID	INV_ITEM_ID	ATTR_NAME	ATTR_VALUE	PV_ATTR_VALUE	UOM_ATTR
SHARE	1	WEIGHT	10	10	LBS
SHARE	1	SIZE	Med	0	
SHARE	1	HEIGHT	2	2	IN
SHARE	2	WEIGHT	50	50	LBS
SHARE	2	COLOR	blue	0	
SHARE	2	SIZE	Large	0	
SHARE	3	SPEED	233	233	MHZ
SHARE	3	MEMORY	4	4	GB
SHARE	3	MODEM	56	56	KPS
SHARE	4	MEMORY	400	400	MB

Example: Item Attributes in PV_ITM_ATTR_TBL

Import, Stage, and Load Attribute Process Flow

This diagram shows the flow for setting up for item attribute searches:
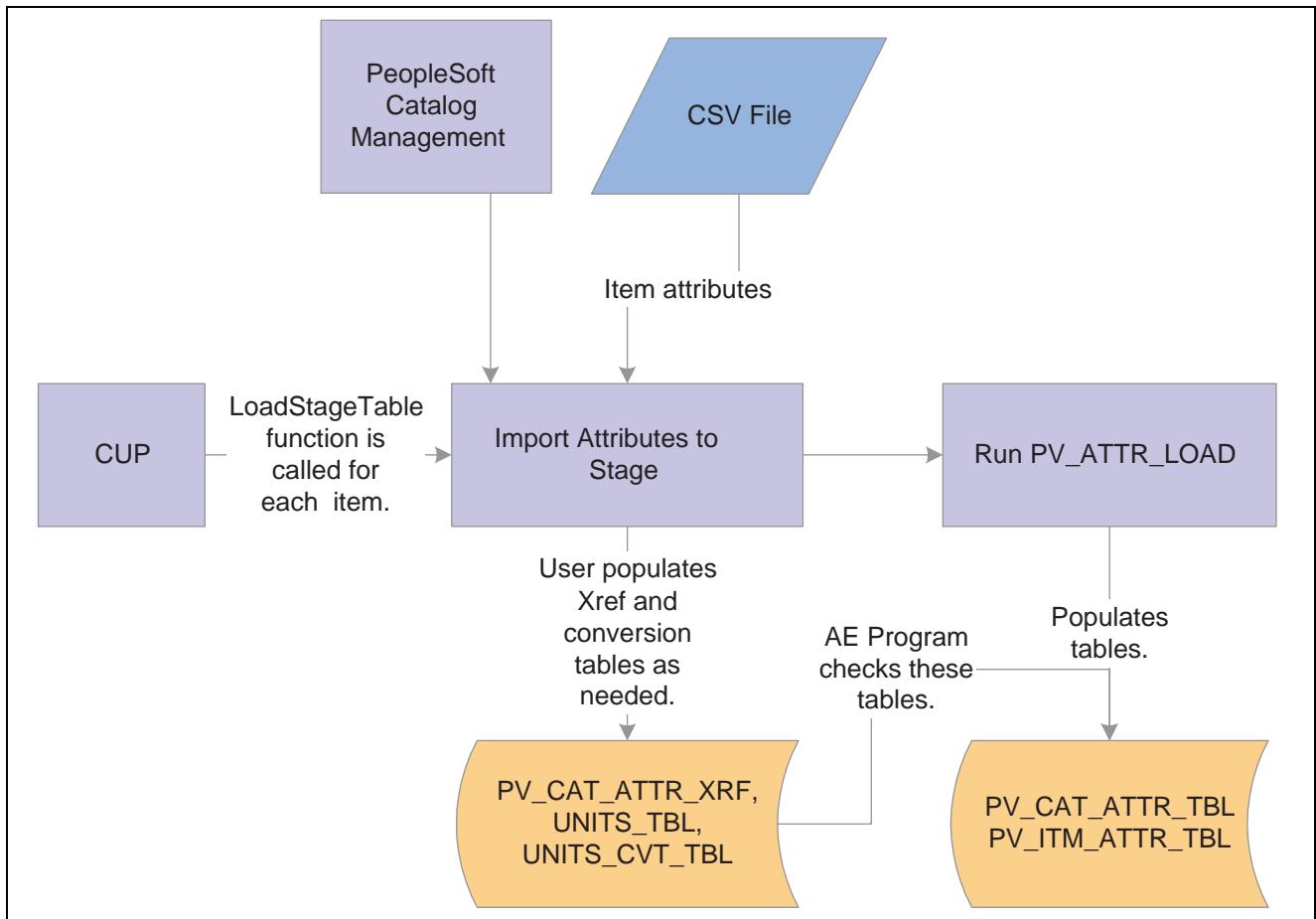
Item attribute search process flow

Attribute Names and UOM Variations

You might have variations in the units of measure:

• If the item load creates redundant attribute names for a category, designate cross-references for the attribute names.

For example, you might have a category called Office Supplies with items that use both *WGT* and *WEIGHT* as attribute names for weight.

• If the item load creates redundant unit of measure names for an attribute in a category, cross-reference the unit of measure names.

PeopleSoft eProcurement provides table PV_CAT_ATTR_XRF for cross-referencing attribute names and units of measure. It contains these fields:

SETID	(key field)
CATEGORY_TYPE	(key field)
CATEGORY_ID	(key field)
CATEGORY_CD	(key field)
ATTRNAME	(key field; original attribute name or attribute UOM)
PV_ATTRNAME	(convert to new attribute name or attribute UOM)
UNIT_OF_MEASURE	(base UOM)

Use the Attribute Name Cross-Reference Page to create cross-references for attribute and unit of measure names.

See Also

"Introduction to Tree Manager,"*PeopleTools PeopleBook: PeopleSoft Tree Manager*

"Designing Cubes,"*PeopleTools PeopleBook: PeopleSoft Cube Manager*

Pages Used to Set Up Searches by Item Attributes

Page Name	Object Name	Navigation	Usage
Import Attributes	PV_ATTR_IMPORT	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Import Attributes	Import attributes from a flat file. Access is limited to users with the eProcurement action role System_Admin.
Attributes Staging Table	PV_ATTR_LOAD_STG	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Attributes Staging Table	Verify imported attributes. Access is limited to users with the eProcurement action role System_Admin.
Load Attributes from Stage	PV_ATTR_RUN_LOAD	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Load Attributes	Import attributes from the attributes staging table page into the category and item attributes tables. Access is limited to users with the eProcurement action role System_Admin.
Attribute Name Cross Reference	PV_CAT_ATTR_XRF	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Attribute Name Cross Reference	Assign new cross-references to attribute names and assign base UOMs for attributes. Access is limited to users with the eProcurement action role System_Admin.
Category Attributes	PV_SRCH_CAT_ATTR	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Category Attributes	Edit category attributes that have been imported from a marketplace. Access is limited to users with the eProcurement action role System_Admin.
Item Attributes	PV_SRCH_ITM_ATTR	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Item Attributes	Verify and edit item attributes imported from a marketplace. Access is limited to users with the eProcurement action role System_Admin.
Units of Measure	UNITS_OF_MEASURE	Set Up Financials/Supply Chain, Units of Measure, Units of Measure	Confirm this table includes the units of measure used by the items that you are loading.
Itm Region Vndr	ITM_REGION_VNDR	eProcurement, Procurement Application Admin, Maintain Catalogs, Item Vendor by Region	Define regional-based sourcing for items.

Importing Attributes From a Flat File

Access the Import Attributes page.

Use this page to stage attributes to eProcurement from a flat file as the first step in integrating the attributes into searches. The most typical data load consists of marketplace items, but you can import attributes from any properly formatted text file.

SetID	Select a setID from the available options. If the flat file has no setID, select *SHARE.*
File Type	Select *Comma Delimited* for text files.
File Directory	Enter the directory where the flat file is located.
	Note. The fields included in this directory are listed following these field descriptions.
Import Attributes	Click to import the flat file to PeopleSoft eProcurement.
Attribute Staging Table	Click to access the Attributes Staging Table page, where you can verify the attributes that you have imported.

File Directory Fields

These fields are in the File Layout PV_ATTR_LOAD _COMMA. Fields that are marked with an asterisk (*) are required.

*SETID

*INV_ITEM_ID

*ATTRNAME

*LANGUAGE_CD

PV_CV_SPN

PV_CV_PART_EXT

*MFG ID

*MFG ITEM ID

CATEGORY_TYPE

CATEGORY_CD

CATEGORY_ID

*DESCR

*ATTRVALUE

UOM_ATTR

These rules apply to the previous fields:

• SETID is required only if you have not selected a setID on this page.

• INV_ITEM_ID or MFG_ID and MFG_ITEM_ID is required unless you include values for PV_CV_SPN and PV_CV_PART_EXT.

• These fields are comma-delimited with no additional spaces (empty fields must also be delimited).

• For multi-languages, the only field that should be translated is Attribute Description, DESCR. The Attribute Name field, ATTRNAME, must be the same across all languages for the same attribute.

Example

SHARE,10012,WEIGHT,ENG,,,BIKE-01,BIKE-ITM-12,,,,Weight,10,LBS

SHARE,10013,LEN,ENG,,,BIKE-01,BIKE-ITM-13,,,,Length,5,IN

SHARE,10014,WGT,ENG,,,BIKE-01,BIKE-ITM-14,,,,Weight,12,KG

SHARE,10014,WIDTH,ENG,,,BIKE-01,BIKE-ITM-14,,,,Width,6,IN

SHARE,10015,LEN,ENG,,,BIKE-01,BIKE-ITM-15,,,,Length,10,FT

SHARE,10015,COLOR,ENG,,,BIKE-01,BIKE-ITM-15,,,,Color,RED,

SHARE,10015,WEIGHT,ENG,,,BIKE-01,BIKE-ITM-15,,,,Weight,5,OZT

Verifying Imported Attributes

Access the Attributes Staging Table page.

Attributes Staging Table page: Item Attributes tab

Use the page to view or edit item attributes loaded into the PV_CAT_ATTR_TBL and PV_CAT_ATTR_XRF tables. The system populates the fields on this page with the imported values loaded from the Import Attributes page.

There is no need to edit the imported values on this page unless you are required to cross-reference attributes or unit-of-measure names. For large amounts of data, use the Attribute Name Cross Reference page or manually convert the units of measure.

When cross-referencing names or converting units of measure, you may receive a warning message advising that multiple units of measure have been imported for one category. Resolve the conflict by designating a base UOM on the Attribute Name Cross Reference page.

If you are importing units of measure that do not already exist in the system, you receive a warning message. To add new units of measure, use the Units of Measure page.

Mfg and Category Tab

Select the Mfg and Category (manufacturing and category) tab.

Manufacturing ID	The manufacturer of this item. This information appears by default from the Item Definitions - General page.
Manufacturer's Item ID	Select an identifier for this manufacturer's item.
Category Type, Category, and **Category ID**	Displays information about the category to which the item belongs.
Numeric	Select to capture item attributes with generic numeric and alphanumeric item attribute fields at both the setID and business unit level.

Status Tab

Select the Status tab.

Processed	Values are:
	N: Attribute is not loaded. The data is still in the staging table.
	Y: Attribute is loaded. The data has been loaded from the staging table to the category and item attributes tables.
	E: Error attribute cannot be loaded or has been loaded with assumptions about the unit of measure.
	Note. Attributes are loaded on the Load Attributes from Stage page.
Error Message	If one of these messages appears, you can use the Units of Measure page to add units of measure or create conversions for units of measure:
	UOM Conversion Rate Not Defined. 1 to 1 Conversion Assumed.
	Invalid Unit of Measure. Attribute Not Loaded.

Assigning Cross References to Attribute Names

Access the Attribute Name Cross Reference page

If you have redundant attribute or unit of measure names, establish cross references so that the system can refer to one standard name. Cross-references enable you to establish one name for each attribute and one name for each unit of measure within a category.

Attribute	Select an attribute for which you want to create a cross reference.
New Attribute Name	Select an attribute name for cross-referencing the selection in the Attribute Name field. If you are creating a UOM cross-reference, leave this field blank.

Base UOM   Select a base UOM for the new attribute name. The name must exist in
                                   the UOM table and there must be a conversion for the UOM. You can
                                   create a conversion on the Units of Measure page.

Note. For each category you use, only one unit of measure is allowed for each attribute. For
example, for the attribute *Length,* you cannot use both inches and feet as the unit; however,
you can use inches in one category and feet in another.

Defining Regional-Based Sourcing

Access the Itm Region Vndr page.

Use this page to setup regional sourcing for an item and define priority vendors by item regions.
This enables regional item and vendor security for item browsing and searching. When an item
has a vendor-region relationship, the system applies security to filter out vendors and vendor
locations that do not belong to the same region as the ship to region.

To define regional-based sourcing:

1. Use the eProcurement Business Unit Options page to enable regional security.

   Click the Enable Req Region Security check box to activate sourcing security. To access the page, select
   eProcurement, Procurement Application Admin, Maintain Catalogs, eProcurement Business Unit Options.

2. Use the Purchasing Attributes page to define item information specific to purchasing
   such as the preferred vendor.

   To access the page, select eProcurement, Procurement Application Admin, Maintain
   Catalogs, Purchasing Attributes.

3. Use the Itm Region Vndr page to establish the relationship between the item, region, and vendor.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Using Purchase Order Sourcing," Sourcing by Region

---

Implementing the Verity Search Engine

To implement the Verity search engine, use the Verity Search Indexing and the Maintain
Verity Information components.

This section provides an overview of the Verity search engine and discusses how to:

- Enable the Verity search engine.
- Create and Update the Verity search collection.
- Set up and run the Verity search update Daemon Program.

Understanding the Verity Search Engine

Verity provides faster searches by indexing item catalog data into a Verity collection. You can customize the item attributes used to search for items. Also, the Verity search engine enables you to search using synonyms and match cases. Also, you have the option to define price range and model as search fields. The Verity search engine can be used to access items from the PeopleSoft Item Master tables or other item sources, including, items from direct connect suppliers, business templates, and express forms. Once the items are indexed into the Verity collection, they can be searched and browsed for PeopleSoft eProcurement.

You can use either batch updates/rebuild or online incremental updates to build Verity index collections. Searches are then performed against this collection. You only need to run the Item Load process for items in the PeopleSoft Item Master tables.

The Verity collection is built using the PeopleSoft Application Engine process PV_SRCH_INDX, which is accessible from the Build Verity Collection page. This process extracts data from the item catalog tables and writes a few intermediate text files: the BIF files and the DAT files. These files are indexed into the Verity collection, which comprises multiple file folders.

Depending on the language and run control parameters, Verity extracts item data from PV_VERITY_SR_VW, PV_VERITY_SR_LW, PV_VERITY_NR_VW, PV_VERITY_NR_LW.

Tree node and tree name information is retrieved from the PV_CAT_TREE_TBL and is indexed into the collection when running PV_SRCH_INDX.

Verity Incremental Updates

Incremental updates provide online updates for items that are added, updated, or inactivated in the Item Definition, Item Approval, Item Copy, and Purchasing Attributes components. With Verity incremental updates, you can set up a DAEMON process that automatically updates index values during a specified time interval.

Use the Maintain Verity Online Update Fields page to activate or inactivate the inventory and purchasing Verity index fields. When any of the active fields specified on PV_VER_IDX_FLDS are changed in the Item Definition, Item Approval, Item Copy, or Purchasing Attributes components, data is immediately stored in staging table PV_VER_UPD_STG.

There are two ways to update the Verity Collection from PV_VER_UPD_STG:

• Use the Process Online Updates option on the Build Verity Collection run control page.

• Setup and use the Verity Search Updates Daemon (PV_SRCH_DAEM) process. This application engine program is run at specified time-intervals. It calls the Verity Indexing program (PV_SRCH_INDX) to update all data stored in the staging table.

Fields indexed into the collection are:

Field Name	Long Name
ACTIVE	Item is always active (For example: no future item status <> A and current status is A)
ALL_RGNS	Item is available to all regions

Field Name	Long Name
ALL_IV_REGIONS	All regions set up for this item are from the ITM_REGION_VNDR table
IV_REGIONS	All regions set up for this item and this vendor are from the ITM_REGION_VNDR table
IV_REGIONS_PRIO	Item vendor regions priority setup for this item
SETID	SetID
VENDOR_SETID	Vendor SetID
VENDOR_ID	Vendor ID
CATEGORY_ID	Category ID
CAT_DESCR	Category description
ALL_CAT_ID	All related category IDs
ALL_CAT_DESCR	All related category descriptions
CURRENCY_CD	Currency code
CNV_CURRENCY_CD	Converted currency code
CNV_PRICE	Converted price
TREE_NAME	All catalog IDs to which this item belongs
UNIT_MEASURE_STD	Standard Unit of Measure
DESCR	Include DESCR60 and DESCR254_MIXED
INV_ITEM_ID	Item ID
INV_ITEM	Inventory Item Flag
ITM_ID_VNDR	Vendor Item ID

Field Name	Long Name
ITM_DT_F	Future item status date
ITM_STAT_F	Current item status
ITM_STAT_C	Future item status
MASTER_ITEM	Master versus lightweight (express catalog) item
PREF_VENDOR_SW	Preferred vendor flag
VNDR_CATALOG_ID	Vendor's catalog number
TREE_NAME	Tree name
PRICE_LIST	Price list
VNDR_LOC	Vendor location
PRICE_VNDR	Vendor price
MFG_ID	Manufacturer ID
MFG_ITM_ID	Manufacturer's item ID
MFG_NAME	{Mfgid}{MfgName}
PREF_MFG	Preferred manufacturing flag
UNIT_MEASURE_STD	Standard unit of measure
VNDR_NAME1	{ vendor_id}{ vndr_name1}
MODEL	Model
ITM_VNDR_PRIORITY	Item vendor priority
UPN_ID	UPN ID (universal product number)

Pages Used to Implement the Verity Search Engine

Page Name	Object Name	Navigation	Usage
Build Verity Collection	PV_SRCH_RUN_INDEX	• eProcurement, Procurement Application Admin, Run eProcurement Processes, Requisitions Processes, Build Verity Collections • eProcurement, Procurement Application Admin, Maintain Items, Build Verity Collection	Create or update the Verity search collection. Access is limited to users with the eProcurement action role System_Admin.
Maintain Verity Online Update Fields	PV_VER_IDX_FLDS	eProcurement, Procurement Application Admin, Maintain Items, Verity Online Update Fields	Activate or inactivate fields that trigger incremental updates for items that are added, updated, or inactivated.
Daemon Group	DAEMONGROUP	PeopleTools, Process Scheduler, Daemon Group	Set up and run the Verity Search update Daemon Group.

Enabling the Verity Search Engine

To set up Verity searches, use the Verity Search Indexing component.

Use these steps to set up the Verity search engine:

1. Open up the application server configuration file in a text editor (psappsrv.cfg) and add the following Search Index path under the [Search Indexes] section: FDM_PV_ITEMCATALOG = [Collection File Path]

   Note. *[Collection File Path]* is the directory path that will be used to store the Verity collection files. This directory must be shared if multiple application servers are accessing the same path.

2. Open up the process scheduler server configuration file in a text editor (psprcs.cfg). Copy the [Search Indexes] section from the application server configuration file and paste it near the end of the psprcs.cfg file.

3. Enter the search index path specified in the application configuration file in the Collection File Path field on the Build Verity Collection page.

4. Create and configure a process scheduler to run on the application server where the indexing process will be run.

5. Verify that 10 style files exist in this directory: $ps_home\data\search\FDM_PV_ITEMCATALOG\style.

   If they do not, copy the style files from $PeopleSoft_home\data\search\portal\style\directory.

6. Navigate to the Build Verity Collection page and create the collection for the first time by using the Create New/Rebuild Collection option on that page and running the process for the platform.

> **Note.** It is important that the Update/Reload Tree Table check box is selected if this is the first time building the collection. This option should also be used whenever there are changes to the tree data. However, if tree data has not been changed since the last time the process was run, you can clear the check box to improve performance of the indexing process.

7. The system uses VSE to automatically indexes the tree table and activates the tree table PV_CAT_TREE_TBL for item browsing.

> **Note.** The PV_CAT_TREE_TBL tree table must be populated for Verity searching.

8. Use the Build Verity Collection page to schedule the process to periodically update or rebuild the item catalog collection.

Creating and Updating the Verity Search Collection

Access the Build Verity Collection page.

Build Verity Collection page

Use this page to define parameters for loading items into catalogs that the Verity search engine uses to search for PeopleSoft eProcurement requisition items.

Update/Reload Tree Table	Select to run the Load Tree Data process (PV_RUN_SRCH_UPDT). You can load tree data before or after you run the Build Verity Collection process.
Index Items with Vendors Only	Select to not index items that don't have an active item and vendor relationship.
Create New/Rebuild Collection	Select to create a brand new collection or rebuild an existing collection.
Update All Items for a Vendor	Select to allow data entry for the vendor setID and up to three specific vendor fields.
Update Specific SetID/Items	Select to allow data entry for the item setID and a specific range of items to update.
Process Online Updates	Select to immediately process all updates that have been processed online since the last Online Update Process or Daemon Update Process.
Collection Language	Select a language code. You can index Verity for each language, for example English, Spanish, or Dutch. This makes it possible to support multiple languages in one system.
Collection File Path	Enter the directory path where the collection will reside.
	Note. Select any path, but make sure that the collection is accessible to all applications servers and the process scheduler server running this process.
Path for Verity Style files	Enter where Verity style files are written and read.
Currency Code	Select a currency in which to build the collection. Currency conversion is performed during item search, and prices appear in their original currency in search results.
Chunk Size to Use for Indexing	Enter the number of rows to retrieve at one time when using the Verity Each Engine.

On the Process Scheduler Request page, select *Verity Search Indexing* (PV_SRCH_INDX).

Setting Up and Running the Verity Search Update Daemon Program

Access the Daemon Group page.

To setup the Verity Search Update Daemon Program:

1. Create a new Daemon group:

   a. Add a new Daemon Procedure Group: *PVDAEMON*.

   b. Select the Program Name: *PV_SRCH_DAEM*.

   c. Save the Daemon group.

2. Setup the Process Scheduler Server using PeopleTools, Process Scheduler, Servers:

   a. Select the process scheduler server to edit.

   b. On the Daemon tab, select the Daemon Group: *PVDAEMON*.

   c. Select the Daemon Enabled check box.

   d. Specify the Daemon Sleep Time.

   e. Save the changes.

3. Clear up the Process Scheduler cache and restart the process scheduler. The Daemon process starts automatically. You can view a log of the process on the Process Monitor - Server List page.

Setting Up and Using the Express Catalog

The express catalog enables you to index items directly from PeopleSoft Catalog Management tables. This precludes the requirement of running the Item Load process, making it easier to configure PeopleSoft eProcurement. This is particularly valuable to customers who do not use Peoplesoft Inventory or rely on Purchasing item attributes. The express catalog uses the Verity Search Engine to manage items.

To setup the express catalog, an administrator:

• Extracts data from PeopleSoft Catalog Management into eProcurement.

• Sets up requesters to browse, search, and select items from the express catalog.

• Uses express catalog items in rule-based security.

Express Catalog Load Processing

This diagram illustrates the flow for loading express catalog files when you are using PeopleSoft eProcurement or when you are using eProcurement along with Catalog Management:

PeopleSoft eProcurement Only

PeopleSoft Catalog Management and eProcurement

Catalog files, CUP, and xCML

eProcurement

Load data, attributes, and attachments to stage. Create categories and hierarchy (PV_CP_LOAD)

PV item load (PV_CP_ITM_LD)

Catalog files

Load data, attributes, and attachments. Create categories and hierarchy into CMS tables.

Load items into production

Catalog Management

Use Express Catalog — Yes → Load EOCM_GEN_TBL if Catalog Management is not installed.

Load Verity index PVCM_SRCH, where it does not exist in Item Master

Purchasing

SCAT

Verity collection source for all items

Modified existing PV PeopleCode

Item Price List Load PO_ITMLOAD

eProcurement

Load Item IN_ITMLOAD

Purchase order and inventory items created or updated

Inventory

Load Item IN_ITMLOAD

Item Description Page

Item Compare Page

Catalog Item List page

Load express catalog items process flow

When the system processes express catalog items, it:

1. Creates or updates the Verity search index from catalog management tables.

2. Uses the PV_SRCH_INDX record to initiate the creation or update of the index.

3. Call the Verity search index process only if the INSTALLATION_PV record indicates that the express catalog is being used.

4. Uses a date and time stamp to determine which rows to update in the Verity index.

You can run the create and update process using the Update Daemon Program, scheduled in batch or run ad hoc.

Pages Used to Setup and Use the Express Catalog

Page Name	Object Name	Navigation	Usage
eProcurement Installation Options	PV_INSTALLATION_PV	eProcurement, Procurement Application Admin, Maintain Overall System Options, eProcurement Installation Options	Use the Item Source Option field to identify whether the system should use the *Item Master,* the *Express Catalog*, or both when browsing or searching for items using PeopleSoft eProcurement.
eProcurement Business Unit Options	PV_BUS_UNIT_PM	eProcurement, Procurement Application Admin, Maintain Business Units, eProcurement Business Unit Options	Use the Item Source field to identify whether the system should use the Item Master, the express catalog, or both when browsing or searching for items within a business unit.
Procurement Catalog Load	PV_CP_IMPORT_RUN	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Import Item Catalog File	Use the Source field to add the *Express Catalog* as a load type if it has been selected on either the eProcurement Installation Options or the eProcurement Business Unit Options page. Use the Source field when you have loaded the express catalog, but later decide to load some of the items (by vendor) into Item Master tables.
			If PeopleSoft Catalog Management is not installed and you have selected the *Express Catalog* as a Source one of the options, select the Load to Express Catalog check box.
			Select the Index Items check box to also process the PV_SRCH_INDX record if you select the Run Item Load check box.

Page Name	Object Name	Navigation	Usage
Load Item Catalogs	PV_CP_ITM_LOAD	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Validate and Process Imported Items Click the Load Staged Item button.	Select the Load Express Catalog check box. The check box is available only if the item source for the installation options is *Express Catalog* and PeopleSoft Catalog Management is not installed. Select the Index Items check box to also process the PV_SRCH_INDX record if you select the Run Item Load check box. See Chapter 6, "Using PeopleSoft eProcurement with a Marketplace," Loading Marketplace Catalog Items Into PeopleSoft eProcurement, page 99.

CHAPTER 5

Integrating with PeopleSoft HRMS

This chapter provides an overview of PeopleSoft eProcurement and PeopleSoft Human Resources Management System (HRMS) integration and discusses how to:

• Prepare to use PeopleSoft HRMS integration.

• Set up PeopleSoft HRMS to PeopleSoft eProcurement synchronization application messages.

• Set up publish and subscribe rules for PeopleSoft Resource Management application messages.

Understanding PeopleSoft eProcurement and HRMS Integration

PeopleSoft eProcurement enables you to use employee information that is stored in the PeopleSoft HRMS database to create requesters and automatically update PeopleSoft eProcurement, based on changes to the employee data in the JOB table. The integration is accomplished with PeopleSoft Application Messaging, which enables you to subscribe to the JOB record change messages that are published by PeopleSoft HRMS. When changes are made to the record, they are published, and the PeopleSoft eProcurement system is updated automatically by the subscription to this message.

This diagram illustrates the steps for sending and receiving JOB record changes:
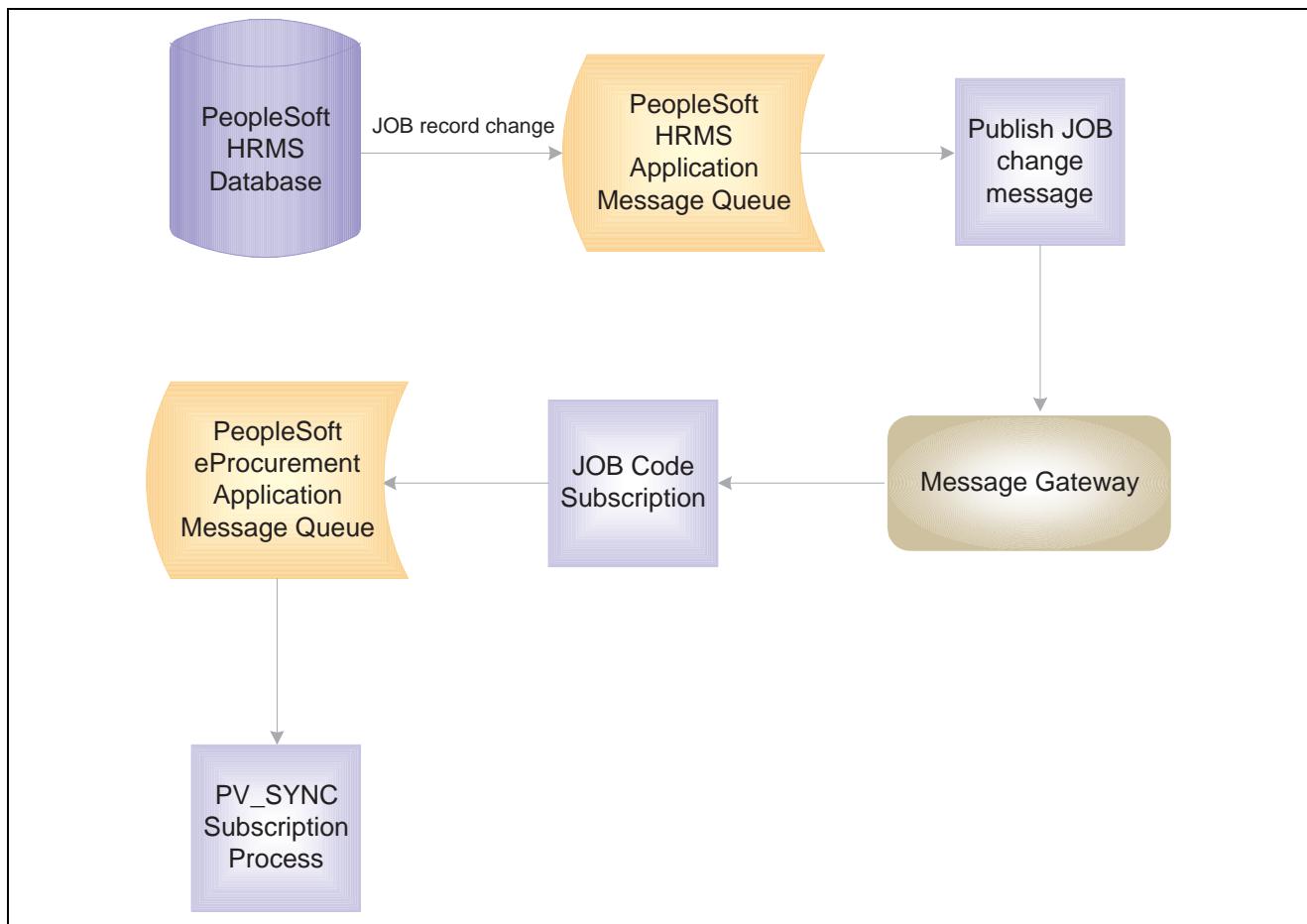
Process flow for PeopleSoft eProcurement integration with PeopleSoft HRMS

PeopleSoft HRMS publishes a message when a relevant change is made to the JOB record. PeopleSoft eProcurement contains a subscription message, WORKFORCE_SYNC, which reads data from PeopleSoft HRMS. The message contains the subscription PeopleCode program PV_SYNC, which reads the message data and initiates changes to PeopleSoft eProcurement based on that data.

PeopleCode can initiate any of the following actions:

New Hire

The new employee's employee ID (EMPLID) is added to the PeopleSoft eProcurement database. Also, a new PeopleSoft eProcurement requester is created, based on the new employee's job code (JOBCODE), and a new user is created in the PeopleSoft database with the roles that are defined by the employee's JOBCODE.

Change in Employee JOBCODE

Current roles for the employee are deleted from PeopleSoft eProcurement, and new roles are established based on the new JOBCODE.

Change in Employee Department

The default values in the records REQUESTOR_TBL and OPR_DEF_TBL_PM are changed to reflect the new value for the new department.

Change in Employee Business Unit

The employee is assigned a new or additional business unit. Changes are made to the operator (OPRID) values in the records OPR_DEF_TBL_PM, OPR_DEF_TBL_FS, and REQUESTOR_TBL. Typically the employee's department also changes, resulting in the updates that are noted under Change in Employee Department.

Employee Is Terminated, Inactivated, or Activated

When an employee is terminated or inactivated, the Account Locked Out? (ACCTLOCK) field is altered in the PSOPRDEFN table so that the employee is denied access to the PeopleSoft eProcurement database. If an inactive employee is activated, the same field is updated to enable access to PeopleSoft eProcurement.

Preparing to Use HRMS Integration

To set up PeopleSoft eProcurement to receive updates from PeopleSoft HRMS:

1. Define the message for publication.

2. Activate the message.

3. Define publication rules.

4. Define chunking rules.

5. Set up PeopleSoft HRMS to PeopleSoft eProcurement Synchronization Application Messages.

6. Set up publish/subscribe rules for PeopleSoft eProcurement application messages.

7. Activate the Full Sync Messages by running the following messages: JOBCODE_FULLSYNC, WORKFORCE_FULLSYNC, and (optional) PERSON_BASIC_FULLSYNC.

   These messages update these following PeopleSoft eProcurement tables: EE Personal Data (employee personal data) (PERSONAL_DATA), EE General Employment Data (EMPLOYMENT), and EE General Employment Data (EMPLOYMENT).

8. Assign roles to job codes on the Detail Jobcode/Role Definition page.

9. Run the PV_USERS process on the Load OprIDs and Roleusers (load operator IDs and role users) page.

10. Deactivate the Full Sync Messages.

11. Activate the Incremental Sync Publication Messages.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Setting Up HRMS to eProcurement Synchronization Application Messages

PeopleSoft eProcurement uses PeopleSoft Application Messaging to integrate employee tables with PeopleSoft HRMS application tables. The application messages are delivered with a status of *Inactive.* You must activate each application message before attempting to publish or subscribe to messages. The messages that are published by PeopleSoft HRMS must be activated in that database, and the messages to which PeopleSoft eProcurement subscribes must be activated in the PeopleSoft FDM database.

Before activating the application message, you must define the databases and routing in the system.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Setting Up Publish and Subscribe Rules for PeopleSoft Resource Management Application Messages

PeopleSoft eProcurement application messages are delivered with the status *Inactive.* PeopleSoft HRMS database information that is shared by PeopleSoft eProcurement in the PeopleSoft FDM database is updated properly when the appropriate messages are activated.

When updating information between databases, PeopleSoft Application Messaging imposes the following publish and subscribe rules:

• Full Table Publish

  This rule erases all data from the target table and replaces it with data from the source table.

• Incremental Table Publish

  This rule captures the addition, change, or deletion of data that is performed in the source database and either inserts a new row of data or deletes or updates the corresponding row of data in the target database.

PeopleSoft eProcurement subscribes to data changes from the PeopleSoft HRMS database. It does not publish to PeopleSoft HRMS (except for the ENTERPRISE_SETUP message). Also, PeopleSoft eProcurement does not subscribe to any full table data changes, but only to incremental target row data changes.

For example, PeopleSoft eProcurement subscribes to data from the HRMS JOB table. The JOB table populates with new data from the PeopleSoft HRMS JOB table, and the old data is deleted. The data from the JOB table is published in the WORKFORCE_SYNC message.

When using PeopleSoft Application Messaging, changes that are made in PeopleSoft HRMS update PeopleSoft eProcurement. For example, the WORKFORCE_SYNC message enables PeopleSoft HRMS to update the master list of employee job rows that is used by PeopleSoft eProcurement to build requesters. Various other messages enable PeopleSoft eProcurement to keep current with the changes that are made to the employee personal data, job, and other PeopleSoft HRMS tables.

Setting Incremental Table Publish Rules for PeopleSoft eProcurement

PeopleSoft eProcurement requires that the PeopleSoft HRMS Incremental Sync Publication Messages for PeopleSoft eProcurement have a status of *Active.* You must activate these messages in PeopleSoft HRMS so that they will publish to PeopleSoft eProcurement.

Note. The routing direction for all of the PeopleSoft HRMS messages to which PeopleSoft eProcurement subscribes must be—at a minimum— set to *Publish.* However, you might also have the routing direction set to *Publish/Subscribe,* depending other PeopleSoft HRMS applications that the organization has installed.

PeopleSoft HRMS Incremental Sync Publication Messages for PeopleSoft eProcurement

These messages are necessary for PeopleSoft eProcurement:

Message Name/Subscribe Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and enterprise integration point (EIP) Description
JOBCODE_SYNC	PUBLISH	PSFT_EP	PERSON_SETUP	JOBCODE_TBL: Master list of job codes.
PERSON_BASIC_ SYNC	PUBLISH	PSFT_EP	PERSON_DATA	PERSONAL_DATA, EMAIL_ADDRESSES, PERSONAL_PHONE, PERS_DATA_EFFDT, PERS_ND: List of employees and contractors with corresponding email addresses, phone numbers, and effective-dated history of changes to the PERSONAL_DATA record and national IDs.
WORKFORCE_ SYNC	PUBLISH	PSFT_EP	PERSON_DATA	EMPLOYMENT, JOB: Workforce data regarding each resource's employment and job.

PeopleSoft eProcurement Incremental Sync Publication Messages

Message Name /Subscribe Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and EIP Description
JOBCODE_ SYNC	SUBSCRIBE	PSFT_HR	PERSON_SETUP	JOBCODE_TBL: Master list of job codes.
WORKFORCE_ SYNC	SUBSCRIBE	PSFT_HR	PERSON_DATA	EMPLOYMENT, JOB: Workforce data regarding each resource's employment and job.

Setting Full Table Publish Rules for PeopleSoft eProcurement

PeopleSoft eProcurement is delivered with all Full Table Publish rules set to *Inactive*.

Note. The messages in the preceding tables should not be activated unless the organization is performing an initial implementation and no actual data exists in the PeopleSoft FDM database.

Warning! If you change the status of these messages to *Active,* the data in the PeopleSoft FDM database will be overwritten. Do not activate the FULL_SYNC versions of the messages in PeopleSoft HRMS or PeopleSoft FDM unless you intend to overwrite all the data in the target tables.

PeopleSoft HRMS to PeopleSoft eProcurement Full Sync Messages

PeopleSoft eProcurement maintains these messages with a status of *Inactive:*

Message Name/Publish Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and EIP Description
JOBCODE_ FULLSYNC	SUBSCRIBE	PSFT_EP	PERSON_SETUP	JOBCODE_TBL: Master list of job codes.

Message Name/Publish Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and EIP Description
PERSON_BASIC_ FULLSYNC	SUBSCRIBE	PSFT_EP	PERSON_DATA	PERSONAL_ DATA, EMAIL_ ADDRESSES, PERSONAL_ PHONE, PERS_ DATA_EFFDT, PERS_NID: List of employees and contractors with corresponding email addresses, phone numbers, and effective-dated history of changes to the PERSONAL_ DATA record and national IDs.
WORKFORCE_ FULLSYNC	SUBSCRIBE	PSFT_EP	PERSON_DATA	EMPLOYMENT, JOB: Workforce data regarding each resource's employment and job.

PeopleSoft eProcurement Full Sync Subscription Messages

Message Name/Subscribe Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and EIP Description
JOBCODE_ FULLSYNC	SUBSCRIBE	PSFT_HR	PERSON_SETUP	JOBCODE_TBL: Master list of job codes.

Message Name/Subscribe Rule ID	Routing Direction	Message Node	Message Channel	Records in Message and EIP Description
PERSON_BASIC_ FULLSYNC	SUBSCRIBE	PSFT_HR	PERSON_DATA	PERSONAL_DATA, EMAIL_ADDRESSES, PERSONAL_PHONE, PERS_DATA_EFFDT, PERS_NID: List of employees and contractors with corresponding email addresses, phone numbers, and effective-dated history of changes to the PERSONAL_DATA record and national IDs.
WORKFORCE_ FULLSYNC	SUBSCRIBE	PSFT_HR	PERSON_DATA	EMPLOYMENT, JOB: Workforce data regarding each resource's employment and job.

CHAPTER 6

Using PeopleSoft eProcurement with a Marketplace

This chapter provides an overview of the integration with a marketplace and PeopleSoft eProcurement, prerequisites, a list of common elements, and discusses how to:

- Integrate a marketplace with eProcurement.

- Load marketplace catalog items into eProcurement.

- Use price and availability checks.

- Send PeopleSoft eProcurement purchase orders to a marketplace.

Understanding the Integration Between a Marketplace and PeopleSoft eProcurement

A marketplace is an electronic trading community in which buyers and sellers use a common internet portal. Integrating the PeopleSoft eProcurement system with marketplace suppliers enables you to review the latest supplier catalogs and prices in a marketplace, and then download these catalogs into eProcurement. When you connect a marketplace with eProcurement, you can:

- Load or update items from a marketplace into eProcurement catalogs and use these items on eProcurement requisitions and purchase orders.

- Pass purchase orders created in PeopleSoft eProcurement to a marketplace where suppliers receive the orders and review them.

- Pass the supplier's response to the purchase order from a marketplace to eProcurement.

  In a marketplace, the supplier responds by accepting or rejecting the purchase order. This response is passed to PeopleSoft eProcurement where it is inserted in the PO Dispatch Message Log page. The status of the PO in eProcurement changes to *Dispatched.*

- Use the price check feature in PeopleSoft eProcurement to update an item's price to match the current price in a marketplace.

  Users receive the latest price for an item. This is especially important when prices fluctuate frequently.

- Use the availability check feature in PeopleSoft eProcurement to update an item's available quantity to match the supplier's available quantity in a marketplace.

  Users know before submitting an order whether stock is currently available.

- Use the order status feature in PeopleSoft eProcurement to request the current status of the purchase orders they submit to a marketplace.

Note. Not all suppliers may support all features of this integration. For example, availability check is not going to work unless the supplier has integrated their inventory system with a marketplace.

Loading Marketplace Items into PeopleSoft eProcurement

After you set up connections to a marketplace, you can load items from marketplace catalogs into PeopleSoft eProcurement. These marketplace items can be entered on eProcurement requisitions and purchase orders. You can also update prices and check available quantities for marketplace items in PeopleSoft eProcurement. After you load the items, you should schedule regular updates to capture changes such as price changes, discontinuation of items, or addition of new items.

This diagram illustrates the process of loading marketplace items into PeopleSoft eProcurement:

Market-place

CUP File in Microsoft Access

Export CUP Data process

Three flat files:
product file
price file
attachment file

Import CUP File process

eProcurement tablle

Validate data using the pages:
Edit CUP Item Categories
CUP Item Status
CUP Item Categories

Load Marketplace Items process

PO Item Staging tables:

Production tables:

Item Loader process

Launched by
Load Marketplace Items
process

Load Item Stage process

Launched by
Load Marketplace Items
process

Load marketplace items into PeopleSoft eProcurement process flow

Prerequisites

Before integrating a marketplace with eProcurement, all marketplace suppliers to be used in eProcurement must be set up as PeopleSoft eProcurement vendors.

Common Elements Used in This Chapter

Item SetID	The setID that should be used when these items are added to the PeopleSoft Item Master table.
SetID	The setID associated with the vendor that you are linking to a marketplace supplier.
Supplier ID	The supplier ID in a marketplace.
Return to Administer Procurement	Click to access the Administer Procurement Main page. This link is available on multiple eProcurement pages.

Integrating a Marketplace with PeopleSoft eProcurement

To set up linked suppliers for a marketplace, use the Linked Supplier component.

This section discusses how to:

- Set up the connection to a marketplace.
- Set up marketplace suppliers.
- Define supplier properties.
- Set up marketplace buyers.
- Define buyer options.
- Determine setIDs defined as marketplace buyers.
- Use marketplace EIPs.

Pages Used to Integrate a Marketplace with PeopleSoft eProcurement

Page Name	Object Name	Navigation	Usage
Linked Supplier Setup	PV_MS_SEC_SUPPLIER	eProcurement, Procurement Application Administration, Maintain Merchant Integration Click the Linked Suppliers link.	Setup marketplace suppliers to PeopleSoft vendors.
Supplier Properties	PV_MS_SEC_SUP_NV	Click the Supplier Properties link on the Linked Supplier Setup page.	Define supplier properties.
Marketplace Buyer Setup	PV_MS_SEC_BUYER	Click the Marketplace Buyers link on the Maintain Merchant Integration page. Select the Buyer Setup tab.	Set up marketplace buyers so that purchase orders, responses, and other information can be exchanged.
Marketplace Buyer Options	PV_MS_BUYER_OPT	Click the Marketplace Buyers link on the Maintain Merchant Integration page. Select the Buyer Options tab.	Set up buyer options. Test the connection and view transmission logs between PeopleSoft eProcurement and a marketplace. Test the sending and receiving of information including: purchase orders, price checks, availability checks, and order status checks.

Setting Up the Connection To a Marketplace

To set up the connection between PeopleSoft eProcurement and a marketplace:

1. Set up the Application Message Gateway nodes and note the address.

   When a supplier accepts or rejects a purchase order through a marketplace, the system posts an XML document to PeopleSoft eProcurement. The system then changes the purchase order's status to *Dispatched;* and inserts the supplier's response in the PO Dispatch Message Log page. If the supplier rejects the order, you must cancel the original PO and create a new one.

2. Add a marketplace supplier as PeopleSoft vendors, using the Vendor Information component.

3. Set up marketplace suppliers as eProcurement vendors, using a marketplace Supplier Setup page.

4. Use the Marketplace Buyers - Buyer Setup page to link the setID used in the PeopleSoft eProcurement record group as a buyer in a marketplace, and enter the internet address of the Application Message Gateway node on this page.

Note. All transactions for PeopleSoft eProcurement are stored within business units. These business units are linked to the record group eProcurement (PV_01) using a setID on the Table Control - Record Group page. In order to pass transactions to a marketplace, the setIDs used must be defined as a marketplace buyer using the Marketplace Buyers - Buyer Setup page.

---

5. Synchronize shared data that is transferred between PeopleSoft eProcurement and a marketplace.

    To prevent validation errors during the transfer of data between PeopleSoft eProcurement and a marketplace, ensure that common control data is identified by the same codes. This common data includes units of measure, currency codes, country codes, language codes, and so on.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information"

Setting Up Marketplace Suppliers

Access the Linked Supplier Setup page.

Linked Supplier ID	Enter a 64-bit universally identifier for a marketplace trading partner. A trading partner is a buyer or seller in a marketplace. Supplier participant ID's are defined within a marketplace and cannot be changed. The system uses ID's to identify the supplier of an item when transferring information between a marketplace and eProcurement. This is a required field.
Linked Supplier Name	Enter the name of the supplier.
Buyer Account Code	The code used by a marketplace supplier to identify the PeopleSoft eProcurement buyer.
EDX PO Dispatch Type (electronic data transfer purchase order dispatch type)	Select the dispatch type for use with the connection method. After shopping with a supplier the system uses this type to source the PO to the supplier.
PO Dispatch Node (purchase order dispatch node)	Select the node to be used for the dispatch type.
Direct Connect Method	Select the direct connect method you want to use to do business with the vendor that you selected.
Direct Connect Node	Select the node that you want to use to link to the vendor. Use the Integration Broker Node Definition link to create a node and its characteristics.

Defining Supplier Properties

Access the Supplier Properties page.

Load Direct Connect Properties	Click to load property values for the direct connect method you selected. For example if the supplier uses PunchOut and you selected that method, then the system loads the properties defined for PunchOut.
Property Name	Enter a property name. This is an attribute of an object that you use to control the authentication and behavior of the object. For example, you

can define passwords, keywords for searches, and view and edit properties for the method. You create properties using PeopleCode.

Before defining properties, you should have already discussed descriptions for the fields with the supplier. For example, the authentication paths should be familiar to you, because the supplier should have communicated the values they require for these paths in the XML.

Property Value   Displays the property's description.

Setting up Marketplace Buyers

Access the Marketplace Buyer Setup page.

Define a marketplace buyer for each setID used to link a business unit to the PeopleSoft eProcurement record group PV_01.

Marketplace URL   The marketplace internet address used by PeopleSoft eProcurement
(marketplace uniform   to pass XML documents including; purchase orders, order status
resource locator)   checks, and price and availability checks.

Marketplace Partner ID   Enter a 64-bit identifier assigned to every marketplace enterprise-level
                              trading partner. Participant IDs are defined by a marketplace
                              supplier and cannot be modified.

Buyer User ID   Enter a user ID that enables the trading partner to gain access to a marketplace.
                              PeopleSoft eProcurement is a trading partner with marketplace suppliers.

Buyer Password   Enter the buyer's password.

Gateway URL(gateway   The PeopleSoft gateway internet address to which it sends suppliers'
uniform resource locator)   responses. After these responses (which are formatted as XML
                              documents) arrive at the PeopleSoft gateway, the system launches
                              PeopleCode to update PeopleSoft eProcurement.

Defining Marketplace Buyer Options

Access the Marketplace Buyer Options page.

Note. In order for you to have read or write access to the log files, the log file location must be accessible by the application server, process scheduler server, and the client. Write access should be granted to the application server and the process scheduler server. The client servers should have read access.

Log Files

File Type   To view a log file, select the type of log file that you want. Values are:

                              Price Check: File generated when PeopleSoft eProcurement users update
                              an item's price to match the current price in a marketplace. Launch this
                              action by clicking the Check Price and Availability button on the Search
                              Catalog - Item Description page. You can launch this action using the
                              Test Marketplace Connectivity section of this page.

Availability Check: File generated when PeopleSoft eProcurement users compare the supplier's available quantity to the requisition quantity. If the quantity requested exceeds the available quantity, a message appears giving the user an opportunity to change the requisition quantity. Launch this action by clicking the Check Price and Availability button on the Search Catalog – Item Description page. You can launch this action using the Test Marketplace Connectivity section of this page.

Order Status Check: File generated when PeopleSoft eProcurement users request the current status of the purchase orders they submitted to a marketplace. Launch this action by clicking the Get Market Order Status button on the PO Dispatch Message Log page or selecting the Run Order Status Check on the Process Marketplace Orders Process page. You can launch this action using the Test Marketplace Connectivity section of this page.

Purchase Order: The file generated when purchase orders created in PeopleSoft eProcurement are transmitted to a marketplace. You can launch this action by running the Process Marketplace Orders Process.

View Request   Select to review the log file generated when sending the data transmission to a marketplace. This XML data can be used to help debug problems with transmitting data to a marketplace. The type of log file is based on the selection in the File Type field. The system shows the last transmission of this file type located in the directory entered in the Log File Location field.

View Response   Select to review the log file generated when a marketplace sends a response to PeopleSoft eProcurement. This XML data can be used to help debug problems with transmitting data from a marketplace. The type of log file that appears is based on the selection in the File Type field. The system shows the last transmission of this file type located in the directory entered in the Log File Location field. If you select the file type *Purchase Order*, the log file does not contain any information since the purchase order action is an asynchronous transmission and no response is received from a marketplace.

Test Marketplace Connectivity

Price   Select to launch a price check, which instantly updates an item's price to match the current price in a marketplace. The item entered in the Item ID field is used for this price check. The system generates a transmission log and stores it in the directory entered in the Log File Location field.

Availability   Select to launch an availability check, which retrieves the supplier's available quantity from a marketplace. The item entered in the Item ID field is used for this availability check. A transmission log is generated and stored in the directory entered in the Log File Location field.

Status   Select to launch an order status check, which retrieves the current status of purchase orders within a marketplace. The PO entered in the Purchase Order field is used for this order status check. A transmission log is generated and stored in the directory entered in the Log File Location field.

See Also

Determining SetIDs Defined as Marketplace Buyers

The Marketplace Buyers component enables you to define and test the connection to a marketplace. The PeopleSoft eProcurement application is defined as a buyer within a marketplace, so that information can be exchanged.

The setID defines a marketplace buyer. If you have multiple business units for PeopleSoft eProcurement, you might have multiple marketplace buyers.

To determine the setIDs that must be defined as marketplace buyers:

1. Identify the Purchasing business units that are used to record PeopleSoft eProcurement purchase orders that are passed to a marketplace.

2. Access the Tableset Control - Record Group page.

   In the Set Control Value field, enter in the business unit. On the Tableset Control - Record Group page look up the setID used for the eProcurement record group. The record group ID is PV_01.

3. Use the Marketplace Buyers - Buyer Setup page to define a buyer for this setID.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options," Creating Business Unit Options

Using Marketplace EIPs

To support integrated implementations in which you use a third-party system to acquire goods and services, PeopleSoft eProcurement provides these enterprise integration points (EIPs):

• PV_AVAIL_CHECK_REQ:

   Checks for the availability of items with a supplier.

• PV_AVAIL_CHECK_RESP:

   The supplier responds with the availability of the items.

• PV_MS_RESP_MSG:

   PeopleSoft eProcurement PO response from a marketplace.

• PV_ORD_STS_REQ:

   Checks the order status with the external system.

• PV_ORD_STS_RESP:

   PeopleSoft eProcurement receives the order status from an external system.

• PV_PRICE_CHECK_REQ:

   Checks prices available from the marketplace supplier.

- PV_PRICE_CHECK_RESP:

    Receives updated prices from the marketplace supplier.

Setting Up a Marketplace

This section provides prerequisites for setting up a marketplace and discusses how to:

- Set up the gateway for a marketplace.

- Set up a marketplace connection code with order and PO response transactions.

- Set up the local node with order and PO response transactions.

- Set up the order relationship.

- Set up the PO response relationship.

Prerequisites for Setting Up a Marketplace

This section provides the steps for establishing a marketplace connection using PeopleSoft Integration Broker. To begin:

1. Install the marketplace connection files by running the self-extracting zip MPC-IB.exe file.

2. Select the Overwrite files without prompting check box.

3. Extract the file to the C:\PT8.44\webserv\peoplesoft\applications\ peoplesoft\PSIGW\WEB-INF directory.

4. Replace PT8.44 with a user-defined PeopleTools installation directory.

5. Configure the WebLogic environment by:

    a. Verifying that the web server has been stopped.

    b. Adding the marketplace connection files to the class path in the C:\PT8.44 \webserv\peoplesoft\setEnv.cmd directory.

    In the :setEnv section of the setEnv.cmd file, add the following lines:

    SET MPC_LIB=C:\PT8.44\webserv\peoplesoft\applications\ peoplesoft \PSIGW\WEB-INF\lib\mpc

    Make sure this one line with no returns in the line. SET MPC_CP=%MPC_LIB% \bussdocs.jar;%MPC_LIB%\ccs_dir.jar;%MPC_LIB%\ccs_event.jar;%MPC_LIB%\ccs_ util.jar;%MPC_LIB%\ccs_xdk.jar;%MPC_LIB%\ent_misc.jar;%MPC_LIB%\xcbl30.jar;C: \PT8.44\webserv\peoplesoft\applications\peoplesoft\PSIGW\WEB-INF\classes\com \peoplesoft\pt\integrationgateway\targetconnector\mpc.

    Then add the value %MPC_CP% into the CLASSPATH. The last SET line should look similar to: SET CLASSPATH=%MPC_CP%;% PSCLASSPATH%;%JAVA_HOME%\lib\tools.jar;%WL_ HOME%\lib\weblogic_sp.jar;%WL_HOME%\lib\weblogic.jar;%CLASSPATH%

6. Configure the integration gateway properties by:

    a. Searching for the *ig.log.level* property and setting the level to 4.

      b.   Editing the file: C:\PT8.44\webserv\peoplesoft\applications\ peoplesoft\PSIGW \WEB-INF\integrationGateway.properties.

           Configure the ig.isc properties. You can control the logging level with the *ig.log.level* property.

      c.   Entering these marketplace connection attributes if you require their functionality:

           ig.mpc.validateSchema: This true/false option enables users to ensure that values in the XML document are valid in the xCBL schema. As a default value, the schema is validated. If special character functionality is enabled, schema validation is disabled automatically.

           ig.attachmentDir: This directory holds attachments for the marketplace connection. Use this directory: \bea\wlserver6.1\config\ peoplesoft\applications\PSIGW\WEB-INF\classes \com\peoplesoft\pt\integrationgateway\targetconnector\mpc\attachments

           *ig.mpc.asciiTypesFile:*This file holds information on whether a file should be transferred as binary or ASCII file for attachments. Use the file: \bea\wlserver6.1\config\peoplesoft\applications\PSIGW \WEB-INF\ classes\com\peoplesoft\pt\integrationgateway\targetconnector\mpc\ascii_types.txt

           *ig.mpc.checkSpecialChars:*If Spanish, French, or other non-7bit characters are to be checked, set this value to true.

           ig.mpc.specialCharFile: This file contains number codes for the special characters. Use the file: \bea\wlserver6.1\config\peoplesoft\ applications\PSIGW\WEB-INF\classes\com \peoplesoft\pt\integrationgateway\targetconnector\mpc\special_characters.txt

           This example illustrates the previous steps. You must use forward slashes (/) instead of backslashes (\).

```
ig. ig.mpc.validateSchema=false
mpc.attachmentDir=c:/bea/wlserver6.1/config/peoplesoft/applications/PSIGW/WEB-INF/cl
ig.mpc.asciiTypesFile=c:/bea/wlserver6.1/config/peoplesoft/applications/PSIGW/WEB-IN
ig.mpc.checkSpecialChars=true
ig.mpc.specialCharFile=c:/bea/wlserver6.1/config/peoplesoft/applications/PSIGW/WEB-I
```

7.   Add the marketplace certificate.

    In order for the PeopleSoft Integration Broker gateway to make HTTP calls, the certificate of the server you are connecting to must be in a list of trusted certificate authorities. In addition, the host name in the URL must match the host name on the certificate. Obtain the marketplace CA certificate (with a .cer extension) and run the following lines from the command prompt:

    C:\PT8.44\webserv\peoplesoft\pskeymanager.cmd –import Alias: eScout_CA.cer Name: eScout_CA.cer

    C:\PT8.44\webserv\peoplesoft\pskeymanager.cmd –import Alias: wbmQA_ cert.cer Name: wbmQA_cert.cer

8.   Configure the PO response listening connector servlet.

    In order to receive PO responses from the marketplace, you use a servlet for the listening connector. To set this up, edit the \bea\wlserver6.1\config\peoplesoft\ applications\PSIGW\WEB-INF\web.xml file. Under the <web-app> tag, next to the rest of the <servlet> tags, add the following lines:

```
<servlet>
        <servlet-name>MarketSiteListeningConnector</servlet-name>
        <servlet-class>com.peoplesoft.pt.integrationgateway.listeningconnector.Mar
  </servlet>
```

Then with the rest of the <servlet-mapping> tags, add the following:

```
<servlet-mapping>
                <servlet-name>MarketSiteListeningConnector</servlet-name>
                <url-pattern>/MarketSiteListeningConnector/*</url-pattern>
        </servlet-mapping>
```

9. Start the web server, app server, and Process Scheduler.

   If WebLogic is being started as a service, then you must uninstall the service, then
   reinstalled it for the *setEnv.cmd* changes to take effect.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Pages Used to Set Up a Marketplace

Page Name	Object Name	Navigation	Usage
Gateways	IB_GATEWAY	PeopleTools, Integration Broker, Gateways	Set up the gateway for a marketplace.
Node Info	IB_NODE	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Integration Broker Node Definitions, Node Info	Set up a marketplace connection code with order and PO response transactions.
Nodes	IB_RELATIONSHIP	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Merchant Profile, Integration Broker Relationships, Nodes	Set up the local node with order and PO response transactions, set up the order relationship, and set up the PO response relationship.

Setting Up the Gateway for a Marketplace

Access the Gateways page.

Gateways page

To set up the gateway:

1. Click the Search button for a list of gateway IDs and select *LOCAL*.

    Or you can also use the Gateway Integration ID field, to enter: *http://<host>:<port> /PSIGW/PeopleSoftListeningConnector.*

2. Click the Load button and verify that the MarketSiteTargetConnector is available.

Setting up a Marketplace Connection Node with Order and PO Response Transactions

Access the Node Info page.

To set up a marketplace connection node with order and PO response transactions:

1. Select the Add a New Value tab.

2. Enter *PV_MPC_NODE,* and click Add.

3. Enter a Description of *MarketSite Node.*

4. Select *External* in the Node Type field.

5. Select *Explicit* in the Routing Type field.

6. Select *None* in the Authentication field.

Select the Connectors tab.

1. Select *MARKETSITECONNECTOR* in the Connector ID field.

Three properties appear in the Properties section.

2. Enter the marketplace URL in the Value field for the primary URL property.

3. Click Save.

Select the Transactions tab.

1. Click the Add Transaction button to create the order transaction.

   The Node Transactions page appears. The Node Name uses a default value to
   the current node *(PV_MPC_NODE).*

2. Select *Outbound Asynchronous* in the Transaction Type field.

3. Select *PV_ORDER* in the Request Message field.

4. Select *VERSION_1* in the Request Message Version field.

5. Click Add, and set the Status field to *Active.*

6. Click the Return to Transaction List link on the right side of the page.

   Now, you create the Order Response transaction using the same steps:

   a. Click the Add Transaction button to create the Order Response transaction.

       The Node Name default value is to the current node *(PV_MPC_NODE).*

   b. Select *Inbound Asynchronous* in the Transaction Type field.

   c. Select *PV_MS_RESP_MSG* in the Request Message field.

   d. Select *VERSION_1* in the Request Message Version field.

   e. Click Add, and set the Status field to *Active.*

7. Click the Return to Transaction List link on the right side of the page.

   Again, you create another Order Response transaction using the same steps:

   a. Click the Add Transaction button to create the Order Response transaction.

       The Node Name default value is to the current node *(PV_MPC_NODE).*

   b. Select *Inbound Asynchronous* in the Transaction Type field.

   c. Select *PV_MS_XCBL_POR* in the Request Message field.

   d. Select *VERSION_1* in the Request Message Version field.

   e. Click Add, and set the Status field to *Active.*

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Setting Up the Local Node with Order and PO Response Transactions

Access the Node Info page.

To set up the local node with order and PO response transactions:

1. Select a local node, such as *PSFT_EP*.

2. Select the Transaction tab, and click the Add Transactions button to create an outbound order.

3. Select *Outbound Asynchronous* in the Transaction Type field, *PV_ORDER* in the Request Message field, and *VERSION_1* in the Request Message Version field.

4. Click Add to access the Transaction Details page.

5. Set the Status to *Active* and the Routing Type to *Explicit.*

6. Click Save, and then click the Return to Transaction List link.

Setting up the Order Relationship

Access the Nodes page.

To set up the relationship for the *PV_ORDER_REL* order:

1. Click the Add a New Value tab.

2. Enter *Purchase Order Relationship* in the Description field.

3. Select *Active* in the Relationship Status field, *PSFT_EP* in the upper Node Name field and *PV_MPC_NODE* in the lower Node Name field.

4. Click Save and the Trans Modifier tab appears.

5. Click the Add Transaction Modifier link and select these values for these Trans Modifier page fields:

   a. Relationship ID: *PV_ORDER_REL.*

   b. Initial Node: *PV_MPC_NODE.*

   c. Transaction Type: *OA.*

   d. Request Message Name: *PV_ORDER.*

   e. Source Request Message Version: *VERSION_1.*

   f. Result Node: *PV_MPC_NODE.*

   g. Request Message Name: *PV_ORDER.*

   h. Target Request Message Version: *VERSION_1.*

6. Click Add, and the Transaction Details page appears.

7. Select *Active* in the Status field, *OA* in the Transaction Type field, and *PV_ORD_ TXFR* in the Transformations Request field.

8. Click Save.

See Also

Setting up the PO Response Relationship

Access the Nodes page.

To set up the relationship for the *PV_POR_REL* order:

1. Click the Add a New Value tab.

2. Enter *POR Relationship / Transform* in the Description field.

3. Select *Active* in the Relationship Status field, *PV_MPC_NODE* in the upper Node Name
   field and *PSFT_EP* in the lower Node Name field.

4. Click Save, and the Trans Modifier tab appears.

5. Click the Add Transaction Modifier link and select these values for these Trans Modifier page fields:

   a. Relationship ID: *PV_POR_REL*.

   b. Initial Node: *PV_MPC_NODE*.

   c. Transaction Type: *IA*.

   d. Request Message Name: *PV_MS_XCBL_POR*.

   e. Source Request Message Version: *VERSION_1*.

   f. Result Node: *PV_MPC_NODE*.

   g. Request Message Name: *PV_MS_RESP_MSG*.

   h. Target Request Message Version: *VERSION_1*.

6. Click Add, and the Transaction Details page appears.

7. Select *Active* in the Status field, *IA* in the Transaction Type field, and*PV_FIX_PORX3*
   in the Transformations Request field for xCBL 3.0.

   If you are using xCBL 2.x, select *PV_FIX_PORX2*.

8. Click Save.

See Also

Loading Marketplace Catalog Items Into PeopleSoft eProcurement

This section provides catalog item load steps and discusses how to:

• Extract data from a CUP file.

• Export CUP data.

• Load CUP files.

• Define item import defaults.

• Correct inventory item load errors.

• Validate and process imported items.

• Edit imported item categories.

• Maintain imported item statuses.

• Load marketplace items into PeopleSoft item tables.

• Load marketplace items.

• Download item attachments.

Catalog Item Load Steps

To load marketplace catalog items into PeopleSoft eProcurement:

1. Download the supplier's latest CUP (Catalog Update process) file using the instructions on the marketplace's website.

   The machine on which you run the Export CUP Data process must have Microsoft Data Access Components installed.

2. Navigate to the ps_home\setup folder, and run the program *mdac_typ.exe*.

3. Install the Microsoft Data Access Components.

4. Extract and export information from the Microsoft Access database to flat files, using the PeopleSoft eProcurement Export CUP Data process (PS_CUP_EXPORT.EXE).

   Note. This process builds one to three flat files: a product file containing item information; a price file containing pricing information, and an attachment file containing a cross-reference to the item images and attachments.

5. Import the product and price files to PeopleSoft eProcurement, using the Import CUP File process (PV_CP_IMPORT_RUN).

   This Application Engine process loads the product and price flat files into the PV_CP_LOAD and PV_CP_CAT_TMP staging tables. The attachment file is loaded into the PV_CP_ITM_XREF table.

6. Use the Validate and Process Imported Items page to validate the CUP file data in the staging tables, adding or changing information as necessary.

7. Use the Edit CUP Item Categories page Edit CUP Item Categories page to review any new item categories added for the items loaded from a marketplace.

   Each new item category requires a default account (the top level of the PeopleSoft ChartFields). This account is used to record the accounting entries created by ordering items in this item category.

8. Review the CUP status of the item on the CUP Items Status page, and correct any errors.

9. Run the Load Marketplace Items process (PV_CP_ITM_LOAD).

   This process loads items with a status of *Ready to Build Items* (new items) or *Already Exists* (update existing items) from the staging tables into the PeopleSoft Item Master tables.

10. Use the Data Definition Maintenance page to review any errors for items that were not loaded properly.

    Select the ITEM transaction type and enter the setID for the items. Select the stage table option with an *Error* status, then click the Query button. Any errors appear at the bottom of the page.

11. Go to the eProcurement Installation Options page after you have successfully loaded the items.

    If the Catalog Search Type field is populated with *FSE,* run the Item Search Update process. If the Catalog Search Type field is populated with *VSE*, run the Build Verify Search Collection process (PV_SRCH_RUN_INDEX).

Note. When you select the search catalog method of *FSE*, a different index table is used during requisition entry to search for all available items. By running the Item Search Update process, you are updating this index table with the new items. It is important to run this process whenever you add or change any items in PeopleSoft eProcurement.

See Also

Pages Used to Load Marketplace Catalog Items Into PeopleSoft eProcurement

Page Name	Object Name	Navigation	Usage
Export CUP Data	PS_CUP_EXPORT	On a machine with access to the process scheduler server, navigate to Start, Programs, PeopleSoft Applications, CUP Item Export.	Extract data from a CUP file (which resides in the Microsoft Access database) and store this information in flat files.
Procurement Catalog Load	PV_CP_IMPORT_RUN	eProcurement, Procurement Application Admin, Maintain Merchant Integration Click the Import Item Catalog File link.	Import CUP files by loading data from the flat files created by the Export CUP File process into the PeopleSoft eProcurement tables.
Define Item Import Defaults	PV_CP_RUN_DEFAULTS	Click the Import Item Catalog File link and select Item Defaults.	Define item import defaults.
Data Def Maint	EO_EIP_CTL_MAINT	Click the Correct Item Load Errors link.	Correct inventory item load errors.
Validate and Process Imported Items	PV_CP_PROCESS	Click the Validate and Process Imported Items link.	Validate and process imported items loaded by the Import CUP File process page into the staging tables PV_CP_LOAD and PV_CP_CAT_TMP.
Edit Imported Item Categories	PV_CP_CATEGORIES	Click the Validate and Process Imported Items link. Click the Categories link.	Edit imported item categories for the items loaded from a marketplace.
Imported Item Status	PV_CP_STATUS	Click the Validate and Process Imported Items link. Click the View Items link.	Maintain CUP item statuses in the PV_CP_LOAD and PV_CP_CAT_TMP staging tables, correct errors, add more details, and change the item status.
Load Item Catalogs	PV_CP_ITM_LOAD	Click the Validate and Process Imported Items link. Click the Load Staged Item button.	Load marketplace items into PeopleSoft item tables. The data is loaded from the PV_CP_LOAD and PV_CP_CAT_TMP staging tables to the production tables for PeopleSoft items.

Extracting Data From a CUP File

The CUP file that you download from a marketplace resides in a Microsoft Access database. The Export CUP Data process (PS_CUP_EXPORT.EXE) uses SQL (structured query language) statements to retrieve the necessary data from the Microsoft Access database. This process builds three flat files—a product file containing item information, a price file containing pricing information, and an attachment file containing information on each item's attachments.

Not all data in the CUP file is retrieved; only the information needed by PeopleSoft. This Visual Basic (VB) program is delivered with PeopleSoft eProcurement.

PeopleSoft retrieves the following information from a CUP file:

Item Information (Product File)

Table	Field	Data Retrieved
Cup_CatUpdate	CreateDate	The item's creation date.
	Cup_SupplierPartnerID	The supplier's identification code.
	EffectiveDate	The item's effective date.
Cup_Partner	TPName	The buyer's trading partner identification.
Cup_PartUpdate	Cup_PartUpdateID	The part update identification code.
	ActionCode	The code identifying the action to be performed on this item. The options are: *A* (add a new item); *D* (delete an item); or *M*(modify an existing item).
	PartNum	The item's part number.
	PartNumExt	The part number extension.
	UOM	The unit of measure in which the item is purchased.

Table	Field	Data Retrieved
Cup_PartUpdateCommodity	CatLevel1, CatLevel2, CatLevel3, and CatLevel4.	The description of the UN/SPSC codes assigned to the item in the AcctLevel1, AcctLevel2, AcctLevel3, and AcctLevel4 fields. The first 30 characters of this field are used for the item category description in the PeopleSoft table ITM_CAT_TBL.
	AcctLevel1, AcctLevel2, AcctLevel3, and AcctLevel4.	The four levels of UN/SPSC codes for the item. These codes are used to categorize the items within a catalog (PeopleSoft tree). All four levels are mandatory; if they are not already in the CUP file, enter them manually on the CUP Item Categories page.
Cup_PartUpdateDesc	ShortDesc	The short description for the item. The value in this field is used to populate several item description fields in PeopleSoft's item tables, including DESCRSHORT (first 10 characters), DESCR (first 30 characters), DESCR60 (first 60 characters), and DESCR_254MIXED (254 characters).
	LongDesc	A longer description for the item that is loaded into the PeopleSoft eProcurement cross-reference table, PV_CP_ITM_XREF. This description appears on the Search Catalog – Item Description page and on the Requisition Summary – Item Description page.
Cup_PartUpdateInfo	MfrPartNum	The manufacturer's part number for the item.
	MfrName	The item manufacturer's name.
	LeadTime	The lead time required to deliver the item.
	UnitPrice	The item's price per unit.

Table	Field	Data Retrieved
Cup_Price	CurrencyCode	The currency in which the item's base price is expressed.
	QtyMin	The minimum quantity of the item that can be purchased.

Pricing Information (Price File)

Table	Field	Data Retrieved
Cup_CatUpdate	Cup_SupplierPartnerID	The supplier's identification code.
Cup_Partner	TPName	The buyer's trading partner identification.
Cup_PartPrice	ActionCode	The action to be performed on this item. The options are: *A* (add a new item); *D* (delete an item); or *M* (modify an existing item).
	PartNum	The item's part number.
	PartNumExt	The part number's extension.
	UOM	The unit of measure in which the item is purchased.
Cup_Price	UnitPrice	The item's price per unit.
	CurrencyCode	The currency in which the item's base price is expressed.
	EffectiveDate	The item's effective date.
	ExpireDate	The item price's expiration date.
	QtyMin	The minimum quantity of the item that can be purchased.

Note. The item's long description is loaded from the CUP file into a cross-reference table called PS_PV_CP_ITM_XREF, and the item's image is loaded into a web server directory. The description and image both appear when you view the item in PeopleSoft eProcurement.

Exporting CUP Data

Access the Export CUP Data page.

Input Access Database (CUP File)

Input Access Database (CUP File) (input access database (Catalog Update process file))	Enter the directory path and file name of the CUP file that you downloaded from a marketplace.

Output Text Files

Products	Enter the directory path and file name of the product file that you want to create. This product file contains all additions or changes to the item's definition. Create this file in a directory that is accessible to the process scheduler server.
Prices	Enter the directory path and file name for the price file that you want to create. The price file contains all changes to the price of the item. If you are downloading items for the first time, there aren't any price updates and this file does not exist. Create this file in a directory that is accessible to the process scheduler server.
Attachments	Enter the directory path and file name of the attachment file that you want to create. This file does not contain the actual attachments (that is, images, blueprints, and so forth), but only the file names and extensions of each attachment. The actual attachments are downloaded in a separate step. This attachment file cross-references the names and extensions of each attachment to the corresponding item ID. To create this file, you must have an entry in the Products field. Create this file in a directory that is accessible to the process scheduler server.
Export Data	Click to launch the Export CUP Data process.

Loading CUP Files

Access the Procurement Catalog Load page.

Note. The product and price files are loaded into the staging tables PV_CP_LOAD and PV_CP_CAT_TMP. This process adds certain defaults that were not in marketplace catalog tables to required fields in PeopleSoft's Item tables. The attachment file is loaded into the table PV_CP_ITM_XREF.

Import Catalog Items

Source	Enter the source that provides the data.

Product File   Enter the location and name of the flat file containing the item details. The product file must be accessible from the process scheduler server.

Attachment File   Enter the location of a file you want to attach. PeopleSoft enables you to store and retrieve attachments to a server. The file can be a Microsoft Word file or Excel spreadsheet for example. Requesters and buyers can view these attachments. The attachment is automatically added to the PO that is created from the requisition and can be sent to the vendor.

Price File   Enter the file location and name of the flat file containing the pricing details for the items. The price file must be accessible from the process scheduler server.

Tree Name   Enter the PeopleSoft tree (item catalog) to be used when this process loads the new categories from the CUP file. If you leave this field blank, the value defaults from the eProcurement Installation Options page. To ensure that this item catalog is accessible to the user creating requisitions, either add the catalog to the Requester Setup page or clear any catalog restrictions for the requestor.

Process Imported Items   After running the Import CUP File process, click to access the Validate and Process Imported Items page to review the item data loaded into the staging tables.

Note. Before running this process, verify the settings for requiring item approval. If you select the Item Approval Required check box on the Installation Options - Overall/GL page, all items that you load will require approval. If you are loading thousands of items, you might not want to approve each item individually.

Options

Run Item Load   Select to indicate that you want the system to automatically load catalog items as soon as it runs the CUP load.

Index Items   Select to indicate you want the system to automatically run the Verity indexing process as soon as it runs the CUP load process.

Tree Name   Select the tree name that is used to store the category hierarchy.

Language   Select the language in which the items are to be stored.

Inactive Level   Select the level at which you want to inactivate to make the item not active. Values include the *Item Vendor* or at the *Item Vendor Price* level.

Process Imported Items   Click to access the Validate and Process Imported Items page where you can work with imported items before loading them.

See Also

Defining Item Import Defaults

Access the Item Defaults page.

Image Folder	Enter the file location that contains images for use with the catalog items you import.
Inventory Item	Select to indicate this item is also a PeopleSoft Inventory item. This means you can source the item from Inventory.
Account	Select an account to which you want the categories to belong.
Currency	Select the currency to use with this category.

Correcting Inventory Item Load Errors

Access the Data Def Maint page.

Data Def Maint page (1 of 2)

Data Def Maint page (2 of 2)

Use this page to review and resolve problems with items.

See Also

PeopleSoft Enterprise Components, "Using the Error Handling Utility"

Validating and Processing Imported Items

Access the Validate and Process Imported Items page.

Note. This page is only accessible if the Import CUP File process has successfully loaded item data.

See Also

Editing Imported Item Categories

Access the Edit Imported Item Categories page.

Note. These categories are created from the UN/SPSC codes downloaded from a marketplace. Add an Account to each new category. The account is the top level of the ChartFields (chart of accounts) used to create accounting entries in PeopleSoft. If the CUP file does not create any new item categories, this page does not appear.

Copy	Click to copy the value in the Account field to every row on this page.
Account	Enter the default account for this category. The account is the top level of the PeopleSoft ChartField used to create accounting entries in PeopleSoft. This is a required field.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields"

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options"

Maintaining Imported Item Statuses

Access the Imported Item Status page.

Use this page to update information for items that are in staging tables. After making the updates, you can load them into PeopleSoft production tables. You can load an item again if it's status is *Processing Complete*.

Item Status	The current load status of the items in the staging tables. The drop-down list only displays a status if there are currently items in that status. Values include:
	Invalid Unit of Measure: Select to display all items with units of measure that are invalid in PeopleSoft eProcurement.
	Invalid or Missing Category: Select to display all items that do not have a valid item category.

Invalid or Missing Supplier: Select to display all items that do not include a valid supplier and vendor.

Item to be Updated: Select to display all items that have been previously loaded into PeopleSoft eProcurement and currently need to be updated with new item information.

Price to be Updated: Select to display all items that have been previously loaded into PeopleSoft eProcurement and currently need to be updated with new pricing information.

Ready to Build Items: Select to display all items that are ready to be loaded into the PeopleSoft Item Master tables.

Items to be Inactivated: Select to delete items from the catalog.

Processing Complete: Appears when the item has been entered successfully into the PeopleSoft production tables.

Maintaining CUP Item Categories

Access the CUP Items Categories page.

Note. The CUP Account Level codes are mandatory. You must have all four levels defined.

CUP Account Level 1, CUP Account Level 2, CUP Account Level 3, and **CUP Account Level 4**	The four levels of UN/SPSC codes for the item. These codes are used to categorize the items within a catalog (PeopleSoft tree). If these codes are not already in the CUP file, manually enter them here.
Description of UN/SPSC codes	The description of the UN/SPSC codes. The first 30 characters of this field are used for the item category description in the PeopleSoft table, ITM_CAT_TBL.

Loading Marketplace Items Into PeopleSoft Item Tables

Use the Validate and Process Imported Items menu option to load the data from the PV_CP_LOAD and PV_CP_CAT_TMP staging tables to the production tables for PeopleSoft items.

The process of loading data includes four steps:

1. The Build Peoplesoft Items process (PV_CP_ITM_LOAD) adds new item categories and then loads marketplace CUP items into the PO item staging tables (ITM_LOAD_MST_EC, ITM_LOAD_INV_EC, ITM_LOAD_PUR_EC, and ITM_LOAD_VND_EC).

2. The Load Item Stage process (PO_ITMLOAD) transfers the data to the item loader staging tables.

3. The Item Loader process (IN_ITMLOAD) transfers the data into the PeopleSoft production tables.

4. The item status is updated on the CUP Item Status page.

The Load Marketplace Items process also adds certain defaults that were not in marketplace catalog tables to the required fields of PeopleSoft's Item Master tables. This information is hard coded into the Item Catalog PS_ITM_CAT_TBL table:

Field	Value Inserted
CATEGORY_TYPE	PSF
DESCRSHORT	MKTPLACE
INSPECT_CD	N
INSPECT_UOM_TYPE	S
RECV_REQ	Y
RJCT_OVER_TOL_FLAG	N
REVC_PARTIAL_FLG	1
SRC_METHOD	B

This information is hard coded into the Item PS_ITM_LOAD_PUR_EC table:

Field	Value Inserted
TAXABLE_CD	Y
INSPECT_CD	N
INSPECT_UOM_TYPE	V
RECV_REQ	Y
RJCT_OVER_TOL_FLAG	N
ACCEPT_ALL_VENDOR	N
ACCEPT_ALL_SHIPTO	Y
CONTRACT_REQ	N
RECV_PARTIAL_FLG	1

Field	Value Inserted
DESCRSHORT	MKTPLACE
SRC_METHOD	B
ACCEPT_ALL_UOM	Y
PRICE_DT_TYPE	L
PRICE_CAN_CHANGE	P
VNDR_CATALOG_ID	Y

Loading Marketplace Items

Access the Load Item Catalog page.

Run Item Load Process   Select to run the Load Item Stage process (PO_ITMLOAD). If this option
is not selected, only the first step in this process will be completed.
This process can be run separately using the Items Price List page.
You can choose to run this process separately in order to verify or
change data in the PO Item staging tables.

Run Inbound Items Process   Select to run the Item Loader process (IN_ITMLOAD). This option
is only available, if you select the Run Item Load Process check box.
This process can also be run separately using the Item Loader page.
You can choose to run this process separately in order to verify or
change data in the Item Loader staging tables.

Inventory Item   Select to indicate this item is also a PeopleSoft Inventory item. This
means you can source the item from Inventory.

Update Business Unit Price   Select to update business unit standard prices when an Item/Vendor UOM
price record is loaded. This field is available only if *Item Pricelist* is selected
in the Item Load Type field. If this is selected, all business units that
match the setID/item combination and that have the Business Unit Update
Price check box selected on the BU Specific Attributes page will have the
new price applied. Future effective-dated prices won't go into effect until
the Price Update process is run on or after the effective date.

Update Standard Price   Select to update standard prices when an Item/Vendor UOM price record is
loaded. This field is available only if *Item Pricelist* is selected in the Item
Load Type field. Future effective-dated prices won't go into effect until
the Price Update process is run on or after the effective date.

Index Items   Select to indicate you want the system to include the item as part
of the Verity indexing process.

Item Image Sub Folder   Enter a location where images for use with item catalogs should be stored.

Note. If errors occur during the Item Loader process, use the Data Definition Maintenance page to review them..

Downloading Item Attachments

Any item downloaded could have an item image stored as an attachment. You can download these attachments from a marketplace. The image of the item appears on the Search Catalog - Item Description page and the Requisition Summary - Item Description page.

To download item attachments from a marketplace into PeopleSoft eProcurement:

1. Run the Export CUP Data process to create the attachment file from a CUP file.

   This file does not contain the actual attachments (item images), just the file names and extensions of each attachment. The actual attachments are downloaded in a separate step. This attachment file cross-references the names and extensions of each attachment to the corresponding item ID.

   Note. In order to create an attachment file from the Export CUP Data process, a product file must be created at the same time from the same CUP file.

2. Run the Import CUP File process to move the data in the attachment file into the eProcurement cross-reference table, PV_CP_ITM_XREF.

   Note. Other attachments—aside from images—can be downloaded from a marketplace. Only attachments with a P (picture) type are loaded into the eProcurement cross-reference table, PV_CP_ITM_XREF, when the Import CUP File process runs. All other attachments are loaded into the PV_CP_ATTACH file for future use.

3. Define the location where the item attachments should be stored using:

   a. The File Location page, which defines the first part of the directory and extension of the attachments.

   b. The Load Marketplace Items process, which defines the subdirectory.

   c. For example, if the item attachments that you are downloading are GIF images, the File Locations page defines the file extension (GIF) and the file directory F:\User\Images\. If you enter *MktPlc items* in the Item Image Sub Directory field of the Load Marketplace Items page, the attachments with the extension GIF are stored in the directory: F:\User\Imagesl\MktPlc items.

4. Download the zipped file containing the item attachments from a marketplace.

   Place these item attachments in the directory location defined in step 3.

See Also

Chapter 3, "Using PeopleSoft eProcurement Administration," Setting Up Attachments for Transactions, page 15

Using Price and Availability Check

During requisition entry, you can update the price of an item with the most current price in a marketplace by clicking the Check Price and Availability button on the Requisition Summary - Item Description page. If the supplier's price in a marketplace is the same as the price in the item tables, there is no change to the page. If the supplier's price is different, a message appears which informs you that the price is changing to the supplier's price. The Item Description page then displays the marketplace price.

Use the Check Price and Availability function to also compare the supplier's available quantity in a marketplace to the requisition quantity. If the quantity requested exceeds the available quantity, a message appears which provides the opportunity for you to change the requisition quantity.

Note. The Check Price and Availability button only appears if this is a marketplace item and the user has been assigned the eProcurement role action of PRICEANDAVAILCHECK.

CHAPTER 7

Creating Requisitions in PeopleSoft eProcurement

This chapter provides an overview of requisitions and discusses how to:

• Create requisitions.

• Set up requisition shipping details.

• Maintain accounting details for requisitions.

• Submit requisitions.

Understanding Requisitions

A PeopleSoft requisition is an online form for requesting items or services. After you enter and submit a requisition, you can route it for approval. Approved requisitions can then be sourced to a purchase order and dispatched to the vendor. The supplier fulfills the order by shipping the requested items.

Before you enter requisitions into the system, you must be authorized to process requisitions on the User Preferences page. Also, your user ID must be identified as a requester on the Requester Setup page, where you add defaults for requisitions.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining User Preferences," Defining Overall User Preferences.

Requisition Links

When you create, change, or review a requisition, a group of links displays above the requisition page. It displays the different stages of requisition creation: Settings, Find Items, Modify Shipping, Modify Accounting, and Checkout. As you go through requisition creation, the stage that you are currently using is highlighted. To advance or return to a stage, select the stage. To use the requisition navigator, the user profile must include the PeopleSoft eProcurement role action of NAVIGATOR.

Requisition Cart

The current number of line items on the order and their total cost (expressed in the base currency) displays in the upper right of the section. This summary appears as a sidebar to the left, at the bottom of the PeopleSoft menu. The requisition cart displays all the items that you have added to the requisition (item description, quantity ordered, unit of measure) plus the number of line items on the order and their total cost expressed in the base currency.

Requisition Item Browse and Search

PeopleSoft eProcurement uses browse and search features to assist you in finding items to include in requisitions. A basic search enables simple browsing and searching of requisition items. In addition, you can perform a more advanced search, as well as a parametric search of selected attributes. You can update search settings and perform exact word searches.

When you implement item searches for PeopleSoft eProcurement, you can decide what item information to search; the PeopleSoft Item Master tables, express forms, and direct connect suppliers.

Item Templates

You can reduce the time needed to enter requisitions by creating item templates, which consists of sets of items that you frequently order together. During order entry, use the templates to add these items to the requisition without searching the item catalog.

PeopleSoft eProcurement offers these templates:

Personal templates	Personal templates, which are created from frequently used requisitions, are private–accessible only to the user who creates them–and are stored under the user ID.
Business templates	Business templates, also called kits, are used throughout the business. Only users with the correct authority can create or change business templates, but all users in the PeopleSoft Purchasing business unit have access to them. To maintain business templates for PeopleSoft eProcurement use the Purchasing Kits feature. To access the feature, select eProcurement, Procurement Application Admin, Maintain Item, Purchasing Kits.

After a template has been added to a requisition, you can change the quantity of any item, delete items, or add additional items to the request. When you add a template to a requisition, the system adds all items in the template to the requisition. Click the Expand Section button to see more information about items within a template and how many of each item will be added to the requisition.

Enter the number of sets to add to the requisition in the Qty field and click the Add button.

Note. Item templates, which can include items from the standard item catalog, special request items, or items from PeopleSoft Services Procurement, are designed for groups of items. To save a single item, use the favorites lists.

See Also

Common Elements Used in This Chapter

AM Unit (asset management unit)	Select a PeopleSoft Asset Management business unit to capitalize all items on this requisition in PeopleSoft Asset Management. This entry overrides values that otherwise appear by default from the item definitions.

Amount	Displays the total item price and the transaction currency from the requisition.
Account	Change this value only to change the standard accounting structure.
Accounting	Click to access general ledger information and define accounting rules for items you are adding to a requisition.
Apply	Click this button to apply the changes you've made, for example, changes to shipping or accounting information.
Asset Profile ID or **Profile ID**	Select an ID to capitalize all items on this requisition in PeopleSoft Asset Management. This entry overrides values that otherwise appear by default from the item definitions.
Capitalize	Select to indicate that the items on this requisition should be capitalized in PeopleSoft Asset Management. This check box is available only if a PeopleSoft Asset Management business unit is selected.
Category	Displays the item category from the Item Definition - General page.
Catalog	Displays the name of the PeopleSoft catalog in which this item is located. Define item catalogs with PeopleSoft Tree Manager.
Checkout	Click to access the Checkout page where you can submit a requisition, continue to add items to it, or save it for later use.
Consolidate with other Reqs (consolidate with other requisitions)	Select to consolidate multiple requisitions for the same vendor into one purchase order.
Delete	Click to remove a selected item from a requisition.
Department	Displays any default value from the requester definition.
Due Date	The date that the shipment is scheduled to arrive at the destination (ship to location).
Find Items	Click to add items to the requisition. As items are added to a requisition, they appear in the Requisition Cart component on the left side of the current page.
Go to Checkout	Click to access the Checkout page where you can submit the requisition. This link is available on several Create Requisition pages.
GL Unit (general ledger unit)	Displays the PeopleSoft General Ledger business unit that is defined on the Purchasing Definition - Business Unit Definition page.
IN Unit	The Inventory business unit where the items should be putaway once they are received.
Location Code	Displays the internal location for the delivery of this requisition; for example, office number, lab name, and so on. The value comes from the requester setup definition.
Manufacturer	Indicates the item's manufacturer, which is assigned on the Manufacturer's Item page.

Manufacturer's Item ID	Displays the item ID that the manufacturer uses, which is assigned on the Manufacturer's Item page.
Mfg ID (manufacturer's ID)	Identifies the item's manufacturer. This value populates from the Vendor's Manufacturer Info page.
Mfg Itm ID (manufacturer item ID)	Displays the identifier that the manufacturer uses for this item when the suggested vendor supplies the item. This value populates from the Vendor's Manufacturer Info page.
One Time Address	Click to access the One Time Address Default page where you can change the shipping address.
Percent	Enter a percentage of the quantity or the amount to distribute. The system updates either the Amount or Quantity field value, depending on the selection in the Distribute by field.
Price	Displays the vendor's unit price and currency for the item, which are assigned on the Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) page.
Product	Identifies a product. If you use PeopleSoft Projects, a Project ID link replaces this field.
Project ID	Click to access the Projects Information page, where you can enter any information that is relevant to the project. This field appears only if you are using PeopleSoft Projects.
Quantity	Enter the quantity of items that you want distributed on this distribution line. This field appears only if you select *Qty* as a distribution method in the Distribute by field. The system updates the value in the Percent field based on the entry.
Requester Name	Displays the name of the requester who entered this requisition.
Select All/Deselect All	Click to select all items or to clear all selections in a list. The check box appears beneath the list to which it pertains.
Shipping	Click to access shipping details and to update shipping addresses.
Ship To	Displays the organization address that the vendor should use for delivery for this requisition. The ship to code populates this field from the requester definition. Click the Search button to find the correct ship to code. Select the code that represents the correct address. Because this value comes from the Requester Setup page, edit this field only if the location is different from the usual one.
Standard Price	Displays the standard price from the item's Purchasing Attributes page.
Status	Displays the status of a requisition. Values are *Open, Pending, Approved,* and *Complete.*
Unit of Measure	Displays the unit of measure from the Vendor's UOM & Pricing Info page for this item.

UPN ID(universal product number ID)	Enter the UPN ID that is assigned to a unique combination of item ID, manufacturer ID, and unit of measure. The UPN appears on the Item Description page when it is tied to an item manufacturer.
Vendor	Displays the vendors that supply this item. This information defaults from the Item Vendor page.
Vendor Item ID	Displays the ID that the vendor uses to identify this item on the Item Vendor page.
Vendor Loc (vendor location)	Displays the location of the vendor. The default is based on the value that is defined for the vendor.
Vendor Look Up	Click to access the Vendor Search page where you can enter information to find a vendor.
Vnd Itm ID (vendor item ID)	Displays the vendor's item ID. It can differ from the item ID. This field populates from the Purchasing Attributes - Item Vendor Priority page.
Vndr Catlg (vendor catalog)	Displays the vendor catalog identifier that populates from the Purchasing Attributes - Item Vendor Priority page.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Attributes

PeopleSoft Purchasing 8.8 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Purchasing Processing Options

Creating Requisitions

Adding a requisition using PeopleSoft eProcurement is accurate and efficient with easy to understand pages. The key to quick requisition entry is defining the proper default structure so that you don't need to change information on the requisition. For a requisition with no changes to the default structure, you can enter the items, review the request, and submit it using two PeopleSoft pages; the Find Items page and the Requisition Checkout page. For more complex requisitions, PeopleSoft provides a number of links to additional information.

This section discusses how to:

• Define requisitions.

• Define requisition default values.

• Find requisition items.

• View search results.

• View item details.

• Select favorite items to include in requisitions.

• Use template items to create requisitions.

• Include services in requisitions.

- View currency exchange information.
- Suggest vendors.
- Select forms to include in requisitions.
- Select direct connect suppliers for requisitions.
- Add special requests to requisitions.

Pages Used to Create Requisitions

Page Name	Object Name	Navigation	Usage
Crete Requisition	PV_REQ_ENTRY	eProcurement, Create Requisition	Define requisitions, including the PeopleSoft Purchasing business unit and requester for the requisition. If the user is restricted to one business unit and one requester name, then this page does not display; the Find Items page appears.
Default Settings	PV_REQ_HDR_DEFAULT	eProcurement, Create Requisition Click the Settings link on the Create Requisitions page.	Define requisition default values.
Vendor Search	PV_VNDR_LOOKUP_WRK	Click the Vendor Lookup link on the Settings page.	Search for requisition vendors. This page is accessible from numerous requisition creation pages.
Req One Time Address Default	REQ_DFLT_ADDR	Click the One Time Address link on the Settings page	Temporarily override shipping address information. See Creating a One-Time Shipping Address
Search Settings	PV_SRCH_REQ_PREF	Click the Search Settings link on the Default Settings page.	Define the number of rows to be returned in a search. Also, select optional search fields, if they're available.
Catalog	PV_SRCH_REQ_PARAM	eProcurement, Create Requisition, Find Items Select the Catalog tab on the Find Items page.	Find requisition items.
Results	PV_REQ_ITM_RESULTS	Click the Search button for the Search field on Find Items pages.	View search results for items that you can add to requisitions.
Search Tips	PV_SRCH_REQ_TIPS	Click the Search Tips link on the Catalog page. This link appears only if you use the Verity search engine.	Review techniques for entering search data.

Page Name	Object Name	Navigation	Usage
Item Description	PV_ITM_DESCR, PV_NEW_ITM_DESCR	• Click the item's description link on the Find Items page. • Click the item's description link on the Requisition Checkout page. • Click the item's description link on the Template Name page.	View item details.
Favorites	PV_REQ_ITM_FAVS	eProcurement, Create Requisition, Find Items Select the Favorites tab on the Find Items page.	Select favorite items to include in requisitions.
Templates	PV_REQ_TEMPLATES	eProcurement, Create Requisition, Find Items Select the Templates tab on the Find Items page.	Use template items to create requisitions.
Services	SPF_REQ_INFO_PG	eProcurement, Create Requisition, Find Items Select the Services tab on the Find Items page.	Include services in requisitions.
Currency Information	EXCH_RT_DTL_INQ	Click the Currency Exchange Information link on the Services page.	View currency exchange information and rates.
Suggest a Vendor	PV_SUG_VNDR	Click the Suggest Vendor link on the Services page.	Suggest vendors who are not in the standard vendor catalog for this requisition line.
Web	PV_MERCHANTS	eProcurement, Create Requisition, Merchants	Select direct connect suppliers for requisitions.

Defining Requisitions

Access the Create Requisition page.

This page enables you to define information for a new requisition. You can access the page if the user profile includes a user role with the PeopleSoft eProcurement CHANGEREQBU role action. The PeopleSoft setup determines the allowed business units and requester names for the user profile. As you add items to the requisition, they appear in the Requisition Cart along with cost information.

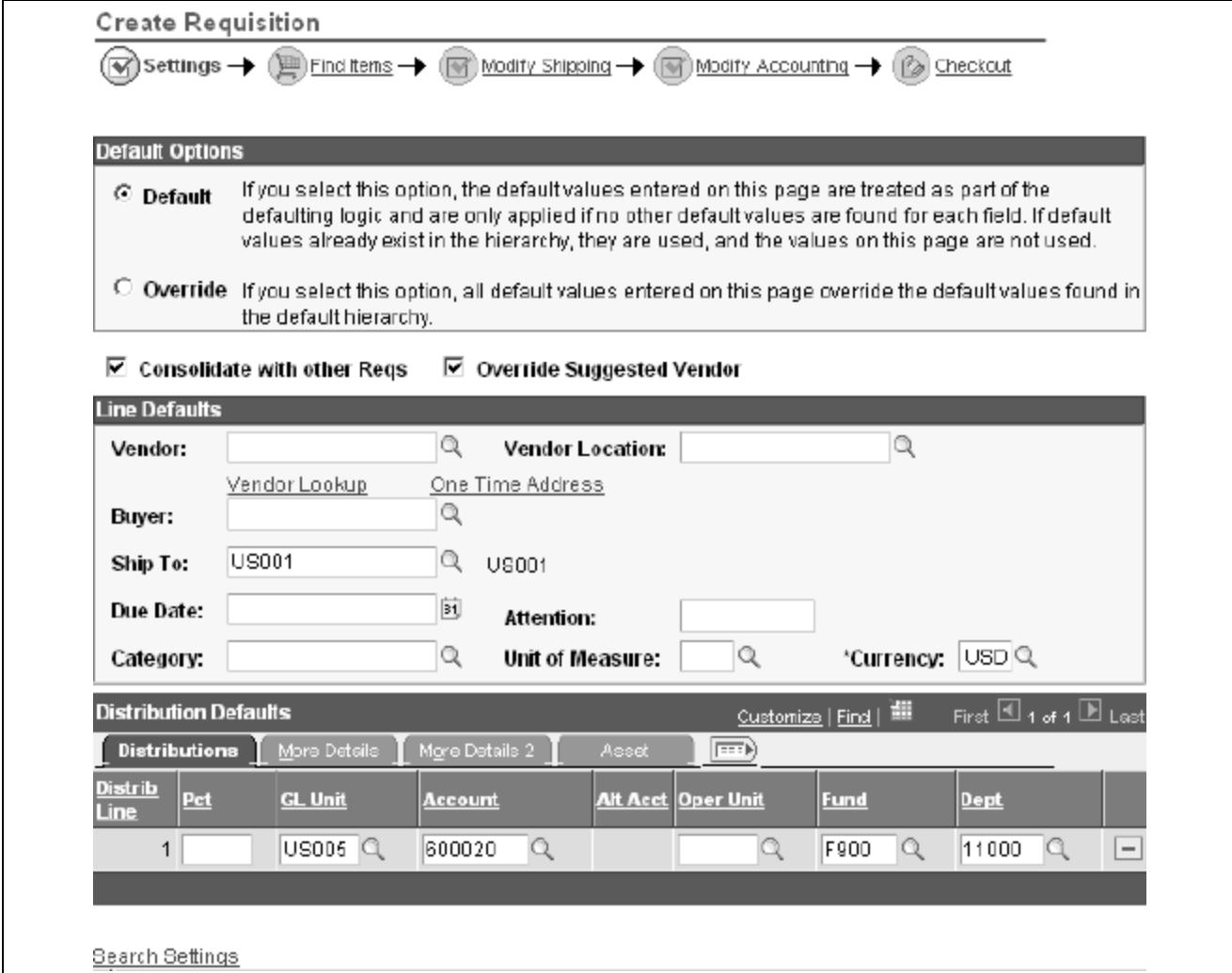**Requester**   Enter the name of the person requesting these materials or services. This can be your name or you can purchase on behalf of another person. To purchase on behalf of another user, these requesters must be defined on the User Preferences page.

Requisition Name	(optional) Enter a description of the request to help you identify this requisition as it flows through the system. The request can also be tracked using the requisition ID assigned when it is saved.
Continue	Click to access the default page for creating requisitions. For example if you normally create requisitions using services, you can set the default page to Services.

Defining Requisition Default Values

Access the Default Settings page.

Default Settings page

The data that you enter or that appears on this page applies to the entire requisition. You can override these values on the requisition line or at the shipment or distribution level. Use the Search Settings link to access the Search Settings page where you can select how many rows of data you want to display from the search and which optional search fields to use.

Default	Select to use the defaults from the user, requester, and business unit definitions, using the default hierarchy for procurement. When you select this option, the default values are display-only.
Override	Select to override the default values from the user, requester, and business unit definitions. The default values that appear are editable.
Run Commitment Control link	Click to access the Commitment Control Page, where you can view the commitment control details, override the transaction, or perform a budget check. This link appears only if commitment control is enabled for the business unit. See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup.
Consolidate with other Reqs	Select to indicate that this requisition can be combined on the same purchase order as other requisitions being sent to the same vendor.
Override Suggested Vendor	Select to indicate that the buyer or sourcing processes can override the vendor on any of the requisition lines.

Line Defaults

Vendor	Select the vendor from the items on this requisition. This overrides the default vendor ID. The default location for the selected vendor appears to the right of the Vendor field. You can select a different location. However, use caution when changing the vendor location. Purchase orders are not sent to marketplace unless the vendor ID and vendor location match those values defined on the Linked Supplier Setup page. To access the page, select eProcurement, Procurement Application Admin, Maintain Merchant Integration, Linked Suppliers.
Vendor Location	Displays the location of the vendor. The default is based on the value that is defined for the vendor.
Vendor Lookup	Click to access the Vendor Search page and search for a vendor.
One Time Address	Click to access the One Time Address Default page, where you can enter a shipping address that is not in the standard ship to location codes.
Buyer	Select a buyer for this requisition. At the requisition line level, the system uses the buyer from the item definition.
Attention	Enter the person you want to receive notification about this shipment. This provides informational details for the requisition and is used to augment the shipping address with an Attention To field. The system includes this field value on outbound POs. When the supplier ships the goods back, an attention to value can be included on the packing slip.

Distribution Defaults

Select the Distributions tab.

Note. Any default values that appear in the ChartFields group box come from the item definition–according to the item default hierarchy in PeopleSoft eProcurement and Purchasing.

Note. The ChartField values on this page are described further in the Preface of this PeopleBook.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields"

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Importing Vendor Information"

Finding Requisition Items

Access the Find Items - Catalog page.

Find Items - Catalog (page 1 of 2)

Find Items - Catalog (page 2 of 2)

Use this page to find items for a new or existing requisition. You can search for
items to include in a requisition by:

• Using the Search field to enter key words or phrases for a search.

  This search looks for items in catalogs, favorites list, templates, services, and forms and
  displays the results of the search in collapsible grids.

• Browsing catalogs.

  This search method defines which catalogs the system uses when checking for an item.
  Using a tree, you can further define catalog categories.

• Searching catalogs for item attributes such as manufacturer, item ID or vendor name, and price ranges.

  After you enter search criteria, click the Search button to complete the search.

Note. You can use the Settings link to hide the Search Catalog section.

Use Categories Selected Above	Select to search only for items in the catalogs defined in the Browse Catalog section.
Search	Enter a value to search on from the item description. The system searches all catalogs for items that match the criteria you enter. Other fields defined for the item, such as, vendor name, manufacturer name, item ID, manufacturer ID, vendor ID, vendor item ID, or manufacturer item ID can also be searched from here depending on the setup of the system.
	Use any combination of letters, numbers, and spaces. The field is not case-sensitive. Don't use quotation marks, Boolean search qualifiers, wild cards, punctuation marks (except for the apostrophe), or special

characters, such as *%, /, ^, #, @, $, (,* and *).* To initiate a search, use enter or click the Search button.

Note. Consecutive words are treated as a phrase, and the search finds words that appear in that order. For example, a search for *bike frame* finds such as *bike frame, steel* and *bike frame, aluminum,* but not *auto frame* or *frame support.*

Note. If you use the Verity search engine, you can use Boolean search terms such as *AND, OR,* and *NOT* as connectors.

Select a Catalog	Select which catalog you want to search. You can select individual catalogs or all catalogs. You define the catalog ID using the PeopleSoft Tree field when you import catalog files into PeopleSoft eProcurement.
All Items	Click to display a list of categories to include in the search. The categories listed are the same as those that appear when you click the All Items folder.

Select the check box for each category to include in the search. Click a linked category name to display any subcategories, each with its own check box, so you can select from among them. Click the All Items link to return to a display of all categories.

Note. To use the browse functionality, you must create item catalogs using a PeopleSoft tree. Then attach the item catalogs to each business unit or requester who should have access.

Use Selected Categories for Search	Use this group box to search within one or more categories and within subcategories. Displays the category or subcategory that is associated with the item attribute. Categories that you do not select may appear in this column if they are subcategories of a selected category.
Categories Selected	Displays the categories you selected for the search in the All Items folder.
Search	Click to perform a search using the catalogs and categories you selected from the All Items folder. You can further define the search criteria using the fields in the Search Catalog component. After you perform the search, you can use the results to incorporate into the a requisition or add to the favorites list.
Search Tips	Click to access the Search Tips page, where you can view examples of word and character combinations for searches. This page is available only if you use the Verity search engine.

Viewing Search Results

Access the Search Results page.

The Search Results page displays the results from the previous search criteria you entered according to the component, such as forms or templates, in which the criteria has been defined. For example, if you search for tents and a catalog contains that keyword, then Catalog and the number of times that tent was found appear in the results. When items are contained in multiple components, they appear on the Search Results page as collapsed sections.

To view the items, click the Expand button to see the items within a section. You can also use the page to perform another search.

Note. This page is only displays when you click the top Search button on the Find Items page.

Expand	Click the Expand buttons to view the fields for item attribute searches. This button appears only if you use item attribute searches and have assigned attributes to at least one of the selected categories.
Add Items	Click to add items to the requisition along with the item quantities you defined. The items with a defined quantity are added to the requisition. Then, you are automatically taken to the Requisition Checkout page.
Forms	Based on the setup for item searches, the system could display any express forms that meet the search criteria.
Web	Based on the setup for item searches, the system could display any items from direct connect suppliers that meet the search criteria. You can link directly to their websites and enter orders. The system transfers the orders back and automatically creates a PeopleSoft eProcurement requisition. Using a similar process, buyers can then create a purchase order from the requisition and source it to the supplier.
Sort Items	Select to sort the search results by item *Description, Manufacturer, Price,* or *Vendor.*
Hide Image	Click to not display item images with the description when you compare items.
Show Image	Click to display item images with their description. Images appear only if they are available.
Add Multiple Items	Click to add multiple items to requisitions. When you click the button, the system adds items to the requisition that has a check mark in its corresponding check box. Items with a defined quantity are added to the requisition. If you are using the PeopleSoft eProcurement role action of NOVICEREQSTR, then you are automatically taken to the Requisition Checkout page.
Add Quantities	Enter items on the requisition by entering the item quantities and click this button. The items with a defined quantity are added to the requisition.
Compare	To compare two items side-by-side, select the check boxes to the left of the item descriptions and select this link. This enables you to compare the item results with other items from the selected category that share the same attributes.

Note. To use this feature, you must load or enter attributes into the PeopleSoft Item Master tables. After attributes are loaded or entered, users with the appropriate role action can view a comparison matrix at the bottom of the Search Catalog page.

Items might appear in this area before a search is performed if they are in the *All Items* category.

Search results include:

Item Description	Click the item's description to access the Item Description page where you can view details about the item.
Vendor Name	Displays the name of the vendor who supplies this item. The system uses the vendor's default location. You can change to another location with the Requisition Defaults page. If more than one vendor supplies the same item, you might see multiple rows for the item. To view more than one vendor, you must have the eProcurement VIEW_ALL_VENDORS role action.
Preferred Vendor	Appears next to any row with a preferred vendor in the Vendor Name column.
Find Items	Click the Find Items button to add an item to the requisition. If you leave the Qty field blank, then the system adds one unit to the requisition.
Compare	Click to compare up to five items side-by-side. To compare items on a requisition, select the check boxes to the left of the item descriptions and click this button. This enables you to compare item attributes such as price and vendor information among the selected items.

Note. To use this feature, you must load or enter attributes into the PeopleSoft Item Master tables. After attributes are loaded or entered, users with the NOVICEREQSTR role action can view a comparison matrix at the bottom of the Catalog page.

Viewing Item Details

Access the Item Description page.

Use the Item Description page to view price, item ID, primary vendor, manufacturer, and item category. When you are adding an item using favorites, searching, or browsing, then you can also view all vendors and the available quantities in the Inventory business units. Click the Show Image link to display images if they are available.

Selecting Favorite Items to Include in Requisitions

Access the Favorites page.

Favorites are frequently ordered items that you can maintain in a single location. You can create a list of frequently ordered (favorite) items and use the list to add items to a requisition without searching the item catalog. The list that you create is private—accessible only to you—and is stored under your user ID. The list can be built from items in PeopleSoft eProcurement or PeopleSoft Services Procurement.

This page displays the most current favorite items defined. To add a favorite item to this requisition, click the Add button. You can update quantities when you checkout.

Note. To save a group of items that are ordered together, use item templates.

The Type field displays where the item that appears in a favorites list originated. Types include catalog, templates, services, forms, and direct merchants. Drag the cursor across the button to see where the item originated. To view more information about an item, click the Item Description link.

Adding Items to a Favorites List

You can add items to the favorites list during requisition entry by using the Requisition Checkout page or the Search Catalog page. Select one or more items using the check box to the left of the item description and select the Add to Favorites link. A message displays confirming that the items have been added to the favorites list. You do not need to save the requisition to add favorites.

Deleting Items From a Favorites List

You can delete favorite items by using the Favorite page. To delete a favorite, select it and then click the Delete button.

Note. Items with an expired unavailability date on the Purchasing Attributes page or an *Inactive* item status on the Define Item – General: Common page do not appear here.

Using Template Items to Create Requisitions

Access the Templates page.

Click the Expand Section button to view items that belong to the template. After expanding the section, you can select the Description to sort the items and view each item's quantity. Use the Qty (quantity) field to enter the number of sets that you want.

Click the Add button, all items in the template are added to the requisition.

Creating Personal Templates

To create a personal template:

1. Access the Create Requisition page and use the Find Items link to include all of the items that you want on the new template.

2. Access the Checkout page.

3. Enter the correct item quantity for the template. Optionally, you can enter the shipping and cost distribution information.

4. Enter a template name in the Requisition Name field.

5. Select the Save As Template check box.

6. Click the Submit button.

The next time you create a requisition, you can add the items in this template to the requisition. The items in a template are saved under a template name. Use this name when copying items to a requisition.

Including Services in Requisitions

Access the Services page.

Use the Services page to create requisition for items or goods that are not included in the standard catalog of items in PeopleSoft eProcurement and has no item ID. A services request can be for goods or services. The Services page is made up of Service Details, Cost Details, and Sourcing Details sections.

See Also

PeopleSoft Services Procurement 8.8 PeopleBook, "Creating and Managing Requisitions"

Viewing Currency Exchange Information

Access the Currency Information page.

Rate Quotation Basis	Displays the quotation basis for the exchange rate as defined on the Currency Quotation Method page. If no quotation method is defined, the quotation basis is *Direct.*
Quote Units	Displays the quote units for the exchange rate as defined in the Currency Quotation Method page. If no quotation method is defined, the quote unit is *1.*
Triangulate	Displays the triangulated setting for the exchange rate as defined in the Currency Quotation Method page. If no quotation method is defined, the triangulated setting is *N.*
Reference Currency	Displays triangulated exchange rates only and shows the reference currency used in the triangulated exchange.
Current Quote	Displays the current exchange rate used to convert the From currency to the To currency.
	A triangulated rate displays two component rates of the triangle: the rate for converting the from currency to the reference currency, and the rate for converting the reference currency to the to currency.
Historic Quote	Displays a quote indicating the quotation method originally used by a historic exchange rate, if the system determines that the quotation method originally used by the historic rate was different from the current quotation method.
Exchange Rate	Displays a single visual rate for non-triangulated exchange rates or displays all three component visual rates for triangulated exchange rates. The cross rate for triangulated exchange rates is editable only if the PeopleSoft Purchasing Allow Override check box is selected in the exchange rate's quotation method definition.

Suggesting Vendors

Access the Suggest a Vendor page.

Use this page to enter the name, address, and phone information for a suggested vendor. After a requisition is saved, buyer can see the suggested vendor by clicking the Suggested Vendor button on the Requisition Expediter page. The buyer can reject the suggested vendor or add the new vendor to the vendor catalog. The information that you enter here is used for all correspondence with the vendor.

Vendor Name 1	Enter the name of the vendor you are suggesting to perform this service.
Contact Name	Enter the name of the person who represents the vendor.
Service Provider Name	Enter the name of the person or organization that will provide the service.

Contract	Select to indicate that the supplier has signed the service agreement.
Notify by email	Select to send an email notification to the administrator that includes the suggested vendor details. The administrator can elect to add the vendor to the enterprise network.
Suggest Vendor	Click to save the vendor information and return to the Services Details page.

Selecting Forms to Include in Requisitions

Access the Forms page.

Express forms enable you to use a standardized form to order products that might need additional supporting information.

See Also

Chapter 8, "Using Special Requests and Express Forms to Create Requisitions," page 145

Selecting Direct Connect Suppliers for Requisitions

Access the Web page.

Use this page to select a direct connect supplier from which you can select items to add to this requisition.

See Also

Chapter 10, "Integrating with Direct Connect Suppliers," page 167

Adding Special Requests to Requisitions

Access the Special Request page.

Use the Special Request page to create requisition for items or goods that are not included in the standard catalog of items in PeopleSoft eProcurement and has no item ID. This special request can be for goods or services. The Services page is made up of Service Details, Cost Details, and Sourcing Details components.

See Also

Chapter 8, "Using Special Requests and Express Forms to Create Requisitions," page 145

Setting Up Requisition Shipping Details

This section discusses how to:

• Change shipping defaults.

• Create a one-time shipping address.

Pages Used to Set Up Requisition Shipping Details

Page Name	Object Name	Navigation	Usage
Modify Shipping	PV_REQ_SHIP_DFLT	eProcurement, Create Requisitions Click the Modify Shipping link. On the Requisition Checkout page, select an item and then use the Modify Distribution of Selected link.	Change shipping defaults for the entire requisition or the selected requisition lines.
One Time Shipping Information	PV_REQ_ONETIME_ADR	• Click the One Time Address link on the Shipping Defaults page. • Click the One Time Address link on the Accounting page.	Create a one-time shipping address for a requisition line. Enter an address that is used only for this shipment. This page is used to enter a shipping address that has not been defined as a Ship To location.

Changing Shipping Defaults

Access the Shipping Defaults page.

Use this page only if you need to change the default shipping information for this requisition.
To change the shipping address for the current requisition:

Ship To   Review or change the ship to location code. This code identifies
                            the shipping address for this request.

Due Date   Review or change the arrival date of this shipment. The date you enter here is
                            a suggested date. When the purchase order is created, the system or buyer
                            attempts to meet this date or changes it to a realistic due date.

Attention   Select the name of the individual who should receive the items. This
                            name displays on the shipping documents.

One Time Address   Select to access the One Time Shipping Address page where you can
                            enter a shipping address that is not currently defined in the system
                            as a ship to location. The system uses this feature for shipments to
                            a location that will not be used again. For example, shipments to a
                            construction site or other temporary location.

Creating a One-Time Shipping Address

Access the One Time Address Default page.

For a requisition line, enter a one-time shipping address that is used only for this shipment.
You use this page to enter a temporary shipping address that has not been defined as a ship
to location; for example, a temporary construction site.

Click OK to save the address.

Maintaining Accounting Details for Requisitions

This section discusses how to maintain accounting details.

Page Used to Maintain Accounting Details for Requisitions

Page Name	Object Name	Navigation	Usage
Modify Accounting	PV_REQ_DIST_DFLT	eProcurement, Create Requisitions Click the Modify Accounting link.	Change distribution information.

Changing Distribution Information

Access the Modify Accounting page.

Modify Accounting page: Distributions tab

Use this page only if you need to change the default accounting information for the requisition. The default structure is derived from the user profile and the item category.

Select the appropriate values for the requisition if you must deviate from the default accounting structure.

Note. The ChartField values on the Distributions, More Details, and More Details 2 tabs are described further in the Preface of this PeopleBook.

Asset Tab

Select the Asset tab.

Asset Profile ID	Select a value that represents the default value from the Item Categories - Category Definition page. An asset profile ID on a purchase order, in conjunction with an asset business unit, indicates that PeopleSoft Asset Management is to be notified of the purchase of this item when it is received. To access the Category Definition page, select Items, Define Controls, Item Categories, Category Definition.
Capitalize	Select to indicate that the requisition item is capitalized.

Cost Type   Select the asset cost type, such as materials, labor, and overhead. Cost types are used with asset category and transaction codes to determine into which accounts the costs are entered in the general ledger.

Submitting Requisitions

After defining items for a requisition, you use the Checkout link to review the contents of the requisition, make final adjustments or add last-minute items to the requisition.

This section discusses how to:

• Review and edit requisitions to check out.

• Change shipping instructions for requisition lines.

• Change accounting details for requisition lines.

• Confirm requisition checkout information.

• Change shipping and accounting information for requisitions.

Pages Used to Submit Requisitions

Page Name	Object Name	Navigation	Usage
Requisition Checkout	PV_REQ_FORM	eProcurement, Create Requisition Click the Checkout link.	Review and edit requisitions to check out that have not yet been submitted for approval. Also, to submit requisitions for approval.
Requisition Shipping	PV_REQ_SCHEDULE	Click the Split Shipping and Accounting button on the Requisition Checkout page.	Change shipping instructions for requisition lines.
Cost Distribution	PV_REQ_DISTRIB_DET	Click the Split Shipping and Accounting button on the Requisition Checkout page. Click the Split Cost Info button on the Requisition Shipping page.	Change accounting details for requisition lines.
Schedule VAT	REQ_SCHED_VAT	eProcurement, Create Requisition, Checkout Click the Split Shipping and Accounting button on the Requisition Checkout page. Click the Schedule VAT button on the Split Shipping and Accounting page.	Maintain value added tax details for schedules.
Confirmation	PV_REQ_WF_PREVIEW	Select the Save and Submit button on the Requisition Checkout page.	Confirm requisition checkout information.
Line Details	PV_REQ_LINE_DTLS	Click the Line Details button on the Requisition Checkout page.	Edit additional details for a line, such as the buyer, vendor, and other line-specific information.
Line Comments	PV_REQ_COMMENTS	Click the Comments button on the Requisition Checkout page.	Record a comment about an item and add an attachment.
Requisition Workflow Preview	PV_REQ_WF_PREVIEW	• Select the Preview Workflow button on the Requisition Checkout page. • Select the Preview Workflow button on the Confirmation page.	Review or change workflow approval steps for the requisition. You can enter ad hoc reviewers or approvers to workflow using this page. See Chapter 13, "Using Workflow and Managing Approvals," Managing Approvals, page 249.

Reviewing and Editing Requisitions to Checkout

Access the Requisition Checkout page.

Use this page to review or edit a requisition before it is submitted for approval.

Requisition Name	Enter a requisition name or number. If this field is blank, the system assigns a requisition ID that is based on the Purchasing business unit's sequence for requisitions.
Requester	Displays the name of the requester for this requisition. To purchase on behalf of another requester, you can change this field; however, you must have the CHANGEREQBU role action from the eProcurement Role Actions page assigned to the user roles in the user ID. Also, the user preferences for the user ID must specify that you can order for other requesters.
Priority	Select the urgency for a requisition workflow approval. Values are: *Low, Medium,* or *High.*
Run Commitment Control	Click to initiate the budget-checking process. This button appears only when commitment control is enabled for PeopleSoft Purchasing on the Enable Commitment Control page. When you click the button, a message appears asking whether to proceed. If you proceed, the requisition is saved (if it has not been saved already) and budget-checked. The button no longer appears if the budget checking status is Valid.
Line	Displays the line number for this requisition item.
Description	Click the item's description to view the Item Description page for more information about the item.
Qty (quantity)	Displays the units of this requisition item you are ordering. You can change the value.
Price	Displays the price per unit.
PCard (procurement card)	Select to indicate that a procurement card is used to pay for this item. This field only displays is the system is setup to use procurement cards.
Split Shipping and Accounting	Click to access the Shipping Information page, where you can change the shipping location, delivery date, quantity in the shipment, and so on. You can also access the Distribution Information page to change the accounting information for this requisition line.
Line Details	Click to access the Line Details page, where you can modify additional details on the line, such as the buyer, vendor, and other line specific information.
Comments	Click to access the Line Comments page, where you can record a comment about this item or attach a file to this requisition line. You can send comments and attachments to the vendor.
VAT Amount (value added tax amount)	Displays the amount of value added taxes for this requisition.
Recalculate Source	Click to have the system recalculate and update VAT amounts for the requisition.
Total Amount	Displays the extended price for this requisition line, which is calculated by multiplying the unit price by the quantity that you order.

Add to Favorites	To add any items on this requisition to the favorite's list, select one or more items using the check box to the left of the item description and select this link. A message displays confirming that the item has been added to the favorites list. You do not need to save the requisition to add favorites.
Shipping/Accounting	Click to access the Shipping Defaults page where you can change the shipping and accounting defaults for selected lines in the requisition. Click one or more items using the check box to the left of the item description and select this link. Entries on the Shipping Defaults page override any previous entries entered at the individual line level using the Shipping Information page.
Delete	Click to delete selected items from this requisition. You select items using the check box to the left of the item description.
Justification/Comments	(Optional) Enter an explanation for this requisition. The buyer can view this field, and it appears on the internal copy of the purchase order. It also appears on the workflow approval pages for the approver. The vendor's copy of the purchase order does not include the justification.
Preview Workflow	Select to access the Requisition Workflow Preview page where you can review the requisition and view the Workflow approval steps. Also, you can enter an ad-hoc reviewer. If the requisition has not yet been saved, then the requisition status of *V* for preview is assigned.
Send to Vendor	Select if you want comments to appear on POs dispatched to vendors. If the comments are for internal use only, leave the check box clear. The Send to Vendor option applies to comments in the comment text box only, not to the documents you attach using the Associated Document fields.
Show at Receipt	Select if you want comments to appear on the receipt documents.
Show at Voucher	Select if you want comments to appear on the vouchers.
Save as Template	Select this check box to create a template from this requisition. The system creates the template when you save the requisition.
Save & Submit	Click to save the requisition and submit it for approval, sourcing, and dispatching to a vendor. It remains editable while the status is *Open* or *Pending*. When you click this button, the system displays the Confirmation page to inform you that the request has been successfully saved and provide summarized information about the request including the requisition ID and total price.
Save For Later	Click to save this requisition in *Open* status. You can edit the requisition later. When you click this button, the system displays the Confirmation page to inform you that the request has been successfully saved and provide summarized information about the request including the requisition ID and total price.
Save and Preview Approvals	Click to access the Confirmation page where you can view requisition details and approvers.
Cancel Requisition	Click to cancel the entire requisition. The system displays a warning message before the cancellation.

Find More Items	Click to access the Catalog page where you can browse and search for additional items.

Changing Shipping Instructions for Requisition Lines

Access the Edit Requisition page.

The requisition line number you selected on the Requisition Check Out page appears for you to work with.

Consolidate with other Reqs(consolidate with other requisitions)	Select to source the line item to a PO line along with quantities of the same item from other requisitions. The PO vendor must have a current price for the item. In addition, you must select the Override Suggested Vendor option.
Override Suggested Vendor	Select to allow the sourcing process to override the suggested vendor. If you select this option, the system overrides any vendor suggested on the requisition line with the priority vendor.
	This option setting is dependent on the setting of the Override Preferred Vendor option on the User Preferences - Procurement: Requisition Authorizations page.
	If the Override Preferred Vendor option is selected, the Override Suggested Vendor option is selected and can be cleared. If the Override Preferred Vendor option is clear, the Override Suggested Vendor option is selected and cannot be cleared.
	The logic behind this setting is that if you are not authorized to override the preferred vendor, you must accept the vendor selected by the PO Calculations process.
Lead Time	Displays the number of days between submitting the PO to the receipt of goods.

Shipping Information

Use this grid to define where the item for this requisition line should be shipped.

Identify each shipping location you're defining for the item. Ship to location codes are established on the Ship To Locations page.

Changing Accounting Details for Requisition Lines

Access the Cost Distribution page.

For a requisition line, you can review and change the way the shipment is charged to the accounting records. For example, you can use this page to split the shipment costs between accounting departments. Use this page for changes only. The accounting structure defaults from the Requester Setup and Purchasing Attributes pages.

Requisition Line Number

This section displays the totals and quantities for a single requisition line.

Schedule Number

This section displays information from the schedule number on the requisition.

Distributed By	Select a method to allocate the expense account distribution. Selecting either option enables you to distribute by percentage.
	Values are:
	Amt (amount): The sum of all distribution amounts must equal the schedule amount.
	Qty (quantity): The sum of all distribution quantities must equal the schedule quantity
SpeedChart	Select a default value for the SpeedChart. This feature enables you to use a code that contains preset distributions.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Defining Procurement Options," Defining SpeedCharts.

Distribution Details

Use this area to review and update distribution information.

See Also

Maintaining Value Added Tax Details for Schedules

Access the VAT Information for Schedule page.

Use this page to make adjustments to value added taxes shipping details. Information that appears on the page relates to the requisition line number item and the schedule that you selected on the Modify Shipping page.

Before you can review VAT details on this page, make sure that you or an administrator:

1. Define VAT default value settings for the business unit.

   To access the field, select eProcurement, Procurement Application Admin, Maintain Business Units, Processing Options, and click the VAT Default link.

2. Select the Calculate VAT on Req (calculate value added tax on requisition) check box.

   To access the check box, select eProcurement, Procurement Application Admin, Maintain Business Units, Purchasing Definition, Business Unit Options.

3. Assign the user role action *VAT Details* to the role name.

   To access the check box, select eProcurement, Procurement Application Admin, Maintain System Users and Roles, eProcurement Role Action, select *VAT Details*, and add the user role for the role action.

4. Select the View/Override VAT Details check box to authorize a requester to view and update VAT information.

   To access the check box, select eProcurement, Procurement Application Admin, Maintain Procurement Users, User Preferences, click the Procurement link, and then click the Requisition Authorizations.

5. (Optionally) Select a value in the Allow Override Recovery/Rebate field to make it possible for a requester to override system-created VAT recovery and rebate percentage values.

To access the field, select eProcurement, Procurement Application Admin, Maintain Business Units, Processing Options, click the VAT Default link, and select a value.

Values include:

- *Do Not Allow Override.*
- *Override Both Recovy/Rebate %.* (override both recovery and rebate percentages)
- *Override Rebate % Only.* (override rebate percentage only.
- *Override Recovery % Only.*(override rebate percentage only.

Line	Displays the line number to which VAT information on this page pertains.
Schedule	Displays the schedule number from the requisition.
Return to Schedule Page	Click to go to the Modify Shipping page where you can update shipping information.
Physical Nature	Displays whether the requisition is for goods or services. This is determined by the type of requisition you created.

VAT Locations

Ship From Country	Select the seller's country from which the requisition item for this line is to be shipped.
Ship From State	Select the state, province, or area from which the item is to be shipped.
Ship to Country	Displays the buyer's country to where the item is being shipped. You define this value on the shipping address.
Ship to State	Displays the state, province, or area to where the item is being shipped. You define this value on the shipping address.

VAT Defaults

Reporting Country	Select the VAT registration country in which this transaction takes place.
Defaulting State	Select the state for recording VAT details.
Vendor Registration Country	Select the VAT registration country in which the seller does business.
Vendor Registration ID	Enter the VAT registration identifier for this vendor.
Exception Type	Select a value to indicate that an exception to the VAT was issued. Exception values are *None, Exonerated*, and *Suspended.*
Certificate ID	Enter a certificate ID if an exception was issued for the VAT.
Calculate at Gross or Net	Select when to calculate the VAT. Value include:
	Net: When calculating VAT at net, the early payment discount is applied to the goods amount before calculating the VAT. The amount of VAT calculated

	using this method is the amount that is to be paid, regardless of whether the early payment discount is actually taken at time of payment.
	Gross: When calculating VAT at gross, the VAT is initially calculated based on the gross transaction amount. The early payment discount is not taken into account at this point. However, in some countries an adjustment is made to the VAT amount at the time of payment, if the early payment discount is taken.
Recalculate at Payment	Select to have the system recalculate VAT at the time of payment if a discount has been taken. This field value defaults from the VAT entity.
	If the Calculate at Gross or Net field value is Gross, the check box is selected. If the field value is Net, the check box is clear.
Include Freight	Select if the freight amount needs to be taxed. The system adds the freight amount to the gross or net amount before calculating VAT. This setting defaults from the VAT entity.
Include Miscellaneous	Select if miscellaneous charges need to be taxed. The system adds the miscellaneous charges to the gross or net amount before calculating VAT. This setting defaults from the VAT entity.
Declaration Point	Select when to declare VAT. Values are:
	Delivery: Declares VAT when shipments are received.
	Invoice: Declares VAT when a transaction is invoiced.
	Payment: Declares VAT when payment is tendered
Rounding Rule	Select the rounding rule for VAT amounts. Values are:
	Natural Round: Amounts are rounded normally (up or down) to the precision specified for the currency code.
	Up: Rounds up and limits rounding precision to one additional decimal place.
	Down: Rounds down.
	Rounding only impacts VAT amounts, the currency numbers stored in the system, and how currency numbers are printed on reports.
Use Type	Determines VAT recoverability. The field value is retrieved from the VAT default hierarchy, but you can override this value.
	Use type is a type of activity in which a purchased good or service will be used, and therefore to determine a recoverability percent and a rebate percent (when applicable) that will be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you can associate either the ratio of taxable activity to exempt activity directly with the use type, or you can indicate that this ratio is determined at the ChartField level.
Treatment	Select a value that controls VAT default and transaction behavior. A description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return. You can override the value in this field.

Values are:

Domestic Goods Purchase

Domestic Service Purchase

EU Goods Purchase (European Union goods purchase)

EU Service Purchase (European Union service purchase)

No VAT Processing

Outside of Scope

Self-Assess Goods Import

Self-Assess Service Import

Zero-Rated Goods Import

Applicability	Select whether VAT should be calculated for this schedule. While most requisitions may be subject to VAT for any VAT countries, there may be some items or item categories that are exempt or outside of scope for VAT. You can override the default value here.
VAT Code	The tax code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions.
	The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.
Record Output VAT	Select to have tax for this transaction charged on the supply of goods or services. You may want to select this check box for drop shipments.
Tax Rate	Displays the rate at which this item is taxed.
Transaction Type	Select a value to categorize VAT transactions according to particular VAT accounting and reporting requirements. The system uses the VAT code and transaction type in conjunction with the VAT account type to obtain the ChartFields for accounting entries.
Adjust Affected VAT Defaults	Click to adjust the VAT defaults on this page affected by changes you have made on the page. Changes that you have made to the defaults that affect other VAT defaults will be retained.
Levels	Displays the level of information (obligation) that intra-community sales and purchases require. This information is used mainly in France to reduce the declarative workload for small- and medium-sized industries. PeopleSoft delivers the Intrastat form with the most restrictive level (Level 1), which covers all levels of obligation. This is an informational field that determines the level that is checked on certain Intrastat reporting forms.
Reset All VAT Defaults	Click to reset all the VAT defaults. Changes that you have made to VAT defaults will be reset to their original values.

Confirming Requisition Checkout Information

Access the Confirmation page.

The Confirmation page displays basic information about the requisition and the number of items it contains. It appears when you either submit a requisition or save it for later use.

Edit Requisition	Click to Access the Eruditions Checkout page where you can make changes to the requisition and submit it again.
View a printable version	Click to preview and print the requisition.
Manage Requisitions	Click to go to the Manage Requisitions component where you can further process the requisition.

Changing Shipping and Accounting Information for Requisitions

Access the Shipping Defaults page.

Use this page to make updates to shipping information. Click the Continue to Accounting button to access the Accounting page where you can update distribution, asset information, and vendors.

Click the Cancel button to exit the page without saving any changes.

CHAPTER 8

Using Special Requests and Express Forms to Create Requisitions

This chapter provides an overview of special requests and express forms and discusses how to:

- Request special goods.
- Request special services.
- Create express forms.
- Order express forms.

Understanding Special Requests and Express Forms

This section provides and overview of special requests and express forms.

Understanding Special Requests

To create a requisition for an item that is not included in the standard catalog of items in PeopleSoft eProcurement and has no item ID, you can enter a special request. After you submit the requisition, the special request item is routed for approval.

When you enter a special request in the Special Request component, specify the type of item that you are requesting. This enables the system to tailor the fields to match needs.

You can request two types of items:

Goods	Physical items.
Services	Tasks that are performed by outside agents (for example, package delivery, temporary help, and repair work).

Note. If you know the PeopleSoft item ID, use the Search Catalog page to request the item.

Understanding Express Forms

Express forms enable employees to use a standardized form to order products that might need additional supporting information. For example, when ordering business cards you must give the name, job title, phone number, and other information that varies by individual but would follow the same format.

You design the express form page that employees will use by creating a record definition with the specific fields for that product. You can have as many express forms as you need; for example, you might design one express form for business cards and another for catering services. You can also use inquiry versions of the forms to display orders without allowing editing.

When the requester selects an express form for the requisition, a page appears where he can enter additional information needed to order the item. The requester completes this page, and the information is saved for the vendor.

Vendors can access the purchase order (PO) by using PeopleSoft eSupplier Connection. Using the application, they can access the PeopleSoft database, view the POs and the actual express form.

Common Elements Used in This Chapter

Add Item	Click to save data entered as a requisition line.
Additional Information	Enter comments that help describe or support a special request.
# of Units of Work (number of units of work)	The time that is needed to complete service based on the unit of work—for example, 2 hours or 6 days.
Beginning Date	Enter the date that the service should be started. This date appears in the Line Comments sections on the requisition and the purchase order.
Category	The item category to which this service belongs. This category ID enables the system to retrieve default values for the requisition and purchase order.
Date of Completion	The date that the services should be completed. This date appears in the Due Date fields on the requisition and the purchase order.
Description of Service	A brief description of the service that is needed (up to 254 characters). This description appears on the purchase order that is sent to the vendor.
Forms	Select this tab to access the express forms that have been defined for use.
Quote Number	The number of the written quote, if any, that is provided by the vendor. This number appears in the Line Comments sections of the requisition and the purchase order.
Quote Date	The date of the written quote from the vendor. This date appears in the Line Comments sections on the requisition and the purchase order.
Rate Per Unit of Work	The unit price for this service based on the unit of work.
Scope of Work	A detailed description of the service, including the vendor item ID, if available. This description appears in the Line Comments sections on the requisition and the purchase order.
Send to Vendor	Select to send the comments you entered in the Addition Information field to the vendor. This is only available for line-level comments.
Special Request	Select this tab to access a list of special requests for goods and services.

Unit of Measure	Enter the default unit of measure for this express form item. This is used on the requisition.
Unit of Work	The time-based unit of measure that is used for the service that is provided—for example, hour, day.
URL (uniform resource locator)	Enter the entire string that represents the a vendor's online address. The following is an example of a URL: http://serverx/InternetClient/InternetClientServlet.
Value of Services	Enter the cost of this service. This amount is saved on the requisition line with the quantity *1* and the unit of measure *Each*.
Vendor Set ID	Select a vendor setID to limit the selection of requisition lines to those for a specific vendor
Vendor ID	Enter a name that identifies a specific vendor.
Vendor Location	Enter the vendor's address.
Vendor Lookup	Click to access the Vendor Search page, where you can search for and suggest a particular vendor. If you do not name a vendor, the buyer can add one later.

Requesting Special Goods

This section discusses how to add a special request for goods to a requisition.

Page Used to Request Goods

Page Name	Object Name	Navigation	Usage
Special Request - Goods	PV_REQ_SR_GOOD	eProcurement, Create Requisition Click the Find Items link and select Special Request. Click the Special Request - Goods link.	Adding a special request for goods to a requisition.

Adding a Special Request for Goods to a Requisition

Access the Special Request - Goods page.

Use this page to order goods not listed in a catalog.

See Also

Chapter 7, "Creating Requisitions in PeopleSoft eProcurement," page 115

Requesting Special Services

This section discusses how to:

- Request a fixed cost service.

- Request a variable cost service.

- Request a time and materials form for services.

- Request a time and materials form for materials.

Pages Used to Request Special Services

Page Name	Object Name	Navigation	Usage
Special Request - Fixed Cost Service	PV_REQ_SR_SVC_FC	eProcurement, Create Requisition Click the Find Items link and select Special Request. Click the Special Request - Services link for Fixed Cost	Request a fixed-cost service. This is a service with a fixed fee and is not part of the standard item catalog for PeopleSoft eProcurement.
Special Request - Variable Cost	PV_REQ_SR_SVC_TL	Click the Special Request - Services link for Variable Cost.	Request a service that is based on the number of hours of work.
Special Request - Time and Materials (Service Information)	PV_REQ_SR_SVC_TM1	Click the Special Request - Services link for Time and Services.	Request a time and materials form for services.
Special Request - Time and Materials (Materials Information)	PV_REQ_SR_SVC_TM2	Click the Special Request - Services link for Time and Services. Click the Next button on the Special Request - Time and Materials (Service Information) page.	Request a time and materials form for materials.

Requesting a Fixed Cost Service

Access the Special Request - Fixed Cost Service page.

This type of service is a one-time event for a flat rate.

See Also

Chapter 7, "Creating Requisitions in PeopleSoft eProcurement," Suggesting Vendors, page 130

Requesting a Variable Cost Service

Access the Special Request - Variable Cost Service page.

This type of service is a contractual agreement based on the number of hours of work. For example, the cost to hire temporary help is usually based on the hours worked.

The number of hours on this page is an estimate. The total price is uncertain until the job is complete. For example, the cost to hire temporary help is usually based on the hours worked.

Requesting a Time and Materials Form for Services

Access the Special Request -Time and Materials (Service Information) page.

This type of service is a contractual agreement based on the number of hours worked and the materials used; for example, expenses that include parts and labor for equipment repairs.

If you also have material cost, click the Next button to access the Special Request -Time and Materials (Materials Information) page.

See Also

Chapter 7, "Creating Requisitions in PeopleSoft eProcurement," Suggesting Vendors, page 130

Requesting a Time and Materials Form for Materials

Access the Special Request -Time and Materials (Materials Information) page.

This type of service is a contractual agreement based on the number of hours worked and the materials used; for example, expenses that include parts and labor for equipment repairs.

After you complete the fields, click the Add Item button to access the confirmation page where you can review and submit the requisition.

Item Description	Describe the materials that are used. This description appears on the purchase order that is sent to the vendor.
Unit of Measure	Enter the unit of measure that you entered in the Requisition Price field, assuming a quantity of *1*.
Detailed Description of Project Materials	Enter a more detailed description of the materials used to help the purchasing department and the vendor identify the agreed-upon costs. If you know the vendor item ID, then enter it here. The text that you enter appears in the Line Comments sections on the requisition and the purchase order.

See Also

Chapter 7, "Creating Requisitions in PeopleSoft eProcurement," page 115

Chapter 7, "Creating Requisitions in PeopleSoft eProcurement," Suggesting Vendors, page 130

Creating Express Forms

To create express forms, use the Express Form Profile component.

This section provides steps to create express forms and discusses how to:

• Create express forms.

• Link express forms to PeopleSoft eProcurement.

Steps to Create Express Forms

To create an express form:

1. Create a record definition in PeopleTools with all the fields that you want on the express form.

    This record definition is created for a PeopleSoft application. The definition is made up of a rowset name and a record name and a group of child records that make up the fields for the express form page that users access to order forms. You can also hard code values into the rowset.

    The rowset name must be named &RS_REQ_ITEMS and the record must be named PV_EXT_ITEM_WRK. Required fields for the record include:

    • PRICE_REQ.

    • QTY_REQ.

    • CURRENCY_CD.

    • UNIT_OF_MEASURE.

    • CATEGORY_ID.

    • DESCR254_MIXED.

2. Use a subpanel with the required fields to enter a requisition; it is attached to the record definition from step 1.

    Enter a default value for these required fields to be used if the requester does not enter a different value.

3. Build the SQL (structured query language) table from the record definition and create the page definition.

    This defines the fields and layout of the express form itself. Enter all fields that you want the user to be able to complete. Be sure to include quantity and amount fields.

    When you build the record, the system:

    a. Creates the application class.

    b. Enables the application class for PeopleSoft eProcurement when you run the OK button in the Application Designer.

    c. Registers the profile in PeopleSoft eProcurement.

4. Copy the page that you just created and save it as an inquiry page.

    The sample business card express form uses the PV_EF_BUSCARD_INQ record. This provides a display-only page for the express form. Records that you create can only be edited by appropriate users and at appropriate points in the procurement process. To access the page, select eProcurement, Procurement Application Admin, Maintain Supplier Integration, Inquire Business Cards.

5. Define the component definition.

    The business card express form example uses PV_EF_BUSCARD.

6. Copy the page that you created and save it as an inquiry component.

7. Add the two components to an existing menu definition.

The sample business card express form uses the menu name PV_MAIN_MENU.

8. Use the Express Form Type page to link the express form to the PeopleSoft eProcurement user interface.

    To access the page, select eProcurement, Procurement Application Admin, Maintain Supplier Integration, Maintain Express Form Profile. Make sure you select the Activated? check box to activate the express form.

9. Enable the express form catalog type to establish a security setting for express forms.

    Use the Catalog Types page to enable express form security. To access the page, select eProcurement, Procurement Application Admin, Maintain Catalogs, Catalog Types and select the Enable check box.

10. Enable menu security using permission list, roles, and user profiles.

    Express form is a type of catalog security. You must explicitly give permission to users for them to access and use express forms. Also, you must assign catalog security to a business unit. To assign catalog security, select eProcurement, Procurement Application Admin, Maintain Business Units, eProcurement Business Unit Actions, select EXPRESSFORM_SECURITY, and then select the business unit to which you want to apply the security.

11. Test the new express form to ensure online functionality and data integrity by adding data to the express form, confirming default values, and prompt lists.

    The ChartField should appear as a default from the setup in step 2. The account usually comes from the item category definition.

12. To retrieve the express form in an item search or browse during requisition entry, define the express form search using the rule-based catalog maintenance feature.

After adding an express form to a requisition, the information you enter appears as line comments for approvals and reviews. This example illustrates how information you enter for an express form appears in a requisition.

Example of line comments for express forms

Note. Line comments are not updated if you make changes to the express form; however, the application class records the changes and makes them available to suppliers who use the line comments to produce the express form.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields"

PeopleSoft Managing Items 8.8 PeopleBook, "Defining Item Control Values"

PeopleTools PeopleBook: PeopleSoft Security

PeopleTools PeopleBook: PeopleSoft Application Designer

Page Used to Create Express Forms

Page Name	Object Name	Navigation	Usage
Express Form Type	PV_EXP_APP_PROFILE	eProcurement, Procurement Application Admin, Maintain Merchant Integration, Maintain Express Form Profile	Link express forms into PeopleSoft eProcurement.

Linking Express Forms into PeopleSoft eProcurement

Access the Express Form Profile page.

Use this page to link record definitions for express forms to the PeopleSoft eProcurement system. Define the page, menu, and component for the express form for both editable and inquiry-only versions. You can create different express forms for different uses and effective dates.

All fields from Effective Date through Page Name are required.

Note. The business card form is provided by PeopleSoft as an express form example, but is not intended to be an express form template.

Effective Date	Defines the date on which the form is to be valid for use with the PeopleSoft eProcurement.
Activated?	Select to indicate this form is available for use.
Menu Name	Enter the menu definition for the express form page. Use this field to link the requisition Search Catalog page to the location of the express form. The menu, component, and page elements are part of a hierarchy where each layer further defines parts of the menu.
Component Name	Enter the name of the component where the express form is located.
Page Name	Enter the record definition that you created for the express form.
Inquiry Menu Name	Enter the name of the inquiry menu definition that is used by this express form page for inquiries. Use this field to link the item description links to the location of the express form inquiry. You can view express forms using the Inquire Business Cards page. To access the page, select eProcurement, Procurement Application Admin, Maintain Merchant Integration, Inquire Business Cards.
Inquiry Component	Enter the component for express form inquiries.

Inquiry Page Name   Enter the record definition used for express form inquiries.

Image Name   Enter the file name of the image that you want to display on the requisition
                              Search Catalog page for this express form.

Contact Name   Enter the contact person for this order.

Search Keywords   Enter a string of characters that can be used to search for this form. The system
                              uses a space between strings to distinguish what make up a string.

Note. More than one express form can use the same page definition but not the same express form type.

Note. Use the inquiry or display-only version of the express forms to enable users
and vendors to view orders without editing them.

You can also enter search terms and a description that helps users find the express
form during searches of the catalog.

Ordering Express Forms

PeopleSoft eProcurement is delivered with an express form example of business cards. While the example
can be used to design express forms, it's not intended to be used as an express form template.

To order express form items:

1. Create or edit a requisition.

2. Access the Find Items page and select Forms.

3. Click the link for the type of form you want to order.

4. Enter information for the form.

   Fields marked with an asterisk (*) are required.

5. Click OK to save the request and go to the Requisition Checkout page.

6. After adding the form to the requisition, view the order by clicking the linked item's
   description on the Requisition Checkout page.

See Also

Pages Used to Order Express Forms

Page Name	Object Name	Navigation	Usage
Business Cards	PV_EF_BUSCARD	eProcurement, Create Requisition Click the Find Items link and select Forms. Click the link for the express form you want to use. The Business Cards page is an example page.	Enter data for express forms. When you enter the quantity of forms, the system updates the Amount field with the line total.
Inquire	PV_EF_BUSCARD_INQ	eProcurement, Procurement Application Admin, Maintain Merchant Integration, Inquire Business Cards	View express forms.

Managing Requisitions in PeopleSoft eProcurement

This chapter provides an overview of requisition management, provides a list of common elements, and describes how to:

• Maintain requisitions.

• Approve requisitions.

Understanding Requisition Management

Use the Manage Requisition feature to track requisitions in one place. Using the feature, you can review, edit, approve, or cancel requisitions and display only active requisitions that do not have a status of *Complete*.

After you dispatch a requisition on a purchase order, the goods are received and the vendor is paid. The Requisition Reconciliation process (PO_REQRCON) then marks the requisition status *Complete*. Canceled requisitions and those that are fulfilled by inventory stock are also marked *Complete*. With requisition management, you can also design the own ChartField or commodity approval by using functional pages.

Common Elements Used in This Chapter

Approval Status   Click the Approval Status button to access the Requisition Approval Status page where you can review the approval status of this requisition.

      Click the Cancel button to access the Requisition Details page where you can cancel this requisition.

      Click the Change Request button to access the Change Request Header page, where you can enter a change request for this requisition line. This button appears if the PO has been dispatched but not received.

      Click the Commitment Control button to update the budget check status. This button appears only if Commitment Control is enabled and if the budget status is *Not Checked*.

Cycle   Click the Cycle button to access the Requisition Cycle page where you can view where the requisition is located in the requisition cycle.

Edit   If the requisition has the status *Open* or *Pending*, click the Edit
                                            button to return to the Requisition Checkout page, where you can
                                            make changes to the requisition.

                                            Note. *Approved* requisitions can be edited if Commitment Control is
                                            enabled, the budget status is *Error,* and you are using PeopleSoft Workflow.
                                            These requisitions are resubmitted to workflow after editing.

                        Click the Receive button to access the Select Items to Receive page,
                                            where you record the receipt of items from this requisition. This button
                                            is available only if the PO is dispatched.

                        Click the Re-Open button to change the status of a *Canceled*
                                            requisition to *Open.* An *Open* status requisition must be submitted
                                            by using the Requisition Checkout page.

                        Click the Return button to access the Return to Vendor page, where you
                                            can enter information needed to return the items to the vendor. This option
                                            is available only if an approved requisition has been dispatched on a PO
                                            and if the items have been received from the vendor.

Show Status   Displays requisitions with the following statuses:

                                            All: Displays all requisitions except those with the status *Complete.*

                                            Approved: The requisition is approved and can become a PO.

                                            Canceled: The requisition was entered and saved but was canceled. A
                                            canceled requisition can be reopened within a certain number of days as
                                            specified for the Purchasing business unit; otherwise, it is closed permanently.

                                            Complete: After the requisition is dispatched on a PO, the goods are
                                            received and the vendor is paid. A background process marks the
                                            requisition status *Complete.* Canceled requisitions and those that are
                                            fulfilled by inventory stock are also marked *Complete.*

                                            Denied: The requisition is denied in the approval process.

                                            Open: The requisition has been entered and saved but not yet submitted, or
                                            the receipt has been entered and saved but might have errors.

                                            PO(s) Created: The requisition has been placed on a PO.

                                            PO(s) Dispatched: The requisition has been placed on a PO, and
                                            the PO has been dispatched to the vendor.

                                            Pending: The requisition has been submitted and is awaiting approval.

                                            Received: The requisition has been placed on a PO. The PO has been
                                            dispatched to the vendor, and the goods have been partially or fully received.

                                            Searched: Retrieves the last search that you performed on the Requisition
                                            Name field. If a value is in the Requisition Name field, it is used in the search.

                        Click the Submit button to run the Run Initialize Workflow process
                                            (PV_RUN_WF_INIT). This button is available only if the Schedule Approval

Process check box is selected on the Run Initialize Workflow Process page and if the user profile includes a role using the role action ALLOW_WF_INIT.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Understanding PeopleSoft Commitment Control"

Maintaining Requisitions

Use the Manage Requisitions page to maintain, search for, and sort requisitions.

Use the eProcurement Installation Options page to define the maximum number of rows that are retrieved and displayed on the Manage Requisitions page.

This section discusses how to:

• Manage requisitions.

• View requisition details.

• Maintain requisition distribution and accounting details.

• Change value added tax details for distributions.

See Also

Pages Used to Maintain Requisitions

Page Name	Object Name	Navigation	Usage
Manage Requisitions	PV_REQ_STATUS	eProcurement, Manage Requisitions	Review, edit, or cancel a requisition, make a change request, receive a purchase order (PO), or return an item to the vendor.
Requisition Details	PV_REQ_PO_DTLS	Click the Requisition Name link on the Manage Requisitions page.	View requisition details.
Item Description	PV_NEW_ITM_DESCR	Click an item's description on the Requisition Details page.	View line item descriptions.
Requisition Detailed Summary	PV_REQ_APP_DTL_GRD	Click the Requisition Schedule and Distribution link on the Requisition Details page.	Review distribution and accounting information for the requisition.
Vat Details for Distribution	PV_REQ_DET_SUMM_RM	Click the Distribution VAT button on the Requisition Detailed Summary page.	Change value added tax details for distributions.
Requisition Cycle	PV_REQ_CYCLE_PAGE	Click the Cycle button on the Manage Requisitions page.	View a requisition's position throughout the requisition process.
Purchase Order Inquiry	PV_PO_LINE_INQ_2	Click the Order button on the Requisition Cycle page.	View the approval steps and status of a requisition line.
Requisition Approval Status	PV_WORKFLOW_APPR	Click the Approval Status button on the Manage Requisitions page.	View summary information for the requisition including the number of items and the total price.
Requisition Details (for cancelling and reopening requests)	PV_REQ_CANCEL	• Click the Cancel button on the Manage Requisitions page. • Click the Reopen button on the Manage Requisitions page.	Review the details of a requisition. Use this page to cancel a requisition or reopen a requisition that has been canceled.

Managing Requisitions

Access the Manage Requisitions page.

Use this page to review the statuses of requisitions. From this page you can access several pages to perform numerous tasks, including; review requisition details, edit or cancel requisitions, create change requests, receive stock, or return stock to the vendor. If a requisition has already had a PO created for it, you can view those details by clicking the requisition name.

Click the Expand button next to the PO name to view the requester, vendor, and basic details for each line item in the PO.

Note. If the eProcurement role action NO_DEFAULT_RESULT is assigned to users, requisitions
do not appear in the scroll area until they click Go.

Use the Find feature to search for specific POs. You can search by requisition ID, dates,
requester, who entered the PO, and by PO number and status.

Note. The Requester and Entered By fields appear only for users who are assigned
the role action REQ_MGR_OPR.

Budget	This column appears when Commitment Control is enabled.
Create New Requisition	Click to access the Create Requisition page, where you can add another requisition.
Inquire Change Request	Click to access the Change Request List for page, where you can view and process change requests.
Inquire Receipts	Click to access the Receipts For page, where you can view and maintain receipts.
Requisition Reports	Click to access the Requisition to PO XREF page, where you can define parameters for creating the Requisition to PO XREF Report (POY1100).

See Also

Viewing Requisitions Details

Access the Requisitions Details page.

Use this page to view details about individual PO lines. If POs have been created for the requisition,
click the Expand button for the PO Information grid to view and manage the order.

Line Item Description	Click to view an item's description. You can also access the item's detail document.
Source Status	Displays the stage of the requisition line in the sourcing process. Values include:
	Available: The requisition line has not yet been placed on a PO or inventory stock request.
	In Process: A sourcing process is running on this requisition line, or there is an error in creating a PO.
	Complete: The requisition line has been sourced to an inventory stock request or a PO.
Req Quantity (requisition quantity)	Displays the quantity ordered for this line item. The UOM also displays with the quantity.
Price	Displays the cost for each unit of this line item.

Total	Displays the total cost for this line of the requisition.
Sourced from Inventory	Click the Sourced from Inventory button to access the Requisition to MSR List page, where you can view stock request information.
	This button appears on any requisition line that can be fulfilled by a PeopleSoft Inventory material stock request. The button appears if the item is defined as an inventory item on the Item Definition - General page: Common page.
Requisition Schedule and Distribution	Click to access the Requisition Detailed Summary page, where you can view line details, schedules, and distribution information.

PO Information

Expand this section to view and make changes to a PO.

Receipt Status	Displays the receipt status for this PO. Values include:
	PO Not Received: No quantities for this PO line have been received.
	PO Partially Received: Part or all quantities for this PO line have been received. Even if the quantity is fully received, the status does not change until the Match Request page in PeopleSoft Payables is run.
	PO Received: All quantities for this PO line have been received and the Matching process (AP MATCHING) in PeopleSoft Payables is run.
View Receipt	Click the View Receipt button to access the Receipt For a Casual User page. This button appears if a receipt has been recorded for this line.
	Click the Change Request button to access the Change Request Header page, where you can enter a change request for this requisition line. This button appears if the PO has been dispatched but not received.

Maintaining Requisition Distribution and Accounting Details

Access the Requisition Detailed Summary page.

Requisition Detailed Summary - Details tab

This page is comprised of three sections. To use the Line component to view the item's description, click item name. You can also launch the Details Document after accessing the item's details.

The Schedule section displays shipping information for the item, such as where the item is being shipped, when it's due, the amount, and cost of the item.

Click the Schedule VAT (schedule value added tax) button to access the Schedule VAT Information page where you can review tax information as you manage requisitions. A value added tax, as opposed to a retail sales tax, is an indirect tax. Rather then being applied only at the point of sale, at the end, to a final consumer, the tax can be paid by each supplier up through the chain of sale.

When you access the Schedule VAT Information page, you can override the recovery percentage and rebate percentage and recalculate or reset VAT defaults changes are made to VAT determinants.

The Distribution section displays accounting information using tabs.

Dist # (distribution number)	Displays the number the system assigns to this distribution. The system uses this numbering to distinguishes between multiple distributions for a single requisition line.
Status	Distribution statuses include:
	Open: The distribution line is open.
	Complete: The distribution line is closed.
	Processed: The distribution line has been processed and is unavailable for sourcing.
	Canceled: The distribution has been canceled.
Dist Type (distribution type)	Displays the method by which the system allocates or charges an expense account distribution. Values include:

Amt (amount): The sum of all distribution amounts must equal the schedule amount (merchandise amount). Inventory items cannot be distributed by amount.

Qty (quantity): The sum of all distribution quantities must equal the schedule quantity.

Distribution Vat	Click the Distribution Vat button to access the Distribution VAT Information page where you can review tax information as you manage requisitions. The button does not appear when the Calculation Adjustment at business unit level is not selected, the purchasing business unit is not in a VAT environment, or the View/Override VAT Details feature is not selected as a user preference or role action.

More Details

Select the More Details tab.

Along with viewing accounting information, you can access projects. Click the Projects link to view and update projects and activities.

More Details 2

Select the More Details 2 tab.

Stat Code (statistics code)	Displays the code used to maintain statistical amounts to facilitate financial analysis and reporting. You can track a variety of nonmonetary amounts with statistics.
Open Amt (open amount)	Displays the amount that is still open on the PO. Values appear in this field when the distribution type is *Amt*.
Open Quantity	Displays the quantity that has not been received and is still open on the PO. Values appear in this field when the distribution type is *Qty*.
Base Amt (base amount)	Displays the monetary value for this distribution line. The value appears in the base currency for the business unit. The currency type also appears with the value.

If the currency is different than the base currency, an exchange rate also appears. |
Exch Rt (exchange rate)	Displays the ratio between the base currency and the alternate currency.
Profile ID	Displays the default asset profile ID associated with distribution items.
Tag Number	If you use tags to track assets, enter the tag number assigned to the asset.
CAP ID (capital acquisition plan ID)	The CAP identification ties the asset to a capital acquisition plan.

More Details 3

Select the More Details 3 tab.

Sequence	Displays the sequence number for the capital acquisition plan.

EmplID (employee ID)   Employee ID of the custodian for this distribution item.

Capitalize   Select to designate this item as a capitalized item. If the item is capitalized, it can be depreciated before being the order is paid.

Activity   Displays the activity associated with this distribution item.

Cost Type   Displays the default cost type associated with the item purchase, if applicable. Cost types represent components of the cost of an asset, such as materials, labor, and overhead.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Attributes

Changing Value Added Tax Details for Distributions

Access the VAT Details for Distribution page.

Use this page to make adjustments to value added taxes distribution details. Information that appears on the page relates to the requisition line number item and the schedule that you selected on the Manage Requisitions page.

Vat Defaults

Use Type   Determines VAT recoverability. The field value is retrieved from the VAT default hierarchy, but you can override this value.

                                  Use type is a type of activity in which a purchased good or service will be used, and therefore to determine a recoverability percent and a rebate percent (when applicable) that will be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you can associate either the ratio of taxable activity to exempt activity directly with the use type, or you can indicate that this ratio is determined at the ChartField level.

Apportionment Control   Displays the business unit you want to control the VAT apportionment. This value defaults from the Purchasing business unit. VAT apportionment is the mechanism that enables you to specify the ratio of taxable activity to exempt activity for individual ChartFields.

Recovery Source   Select whether the VAT recovery is *Automatic* or *Manual.* This value defaults from the Purchasing business unit. If you select *Manual,* enter a value in the Recovery Percent field.

Rebate Source   Select whether the VAT rebate is *Automatic* or *Manual.* This value defaults from the Purchasing business unit. If you select *Manual,* enter a value in the Rebate Percent field.

Treatment   Controls default and transaction behavior. A description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return. You can override the values in this field.

The VAT defaulting hierarchy determines the value of this field based on the country in which the service is deemed to have been performed, and the countries in which the bank and beneficiary are located and registered.

VAT Code (value added tax treatment)

Select a value to specify the rate at which VAT is calculated. The VAT code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions.

The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.

Transaction Type

Select a value to categorize VAT transactions according to particular VAT accounting and reporting requirements. The VAT code and the VAT transaction type are used in conjunction with the VAT account type to obtain the ChartFields for accounting entries.

VAT Calculations

Transaction Amount   VAT amount in the transaction currency.

Transaction Amount Base   VAT amount in the base currency.

Basis Amount   VAT basis amount in transaction currency.

Basis Amount Base   VAT basis amount in the base currency.

Tax Rate   Displays the rate at which this item is taxed.

Recorded Amount   Displays the amount of VAT calculated for the schedule in the transaction currency.

Recorded Amount Base   Displays the amount of VAT calculated for the schedule in the base currency.

Recovery Percent

Displays a system calculated value based on the selected VAT use type . You can override the automatic value if the VAT Allow Override Recovery/Rebate field on the business unit indicates that manual override is allowed. This value must be smaller than or equal to 100, and a positive number.

To access the field, select eProcurement, Procurement Application Admin, Maintain Business Units, Processing Options, click the Set VAT Default link.

Rebate Percent

Displays a system calculated value based on the selected VAT use type. You can override the automatic value if the VAT Allow Override Recovery/Rebate field on the business unit indicates that manual override is allowed. This value must be smaller than or equal to 100, and a positive number.

To access the field, select eProcurement, Procurement Application Admin, Maintain Business Units, Processing Options, click the Set VAT Default link.

Recovery Amount   VAT recovery amount in the transaction currency.

Recovery Amount Base   VAT recovery amount in the base currency.

Rebate Amount   Calculated VAT rebate amount in the transaction currency.

Rebate Amount Base   Calculated VAT rebate amount in the base currency.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Understanding Value Added Taxes (VAT)

Approving Requisitions

This section discusses how to approve requisitions by using the Manage Approvals page.

Page Used to Approve Requisitions

Page Name	Object Name	Navigation	Usage
Manage Approvals	PV_APPR_MGR2	eProcurement, Manage Approvals	Approve requisitions by using the Manage Approvals page.

Approving Requisitions by Using the Manage Approvals Page

Access the Manage Approvals page.

Use this page to review the requisitions that you have approved or that you are responsible for approving.

See Also

CHAPTER 10

Integrating with Direct Connect Suppliers

This chapter provides an overview of supplier integration and discusses how to:

• Set up common components for direct connect.

• Link to suppliers using PunchOut.

• Link to suppliers using Roundtrip.

Understanding Direct Connect Supplier Integration

Use the Direct Connect Supplier feature to immediately connect to a supplier website by clicking the supplier's link. The link is available on the Web tab that you access during the creation or maintenance of PeopleSoft eProcurement requisitions and item searches. You use the link to review and select items for the shopping cart directly from the supplier's catalog.

You set up direct connect methods and supplier details, such as URLs (uniformed resource locator). Then through a series of background processes, PeopleSoft eProcurement:

• Passes and receives strings of data which are transformed from XML into PeopleSoft messages.

• Makes it possible for users to access, and browse supplier catalogs.

• Adds requisition lines using supplier shopping carts.

• Sources purchase orders (POs) to suppliers.

The product or service items that you select are brought into a PeopleSoft eProcurement requisition, which is processed through PeopleSoft approval workflow. The requisition is eventually converted to a purchase order, which is routed to the supplier's website. This integration enables you to access multiple vendor catalogs in real-time, without loading or maintaining catalogs within PeopleSoft applications, including eProcurement.

Direct connect supplier integration enables you to create configured orders for products or services such as:

• Computer systems with various types of processors, memory requirements, and peripherals.

• Printing jobs with varying text, colors, types and sizes of paper, numbers of copies, and output formats.

• Catered events with different locations, times, types of food, and levels of service.

PeopleSoft eProcurement supports:

• Roundtrip integration that uses OCI (Open Catalog Interface) and xCBL (Commerce eXtensible Markup Language) to format the data returned from the shopping session.

Using Roundtrip, you can access a supplier's existing, web-based catalog to from within PeopleSoft eProcurement. You can add goods and services to a shopping cart.

• PunchOut integration that uses cXML.

Using PunchOut, you can access supplier websites and find, select, and configure goods for purchase. The PO is sent back through PunchOut for order fulfillment. You can access supplier catalogs and streamline the purchasing processes.

Note. The Direct Connect Supplier feature requires some setup by the organization. The steps for entering an order with a direct connect supplier vary according to the supplier and the setup. Because direct connect order processing involves integration with another website, the PeopleSoft eProcurement change request feature might not be available for purchase orders that are created in this manner.

Note. The terms marketplace and marketsite are interchangeable in this PeopleBook and refer to conducting business using the internet.

Shared Data Synchronization

To prevent validation errors when requisition information is passed between PeopleSoft eProcurement and the direct connect supplier's website, the common control data should use these codes:

Control Data	Standard Used by cXML
Units of measure	UN/CEFACT
Currency codes	ISO 4127
Country codes	ISO 3166
Language codes	ISO 639

Setting Up Common Components for Direct Connect

To set up common components for direct connect, use the Linked Supplier, the Direct Connect Merchant Xref, and the Direct Connect Merchant Search components.

You can set up a number of components for direct connect to use with both PunchOut and Roundtrip. This section discusses how to:

• Contact suppliers for authentication data.

• Set up nodes.

• Add PeopleSoft vendor definitions.

• Set up direct connect method components.

- Map PeopleSoft field values to supplier field values.

- Find direct connect supplier information.

- Use direct connect EIPs.

Pages Used to Set Up Common Components for Direct Connect

Page Name	Object Name	Navigation	Usage
Connectors	IB_NODECONN	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Integration Broker Node Definitions Select the Connectors tab on the Integration Broker Definitions page.	Set up nodes.
Contact/Notes	IB_NODECONTACT	Select the Contact/Notes tab on the Integration Broker Definitions page.	Define information about the people associated with the current node. Each node represents a database or other software entity managed by one or more people. You also enter a description for the supplier using this page. This is the description that displays on the Web page when you are creating a requisition.
Linked Supplier Setup	PV_DC_TYPE	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Direct Connect Methods	Define direct connect method components.
Supplier Value Cross-Reference	PV_MERCHANT_XREF	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Supplier Value Cross-Reference	Map PeopleSoft field value to supplier field values by creating a cross-reference between the item categories and the values that are returned by PunchOut direct connect suppliers.
Merchant Search Information	PV_MERCHANT_INFO	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Merchant Search Information	Find direct connect supplier information. Access is limited to users with the eProcurement Action Role of System_Admin.

Contacting Suppliers for Authentication Data

The following steps describe the setup for direct connect suppliers:

1. The supplier creates a domain for the organization.

2. The supplier gives the organization the URL to link to the website from a
    PeopleSoft eProcurement requisition.

3. The organization administrator and the supplier establish an organization-wide password (shared
    secret) that authenticates XML messages from PeopleSoft eProcurement.

Setting Up Nodes

Access the Connectors page.

Connectors page: Properties tab

Use this page to specify how the default local node should send messages to the target node. This
is PeopleSoft eProcurement's first point of contact with other PeopleSoft applications, third-party
systems, Integration Broker hubs, and remote gateways. At least one gateway ID with at least one
target connector ID must be defined and configured. If the current node is remote, it can use the
default local node's gateway or any other installed gateway as its local gateway.

Note. You use the Node Info tab to name the node. This is the text link to the supplier.

Note. You must set up Integration Broker gateways before you create the node.

To specify a gateway and connector for the current node:

1. Use the Gateway ID field to select the gateway ID for the gateway you want the current node to use.

    When the default local node sends a message to any other node, the message first goes to the default local node's local gateway through its PeopleSoft listening connector, regardless of the gateway ID you select here. You define one local gateway for each integration engine, but a single installed gateway can serve multiple engines.

2. Select the *HTTPTARGET* node in the Connector ID field.

    Note. Make sure that the HTTPTARGET node is available when you set up the gateway. It a delivered node which the system automatically loads and must be the node used with direct connect suppliers.

    ---

3. The system loads values in the Properties section.

    *   The *HEADER* property tells the supplier what you are sending.
    *   The *CONTENT-TYPE* property uses a value of *text/xml.*
    *   The *HTTPPROPERTY* property is the type of property for Roundtrip and PunchOut.
    *   The *METHOD* property uses a value of *Post.*
    *   The *PRIMARYURL* is the link to the supplier.
    *   The *URL* property uses the value of the URL that was provided by the supplier.

Properties that appear on this page are copies of the specified connector's required properties; changes you make on this page have no effect on the originals. You can make changes in the Values field.

Enter password values if you are using a password protected gateway.

Adding PeopleSoft Vendor Definitions

Before you save an order on a PeopleSoft eProcurement requisition, you must first establish the supplier as a PeopleSoft vendor. After you set up this connection, the vendor ID is saved on the requisition line, and this supplier is listed as the vendor on the purchase order.

See Also

Chapter 3, "Using PeopleSoft eProcurement Administration," Maintaining Vendors, page 35

Setting Up Direct Connect Method Components

Access the Linked Supplier Setup page.

Use this page to define new direct connect supplier methods. Also, you can change versions of the PunchOut or Roundtrip methods for those suppliers who do not follow the published standards defined the two methods. You also define the application class where the new or changed code for the method resides.

PeopleSoft supplies the *PUNCHOUT* method with eProcurement. The standard follows the PunchOut standard defined in the cXML 1.2.008 specification. This specification is available online.

PeopleSoft also supplies the *ROUNDTRIP* method with eProcurement and uses the published Roundtrip standard. Roundtrip was built to expand on the OCI 2.0b specification which is also available online.

Direct Connect Method   Enter a new method value or select an existing value. A method is the means you use to link PeopleSoft eProcurement with a direct connect supplier. A method has properties containing object attributes that define basic information about the eProcurement and supplier connections.

Methods enable you to define code specific to a supplier. PeopleSoft eProcurement delivers the methods and classes for you to use in establishing and changing supplier connections.

Note. After you create methods, you can use the Linked Suppliers link on the Maintain Supplier Integration page to make changes to the method.

Root Package ID   Select the primary application package. This is the parent class for other packages or for child application classes and determines where the method resides.

Application Class Path   Select to use an application class as the source for this user list. When you select this option, you must also select a value in the Root Package ID field as well. Optionally, you can use the Application Class Path field to define specific classes containing the logic for this direct connect method.

Property Name   Enter a property name. This is an attribute of how this particular vendor utilizes the direct connect method. For example, you can define passwords, keywords for searches, and view and edit properties for the method. You create properties using PeopleCode.

Mapping PeopleSoft Field Values to Supplier Field Values

Access the Supplier Value Cross-Reference page.

Use this page to map PeopleSoft eProcurement values to values with the same meaning but with different field names that the supplier uses. The most common use of this mapping is when a unit of measure, such as Dozen is described by PeopleSoft as DZ and the supplier as DOZ. Another example might be when the manufacturer ID is referred to as the original equipment manufacturer by the supplier.

The Direct Connect Supplier feature uses a variety of item classification schemes. For example, a direct connect supplier might return a UNSPSC code with each item that the supplier sends to PeopleSoft eProcurement. When a supplier returns the classification code to eProcurement, you convert that code to the item categories that you have set up.

Following are two ways to set up the relationship between the direct connect item classification value and the PeopleSoft item categories that you use:

• When creating an item category, set the Category Code field to equal the classification value that you want to associate with that item's category.

• Use the Supplier Value Cross-Reference page to associate fields with direct connect supplier's field values.

For example, many suppliers return a UNSPSC code to eProcurement. When you create item categories, we recommend that you set the category code for each category to equal the corresponding UNSPSC code. If that isn't feasible, use the Supplier Value Cross-Reference page to associate one or more UNSPSC codes with an item category.

For PunchOut suppliers, PeopleSoft eProcurement uses the following method to find an item category, based on what the supplier returns in the <Classification> tag for each item. PeopleSoft eProcurement compares the category code (CATEGORY_CD) that is associated with each item category (CATEGORY_ID) to the value that the supplier returns in the <Classification> tag.

• If eProcurement finds a match, it places that item category for the matched item on the requisition line (REQ_LINE.CATEGORY_ID) for that item.

• If eProcurement cannot find a match, it looks at the supplier value cross-references.

  - If it finds a direct connect supplier value in the cross-reference, then the Item Category that is associated with that value is placed on the requisition line for that item.

  - If PeopleSoft eProcurement does not find a match, then the CATEGORY_ID that is associated with the supplier in the linked supplier component is placed on the requisition line for that item.

The system use values you define on this both for sending and receiving direct connect supplier data. You can add or change the cross references. Before you access this page, you first select the field to which the mapping applies.

Supplier ID	Select the supplier node for which this mapping is to apply.
Supplier Value	Enter the value that the supplier uses to describe this field.
PeopleSoft Value	Enter the value that PeopleSoft uses instead of the direct connect supplier value.

Finding Direct Connect Supplier Information

To find direct connect supplier information, use the Direct Connect Merchant Search component.

Access the Merchant Information Search page.

Use this page to find direct connect supplier information and edit their effective dates and keywords.

Using Direct Connect EIPs

To support integrated implementations in which you use a third-party system to acquire goods and services, PeopleSoft eProcurement provides these enterprise integration points (EIPs):

• PV_DC_CONNECT_REQST

  Requester signs into a marketplace using a PunchOut request.

• PV_DC_CONNECT_RESP

  Requester receives response from a marketplace as a PunchOut response.

• PV_DC_ITEMS

  Requester shops, creates quote, checks out from the direct connect supplier using the PeopleSoft requisition.

• PV_ORDER_CXML

  PeopleSoft eProcurement imports purchase orders from the supplier.

• PV_ORDER_RESP

  PeopleSoft eProcurement creates a PO as a PunchOut response.

Linking to Suppliers Using PunchOut

This section provides an overview of definitions and relationships and discusses how to:

• Set up node information for PunchOut.

• Using the Integration Point Wizard.

• Defining linked suppliers for PunchOut.

• Define linked suppliers properties.

Overview of Definitions and Relationships

. Using broker definitions and relationships, you define the parameters for communicating with external suppliers using PunchOut. PeopleSoft eProcurement requires at least the local gateway, through which it can send and receive messages.

You set up suppliers as a node in the integration profile. Nodes are to or from locations from which the system routes messages. Nodes can also be an application, a database, or a server. Multiple nodes can share the same local gateway, which might be the only gateway you will need for all integrations. When a node is linked to a particular message, the relationship is called a transaction.

A relationship reconciles incompatible parameters to successfully transmit data from the source to the target. Each integration requires at least one transaction at each PeopleSoft Integration Broker node. One node uses a transaction to send a message, and one or more nodes use transactions to receive the message. The sending node might apply a transaction with different parameters than those applied by the nodes that receive the message, with respect to routing, transmission type, message structure, or message content.

Direct Connect Supplier Transformations

Before defining direct connect supplier relationships, you need to create transformations. They convert an XML document from one format to another. Since the transformation is associated with a relationship, there can be a separate transformation for each supplier relationship. The system creates transformations using the Application Engine definition.

The system uses a step type of XSLT along with PeopleCode steps to perform the transformation. XSLT documents are tools that hold the structure of a document as well as the rules of how to transform a XML document from one format to another.

There should be at least one transformation for each message. This transformation follows the standard defined for each XML document for example, PunchOutOrder Message.

For some suppliers, you might need to change the standard transformation to support extrinsic values or other departures from the standard. In most cases, the modified logic should be saved as a separate name from the standard transformation, and the newly named transformation should be associated with the relationship.

When you create a transformation that follows a newly published version of the standard, you should save the new transformation with the standard's version name suffixed at the end – for example, PunOMsg2. You can use only 10 characters. When determining whether to use PeopleCode or XSLT, make the decision on a transformation-by-transformation basis.

These transformations are already created for PunchOut in Application Designer:

- PV_DC_POSR (direct connect request) and applies to the PV_DC_CONNECT_REQST message (authentication on start of direct connect session).

- PV_DC_POSRSP (Direct connect response) and applies to the PV_DC_CONNECT_RESPONSE message (response from supplier of authentication request).

- PV_DC_POOM (direct connect items) and applies to the PV_DC_ITEMS message (shopping cart information sent by supplier upon return to PeopleSoft eProcurement).

Note. The Roundtrip direct connect method does not use transformations.

To assist in setting up sending and receiving nodes, use the Integration Point Wizard. This tool helps define request and response messages used in application background processes and transformations.

To create a point-to-point integration for PeopleSoft eProcurement suppliers using the wizard, you must have the integration gateway set up and configured. In addition, before you can use the wizard you must have defined these objects:

- Sending node.

- Receiving node.

- Request message.

- Response message for synchronous messages only.

- Request transformation.

- Response transformation.

Process Flow for Direct Connect Supplier Integration Using PunchOut

This illustration describes the process flow of the integration between PeopleSoft eProcurement and a direct connect supplier who uses PunchOut:
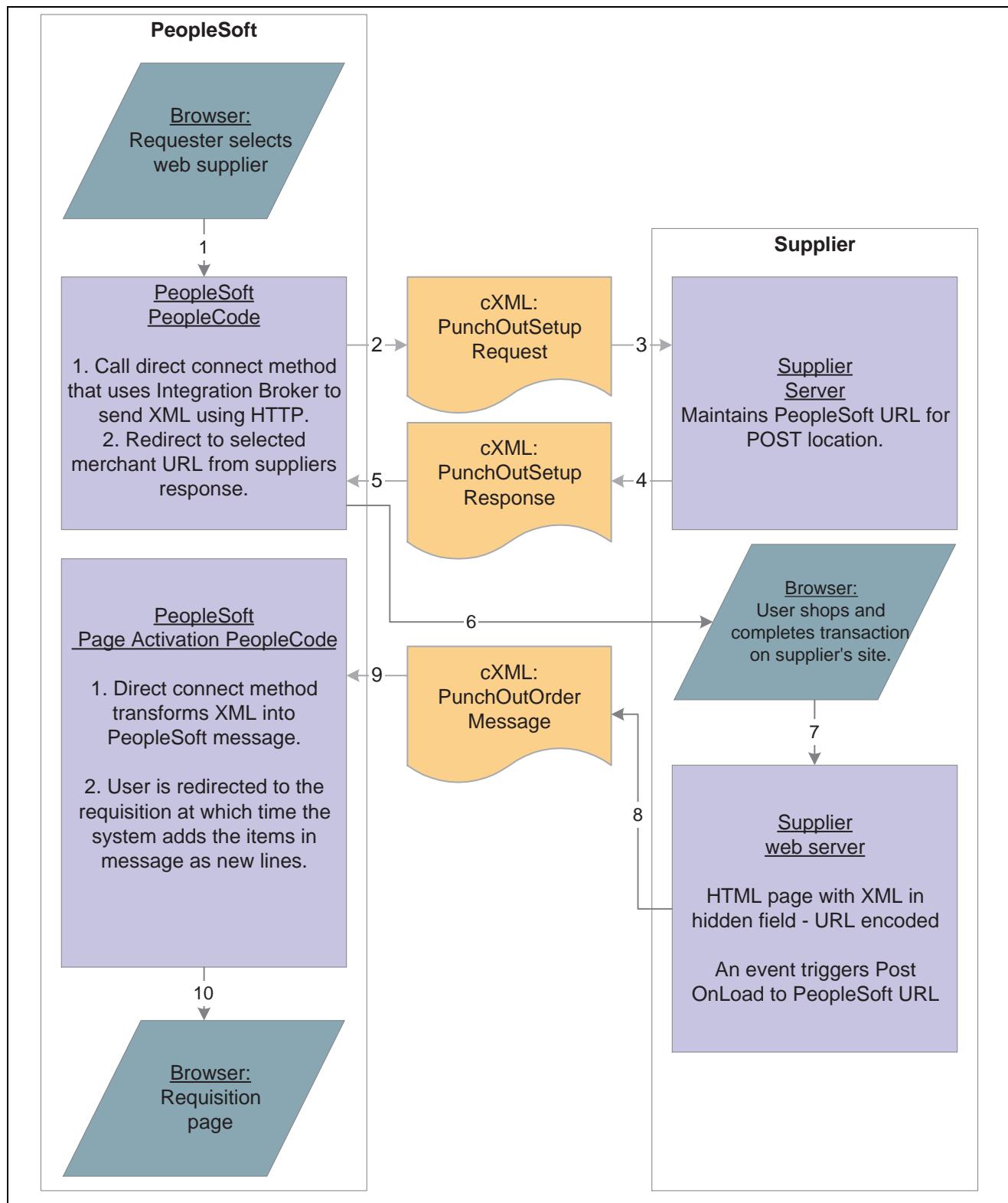
PunchOut process flow

Warning! PeopleSoft and the direct connect suppliers might have site time-outs that
could cause you to lose unsaved state information.

This table describes the steps illustrated in the previous diagram for using PunchOut
to create an eProcurement requisitions:

Step	System Actions
1.	The system saves all levels of the current requisition to a global rowset. This preserves the state of the requisition so that changes made since the creation or the last save of the requisition are not lost. Then, based on the supplier, the system selects the proper connection method, and the code transfers to the component that handles the method.
2.	Based on the direct connect method registered to the selected supplier, the system loads the appropriate application class and runs the code to connect to the supplier. This code uses requisition data and properties for the supplier to populate a PeopleSoft message. The Integration Broker then transforms the message into the XML PunchOutSetupRequest which contains authentication information to facilitate a single sign-on into the supplier's system. If a supplier implements the sign-on differently than the standards for the selected method, you should code the supplier's sign-on logic in a separate direct connect method application class or Integration Broker transformation. This XML also contains a PeopleSoft eProcurement component URL to which the supplier posts the results of the shopping cart in step 8.
3.	After building the XML, the system sends it to the supplier's URL as defined in the supplier's node definition. The supplier receives this request document and authenticates the user.
4.	The system returns a response to PeopleSoft eProcurement, if the user is successfully authenticated, that contains the supplier's URL for redirection.
5.	PeopleSoft eProcurement receives this response, in the form of a message object. Integration Broker runs a transformation from the PunchOutSetupResponse to the message behind the scenes. **Note.** The system synchronously returns the response from the original authentication request. It is not a separate process. The supplier's URL is extracted from the message.
6.	PeopleSoft eProcurement redirects the user to the URL sent in the response from the supplier.
7.	The user browses the supplier's site, and places an order. Based on sign-on information, the supplier can maintain customer specific pricing. Typically, this is done at a business level, not a user level.
8.	After the order is complete and the user checks out, the supplier's site packages the shopping cart into an XML string and places it in an HTML hidden form field. The user is redirected to the PeopleSoft eProcurement component URL specified at sign-on in step 2.
9.	The PeopleSoft eProcurement component that has been redirected to extracts the XML string from the hidden form field. The string is parsed into a PeopleSoft message using another Integration Broker transformation. Just as in the authentication process in step 2, the application class or transformation might need to be customized if the supplier does not follow the standard document structure, or has unique extrinsic fields. The user is transferred to the originating requisition.
10.	When the requisition component is reinitialized, the global rowset from step 1 containing the original requisition information is reloaded. The items from the external item message, containing the shopping cart data, are added as new rows to the requisition. These lines inherit the requisition's line default values just as any other item being added. The system displays the requisition Summary page to the user.

Note. Items that are selected at a supplier's website are not transmitted to PeopleSoft eProcurement
unless the connection is initiated through the supplier's link in eProcurement.

Pages Used to Link to Suppliers Using PunchOut

Page Name	Object Name	Navigation	Usage
Trans Modifiers	IB_RELTRXLIST	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Integration Broker Relationships Select the Trans Modifiers tab on the Relationships page.	Establish relationships by defining a transaction modifier with respect to a specified pair of nodes, which forms a relationship. All the transaction modifiers that apply to a given node pair are part of the same relationship definition.
Nodes	IB_NODE	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Integration Broker Node Definitions Select the Nodes Info tab on the Nodes page.	Set up node information.
Transactions	IB_NODETRXLIST	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Integration Broker Node Definitions Select the Transactions tab on the Nodes page.	Define the basic unit of work in an integration. Each transaction is associated with a specific node. Transaction designate messages that the current node can send or receive, whether messages are inbound or outbound, and whether the message is synchronously or asynchronously transmitted.
Integration Point Wizard	PT_IBWNODETRXTYPE	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Integration Point Wizard	Use the Integration Setup Wizard to define direct connect supplier links.
Linked Supplier Setup	PV_MS_SEC_SUPPLIER	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Linked Suppliers Select the MarketSite Suppliers tab on the Linked Suppliers Setup page.	Define linked suppliers for PunchOut.
Supplier Properties	PV_MS_SEC_SUP_NV	Select the Supplier Properties tab on the Linked Supplier Setup page.	Define linked supplier properties for PunchOut.

Setting Up Node Information for PunchOut

Access the Nodes page.

Define PeopleSoft eProcurement's internal representation of a system with which it exchanges messages. Because an application can send messages to itself, a default local node definition that represents the application is delivered as part of the integration engine.

Node definitions define how to connect to a supplier and store:

• General information about suppliers.

• The connection URL.

• Which transactions (messages) suppliers implement.

• Which connector to use as the conduit for the messages to the supplier using the gateway.

The relationship element binds transaction data with a transformation object. Transformations convert messages from one structure to another.

To save time when creating a new node, you can copy an existing node and then make changes to the new node.

Note. When defining a node, make sure you enter a description that will not be confused with other links you established for the supplier using the Merchant Profile menu option.

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Using the Integration Point Wizard

Access the Integration Point Wizard page.

Use this series of pages to assist you in setting up direct connect supplier links for the first time. The Integration Point Wizard assists you in setting up point-to-point integrations, including specifying sending and receiving nodes, transactions, request messages, response messages. After you make the selections, the wizard creates the point-to-point integration, including any required relationships.

Note. After setting up the links using the Integration Setup Wizard, you must use PeopleSoft eProcurement Application Administration pages to make changes to the integration points.

To incorporate PeopleSoft eProcurement direct connect supplier links for use with PunchOut:

1. Page (1 of 5) – Use the nodes established for direct connect suppliers to complete the Sender Node and Receiver Node fields.

   Also click the Synchronous button. PeopleSoft eProcurement integration with suppliers sends an outbound message to the supplier's system and requires a response or additional processing from the receiving system before processing on the sending system continues.

2. Page (2 of 5) – Use the request and response messages that are delivered with PeopleSoft eProcurement to complete this page.

   a. Select *PV_DC_CONNECT_REQST* in the request message Name field and select *PV_DC_CONNECT_RESP* in the response message name field.

   b. Select the version of the request and response messages.

> c. Select*PunchOutSetupRequest* in the request messageExternal Name field and select
>   *PunchOutSetupResponse* in the response message External Name field.

3. Page (3 of 5) – Select the transformation values delivered with PeopleSoft eProcurement
   for use in setting up direct connect suppliers.

   Select *PV_DC_POSR* in the request transformation Name field and Select *PV_DC_
   POSRSP* in the response transformation Name field

4. Page (4 of 5) – Use this page to confirm entries for the previous page and to define transaction properties.

   > a. Click the Go to Advanced page link.

   > b. Select *Header and Detail* in the Logging field.
   >
   >   This makes it possible to view synchronous message header information and XML message
   >   content on the Integration Broker Monitor Synchronous Details page.

   > c. Select *Explicit* in the Routing Type fields.
   >
   >   This specifies how the integration engine should determine whether to send a message
   >   to the selected node. An explicit routing type does not include a target node unless
   >   you specify it directly in the sending PeopleCode.

5. Page (5 of 5) – Use this page to view summary information for the direct connect supplier integration.

See Also

"Using the Integration Setup Wizard," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

"Working with the Registry and URLs," *PeopleTools PeopleBook: PeopleTools Internet Technology*

Defining Linked Suppliers for PunchOut

Access the Linked Suppliers Setup page.

Select the MarketSite Supplier tab to associate suppliers to nodes and then associate suppliers and nodes
to their PunchOut direct connect method. Then, use the Supplier Properties tab to stores authentication
and behavioral properties specific to the method for this supplier and node.

You distinguish between creating a PunchOut or Roundtrip connection when you add a linked supplier.
To access the page, select eProcurement, Procurement Application Admin, Maintain Supplier Integration,
Linked Supplier. Select the Add a New Value tab. Along with defining the set ID, vendor setID,
and vendor name, you complete the Linked Supplier Type. Field values include:

• *Catalog Management Supplier:* Select to set up links for a catalog management supplier.

• *Direct Connect Supplier:* Select to set up links for a direct connect supplier. On the next
  page, you can select between PunchOut and Roundtrip. When you select this option, the
  PeopleSoft eProcurement delivered PUNCHOUT and ROUNDTRIP methods are made available
  for you to work with on the Supplier Properties page.

• *MarketSite Supplier:* Select to set up links for a Marketplace supplier.

EDX PO Dispatch Type (electronic data transfer purchase order dispatch type)	Select the dispatch type for use with the PUNCHOUT method. After shopping with a supplier the system uses this type to source the PO to the supplier.

PO Dispatch Node(purchase order dispatch node)	Select the node to be used for the dispatch type. This is used in the dynamic dispatching process. See Chapter 12, "Dispatching Purchase Orders in PeopleSoft eProcurement," Setting Up Dynamic Dispatching, page 210.
Direct Connect Method	Select the direct connect method you want to use to do business with the vendor you selected.
Direct Connect Node	Select the node that you want to use to link to the vendor. Use the Integration Broker Node Definition link to create a node and its characteristics.

Defining Linked Supplier Properties

Access the Supplier Properties page.

Use this page to setup or change properties for a PunchOut supplier connection. Before defining properties, you should have already discussed descriptions for the fields with the supplier. For example, the authentication paths should be familiar to you, because the supplier should have communicated the values they require for these paths in the XML.

Note. Make sure you select the PUNCHOUT value for the Direct Connect Method field on the MarketSite Suppliers page in order to populate PunchOut property values on this page. When you click the Load Direct Connect Properties button, the system populates this page with predefined properties for the PunchOut method.

This table describes property values the system uses for the PunchOut direct connect method:

Property Name	Description
ALLOW_EDIT	Equals Y if vendor allows editing of items using PunchOut. This enables users to connect back to the supplier's website to update their shopping carts. This is a behavioral property.
ALLOW_VIEW	Equals Y if vendor allows viewing of item descriptions using PunchOut. This is a behavioral property.
CATEGORY_ID	Default category for this vendor. This is a behavioral property.
FROM_DOMAIN	Header.From.Credential.domain. This is an authentication property.
FROM_IDENTITY	Header.From.Credential.identity. This is an authentication property.
KEYWORDS	Search keywords. This is a behavioral property.
LOAD_PORTAL	Load portal upon return from vendor's site, (Y/N). This is a behavioral property.
SENDER_DOMAIN	Header.Sender.Credential.domain. This is an authentication property.
SENDER_IDENTITY	Header.Sender.Credential.identify. This is an authentication property.
SHARED_SECRET	Header.Sender.Credential.Shared Secret. This is an authentication property.

Linking to Suppliers Using Roundtrip

Setting up Roundtrip methods are similar to those for PunchOut with several differences. This section highlights those differences and discusses how to:

• Set up node definitions for Roundtrip.

• Define linked suppliers for Roundtrip.

• Define linked supplier properties for Roundtrip.

Pages Used to Link to Suppliers Using Roundtrip

Page Name	Object Name	Navigation	Usage
Node Info	IB_NODE	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Integration Broker Node Definitions, Node Info	Set up node information.
Linked Supplier Setup	PV_MS_SEC_SUPPLIER	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Linked Suppliers Select the MarketSite Suppliers tab on the Linked Suppliers Setup page.	Define linked suppliers for Roundtrip.
Supplier Properties	PV_MS_SEC_SUP_NV	Select the Supplier Properties tab on the Linked Supplier Setup page.	Define linked supplier properties for Roundtrip.

Setting Up Node Definitions for Roundtrip

Access the Nodes page.

When you access this page, you distinguish which direct connect supplier method for which you want to define node information. Based on the selection, the system provides delivered information for you to associate the node and supplier with the direct connect method that the supplier uses. In this case it's the Roundtrip method. The key differences between Roundtrip and PunchOut are the authentication method, format of the shopping cart data, and the format of the purchase order.

The relationship element binds transaction data with a transformation object. Transformations convert messages from one structure to another.

To save time when creating a new node, you can copy an existing node and then make changes to the new node.

Note. When defining a node, make sure you enter a description that will not be confused with other links you established for the supplier using the Merchant Profile menu option.

Defining Linked Suppliers for Roundtrip

Access the Linked Supplier Setup page.

Select the MarketSite Supplier tab to associate suppliers to nodes and then associate suppliers and nodes to their Roundtrip direct connect method. Then use the Supplier Properties tab to store authentication and behavioral properties specific to the method for this supplier and node.

You distinguish between creating a PunchOut or Roundtrip connection when you add a marketplace supplier. To access the page, select eProcurement, Procurement Application Admin, Maintain Supplier Integration, Linked Supplier. Select the Add a New Value tab. Along with defining the set ID, vendor setID, and vendor name, you complete the Linked Supplier Type. Field values include:

• *Catalog Management Supplier:* Select to set up links for a catalog management supplier.

• *Direct Connect Supplier:* Select to set up links for a direct connect supplier. On the next page, you can select between PunchOut and Roundtrip.

• *MarketSite Supplier:* Select to set up links for a marketplace supplier.

Note. After you complete a transaction using Roundtrip, you can return to view the shopping cart contents, but you cannot return to the supplier's shopping cart and make changes to the order.

Note. Make sure you select a Roundtrip value for the Direct Connect Method field on the MarketSite Suppliers page in order to populate property values on this page. When you click the Load Direct Connect Properties button, the system populates this page with properties for

Defining Linked Supplier Properties for Roundtrip

Access the Linked Supplier Setup page.

Use this page to setup or change properties for a Roundtrip supplier connection. Before defining properties, you should have already discussed descriptions for the fields with the supplier. For example, the authentication paths should be familiar to you, because the supplier should have communicated the values they require for these paths.

Note. Make sure you select the *ROUNDTRIP* value for the Direct Connect Method field on the MarketSite Suppliers page in order to populate Roundtrip property values on this page. When you click the Load Direct Connect Properties button, the system populates this page with predefined properties for the Roundtrip method.

This table describes property values the system uses for the Roundtrip direct connect method:

Property Name	Description
ALLOW_VIEW	enable the user to connect back out to the vendor's website to view ordered items. (Vendor must support FUNCTION=DETAIL in the outbound request.) This is a behavioral property.
CATEGORY_ID	Default category ID for this vendor. This is a behavioral property.
KEYWORDS	Search keywords. This is a behavioral property.

Property Name	Description
LOAD_PORTAL	Load portal upon return from the vendor's site, (Y/N). This is a behavioral property.
PASSWORD	Password to load into the vendor's Roundtrip website. This is an authentication property.
RT_BUYER_MPID	Buyer marketplace ID. This is an authentication property.
RT_BUYER_ORGANIZATION	Buyer organization name. This is an authentication property.
RT_LANGUAGE	Buyer language. This is an authentication property.
RT_OCI_VERSION	Version of Roundtrip/OCI. This is an authentication property.
USERNAME	User name to log onto vendor's Roundtrip website. This is an authentication property.

CHAPTER 11

Using the Buyer Center

This chapter provides an overview of the Buyer Center and discusses how to:

• Link to buyer tasks and manage purchase orders (POs).

• Expedite requisitions.

• Use the Quick Sourcer.

• Use the Buyer Center to dispatch POs, approve change requests, and run PO processes.

• Access vendor tables, item tables, and item definitions.

• Access inquiries and reports.

• Generate and view PeopleSoft eProcurement information.

Understanding the Buyer Center

The Buyer Center is a PeopleSoft eProcurement page that is designed for organization buyers. The Buyer Center page provides numerous links to PeopleSoft Purchasing and enables you to:

• Process requisitions and change requests from requesters.

• Add POs and change orders.

• Perform tasks that are related to a purchasing position.

The Buyer Center enables buyers to turn requisitions into POs and dispatch them. This diagram illustrates the process flow from a requisition to a PO:
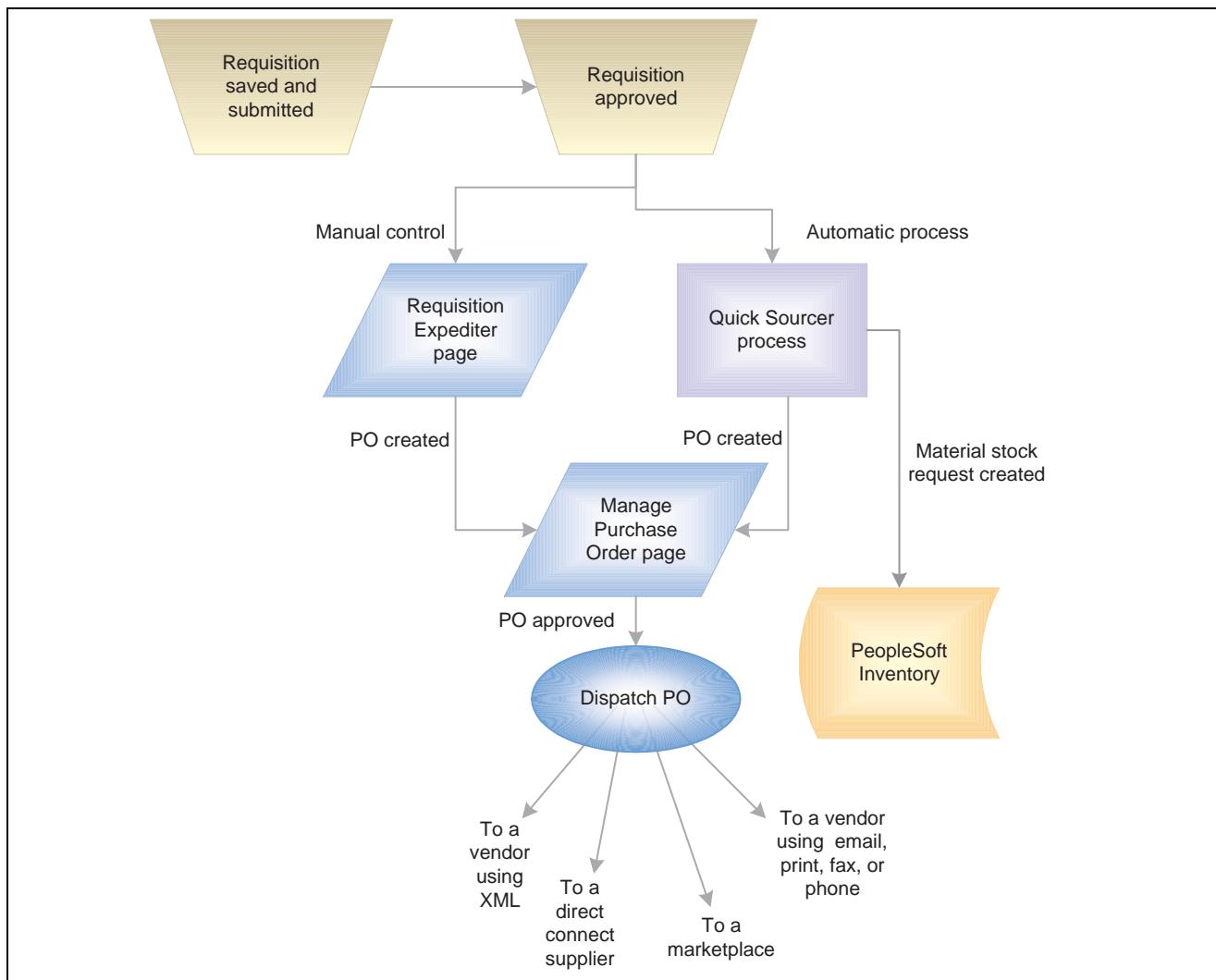
Requisition to PO process flow

See Also

Common Elements Used in This Chapter

Search	Click to initiate a search for the POs or requisitions that meet the criteria. A PO must match all of the search criteria that you enter. If you cannot find the PO that you want, remove some of the search criteria to broaden the search, and try again.
Business Unit	Displays the purchasing business unit.
Attachments	Click to display any files that are attached to this transaction.
P-card	Displays if a PO uses a procurement card to purchase items from the vendor.

Linking to Buyer Tasks and Managing POs

This section discusses how to manage POs.

Pages Used to Link to Buyer Tasks and Manage POs

Page Name	Object Name	Navigation	Usage
Buyer Center	PV_PO_MAIN	eProcurement, Buyer Center	Link to pages with various tasks for an organization buyer.
Manage Purchase Orders	PV_PO_LIST	eProcurement, Manage Purchase Orders	Manage POs by adding a new PO, changing an existing PO, or creating a change order.

Managing POs

Access the Manage Purchase Orders page.

Use the top section of this page to search for existing POs.

Buyer	Enter the name of the buyer on the PO. You can select only buyers that are authorized for the user ID on the User Preferences page.
Filter By	Select the method by which you want to filter POs that appear in the list. You can filter by: *All, Approved, Dispatched, Open,* or *Pending* POs.
Sort By	Select the method by which you want to sort POs in the list. You can sort by: *Buyer Name, PO Date, PO ID, PO Status,* or *Vendor ID*.
Add New PO (add new purchase order)	Click to access the Maintain Purchase Order page where you can create a new PO.

List of Purchase Orders

PO Number	Click to access the Maintain Purchase Order page where you can review and maintain header and line-level details for a PO.
Vendor	Vendor ID used on this PO. This is the supplier to whom the PO is sent.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining Overall User Preferences

Chapter 3, "Using PeopleSoft eProcurement Administration," Setting Up Installation Options, page 13

Chapter 3, "Using PeopleSoft eProcurement Administration," Setting Up Attachments for Transactions, page 15

Expediting Requisitions

This section discusses how to:

• Review requisitions created by employees.

• Review and change staged PO details.

• Review suggested vendors.

Pages Used to Expedite Requisitions

Page Name	Object Name	Navigation	Usage
Requisition Expediter	PV_PO_REQ_SOURCE	eProcurement, Expedite Requisition	Review requisitions created by employees. Requisitions must have the status *Approved.*
View Staged PO	PV_PO_REQ_CREATE	Click the View Staged PO button on the Requisition Expediter page.	Review and change the staged PO.
Suggested Vendor	PV_PO_SUG_VNDR	Click the Suggested Vendor button on the Requisition Expediter page.	Review suggested vendor that were added by a requester on the Special Request - Suggest a Vendor page.
Notify Vendors of Attachments	PV_RUN_EMAIL_ATTCH	• eProcurement, Buyer Center, Purchase Order Processes, Notify Vendors of Attachments • eProcurement, Run Purchase Order Processes, Notify Vendors of Attachments	Run this PeopleSoft Application Engine process to send the vendor email with the PO ID, line number, and attachment.

Reviewing Requisitions Created by Employees

Access the Requisition Expediter page.

Use the search criteria at the top of the page to determine which requisitions should appear. Only approved requisitions appear on this page.

Build POs as Approved
(build purchase orders
as approved)

Select to have POs created with an *Approved* status when you run the Create Purchase Orders process. If selected, the process examines auto approval criteria set at the business unit level. If the auto approval criteria is met, the status is set to *Approved.* If the auto approval criteria is not met, the status is set to *Pending* Approval, and the PO enters the approval process. If you do not select this check box, the PO is created with a status of *Open.*

Enter Default Buyer Name

Select the name of the buyer to use when the PO is created from this page. These are buyers that are listed on the User Preferences page.

Vendor

Select the vendor on the requisition line. Leave this field blank to view all requisition lines.

After requisitions appear, you can change or add a vendor or create a PO.

Submit PO

Click to create the PO for the requisition lines that you have selected using the Select Req (select requisition) check box. This button stages the items and launches the PO Calculations process (PO_POCALC) and

Create Purchase Order process (PO_CREATE). You must assign a vendor to the requisition line before a PO can be created.

Select All	Click to access the Select Req check box for the requisition lines that appear.
Set Vendor	Click to apply the vendor ID in the Vendor Name field to the requisition lines that you have selected using the Select Vndr (select vendor) check box.
Vendor Name	Enter the vendor ID of the vendor that you want assigned to all of the requisition lines that you have selected using the Select Vndr check box.
Sort By	Select the method by which you want to sort POs that appear on this page. You can sort by: *Category, Due Date, Item Description, Req. Amt.* (requisition amount), *Requester/Dept, Requester ID,* or *Vendor ID.*
View Staged PO	Click to access the View Staged PO page, where you can review the details of the PO before it is created. You must select the line—using the Select Req check box—before you can enter this page.
Deselect All	Click to clear the Select Req check boxes for the requisition lines that appear.

List of Requisitions

Select Req. (select requisition)	Select to enable a PO to be created when you click the Submit PO button. You cannot change the requisition line when you select this check box.
Select Vndr (select vendor)	Select to apply the vendor in the Vendor Name field, when you click the Set Vendor button.
PO Qty (purchase order quantity)	The quantity that is ordered from the vendor. This is from the Requisition Quantity field, but you can change the quantity before you create the PO.
Suggested Vendor	Click to access the Suggested Vendor page, where you can review the vendor that the requester suggested.

See Also

Chapter 3, "Using PeopleSoft eProcurement Administration," Setting Up Installation Options, page 13

Chapter 3, "Using PeopleSoft eProcurement Administration," Setting Up Attachments for Transactions, page 15

Reviewing and Changing Staged PO Details

Access the View Staged PO page.

Distribute by	To split this shipment schedule line into multiple distribution lines, select *Qty* (quantity) or *Amt* (amount) as the method of splitting.

Distribution Detail

Amount	The extended price of the distribution line (unit price times quantity).
Pct (percentage)	The percentage of quantity or amount on this distribution line.
Location	The internal shipping location.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields"

Reviewing Suggested Vendors

Access the Suggested Vendor page.

After reviewing the vendor, you can override it with a vendor from the vendor catalog, or you can add this vendor to the vendor catalog by using the Supplier & Item Catalog page.

See Also

Chapter 3, "Using PeopleSoft eProcurement Administration," Maintaining Vendors, page 35

Using the Quick Sourcer

The Quick Sourcer process creates orders from requisitions by creating a material stock request in an organization's inventory stock or creating a PO to send to the vendor.

This section discusses how to:

• Enter parameters for the AutoSelect Requisitions process.

• Enter parameters for the PO Calculations and Create PO processes.

The Quick Sourcer process combines these PeopleSoft Purchasing processes:

AutoSelect Requisitions process (PO_REQSORC)	Applies the priority one vendor to each requisition line.
Build Inventory Demand process (PO_REQINVS)	Checks the organization's inventory stock to see whether the order can be filled internally. This process applies only if PeopleSoft Inventory is installed. If stock is found, the system creates a material stock request in PeopleSoft Inventory, and the requisition is marked complete. The material stock request ships the required stock to the requester.
PO Calculations process (PO_POCALC)	Verifies that the requisition has been completely filled from inventory stock. If it has not, the process passes the remaining quantity that is needed to the Create Purchase Order process.
Create Purchase Order process (PO_CREATE)	Creates a PO for requisition quantities that were not filled by the Build Inventory process. You can set up the system, so that if there is not enough inventory stock, a material stock request is issued for part of the order, and a PO is created for the remaining quantity.

Pages Used for the Quick Sourcer

Page Name	Object Name	Navigation	Usage
Autosource Parameters	PV_RUN_REQSORC_1	eProcurement, Buyer Center, Quick Sourcer, Autosource Parameters	Enter parameters for the AutoSelect Requisitions process.
Purchase Order Options	PV_RUN_REQSORC_2	eProcurement, Buyer Center, Quick Sourcer, Purchase Order Options	Enter parameters for the PO Calculations process and the Create PO process.

Entering Parameters for the AutoSelect Requisitions Process

Access the Autosource Parameters page.

Request Type

Select the type of requisition. Values are:

Inventory: Processes only the requisition lines for which the Inventory Source check box is selected.

Note. You can select the Inventory Source check box on the Items Definition page.

Purch Ord (purchase order): Processes only the requisition lines for which the Inventory Source check box is not selected.

Both: Processes both types of requisitions.

Item ID Required

Select to process the requisitions that have a valid item ID that is set for AutoSelect. Define an item for AutoSelect on the Purchasing Attributes - Purchasing Controls page. If this check box is cleared, the Quick Sourcer process processes special requests. If the special request does not include a vendor ID, then the requisition line appears with an error status in the PO staging tables. If this check box is selected, then all special requests are processed manually using the Requisition Expediter page.

Origin

Select the origin for the PO. Origin codes are established on the Origin Codes page and help identify the origins of transactions.

Work Order ID

Select a work order that is associated with sourcing the requisition.

Req Selection (requisition selection)

Select to run this process for specified requisitions. Values are:

Specific: Opens up the Req ID field to enter one specific requisition.

Range: Makes the From and To fields available, so that you can enter a range of requisition IDs.

Date Selection

Option

Specify date selection criteria to select the requisition lines with source dates that are within the specified date criteria, as related to the current system date. Values are:

	C: Current date.
	M: Current date minus number of days.
	N: No date selection criteria.
	P: Current date, plus number of days.
	S: Specified date.
Operand	Restricts the range to before, equal to, or after the date in the Date field. For example, to select requisitions for sourcing that have source dates for the next three days, select *P* in the Option field, *<=* in the Operand field, and *3* in the Nbr Days (number of days) field.
Nbr Days(number of days)	The number of days for the before, equal to, and after selection in the Operand field.
Date	Specify the date to use in the date selection criteria. This field is required when you select *S* in the Option field.

See Also

PeopleSoft Managing Items 8.8 PeopleBook

PeopleSoft Purchasing 8.8 PeopleBook, "Using Purchase Order Sourcing," Running the AutoSelect Requisitions Application Engine Process

Entering Parameters for the PO Calculations and the Create Purchase Order Processes

Purchase Order Options page.

Buyer	Select the buyer to use on the PO header in case the PO Calculations process cannot determine the buyer. The buyer name is carried at the line level on the requisition, so a requisition can have multiple buyers.
	When the PO Calculations process creates the PO header, it must assign a buyer name. If all the staged lines that belong on one PO have the same buyer name, the PO Calculations process uses that name on the header. However, if the staged lines that belong on the PO have different buyer names, and the process that created the staged entry did not specify a name, the name that you enter here is used on the PO header.
Consolidation Method	Determines whether POs are consolidated by business unit, vendor, and buyer (select *B*), or by business unit and vendor only (select *V*). The consolidation method applies only to staged rows that are marked for consolidation.
	For example, suppose that you choose to consolidate by business unit and vendor only, then all the rows that belong to the same vendor in each business unit are grouped into one PO, even if they have different buyers. Alternately, if you add a buyer to the criteria, POs are built in the same manner. However, they are split between buyers, so that each buyer has a separate PO with this configuration.

Lead Time Factor %, Ship to Priority Factor %, Price Factor %, and **Vendor Priority Factor %** (percentage)	These fields are used for flexible sourcing. To override the category and item settings, enter the percentage weight that you want the PO Calculations process to give the factor when the application process evaluates vendors for flexible sourcing. The sum of these factors must be 100 percent.
Purchase Order Date	Enter a date for the PO, if a date has not been assigned. If you leave this field blank, the PO Calculations process uses the current system date.
Purchase Order Reference	Enter a PO reference for the POs. This is a free-form field.
Pre-Approve Vendor	Select to approve the vendor automatically that the PO Calculations process selects. This enables you to run the PO Calculations process and the Create Purchase Order process as a unit, without having to approve the vendors.
Build PO's as Approved	Select so that the POs that are created when you run the Create Purchase Order process have an *Approved* status. If you select this option, the process examines auto-approval criteria set at the business unit level.
Expedite Staged POs	Select to source all requisitions that are located in the staging table.
Hold from Further Processing	Select to place the resultant POs on hold and prevent further processing.
Calculate PO Line Numbers	Select to ignore staged entry line numbers when the Create Purchase Order process creates new POs and assigns sequential line numbers, beginning with 1. If you do not select this option, the performance is faster, but you might have POs with nonsequential line numbers that do not begin with 1.
Allow Dispatch When Approved	Select to make the resultant POs eligible for dispatch.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Using Purchase Order Sourcing"

Using the Buyer Center to Dispatch POs, Approve Change Requests, and Run PO Processes

This section discusses how to:

• Dispatch POs in the Buyer Center.

• Approve change requests in the Buyer Center.

• Run PO processes in the Buyer Center.

Dispatch POs in the Buyer Center

Using the PO Dispatcher page, you can select from a range of tasks for sending POs to suppliers. To access the PO Dispatcher page, select eProcurement, Buyer Center, Dispatch Purchase Orders. Tasks include:

- Dispatcher: Dispatch purchase orders and stage them for publishing.

- Batch Dispatcher: Use batch processing to dispatch purchase orders and stage them for publishing.

- Publisher:Publish dispatched POs.

- Marketplace: Dispatch POs to the marketplace.

- Dispatch Message Log:View PO process messages.

- Publish Monitor: Monitor application messaging.

- Process Monitor: View the process monitor.

See Also

Chapter 12, "Dispatching Purchase Orders in PeopleSoft eProcurement," page 203

Approve Change Requests in the Buyer Center

To send a change request to the vendor, a buyer must convert the request to a change order. A change order is a duplicate of the original PO sent to the vendor but with the changes that you are requesting. All approved change requests must use the Change Purchase Order process to convert them to change orders. To access the page, select eProcurement, Buyer Center, Approve Change Requests, define the change requests pending approval, and click the Process Change Order link.

Use the Change Order Message Log page to verify that the change order was successfully created.

See Also

Chapter 14, "Using Change Requests and Change Orders," Approving Change Requests, page 265

Run PO Processes in the Buyer Center

Using the Purchase Order Processes link in the Buyer Center, you can perform buyer tasks relating to POs. To access the PO Processes page, select eProcurement, Buyer Center, Purchase Order Processes. Tasks include:

- Requisition Selection: Select requisitions for purchase order sourcing.

- PO Auto Sourcer (purchase order automatic sourcer): Run the Automatic Purchasing Sourcing process which enables you to select multiple sourcing processes that you want to run and runs the selected processes in the correct sequence on the same set of records.

- Auto Requisition Selection: Run the AutoSelect Requisitions process to load eligible approved requisitions into the PeopleSoft Purchasing stage tables for PO creation and is an alternative to selecting requisitions online using the Requisition Selection - Sourcing page.

- Inventory Demand: Runs the Build Inventory Demand process which reserves all rows in the staging tables that are marked for inventory demand (Inventory Source option set to Y (yes)), have a stage status of S (staged), and meet the user-defined selection criteria.

- PO Calc (purchase order calculation): Run the PO Calculations process, which performs most of the processing necessary to create a PO. After running the process, you can review results and make changes using the Sourcing Workbench - Selected Items page before the PO is created. After you run the PO Calculations process, run the Create Purchase Orders process to create the PO.

- PO Create: Run the Create Purchase Orders process to create POs using rows in the staging tables that have been processed by the PO Calculations process. The Create Purchase Orders process maintains the PO groupings created by the PO Calculations process to create POs. The Create Purchase Orders process calculates the PO ID, assigns line, schedule, and distribution numbers, and creates contract release information.

- Dispatch Purchase Orders: Run the PO Dispatch/Print process and dispatch POs, run the Email process, or run the PO Dispatch & Email multiprocess job.

- Change Purchase Order: Select parameters for and run the Change Purchase Order process.

- Notify Vendors of Attachments: Indicate that you have attached a file to a PeopleSoft eProcurement requisition. The file can be, for example, a Microsoft Word file, an Excel spreadsheet, a PowerPoint presentation, or a Visio diagram. The requester and buyer can view these attachments. The attachment is automatically added to the PO that is created from the requisition and can be sent to the vendor.

- Sourcing Workbench: Access the Sourcing Workbench component where you can view the results of each sourcing step. Using the workbench you view staged rows, along with any errors accompanying them. You can also use the workbench to transfer from the staged row to the source transaction data, change the status of the source record, correct the source, and recycle the staged row for reprocessing.

- Requisition Reconciliation Workbench: Access the requisition reconciliation workbench where you can retrieve, review and modify multiple requisitions using functions such as update a requisition or maintaining distributions on a requisition.

- PO Reconciliation Workbench: Access the PO Reconciliation Workbench where you can retrieve, review and modify multiple POs.

- Purge Change Requests: Run the PO_POCHGPRG process (PO_POCHGPRG) to purge completed and error rows from the Change Request tables.

- Purge Stage Tables: Run the Purge Stage Tables process (PO_POSTGPRG) to purge entries on the Purchasing staging tables. Only rows in *C* (completed), *E* (error), or *X* (ready to purge) status are eligible for purging.

- Reconcile Purchase Orders: Run the PO RECON process (PO_PORECON) to close qualifying POs that you no longer need to modify. When the PO RECON process runs, it reconciles various PO-related settings and statuses to change the status applicable POs to *C* (completed).

- Requisition Reconciliation: Run the Requisition Reconciliation process to close requisitions that are fully canceled or fully sourced and no longer need to be modified. When the process runs, it reconciles requisition-related settings and statuses to change the status of applicable requisitions to *C* (completed).

- Process Monitor: Monitor the process and status of requisition and PO processes.

See Also

PeopleSoft Purchasing 8.8 PeopleBook

Accessing Vendor Tables, Item Tables, and Item Definitions

This section discusses how to access vendor tables, item tables, and item definitions.

Pages Used to Access Vendor Tables, Item Tables, and Item Definitions

Page Name	Object Name	Navigation	Usage
Supplier & Item Catalog	PV_PO_MAIN4	eProcurement, Buyer Center Click the Vendor and Item Catalog link on the Buyer Center page.	Access vendor tables, item tables, and item definitions.
Maintain Items	PV_ADM_DEFINE_ITEM	Click the Maintain Items link on the Supplier & Item Catalog page.	Access PeopleSoft item definitions.

Accessing Vendor Tables, Item Tables, and Item Definitions

Access the Supplier & Item Catalog page.

Maintain Vendors   Click to access the Vendor Information - Identifying Information page, where you can review or change an existing vendor or add a new vendor.

Maintain Items   Click to access the Maintain Items page, where you can access the PeopleSoft item pages.

Accessing Inquiries and Reports

This section discuses how to access inquiry pages and reports.

Page Used to Access Inquiries and Reports

Page Name	Object Name	Navigation	Usage
Inquiries and Reports	PV_RPT_MAIN	eProcurement, Buyer Center Click the Inquiries and Reports link on the Buyer Center page.	Access inquiry pages and reports for requisitions, POs, and items.

Accessing Inquiry Pages and Reports

Access the Inquiries and Reports page.

See Also

Appendix C, "PeopleSoft eProcurement Reports," page 297

Generating and Viewing PeopleSoft eProcurement Information

This section discusses how to generate and view PeopleSoft eProcurement bar graphs.

In addition to the standard reports and inquiries that PeopleSoft applications provide, PeopleSoft eProcurement provides transactional analysis graphs. These bar graphs enable you to view information about PeopleSoft eProcurement requisition and PO transactions. Four graphs are delivered with PeopleSoft eProcurement:

PO Status Analysis	Provides information about the current state of POs by displaying the number of POs in each PO status.
PO Value Analysis	Provides information about the total PO costs by item category or ship to location.
Requisition Status Analysis	Provides information about the current state of the requisitions by displaying the number of requisitions in each requisition status.
Value Frequency Analysis	Provides information about the frequency of large value POs versus small value POs by sorting the number of POs within defined monetary ranges.

PO Status Analysis Graph

This graph displays the number of POs that are currently in each PO status. Each column represents a different PO status; the height of the bar indicates the number of POs within that status. The number of POs in the largest column is noted at the top of the graph. The legend provides the total number of POs by status. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the POs that appear to one vendor, one buyer, and for a specific date range.
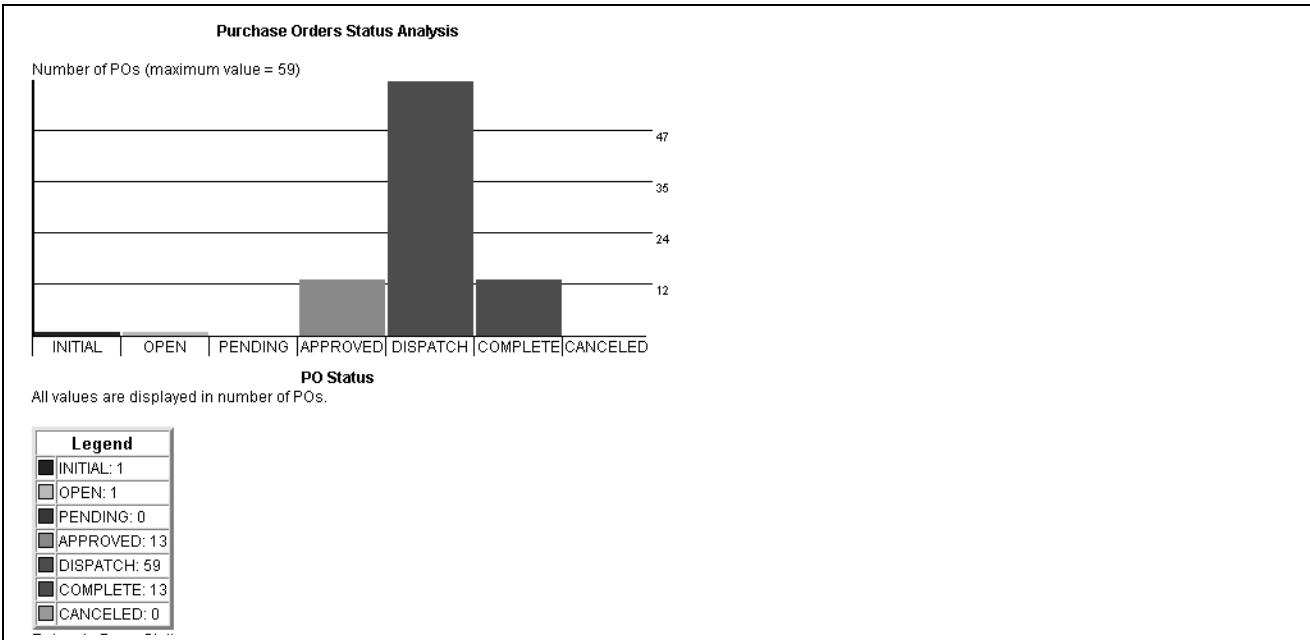
PO status analysis graph

PO Value Analysis Graph

This graph displays the total monetary amount of the POs. This information can be processed by item category (using the PO line level) or by ship to location (using the PO distribution line level). The method is noted at the top of the graph, along with the total PO monetary value in the largest column. Each column represents a different item category or ship to location; the height of the bar indicates the total monetary value of the POs in that category or location. If you sort the information by item category, then a note appears below the graph with the item category descriptions. The Legend provides the total monetary value of all POs by item category or ship to location. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the POs that are displayed to one vendor, one buyer, and a specific date range.
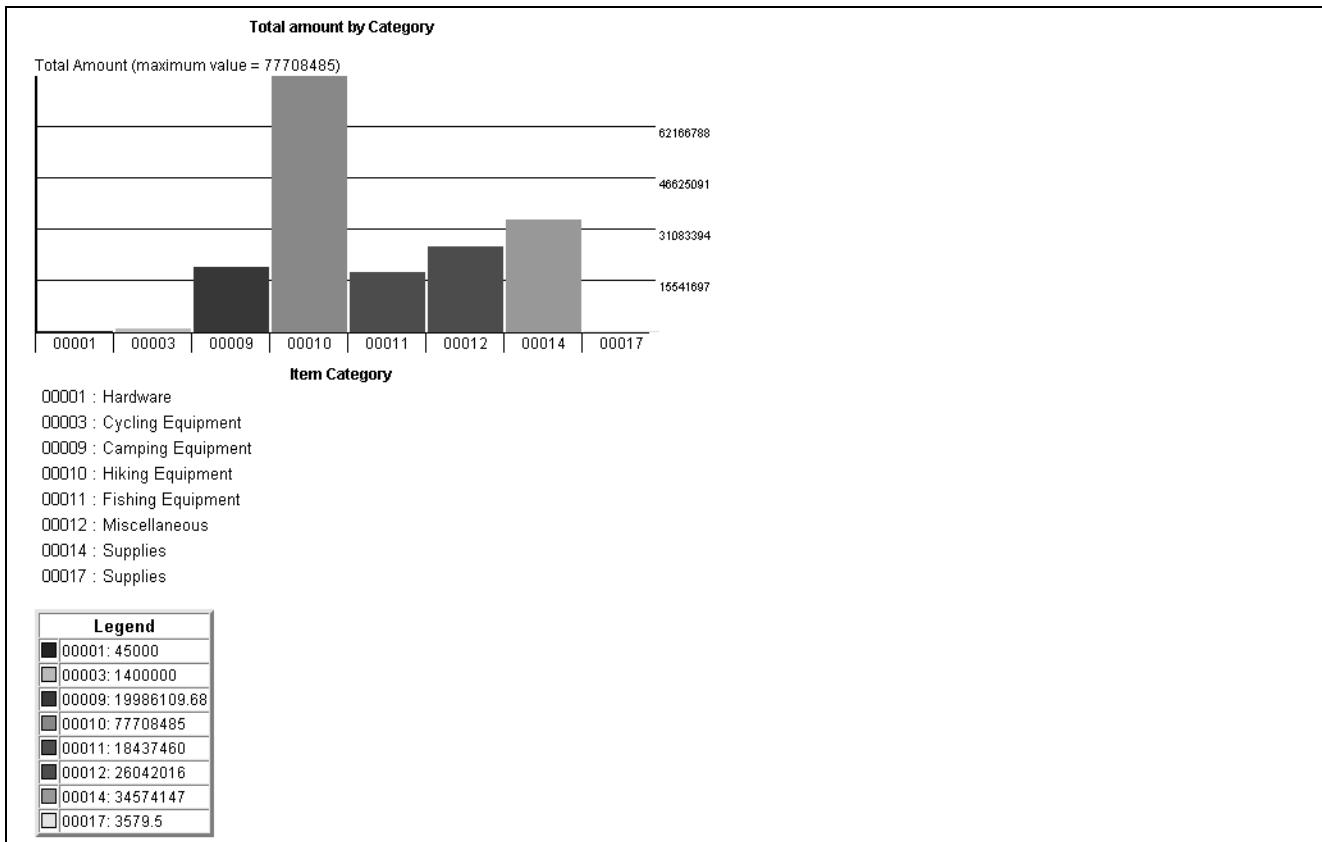
PO value analysis graph

Requisition Status Analysis Graph

This graph displays the number of requisitions that are currently in each requisition status. Each column represents a different requisition status; the height of the bar indicates the number of requisitions within that status. The number of requisitions in the largest column is noted at the top of the graph. The legend provides the total number of requisitions by status. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the requisitions that appear to one requester and for a specific date range.
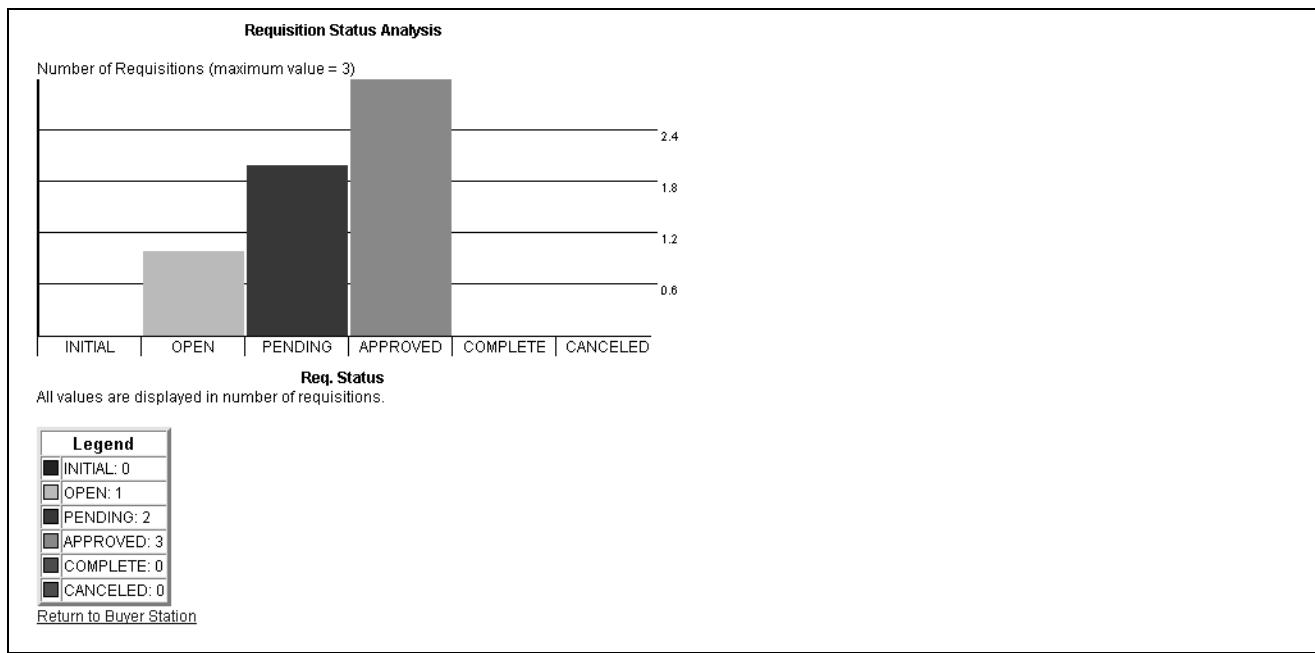
Requisition status analysis graph

Value Frequency Analysis Graph

This graph displays the frequency of high-value POs versus low-value POs by sorting the number of POs within defined monetary ranges. A PO falls within a certain monetary range based on the total amount of the PO; the height of the bar indicates the number of POs within that monetary range. Each monetary range is determined from the values that you enter before the graph is generated.

The number of POs in the largest column is noted at the top of the graph. The legend provides the total number of POs within each monetary range. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the POs that appear to one vendor, one buyer, and for a specific date range.
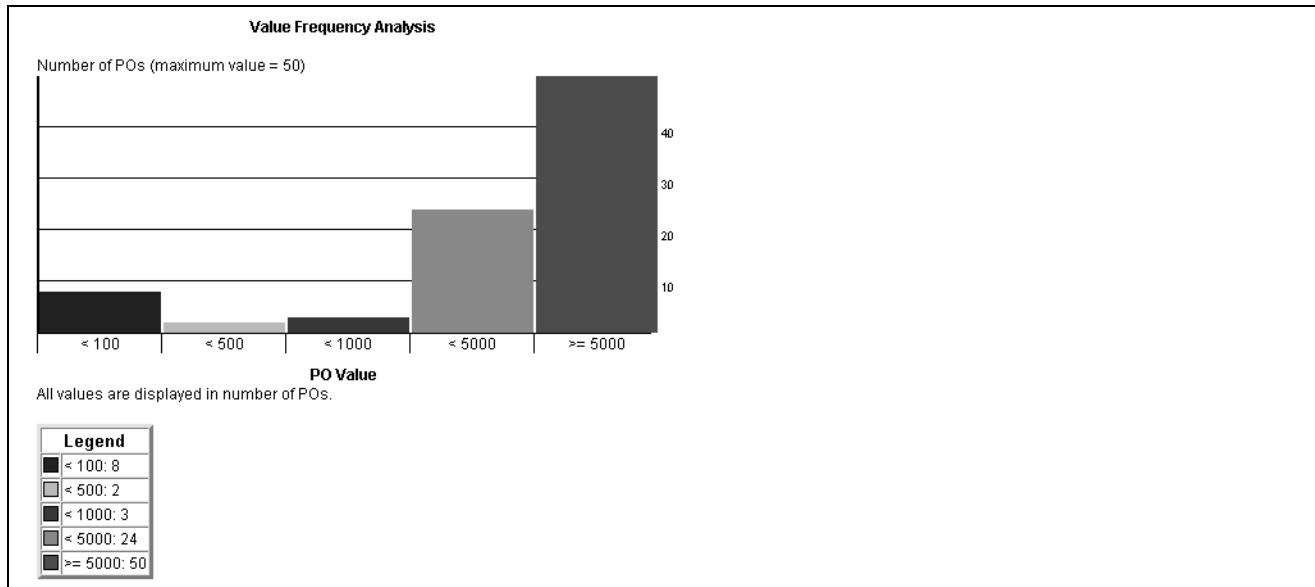
Value frequency analysis graph

Page Used to Generate and View PeopleSoft eProcurement Information

Page Name	Object Name	Navigation	Usage
Procurement Analysis	PV_GRAPH_MAIN	eProcurement, Buyer Center Click the Procurement Analysis link on the Buyer Center page.	Generate and view PeopleSoft eProcurement information in transactional analysis graphs using requisition and PO information.

Viewing PeopleSoft eProcurement Information

Access the Procurement Analysis page.

Business Unit	The PeopleSoft Purchasing business unit containing the requisitions or POs that are used to build the graph. The system uses the business unit that is specified on the User Preferences - Overall Preferences page as the default.
Vendor ID	Select a vendor ID to restrict the graph information to one vendor. This field does not appear if you selected the Req. Status Analysis graph option.
Buyer Name	Select a buyer name to restrict the graph information to one buyer. The buyers are those that are authorized for the user ID on the User Preferences - Procurement Page: Purchase Order Authorizations page. This field does not appear if you selected the Req. Status Analysis option.
Requester Name	If you selected the Req. Status Analysis graph option, you can limit the graph data to just one requester by selecting a requester name. The requesters are those that are authorized for the user ID on the User Preferences - Procurement Page: Requisition Authorizations page.
Graph	Click to generate the transactional analysis graph.
Reset	Click to delete the entries on this page. Then you can enter new criteria for generating the next graph.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining Overall User Preferences

CHAPTER 12

Dispatching Purchase Orders in PeopleSoft eProcurement

This chapter provides an overview of purchase orders (POs) dispatch and discusses how to:

• Dispatch POs.

• Set up dynamic dispatching.

• Send POs to vendors by EDX (electronic data exchange).

• Access the Message Monitor and Process Monitor components.

Understanding Purchase Order Dispatch

After a PO is created in PeopleSoft eProcurement, the next step is to send (dispatch) the order to the vendor. There are several ways to dispatch including electronic transmission to the vendor's website, electronic transmission to a marketplace, email, print, fax, or phone. To dispatch a PO by email, print, fax, or phone, use the PeopleSoft Purchasing Dispatch Purchase Orders page. To electronically dispatch the POs, use PeopleSoft eProcurement dispatch features.

The advantage of electronically using PeopleSoft eProcurement is the background processing provided by the application. For example, you can set up suppliers for dynamic dispatching. The system makes it possible for you to efficiently change dispatch methods and standards that use different online processes. By substituting standards, PeopleSoft eProcurement can support changes without users making code changes.

The method used to dispatch a PO is determined by the vendor definition. On the Vendor Information – Procurement Options page, choose the dispatch method to use as the default method by the PO. To electronically transmit a PO to a vendor or the marketplace, select EDX as the dispatch method. To send a PO to a direct connect supplier website or to the marketplace, define the vendor as a direct connect supplier or as a marketplace supplier.

PeopleSoft eProcurement sends POs to suppliers using these methods:

Vendor	Send POs to vendors that are neither direct connect suppliers nor marketplace vendors by running the Purchase Order Dispatch process (PV_PO_DISPATCH) or the Batch Dispatch process (PV_DISPATCH) and then the Publisher process. The dispatch processes set PO statuses to *Dispatched* and load POs into interface tables for publishing. The Publisher process then converts the POs into eXtensible Markup Language (XML) and transmits them directly to vendors.

	See Chapter 12, "Dispatching Purchase Orders in PeopleSoft eProcurement," Dispatching POs, page 206.
Direct Connect Supplier	If a vendor is defined as a direct connect supplier on the Merchant Profile page, the system dispatches POs associated with that vendor and electronically transmits them to the direct connect supplier using only the Purchase Order Dispatch page or the Batch Dispatch page.
	See Chapter 10, "Integrating with Direct Connect Suppliers," page 167.
Marketplace	If the vendor is defined as a marketplace supplier on the Linked Supplier Setup page, the PO is dispatched and electronically transmitted to the marketplace by using the Process Marketplace Orders Process page.
	See Chapter 6, "Using PeopleSoft eProcurement with a Marketplace," page 83.
Dynamic Dispatch	If the vendor is defined as a marketplace supplier on the Linked Supplier Setup page, the PO is dispatched and electronically transmitted to the marketplace by using PeopleSoft Integration Broker. The broker makes it possible for you to quickly adjust to meet different online XML marketing standards that might be implemented by a supplier.

Note. You can dispatch POs online only when the dispatch method of those POs is *EDX*. The dispatch method for POs uses a default from the Purchasing Options - Purchasing Processing Options page or the Vendor Information - Procurement Options page. You can change the dispatch method on the PO manually.

The following diagram illustrates how PeopleSoft eProcurement POs are dispatched:
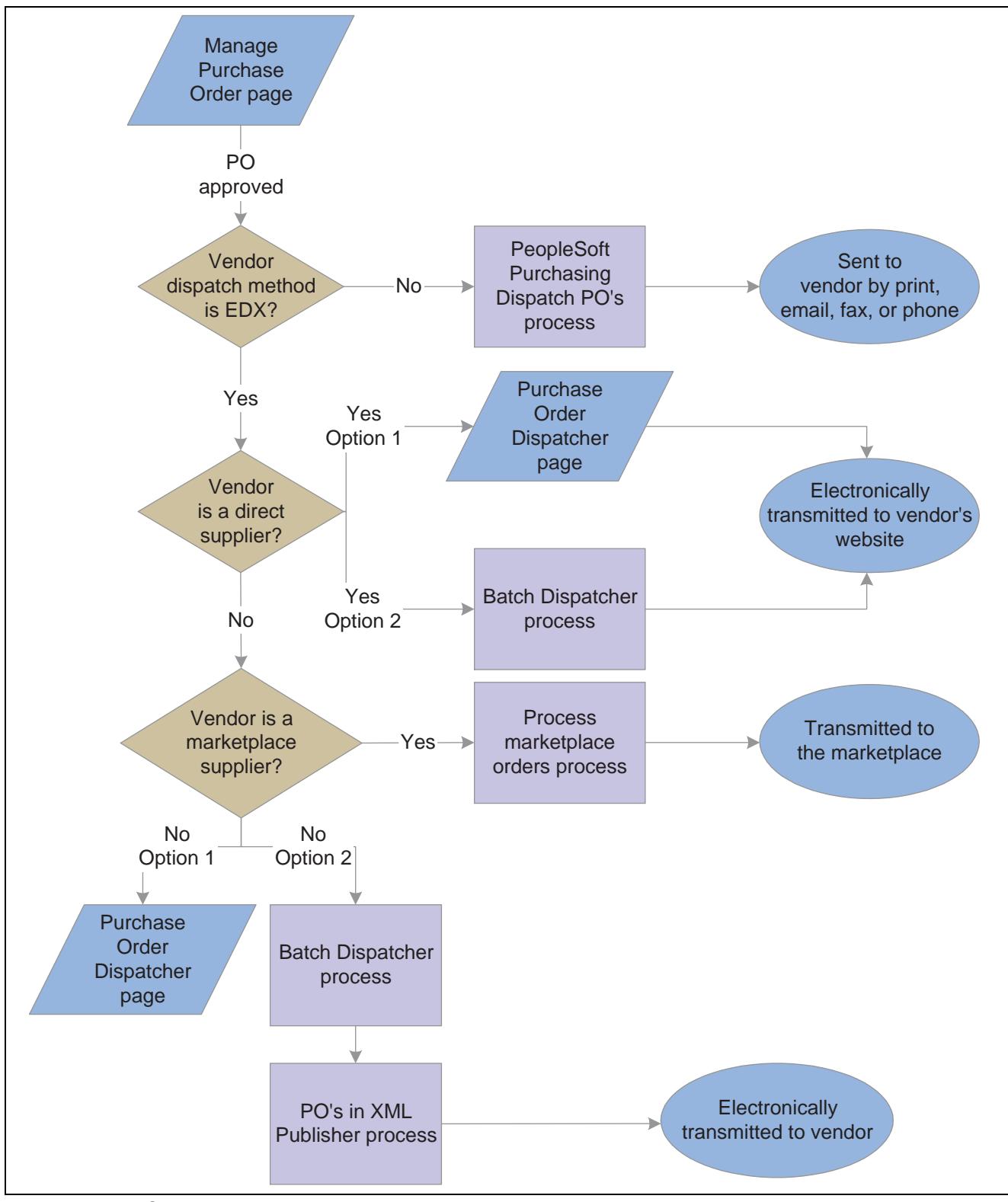
Dispatching a PO to a vendor

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Chapter 10, "Integrating with Direct Connect Suppliers," page 167

Dispatching POs

This section discusses how to:

• Select POs manually for dispatch.

• Use batch processing to dispatch POs.

• Send dispatched POs to vendors.

• Dispatch POs to the marketplace

• View PO statuses and messages.

• View messages entered on PO lines.

Pages Used to Dispatch POs

Page Name	Object Name	Navigation	Usage
Purchase Order Dispatcher	PV_PO_DISPATCH	eProcurement, Buyer Center Click the Dispatch Purchase Orders link. Click the Dispatcher link on the PO Dispatcher page.	Select purchase orders manually for dispatch. Also publishes POs manually. Dispatch and monitor POs.
PO Dispatch Batch Process	PV_PO_DIS_BATCH	Click the Batch Dispatcher link on the PO Dispatcher page.	Use batch processing to dispatch POs.
Publish Dispatched PO's	PV_IN_RUN_PUB_MSG	Click the Publisher link on the PO Dispatcher page.	Send dispatched POs to vendors using the Publisher process.
Process Marketplace Orders	PV_MS_PO_SEL_RUN	Click the Marketplace link on the PO Dispatcher page.	Dispatch POs to a marketplace.
PO Dispatch Message Log	PV_MS_PO_DISP_ERR	Click the Dispatch Message Log link on the PO Dispatcher page.	View PO statuses and messages after running the PO dispatch process.
PO Lines Dispatch Message Log	PV_MS_PO_DISP_ERR	Click the Dispatch Message Log link on the PO Dispatcher page. Click the PO Lines Error Messages button.	View messages entered on PO lines.

Selecting POs Manually for Dispatch

Access the Purchase Order Dispatcher page.

The processes listed on this page are set up by the system administrator to run in the background on a regular basis. You use this page only if you cannot wait for the normal process run.

The POs are staged for processing through the Publisher page. POs must have a dispatch type of EDX to appear on this page. If this PO is being sent to a direct connect supplier, this page sends the PO directly to the vendor's website.

Select the Include Dispatched PO check box to include purchase orders that have already been dispatched. This enables you to redispatch them if needed.

Using Batch Processing to Dispatch POs

Access the PO Dispatch Batch Process page.

Dispatch batches of PeopleSoft eProcurement POs to vendors. POs must have the dispatch type EDX to be included in this process.

Business Unit	Select a specific business unit from which to dispatch POs using batch processing.
Buyer Name	Select a specific buyer from whom to dispatch POs using batch processing.
Vendor ID	Select a specific vendor to which you want to dispatch POs using batch processing. If you leave the field empty, POs for all vendors that meet other criteria you enter are included in the batch processing.
From Date and **Through Date**	Select a start and end date for which you want to dispatch POs.

Sending Dispatched POs to Vendors

Access the Publish Dispatched PO page.

Use this page to start the PeopleSoft Application Engine process (IN_PUB_MSGIN_ PUB_MSG), which starts the Publisher process.

Request ID	Enter an identifier for this process run.
Selection Type	Select a criteria for selecting POs to publish. The selection determines the access to other fields on this page. Values are:
	Select BU(select business unit): Select by business unit.
	Select Ven (select vendor): Select by vendor ID.

If you select the Selection Type, *Select BU,* define the following settings:

BU Sel Type (business unit selection type)	*1 Bus Unit* (one business unit): Select to publish POs to vendors that are associated with a specific business unit.

	All Bus: Select to publish POs to vendors that are associated with all business units.
Business Unit	Enter the business unit that is associated with the vendors to which you want to publish POs.

If you select the Selection Type *Select Ven,* define the following settings:

Vendor Selection	Values are:
	Specific V: Select to publish POs to a specific vendor.
	Select All: Select to publish POs to all vendors associated with a specified SetID.
Vendor Set ID	Select the setID that is associated with the vendors to which you want to publish POs.
Vendor ID	If you selected the Vendor Selection Type *Specific V,* select the vendor to which you want to publish POs.
Location	If you selected the Vendor Selection Type *Specific V,* select the vendor location where you want to publish POs.

Dispatching POs to a Marketplace

Access the Process Marketplace Orders page.

See Also

Chapter 6, "Using PeopleSoft eProcurement with a Marketplace," page 83

Viewing PO Statuses and Messages

Access the PO Dispatch Message Log page.

All POs appear for the following dispatch methods:

• Dispatch to the marketplace.

• Electronically transmitted to the vendor by using the dispatch and publish processes.

Get Market Order Status	Click the Get Market Order Status button to start the process that retrieves the current status of the POs from the marketplace. The Status column is updated with the results. If the marketplace has received the order, the PO Status column changes to *Dispatched*.

The following information appears for each PO the search locates:

Date	Displays the PO date from the PO header.
PO Status	Displays the current status of the PO within PeopleSoft eProcurement. This status is from the PO header in PeopleSoft eProcurement.

Status   Reflects the stage of the PO within the dispatch process. The status that appears could reflect the stage of the PO when electronically transmitted to the vendor or when dispatched to the marketplace.

When the PO is electronically transmitted to the vendor, the values include:

Error: PO has not been dispatched nor published.

Dispatched: PO has been dispatched.

Published: PO has been dispatched and published.

When the PO is dispatched to the marketplace, values include:

Received: PO has been sent by PeopleSoft eProcurement and received by the marketplace. The system has not yet received a response from the marketplace.

Accepted: The marketplace has received the PO, and the supplier has responded and accepted it. Comments attached to the PO header or line might also appear.

Completed: The PO has been sent to the marketplace, accepted by the supplier, the goods or services have been received, and the supplier has been paid.

No Accept: The marketplace has received the PO and the supplier has responded and rejected it. Comments that were attached by the supplier appear in the Message column.

Cancelled: Supplier has accepted the PO, but has canceled the order for a later time.

Pre-Pymt Required: Supplier has accepted the PO and has assigned this status to indicate that a prepayment is required to fulfill the order.

Other: Supplier has accepted the PO and later assigned this status to indicate that there is a problem with the order. The supplier's messages at the PO header or line level should detail this problem.

Completed: PO has been sent to the marketplace, accepted by the supplier, the goods or services have been received, and the supplier has been paid.

PO Lines Error Messages   Click the to review comments from the marketplace supplier about a PO line. This button is only available for POs sent to the marketplace.

Message   For POs that are electronically transmitted to the vendor, this column displays a message indicating whether the system encountered errors when dispatching or publishing POs. For POs sent to the marketplace, this column displays messages entered by the marketplace supplier on the PO header.

Viewing Messages Entered on PO Lines

Access the PO Lines Dispatch Message Log page.

Line Number   Displays the line number of the PO. Only lines that contain supplier messages appear. The PO could contain additional lines that do not appear.

Message Text   Displays any message entered by the marketplace supplier on this PO line.

Setting Up Dynamic Dispatching

To set up dynamic dispatching, use the Linked Suppliers component.

This section provides an overview of dynamic dispatching and discusses how to:

• Define dynamic dispatch EDX dispatch types.

• Link dynamic dispatch types to suppliers.

• Set up buyers for dynamic dispatch.

• Set up dynamic dispatch nodes.

• Dispatch dynamic dispatch POs.

Understanding Dynamic Dispatching

Dynamic dispatching is a dispatch method that runs as a background process. You use the same pages to define this type of dispatching as you do with other dispatch types, such as a marketplace. The advantage of dynamic dispatching; however, is that it leverages a common set of logic to dispatch purchase orders. This enables you to quickly adjust to meet different online XML marketing standards that might be implemented by a supplier. For example if the supplier changes from using xCBL to using EDX.

You can dispatch a PO as an XML document in a PeopleSoft defined format. If the structure of that format is not compatible with the structure of the XML document required to integrate with a marketplace supplier (xCBL) or other third party systems, then PeopleSoft Integration Broker can transform the structure. Using different connectors and a framework for transforming an XML message to another XML message, the broker makes it possible to develop a uniform and consistent interface for integration with a marketplace or third-party supplier.

Note. When a supplier changes standards and has installed a different XML standard, then using the PeopleSoft Integration Broker, you can react with a format to meet that standard.

To adjust for the change, dynamic dispatching uses the PeopleSoft Integration Broker's transformation capabilities to send xCBL, cXML, and EDX files. The broker uses a common set of logic to identify POs eligible for dispatching.

Pages Used to Set Up Dynamic Dispatching

Page Name	Object Name	Navigation	Usage
Linked Supplier Setup	PV_EDX_TYPE	eProcurement, Procurement Application Admin, Maintain Supplier Integration, EDX PO Dispatch Types	Define dynamic dispatch EDX dispatch types.
MarketSite Suppliers	PV_MS_SEC_SUPPLIER	eProcurement, Procurement Application Admin, Maintain Supplier Integration, Linked Suppliers	Link dynamic dispatch types to suppliers.
Marketplace Buyer Setup	PV_MS_SEC_BUYER	Click the Marketplace Buyers link on the Maintain Supplier Integration page. Select the Buyer Setup tab.	Set up buyers for dynamic dispatch.
Connectors	IB_NODECONN	eProcurement, Procurement Application Administration, Maintain Supplier Integration, Integration Broker Node Definitions Select the Connectors tab on the Integration Broker Definitions page.	Set up dynamic dispatch nodes.
Purchase Order Dispatcher	PV_PO_DISPATCH	eProcurement, Buyer Center, Dispatcher	Dispatch dynamic dispatch POs.

Defining Dynamic Dispatch EDX Dispatch Types

Access the Linked Supplier Setup page.

Linked Supplier Setup

EDX PO Dispatch Type: CXML12

Application Class Path: SCM_PV_PO_DISPATCH:CxmlPurchaseOrder

Description: cXML.1.2.008

Linked Supplier Setup

Use this page to define EDX dispatch types for use with dynamic dispatching.

Linking Dynamic Dispatch Types to Suppliers

Access the MarketSite Suppliers page.

Linked Supplier Setup - MarketSite Suppliers page

Use this page to link a dynamic dispatch type to a particular supplier.

Setting Up Buyers for Dynamic Dispatching

Access the Buyer Setup page.

Use the Marketplace Buyers - Buyer Setup page to link the setID used in the PeopleSoft eProcurement record group as a buyer in a marketplace, and enter the internet address of the Application Message Gateway node on this page. The dynamic dispatcher uses this information in its processing.

See Also

Chapter 6, "Using PeopleSoft eProcurement with a Marketplace," Setting up Marketplace Buyers, page 89

Setting Up Dynamic Dispatch Nodes

Access the Connectors page.

Use this page to set up node information, such as URLs for dynamic dispatching.

See Also

Chapter 10, "Integrating with Direct Connect Suppliers," Setting Up Node Information for PunchOut, page 178

Dispatching Dynamic Dispatch POs

Access the Purchase Order Dispatcher page.

Purchase Order Dispatcher page

Use this page to initiate the dynamic dispatch process. Select a PO for dispatching and click the Dispatch PO button. The system uses values setup for the supplier to send the PO.

See Also

Sending POs to Vendors by EDX

This section provides prerequisites and discusses how to:

• Define batch publish rules.

• Specify source data for records.

• Associate publish processes with rules.

• Assign chunk rules to vendors.

• Map nodes to chunk rules.

• Publish PO messages.

By using the EDX method, you can transmit dispatched POs to vendors that are neither marketplace vendors nor direct connect suppliers by converting POs into application messages and publishing them to vendors.

Prerequisites

Defining installation options for PO publishing is a prerequisite to sending purchase orders to vendors by EDX.

To define installation options for PO publishing:

1. Define the message node.

   To establish the message node through which you plan to publish POs, select the Local Node check box on the Node Info tab of the Node Definition component. Navigate to PeopleTools, Integration Broker, Node Definition.

2. Configure the PURCHASE_ORDER_DISPATCH message channel.

   Navigate to the Transaction tab of the Node Definition component to configure the PURCHASE_ORDER_DISPATCH message channel.

   If the message channel is not linked to the Node:

   • Click the Add Transaction button on the Transactions page to access the Node Transactions page, where you can add the transaction.

   • Select the Transaction Type of *Outbound Asynchronous.*

   • Enter the Request Message for PURCHASE_ORDER_DISPATCH.

   • Enter Version 1 as the Request Message Version.

3. Activate the messages.

   Application messages are the fundamental building blocks of the application messaging system. Messages are self-describing entities that are formatted in XML. Each message contains data, such as PO parameters, that is distributed among systems when the program is run.

   Predefined messages are delivered with PeopleSoft eProcurement. Publish POs through the PURCHASE_ORDER_DISPATCH message.

   To ensure that the status of PURCHASE_ORDER_DISPATCH is set to Active, select *Active* in the Status field on the Transaction Details page. You automatically access the Transaction Details page when you select Add on the Node Transaction page.

See Also

PeopleSoft Enterprise Components, "Using the Effective Date Publish Utility"

"Using PeopleSoft Application Designer,"*PeopleTools PeopleBook: PeopleSoft Application Designer*

Pages Used to Send POs to Vendors By EDX

Page Name	Object Name	Navigation	Usage
Batch Publish Rules	EO_MSGPUBATCH	eProcurement, Procurement Application Administration, Maintain Dynamic Dispatching Rules Click the Dynamic Dispatching Rules link and select Batch Publish Rules.	Define batch publish rules that determine how the dynamic dispatch transactions should be sent electronically.
Record Mapping	EO_MSGRECMAP	Click the Dynamic Dispatching Rules link and select Record Mapping.	Specify source data for records (such as POs) in messages
Batch Programs	EO_MSGBATPGM	Click the Dynamic Dispatching Rules link and select Batch Programs.	Associate publish processes with rules.
Setup Vendor to Node	PO_CHUNK_VENDOR	Click the Manage ChunkRule Vendor ID Map link.	Assign chunk rules to vendors.
Add Nodes to Chunk Rules	EO_ADNODECHUNK_PNL	Click the Map Node to Chunk Rule link.	Map nodes to chunk rules.

Defining Batch Publishing Rules

Access the Batch Publish Rules page.

Use this page to associate a rule to a message and characterize the rule.

Batch publish rules describe jobs or processes that run independently from their initiating process. A batch process can also run at one or more predetermined times in the future from the initiating request. This is appropriate for publishing incremental changes to data in a batch environment or when processing large volumes.

See Also

PeopleSoft Enterprise Components, "Assigning Publishing Rules," Associating a Rule to a Message

Specify Source Data for Records

Access the Record Mapping page.

Use this page to map the message record to another record.

See Also

PeopleSoft Enterprise Components, "Assigning Publishing Rules," Mapping a Message Record to Another Record

Associating Publish Processes with Rules

Access the Batch Programs page.

Use this page to assign an application program (PROCESS_NAME) to the publish rule.

See Also

PeopleSoft Enterprise Components, "Assigning Publishing Rules," Assigning an
Application Program to a Publishing Rule

Assigning Chunk Rules to Vendors

Access the Setup Vendor to Node page.

See Also

PeopleSoft Enterprise Components, "Assigning Publishing Rules"

Mapping Nodes to Chunk Rules

Access the Add Nodes to Chunk Rule page.

See Also

PeopleSoft Enterprise Components, "Assigning Publishing Rules," Setting Up Message Chunking

Publishing PO Messages

To publish purchase order messages, dispatch the purchase orders, and convert the POs to XML messages:

1. Dispatch POs.

   Use the PO Dispatcher page or the Batch Dispatcher page to dispatch POs and load them into interface
   tables. Through the Purchase Order Dispatcher process page, select the POs to dispatch. Through the
   Batch Dispatcher page, dispatch batches of POs grouped by business unit, vendor, or date range. When you
   use the Batch Dispatcher page, run the Batch Dispatch process to dispatch groups of PO messages.

2. Convert POs into XML application messages.

   Use the Publisher page to initiate the Publisher process. Through the Publisher process, convert the POs in
   the interface tables into XML application messages, and publish those messages to the vendors.

See Also

PeopleSoft Enterprise Components, "Activating Messaging EIPs"

Accessing the Message Monitor and Process Monitor Components

You monitor system messaging queues through Application Message Monitor (also called Message
Monitor). It provides information about the delivery status of individual messages and aids in error
processing and resolution. Message Monitor is generally used by system administrators.

After you submit a job using the Process Scheduler Request page, use the Process Monitor to review the status of scheduled or running processes. You can view all processes to see the status of any job in the queue and control processes that you initiated. Process Monitor consists of two pages: the Process List page and the Server List page.

This section discusses how to:

• Access high-level message details.

• Monitor message instances.

• View publishing contracts.

• View subscription contracts.

• View synchronous messages.

• View channel statuses.

• Add and delete pause times for local nodes.

• View domain statuses.

• Use standard message queries.

• View process statuses.

• View server statuses.

See Also

"Using Integration Broker Monitor," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

Pages Used to Access the Message Monitor and Process Monitor Components

Page Name	Object Name	Navigation	Usage
Overview	AMM_OVERVIEW	eProcurement, Buyer Center, Dispatch Purchase Order Click the Publish Monitor link and select Overview.	Access high-level message details.
Message Instances	AMM_PUBLIST	Click the Publish Monitor link and select Message Instances.	Monitor message instances.
Pub Contracts	AMM_PUBCONLIST	Click the Publish Monitor link and select Pub Contracts.	View publishing contracts.
Sub Contracts	AMM_SUBCONLIST	Click the Publish Monitor link and select Sub Contracts.	View subscription contracts.
Synchronous Messages	AMM_SYNCMSGLIST	Click the Publish Monitor link and select Synchronous Messages.	View synchronous messages.
Channel Status	AMM_CHNL_STATUS	Click the Publish Monitor link and select Channel Status.	View channel statuses.
Node Status	AMM_NODE_STATUS	Click the Publish Monitor link and select Node Status.	Add and delete pause times for local nodes.
Domain Status	AMM_MULTIDOM	Click the Publish Monitor link and select Domain Status.	View domain statuses.
Statistics	AMM_STATISTICS	Click the Publish Monitor link and select Statistics.	View messaging runtime performance data.
Queries	PT_APMSGQRY_PG	Click the Publish Monitor link and select Queries status.	Use standard message queries about messaging system metadata. **Note.** This role is generally reserved for the system administrator.
Process List	PMN_PRCSLIST	Click the Process Monitor link and select Process List.	View process statuses.
Server List	PMN_SRVRLIST	Click the Process Monitor link and select Server List.	View server statuses.

See Also

"Using Integration Broker Monitor," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

Accessing High-Level Message Details

Access the Overview page.

High-level message details include the status of asynchronous message instances, publication contracts, and subscription contracts.

See Also

"Using Integration Broker Monitor," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

Monitoring Message Instances

Access the Message Instance page.

This page displays information related to the individual asynchronous message instances that exist in either a live or archived system.

Viewing Publishing Contracts

Access the Pub Contracts page.

Publishing contracts are outbound publication work orders that you are sending to remote message nodes with which the system is interacting.

Viewing Subscription Contracts

Access the Sub Contracts page.

Subscription contracts are work orders to run PeopleCode programs to which the local node subscribes.

Viewing Synchronous Messages

Access the Synchronous Messages page.

Synchronous messages are inbound messages from remote nodes or applications that publish information.

Viewing Channel Statuses

Access the Channel Status page.

This page displays the status of the channels defined in the local node.

Adding and Deleting Pause Times for Local Nodes

Access the Node Status page.

Use this page to maintain pause times. A pause time is an interval of time during which the message node becomes inactive. When the pause time begins, the message node is shut down until the pause time is scheduled to end.

Viewing Domain Statuses

Access the Pub Contracts page.

Use this page to view the domains that have publishing and subscription servers on them that are running against the application database.

Using Standard Message Queries

Access the Pub Contracts page.

Use this page to gather information about messaging system metadata without having to access the message definitions, channel definitions, or node definitions in Application Designer.

See Also

"Using Integration Broker Monitor," *PeopleTools PeopleBook: PeopleSoft Integration Broker*

Viewing Process Statuses

Access the Process List page.

Use this page to monitor the process requests that you submit. If a process encounters an error, or if a server is down, you can find out almost immediately. You can also see what processes are queued to run in the future.

See Also

"Using Process Monitor," *PeopleTools PeopleBook: PeopleSoft Process Scheduler*

Viewing Server Statuses

Access the Server List page.

Use the this page to view information about each of the PeopleSoft Process Scheduler Server Agents that are defined in the system.

See Also

"Using Process Monitor," *PeopleTools PeopleBook: PeopleSoft Process Scheduler*

CHAPTER 13

Using Workflow and Managing Approvals

This chapter provides an overview of PeopleSoft eProcurement workflow and discusses how to:

• Use PeopleSoft Workflow with PeopleSoft eProcurement.

• Define approval workflow processes.

• Define the approval transaction registry.

• Define background processes.

• Define notifications for approval workflow.

• Define roles, actions, and user-lists definitions.

• Manage approvals.

Understanding PeopleSoft eProcurement Workflow

Many daily tasks are part of a larger process that involves several steps and people working together. The term *workflow* refers to this process, which could encompass, for example, the approval of a requisition or a change request form. To facilitate this type of multiuser process, PeopleSoft can automatically trigger workflow notifications to inform other people about the work awaiting them.

PeopleSoft Workflow includes a process designer that is specialized for approval workflow processes. This designer enables you to configure approval workflows using existing components without writing code.

Three levels of users come together to set up approvals including application developers, functional business analysts, and the users that include requesters, approvers, and reviewers. The approval workflow framework brings these roles together through code, tables and components that define an approval workflow.

Application developers set up workflow approvals using a transaction-definition component. Examples of a transaction might include a PeopleSoft eProcurement transaction, such as a requisition or service order. Transactions are made up of an approval process, routing rules and steps and a set of users who approve and review the transaction.

Using workflow approval processes, you can:

• Approve or deny individual line items in a transaction, such as a change request.

• Include multiple approvers for individual steps.

• Assign approvers and reviewers during the approval process.

• Escalate approvals.

• Approve, deny, push back, and delegate approvals.

• Use Worklist and email notifications.

Using PeopleSoft Workflow with PeopleSoft eProcurement

Several of the predefined workflows in PeopleSoft eProcurement use the standard workflow common to all PeopleSoft applications. PeopleTools Application Designer and Workflow Administrator are used to design these workflow processes. This workflow is used for:

• RTV (return to vendor) exchange notification workflow.

• Procurement card request workflow.

Return to Vendor Exchange Notification Workflow

The Return to Vendor (RTV) Exchange workflow process (PV_RTV_EXCHANGE) delivered with PeopleSoft eProcurement lets goods be returned to vendors and exchanged for other items. The RTV process ensures that an exchange is completed properly by notifying the buyer that it has been entered.

Note. No setup is needed for the PeopleSoft eProcurement RTV Exchange workflow process.

When using Return to Vendor Exchange Workflow to notify buyers:

1. A requester who wants to exchange an item completes an RTV and chooses *Exchange*.

2. When the RTV is saved, a workflow event triggers the PV_RTV_EXCHANGE business process. (This event only gets triggered if the RTV action is *Exchange*.)

3. PeopleSoft Workflow retrieves the purchase order business unit, purchase order ID, and buyer ID from the RTV.

4. PeopleSoft Workflow inserts a Worklist item in the buyer's To Do List.

5. The buyer selects the Worklist entry, opening the PO.

6. The buyer can make modifications or add another PO to record the exchange.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow

Procurement Card Request Workflow

Use the Request Procurement Card page to request procurement cards for PeopleSoft eProcurement. After you enter information and save the page, workflow routes the procurement card to the correct authority for approval.

Note. There is no setup needed for PeopleSoft eProcurement's procurement card request workflow process.

When using PeopleSoft Workflow to approve procurement card requests:

1. A requester who wants a procurement card fills out the Request Procurement Card page.

2. After the page is saved, a workflow event triggers the PV_CC_REQUEST business process.

3. PeopleSoft Workflow inserts a Worklist item in the To Do List of the user assigned on the User Profile - Roles page to the workflow role of administrator.

4. When the administrator selects the Worklist entry on the To Do List, the Employee Profile - Card Data page opens.

5. The administrator can add additional information and save (or cancel) the profile.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Managing Procurement Cards"

Defining Approval Workflow Processes

This section provides an overview of approval workflow, header and line-level approvals, approval flows, and event notification and discusses how to:

• Define approval workflow process stages.

• Define criteria for approval workflows.

• Set up approval workflow paths.

• Define steps for approval workflows.

Note. Other PeopleSoft application users use eProcurement pages to define transactions, such as an expense report or service order, for their applications. While much of the discussions in this section relate to PeopleSoft eProcurement requisitions, you can apply the same concepts to other applications. To access pages for setting up approval workflows, select Set Up Financials/Supply Chain, Utilities, Approvals.

Understanding Approval Workflow

Approval workflows are when requesters originate a transaction, such as a requisition, and a set of approvers carry out tasks related to the transaction. The PeopleSoft eProcurement approval workflow process is a framework that enables three levels of users, from technical to end-users, to develop and configure transaction approvals that meet their organizational requirements. For example, the process of submitting a requisition and getting it approved requires defining who should approve the requisition, the order in which they approve it, and how it is routed to approvers. When complete, the requisition is sourced to a vendor.

The standard PeopleSoft workflow requires advanced technical skills in PeopleTools to create and maintain workflow. PeopleSoft Supply Chain products provide an alternative workflow that is easier to create and maintain. For example, all the steps in PeopleSoft eProcurement workflow are defined using PeopleSoft pages rather than underlying PeopleCode, so functional users can design and maintain workflow.

These PeopleSoft business processes deliver integrated approval workflows: PeopleSoft eProcurement Requisitions, PeopleSoft Services Procurement (requisitions and work orders), and eProcurement amount change requests. A common approval workflow engine drives all these approval workflows.

To implement this process, the framework for building and interpreting an workflow approvals, brings together these users:

- Application developers to adapt applications for approval with minimal coding using a defined setup process. Making this possible is the approval workflow engine which provides a common implementation that other applications can use. Application developers integrate their applications with the approval workflow engine framework using the Approval Transaction Registry page where they register an application with the engine and describe its components, event handler, and records. The register stores approval process IDs developers create for applications.

  After an analyst creates an application transaction and submits it for approval, the application hands the transaction over to the approval workflow engine that finds the appropriate approval process definition, instantiates it, and launches the approval workflow.

  This process evaluates each workflow rule and the initial steps within it. When the criteria of a workflow step matches the requisition, a Worklist entry is sent to the approver.

  The standard PeopleSoft workflow requires advanced technical skills in PeopleTools to create and maintain workflow. PeopleSoft eProcurement provides an alternative workflow that is easier to create and maintain. For example, all the steps in PeopleSoft eProcurement workflow are defined using PeopleSoft pages rather than underlying PeopleCode, so functional users can design and maintain workflow.

- Functional business analysts to design approval workflow for use with an application. This includes setting up routing rules, stages, criteria, steps, recipients, and notifications for each approval process ID. Analysts identify the application-supplied transaction definition on which to base approval process definitions. They use the Approval Process Definition page to establish this end-user framework for approving transactions. These processes can be used again and again to guide requisitions through their approvals.

  Since businesses typically need to have different approval processes for different business units, each application can have multiple approval processes defined for itself, distinguished beyond the approval process ID by a setID value. For instance, the delivered approval workflow for eProcurement requisitions uses approval process ID *Requisition*, and setID *SHARE*. Different business units can be mapped to different setIDs, and have different approval processes.

- End users to create requisitions and then use an approval process with approvers and reviewers and an approval flow. Using the process, the different end users can approve or deny requests, monitor requisition statuses, and audit approvals. A requester submits the requisition, triggering the approval process. Then, approvers and reviewers use the Manage Approvals feature to continue the approval workflow.

Header and Line-Level Approvals

Each PeopleSoft application has a top-level record (known as a header) with keys that uniquely identify a single transaction in an application. The application itself typically has other records, but they are children (line-level records) of the header record.

The approval workflow process uses an application's header keys to correlate approval processes and application transactions. For example, when you open an application transaction, the approval workflow engine enables you to submit the request for approval only if you haven't already submitted it. This check is possible because the system correlates the application header keys with the approval process instance keys.

When you need to track an approval status at a lower level within a transaction, an analyst can configure the approval process so that different line-items in the same request follow different routes. In such cases, the workflow approval engine uses a thread to split the workflow into constituent line items, and enables analysts to configure the approval process so that different line items in the same request follow different routes. These threads of the workflow are still part of the same request, however, and should be tracked as such. Thread methods are associated with step instances.

Thread completion statuses for approvals include:

• *N:* Not Started.

• *P:* Pending.

• *A:* Complete Approved.

• *D:* Complete Denied.

• *T:* Complete Terminated/Error.

By enabling approvals to follow different routes, you can deny some lines of the requisition and approve others, making line-level approvals independent for each line. For example, a requisition can contain multiple lines, and you might want to use special approvers for certain catalog items, such as software or hardware. You can add specialized approvers to approve requisitions that are in their realm of expertise.

An approval workflow might have mixed header and line-level approval routings. For example, department managers might exercise budgetary control over the request as a whole, while commodity approvers still examine only those line-items which fall within their expertise. Final approval requires both types of approvers to sign off on the requisition.

These approval conditions also exist in the approval process:

• End actions.

  When a requisition is approved, it is sourced – an action follows the approval which is the end action. An approval of one transaction often leads to the creation of another transaction, or triggers another business process. The approval workflow engine supports this trigger by providing a call-back mechanism. Applications that integrate with the engine must register an event-handling PeopleCode application class. This class must extend the approval workflow base class ApprovalEventHandler, and implement the methods HEADER_APPROVED, HEADER_DENIED, and so on.

• Line-level versus header-level end actions.

  Use line-level approvals to make it possible for action to be taken on different line items immediately upon their approval, without waiting for the approval of other line-items in the requisition. This means you can source line items as soon as they are approved.

  This is possible only if line-level approval routings are at the end of the process and require no further review. In this case, the application can act on the individual lines as they get approved. The approval workflow engine notifies the application of significant approval-related events using the ApprovalEventHandler application class, which includes methods such as LINE_APPROVED or LINE_DENIED that implement line-level triggers.

  An example of when the engine calls the LINE_APPROVED method if all of the following are true:

  - The application uses line-level approvals by registering multiple levels of application records with the approval workflow engine.

  - The functional business analyst has defined an approval process in which the last stage is a line-level stage, and has also enabled line-level end actions.

  - The last approver for a line approves the line.

Approval Flows

After an approval process is defined, validated, and made active, the system can submit an application's transactions for approval. Each PeopleSoft application typically has a top-level database record which distinguishes one transaction from the next. For instance, for the eProcurement application, the top-level record is named *REQ_HDR*. These top-level records are called header records. When a transaction is submitted for approval, the approval workflow engine combines the approval process definition with the header record instance to create a unique approval process instance. This approval process instance gets routed from approver to approver, as configured in the approval process definition.

Approvals use two types of processing – header and line level. Business analysts setup the approval process definition that determines the flow of the approval at both levels. The approval process consists of:

• Stages.

A stage is one part of an approval transaction that can contain multiple paths but must be at the same record level. The system executes stages in sequence where one must complete before the next one begins. A stage can be at either a header level or at a line level. Stages at a line level makes it possible for approvers to sign off separately on individual line items in a single requisition. All of a stages paths are at that same level.

• Paths.

A path is a sequence of steps. Within a stage, paths execute in parallel, with each path inheriting its header or line-level from the stage. Path entry criteria determines whether or not a path executes for a given transaction thread. A thread is separate approval for the header level and for each line level. The workflow engine sees each header and each line as individual threads. A line thread is a child (subthread) of the header thread. A header stage acts on the unique header (main) thread while a line stage acts on each line thread.

• Steps.

A step represents one or more approvers or reviewers. Steps within a path execute in sequence as separate criteria for each step determines whether or not that step executes. Each step can also have a set of reviewers, who are notified about transactions pending approval by email, if configured, and through the Worklist. But, the workflow proceeds without waiting for reviewers to act.

The system notifies approvers by using email or Worklist, if configured, of pending approval step which can require one, all, or a fixed number of approvers to approve. You can also specify approvers by roles, queries, fixed lists, or by using the custom application classes

This diagram illustrates how the approval process uses stages, paths, and steps for routing approval:
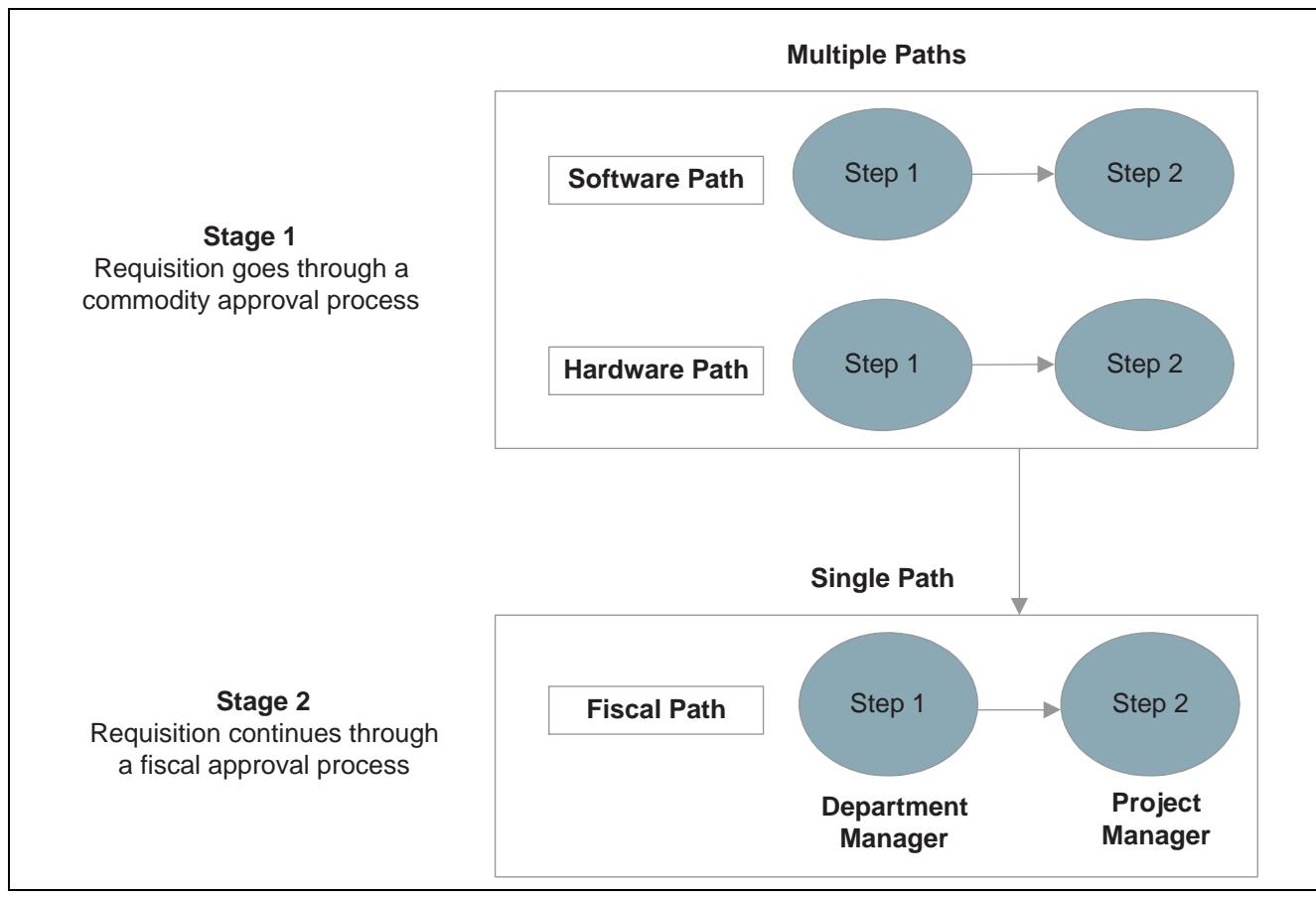
The approval workflow

Approval Types

Using a combination of features, you can create rules for different types of approvals. This section discusses:

• Ad hoc approval.

• Ad hoc review.

• Self approval.

• Auto approval.

• Alternate approvers.

• Push back feature.

• Approval comments.

• Dynamic paths.

Ad Hoc Approval

During the approval process approvers can add other approvers or reviewers to the current or a later stage of the approval process. For example, if a buyer wants input from an inventory analyst, she can add the analyst as an approver. This is called ad hoc approval and only applies to the approval instance in which the addition occurs and does not affect the overall approval flow. Only the user who adds an ad hoc approval can delete it.

You can define ad hoc approvals for the serial and parallel approvals. For serial approvals, each approval in the process is sequential. Users can add approvers and reviewers only after the currently pending step, or later. Only the person adding ad hoc approvers and reviewers can delete them. With parallel approvals, the sequence does not matter. Users can add an ad hoc step in an ad hoc path in any stage and only they can delete the step.

You can add ad hoc approvers while previewing requisition approvals. The approval workflow engine will launch the previewed approval process instance if requested by the application developer's code.

Ad Hoc Review

Ad hoc reviewers are users that an approver would like to review a transaction, but action is not taken nor is the approval held up waiting on an reviewer. Ad hoc reviewers are simply notified and provided with a link or a Worklist entry to the transaction, they do not enter into the core state tables of approvals.

Self Approval

A requester can also be an approver. If requesters approve their own transactions, it's called self-approval. A check box setting enables self approval. If enabled, the requester's approval is assumed, and the process continues; however, you can establish criteria that helps control the requester's approval authority. For example, you can place a limit on the dollar amount for the requester so that if the transaction is over that amount, the requester is not used as an approver.

If self-approval is not enabled, then the system does not consider the requester an approver for that transaction. If the transaction requester is an approver on a step in any path in the process, then all prior steps in that path are omitted. Also, if self-approvals are enabled, and the self-approval criteria is met, then that step is omitted.

Auto Approval

When auto-approval is enabled, the system remembers an approver's action for that process, and applies it automatically for any subsequent appearance of a user step instance for that approver.

Alternate Approvers

Alternate workflow approvers are those users who are assigned to receive emails and Worklist notifications for the primary approver when that approvers is not available. When you identify an alternate approver, you use a date range during which you want the alternate to fill in. The system determines if the alternate is in place for the date range.

Push Back Feature

Push back takes a currently-pending step out of pending status, and re-queues the previous step to its approvers The meaning of push back is that the approver is questioning the prior step's approval, and is demanding a clarification. Push back is only possible within a path, so the first step of a path cannot push back.

Approval Comments

Approvers can add comments to requisitions, and customers can associate their comments with the approval process, rather than the request transaction directly. The approval workflow monitor provides a mechanism for associating comments with a particular approval process instance which, in turn, is tied to a particular application transaction. Approvers can view comments added by any approver, but cannot change the comments.

Dynamic Paths

Many organizations have existing table structures that support approval hierarchy, as well as support the dollar amounts associated with any one individual. Instead of reentering this data into the workflow approval setup pages, use dynamic paths. The concepts of dynamic paths are:

• A path is created and marked as a dynamic path.

• Only one step is allowed in the path definition.

• Queries can be generally be created using any criteria.

• A single query must be created that, when given a user ID, returns the next required approver.

Event Notification Rules

Events are predefined points either in the application processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program associated with that component and that event. During the approval workflow process, events help determine how the process ends. Depending on the nature of the ending, the appropriate method on the event is communicated to the ApprovalEventHandler class, ensuring that the application is informed of events in the approval workflow process.

The approval process can end in one of three ways:

• All approvers have approved the header and all line-level approvals have been either approved or denied.

• The header is denied by an approver.

• The application terminated the approval workflow instance.

When the approval workflow engine triggers a business event, it causes an entry to appear in the approver's Worklist. This table lists events that business analysts use to define approval process characteristics, and their implications for application developers:

Approval Event	Event Meaning to Application Developers
HEADER_APPROVED	• The header was the last stage; however there may have been line stages before it. • The process is complete and approved. No more events will be notified.
HEADER_DENIED	• There was at least one header stage, and may or may not have been line-level stages. • The process is complete and denied. No more events are notified.
LINE_APPROVED	• The last stage in the process is a line-level stage, and that line is approved. The application can take the line-level, end-action, if appropriate. • The process is still running, and at least one more event will be notified. There might be other LINE_APPROVED or LINE_DENIED events, and one of these events will remain: HEADER_APPROVE, HEADER_DENIED, ALL_LINES_PROCESSED.

Approval Event	Event Meaning to Application Developers
LINE_DENIED	• There is at least one line-level stage in the process, and this line is denied.
	• The process is still running, and at least one more event will be notified. There might be other LINE_APPROVED or LINE_DENIED events, and one of these events will remain: HEADER_APPROVE, HEADER_DENIED, ALL_LINES_PROCESSED.
	• The last stage may or may not be at the line level.
ALL_LINES_PROCESSED	• The last stage was at the line-level.
	• All lines have either been approved or denied.
	• The process is complete – this is the last event to be notified.

See Also

Approval Workflow Tasks

This section provides details about the steps to implement and use approval workflow. It describes tasks that application developers, business analysts, and end users perform in conjunction with approval workflow.

To implement and use workflow:

1. Application developers write PeopleCode to receive (handle) event notifications.

   This code should be wrapped in an application class, which must extend an approval workflow engine-specified base class. The base class defines all the event methods which application developers must extend.

2. Application developers create a record and table in which to store cross-reference information and set up notification templates for events.

   This determines the pending approval workflow process and tells an application which transaction is being approved or denied. Developers must also create a record containing the applications keys, including an approval workflow engine-supplied subrecord and an underlying table.

3. Application developers add the SAC_AW_LAUNCHER and SAC_AW_APPROVER work records.

4. Application developers register information from the previous steps with the approval workflow engine by using the Approval Transaction Registry page.

   As part of defining the registry:

   a. Link the transaction component and initialize the interface application class object after building the component.

      The constructor for the LaunchManager application class requires that you pass in the approval process ID defined by functional analysts.

   b. Instrument the approval component using the approval workflow engine-supplied work record or mimic its code.

5. Functional business analysts define the approval process definition for an application transaction.

Essentially, analysts determine the approval transaction registry entry on which the process definition is to be based and then define the details of the process. The approval process definition includes definitions of stages, paths, steps, and criteria.

Various applications classes encapsulate the component and record field PeopleCode used to manage and validate the process definition.

6. Requesters submit a transaction for approval.

This launches the approval process. The creation of a new request is application functionality. The approval workflow engine instantiates the approval process definition and queues the transaction for approvers.

7. The system queues an approval task to an approver or reviewer using email or a Worklist entry.

The URL encoded in the Worklist entry points to an approval workflow engine component which forwards the approver immediately to the corresponding approval component.

8. Approvers and reviewers take actions on transactions.

The system conveys the approve, deny, or push back action to the approval workflow engine using the approval manager methods such as APPROVED or DENIED.

9. An administrator reviews approvals and takes corrective action such as approving, denying, canceling, or reassigning the approval.

When an error or violation of criteria or rules occur during the approval process, the system notifies the administrator who interacts to resolve the issue.

Pages Used to Define Approval Workflow Processes

Page Name	Object Name	Navigation	Usage
Approval Process Definition	SAC_AW_PRCS_MAIN	eProcurement, Procurement Application Admin, Maintain Workflow, Approval Process Definition	Define workflow approval process stages.
Criteria Definition	SAC_CRITERIA	Click the Alert Criteria link on the Approval Process Definition page.	Define criteria for workflow approvals.
Path	SAC_AW_PATH	Click the Path link on the Approval Process Definition page.	Set up workflow approval paths.
Step	SAC_AW_STEP	Click the Step Details link on the Approval Process Definition page.	Define steps for workflow approvals.

Defining Approval Workflow Process Stages

To set up approval processes, use the Approval Process component.

Access the Approval Process Definition page.

Business analysts use this page to define an approval definition process. An approval definition defines who approves what when you initialize an approval. The process is made up of stages and their paths and steps. The approval steps that you place on the approval stage represent the approval levels that are required for a transaction.

You can develop approval processes that:

• Meet organizational or tiered approval limits.

• Use alternate hierarchies, such as commodity approvers (procurement) and financial approvals (expenses) and so on.

• Use multiple parallel tracks, such as procurement and inventory approvals at once.

• Use staged tracks, such as first receiving commodity approval and afterward receiving financial approval.

Typical approval processes might include:

• Employees or supervisors who can approve purchases up to a given amount.

• Ad hoc approvals where a buyer might want a safety department manager to have input on a requisition.

• Two different approvers for each step, where both approvers at a step must approve the request for it to advance to the next step.

Effective Date	Indicates the date on which this approval process became effective and ready for system use. This applies to approval processes for a particular approval process ID and setID and includes PeopleSoft functionality associated with effective dated entities. For instance, if multiple approval processes are active with the approval process ID, setID and effective date specification, then the system uses the latest active effective dated process.
Status	Select the current state of this approval process. The values are:
	Active: Indicates the approval process is available for use.
	Inactive: Indicates the approval process is not available for use.
	Note. You can submit a requisition for approval workflow when the status is inactive; however its status is *Pending* with no approvers assigned.
Admin Rolename (administrative role name)	Select the user list role used by workflow to route the transaction to all users filling that role. This is usually based on job function, not individual users.
Alert Criteria	Click to access the Criteria Definition page where you can define user and field criteria along with monetary and application class criteria for this stage.
Take action on line completion	Select to source individual requisition lines after each line has completed the approval process. This setting applies to requisitions that have line-level stages.
	Note. If the check box is clear, all lines must be approved before the you can source the requisition.
User Auto Approval	Select to enable the system to remember an approver's action for this process. The next time this approval process is presented to the approver, the system automatically applies the approvers selections.

The automatic application of steps in the process is left in place until you clear the User Auto Approval check box.

Stage Number   Enter the sequence in which you want this stage of the approval acted upon. You can also enter a description for the stage in the Description field.

A stage is a single distinguishable period or activity within a process such as approving a service order or requisition. You can define a single stage or use multiple stages, in which case the stages execute in strict sequence. Before the second stage starts, the first stage must end.

Each stage must be either at the header level or at the line level. This is the additional constraint on header- versus line-level approval configurations. A header-level stage acts on the single (main) header-level thread. A line-level stage acts (simultaneously) on all the line-level threads under the main thread.

Level   Select the level at which you want approvals to be processed. All paths within the stage are at the same level as the stage itself. Available values are:

Header: At a header-level stage, the system enables the same request (header) to be routed to two or more parallel paths.

Line: At the line-level stage, the system supports line-by-line sourcing only when the approval is at the last stage. This assumes that the line-level stage is the last stage of the approval process. Line-level stages can have multiple paths with selection criteria that distinguish the line-item's content, such as software line items going to software approvers.

Approval Path   Enter a value that identifies this path. A path is a sequence of steps. Examples of paths might include a hardware path where approval steps are defined for when hardware items are in a requisition. Another example could be a department path where a requisition requires approval up a department hierarchy.

Within a stage, paths execute in parallel with each path inheriting its level from the stage to which it belongs. Path-entry criteria determines whether a path executes for a transaction thread.

When a stage becomes active (approvers in the stage get pending work), all its contained paths become active simultaneously. All the paths of a stage queue work to approvers in parallel. The stage is complete only when all paths in it complete.

Each path has entry criteria associated with it. The purpose of this criteria is to determine whether or not that path should trigger for a particular transaction. For a line-level stage, each line in the transaction is presented to each path; the path criteria decides whether or not that path is triggered for that line. If the system evaluates the criteria you enter for a path to be false for a transaction, then it bypasses the path for that transaction.

Step Source   Select the method by which steps are instantiated during the approval process. Values are:

Static: Select this source to indicate that you want the system to use the individual user-defined steps when it processes an approval.

Dynamic: Select this step source to indicate that you want the system to use either a query or an application class when it processes an approval. When you initialize the process, you select the query or class on which to base the approval. The system performs an iterative call to the query or class until the call does not return an approver.

When using the *Dynamic* source, the system doesn't consider criteria and user roles associated with an approval process. Instead, it uses the user list created by an application developer on which to initialize the process. The system uses information from a variety of user setup pages to build the attributes for the user list, and during processing seeks the hierarchy associated with the user list.

User lists are associated with queries and classes using the User List Definition page. To access the page, select eProcurement, Procurement Application Admin, Maintain Workflow, User List Definition.

Path Details
Click to access the Path page where you can define path criteria and escalation parameters, such as whether or not to notify the requester's supervisor.

Criteria
Click to access the Criteria Definition page where you can define field criteria along with monetary and application class criteria. You can define criteria for the approval process using most records and fields in the database. The system uses this criteria as entry criteria for both the path and step.

Step Number
Enter the sequence in which you want this step performed during the approval process.

Approver User List
Select the type of approver you want to use for this step. A user list is an entity which groups users in the system. Roles, queries and application classes are examples of user lists. The system then uses the list and its users to run automated business processes. The list defines the user sources who can be used in approval steps.

When configuring approval workflows, business analysts use user lists to assign approval tasks to the approvers and reviewers who are to act on the request being considered for approval.

The approval engine has two types of contextual information available to the user list definition: the previous approvers in the path, and the thread (header or line) keys. The previous approver of the first step of a path is always the requester, regardless of which stage the path belongs to. In the case of SQL queries, the context is provided by bind values. The bind values are the prior approver (one per call, in case there are multiple prior approvers), and the keys of the header record. The key values are provided in the order in which they are defined in the corresponding record object.

Step Details
Click to access the Step page where you can define approver requirements, self approval details, and reviewers.

Defining Criteria for Approval Workflows

Access the Criteria Definition page.

Use this page to define the different types of criteria you want to apply to a workflow approval process. You can create definitions consisting of a field with a logical operator and a value or definitions consisting of an application class that takes in transaction data to process the approval.

Criteria is an entity which evaluates to true or false. It program the approval workflow engine, using transaction-specific information to change, for example, routing paths. In order to fix the context for the criteria, the engine provides the transaction keys as bind values.

If you access this page using the Alert Criteria link, you can define criteria for the overall approval process definition. If you used the Criteria link to access the page, you can define criteria for steps or paths, depending on the section from which you access this page.

User Entered Criteria

Use this section to define additional criteria for the approval.

Field Criteria

Use this section to select a record and field on which to control and filter ranges of data or types of data placed in the file you want to use in the approval process.

Record Name	Select a record that you want to use in defining approval criteria.
Field Name	Select a field you want to use to define approval criteria. The values you define in the remaining field criteria grid are those that are used in determining the approval criteria.
Criteria Operator	Determines the action the system applies to the criteria you enter in the Value fields.
	These operators are available:
	• *Between:*Use only values between the two values you enter as criteria.
	• *Equals:* Use only values equal to the entered criteria.
	• *Greater Than:*Use values equal to or greater than the entered criteria.
	Is Blank
	Is Not Blank
	• *Less Than:*Use any record value that is less than the value entered in the Operator Criteria field.
	• *Not Equal To:*Use any record value that is greater than or less than the entered criteria.
	• *Not Equal To:*Use any value that is not equal to the two values you enter as criteria.
Value	Use the two Value fields to define a range upon which you want the operator criteria to

Monetary Criteria

Use this section to establish approval criteria for requisition amounts. The system uses the values you define to determine the routing for approving the requisition. When the system evaluates the criteria for an approval process or a step or path within the process, it uses monetary values you define in this section.

The system uses values from fields in this section in conjunction with the Operator field to determine whether to run a step.

Amount Record	Select the record name to be used when comparing the requisition to the minimum amount required to trigger the step.
Amount Field	Select the field within the amount record to be used when comparing the requisition to the minimum amount required to trigger the step. The system uses the value you select to evaluate the Amount field.
Currency Field	Select the currency field that corresponds to the currency code you select in the Currency Code field.
Operator	Select a value that determines how the system processes the values in the Amount fields. Values include *Between, Greater Than,* and *Less Than.*
Amount	Use the Amount fields to define an amount range for use with the Operator field.
	In the first field, enter the minimum amount required on the requisition in order to trigger the step. The system identifies all lines in the requisition that meet the criteria defined in the Amount Record and Approval Field fields. The amounts on these lines are totaled based on the amount record and amount field specified. If the requisition total is higher than this minimum amount, the criteria is met. If no amount is specified, zero is considered the minimum.
Currency Code	Select the monetary unit you want to use for the approval.
Rate Type	Select how the system arrives at the currency value, such as the current rate or a financial rate.

Application Class Criteria

Use this section to assign application packages as criteria for the approval process definition. When you define a class, the system uses it along with other criteria you enter to process the approval.

Root Package ID	Select the primary application package. This is the parent class for other packages or for child application classes.
Application Class Path	Select a path that describes a specific class within the root package.

Setting Up Approval Workflow Paths

Access the Path page.

Use this page to set up parameters that determine how the system processes an approval path. Use the escalations feature to define time elements for when an approver takes too long to approve or deny a pending request.

Stage Number	Displays the stage in which this path resides. A stage is a set of approval paths which run in parallel. All paths in a stage must complete before the system launches the paths in the next stage, except for consecutive line-level paths.
Approval Path	Displays the path name that you are creating or updating. The path provides the sequence of approvers of a request, usually from a single reporting (or other) hierarchy.
Criteria	Click to access the Criteria Definition page where you can define user and field criteria along with monetary and application class criteria.
Step Source	*Static:* Select this source to indicate that you want the system to use the individual user-defined steps when it processes an approval.
	Dynamic: Select this step source to indicate that you want the system to use either a query or an application class when it processes an approval. When you initialize the process, you select the query or class on which to base the approval. The system performs an iterative call to the query or class until the call does not return an approver.
	When using the *Dynamic* source, the system doesn't consider criteria and user roles associated with an approval process. Instead, it uses the user list created by an application developer on which to initialize the process.
Self Approval Skips Prior Step	Select to indicate that all approval steps in this path prior to the requester's step are skipped.
Number of Days	Enter the number of days a transaction can remain at one workflow step before being escalated. This is the length of time an approver has to do something such as approve or deny a transaction.
Number of Hours	Enter the number of hours a transaction can remain at one workflow step before being escalated. This field is combined with number of days to determine the total time an approver has to take action on an approval request.
Notify Approver	Select to notify the approver that the transaction needs attention. You can select one or all of the notification options that you want the system to perform after the time has ended for an approver to take action on a request.
Notify Supervisor	Select to notify the approver's supervisor that the requisition needs attention. This process takes place after time has expired for the approver to take action on the request.
Advance to Next Approver	Select to send the requisition on to the next approver after the days and hours for this approval step have ended.

Defining Steps for Approval Workflows

Access the Workflow Assignments page.

Use this page to set up steps. The system monitors the flow of steps and provides a step status with these values:

- *N:* Not Started.
- *P:* Pending/Routed.

- *A:* Complete Approved.

- *D:* Complete Denied.

Step Number	Enter the number for this step. It's the sequence in which an approval is routed. Each step typically represents a routing to an approver. However, it is possible to route to multiple approvers or reviewers in a step as well.
Approver User List	Select the type of approver you want to use for this step. You use a user list to map users to certain functional roles. The system then uses the list and its users to run automated business processes. The list defines the user sources who can be used in approval steps.
Approver Role Name	Select a role that specifies the authority that a user has. The approval workflow engine filters approvers returned by the user list for this role. It also enforces the role at the time the approver acts. If the role assignment changes, such as the approver is no longer in the role, the approver is blocked from acting on the requisition.
All Approvers Required	Select to indicate that all approvers at this step are required to approve the requisition at this step. You can select to have all approvers or some approvers approve the requisition at this step.
Some Approvers Required	Select to indicate that it's not required for all approvers to sign off on a requisition. If you select this option, you can define the number of approvers required in the Number of Approvers Needed field.
Number of Approvers Needed	Enter the minimum number of approvers you want to sign off for a requisition at this step. When an approval process is defined and this number is not met, the system notifies the system administrator.
Self Approval	Select to indicate that requesters can also approve their own requisition. This only applies if the requester also appears as an approver. You can establish criteria that controls the requester's approval authority by using the Self-Approval Criteria link. If the associated criteria evaluate to true, then self-approval is acceptable. For example, you can place a limit on the dollar amount for the requester so that if the transaction is over that amount, the requester is not used as an approver.

If you select self approval and the criteria is not met, the approval workflow engine requires that there be at least one more step after this one in the path. This does not apply to ad hoc steps. Clearing the check box means that self-approval is never acceptable. |
| **Self-Approval Criteria** | Click to access the Criteria Definition page where you can set up self-approval criteria for a user, including field criteria and monetary and application class criteria. |
| **Reviewer User List** | Select the type of reviewer you want to use for this step. You use a user list to map users to certain functional roles. The system then uses the list and its users to run automated business processes. The list defines the user sources who can be used in approval and review steps. |

See Also

"User List Roles," *PeopleTools PeopleBook: PeopleSoft Workflow*

Defining the Approval Transaction Registry

This section provides an overview on the approval transaction registry, prerequisites, and discusses how to register approval transactions.

Understanding the Approval Transaction Registry

The approval transaction registry is the interface application developers use to register an application with the approval workflow engine. Transactions are processes that PeopleTools perform for applications. Transactions that require approvals are candidates for being linked to approval workflow engine. You use the Approval Transaction Registry page to link the components, event handler, records, and classes that you created into the approval process for an application transaction, such as a requisition or purchase order. Application developers register the main records and components that make up the transaction, then functional business analysts select the approval transaction on which to base the approval process definition.

Prerequisites

Before defining the transaction registry:

1. Create a Transaction Handler Application Class which extends an approved event handler class delivered by approval workflow.

2. Create a transaction cross reference record in the first part of all the possible application transaction keys afterward.

3. Create notification templates for the events to include approval and denial for headers and for line levels.

4. Add the work record in the launching component, with these additional objects: Submit button, Re-Submit button, Cancel button, and Preview link.

5. Add the work record in the approval component.

   An application can enable any level, but the levels must be supported by the application. Add these objects: Approve, Deny, and Pushback buttons and a Monitor link.

6. Create transaction data sources.

7. Create views on transaction tables that will serve as criteria sources.

8. Create user lists, roles, queries, application classes or SQL (structured query language) definitions to represent approval users.

9. Create the transaction definition, sign in, and navigate to the Workflow Approvals page.

To access the page, select eProcurement, Procurement Application Admin, Maintain Workflow, Approval Transaction Registry.

Note. If you are using an application other than eProcurement, select Set Up Financials/Supply Chain, Utilities, Approvals, Approval Transaction Registry.

10. Use the Approval Transaction Registry page to link elements of the applications for use with the approval workflow engine.

Page Used to Define the Approval Transaction Registry

Page Name	Object Name	Navigation	Usage
Approval Transaction Registry	SAC_AW_TXN	eProcurement, Procurement Application Admin, Maintain Workflow, Approval Transaction Registry	Register the approval transaction. The transaction definition is the metadata that describes the transaction make up to the approval workflow engine.

See Also

PeopleTools PeopleBook: PeopleCode Developers Guide

Registering the Approval Transaction

Access the Approval Transaction Registry page.

Approval Transaction Registry page: Events tab

Application developers use this page to registration a PeopleSoft application, such as eProcurement or Service Procurement, with the approval workflow engine. Using the page, you can define how the system interacts with portions of the application that you have defined for approvals. The transaction definition is the metadata which describes the transaction make up to the workflow approval engine. In some cases, you might add a transaction to enhance an existing transaction or make changes to a transaction.

Note. Other PeopleSoft application users use these pages to define transactions for their applications, such as an expense report or service order. While much of the discussions in this section relate to PeopleSoft eProcurement requisitions, you can apply the same concepts to other applications.

Use this page to define:

• Worklist approvals.

• Approval event handler class.

• Transaction approval levels.

• Email notifications.

• Ad hoc approver class logic.

Approval Process ID   Enter a name the system uses to track this approval workflow process for a transaction. You can also enter a description for the approval process.

Object Owner ID	Select the PeopleSoft application to which this object belongs.
Cross Reference Table	Select the table used to manages application specific transaction records and associate them with the approval process run time instances. Each time a request launches an approval process, the system tracks the process by the header and line-level records of the application. To relate the approval process instance to the transaction instance, the cross-reference table holds the correspondence.

For a given application transaction record, this cross-reference information helps you determine the pending approval workflow process and to define to the application which transaction is being approved or denied.

Application developers must create a record containing the applications keys, and include an approval workflow engine-supplied subrecord. Developers must also build the underlying table. |
| **Approval User Info View**(approval user information view) | Select the table from which you want to extract personal contact information for the approver. This is the information that appears when you use the approval status monitor to display personal information. These values are set up in the Application Designer. |

Worklist Approval Component

Entries in Worklists are stored in database tables. You define the structure content of these tables by creating Worklist records. The Worklist record determines which fields of information the system stores for each work item and in what order the work items appear.

Menu Name	Select the menu name that contains the component you want to register for the Worklist. A menu is a collection of components that contain pages. The menu is the highest level in the hierarchy and you use the menu to access pages.
Approval Component	Select the component on which the approval is going to be based. You must also create a URL to send to the requisition approval page for the requisition.

Approval Event Handler Class

Use this section to define the application class used to monitor events for this transaction. Each time an event occurs, the approval workflow engine notifies the application. For applications to receive the notifications, application developers must extend the event handler class, ApprovalEventHandler.

The event handler base class defines the handler methods that you can override by extending classes. The extending class must have a no-argument constructor, since the system instantiates the class with no arguments.

This table explains the various event handler methods for which the system passes arguments to provide the specific context for each event:

Event	**Parameters**	**Possible Application Actions**
PROCESS_ LAUNCHED	1. Header record

2. Approval Process Instance | • Disable edits of the application transaction.

• Display status information, or maybe provide a link to the Approval Process Monitoring page. |

Event	Parameters	Possible Application Actions
HEADER_DENIED	Header record.	• Delete transaction. • Disable resubmission. • Log the event on the transaction, possibly highlighting previous denial if the system allows resubmission.
LINE_DENIED	Line-level record.	Deduct the line amount from the header, and delete or otherwise deactivate the line item.
HEADER_ APPROVED	Header record	• Source the transaction if it's a requisition. • Reimburse the employee if it's an expense report.
LINE_APPROVED	Line level record	Source the line item if it's configured for sourcing.
PROCESS_ TERMINATED	Header record	Log the event on the application, possibly highlighting changes since the previous submission. This might be useful for approvers who acted on the previous submission of this request.
ALL_LINES_ PROCESSED	Header record	**Note.** The system calls this method only if the last stage is at the line-level, and the analyst has configured the process to trigger LINE_APPROVED end calls as individual lines are approved. The action the system takes depends on how the application developer defines the line sourcing. If the lines are sourced as they are approved, then nothing has to be done when all the lines are processed. This event is distinct from HEADER_APPROVED, and having a distinct notification simplifies the process.

Root Package ID   Select the parent application class through which events are exposed. This defines the action to take based on events.

Path   Select a path that uses a specific class within the root package.

See *PeopleTools PeopleBook: PeopleCode Developers Guide*

Transaction Approval Levels

Use this section to define if the transaction is to be approved at the header or line level and what level the application supports.

Level   Define what levels are enabled by the application for approvals. The first row will always be the header level. If you select the header level

Record (Table) Name   Select the database table that represents this transaction level.

Notifications Events Tab

Select the Events tab.

Use this section to select and define elements that determine what triggers a notification, who receives the notification, and the content of the notification. Notifications are mapped to work with the approval transaction registry and include menus and components and SQL definitions. The events for which the system sends notifications include:

• Launch of the approval process on a transaction.

• Queue of approval step to an approver.

• Queue of a review step to a reviewer.

• Denial of a thread (line or header).

• Approval of a thread (line or header).

• Completion of the approval process.

Recipients of notifications include requesters, the approvers, and reviewers, who can receive their notifications through either Worklist entries or email. When using email notifications, business analysts must create email templates.

Level	Select the level at which you want a notification sent for an event. For each of these events to be notified, you must select the level of the transaction, either *Header* or *Line*.
Event	Select the event for which you want to send a notification. By default values, the approver is always notified of an event and when an error occurs the system notifies the requester and the system administrator.
	Event values include:
	On Error.
	On Escalate.
	On Final Approval.
	On Final Denial.
	Push Back.
	Route for Approval.
	Route for Review.
Approval Participant	Displays the user who is notified when this event takes place. The user depends on the content of the Event field.

See <u>Chapter 13, "Using Workflow and Managing Approvals," Event Notification Rules, page 229</u>.

Notifications Link Details Tab

Select the Link Details tab.

Menu Name	Select the menu name that contains the component you want the notification recipient to link to. This identifies where the person should go upon notification. If you do not enter values, the recipient is sent to the same menu and component that is defined for the Worklist.

Link Component   Select the component you want to make available to the notification recipient.
                                This sends the recipient of the notification to the correct page.

Notifications Email Content tab

Access the Email Content tab.

Template Name   Select the generic template you want to use for the email content of this
                                notification. You define the contents of the email using the Generic Template
                                page. To access the page, select eProcurement, Procurement Application
                                Admin, Maintain Workflow, Email Notification Templates.

SQL Object Identifier   Select the object identifier you want to use to get content for the email.
(structured query language
object identifier)

AdHoc Approval Logic Class

Use this section to control how the system processes ad hoc approvers. Any approver
can add or remove ad hoc approvers.

Adhoc Package   Select the ad hoc application class package that you want to
                                use for ad hoc approvals.

Adhoc Class   Select the ad hoc application class path. This defines more specific
                                classes for ad hoc approvals.

See *PeopleTools PeopleBook: PeopleCode Developers Guide*

Setting Up Workflow Notifications

The PeopleSoft Application Engine is the PeopleTool that you use to develop batch or online programs
that perform high-volume, background processing against data. Using the Workflow Notifications
option, you set up the process notification for workflow escalation.

Page Used to Set Up Workflow Notifications

Page Name	Object Name	Navigation	Usage
Schedule JobSet Definition	SCHDLDEFN	eProcurement, Procurement Application Admin, Maintain Workflow Click the Workflow Notification link.	Enter process definition options.

Entering Process Definition Options

Access the Schedule JobSet Definition page.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Defining Notifications for Approval Workflow

This section discusses how to:

• Enter generic template definitions.

• Set up receipt notification workflow.

Pages Used to Define Notifications for Approval Workflow

Page Name	Object Name	Navigation	Usage
Generic Template Definition	WL_TEMPLATE_GEN	eProcurement, Procurement Application Admin, Maintain Workflow Click the Email Notification Templates link.	Enter generic template definitions.
eProcurement Installation Options	PV_INSTALLATION_PV	Click the Receipt Notification link.	Set up receipt notification workflow

Entering Generic Template Definitions

Access the Generic Template Definition page.

You use generic templates to establish common formats for ad hoc notifications.

See Also

"Using Notification Templates,"*PeopleTools PeopleBook: PeopleSoft Workflow*

Setting Up Receipt Notification Workflow

Access the eProcurement Installation Options page.

See Also

Chapter 3, "Using PeopleSoft eProcurement Administration," Setting Up PeopleSoft eProcurement Installation Options , page 13

Defining Roles, Actions, and User-List Definitions

This section discusses how to:

• Define set supervisors.

• Define user-list definitions.

• Attach workflow roles to users.

Pages Used to Define Roles, Actions, and User-Defined Definitions

Page Name	Object Name	Navigation	Usage
eProcurement Role Actions	PV_ACTIONS	eProcurement, Procurement Application Admin, Maintain Workflow Click the Role Actions link.	Assign actions user roles. See Using Procurement Application Admin
Workflow	USER_WORKFLOW	Click the Set Supervisors link on the Maintain Workflow page.	Define set supervisors.
User List Definition	SAC_USER_LIST	Click the User List Definition link on the Maintain Workflow page.	Define user-list definitions.
Roles	USER_ROLES	Click the Workflow Roles link on the Maintain Workflow page.	Attach workflow roles to users.

Defining Set Supervisors

Access the Workflow page.

Use this page to define other users who will be a part of the workflow process. This includes defining alternate users to handle approvals during the absence of the primary approver and supervisors.

Alternate User ID	Select a user to receive Worklist items when this user ID is temporarily unavailable. The system automatically forwards new work items for whoever is assigned as the current role user to the alternate role user. The system doesn't reassign items already in the user's Worklist.
From Date and **To Date**	Enter a date range when the current user ID is not going to be available. The system uses these values to forward routings to the alternate user.
Supervising User ID	Select the user ID of the user's supervisor. The system uses this value when to forward information to the user's supervisor and uses the PERSONAL_DATA record to determine the supervisor.
Worklist User	Select to specify that this role user can receive PeopleSoft eProcurement routings. Clear the check box if the user is not a PeopleSoft user. You can select Worklist User, Email User, or both.
Email User	Select to specify that this role user can receive email. Clear the check box if email is not available.
Reassign Work To	Select to indicate that you want to send Worklist items to another user. After selecting the check box, select the user ID. When you save the

page the system removes the Worklist items from the current users
list and places them in the new user's list.

Defining User-List Definitions

Access the User List Definition page.

Use this page to define user sources for use with steps in the approval process. PeopleSoft eProcurement
uses a user list as a means to map users to certain functional roles; thereby reducing source search
time. PeopleSoft delivers a set of default user list roles corresponding to the roles within an
organization. These roles are intended primarily for use with route controls.

When you select a user list source type, you must also select a corresponding value. You
can add a new user list or change a current list.

Note. You can only select one user list source for a user list.

Role	Select to use a role as the source for this user list. A role is a class of users who perform the same type of work, such as buyers or managers. Each role has a set of parameters that determine the limits what the roles can and cannot do in the organization and in the workflow process.
SQL Definition (structured query language definition)	Select to use an SQL definition as the source for this user list.
Query	Select to use a query as the source for this user list. When a source is defined as a query, the system determines who should receive a work item based on the field values on the page that triggers the routing.
Application Class	Select to use an application class as the source for this user list. When you select this option, you must also select a value in the Root Package ID field as well. Optionally, you can use the Application Class Path field to define specific classes as sources for this user list.
	When you select to you an application class, the system passes in the originator of the transaction and then determines the approver for that originator. For subsequent approval steps, the system passes in the approver from the previous step.
Include Users as Input	Select to have the system base the approval routing on a user list during the approval process. When you select the check box, the system uses the originator of a transaction as the first user in the flow. For subsequent steps, the system uses the approver from the previous step.
Transaction Keys as Input	Select to have the system base the approval routing on a transaction key. Transaction keys are key fields in a database table. System actions depend on the approval level at which a user list is being used. If the approval is at the header level, the system uses transaction record keys from the Business Unit and Requisition ID fields. If the approval is at the line level, the system uses keys from the Business Unit, Requisition ID, and Line Number fields in the record.

See Also

PeopleTools PeopleBook: PeopleCode Developers Guide

Attaching Workflow Roles to Users

Access the Roles page.

Use this page to attach workflow roles to users. A role is a class of users who perform the same type of work, such as clerks, buyers, or managers and describe how people fit into workflow.

Role user IDs determine how to route Worklist items to users and to track the roles that users play in the workflow.

Role Name	Select a role to assign to this user. Role users are the people who participate in automated business processes.
Dynamic	Displays if the definition of this role is dynamic. This value is driven by PeopleCode. Dynamic users can obtain membership in a role programmatically. You can run a batch process that executes predefined role rules and assigns roles to user profiles according to these rules. This approach is called dynamic membership, and users who become role users of a particular role programmatically are dynamic role users.
	Static role users, on the other hand, obtain their membership through an administrator adding a role to their user profile manually.
Route Control	Select to access the User Route Control Profiles page where you can select a route control profile for the workflow.
	The PeopleSoft Workflow Administrator enables you to define route controls. For example, suppose you want to route requisitions to different buyers, depending on which vendor supplies the ordered items, which business unit is requesting the items, and which department needs the items. You can define a route control for each factor–vendor ID, business unit, and department–and specify a range of values for each buyer.
View Definition	Select to access the General page where you can make changes to the role name definition. You can also view the user ID of the role member to ensure that you selected the appropriate definition for inclusion in the role.

Managing Approvals

This section provides an overview of managing approvals, a list of common elements and discusses how to:

- Define approval filter criteria.

- Perform approval tasks.

- View details about requisition line items.

- Approve requisitions.

- Deny requisitions.

• Push back requisitions.

• Insert ad hoc approvers.

Understanding Approval Management

Approval management is the process of taking a transaction through the organization until it is accomplished or stopped. Using the Manage Approvals feature, approvers and reviewers join the application developers, business analysts, and requesters to complete the approval workflow process. When the process is complete, the transaction is promoted to it's next stage. In the case of a requisition, for example, it's sourced as a purchase order.

After a transaction, such as a service order or requisition, is created, the system routes it to the Manage Approval component if you are the initial approver of the transaction. A message is also sent to the Worklist along with the transaction for which you must take action. You can take action from the Worklist or by using the Manage Approval feature. In either case, you can preview, in a graphical format, the path a transaction approval will take and who has already approved the transaction.

PeopleSoft eProcurement's, or if you are using another application, that application's approval component initializes the ApprovalManager object, and interacts with it to receive all the details of the records awaiting approver action. During this process, the approval workflow engine maintains the overall state of the transactions approval status, invokes routings, and interacts with the application classes.

During the approval process these actions take place:

• The system notifies approvers and reviewers that there is a pending transaction that needs their attention.

• Approvers and reviewers access the transaction details, provide comments, and take action (approve, deny, or push back) for the transaction.

• The system checks for additional routings in the same routing path.

  If additional routings are found and all routing paths have been completed for the stage then the next routing path is started in the next stage. If there are multiple routing paths, the system routes them in parallel.

• The system invokes the transaction handler class until all routings are complete for a given header- or line-level approval.

• Approvers and reviewers at the next step access the transaction details and take action.

• The system continues to invoke the transaction handler class until all routings are complete for a given header- or line-level approval.

At the end of the approval process, the system implements the standards that have been defined through the process definition and the transaction registry to determine, for example, approval hierarchies, alternate hierarchies, and financial approvals. The system also manages multiple parallel tracks and multiple staged tracks to provide a line-by-line approval capability.

See Also

Pages Used to Manage Approvals

Page Name	Object Name	Navigation	Usage
Manage Approvals	PV_APP_MAN_PG	eProcurement, Manage Approvals	Define approval filter criteria.
Requisition Approval	PV_REQ_APPROVAL	Click the Requisition ID link on the Manage Approvals page.	Performing approval tasks.
Requisition	None	Click the View Line Details button on the Requisition Approval page.	View details about requisition line items.

Defining Approval Filter Criteria

Access the Manage Approvals page.

Use this page to limit the scope and number of approvals that appear on the page. For example, you can limit the approvals to a specific business unit, requester, or approval status. After displaying the requisitions, you can select individual requisitions to review and update, such as approving or denying a requisition or adding an ad hoc reviewer.

To see all of the approvals, leave all the fields blank when you perform the search.

Requisition Name	Select the name of a specific requisition that you want to view or maintain. This is the name the requester assigned to the requisition. If a name was not assigned, the system used a sequential numbering method to automatically assign the name. This limits the search results to one specific requisition.
Requisition ID	Select a specific system-assigned identifier of the requisition that you want to review or maintain. This limits the search results to one specific requisition.
Status	Select a requisition status at which you want to review and maintain requisitions. Requisitions that appear in the search results are those in the status you select and that meet the other search criteria you enter. Status values are:
	Approved: Displays all requisitions that you have approved.
	Denied: Displays all requisitions that you have denied.
	Pending: Displays all requisition that are waiting on you for action.
	Pushedback: Displays all requisitions you have push back to the previous approver.
Requester	Select the user for whom you want to review or update requisitions.
Entered by	Select an operator for which you want to manage requisitions. Operators are people who have created requisitions for someone else. Only the requisitions submitted by this specific operator appear in the list.
Date From and **Date Until**	Select a range of dates for which you want to review or maintain eruditions.

Requisition matching filters	Displays the number of requisitions that match the search criteria you entered. The default value that appears is the number of requisitions pending on you for action.
Display Requisitions	Click to display the results of the search criteria you entered.
Requisition ID (column)	Click to access the Requisition Approval page where you review and update requisition approvals.
Create New Requisition	Click to access the Create Requisition page where you can create a new requisition.
Manage Requisitions	Click to access the Manage Requisitions page where you can work with requisition details.

Performing Approval Tasks

Access the Requisition Approval page.

Requisition Approval page

Use this page to approve or deny requisitions line by line, review and edit approvers and reviewers, and make comments for other approvers and reviewers.

The page displays with details about the requisition, such as the date it was entered, it's name and priority, and the number of lines on the requisition. Also appearing is the total monetary value of the requisition and the currency in which it's measured.

Note. If you select a line that does not require action, you receive a message.

Requester	Click to access the Requester Information page. The page displays details about who created the requisition and includes the requester's supervisor and reporting structure, department, email ID, and telephone.
Justification	Displays the comments the requester entered to justify the need for the requisition.

Line Information

Use this section of the Manage Approvals page to review requisition line details and perform approval tasks. Line items that are awaiting approval are highlighted and selected as default values when you access the page. A status also appears with each line item, such as *Pending*, or *Denied* or *Approved* if you've already worked with the requisition. Along with the time description, the Line Information section displays the vendor, cost, and quantity of each line item.

Awaiting Approval	Displays with a requisition line to indicate the line is pending approval. This button displays in conjunction with the selected check box for the line item and is a default value setting for all items awaiting you approval.
Item Description	Click this link to view details about an item contained on a requisition. As you review approvals, you can see the item details and an image of the item. Also
Comments	Click to review comments made by the requester about a requisition line item.
Select All/Deselect All	Click to either select all line items or to clear all line item check boxes. You can use this check box to approve or deny all lines or use individual check boxes to for single approval or denials.
View Line Details	Click to access the Requisition page where you can view details about the requisition line items that you selected.
Approve	Click to approve the selected requisition line items. When you approve a line- or header-level item, the system routes the requisition line to the next approver and updates the approval status for the line.
Deny	Click to deny the selected requisition line items. However, before the system accepts a denial, you must enter comments concerning why you did not approve the lines.

Review/Edit Approvers

Use this section of the Requisition Approval page to review the approval flow, such as who approved the requisition before you and who will approve it after you. The requisition lines awaiting action are highlighted and are selected. You can

You can also insert ad hoc approvers and reviewers by clicking the plus + symbol. If you want to remove an ad hoc approver or reviewer click the minus – symbol. A confirmation message appears when you make the selection.

Analytics

Use this section to create graphical reports that show various types of information about requisitions, costs, and requesters. Enter the date ranges for the report, select a report, and then click the Show Reports button to access the graphical report.

Approver Comments

Use this section to enter comments about the requisition. If you deny a requisition, the system requires that you enter a comment.

Viewing Details About Requisition Line Items

Access the Requisitions page.

Requisition Lines page

Use this page to review shipping and accounting details for line items you selected to review using the Requisition Approval page.

Approving Requisitions

Access the Requisition Approval page.

Example of an approved requisition line

To approve a requisition line:

1. Select a line that is pending your approval.

    You can only approve lines that are pending your approval.

2. Click the Approve button.

3. Use the Review/Edit Approvers section (shown in the previous example) to any comments for the approval.

Denying Requisitions

Access the Requisition Approval page.

Example of a denied requisition line

To deny a requisition line:

1. Select a line that is pending your approval.

    You cannot deny a line that is now waiting for approval.

2. Enter comments in the Approver Comments section.

    This is required before denying the requisition.

3. Click the Deny button.

4. Use the Review/Edit Approvers section (shown in the previous example) to review comments for the denial.

Pushing Back Requisitions

Access the Requisition Approval page.

Example of a pushed back approval

Select Pushback to return an approved requisition back to the previous approver with comments.
This is possible only if there was a previous approver in the same path. Also you cannot push back
a requisition across stage. When multiple steps are pending for the approver who is being pushed
back to, then all steps that have a previous step in their path are pushed back.

Inserting Ad Hoc Approvers

Access the Requisition Approval page.

Example of ad hoc approvers and reviewers

To add ad hoc approvers and reviewers, click the plus+ symbol for a pending requisition
line. Another page appears for you to select the user ID, and whether the person is an ad
hoc approver or reviewer for this line of the requisition.

You cannot change ad hoc approvers or reviewers; however, you can delete and add them again to update
whether they are approvers of reviewers. To delete an approver or reviewer, click the minus– symbol. You can
also add multiple approvers or reviewers by clicking the plus+ at the point where you want the additional
approver or reviewer to receive the approval. A confirmation message appears when you make the selection.

CHAPTER 14

Using Change Requests and Change Orders

This chapter provides an overview of change requests and discusses how to:

- Add change requests.
- View change requests.
- Approve change requests.
- Convert change requests to change orders.

Understanding Change Requests

After a request has been sent to a vendor, there are two ways to change the order:

- Using change requests.

  If you are a requester (not a buyer), you can make some changes on the original requisition by using the change request function. This change request is sent to the buyer for approval. If the unit price or quantity has increased, the supervisor must also approve the change. After the change request is approved, a background Change Purchase Order process (PO_POCHNG) creates a change order that is sent to the vendor.

- Using change orders.

  If you have the security privileges of a buyer, you can change the dispatched purchase order (PO) and resubmit the order to the vendor as a change order. You can create a change order in PeopleSoft eProcurement or in PeopleSoft Purchasing.

  Note. The PO must be dispatched before a change request or change order can be created. If the PO has been partially or fully received, only the due date and quantity can be changed. The new quantity on the change request cannot be less than the received quantity. If the PO was dispatched to the marketplace, you cannot use change requests and change orders.

This diagram illustrates the change request process flow:
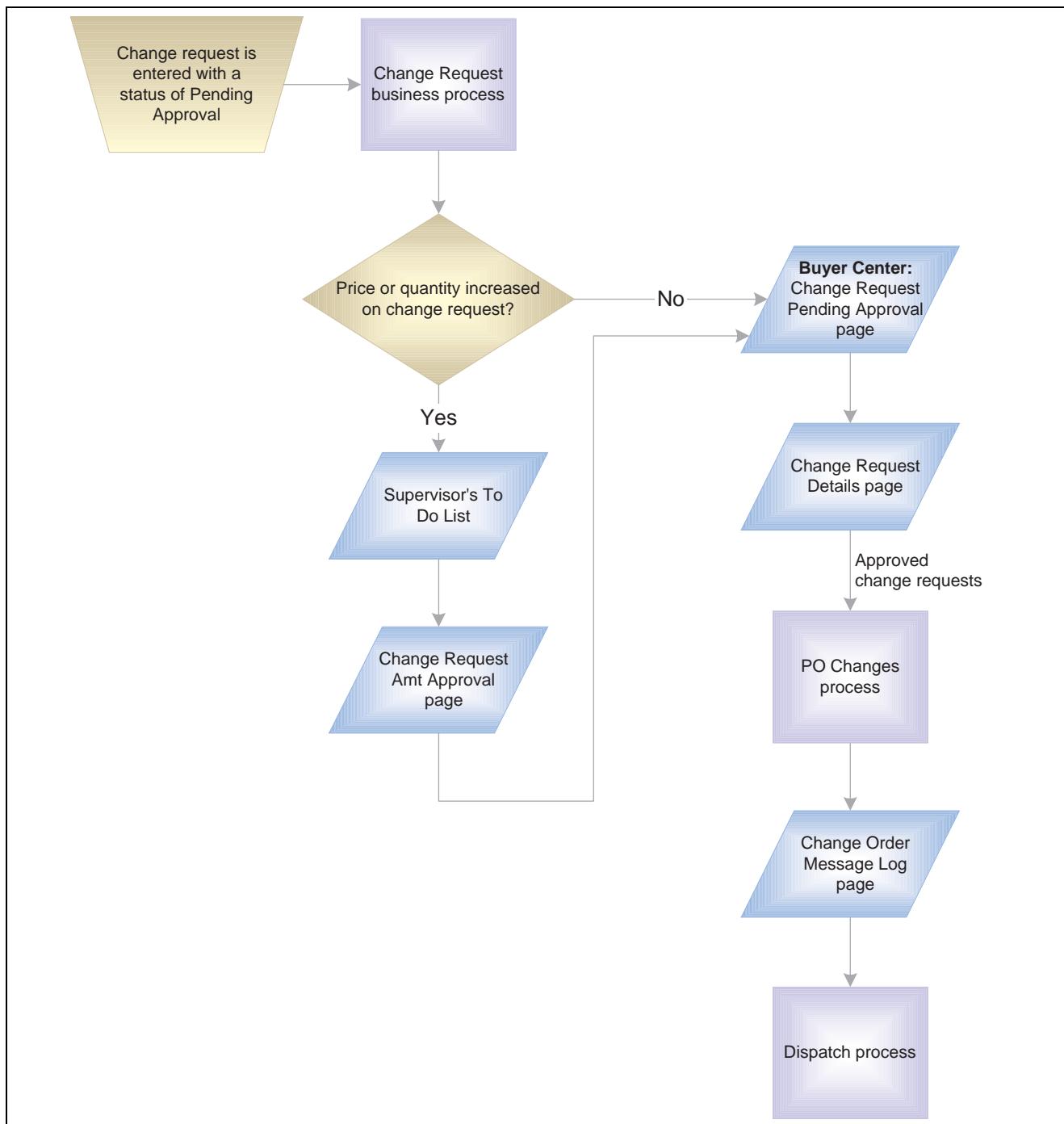
Change request process flow

To use the change request function in PeopleSoft eProcurement:

1. Requester adds a change request.

   The change request function enables any requester to submit changes in a dispatched PO. When the change request is created, the data is inserted into the staging tables for change requests: CHNG_RQST, CHNG_RQST_DTL, and PV_CHNG_RST_DTL. The change request has a status of *Pending Approval.*

Note. Requesters can enter a change request only if the dispatched PO contains their items. If the dispatched PO contains requisitions from more than one requester, a change request cannot be submitted. The buyer must submit a change order.

2. Requester's supervisor approves any increase in unit price or quantity.

   If the requester increases the unit price or quantity of an item, the requester's supervisor and the buyer must approve the change request. PeopleSoft Workflow checks for an increased unit price or quantity and then routes the change request to the supervisor's To Do list for approval. Amount approval workflow can also apply if the change request exceeds the amount limit. (The requester's supervisor is listed on the requester's User Profile page.)

3. Buyer approves the change request.

   A buyer must approve any change request. In the Buyer Center, the Change Request Pending Approval page enables buyers to view all outstanding change requests to which they have access. The buyer can select one change request and drill down to the Change Request Details page. On this page, the buyer can review the change and approve it. To view a change request, the buyer must be defined as a buyer on the requester's Purchase Order Authorizations page. To access the page, select eProcurement, Procurement Administration Admin, Maintain Procurement Users, User Preferences, Procurement, Purchase Order Authorizations.

4. Buyer creates the change order.

   To be sent to the vendor, a change request must be converted to a change order. A change order is a duplicate of the original PO sent to the vendor but with the changes that you are requesting. All approved change requests must use the Change Purchase Order process to convert them to change orders. Use the Change Order Message Log page to verify that the change order was successfully created.

5. Buyer dispatches the change order.

   After a change order is created, send (dispatch) it to the vendor.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Creating Requisition Change Orders"

Adding Change Requests

This section discusses how to:

• Select requisition lines to create change requests.

• Enter change requests.

• Enter reasons for change requests.

• Enter changes for dispatched PO lines.

• Enter change requests for PO shipment information.

To create a change request, make changes in the dispatched PO. A PO is dispatched to the vendor with three levels: header, line, and shipment schedule. The change request has the same three levels. Changes in the header affect the entire PO. Changes in the line affect one item in the PO. Changes in the shipment schedule affect the shipping details of an item.

Note. After the change request is saved, the buyer can cancel (but not modify) it.

Pages Used to Add Change Requests

Page Name	Object Name	Navigation	Usage
Select Purchase Order for Change Request	PV_CHNG_REQ_VW	eProcurement, Manage Requisition Click the requisition's Change Request button.	Select requisition lines to create change requests.
Change Request Header	PV_PO_CHNG_HDR	Click the Change Request button on the Select Purchase Order for Change Request page.	Enter change requests. You can cancel all lines of the PO, or access the Change Request Line page to make changes.
Change Request Justification Comments	PV_CHNG_JUSTIFY	Click the Justification Comment link on the Select Purchase Order for Change Request page.	Enter an explanation for the change request. The approver of the change request sees this justification.
Change Request Line	PV_PO_CHNG_LINE	Click the Details button beside the PO line on the Select Purchase Order for Change Request page.	Enter changes for dispatched PO lines.
Change Request Shipping	PV_PO_CHNG_SHIP	Click the Details button on the Change Request Line page.	Alter the due date, shipping location, and quantity to be delivered.

Selecting Requisition Lines to Create Change Requests

Access the Select Purchase Order for Change Request page.

Note. The PO must be dispatched and not received before you can create a change request.

Entering Change Requests

Access the Change Request Header page.

Show All PO Lines (show all purchase order lines)   Displays the PO line that you selected. To view all the lines of this PO, click the Show All PO Lines button.

Item ID (item identification)   Displays the item ID from the Item Definition page. This column is blank for a special request item with no item ID.

 Click the Details button to access the Change Request Line page to cancel or to change shipment information.

Note. If the only changes that you are making in the dispatched PO are on this page, save the page before leaving. The change request is now complete, and the message *Change Request Submitted* appears.

Entering Reasons for Change Requests

Access the Change Request Justification Comments page.

EDI Comments (electronic data interchange comments) | Enter the reason for submitting this change request. The approver of the change request sees this justification.

Entering Changes For Dispatched PO Lines

Access the Change Request Line page.

Description | Displays the item's description. You cannot change the description of an item if you selected it from the item catalog.

New Description | Enter a new description for a noncatalog item. This field appears only if the line contains a special request item.

 Click the Details button to access the Change Request Shipping page to alter the due date, shipping location, and quantity to be delivered.

Note. If these are the final changes, save this page before leaving. A *Change Request Submitted* message appears if a change order was created.

Entering Change Requests for PO Shipment Information

Access the Change Request Shipping page.

New Due Date | Enter a new date for the shipment to arrive at the shipping location. The value you enter here is compared to the value in the Due Date field. If the dates differ, a change request is created when you save the page.

New Ship To | Enter a new shipping location if you want the items delivered to a different location than the original purchase order indicated. The value you enter here is compared to the value in the Ship To field. If it differs, a change request is created when you save the page.

New Quantity | Enter a new quantity for the shipment. The value you enter here is compared to the value in the Quantity field. If it differs, a change request is created when you save the page.

New Price | Enter a new unit price for the shipment. The value you enter here is compared to the value in the Price field. If it is different, a change request is created when you save the page.

Note. If these are the final changes, save this page before leaving. A *Change Request Submitted* message appears if a change order was created.

See Also

Viewing Change Requests

This section discusses how to:

• Monitor change requests.

• View PO change requests.

Pages Used to View Change Requests

Page Name	Object Name	Navigation	Usage
Change Requests List	PV_CHNG_RQST_LIST	eProcurement, Manage Requisition Click the Inquire Change Request link on the Manage Requisitions page.	Monitor change requests. All the change requests appear so that you can track them when they are reviewed or approved.
Change Requests (inquiry)	PV_CHNG_RQST_INQ	Click the Details button on the Change Requests List page.	View the changes requested for one PO and the current status of those changes.

Monitoring Change Requests

Access the Change Requests List page.

Reviewed	Indicates whether a buyer has reviewed the change request. If selected, the buyer has reviewed the change request but might not have approved it. The change request must be approved before it is sent to the vendor.
Last User to Modify	Displays the user ID of the last person to change, review, or approve the change request.
Approved	Indicates if the buyer has approved the change request.
	Click the Details button to access the Change Requests Inquiry page, where you can view change request information for a single PO.

Viewing PO Change Requests

Access the Change Request Inquiry page.

Source   Identifies the PO source. The value is usually *User Change Request,* but it could be another source if change requests are loaded into PeopleSoft eProcurement.

Process Status   To create a change order from the approved change request, run the Change Purchase Order process. The Process Status column displays the current status of this change as it applies to the Change Purchase Order process. Values are:

Initialized: The change request has been added, but a change order has not yet been created.

In Process: The system is currently using this change request to build a change order.

Complete: A change order has been created from this change request.

Errors: The Change Purchase Order process attempted to create a change order from this change request, but an error was encountered.

Increase Approval   Displays the status of the approval for an increase. If the change request increased the unit price or quantity, the supervisor must approve the change request before the buyer approves it on this page.

Approved   Indicates if a buyer has approved the change request. If selected, the Change Purchase Order process can create a change order from this change request.

Approving Change Requests

This section discusses how to:

• View change requests that need approval.

• Review and approve change requests.

Pages Used to Approve Change Requests

Page Name	Object Name	Navigation	Usage
Change Requests Pending Approval	PV_CHNG_APPR_LIST	eProcurement, Buyer Center Click the Approve Change Request link.	View a list of change requests that need approval. Only change requests with a status of *Pending Approval* appear on this page. To view a change request, you must be defined as a buyer on the requester's Purchase Order Authorizations page.
Change Request Details	PV_CHANGE_REQUEST	For supervisor approval: Click the Worklist entry for the change request needing approval. For buyer approval: Click the Details button (on the Change Request Pending Approval page) for an order that appears.	Both the supervisor and the buyer use this page for approval. The supervisor approves a change request if the unit price or quantity is increased. The buyer always approves a change request.

Viewing Change Requests That Need Approval

Access the Change Requests Pending Approval page.

Click the Change Approval button to select the Change Request Details page to approve or deny the change request.

Reviewing and Approving Change Requests

Access the Change Request Details page.

Reviewed   Select to indicate that the change request has been reviewed but not approved. Selecting this check box populates the current date in the Reviewed On field.

EDI Comments (electronic data interface comments)   Displays the justification entered on the Change Request Justification Comments page when the change request was created.

Amount Approval   Displays the current status of this change request in requisition amount approval. When the unit price or quantity is increased, the change request could require amount approval workflow if it exceeds the threshold amount for approval. The status is *Pending, Denied,* or *Approved.*

Approved   Select to approve all changes in this change request. Once the change request is approved, the Change Purchase Order process creates a change order to dispatch to the vendor.

Note. Save the page after indicating that a change request was reviewed or approved.

See Also

Converting Change Requests to Change Orders

A change request must be converted to a change order to be sent to the vendor. A change order is a duplicate of the original PO sent to the vendor, but it includes the changes you are requesting.

To process approved change requests:

1. Run the Change Purchase Order process to convert the change requests to change orders.

2. Review the Change Order Message Log page for errors.

3. Run the PO dispatch process to dispatch the change order to the vendor.

   This is the standard dispatch process within PeopleSoft eProcurement that is used for all PO dispatching.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Creating Requisition Change Orders"

Pages Used to Process Change Requests to Change Orders

Page Name	Object Name	Navigation	Usage
PO Changes (purchase order changes)	RUN_PO_POCHNG	eProcurement, Procurement Application Admin, Run eProcurement Processes, Buyer Center Processes Click the Change Purchase Order link.	Run the Change Purchase Order process.
Change Order Message Log	PV_CHANGE_RQST_MSG	Click the View Processing Messages button on the Change Request Details page.	Review error messages generated in the Change Purchase Order process. After you correct the change request, resubmit it to the Change Purchase Order process.
Dispatch Purchase Orders	RUN_DISP_POPO005	eProcurement, Procurement Application Admin, Run eProcurement Processes, Buyer Center Processes Click the Dispatched Purchase Order link.	Run the PO Dispatch/Print process (POPO005) and dispatch POs.

CHAPTER 15

Receiving Stock and Returning Items to Vendors

This chapter provides an overview of receiving stock and discusses how to:

• Receive stock as a casual user.

• Return items to a vendor.

• Receive stock as a power user.

Understanding Receiving Stock

This section discusses:

• Common elements used in this chapter.

• Stock receipt.

• Items received by amount.

• Receipt notification workflow.

• Options for receiving stock.

Stock Receipt

When you enter a requisition, PeopleSoft eProcurement processes it, places it on a purchase order, and sends (dispatches) it to the vendor. If PeopleSoft Inventory is installed, the requisition might come from the warehouse stock instead of from a vendor. When you receive the requested items, you record the receipt, which enables the buyers to track the quality and promptness of vendors.

PeopleSoft assigns a receipt ID to each saved receipt. Because there is not a one-to-one ratio between purchase orders and receipts—a purchase order might have multiple receipt IDs due to multiple shipments, or a shipment might have multiple purchase orders—this ID is stored separately from the dispatched purchase order or the original requisition. If PeopleSoft Payables is installed, a process matches the receipts to the purchase orders (to confirm that the goods were shipped) before the vendor is paid.

Note. To record a receipt before the accounts payable department can pay the vendor, select *Receiving Required* for the item.

Items Received by Amount

A receipt is usually recorded based on the quantity that is received. However, you can also receive by amount in PeopleSoft eProcurement. This feature is particularly useful if you order and receive services.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Receiving Shipments," Receiving Items by Amount

Receipt Notification Workflow

PeopleSoft eProcurement enables requesters to record the receipt of their own goods. Because some requesters do not record their receipts promptly, the workflow process for receipt notification reminds requesters to receive their goods. If PeopleSoft Payables records the voucher (vendor's invoice) for the purchase order but no receipt is entered, workflow inserts a reminder in the To Do List of the requester.

See Also

Options for Receiving Stock

After a purchase order is dispatched, the vendor ships the stock. When the stock arrives at the location, use the receiving area to record the receipt. PeopleSoft eProcurement offers four options for receiving stock:

Casual user receiving	The default setting. Items are delivered directly to a casual user's desk or area without being routed through the central receiving department. For example, a Federal Express shipment is delivered directly to you or an assistant. To enter the receipt, the user opens the original requisition and links to the requisition's purchase order. The user then records the receipt on a simplified form.
Casual user receiving with edit and cancel privileges	A casual user can also be granted privileges to edit and cancel receipts and to override a vendor's return address. To have these privileges, the casual user's roles must contain a user role that is included under RECV_CASUAL_ALL on the eProcurement Role Actions page.
	When requesters or users are assigned to either the RECV_CASUAL or the RECV_CASUAL_ALL role actions, they can only receive against PO lines that they created. For example, if after the original requisition is sourced to a PO and someone else creates a new PO line afterward, the requester won't be able to receive against the newly added PO line. Only if the requester creates the new PO line, either by sourcing a new requisition line to the existing PO or by creating a change request using the Manage Requisitions page, can she subsequently receive against the new PO line.
Receiving by Ship To Location	A casual user can be set up to receive all items shipped to a ship to location specified as the Default Ship To location in the Receiver Setup page.
No receiving privileges	To prevent the casual user from having access to the receiving area of PeopleSoft eProcurement, the roles must contain a user role that is included under NO_CASUAL_RECV on the eProcurement Role Actions page.
Power receiving	A power user is an individual in the receiving department or a purchasing professional who receives items by using the receiving pages in PeopleSoft Purchasing. The power user selects the purchase order and creates the receipt. The power user can also record a receipt without a purchase order. To be a power user, the roles must contain a user role that is included under RECV_POWER on the eProcurement Role Actions page.

See Also

Common Element Used in This Chapter

Receipt Status	Select from these values:

Open: The receipt is being entered into the system and has not yet been saved, or the receipt has been entered and saved, but might be missing required information.

Received: The receipt has been entered and saved.

Hold: A power user has put the receipt on hold.

Moved: The necessary items in the receipt have been successfully passed to PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Production Management (if those applications are installed).

Complete: The receipt has finished all steps and is closed.

Cancelled: The receipt was entered and saved, but then canceled. A cancellation cannot be reversed.

Receiving Stock As a Casual User

This section discusses how to:

- Select items to receive.
- Add or change a receipt.
- Reject a shipment.
- Review or add asset information to an item.
- Generate tag numbers.
- Generate serial numbers.
- Enter the location for an item.
- View recorded receipts.

Pages Used to Receive Stock As a Casual User

Page Name	Object Name	Navigation	Usage
Select Items to Receive	PV_PO_PICK_ORDERSC	eProcurement, Receive Items	Select items to receive.
Receive	PV_RECV_WPO	eProcurement, Receive Items Select items to receive, and then click the Receive Selected button.	Add or change a receipt.
Reject Shipment	PV_RECV_REJECT	Click the Reject Shipment link on the Receive page.	Reject a shipment.
Line Details	PV_RECV_WPO_DETAIL	Click the Details button on the Receive page.	View more information about the item, all receipts from this requisition, and the purchase order that is used.
Shipment Condition	PV_RECV_COMMENT	Click the Comments button on the Receive page.	Enter or review the condition of the shipment when it arrived at the location.
Asset Management Information	PV_RECV_WPO_AM	Click the Asset Mgmt (asset management) button on the Receive page.	Review or add asset information to an item.
Generate Tag Numbers	PVRECV_AUTO_SERIAL	Click the Tag Numbers link on the Asset Management Information page.	Generate a sequence of tag numbers that are to be applied to each asset line.
Generate Serial Numbers	PVRECV_AUTO_SERIAL	Click the Serialize link on the Asset Management Information page.	Generate serial numbers.
Inventory Putaway Information	PV_RECV_WPO_PTWY	Click the Putaway Items button on the Receive page.	Enter the location of an item.
Inventory Item Information	PV_RECV_INV_ITEMS	Click the Inventory Item Info link on the Inventory Putaway Information page.	View the inventory information that is defined for this item on the Item Definition page.
Storage Location Search	PV_RECV_STOR_SRCH	Click the Search button on the Inventory Putaway Information page.	Search for a material storage location in PeopleSoft Inventory, where you can put the received items.
Receipts For [a casual user]	PV_RECV_UPDATE_REC	Click the Inquire Receipts link on the Receive page.	View recorded receipts. Add details, return items to vendor, or cancel a receipt.

Selecting Items to Receive

Access the Select Items to Receive page.

Select Items to Receive page: Requisition Lines to Receive tab

For a requisition line to appear on this page, the item must have been placed on a purchase order and dispatched to the vendor. You can see the requisitions that you entered and those that were purchased on for you. When the entire quantity of the item has been received, the requisition line no longer appears on this page.

Receive Selected	Click to receive the requisition lines you that you select on this page. The system displays the Receive page where you can make changes to the receipt quantity, review requisition details, and add comments.
Requisition	Select the check box to the left of the line, and click Receive Selected to display the Receive page.
Item Description	Click to access the Item Description page where you can review item details and an item image, if it's available.
Expected Qty (expected quantity)	Displays a quantity only if one of the lines was over received and a return to vendor (RTV) was created to return the excess stock. This is the quantity that you expect to receive (the requisition quantity or the overage amount).
Receive By	Displays the type of receiving: *Amount* or *Qty*. This column appears only if one of the lines was received by amount.
Ship To	Displays the business unit to which the requisition item is going to be shipped.
Vendor	Displays the vendor who is supplying the item.
Inquire Receipts and **Inquire Return to Vendors**	Click to display previously recorded receipts or RTVs for the requisitions. This information verifies that a receipt form or an RTV has been entered for this shipment.

Warning! Do not change the RTV Adjust Sourcing option after transactions have been recorded in PeopleSoft eProcurement. If you change this option, it may alter the quantities that appear so that they become inconsistent in the PeopleSoft eProcurement receiving and RTV transactions.

Purchase Order Details Tab

Select the Purchase Order Details tab.

PO Qty (purchase order quantity)	Displays the quantity for this PO.
Recv Reqd (receiving required)	Displays *Y* (yes) or *N* (no) to indicate whether the item requires receiving in order to pay the vendor for the goods. You do not need to enter a receipt for any item that is marked with an *N*.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options," Establishing Purchasing Options

Adding or Changing a Receipt

Access the Receive page.

Add a new receipt of one or more purchase order lines and reject and inspect received quantities. Before creating a receipt, verify that the purchase order was dispatched.

Receipt No (receipt number) or **New Receipt**	Displays the receipt ID that was assigned when the receipt was entered. If you are adding a new receipt, the words *New Receipt* appear until the page is saved. Then a receipt ID is assigned automatically.
Received Date	Enter the date that the shipment arrived. The default is today's date, but you can change it if the shipment arrived earlier.
RTV Detail (return to vendor detail)	Click to access the RTV Information page, where you can view RTV forms that have been submitted for this receipt. This link is not available unless an RTV has been entered for this receipt.
Reject Shipment	Click to access the Reject Shipment page, where you can reject some or all of the items that are sent to you.
Qty Received in Receipt UOM (quantity received in receiving unit of measure)	Enter the quantity that was shipped to you, expressed in the receiving UOM.
Clone Quantity	Click the Clone Quantity button to copy the received quantity from one line to all other lines on this form. This button saves data entry steps when you have many line items.

Accept Qty (accept quantity)	Enter the quantity of received goods that you are going to keep. The system calculates this quantity as the received quantity, less the rejected quantity. If you reject part of the shipment, the system recalculates this number.
🗏	Click the Details button to access the Line Details page, where you can view more data about the item, the purchase order that you are receiving, and the previous and current receipts.
💬	Click the Comments button to access the Shipment Condition page, where you can record the quality of the shipment. The purchasing department can use this information to detect problems with vendor quality.
Asset Management	Click the Asset Management button to access the Asset Management Information page, where you can view or change the fixed asset information, such as serial ID and asset profile ID. This button appears only if the item is designated as a fixed asset for PeopleSoft Asset Management.
Putaway Items	Click the Putaway Items button to access the Inventory Putaway Information page, where you can view or change the inventory information, such as serial ID and warehouse location. This button appears only if the item is designated as a PeopleSoft Inventory item.
🗒	Click the Device Tracking button to access the Device Tracking page.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, "Working With Items," Using Device Tracking

PeopleSoft Inventory 8.8 PeopleBook, "Receiving and Putting Away Stock"

PeopleSoft Asset Management 8.8 PeopleBook, "Adding and Maintaining Assets"

Rejecting a Shipment

Access the Reject Shipment page.

Reject some or all of the items that you are recording in this receipt by entering information about each item that you are rejecting.

Reject Qty (reject quantity)	Enter the quantity of the item that you are rejecting. This can be all or part of the quantity that was delivered to you (Received Qty). When you enter a quantity and move out of the field, the remaining fields on this page are available for entry.
Reject Action	Select how you want the vendor to correct the mistake. This is an information field; to return stock to the vendor, use the Return to Vendor page.

Reviewing or Adding Asset Information to an Item

Access the Asset Management Information page.

Tag Numbers	Click to access the Generate Tag Numbers page, where you can generate asset tag numbers. The quantity on the distribution must be 1 to enter a tag

number. This information becomes available on the Asset Information page after the asset data has been passed on to asset management.

Serialize	Click to access the Generate Serial Numbers page, where you can generate serial numbers.
Insert Non-Serial Row	Click to distribute nonserialized item rows to different asset management custodians and locations. This generates another asset row for the same asset management (AM) unit. If you split the AM quantity, you must reduce the earlier AM quantities for this unit. The total AM quantity for this unit must match the total quantity that you've accepted. When an item is inventory-related, you can't split a quantity of one for a serialized row.
Next Asset ID	Click to assign a temporary value of *AUTO-ASSIGN* as the line item's asset ID value. This value is replaced with the next available asset ID value when you save the receipt.
AM Unit (asset management unit)	Displays the PeopleSoft Asset Management business unit, where the item is capitalized.
CAP Sequence (capital acquisition planning sequence)	Displays the sequence number for the capital acquisition plan.
Cost Type	Enter the cost type code for the receipt item if applicable. Cost types represent different components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating the cost of production to one cost type and the margin of profit to another cost type.
	Cost type, combined with the asset category and transaction code, determines the general ledger accounts into which the costs are entered.
Sel (select)	Select to display the Insert Non-Serial Row button if you want to distribute nonserialized item rows to different asset management custodians and locations.
Seq (sequence)	Displays the receiving distribution sequence number that is associated with the selected asset row.
Quantity	Enter the item quantity that is being distributed on the selected distribution sequence.
✖	Click the Cancel Row button to cancel this asset schedule information. If the receipt has not been interfaced, this asset row is not interfaced and is deleted during receipt interface processing. If the receipt is interfaced, a retire asset transaction is passed to PeopleSoft Asset Management.

See Also

PeopleSoft Asset Management 8.8 PeopleBook, "Adding and Maintaining Assets"

Generating Tag Numbers

Access the Generate Tag Numbers page.

Note. The Multiplier algorithm uses the first number sequence from the right end of the start number to use as the number to increment. For example: NB-8000-001-ABC would use 001 as the first number sequence, not 8000.

Overwrite existing numbers	Select to overwrite existing tag number information from the Asset Management Information page with the values that you have entered on this page.

Generating Serial Numbers

Access the Generate Serial Numbers page.

Use this page to generate a sequence of serial IDs that are to be applied to each item.

The fields on this page are the same as the fields on the Generate Tag Numbers page, except that they are for serial numbers.

Entering the Location for an Item

Access the Inventory Putaway Information page.

Enter or review the location in PeopleSoft Inventory where this item will be placed; record serial and lot IDs. If the item that you are receiving was marked as a PeopleSoft Inventory item (and PeopleSoft Inventory is installed), use this page to record the information that is required to put the item in inventory. The default information appears from the item definition. Change this information only if you are storing the item in a different inventory location.

Status	Displays the receipt status. If the status is *Open* or *Received,* you can change the inventory distribution information that follows. If the status is *Moved, Complete,* or *Cancelled,* you cannot change that information.
Lot IDs	Click to access the Generate Lot ID page, where you can generate lot numbers. This link appears only if the item is lot-controlled.
Serial IDs	Click to access the Generate Serial Numbers page, where you can generate serial numbers. This link appears only if the item is serial-controlled.
Insert Non-Serial Row	Click to split out nonserialized item row quantities to different putaway locations. This generates another putaway row for the same PeopleSoft Inventory business unit. You must reduce the earlier putaway quantities for this unit if you split a putaway. The total putaway quantity for this unit must match the total quantity that you've accepted. When an item is inventory-related, you cannot split a quantity of one for a serialized row.
Distribution Line Number	Displays the distribution line number. The distribution level of the purchase order records the internal location where the stock is to be delivered.
Consigned	Select if the stock is defined as consigned goods. The costs of consigned goods are not recorded until the item is used or shipped.
Non-Owned Item	Select if the stock is defined as not owned. The costs of non-owned goods are not recorded unless they are also marked as consigned goods.

Location Code   Displays the delivery location within the shipment address to
                              which this stock should go.

You can view and change item information and location in the inventory warehouse.

Sel (select)   Select to display the Insert Non-Serial Row button if you need to
                              insert a nonserial row number for this row.

Quantity   Enter the quantity for this row. The total of all the rows must equal
                              the accept quantity on the Receipt Form.

Expire Dte (expire date) Displays the date that the stock expires. The default date is based
                              on the item definition; you can change it.

Area   Displays the storage area of the inventory warehouse where this
                              item will be stored. The default information here is based on the
                              item defaults. You can change the value.

Search   Click the Search button to access a search page, where you can select the
                              material storage location for the item in the inventory warehouse.

**Lev 1, Lev 2, Lev 3, Lev   Displays the levels of the inventory warehouse (subdivisions of the
4** (level 1, level 2, level Area field) in which this item will be stored. The default information is
3, level 4)   based on the item defaults. You can change the value. If PeopleSoft
                              Inventory does not use this field, it may be blank.

Container   Enter the container ID if the inventory system uses container management
                              (license plating). This ID can also be assigned later in PeopleSoft Inventory.

See Also

PeopleSoft Inventory 8.8 PeopleBook, "Receiving and Putting Away Stock"

PeopleSoft Inventory 8.8 PeopleBook, "Managing Consigned Inventory"

PeopleSoft Inventory 8.8 PeopleBook, "Structuring Inventory," Defining and Maintaining Storage Locations

Viewing Recorded Receipts

Access the Receipts For [a casual user] page.

The maximum number of rows that are retrieved and that appear on this page can be defined on the eProcurement
Installation Options page. If the search returns more than the defined number of rows, an error message appears.

Show Status   Select to view receipts with these statuses:

                              All: Receipts of any status.

                              Closed/Cancelled: Receipts that have been closed or canceled. *Closed*
                              indicates that the receipt has been completed. No further processing is required.

                              Moved: Receipts that have been entered, have passed all edits, and have
                              been sent to PeopleSoft Inventory or Asset Management.

                              Received/Open: Receipts with the status *Open* or *Received*.
                              This is the default status.

	Click the Details button to access the Receive page, where you can view and change this receipt.
	Click the RTV Setup button to access the Return to Vendor page, where you can enter the information that is needed to return the items to the vendor. If this button is unavailable, the item is a PeopleSoft Inventory or Asset Management item, and you must *Move* the status of the receipt before you can enter an RTV.

See Also

Chapter 3, "Using PeopleSoft eProcurement Administration," Setting Up PeopleSoft eProcurement Installation Options , page 13

Returning Items to Vendors

There are several business reasons for initiating a vendor return. You might receive defective materials, too many items, items that were shipped in error, or items that you no longer require. When you decide to return goods to the vendor, you must enter an RTV.

This section discusses how to:

• Initiate a vendor return.

• View and change the vendor's ship to address.

• View recorded RTV entries.

Pages Used to Return Items to Vendors

Page Name	Object Name	Navigation	Usage
Select Receipts to Return	PV_RTV_PICK_RECV_W , PV_RTV_PICK_ASSET , PV_RTV_PICK_PO_WRK	eProcurement, Receive Items Click the RTV Setup button.	Record, change, or view a return of stock to a vendor. Use this page to select receipt lines to return to vendor.
Return To Vendor	PV_RTV	Click the Return to Vendor button at the top of the Select Receipts to Return page.	Initiate a vendor return.
Item Detail	PV_RTV_RECVDS_DISP , PV_RTV_ASSET_DISP , PV_RTV_PO_DS_DISP	Click the RTV Details button on the Return to Vendor page.	View information about a requisition, an item, and previous returns.
RTV Fees	PV_RTV_LN_FEE	Click the RTV Fees button on the Return to Vendor page.	Record fees that are incurred for returning items to the vendor, including restocking fees and other charges.
Vendor Address	PV_RTV_ADDR_DTL	Click the vendor Go to Address link on the Return to Vendor page.	View or change the vendor's ship to address for this return. Use this page if the vendor has a return address that is different from the ordering address.
Return to Vendor for	PV_RTV_UPDATE_REQ	Click the Inquire Return to Vendors link on the Return to Vendor page.	View RTV entries that have been recorded under your user ID.

Initiating a Vendor Return

Access the Return To Vendor page.

You can change the text that appears on this page by using the setup instructions for the Return to Vendor page.

Action	Select a reject action for the returned merchandise. The selection determines the selections for the other options on this page. Values are:
	Credit (return for credit): The goods are to be returned to the vendor, and no replacement of these returned goods is requisitioned.
	Exchange (return for exchange): You are returning the item, and you want a different item to be sent to you. This option triggers a PeopleSoft Workflow event to a buyer.
	Replace (return for replacement): The returned materials will be received against the original purchase order again, after the vendor ships replacement goods for the returned items.
	Click the RTV Details button to access the Item Detail page, where you can view information about this requisition and previous returns.

Return to Vendor Fees   Click the Return To Vendor Fees button to access the RTV Fees page, where you can enter miscellaneous charges, such as restocking fees.

Ship RTV   Click if you have shipped all the items on this page. This option sets the shipped quantity on the RTV to equal the return quantity and changes the RTV status to *Shipped.* The RTV status must have a status of *Shipped* before running the RTV Reconciliation process.

Ship Via   Select the method of shipment that you are using to ship the stock back to the vendor.

Viewing and Changing the Vendor's Ship To Address

Access the Vendor Address page.

Note. To change the address, the roles must contain a user role that is included under RECV_CASUAL_ALL on the eProcurement Role Actions page.

Return to Vendor,   Displays the default information from the vendor definition; you
Location, Contact   cannot change this information here.

See Also

Chapter 3, "Using PeopleSoft eProcurement Administration," Attaching Role Actions to User Roles, page 23

Viewing Recorded RTV Entries

Access the Return to Vendor for page.

Status   Displays the status of the RTV:

                             Open: The RTV form has been entered and saved.

                             Shipped: All lines on the return have been shipped. An RTV line item is considered shipped when the line's Ship Qty equals the Return Qty.

                             Closed: All lines on the return are complete. After a return is closed, you cannot change it.

                             Cancelled: The RTV has been canceled. You cannot change the RTV status to *Cancelled* if all items on the RTV have been shipped.

                             Click the Display RTV Information button to access the Return to Vendor page, where you can view the information about the original RTV form. If the RTV form status is *Open,* you can change the information.

Receiving Stock As a Power User

In PeopleSoft eProcurement receiving, a power user can perform more actions than a casual user. A power user has access to many PeopleSoft Purchasing pages that are designed for receiving department personnel.

This section discusses how to receive stock as a power user.

Pages Used to Receive Stock as a Power User

Page Name	Object Name	Navigation	Usage
Receipts For [a power user]	PV_RECV_UPDATE	eProcurement, Receive Items	View recorded receipts.
Receipt Processing	PV_RECV_PROCESS	eProcurement, Receive Items Click the Process Receipts link.	Choose how to process receipts.
Inspection	RECV_INSPECT	eProcurement, Receive Items Click the Inspection link.	Select purchase orders that require inspection.
Return to Vendor Roster	PV_RTV_UPDATE	eProcurement, Receive Items Click the Inquire Return to Vendor link.	View RTV information, add an RTV, and reconcile an RTV.
RTV (return to vendor)	RTV	Click the Add RTV link on the Return to Vendor Roster page.	Enter return to vendor details, such as return quantities and source information.
RTV Reconcile	RUN_POC5000	Click the Reconcile RTV link on the Return to Vendor Roster page.	Run the RTV Reconcile process.
Pick Purchase Orders	PO_PICK_ORDERS	eProcurement, Receive Items Click the Add New Receipt link.	Select purchase orders that require a receipt.
Receiving	RECV_WPO	Click the Details button on the Receipts For [a power user] page.	Add a new receipt of one or more purchase order lines; reject and inspect received quantities. Before creating a receipt, verify that the purchase order was dispatched.
Activity	RECV_ACTIVITY	Click the Comments button on the Receipts For [a power user] page.	Record comments about the receipt.
Delivery Location,	RECV_DELIVERY1	Click the Delivery Information button on the Receipts For [a power user] page. Select the Delivery Location tab.	Record delivery locations.
Location Comments	RECV_DELIVERY2	Click the Delivery Information button on the Receipts For [a power user] page. Select the Location Comments tab.	Record location comments.

Page Name	Object Name	Navigation	Usage
Ship To Comments	RECV_DELIVERY3	Click the Delivery Information button on the Receipts For [a power user] page. Select the Ship To Comments tab.	Record ship to comments for the receipt.
ChartFields	RECV_ACCOUNT	[icon] Click the ChartFields button on the Receipts For [a power user] page.	Change the way the shipment is charged to the accounting records.
LC Manual Close	CM_LC_MANU_CLOSE	[icon] Click the Manual Close Landed Cost button on the Receipts For [a power user] page.	Calculate the actual cost of the item.

Viewing Recorded Receipts

Access the Receipts For [a power user] page.

You can view previously recorded receipts, add new receipts, or update details, comments, delivery information, and ChartField information. The receipt list displays all receipts that have been created for a user ID. Each row represents a separate line of the receipt so that you can see each item that has been received. If more than one item was received on the same receipt number, the same receipt number appears in multiple rows.

The roles must contain a user role that is included under RECV_POWER on the eProcurement Role Actions page.

Business Unit	Enter the PeopleSoft eProcurement business unit that was used to enter the receipts that you want to appear.
PO Unit (purchase order business unit)	Enter the Purchasing business unit that was used to enter the receipts that you want to appear.
Add New Receipt	Click to access the Pick Purchase Order page in PeopleSoft Purchasing, where you can select the purchase order to receive.
Process Receipts	Click this link to access the Marketplace Processes page, where you can access the receiving process in PeopleSoft Purchasing.
Inspection	Click to record inspection results. Some items require a separate inspection step. If you receive one of these items, click this link to access the Select Receipt page in PeopleSoft Purchasing, where you can find the receipt and record the results of the inspection.
Review ASN Receipt (review advanced shipment notification receipt)	Click this link to access the Advanced Shipment Receipt - ASR Review page in PeopleSoft Purchasing, where you can review the receipts that were created by the Advanced Shipment Notification (ASN). The receipt might be the ASN, which is sent by the vendor.
Inquire Return To Vendors	Click to access the Return to Vendor For a Casual User page, where you can view the current RTV forms.

	Click the Details button to access the Receiving page in PeopleSoft Purchasing, where you can view and change this receipt.
	Click the Activities and Comments button to access the Receipt Activity and Comment - Activity page for receipts, where you can review or change comments about the receipt.
Delivery Information	Click the Delivery Information button to access the Delivery - Delivery Location page in PeopleSoft Purchasing. Here you can review and enter receiving information related to shipping details, such as carrier and packing slip ID.
ChartFields	Click the ChartFields button to access the Receipt ChartFields - ChartFields page for receipts in PeopleSoft Purchasing, where you can view the accounting entries made at the time of receipt. This shows you the chart of the accounts that are used to record this receipt; for example, expense and inventory stock.
Manual Close Landed Cost	Click the Manual Close Landed Cost button to access the LC Manual Close page in PeopleSoft Purchasing, where you can manually close receiver line charges.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Receiving Shipments"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields"

PeopleSoft Purchasing 8.8 PeopleBook, "Receiving Shipments," Working with Landed Costs on Receipts

Delivered Workflows for PeopleSoft eProcurement

This appendix discusses delivered workflows for PeopleSoft eProcurement.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow

PeopleTools PeopleBook: Using PeopleSoft Applications

Chapter 13, "Using Workflow and Managing Approvals," page 221

Chapter 11, "Using the Buyer Center," page 185

Chapter 14, "Using Change Requests and Change Orders," page 259

Delivered Workflows for PeopleSoft eProcurement

This section discusses PeopleSoft eProcurement workflow. The workflows are listed alphabetically by workflow name.

Change Request Approval

This section discusses the Change Request Approval workflow.

Description

Event	A requester submits a change request that involves an increase in the scheduled quantity, price, or both. The requisition is submitted with changed values.
	Note. Note: This approval workflow requires that you use the Maintain Workflow feature to set up roles and steps for use with the approval process.
Action	The system routes the change request to an approver for approval or denial.
Notification Method	Email and Worklist.
Email Template	Req Change Rqst Approval Rting.

Change Request Approved

This section discusses the Change Request Approved workflow.

Description

Event	An approver approves the change request.
Workflow Action	The system marks the change request as approved and routes it to a buyer for approval or denial.
Notification Method	Email and Worklist.
Email Template	Req chng rqst approved.

Change Request Buyer Approval

This section discusses the Change Request Buyer Approval workflow.

Description

Event	A requester submits a change request that does not involve a change in the scheduled quantity or price. The requisition is submitted with changed values.
Action	The system triggers the PV_PO_CHNG_REQST and using the change request notification activity PV_CHNG_APPRV to send the change request for approval or denial.
Notification Method	Worklist.

Change Request Denied

This section discusses the Change Request Denied process.

Description

Event	An approver denies the change request.
Action	The system marks the change request as denied, ending the workflow process.
Notification Method	Email and Worklist.
Email Template	Req Chng Reqst denied.

Requisition Approval

This section discusses the Requisition Approval process.

Description

Event	A requester submits a requisition, or submits and approves a requisition if self approval is in place.
Action	The system routes the requisition for further approval, if necessary.
Notification Method	Email and Worklist.
Email Template	Requisition Approval.

Requisition Approval Error

This section discusses the Requisition Approval Error process.

Description

Event	An approval workflow error occurred in the approval routing. This can occur as a result of the approval process configuration or because of approval rules or criteria violations.
Action	The system routes the requisition to the administrator for resolution.
Notification Method	Email and Worklist.
Email Template	Requisition Approval Error.

Requisition Approved

This section discusses the Requisition Approved process.

Description

Event	The requester approves the requisition and no further approvals are required.
Workflow Action	The system marks the requisition as approved.
Notification Method	Email.
Email Template	Requisition Approved.

Requisition Denied

This section discusses the Requisition Denied process.

Description

Event	An approver denies the requisition header.
Action	The system marked the requisition as denied, and stops the workflow process.
Notification Method	Email.
Email Template	Requisition Denied.

Requisition Escalation

This section discusses the Requisition Escalation process.

Description

Event	An approver has not responded to a requisition within the allotted time.
Action	The system notifies the approver and the approver's supervisor and routes the requisition to the step.
Notification Method	Email and Worklist.

Email Template	Requisition Escalation.

Requisition Line Approval

This section discusses the Requisition Line Approval process.

Description

Event	A requester submits a requisition for approval, or an approver approves the requisition line.
Action	The requisition line is routed for further approval.
Notification Method	Email and Worklist.
Email Template	Requisition Line Approval.

Requisition Line Approved

This section discusses the Requisition Line Approved process.

Description

Event	A requester or approver approves a requisition line and no further approvals are required.
Action	The system marks the requisition line as approved.
Notification Method	Email.
Email Template	Requisition Line Approved.

Requisition Line Denied

This section discusses the Requisition Line Denied process.

Description

Event	An approver denies a requisition line.
Action	The system marks the requisition line as denied.
Notification Method	Email.
Email Template	Requisition Line Denied.

Requisition Line Review

This section discusses the Requisition Line Review process.

Description

Event	A user submits a requisition line for approval or approves the requisition line.
Action	The system routes the requisition to a reviewer.
Notification Method	Email and Worklist.
Email Template	Requisition Line Review.

Requisition Review

This section discusses the Requisition Review process.

Description

Event	The requisition header is submitted for approval or is approved by requester and is routed to a user defined as a reviewer.
Action	The system routes the requisition to a reviewer.
Notification Method	Email and Worklist.
Email Template	Requisition Review.

APPENDIX B

Using PeopleSoft eProcurement Pagelets

PeopleSoft eProcurement includes pagelets for suppliers to use. This chapter discusses:

- Pagelets by functional role.

- Personalizing eProcurement pagelets.

- Viewing eProcurement pagelets.

Understanding eProcurement Pagelets

PeopleSoft eProcurement provides portal pagelets for the corporate intranet or extranet home pages. These pagelets provide access to key data and transactions within PeopleSoft eProcurement for use in supplier portal registries.

You and the suppliers can personalize the portal homepage by adding the pagelets that the suppliers need. Standards PeopleSoft role-based security ensures that users can access only the pagelets appropriate to their roles.

Suppliers can configure their portal home page with three narrow columns or one narrow and one wide column. Some pagelets have both a narrow and a wide version, each with its own object name. When you see two object names for a pagelet, the first one refers to the narrow version.

Some pagelets support personalization; the Personalize button in the pagelet title bar alerts the suppliers to this capability. Click the button to access the personalization page.
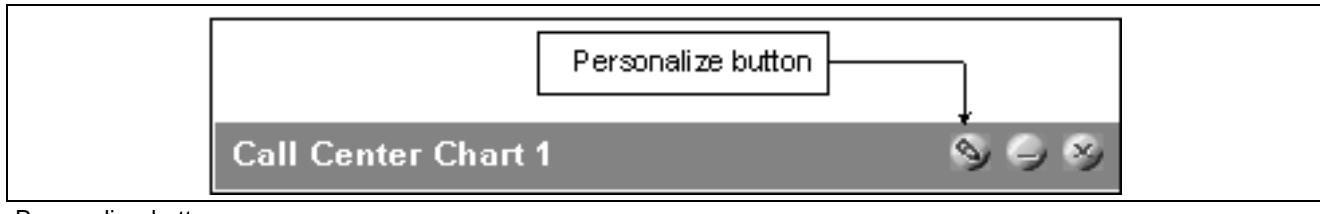
Personalize button

You can also design pagelets when the installation includes PeopleSoft Enterprise Portal.

Pagelet Security

Similar to page access, you control pagelet security at the component level by associating it with a permission list (which is then associated with a role); each pagelet has its own component to enable more granular access. (You can ascertain a pagelet's component name in PeopleSoft Application Designer by searching for definition references to the page's system, or object, name.)

We group our pagelets into functional roles as an example of how to organize access. You need to create the proper permission lists and associate them with actual role definitions before users can access them, or use the permission list definitions that we provide in our delivered sample data. We deliver sample data security objects (roles and permission lists) that you can use as an example of how to set up pagelet access.

eProcurement provides the following pagelets:

Pagelets by Role

We provide these supplier-oriented role groupings as examples of how to organize pagelet access by function.

In this section, we organize these pagelets by the following sample roles:

• Buyer.

• Employee.

• Purchasing Manager.

Note. Based on the corporate needs and willingness to share information externally, carefully consider which data (applications) as well as pagelets you want to make available to the suppliers.

Supplier - Buyer Pagelets

The Supplier - Buyer is an external facing role that has access to the core set of eProcurement.

An internal or external user with the Supplier - Buyer role and its associated permissions can access the following PeopleSoft eProcurement pagelets:

• eProcurement Requisition Left Browser.

• eProcurement Requisition Cart.

Supplier - Employee

The Supplier - Employee is an internal facing role that has access to the core set of eProcurement.

An external user with this role and its associated permissions can access the following PeopleSoft eProcuremernt pagelets:

• eProcurement Requisition Left Browser.

• eProcurement Requisition Cart.

Supplier - Purchasing Manager

This role enables a user to view a list of items awaiting their approval. An external user with the Supplier - Purchasing Manager role and its associated permissions can access the eProcurement Worklist pagelet.

Personalizing Supplier-Facing Pagelets

Suppliers can personalize some of the supplier-facing pagelets.

In this section, we discuss personalizing user defaults.

Pages Used to Personalize Supplier Pagelet Defaults

Page Name	Object Name	Navigation	Usage
<Pagelet Name> - Personalize User Defaults	WV_PE_USR_DEF	Click the Customize button on the following supplier-facing pagelets: eProcurement Requisition Left Browser eProcurement Shopping Cart eProcurement Worklist	Users associated with multiple vendor IDs can select a default vendor and where applicable, define the maximum number of retrieved records (rows) to display on the pagelet.
Personalize User Defaults – Save Confirmation	WV_PE_SAVE_CONFIRM	Click the Save button on the Personalize User Defaults page.	Confirm the changed user defaults.

Personalizing User Defaults

Suppliers can select default vendors, and in some cases, the number of rows to display on a pagelet.

Note. The system administrator can further control the content and appearance of the supplier performance pagelets at the reporting entity or vendor-setID level.

Select a default vendor (this option is only available when the user is associated with multiple vendor IDs).

If the pagelet displays transaction IDs, select the maximum number of records (rows) to display on the pagelet.

See Also

PeopleSoft eSupplier Connection 8.8 PeopleBook, "Reviewing Supplier Performance," Defining Supplier Performance Targets and Tolerances

Viewing PeopleSoft eProcurement Pagelets

This section provides information about eProcurement pagelets.

Pagelets Used to View PeopleSoft eProcurement Information

This table provides details on eProcurement pagelets:

Pagelet Name	Roles	Audience	Usage	Enabling Applications	For More Information
eProcurement Requisition Left Browser (PV_REQ_ LEFTBROWSE)	Buyer, Employee	Employee	Displays item catalogs in a separate frame along the left side of the page. **Note.** The eProcurement Shopping Cart and eProcurement Requisition Left Browser pagelets are mutually exclusive. You can only use one template at a time.	PeopleSoft eProcurement	See *PeopleSoft Supply Chain Portal Pack 8.8 PeopleBook*, "Employee-Facing Supply Chain Management Pagelets".

Pagelet Name	Roles	Audience	Usage	Enabling Applications	For More Information
eProcurement Shopping Cart (PV_ SHOPCART_ PGLT)	Buyer, Employee	Employee	Displays selected items in a separate shopping cart on the page. **Note.** The eProcurement Shopping Cart and eProcurement Requisition Left Browser pagelets are mutually exclusive. You can only use one template at a time.	PeopleSoft eProcurement	See *PeopleSoft Supply Chain Portal Pack 8.8 PeopleBook*, "Employee-Facing Supply Chain Management Pagelets".
eProcurement Worklist (PV_ WORKLIST)	Buyer, Employee, Purchasing Manager	Employee	Enables employees and managers to view a list of items awaiting their approval.	PeopleSoft eProcurement	See *PeopleSoft Supply Chain Portal Pack 8.8 PeopleBook*, "Employee-Facing Supply Chain Management Pagelets".

APPENDIX C

PeopleSoft eProcurement Reports

This appendix provides:

- A summary table listing all PeopleSoft eProcurement reports.

- Detailed information for individual reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with the documentation.

PeopleSoft eProcurement Reports: General Description

This table lists the PeopleSoft eProcurement reports, sorted alphanumerically by report ID. The reports listed are Crystal reports. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
APY1090 Matching Exceptions Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information.	eProcurement, Reports Click the Match Exceptions link to access the Match Exceptions page.	RUN_APY1090
APY3000 Vendor Detail Listing Report	Lists vendors by status along with their associated detail data including address information and payment options.	eProcurement, Reports Click the Vendor Detail Listing link to access the Parameters page.	RUN_APY3000
APY3001 Vendor Summary Listing Report	Lists the vendors by status along with basic summary information.	eProcurement, Reports Click the Vendor Summary Listing link to access the Parameters page.	RUN_APY3001
POY1100 Requisition to PO XREF Report	Provides information about selected requisitions and the purchase orders that were created from them.	eProcurement, Reports Click the Requisition to PO Xref link to access the Requisition to PO XREF page.	RUN_POY1100
POY4005 Expediting Report	Provides purchase order details such as late days and due date sorted by buyer. You can use this report to help determine which purchase orders might require expediting.	eProcurement, Reports Click the Expedite Report link to access the Expediting Report page.	RUN_POY4005

Report ID and Report Name	Description	Navigation	Run Control Page
POY4100 PO to Requisition XREF Report	Provides information about selected purchase orders and the requisitions that they were created from.	eProcurement, Reports Click the PO to Requisition Xref link to access the PO to Requisition Xref page.	RUN_POY4100
POY4010 PO Listing Report	Provides purchase order information sorted by purchase order date.	eProcurement, Reports Click the PO Listing Report link to access the PO Listings page.	RUN_POY4010
POY4020 PO Status Listings	Provides purchase order information sorted by status.	eProcurement, Reports Click the PO Status Listing to access the PO Status Listing page.	RUN_POY4020
POY4030 PO Detail Listings	Provides detailed purchase order information sorted by purchase order date.	eProcurement, Reports Click the PO Details Listing to access the PO Details Listing page.	RUN_POY4030
POY4040 PO Schedule Listings	Provides purchase order schedule information such as ship to and due date sorted by purchase order date.	eProcurement, Reports Click the PO Schedules Listing to access the PO Schedules Listing page.	RUN_POY4040
POY5001 Receiver Summary Report	Provides a summary listing of receipts within a specified date range.	eProcurement, Reports Click the Receipt Summary link to access the Receiver Summary page.	RUN_POY5001
POY5010 Receiver Shipto Detail Report	Provides a summary listing of receipts shipments within a specified date range.	eProcurement, Reports Click the Receipt Shipto link to access the Receiver Shipto Detail page.	RUN_POY5101
POY5020 Receiver Account Detail Report	Provides a summary listing of receipts with account distribution.	eProcurement, Reports Click the Receipt Account Details link to access the Receiver Account Detail page.	RUN_POY5020
POY5050 RTV Details (return to vendor details)	Provides the vendor's return address, shipping method, and line item return information.	eProcurement, Reports Click the RTV Details link to access the RTV Details page.	RUN_POY5050
POY5060 RTV Credits (return to details credit)	Provides RTV details, sorted by vendor and RTV ID, and lists the buyer, line details, and the distribution information selected on the return.	eProcurement, Reports Click the RTV Credits link to access the RTV Credits page.	RUN_POY5060

Report ID and Report Name	Description	Navigation	Run Control Page
PVY1000 Requisition Costing Summary	Provides information about the accounting distribution for each requisition. For each requisition, the accounting distribution lines are summarized by GL (general ledger) business unit, account, and department. This report also lists the requisition name, requester, amount, and date.	eProcurement, Reports Click the Requisition Costing Summary link to access the Requisition Costing Summary page.	RUN_PVY1000
PVY1100 Requisition Cost Distribution Detail	Provides information about the accounting distribution for each requisition down to the distribution level. By requisition distribution line, each accounting distribution is listed, including GL business unit, account, department, and amount.	eProcurement, Reports Click the Requisition Cost Distribution Details link to access the Requisition Cost Distribution Details page.	RUN_PVY1100
PVY2000 Catalog Item Usage	Provides information about the items ordered on requisitions. Sorted by business unit and item catalog, this report lists the items ordered and other information, including quantity ordered, average price, currency, and number of requisitions ordering this item.	eProcurement, Reports Click the Category Item Usage link to access the Category Item Usage page.	RUN_PVY2000
PVY4000 PO Item Category Usage	Provides information about the items ordered for the purchase orders within one business unit and one item catalog. This report lists the total quantity ordered of each item and other information, including item ID, item description, item category description, category code, vendor ID, vendor name, contract ID (if any), average price, total amount, currency, and percentage of total. This report is sorted by catalog ID and category code.	eProcurement, Reports Click the PO Items Category link to access the PO Items Category page.	RUN_PVY4000

PeopleSoft eProcurement Selected Reports: A to Z

This section provides detailed information about individual reports, including important fields and tables accessed. The reports are listed alphanumerically by report ID.

Common Elements Used in This Appendix

From Date and Through Date   Enter the dates to provide the date range for the requisitions that you want to include in the report. If you leave these fields blank, all requisitions are included regardless of their dates.

SetID   Enter the TableSet ID of the items that you want to include on the report. A setID is required for this report.

PVY2000 - Catalog Item Usage Report

Tree Name   Enter the name of the item catalog (PeopleSoft tree) that you want to include in the report.

PVY 4000 - PO Item Category Usage Report

Catalog ID   Enter the name of the item catalog (PeopleSoft tree) that you want to include on the report. A catalog ID is required for this report.

Tree Node   Enter the name of the PeopleSoft tree node to limit this report to items from this node.

Vendor ID   Enter a vendor ID if you want to limit this report to the purchase orders generated for this vendor.

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
	In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.
	In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.
	In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business unit
A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer
In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

catalog item
In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map
In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.

catalog partner
In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization
Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

channel
In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField
A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing
You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit
The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey
One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook
In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

Class ChartField
A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clone
In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

collection
To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.
	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them.
	For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.
	In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.
	In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception   In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing   In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact   In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

forecast item   A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund   In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

generic process type   In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

group   In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object   In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule   In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur   In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

item   In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

KPI   An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file	Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template
In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

match group
In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server
Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity
In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL
Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring
Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook
In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency
The ability to process transactions in a currency other than the business unit's base currency.

national allowance
In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

node-oriented tree
A tree that is based on a detail structure, but the detail values are not used.

pagelet
Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

participant
In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object
Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner
A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle
In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

pending item
In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode
PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event
An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.

PeopleSoft Internet Architecture
The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement
In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context
In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

plan
In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context
In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template
In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning
In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance
In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

portal registry
In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list
In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule
In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for *record input value-added tax flag*. Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT

on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag   Abbreviation for *record output value-added tax flag*.

See *record input VAT flag*.

reference data   In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object   In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction   In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing   In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object   In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data   Data that is extracted from a separate database and migrated into the local database.

REN server   Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester   In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

role   Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user   A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up   In a tree, to roll up is to total sums based on the information hierarchy.

run control   A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID   A unique ID to associate each user with his or her own run control table entries.

run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
session	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather

	than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

Glossary

Index

PeopleSoft

PeopleSoft eProcurement 8.8 Reports

December 2003

PeopleSoft eProcurement 8.8 Reports

SKU FSCM88EPV-R 1203

Copyright © 1992-2003 PeopleSoft, Inc. All rights reserved.

Open Source Disclosure

Contents

Contents

About This PeopleBook

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

This preface discusses:

• Related documentation.

• Comments and suggestions.

Related Documentation

This section discusses how to:

• Obtain documentation updates.

• Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Ordering Printed Documentation

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

• Web

• Telephone

• Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

CHAPTER 1

PeopleSoft eProcurement Reports

This appendix provides:

• A summary table listing all PeopleSoft eProcurement reports.

• Detailed information for individual reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with the documentation.

PeopleSoft eProcurement Reports: General Description

This table lists the PeopleSoft eProcurement reports, sorted alphanumerically by report ID. The reports listed are Crystal reports. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
APY1090 Matching Exceptions Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information.	eProcurement, Reports Click the Match Exceptions link to access the Match Exceptions page.	RUN_APY1090
APY3000 Vendor Detail Listing Report	Lists vendors by status along with their associated detail data including address information and payment options.	eProcurement, Reports Click the Vendor Detail Listing link to access the Parameters page.	RUN_APY3000
APY3001 Vendor Summary Listing Report	Lists the vendors by status along with basic summary information.	eProcurement, Reports Click the Vendor Summary Listing link to access the Parameters page.	RUN_APY3001
POY1100 Requisition to PO XREF Report	Provides information about selected requisitions and the purchase orders that were created from them.	eProcurement, Reports Click the Requisition to PO Xref link to access the Requisition to PO XREF page.	RUN_POY1100
POY4005 Expediting Report	Provides purchase order details such as late days and due date sorted by buyer. You can use this report to help determine which purchase orders might require expediting.	eProcurement, Reports Click the Expedite Report link to access the Expediting Report page.	RUN_POY4005

Report ID and Report Name	Description	Navigation	Run Control Page
POY4100 PO to Requisition XREF Report	Provides information about selected purchase orders and the requisitions that they were created from.	eProcurement, Reports Click the PO to Requisition Xref link to access the PO to Requisition Xref page.	RUN_POY4100
POY4010 PO Listing Report	Provides purchase order information sorted by purchase order date.	eProcurement, Reports Click the PO Listing Report link to access the PO Listings page.	RUN_POY4010
POY4020 PO Status Listings	Provides purchase order information sorted by status.	eProcurement, Reports Click the PO Status Listing to access the PO Status Listing page.	RUN_POY4020
POY4030 PO Detail Listings	Provides detailed purchase order information sorted by purchase order date.	eProcurement, Reports Click the PO Details Listing to access the PO Details Listing page.	RUN_POY4030
POY4040 PO Schedule Listings	Provides purchase order schedule information such as ship to and due date sorted by purchase order date.	eProcurement, Reports Click the PO Schedules Listing to access the PO Schedules Listing page.	RUN_POY4040
POY5001 Receiver Summary Report	Provides a summary listing of receipts within a specified date range.	eProcurement, Reports Click the Receipt Summary link to access the Receiver Summary page.	RUN_POY5001
POY5010 Receiver Shipto Detail Report	Provides a summary listing of receipts shipments within a specified date range.	eProcurement, Reports Click the Receipt Shipto link to access the Receiver Shipto Detail page.	RUN_POY5101
POY5020 Receiver Account Detail Report	Provides a summary listing of receipts with account distribution.	eProcurement, Reports Click the Receipt Account Details link to access the Receiver Account Detail page.	RUN_POY5020
POY5050 RTV Details (return to vendor details)	Provides the vendor's return address, shipping method, and line item return information.	eProcurement, Reports Click the RTV Details link to access the RTV Details page.	RUN_POY5050
POY5060 RTV Credits (return to details credit)	Provides RTV details, sorted by vendor and RTV ID, and lists the buyer, line details, and the distribution information selected on the return.	eProcurement, Reports Click the RTV Credits link to access the RTV Credits page.	RUN_POY5060

Report ID and Report Name	Description	Navigation	Run Control Page
PVY1000 Requisition Costing Summary	Provides information about the accounting distribution for each requisition. For each requisition, the accounting distribution lines are summarized by GL (general ledger) business unit, account, and department. This report also lists the requisition name, requester, amount, and date.	eProcurement, Reports Click the Requisition Costing Summary link to access the Requisition Costing Summary page.	RUN_PVY1000
PVY1100 Requisition Cost Distribution Detail	Provides information about the accounting distribution for each requisition down to the distribution level. By requisition distribution line, each accounting distribution is listed, including GL business unit, account, department, and amount.	eProcurement, Reports Click the Requisition Cost Distribution Details link to access the Requisition Cost Distribution Details page.	RUN_PVY1100
PVY2000 Catalog Item Usage	Provides information about the items ordered on requisitions. Sorted by business unit and item catalog, this report lists the items ordered and other information, including quantity ordered, average price, currency, and number of requisitions ordering this item.	eProcurement, Reports Click the Category Item Usage link to access the Category Item Usage page.	RUN_PVY2000
PVY4000 PO Item Category Usage	Provides information about the items ordered for the purchase orders within one business unit and one item catalog. This report lists the total quantity ordered of each item and other information, including item ID, item description, item category description, category code, vendor ID, vendor name, contract ID (if any), average price, total amount, currency, and percentage of total. This report is sorted by catalog ID and category code.	eProcurement, Reports Click the PO Items Category link to access the PO Items Category page.	RUN_PVY4000

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

Report ID: PVY2000
Run Control: reports
User: PATRICKSANCHEZ

PeopleSoft eProcurement

Catalog Item Usage

Page No. 1
Run Date: 2/8/200
Run Time: 11:36:28AM

SetID: SHARE
Business Unit: US100
Dates Included   Thru

Catalog: **ALL_PURCHASE_ITEMS**

Item	Description	Qty Ordered	Avg Price	Currency	# of Reqs
EX2008	Whiteboard, 5 x 8	5	123.85	USD	2
10037	3 Season Mummy Bag, Long	1	120.00	USD	1
	Total for: **ALL_PURCHASE_ITEMS**	**6**			**3**
	Grand Total:	**6**			**3**

	Report ID:	PVY4000	PeopleSoft eProcurement	Page:	1
	Run Cntl:	reports	**PO Item Category Usage**	Run Date:	2/8/2002
				Run Time:	11:03:48AM
	SetID:SHARE	Catalog ID: ALL_PURCHASE_ITEMS			
	Business Unit: US001	Category: CYCLING			
	Dates Included: 1/1/2002	Thru 2/8/2002			

Catalog ID ALL_PURCHASE_ITEMS

Category Code CYCLING   **Category** Cycling Equipment

Vendor		Contract	Item		Total Qty	Avg Price	Total Amt	Cur	% of Total
SCM0000004	ERNIE'S BIKE SHOP		SR1001	Omega 500 Touring Bike	50	1,050.00	52,500.00	USD	42.15%
SCM0000004	ERNIE'S BIKE SHOP		FR7004	Bike Frame Subassembly, Standa	300	70.00	21,000.00	USD	16.86%
SCM0000001	BIKE SHOP		MT2000	Professional Road Bike, Woman'	20	875.00	17,500.00	USD	14.05%
SCM0000001	BIKE SHOP		MT3000	Mountain Bike, Woman's	20	675.00	13,500.00	USD	10.84%
SCM0000001	BIKE SHOP		FR7001	Bike Frame, Steel	100	100.00	10,000.00	USD	8.03%
SCM0000001	BIKE SHOP		10000	Long Sleeve Biking Jersey, Men	210	20.00	4,200.00	USD	3.37%
SCM0000001	BIKE SHOP		10000	Refrigerator, Plastic Bins	210	20.00	4,200.00	USD	3.37%
SCM0000004	ERNIE'S BIKE SHOP		LT5002	Wheel Tire, 700x23	50	12.25	612.50	USD	0.49%
SCM0000004	ERNIE'S BIKE SHOP		LT5000	Standard Wheel Subassembly	50	10.00	500.00	USD	0.40%
SCM0000004	ERNIE'S BIKE SHOP		WH1005	Wheel Spokes, Steel	100	1.60	160.00	USD	0.13%
SCM0000001	BIKE SHOP		WH1004	Wheel Spokes, Titanium	100	1.50	150.00	USD	0.12%
SCM0000004	ERNIE'S BIKE SHOP		WH1002	Wheel Rim, Box	70	2.00	140.00	USD	0.11%
SCM0000001	BIKE SHOP		WH1003	Wheel Spokes, Aluminium	100	1.00	100.00	USD	0.08%
					1,380		**124,562.50**		

SetID: SHARE   Catalog ID: ALL_PURCHASE_ITEMS
Business Unit: US001   Category: CYCLING
Dates Included: 1/1/2002   Thru 2/8/2002

Vendor SCM0000001   BIKE SHOP

Category Code	Category	Contract	Item		Total Qty	Avg Price	Total Amt	Cur	% of Total
CYCLING	Cycling Equipment		MT2000	Professional Road Bike, Woman'	20	875.00	17,500.00	USD	35.25%
CYCLING	Cycling Equipment		MT3000	Mountain Bike, Woman's	20	675.00	13,500.00	USD	27.19%
CYCLING	Cycling Equipment		FR7001	Bike Frame, Steel	100	100.00	10,000.00	USD	20.14%
CYCLING	Cycling Equipment		10000	Long Sleeve Biking Jersey, Men	210	20.00	4,200.00	USD	8.46%
CYCLING	Cycling Equipment		10000	Refrigerator, Plastic Bins	210	20.00	4,200.00	USD	8.46%
CYCLING	Cycling Equipment		WH1004	Wheel Spokes, Titanium	100	1.50	150.00	USD	0.30%
CYCLING	Cycling Equipment		WH1003	Wheel Spokes, Aluminium	100	1.00	100.00	USD	0.20%
					760		**49,650.00**		

Vendor SCM0000004   ERNIE'S BIKE SHOP

Category Code	Category	Contract	Item		Total Qty	Avg Price	Total Amt	Cur	% of Total
CYCLING	Cycling Equipment		SR1001	Omega 500 Touring Bike	50	1,050.00	52,500.00	USD	70.08%
CYCLING	Cycling Equipment		FR7004	Bike Frame Subassembly, Standa	300	70.00	21,000.00	USD	28.03%
CYCLING	Cycling Equipment		LT5002	Wheel Tire, 700x23	50	12.25	612.50	USD	0.82%
CYCLING	Cycling Equipment		LT5000	Standard Wheel Subassembly	50	10.00	500.00	USD	0.67%
CYCLING	Cycling Equipment		WH1005	Wheel Spokes, Steel	100	1.60	160.00	USD	0.21%
CYCLING	Cycling Equipment		WH1002	Wheel Rim, Box	70	2.00	140.00	USD	0.19%
					620		**74,912.50**		

Report ID: PVY1000
User: PATRICKSANCHEZ
Run Control: reports

PeopleSoft eProcurement

Requisition Costing Summary

Page No. 1
Run Date: 2/8/200
Run Time: 11:23:07AM

Dates Included: 1/1/2001 Through 2/8/2002
Business Unit US100

Req ID	Req Name	Requestor	Req Date	GL Unit	Status	Account	DeptID	Amount
0000000037	0000000037	CHRISBAKER	2/7/2002	US001	Approved	631000	13000	495.40
0000000038	0000000038	KELLYJONES	2/7/2002	US001	Approved	212020	13000	120.00
0000000039	0000000039	PATRICKSANCHEZ	2/7/2002	US001	Approved	631000	13000	123.85
0000000040	DELL	PATRICKSANCHEZ	2/7/2002	US001	Approved	131000	13000	168.00

Total: **907.25**

Report ID: PVY 1100
Run Control ID: reports
User ID: PATRICKSANCHEZ

PeopleSoft eProcurement
Requisition Cost Distribution Detail

Page No. 1
Run Date: 2/8/2002
Run Time 11:17:25AM

Business Unit: US100
Dates Included: 1/1/2001 Through 2/8/2002

Req ID	Req Name	Lin/Sch/Dst			Req Date	Due Date	Status	Item ID	Description	GL Unit	Account	Dept	Qty	UOM	Amount
0000000037	0000000037	1	1	1	2/7/2002	2/8/2002	Approved	EX2008	Whiteboard, 5 x 8	US001	631000	13000	4	EA	495.40
0000000038	0000000038	1	1	1	2/7/2002	2/10/2002	Approved	10037	3 Season Mummy Bag, Long	US001	212020	13000	1	EA	120.00
0000000039	0000000039	1	1	1	2/7/2002	2/8/2002	Approved	EX2008	Whiteboard, 5 x 8	US001	631000	13000	1	EA	123.85
0000000040	DELL	1	1	1	2/7/2002		Approved		Dell Computer: PowerConnect 2016/2	US001	131000	13000	1	EA	168.00

Total: **907.25**