



PeopleSoft Purchasing 8.8 PeopleBook

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PeopleSoft Purchasing 8.8 PeopleBook

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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.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>O</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press 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 <i>See</i> . 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	
	<i>Using PeopleSoft Applications</i>
	<i>PeopleSoft Process Scheduler</i>

Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Common elements in this PeopleBook.
- Pages with deferred processing.
- PeopleSoft Purchasing default hierarchies.
- Accessing information about tables accessed and updated by PeopleSoft Purchasing batch processes.

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 Purchasing PeopleBook* provides you with implementation and processing information for your PeopleSoft Purchasing system. However, additional, essential information describing the setup and design of your 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.

The following companion PeopleBooks contain information that applies specifically to PeopleSoft Purchasing.

- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*
- *PeopleSoft Managing Items PeopleBook*
- *PeopleSoft Setting Up Global Options and Reports PeopleBook*
- *PeopleSoft Commitment Control PeopleBook*
- *PeopleSoft Setting Up Procurement Options PeopleBook*
- *PeopleSoft Working With Third-Party Applications PeopleBook*

Pages With Deferred Processing

Several pages in PeopleSoft Purchasing 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.

PeopleSoft Purchasing Default Hierarchies

PeopleSoft Purchasing application defaulting behavior is discussed in Understanding Default Hierarchies. The information in this chapter replaces default documentation at the field level and provides the same information efficiently in a central location.

In the chapter, we provide charts of transaction and item default sources, as well as explanations of multicurrency pricing calculation, unit of measure assignment and conversion, and vendor and vendor location selection.

Tables Accessed and Updated By PeopleSoft Purchasing Batch Processes

A document describing tables that are accessed and updated by PeopleSoft Purchasing batch processes is available on the PeopleSoft Customer Connection website.

Common Elements Used in This PeopleBook

Description	Free-flow text up to 30 characters.
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.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or nonemployee.
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 <i>Don't Run</i> . <i>Always</i> executes the request every time the batch process runs. <i>Don't Run</i> 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).
Recipient's	Select to have a report print in the language defined for the recipient of the report.
Request ID	A request identification that represents a set of selection criteria for a report or process.
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.
Run Control ID	Each run control you create receives a unique run control ID. When you select a process from a menu, a search dialog box appears, asking for a run control ID. If you're in Add mode, enter a new ID for the run control you're about to define. If you're in Update/Display mode, enter an existing run control ID or press Enter and select from the list of available run control IDs.
Short Description	Free-flow text up to 15 characters.
Specified	Select to have a report print in the language that you specify in the Language field.
Status	Your options in this field are <i>Active</i> or <i>Inactive</i> . 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.

CHAPTER 1

Getting Started With PeopleSoft Purchasing

This chapter provides an overview of PeopleSoft Purchasing and discusses:

- PeopleSoft Purchasing integrations.
- PeopleSoft Purchasing implementation.

PeopleSoft Purchasing Business Processes

The PeopleSoft Purchasing business processes include:

- Requests for quotes
- Procurement cards
- Procurement contracts
- Online and batch requisition creation
- Requisition change orders
- Requisition reconciliation
- Online and batch purchase order creation
- Purchase order change orders
- Purchase order reconciliation
- Receiving
- Inspections
- Returns to vendors
- Procurement Analysis

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

PeopleSoft Purchasing Integrations

PeopleSoft Purchasing integrates with the following PeopleSoft applications:

- PeopleSoft Asset Management

- PeopleSoft eProcurement
- PeopleSoft eSupplier Connection and Collaboration
- PeopleSoft Supply Planning Multisite Material Planner, Supply Planning Advanced Multisite Planner, and Manufacturing
- PeopleSoft Flow Production
- PeopleSoft General Ledger
- PeopleSoft Inventory
- PeopleSoft Order Management
- PeopleSoft Payables
- PeopleSoft Projects
- PeopleSoft Product Configurator
- PeopleSoft Quality
- PeopleSoft Strategic Sourcing

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 Asset Management

A direct link with PeopleSoft Asset Management streamlines the entry of asset information. Seamless interaction between PeopleSoft Purchasing, PeopleSoft Asset Management, and PeopleSoft Payables enables you to pass asset information from both Purchasing and Payables using a common process, capitalization of assets at point of receipt, and process modifications to existing assets.

PeopleSoft eProcurement

Close integration between PeopleSoft eProcurement and PeopleSoft Purchasing enables you to share common control data, such as item definitions for both PeopleSoft eProcurement and PeopleSoft Purchasing. It enables you to create requisitions, purchase orders, 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 eSupplier Connection and eSupplier Collaboration

Self-service Web transactions enable you to give your vendors access to address and contact information, saving your employees time and effort. With PeopleSoft eSupplier Connection, you can also give vendors view access for review purposes to account balances, invoices, orders, payments, and receipts. PeopleSoft eSupplier Collaboration enables vendors to access schedule information and kanban requests. Security features make it easy for vendors to grant appropriate access to their own employees, removing the administrative burden from your employees. At the same time, your employees retain the power to maintain vendor employees, if necessary. Of course, you always control which vendors have access to your PeopleSoft site and which data they can view and change.

PeopleSoft Supply Planning Multisite Material Planner, Supply Planning Advanced Multisite Planner, and Manufacturing

PeopleSoft Supply Planning Multisite Material Planner, Supply Planning Advanced Multisite Planner, and Manufacturing send purchase orders and change orders directly to the PeopleSoft Purchasing database tables. Orders for subcontracted services from your shop floor, planned orders, and requisitioned items can be processed identically, and yet you can still distinguish them and set up separate processing rules for each type.

PeopleSoft Flow Production

PeopleSoft Purchasing and Flow Production work together to provide a powerful automated tool for signaling replenishment and moving material within the supply chain. This is achieved by effectively communicating production and material replenishment signals by a variety of methods, such as creating and scanning kanban cards and labels, routing replenishment requests, or triggering replenishment through completions.

PeopleSoft General Ledger

Commitment Control, a subsystem of PeopleSoft General Ledger, is an optional feature for PeopleSoft Purchasing that enables you to control commitments and expenditures by checking them against predefined, authorized budgets. This feature can be activated for specific products and business units. Commitment Control can be used to automatically check pre-encumbrances, encumbrances, and expenditures against control budgets. It can detect and notify you of pending budget exceptions, and also freeze the affected transactions. It can also take into consideration the budget tolerances and revenue types that you want the system to use to increase expenditure limits.

PeopleSoft Purchasing and General Ledger also support period-end, on-demand receipt accrual, also known as flow-through receipt accrual. When you use the PeopleSoft Payables Matching module, this process backs out previous transactions before new transactions can be generated. The original transactions for which reversals have just been created are flagged as canceled. Then the process generates new transactions for receipts that qualify for accrual and creates new transactions in the staging record for each receipt line. Finally, encumbrance transactions are generated for the current period and reversal transactions are generated for the next period. When you run the Receipt Accrual process at the end of each accounting period, the process accrues unbilled receipt amounts in a receipt accrual liability account and debits identical amounts from the designated expense accounts. PeopleSoft Purchasing supports period-end receipt accrual for expensed items where you have received the goods from the vendor, but the vendor has not yet invoiced your company. It also supports receipt accrual for expensed items, where a non-purchase order receipt has been entered. You can control whether the system accrues for one of the scenarios, both scenarios, or not at all.

PeopleSoft Inventory

The close integration between PeopleSoft Purchasing and PeopleSoft Inventory enables you to share common item definitions and set up items from one menu for both PeopleSoft Purchasing and PeopleSoft Inventory. It enables you to create replenishment requests based on defined inventory levels; create material stock requests to fill purchase requests; update inventory upon receipt of goods; and include the miscellaneous charges (such as freight, duty, and tax) for a purchase in the item's inventory cost calculations. PeopleSoft's extensive consignment inventory feature enables you to implement this strategy across your enterprise. Inventory receipts can be recorded, holding the recognition of ownership until after the goods are consumed from your inventory.

Integration with PeopleSoft Inventory means that you can include the landed cost charges in the item's cost. Landed cost charges can include expenses such as freight, insurance, duty, and handling. You can create cost templates that specify which cost charges to attach to any combination of item, item category, vendor, vendor location, ship-to ID, and purchasing business unit. In PeopleSoft Purchasing, you can also directly associate cost templates and individual charges with a purchase order header or purchase order schedule.

PeopleSoft Order Management

Through the requisition loader process, PeopleSoft Order Management sends drop ship orders, and changes to those orders, to PeopleSoft Purchasing.

PeopleSoft Payables

The interaction of PeopleSoft Purchasing and PeopleSoft Payables data and processing enables you to match vouchers with all purchase order and receiver details, and to generate payments without waiting for invoices, using the Evaluated Receipt Settlement matching process. In addition, the PeopleSoft Payables voucher build process automatically generates invoices from Return to Vendor transactions and Procurement Card statements created in PeopleSoft Purchasing to streamline and centralize voucher creation. With instant access to all related current and historical procurement data, the procurement analysis tools enable you to view trends or track one item across all of procurement.

PeopleSoft Purchasing purchase order contracts and PeopleSoft Payables vouchers components are combined in one place within the system, providing full contract functionality through a single user interface.

PeopleSoft Projects

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

PeopleSoft Product Configurator

PeopleSoft Purchasing can place requisitions and purchase orders, as well as, receive requests from Order Management for configured items.

PeopleSoft Quality

Direct integration with PeopleSoft Quality enables you to maintain detailed quality data, such as defect descriptions, required measurements, and cause/action information. Vendors, items, lot numbers, and serial numbers are passed to PeopleSoft Quality. By using the integration between PeopleSoft Purchasing and Quality, you can do extensive statistical and graphical analyses on receiving inspection data, including Pareto diagrams, control charting, and distribution analysis.

PeopleSoft Strategic Sourcing

With PeopleSoft Strategic Sourcing, requisitions created from PeopleSoft Purchasing can be converted into sourcing events to gather competitive pricing, analyze bids, and award to the most qualified bidders. Once an event is awarded, either Purchase Orders or Vendor Contracts can be automatically created in PeopleSoft Purchasing to leverage the pricing arrangements and terms negotiated during the execution of the event.

PeopleSoft Purchasing Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your 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.

PeopleSoft Purchasing also provides component interfaces to help you load data from your existing system into PeopleSoft Purchasing tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables

This table lists all of the components that have component interfaces:

Component	Component Interface	Reference
ITM_MFG_UPN	ITM_MFG_UPN_CI	See <i>PeopleSoft Managing Items 8.8 PeopleBook</i> , “Working With Items,” Using UPNs.
ITM_SHIPTO_VNDR	ITM_SHIPTO_VNDR_CI	See Chapter 5, “Defining Purchasing Item Information,” Selecting Vendors Based on an Items Ship To Location, page 85.
LOCATION_TBL	LOCATION_TBL_CI	See <i>PeopleSoft Setting Up Procurement Options 8.8 PeopleBook</i> , “Defining Procurement Options,” Defining Ship To Locations.
REQUESTOR_TBL	REQUESTOR_TBL_CI	See <i>PeopleSoft Setting Up Procurement Options 8.8 PeopleBook</i> , “Defining Procurement Options,” Defining Requesters.

Other Sources of Information

In the planning phase of your 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 8.8 Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Management PeopleBook, with information about where to find the most current version of each.

See Also

[“Preface,” page xxxix](#)

PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook

PeopleTools 8.44 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Using PeopleSoft Purchasing Pagelets

This chapter discusses how to:

- Organize pagelets by functional role.
- Personalize supplier-facing pagelets.
- View supplier activities.
- View supplier performance.

Understanding PeopleSoft Purchasing Pagelets

PeopleSoft Purchasing provides portal pagelets for your corporate intranet or extranet home pages. These pagelets provide access to key data and transactions within PeopleSoft Purchasing for use in supplier portal registries.

You and your suppliers can personalize the portal homepage by adding the pagelets that your 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 your suppliers to this capability.

You can also design your own pagelets when your installation includes PeopleSoft Enterprise Portal.

See Also

PeopleSoft Enterprise Portal PeopleBook, “Appendix A: Developing Pagelets”

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 your 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.

Organizing Pagelets by Role

We provide these supplier-oriented role groupings as examples of how to organize pagelet access by function.

This section discusses how to organize supplier-facing pagelets by the following sample roles:

- Supplier-Application Administrator
- Supplier-Customer Service Rep
- Supplier-Production Manager
- Supplier-Warehouse Personnel

Note. The Supplier-External User role is associated with PeopleTools-related permissions that grant access to features such as personalization and navigation. This role (or one with similar permissions) must be present for any external-facing supplier user.

Note. Based on your corporate needs and willingness to share information externally, carefully consider which data (applications) as well as pagelets you want to make available to your suppliers.

Supplier - Application Administrator Pagelets

The Supplier - Supplier Administrator is an external facing role that has access to the core set of Purchasing as well as Collaborative Supply Management and eProduct Management-related functions. In addition, it enables the capability to create external users.

An internal or external user with the Supplier - Application Administrator role and its associated permissions can access all of the following PeopleSoft Purchasing product pagelets:

- On-Time Performance
- PO/Receipt Qty Performance
- Quality Performance
- Quantity Performance
- Recent ASNs
- Recently Dispatched POs
- Recently Dispatched RFQs
- Recently Dispatched Schedules
- Remaining Quantity Balances

Supplier - Customer Service Rep

The Supplier - Customer Service Rep role has general access to RFQ and Purchase order information including PO lookups, receipts and PO Acknowledgements in PeopleSoft Purchasing.

An external user with this role and its associated permissions can access the following PeopleSoft Purchasing pagelets:

- On-Time Performance
- PO/Receipt Qty Performance
- Quality Performance
- Quantity Performance
- Recently Dispatched POs
- Recently Dispatched RFQs

Supplier - Production Manager

The Supplier -Applications Administrator is an external facing role that can access the following Collaborative Supply Management pagelets:

- Recently Dispatched Schedules
- Remaining Quantity Balances

Supplier - Warehouse Personnel

This role enables a user to create advanced ship notices (ASNs) during the shipment process. An external user with the Supplier - Warehouse Personnel role and its associated permissions can access the Recent ASNs pagelet.

Personalizing Supplier-Facing Pagelets

Your suppliers can personalize some of the supplier-facing pagelets.

This section discusses personalizing user defaults.

Pages Used to Personalize Supplier Pagelet Defaults

Page Name	Object Name	Navigation	Usage
Personalize User Defaults	WV_PE_USR_DEF	Click the Customize button on the following supplier-facing pagelets: On-Time Performance Quantity Performance Quality Performance PO/Receipt Qty Performance Recent ASNs Recently Dispatched POs Recently Dispatched RFQs Recently Dispatched Schedules Remaining Quantity Balances	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

Your suppliers can select default vendors, and in some cases, the number of rows to display on a pagelet.

Note. Your 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.

Viewing Supplier Activities

This section discusses how your suppliers can view their associated vendor account activities and access the source application pages using the following pagelets:

- Remaining Quantity Balances
- Recently Dispatched POs
- Recently Dispatched RFQs
- Recent ASNs

Pages Used to View Supplier Activities

This table provides details on supplier activity pagelets.

Pagelet Name	Roles	Audience	Usage	Enabling Applications
Recent ASNs (WV_PE_ASN_LIST)	Supplier — Applications Administrator, Supplier — Warehouse Personnel	Supplier	Displays shipment IDs from supplier-entered advance shipping notifications, shipping dates, and receipt lines.	PeopleSoft eSupplier Connection, PeopleSoft Purchasing
Recently Dispatched POs (WV_PE_ORD_STAT)	Supplier — Applications Administrator, Supplier — Customer Service Rep	Supplier	Displays recent purchase orders, dates, status, and acknowledgement status.	PeopleSoft eSupplier Connection, PeopleSoft Purchasing
Recently Dispatched RFQs (WV_PE_RFQ_PGLT)	Supplier — Applications Administrator, Supplier — Customer Service Rep	Supplier	Displays recently dispatched RFQs. You must first create RFQs in PeopleSoft Purchasing, and assign the RFQ to the vendor using the Dispatch Vendor List or the Item Supply Vendor List.	PeopleSoft eSupplier Connection, PeopleSoft Purchasing

Pagelet Name	Roles	Audience	Usage	Enabling Applications
Recently Dispatched Schedules (WV_PE_DISP_SCHS)	Supplier - Applications Administrator, Supplier - Production Manager	Employee	Displays the most recently dispatched schedules.	Requires all of the following products: PeopleSoft Collaborative Supply Management, PeopleSoft Inventory, and PeopleSoft Purchasing
Remaining Quantity Balances (WV_PE_QTY_BAL)	Supplier - Applications Administrator, Supplier - Production Manager	Employee	Displays the remaining quantities (and percentages) available, the quantity vendor-owned, and reorder point for consigned items.	Requires all of the following products: PeopleSoft Collaborative Supply Management, PeopleSoft Inventory, and PeopleSoft Purchasing

Recently Dispatched POs Pagelet

Access the Recently Dispatched POs pagelet.

Displays recent purchase orders, dates, status, and acknowledgement status.

PO ID	Click a linked value to access the Purchase Order Details page.
Acknowledge Status	Click a linked value to access the Acknowledge Purchase Orders – Acknowledgement Details page and view or edit dispatched POs or online POAs (purchase order acknowledgements).
Show all/Enhanced	Click to access the purchase order Filter Options page and enter the criteria to search for purchase orders.
Show All Acknowledgements	Click to access the Acknowledge Purchase Orders – Search/Filter Acknowledgements page and search for specific POAs.

See Also

Chapter 28, “Dispatching and Printing Purchase Orders,” page 539

Recently Dispatched RFQs Pagelet

Access the Recently Dispatched RFQs pagelet.

Displays recently dispatched RFQs. You must first create RFQs in PeopleSoft Purchasing, and assign the RFQ to the vendor using the Dispatch Vendor List or the Item Supply Vendor List.

RFQ ID	Click a linked RFQ ID value to access the Request For Quote List page.
DtTm Open, DtTm Close	The date and time when the RFQ becomes open or closed for vendor response.
Status	• <i>New</i>: The vendor has not entered a response. • <i>Partially Responded</i>: The vendor has responded to some but not all of the line items on the RFQ. • <i>Responded</i>: The vendor has responded to all of the RFQ's lines.
Show all/Enhanced	Click to access the Review Request for Quotes Filter Options page.

See Also

Chapter 28, “Dispatching and Printing Purchase Orders,” page 539

Recent ASNs Pagelet

Access the Recent ASNs pagelet.

Displays shipment IDs from supplier-entered advance shipping notifications, shipping date, and receipt lines.

Shipment No (number)	Click a linked value to access the ASN History – Line Details page.
Receipt Lines	Click a linked value to access the Review Receipts – Receipt Lines page.
Create ASN	Click a linked value to access the Advance Shipment Notification – Advance Shipment Creation page.

Recently Dispatched Schedules Pagelet

Displays the most recently dispatched schedules.

Show all/Enhanced	Click to navigate to the Approve Schedules Filter Options page, and enter the criteria to search for a schedule.

Note. Collaborative planning schedules use workflow to send scheduling task notification to the supplier. Using PeopleSoft Enterprise Portal Integrated Task List pagelet, the supplier receives task details by clicking a link for a Supplier Schedule work item; the system takes her directly to the supplier workbench Schedule/Item List. She can then click an item to access the Item Summary page. Once the supplier is satisfied with the schedule quantities, she can approve the schedule.

See Also

PeopleSoft Enterprise Portal PeopleBook, “Defining the Integrated Task Pagelet”

Remaining Quantity Balances Pagelet

Access the Remaining Quantity Balances pagelet.

Displays the remaining quantities (and percentages) available, the quantity vendor-owned, and reorder point for consigned items. The system first displays the items that are closest to their reorder points.

Note. If your Homepage layout is 3-column, this pagelet displays up to four graphs. A 2-column layout restricts the number of graphs displayed to one or two.

% Remaining

Percentage remaining, derived by:

$$(\text{quantity available} - \text{reorder point}) / \text{restock value} \times 100$$

The restock value depends on the replenishment type used; *EOQ*, *Reorder Qty* (static reorder quantity), or:

Min/Max: the restock value equals (Max – reorder point).

If the restock value is set to 0, then the percentage remaining is set to zero on the pagelet.

Show all/enhanced

Click to view the inventory quantity balances transaction using Peoplesoft Collaborative Supply Management Quantity Details page.

Viewing Supplier Performance

This section discusses how your suppliers view performance metrics, using the following pagelet:

- On-Time Performance
- Quantity Performance
- Quality Performance
- PO/Receipt Qty Performance

You can also control the content and appearance of the performance pagelets at the reporting entity or vendor level.

Pages Used to View Supplier Performance

This table provides details on Supplier Performance pagelets.

Pagelet Name	Roles	Audience	Usage	Enabling Applications
On-Time Performance (WV_PE_METRIC_1)	Supplier - Applications Administrator, Supplier - Customer Service Rep	Supplier	Displays the percentage and actual number of shipments that are on time, early, and late for all items within the period.	PeopleSoft eSupplier Connection, PeopleSoft Purchasing

Pagelet Name	Roles	Audience	Usage	Enabling Applications
PO/Receipt Qty Performance (WV_PE_METRIC_4)	Supplier — Applications Administrator, Supplier — Customer Service Rep	Supplier	Displays the percentage and actual number of vendor shipment quantities inspected, accepted, rejected, and returned by period.	PeopleSoft eSupplier Connection, PeopleSoft Purchasing
Quality Performance (WV_PE_METRIC_2)	Supplier — Applications Administrator, Supplier — Customer Service Rep	Supplier	Displays the percentage and actual number of vendor shipment quantities inspected, accepted, rejected, and returned by period.	PeopleSoft eSupplier Connection, PeopleSoft Purchasing

On-Time Performance Pagelet

Access the On-Time Performance pagelet.

Displays the percentage and actual number of shipments that are on time, early, and late for all items within the period. The pagelet features a graph that displays the Percentage On Time metric, the vendor name, and target percentages by period.

Click the Detail link to access the On-Time Performance page, and view the metrics used to derive this graph.

Quantity Performance Pagelet

Access the Quantity Performance pagelet.

Displays the percentage and actual number of vendor shipments with correct quantities, over-shipment quantities, and under-shipment quantities by period. The pagelet features a graph that displays the vendor name, percentage correct, under, and over, and target percentage.

Click the Detail link to access the Quantity Performance page, and view the metrics used to derive this graph.

Quality Performance Pagelet

Access the Quality Performance pagelet.

Displays the percentage and actual number of vendor shipment quantities inspected, accepted, rejected, and returned by period. The pagelet features a quality performance graph that displays the percentage net received metric, vendor name, and target percentage.

Click the Detail link to access the Quantity Performance page, and view the metrics used to derive this graph.

PO/Receipt Quantity Performance Pagelet

Access the PO/Receipt Quantity Performance pagelet.

Displays the percentage and actual number of vendor shipment quantities inspected, accepted, rejected, and returned by period. The pagelet features a PO-versus-receipt quantity performance graph that displays the percentage Open Receipt Quantity metric, vendor name, and target percentage by period.

Click the Detail link to access the PO/Receipt Quantity Performance page, and view the metrics used to derive this graph.

CHAPTER 3

Using User-Definable Fields

This chapter provides an overview of user-definable fields and discusses how to set up user-definable fields.

In the current version of PeopleSoft, the user-definable fields can also be used in PeopleSoft Payables through Voucher Entry and the Voucher Build process.

Understanding User-Definable Fields

PeopleSoft Purchasing enables you to define fields that can be attached to purchasing documents and pass through the system without affecting PeopleSoft Purchasing functions. You can populate user-defined fields in PeopleSoft Application Designer or add them to browser pages for the end users. Because the structural design is provided, you need not perform extensive modifications to take advantage of this feature.

This is accomplished through the addition of new subrecords to header, line, schedule, and distribution levels in PeopleSoft Purchasing. Each subrecord is delivered with a one-character field that can be edited, modified, and renamed to suit your needs. You can also add fields that you create to the subrecords.

The data from each level of a document's subrecord flows to downstream documents. For example, suppose that you source a requisition to a purchase order (PO), the subrecord for each level on the requisition carries over to the PO accordingly.

Note. A header subrecord may not copy over from one document to another if the target document can be sourced from multiple documents. For example, you may copy a new PO from existing requisitions. Because you can copy lines from multiple requisitions to a single PO, the system does not copy the header subrecord from the requisition.

There are six subrecords for adding user definable fields to purchasing transactions. These subrecord names are:

Subrecord Type	Subrecord Name
Header Subrecord	PUR_USR_HDR_SBR
Line Subrecord	PUR_USR_LIN_SBR
Schedule Subrecord	PUR_USR_SHP_SBR
Distribution Subrecord	PUR_USR_DST_SBR
Receiving Subrecord	PUR_USR_RV_SBR
RTV Subrecord	PUR_USR_RTV_SBR

To compile a listing of all of the PeopleSoft records that include these subrecords, you can use the sample SQL to query the PeopleSoft database:

```
SELECT A.RECNAME, A.FIELDNAME, B.RECTYPE, B.OBJECTOWNERID FROM
PSRECFIELD A, PSRECDEFN B WHERE A.RECNAME = B.RECNAME AND A.FIELDNAME IN
('PUR_USR_HDR_SBR', 'PUR_USR_LIN_SBR', 'PUR_USR_SHP_SBR', 'PUR_USR_DST_SBR',
'PUR_USR_RV_SBR', 'PUR_USR_RTV_SBR')
```

Setting Up User-Definable Fields

Use PeopleSoft Application Designer to use the delivered fields, as well as to modify them or add new fields to the delivered subrecords.

You can add the fields to the pages and display them in the PeopleSoft Purchasing browser pages, or use them only behind the scenes. You can also populate the fields behind the scenes and then display them on the browser pages.

Note. If you choose to insert new fields into any of the subrecords, you must alter the tables to avoid losing application data already exists in the tables.

Only those with technical knowledge of PeopleSoft Application Designer and PeopleCode should make any necessary modifications or additions to delivered subrecords.

To compile a listing of tables that must be altered by a DBA, you can use the sample SQL statement, altering the criteria “A.FIELDNAME =” to reference the subrecord modified. The SQL lists the tables and views for the Header subrecord, PUR_USR_HDR_SBR:

```
SELECT A.RECNAME, A.FIELDNAME, B.RECTYPE, B.OBJECTOWNERID FROM PSRECFIELD A,
PSRECDEFN B WHERE A.RECNAME = B.RECNAME AND A.FIELDNAME = 'PUR_USR_HDR_SBR'
AND B.RECTYPE IN (0, 1, 7) ORDER BY B.RECTYPE, A.RECNAME
```

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer

CHAPTER 4

Defining PeopleSoft Purchasing Business Units and Processing Options

This chapter provides an overview of business units in PeopleSoft Purchasing and discusses how to:

- Establish PeopleSoft Purchasing business units.
- Establish approval rules.
- Establish purchasing options.
- Prepare PeopleSoft Purchasing value-added tax (VAT) environments.

Understanding Business Units in PeopleSoft Purchasing

A business unit is an operational subset of your organization that tracks and maintains its own set of requisitions and purchase orders (POs). Each business unit has its own way of storing information and its own processing guidelines. PeopleSoft Purchasing business units share vendor, PO, and receiving information with PeopleSoft Payables business units in the same setID.

After you determine how many business units you need and how to organize them, define them in your PeopleSoft Purchasing system.

Note. The information in this section, which describes some of the essential traits of business units as applied to PeopleSoft Purchasing, can help you determine the best way to define business units for your PeopleSoft Purchasing implementation. PeopleSoft implementation personnel can also help you define your appropriate business unit structure.

Some purchasing transactions use business units as key identifiers. For example, you cannot create a single PO that includes items that have different business unit requests. Each business unit that is requesting items generates a separate PO.

These is the basic order in which you should define business units:

1. Define generic PeopleSoft business units.
2. Define PeopleSoft General Ledger business units.
3. Link PeopleSoft business units to PeopleSoft Purchasing.
4. Specify requisition- and PO-processing information for PeopleSoft Purchasing business units.
5. Link PeopleSoft General Ledger business units to PeopleSoft Purchasing for general ledger distribution needs.

Specifying Responsibility

You can establish separate business units to specify areas of responsibility. For example, a department may be responsible for purchasing a particular type of item. You can establish a business unit specifically for this department. Using strategically created business units enables you to group purchases for analysis. Your business unit configuration can also help you maintain your required level of accounting control.

Interunit Accounting

PeopleSoft Purchasing interunit accounting enables you to track interunit purchases among PeopleSoft General Ledger business units. If you require this, designate each of your organizational entities as a PeopleSoft General Ledger business unit. If you've centralized your procurement practices, you can define one PeopleSoft Purchasing business unit that can generate charges to each General Ledger business unit.

PeopleSoft General Ledger Considerations

A PeopleSoft Purchasing business unit must be associated with a PeopleSoft General Ledger business unit, although this does not have to be a one-to-one relationship. You can place multiple Purchasing business units under one General Ledger business unit, or you can charge multiple General Ledger business units from one Purchasing business unit. Often, PeopleSoft Purchasing business units will be the same as your PeopleSoft General Ledger business units.

PeopleSoft Payables Considerations

To pass accounting information from PeopleSoft Purchasing to PeopleSoft Payables and through to PeopleSoft General Ledger, you must install Payables and Purchasing in the same database. This requirement also applies if you want to use the matching functionality that PeopleSoft provides.

You don't need a one-to-one relationship between a PeopleSoft Purchasing business unit and a PeopleSoft Payables business unit. One Payables business unit can process data for many Purchasing business units, and multiple Payables business units can create vouchers for one Purchasing business unit. However, you must configure these business units to share the same set of vendors.

Vendors

A business unit can be a subset of your organization, but from purchasing and accounts payable perspectives, a business unit can also represent a group of vendors.

If you have multiple companies or subsidiaries with unique sets of vendor requirements, consider establishing separate business units for each set of requirements. You can share a set of vendors across business units, but you can't share subsets of vendors. Within a PeopleSoft Purchasing business unit, you can access all of the vendors in the set that is assigned to that business unit, but you can't exclude subsets of vendors in that set.

Image Locations

Consider these points when working with images and their locations:

- For SQR processes to work as designed, you must store associated images in external files.
- The folder in which you store external image files must be shared.
- For Microsoft Windows NT environments, define the directory locations using the universal naming convention (for example, \\server_name\folder_name\...).

When you run the PO Dispatch/Print (purchase order dispatch and print) process (POPO005), the image file to print on the PO is determined by the output format that you select on the Process Scheduler Request page. The PO Dispatch/Print process takes the image file name that you enter here and parses out the file extension information. The process uses this file extension to determine the image type that the PRINT-IMAGE command uses.

This table describes file extension values and their compatible image types to be used in the PRINT-IMAGE command:

File Extension	Image Type
No extension	BMP-FILE
.BMP	BMP-FILE
.JPG	JPEG-FILE
.GIF	GIF-FILE
.EPS	EPS-FILE
Others	HPGL-FILE

The next two tables describe output type options that are available for the PO Dispatch /Print process on the Process Scheduler Request page along with their compatible output formats, output file extensions, and image types.

This first table represents output types for Web, File, and Email:

Output Format	Output File Extension	Image Type That Works
CSV	.CSV	None
HP	.LIS	HPGL-FILE
HTM	.HTM	JPEG-FILE, GIF-FILE, BMP-FILE
LP	.LIS	None
OTHER	.LIS	None
PDF	.PDF	JPEG-FILE

Output Format	Output File Extension	Image Type That Works
PS	.LIS	EPS-FILE
SPF	.SPF	BMP-FILE

This table represents output types for a Printer:

Output Format	Output File Extension	Image Type That Works
HP	None	HPGL-FILE
LP	None	None
OTHER	None	None
PS	None	EPS-FILE

Note. The HPGL image type works with HP LaserJet printers.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

PeopleSoft Payables 8.8 PeopleBook, “Running the Matching Process”

Establishing PeopleSoft Purchasing Business Units

To define your purchasing business units, use the Purchasing Business Unit component (BUS_UNIT_PM).

This section discusses how to:

- Create PeopleSoft Purchasing business units.
- Define RFQ Required Rules.
- Define standard comments.
- Define matching options.
- Define image locations.
- Setup VAT defaults.
- Copy VAT default setup.

- Create business unit options.
- Define transaction document autonumbering options.

Pages Used to Establish PeopleSoft Purchasing Business Units

Page Name	Object Name	Navigation	Usage
Purchasing Definition - Business Unit Definition	BUS_UNIT_TBL_PM	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, Business Unit Definition	Create PeopleSoft Purchasing business units or update existing ones.
Standard Comments	BUS_UNIT_PM_COMNT	Click the Edit Comments link on the Purchasing Definition - Business Unit Definition page.	Define standard comments that are printed on dispatched POs.
Matching Options	BUS_UNIT_PM_MATCH	Click the Matching link on the Purchasing Definition - Business Unit Definition page.	Define matching rules.
Purchase Order Images	BUS_UNIT_PM_IMAGE	Click the Define Images link on the Purchasing Definition - Business Unit Definition page.	Define file directory locations for images that you want to print on POs.
Entry Event Defaults	BUS_UNIT_PM_EE	Click the Entry Event Defaults link on the Purchasing Definition - Business Unit Definition page.	Select default entry events at the business unit level. Note. You can access this page if Entry Events are enabled.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value added taxes, VAT Defaults Click the VAT Defaults link on the Purchasing Definition - Business Unit Definition page.	Enter VAT defaults for your requisition, purchase orders, RFQs, and procurement cards. Note. If you enter this page by clicking the VAT Defaults link on the Purchasing Definition - Business Unit Definition page, the VAT driver and VAT driver keys are inherited from the PO Business Unit definition component and cannot be changed. If you enter this page by using the standard menu navigation, you can specify the VAT driver and any VAT driver keys as applicable.

Page Name	Object Name	Navigation	Usage
Copy VAT Defaults From	VAT_DFLT_SRCH_COPY	Click the Copy From link on the Purchasing Definition - Business Unit Definition page.	Copy VAT defaults from one business unit to another.
Purchasing Definition - Business Unit Options	BUS_UNIT_TBL_PM2	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, Business Unit Options	Create business unit options or update existing ones.
Purchasing Definition - Document Numbering	BUS_UNIT_TBL_PM3	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, Document Numbering	Define transaction document autonumbering options.

Creating PeopleSoft Purchasing Business Units

Access the Purchasing Definition - Business Unit Definition page.

Business Unit Definition		Business Unit Options		PO Approval Options		Req Approval Options		Document Numbering	
Unit:	US001								
Description:	US001 NEW YORK OPERATIONS			Short Desc:	US001				
Process Option:	US001		☒ PS/GL						
Location:	US001		GL Unit:	US001		US001 NEW YORK OPERATIONS			
Billing Location:	US001		AM Unit:	US001		☒ Capitalize			
Close Days:	2		AP Unit:	US001		☒ Accrue SUT for ERS orders			
Cancel Days:	3		SS Unit:	US001		☒ Tax Vendor			
Currency:	USD		Rate Type:	CRRNT		Taxware			
RFQ Required Rule						Company:			
Line Amount Threshold:						Division:			
USD									
RFQ Required Rule:						☐ Use Freight Product Code			
Edit Comments Matching Define Images Entry Event Defaults VAT Default									

Purchasing Definition - Business Unit Definition page

When you access this page in Add mode, you can enter only the unit description, default setID, and short description. Enter this information and click the Create BU (create business unit) button, which appears only in Add mode, to create the business unit. Then, or if you access the page in Update/Display mode, the remaining fields on the page become available for entry.

Process Option	Enter the processing option ID for this business unit that is used throughout the procurement cycle. Values are defined on the Purchasing Options - Purchasing Processing Options page.
Location	Enter the location code for the physical location of this business unit. The system uses this code to derive the organization address that prints on dispatched transactions. Define values on the Location - Location Definition page.
Billing Location	Enter the code for the location to where invoices are sent for this business unit. Define values on the Location - Location Definition page. By default, this information appears on transactions that are created for this business unit.
Close Days and Cancel Days	Enter the number of days that a requisition or PO, or canceled requisition or PO, must remain open after its last update activity before it is eligible for closure. Cancel and close days enable you to delay the closure of requisitions and POs after they are canceled or entirely received. If you are using PeopleSoft Payables, you can also use cancel and close days to delay closure after requisitions or PO are invoiced.
PS/GL (PeopleSoft/general ledger)	Select to enable transactions for this business unit to be posted to the general ledger and to link this business unit to a VAT entity. The GL Unit (general ledger unit) field becomes available for entry.
GL Unit	Select a general ledger (GL) business unit. By default, this business unit appears on transaction distribution lines for this PeopleSoft Purchasing business unit. If you are linking this PeopleSoft Purchasing business unit to a VAT entity, enter the applicable GL business unit. You can access this link via the GL Business Unit. You can't directly link a PeopleSoft Purchasing business unit to a VAT entity.
AM Unit (asset management unit)	Enter the default asset management (AM) business unit for the transactions that this PeopleSoft Purchasing business unit creates. When you create a purchasing transaction, the AM business unit appears by default if the item is an asset. You can override this information at the transaction level.
AP Unit (accounts payable unit)	Enter the PeopleSoft Payables business unit that is used on evaluated receipt settlement (ERS) purchases.
SS Unit (strategic sourcing unit)	Note. Enter the default strategic sourcing business unit that is used for this Purchasing business unit. When you enter the same Strategic Sourcing business unit for multiple Purchasing business units, Strategic Sourcing copies requisitions from multiple Purchasing business units into an event.
Rate Type	Enter the rate type that is to be used for currency conversion. By default, the currency code and rate type apply to all purchasing transactions for this business unit.
Capitalize	Select if most of your asset purchases are capital items.

Accrue SUT for ERS Orders (accrue sales and use tax for evaluated receipt settlement orders)

Select if SUT should accrue for any ERS orders that this business unit creates.

Tax Vendor

Select to identify a tax vendor for tax processing. When you select this option, the vendor Company and Division fields are available.

Note. This option is only available if you select the Tax Vendor option for Taxware or Vertex on the Installation Options - Overall page.

Taxware Group Box

This group box is only available if third-party Taxware or Vertex software is installed, and if the Tax Vendor check box is selected.

Company

Enter the tax vendor company code.

The company code that you enter in this field passes information to the third-party Taxware or Vertex software as input parameters.

Division

Enter the tax vendor division code.

The division code passes information to the third-party Taxware or Vertex software as input parameters.

Use Freight Product Code

Select this option to associate the freight to the Tax Vendor Product code, and to indicate applicable tax rates.

Note. This field is only available for Taxware.

RFQ Required Rule

Use this group box to define a threshold line amount and RFQ required rule, that, when exceeded, requires an item to go through the RFQ cycle before it is included on a requisition or purchase order.

Line Amount Threshold

Enter a threshold amount. The threshold amount is the line amount limit that triggers that an RFQ is required in order to source the requisition. When a user exceeds the threshold amount for a requisition line, the system resets the RFQ Required Rule flag to Yes for that line.

RFQ Required Rule

Select an RFQ Required Rule from the rules defined in the RFQ Required Rules component.



Click the Go To Required Rule button to access the RFQ required page, where you can define and view details about the RFQ Required Rule.

See Also

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining Purchasing Processing Options, page 40](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Preparing PeopleSoft Purchasing VAT Environments, page 47](#)

[Chapter 21, “Reconciling Requisitions,” page 319](#)

[Chapter 13, “Using Entry Events,” page 179](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Locations

Defining RFQ Required Rules

Access the RFQ Required Rule page.

RFQ Required Rule

SetID: SHARE **RFQ Required Rule:** CA_RULE

RFQ Required Rule Find | View All First 1 of 1 Last

Description: RULE for US003 ***Effective Date:** 07/31/2003 ***Status:** Active + -

Comments: RULE for CA

☒ Set "RFQ Required Flag" to "No" if Contract exists. ☐ Default the found Contract ID to Requisition line.

Define ChartFields for RFQ Required Customize | Find | View All First 1-2 of 2 Last

*GL Business Unit	*ChartField	*ChartField Value	Description		
US003	DEPTID	41000	Engineering	+	-
US005	ACCOUNT	632000	Maintenance Contract Expense	+	-

RFQ Required Rule page

Use this page to define ChartField values that will set the RFQ Required flag to yes for requisitions created online or through the Requisition Loader process. You can also define the RFQ Required flag in the Purchasing Item Attributes or Item Category components when an RFQ is required any time the item or category is specified on a requisition.

Some organizations require RFQ processing whenever a specific ChartField value is referenced on a requisition. For example, whenever a specified project is entered on a requisition, the funding requirements of the project require that the request go out for bid. The Defining RFQ Required Rules page enables you to define the RFQ Required Flag based on that Chartfield value. Once a requisition is created, the system checks the Chartfield values that you define on this page and sets the RFQ Required flag accordingly.

Set “RFQ Required Flag” to “No” if Contract exists Select to bypass the RFQ cycle if a contract exists.

Default the found Contract ID to Requisition line Select to default the Contract ID onto the requisition line.

See Also

Chapter 23, “Managing Requests for Quotes,” page 343

Defining Standard Comments

Access the Standard Comments page.

The comments that you enter on this page are printed on dispatched POs if you select the Print BU Comments check box on the Dispatch Purchase Orders page. These comments can be set up to contain the terms and conditions for POs for this business unit.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Setting Up Standard Comments

Defining Matching Options

Access the Matching Options page.

Select the default matching rules for this business unit. If matching rules are defined at the vendor level, those rules will override business unit level matching rules. You can override both the business unit and vendor level matching rules on the PO.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Establishing Matching Options

PeopleSoft Payables 8.8 PeopleBook, “Running the Matching Process”

Defining Image Locations

Access the Purchase Order Images page.

Purchase Order Images

☒ **Print Image on Purchase Order**

PO Dispatch Image Location:

☒ **Print Signature on PO**

PO Dispatch Signature Location:

Purchase Order Images page

Print Image on Purchase Order and PO Dispatch Image Location

Select to print an image (logo) on POs, and enter the directory location of the image file.

Print Signature on PO and PO Dispatch Signature Location

Select to print a signature on POs, and enter the directory location of the signature file.

Printing Images

To print an image:

1. Check the PSSQR.INI file to verify that the SQRDIR is set to the path where your SQR executables are stored.
2. Ensure that the drive that is storing the image has the correct permissions set.
3. Verify that the image is not corrupt.
4. In a UNIX environment, you can print only EPS-FILE image types.

See Also

[Chapter 28, “Dispatching and Printing Purchase Orders,” page 539](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Preparing to Dispatch by Fax and Email

Setting Up VAT Defaults

Access the VAT Defaults Setup page.

You can insert rows for any or all of the VAT driver keys as well as the VAT country or state. You can also delete any existing rows.

Copy Values to New Rows

If you are inserting a row for a VAT driver key, select this check box to copy all the VAT defaults from the previous row to the new row. Otherwise, all VAT default fields for the new row will be blank.

Copy Defaults From	Click to access the VAT Defaults Copy From page, which you can use to copy VAT default specifications from another key combination for the same VAT driver.
Return to VAT Defaults Sub-Search	Click to return to the Purchasing Definition component.
VAT Reporting Country	Select the country or countries for which you are defining VAT defaults. For regular defaults, defaults are obtained for the VAT reporting country. For service VAT treatment defaults, defaults are obtained for the supplier's location country.
Defaulting State	As applicable, enter the state for which you want to define VAT default values.
Default Details	Enter the effective date, status, and, if applicable, the VAT setID.
VAT Apportionment Control (value-added tax apportionment control)	When you create POs for a PeopleSoft Purchasing business unit, the system selects a default business unit for VAT recovery and rebate calculations based on this value. Business units have different VAT recovery and rebate percentages based on their locations. Values are: <i>Dist GL BU</i> (distribution general ledger business unit): Selects the GL business on the PO distribution line. <i>Txn BU</i> (transaction business unit): Selects the business unit on the PO header. <i>Txn GL BU</i> (transaction general ledger business unit): Selects the GL business unit on the PO header.

Note. The remaining fields on the page vary based on the combination of VAT driver and VAT driver keys. See the section on VAT fields for details of the fields that display and the VAT drivers for which they display in hierarchy order.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

Copying VAT Default Setup

Access the Copy VAT Defaults From page.

Search Criteria	Enter the criteria on which you want to search.
Search	Click to retrieve the results based on the criteria entered.
Copy From	Either select a link for any of the results returned to view the details of the VAT setup on the Copy VAT Defaults Setup page. Once you have viewed the details, you can click Copy to copy the VAT setup. The system returns you to the VAT Defaults Setup page with the copied fields. Or you can select the appropriate radio button for any of the results returned and click Copy to copy from that row. The system returns you to the VAT Defaults Setup page with the copied fields.

Creating Business Unit Options

Access the Purchasing Definition - Business Unit Options page.

Business Unit Definition		Business Unit Options	PO Approval Options	Req Approval Options	Document Numbering
Unit: US001 US001 NEWYORK OPERATIONS					
*PO Item Vendor Security Option:	No Edit Required	☒ Allow Multicurrency Reqs		☐ Calculate VAT On Req	
PO Change Order Template:	STANDARD	☒ Allow Multicurrency PO			
*Req Change Order Option:	N	☒ Allow Business Item Attributes			
Req Change Order Template:		☒ Allow Receipt Load Cascade			
Origin:	ONL	☒ Accrue PO Receipts	☒ Accrue Non/PO Receipts		
Receipt Date Adjustment:	10	☒ Separate Inspection	☐ Allow Curr UOM Conv Rate		
DUNS Number:	12345	☐ Tax Exempt	ID:		
Receipt Allocation Type:	FIFO	☒ RTV Adjust Source			
PO Price Edit:	Warning	☒ RTV Adjust Fees	☐ Allow PO Deletion		
		☐ RTV Reopen PO	☐ Allow Requisition Deletion		
Sourcing Controls		Automatically Approve Change Requests			
	Tolerance Over	Tolerance Under			
% Unit Price Tolerance:	5.00	5.00		☐ Buyer Accepted POA Sources	
		☐ All Other Sources			
Liquidate Method					
☒ Allow Liquidate by Quantity when Distribute by Quantity					
*Default Liquidate Method:	Amount				

Purchasing Definition - Business Unit Options page

PO Item Vendor Security Option

Select a value to indicate how the system handles edits to item/vendor combinations on PO lines:

Edit Required Must Use Item ID: A valid item ID with an established item/vendor relationship is required for each PO line. You can't order an item by description and must use an item that is defined in the Item Vendor tables.

Edit Required When Use Item ID: An item ID isn't required on the PO line, and you can order an item by description. However, if you order by item ID, the item must exist in an Item Vendor table. The difference between this and the *No Edit Required* value is that you are restricted to items that have an active PO vendor established.

No Edit Required: An item ID isn't required on the PO line, and you can order an item by description. If you order by item ID, you can order any item that is established in the Item tables for PeopleSoft Purchasing, even if no item/vendor relationship is established.

PO Change Order Template

(purchase order change order template)

Template that the system uses to create change orders for this purchase order business unit. The change order template identifies which fields trigger a change order if they are updated after a PO is dispatched.

Req Change Order Option
(requisition change order option)

Select a specific category of requisitions that are eligible for change order tracking.

Values include:

Approved Requisitions

No Change Orders

Sourced

Valid Budget Check

Note. This change order option enables you to use the Requisition Change Order Templates to track changes based on approval, budget, or sourcing statuses. PeopleSoft Purchasing provides three options to determine when a requisition change order should be tracked depending upon your own business controls. For example, changes to the requisition only affect the buying organization after the requisition has been sourced to a Purchase Order, however, departmental controls may require that changes be tracked after requisition approval has occurred.

Req Change Order Template (requisition change order template)

If you select a requisition change order option, you must select a requisition change order template.

The change order template identifies which fields trigger a change order for your approved, budget checked, or sourced requisitions.

The system provides these templates:

Approved – Approved Requisitions.

Budget – Valid Budget Check Status.

Sourced – Sourced to a PO or MSR (material stock request).

None - No Change Orders

Origin

Origin code to be used on ERS invoices so that you can process ERS matching by origin in PeopleSoft Payables. Purchasing can also use this code for reporting to identify transaction origins.

Receipt Date Adjustment

Enter a number of days by which receiving dates can be adjusted. If you don't specify a value, receiving dates default to the current system date and cannot be changed.

For example, entering 7 enables you to enter a receipt date that is plus or minus seven days from the current date. This is useful when an item is received and you don't have time to enter the receipt on the same business day. Without a receipt date adjustment value, you must enter the receipt using the next business day's date. Consequently, the entry could show a late delivery in your records when the delivery was actually on time.

Receipt Allocation Type

Select the method to allocate the receipt amount across the distributions for the schedule for the received items. Values include:

FIFO (first-in-first-out): Allocations are fulfilled based on the sequence in which they are added to the PO schedule. This is the default receipt allocation type.

Prorate: Allocations are fulfilled by allocating the received quantity by the percentage of the PO distribution for the schedule. This is for noninventory items only.

For example, if the schedule quantity is 300 and the schedule has three distribution lines, each distribution has a quantity of 100. If you receive a quantity of 75, each distribution is allocated with a quantity of 25.

Allow Multicurrency Reqs (allow multicurrency requisitions)

Select to allow requisition lines with different currencies. Item-vendor pricing may be in a currency other than the business unit currency. The vendor currency is automatically converted to the business unit currency for requisition approval purposes. When the requisition lines are sourced to a PO, the system uses the requisition currency (if sourced using Requisition Selection with Define PO = 'Y'), otherwise the vendor currency is used.

Calculate VAT on Req(calculate value-added tax on requisitions)

Select to allow VAT to process and calculate onto requisitions, and to pass the VAT information from the requisition to other transactions in the procurement process.

Allow Multicurrency PO

Select to enable POs to be entered in the vendor currency, even if it differs from the business unit currency. If this field is not selected, and requisitions are entered in a currency different from the business unit's currency, the system creates purchase orders in the business unit currency. The system converts requisition prices and amounts to the purchase order business unit currency.

Allow Business Item Attributes

Select to enable attributes to be established for any item in this business unit. The business unit item attributes override those that you establish for the item in the Item Definition - Purchasing Attributes component.

Note. The Allow Business Item Attributes feature is useful if you must maintain item-specific attributes by business unit as well as by setID. For example, suppose that several of your business units normally purchase the same item, but each business unit has a different lead time for this item. If you allow business unit item attributes, the lead time that the business unit sets overrides the default lead time, and each business unit can set a different lead time for the same item.

Allow Receipt Load Cascade

Select to enable this business unit to receive quantities for a PO line and cascade that quantity over multiple schedules. For example, you have one PO line for 150 items and three schedules for 50 items, each to be delivered a month apart. When the first shipment arrives for receiving, there is a quantity of 75 items. Rather than returning 25 of the items and waiting for the next shipment, you can receive 50 on the first schedule and cascade 25 to the second schedule. In effect, you receive these 25 items early and deduct them from the second schedule. When the next shipment arrives, you receive the remaining 25 items. You can cascade line quantities until an entire order is filled.

	Note. This field is only applicable when using the Receiver Load (PO_RECVLOAD) Application Engine process to build Receivers from loaded data. This field is typically used to load Bar Code transactional data into the system, which builds the data into receivers and cascades the quantities down to the PO lines and schedules appropriately.
Accrue PO Receipts	Select to enable this business unit to accrue receipts for expensed items without invoices. When you run the Receipt Accrual process (PO_REVACCR), receipts for which you have not yet received an invoice are included in the process.
Accrue Non/PO Receipts	Select to enable this business unit to accrue receipts for noninventory items without a PO.
Separate Inspection	Select to require that one enters inspection information separate from receiving information. One can perform inspection on the receiving dock or in the inspection location to which the inventory item is routed.
Allow Curr UOM Conv Rate (allow current unit of measure conversion rate)	This field is only available when PeopleSoft Inventory is installed. This option enables you to calculate the PO standard quantity using the current conversion rate at Receiving or time of PO Change. If this field is not selected, or if the option is not selected at Receiving or PO Change, the system will use the PO conversion rate. When Inventory is not installed, Receiving will always use the current conversion rate and will not update the PO distribution. When Inventory is not installed, PO Change will always use the current conversion rate, and will update the PO distributions.
	Note. This option appears only when PeopleSoft Inventory is installed.
Tax Exempt	Select to enable purchasing documents that are created in this business unit to be exempt from sales and use tax. The ID field becomes available when you select this check box.
ID	Enter the tax-exempt ID number for this business unit.
RTV Adjust Source (return to vendor adjust source)	Select to enable the adjustment of source documents when items are returned to the vendor for replacement. If you select this check box, the net receipt quantity is adjusted down by the return to vendor (RTV) quantity using this formula: $(\text{Net Receipt Quantity}) = (\text{Net Receipt Quantity}) - (\text{RTV Qty})$
RTV Adjust Fees (return to vendor adjust fees)	Select to enable the inclusion of adjustment fees when items are returned to the vendor. This could include restocking fees or other fees that are imposed on the transaction.
RTV Reopen PO (return to vendor reopen purchase order)	Select to enable the change of the PO schedule status to <i>Open</i> when items are returned to the vendor for replacement. When the items are reshipped, this option enables you to receive the items against the original schedule.
	Note. If you are using commitment control, you can't reopen closed POs, and this check box is unavailable.

Allow PO Deletion Select to enable authorized users to delete POs in the selected business unit.

Allow Requisition Deletion Select to enable authorized users to delete requisitions in the selected business unit.

Automatically Approve Change Requests

Buyer Accepted POA Source Select to automatically approve change order requests that are generated by online PO acknowledgements that a supplier enters directly into the system.

Note. Your installation must include PeopleSoft eSupplier Connection to use this option.

All Other Sources Select to automatically approve change order requests that are generated by other change order sources, such as PeopleSoft Manufacturing, Planning, the close backorders process or eProcurement change requests.

Sourcing Controls

% Unit Price Tolerance/Tolerance Over and % Unit Price Tolerance/Tolerance Under Enter the percentage over and under by which the PO price may vary from the requisition price. By default, these values appear on requisitions that are created for this business unit.

Liquidate Method

Allow Liquidate by Quantity when Distribute by Quantity Select to indicate that the PO business unit is liquidated by quantity when distributed by quantity. If you do not choose this option, the Budget Processor process will automatically liquidate preencumbrance and encumbrance balances by amount only.

Note. Your installation must include Commitment Control to use this option.

Default Liquidate Method Select a default liquidate method for your PO business unit. You can liquidate by quantity or amount.

Note. You must have the “Allow Liquidate by Quantity when Distribute by Quantity” option selected in order to define a quantity default liquidate method.

See Also

Chapter 19, “Creating Requisition Change Orders,” page 307

Chapter 36, “Inspecting Received Items,” page 669

Chapter 26, “Using Purchase Order Sourcing,” page 453

Chapter 38, “Using Receipt Accrual,” page 707

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Creating Requisition Change Order Templates

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Creating PO Change Order Templates

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Origin Codes

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

PeopleSoft eSupplier Connection 8.8 PeopleBook, “Acknowledging Purchase Orders Online”

Defining Transaction Document Autonumbering Options

Access the Purchasing Definition - Document Numbering page.

Select Requisitions, Purchase Orders, Receivers, Requests For Quotes, and Return to Vendors to enable autonumbering for the associated transaction. The last number that is assigned for each transaction appears.

Define autonumbering for contracts on the Set Controls - Contracts page.

Establishing Approval Rules

You specify requisition and PO approval rules for each business unit.

This section discusses how to:

- Define PO approval requirements.
- Define requisition approval requirements.

See Also

Chapter 27, “Approving Purchase Orders,” page 533

Chapter 18, “Approving Requisitions,” page 301

Pages Used to Establish Approval Rules

Page Name	Object Name	Navigation	Usage
PO Approval Options (purchase order approval options)	BUS_UNIT_PO_APPR	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, PO Approval Options	Define PO approval requirements.
Req Approval Options (requisition approval options)	BUS_UNIT_REQ_APPR	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, Req Approval Options	Define requisition approval requirements.

Defining PO Approval Requirements

Access the PO Approval Options page.

PO Approval Business Process Business process for which you are establishing approval rules. This business process corresponds to the approval rule set. Define approval rule sets in PeopleSoft Workflow Administrator.

PO Amount Approval Rule Set Approval rule set that is used to apply PO amount approvals.

PO ChartField Approval RuleSet Approval rule set that is used to apply PO ChartField approvals.

Selecting PO Amount Approval Needed or PO ChartField Approval Needed forces PO transactions to flow through the approval process before continuing through the purchasing life cycle. If you do not select these check boxes, the purchasing authorizations that are defined on the User Preferences - Procurement: Purchase Order Authorizations page determine approval statuses. In this case, an authorized user can change a transaction approval status from *Open* to *Approved*. Although you define approval processes through PeopleSoft Workflow, you do not have to implement worklist routings to approve POs. You can use designated online pages for PO approvals if you do not use the worklist routing option in PeopleSoft Workflow.

When a PO is created for a buyer whose default PO status is *Open* on the Buyer Table page, the PO default status is set to *Open*. To approve the PO, an authorized buyer must set the PO status to *Pending Approval* or *Approved*. At this point, if neither amount nor ChartField approvals are required, the PO status changes to *Approved*.

If at least one type of approval is required, the PO status starts at *Pending Approval* and remains in this status until all applicable approvals are complete. After receiving the required approvals, the PO status changes to *Approved*.

When a PO is created for a buyer whose default PO status is *Pending Approval/Approved*, the PO default status is set to either *Approved* (if neither type of approval is needed) or *Pending Approval* (if one or both types of approval are needed).

PO Create Exceptions

Use these fields to define exceptions for groups of POs created in batch. These exceptions are grouped based on the sourcing process where the PO originated. When you select a sourcing process for approval exception, the system overwrites the approval options that you define on the PO Approval Options page. If you want one of the approval options to remain in effect, select the appropriate check box.

These settings can force only the exception of an approval that is required for a PO. It can't force an approval that isn't required. If a PO is modified online after a selected exempt process creates it, the PO is subject to the general approval rules that you select on the PO Approval Options page.

PO Process Enter the sourcing process that you want to exempt from the approval options. Available processes are *AutoSelect*, *PAR Location Replenishment*, *Contract POs*, *Online Source*, *Planning Load*, *Production Load*, and *Request for Quotation*.

Amt Appr Needed (amount approval needed) Select to continue amount approval for this process.

ChrtFld Appr Needed (ChartField approval needed) Select to continue ChartField approval for this process.

If you use requisitions to designate the authority to purchase, you may want to create POs automatically in *Approved* status when the POs are sourced from approved requisitions. In this case, insert exception rows for *AutoSelect* and *Online Source* and clear the **Amt Appr Needed** and **ChrtFld Appr Needed** check boxes. POs that are created from these sources are now exempt from workflow approval requirements and are automatically created with a status of *Approved*.

When POs are created from contracts, amounts are already approved. However, if the business unit rule says that ChartFields on the POs need to be approved, the PO must go through the same approval process as online POs.

Suppose that you create a PO using the AutoSelect Requisitions process (PO_REQSORC). If you define amount and ChartField approval exceptions for this process, the PO is created with a status of *Approved*. If a buyer changes a price on the PO online and thereby changes the amount of the PO, the PO status changes to *Pending Approval*. At this point, the business unit approval rules apply to the modified PO. Once a PO is modified, these rules apply regardless of the PO source and exceptions that are defined.

See Also

[Chapter 26, "Using Purchase Order Sourcing," page 453](#)

[Chapter 7, "Using Workflow," page 91](#)

PeopleTools 8.44 PeopleBook: Workflow Technology

Defining Requisition Approval Requirements

Access the Req Approval Options page.

Req Approval Business Process Business process for which you are establishing approval rules. This business process corresponds to the approval rule set. Define approval rule sets in PeopleSoft Workflow Administrator.

Req Amount Approval Rule Approval rule set that is used to apply requisition amount approvals.

Req ChartField Approval Rule Approval rule set that is used to apply requisition ChartField approvals.

Selecting Req Amount Approval Needed or Req ChartField Approval Needed forces requisition transactions to flow through the approval process before continuing through the purchasing life cycle.

If you do not select these check boxes, the purchasing authorizations that are defined on the User Preferences - Procurement: Requisition Authorizations page determine approval statuses. In this case, an authorized user can change a transaction approval status from *Open* to *Approved*. Although you define approval processes through PeopleSoft Workflow, you do not have to implement worklist routings to approve requisitions. You can use designated online pages for requisition approvals if you do not use the worklist routing option in PeopleSoft Workflow.

See Also

Chapter 7, “Using Workflow,” page 91

Chapter 18, “Approving Requisitions,” page 301

Establishing Purchasing Options

To define purchasing processing options, use the Purchasing Processing Options component (BUS_UNIT_OPT_PM).

Define purchasing options and transaction processing criteria for each PeopleSoft Purchasing business unit. You can override these options during transaction processing.

This section discusses how to:

- Define purchasing processing options.
- Define transaction dispatch methods.
- Define freight options.
- Define VAT default setup.
- Define VAT service treatment setup.

Pages Used to Establish Purchasing Options

Page Name	Object Name	Navigation	Usage
Purchasing Processing Options	BUS_UNIT_OPT_PM	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Options, Purchasing Processing Options	Define purchasing transaction processing options.
Dispatch Method	BU_OPT_PM_DISP	Click the Dispatch Method link on the Purchasing Processing Options page.	Define transaction dispatch methods for POs, requests for quote (RFQs), RTVs, contracts, and replenishment requests.
Freight Option	BU_OPT_PM_FREIGHT	Click the Freight Option link on the Purchasing Processing Options page.	Define freight options, rule codes, and charge methods.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Click the VAT Default link on the Purchasing Processing Options page.	Define VAT default options for all transactions in a business unit.
Service VAT Treatment Default Setup	VAT_DEFAULTS_DTL	Click the VAT Service Treatment Setup link on the Purchasing Processing Options page.	Define service-related VAT default options for service transactions in a business unit.

Defining Purchasing Processing Options

Access the Purchasing Processing Options page.

Purchasing Processing Options	
SetID: SHARE	Processing Option ID: AUS01
Find View All First 1 of 1 Last	
*Effective Date:	01/01/1900 31 + -
*Description:	AUSTRALIA OPERATIONS
Accounting Template:	STANDARD Q
Accounting Date Indicator:	C Q Current
☐ Edit Combinations	*Chartfield Edit Option: None ▼
*Automatic UOM Round Option:	No Warning ▼
*Payment Terms ID:	30 Q Net 30
*Payment Terms Basis Date Type:	Invoice Date ▼
*Ship Via Code:	COMMON Q Common Carrier
*Freight Terms Code:	DES Q Destination
*Physical Nature:	Goods ▼
*Open Period:	None ▼
Inventory Sourcing Options	
☒ Check Inventory Available Qty	
☒ Partial Qtys Can Ship	
*Item Not Stocked at Inv Unit:	Error out ▼
Dispatch Method Freight Option VAT Default VAT Service Treatment Setup	

Purchasing Processing Options page

You can establish multiple processing options for a given setID. To create distinct groups of processing options, give each new group a distinct processing option ID. Processing-options groups with different IDs can have the same effective date, which enables you to choose among these groups for varying situations. You can also effective-date processing options within a processing option ID. Within each processing-options group, you can add a new set of effective-dated purchasing options.

Effective-dating processing options enables you to activate or inactivate processing options within a processing option ID. This functionality is useful for making date-sensitive changes to a group of processing options (payment terms, for example) while keeping the other options identical.

Accounting Template

Enter this setID's accounting template, which is used to determine ChartField values that offset one-sided transactions in PeopleSoft Purchasing.

Accounting Date Indicator

Enter C (current) to use the current system date as the accounting date. Enter S (specific) to use the specific accounting date that you provide here. This value is useful if you do not want multiple journal entries created from a subsystem. Enter S and enter an accounting date for all transactions. When the Journal Generator runs, it finds one date for the entire period and creates one journal entry. Alternatively, the system would create separate entries for each accounting date that the Journal Generator found.

Note. If you select S, you must return to this definition each month and update the accounting date for the next period.

Edit Combinations

Select for any PeopleSoft Purchasing business units that require ChartField combination edits.

Chartfield Edit Option

Select the action that you want the system to take when it encounters errors, if you choose to verify ChartFields for this setID:

Default: Uses the default value from the Journal Options General Ledger Definition page.

None: Clears the ChartField edit option. No action is taken when errors are encountered.

Recycle: Enables you to save the transaction, but you can't post it until the error is corrected.

Reject: Rejects the transaction and does not enable you to save until the error is fixed.

Use Suspen (use suspense): Posts the transaction to a suspense account. You should coordinate with your general ledger implementation team to see if you should select this option. If you do, the general ledger team must create journal entries to move the amounts out of the suspense account and into the appropriate distribution accounts.

Warning: Issues a warning and enables you to save.

Automatic UOM Round Option (automatic unit of measure round option)

Select the method by which you want to be notified of automatic rounding of item quantities. (When converting between units of measure, item quantities on purchasing documents are automatically rounded according to the rules that are set up on the Units of Measure page.) Values are:

Error: Stops the conversion if automatic rounding changes the quantity.

No Warning: Automatic rounding occurs without notification that conversion will change the UOM value.

Warning: Automatic rounding occurs with a notification of any unit of measure value change.

Payment Terms ID

Select a payment term ID for this setID. By default, this value appears on the PO unless it is overridden at the vendor level. Define payment terms IDs on the Single Pay Terms and Multiple Pay Terms pages.

Payment Terms Basis Date Type

Select the basis date for the selected payment terms ID. The system calculates the payment due date from this date.

Ship Via Code

Select the ship via code for the setID. Define values on the Ship Via Codes page.

Freight Terms Code

Select the freight terms code for the setID. Define values on the Freight Terms page.

Physical Nature

Select to indicate if the object is a physical good or service.

Where Performed

Select to indicate the location where the service is most often performed. Values include:

Buyers: Select if the service was physically performed at the buyers location.

Ship From: Select if the service was physically performed at the bill from location.

Ship To: Select if the service was physically performed at the bill to location.

Supplier: Select if the service was physically performed at the suppliers location.

Note. The Physical Nature and Where Performed fields are used as part of the purchasing defaulting hierarchy. The Where Performed field is available when the Physical Nature is Service. These fields default onto requisition, purchase orders, contract and RFQ lines. These fields also impact the VAT Treatment determination.

Open Period

Select how you want the system to handle open period in transactions, if you are using commitment control. Values include:

Error: The system issues an error and does not permit you to complete the transaction because the budget date isn't within the valid open period date range. This is the default value if commitment control is on.

None: The system does not check for open period. This is the default if commitment control is off.

Warning: The system issues a warning but does not prevent you from completing the transaction even though the budget date isn't within the valid open period date range.

Inventory Sourcing Options**Check Inv Available Qty**
(check inventory available quantity)

Select to check available inventory when creating inventory demand. If this check box is selected, the system creates inventory demand for the first eligible warehouse in priority order that has sufficient quantity to meet the demand. If this check box is cleared, inventory demand is created for the first eligible warehouse in priority order (unless it is the requesting warehouse), regardless of whether that warehouse has sufficient quantity.

Note. The distribution network determines the priority order for eligible warehouses. If no distribution network is designated for a ship-to location, the Build Inventory Demand process (PO_REQINVS) resets the Inventory Source flag to *N* (no) for sourcing by the PO Calculations process (PO_POCALC).

Partial Qtys Can Ship
(partial quantities can ship)

Select to have the Build Inventory Demand process allow an order to be partially sourced from one or more inventory business units, with any remaining quantity being sourced to a PO.

If you do not select this check box and a quantity cannot be fully sourced from one inventory business unit, the process sets the inventory source setting on the staging table to *N* (no), and the entire quantity is sourced to a PO.

Item Not Stocked at IN Unit(item not stocked at inventory business unit)

Select to have the Build Inventory Demand process source requests differently when there is no inventory business unit found to stock this item. Values include:

Source to PO: The Build Inventory Demand process sources the request to a PO when there is no inventory business unit found to stocks the requested item. If you select this value, the process sets the inventory source status for the request to *N* so that the PO Calculation process can source it to a PO.

Error Out: The Build Inventory Demand process errors out when there is no inventory business unit found to stocks the requested item. If you select this value, the process sets the stage statuses to *Error* in the PO staging tables.

Note. This and the Check Inv Available Qty and Partial Qtys Can Ship check boxes work together to help the Build Inventory Demand process determine the method by which requested demand is sourced, as well as which distribution network warehouses are eligible for sourcing.

VAT Default(value-added tax default)

Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define Purchasing defaults as applicable.

VAT Service Treatment Setup(value-added tax service treatment setup)

Click to access the Service VAT Treatment Defaults Setup page.

The Service VAT Treatment Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define service-related defaults for Purchasing, as applicable.

See Also

Chapter 26, “Using Purchase Order Sourcing,” Building Inventory Demand Transactions, page 477

Chapter 11, “Using Commitment Control,” Open Period, page 145

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Entering Units of Measure

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Freight Terms

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Shipping Codes

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Establishing Distribution Networks

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Editing ChartField Combinations”

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Single Payment Terms

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Multipayment Terms

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

Defining Transaction Dispatch Methods

Access the Dispatch Methods page.

To define dispatch methods for transactions that this business unit creates, for POs, RFQs, and RTVs, select *Email*, *EDX (electronic data exchange)*, *Fax*, *Phone*, or *Print*. For contracts, select *Email*, *Fax*, *Phone*, or *Print*. Vendors can define their own dispatch method settings on the Procurement Options page.

Transmit Change Orders

Select to enable the PO Dispatch/Print process to transmit change orders to vendors for this business unit. If you do not select this check box, the system may not generate the output file at all. Either way, after the PO Dispatch/Print process runs successfully, the status of the changed PO is set to *D* (dispatched).

You can override this value for individual vendor locations on the Procurement Options page.

Note. This check box applies only to change orders. Initial dispatches of POs are unaffected by this value.

See Also

Chapter 28, “Dispatching and Printing Purchase Orders,” page 539

Chapter 23, “Managing Requests for Quotes,” Running the RFQ Dispatch/Print SQR Process (PORFQ01), page 357

Chapter 37, “Managing Vendor Returns,” Running the RTV Dispatch/Print SQR Process , page 702

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Using Voucher and Order Contracts,” Running the Purchase Order Contracts Application Engine Process

Defining Freight Options

Access the Freight Option page.

TRFT Rule Code Transportation and freight rule code for this business unit.
(transportation and freight rule code)

Freight Charge Method Freight charge method for this business unit. Although the method applies to the entire PO, it is calculated on a line-by-line basis.

See Also

PeopleSoft Order Management 8.8 PeopleBook, “Setting Up Transportation Lead Times and Freight Charges”

Defining VAT Service Treatment Setup

Access the Service VAT Treatment Defaults Setup page.

You can insert rows for the supplier’s location country or state. You can also delete any existing rows.

Copy Values to New Rows If you are inserting a row for a VAT driver key, select this check box to copy all the VAT defaults from the previous row to the new row. Otherwise, all VAT default fields for the new row will be blank.

Copy Defaults From Click to access the Copy Service VAT Treatment Defaults From page which you can use to copy the VAT defaults from another key combination for the same VAT driver.

Return to Purchasing Options Click to return to the Purchasing Options component.

Seller Location Country Select the supplier’s location country.

Seller Location State As applicable, enter the supplier’s location state.

Default Details Enter the effective date and status.

VAT Service Type For the applicable VAT drivers you can set the type of service by selecting from the following:

Freight Transport

Other

VAT Place of Supply

For the applicable VAT drivers you can specify the usual place of supply (the place where VAT liability occurs) from the following:

Buyer's Countries

Supplier's Countries

Where Physically Performed.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)"

Preparing PeopleSoft Purchasing VAT Environments

To prepare your PeopleSoft Purchasing VAT environment:

1. Link the PeopleSoft Purchasing business unit to a VAT entity via the general ledger business unit.
This enables the Purchasing business unit to record VAT information on purchase orders.
2. Define VAT defaults and other VAT-related information for all VAT drivers in the Purchasing defaulting hierarchy as required.

To link a PeopleSoft Purchasing business unit to a VAT entity:

1. Access the Purchasing Definition - Business Unit Definition page.
2. Select the PS/GL check box.
3. Select the PeopleSoft General Ledger business unit in the GL Unit field.

The connection between PeopleSoft Purchasing business units and VAT entities is indirect. You must link your Purchasing business unit to a PeopleSoft General Ledger business unit that is already linked to a VAT entity. Define links between General Ledger business units and VAT entities on the VAT Entity - Identification page.

After linking PeopleSoft Purchasing business units to General Ledger units, set the VAT processing options for those business units. VAT processing options are defined by setID, and the options are applied to all business units within the setID.

To define VAT defaults, VAT Service Treatment Defaults, and other VAT-related information for the PeopleSoft Purchasing Options VAT driver:

1. Access the Purchasing Processing Options page.
2. Specify a value for Physical Nature.
3. Click the VAT Defaults link to access the VAT Defaults Setup page for the PO Options VAT driver.

See [Chapter 16, "Creating Requisitions Online," page 237](#).

4. Click the VAT Service Treatment Setup link to access the Service VAT Treatment Default setup page for the PO Options VAT driver.

To define VAT defaults and other VAT-related information for the PeopleSoft Purchasing [business unit] definition VAT driver:

1. Access the Purchasing Definition — Business Unit Options page.
2. Select the Calculate VAT on Req check box if you want to process and calculate VAT on requisitions and pass the requisition VAT information to other procurement transactions further along the supply chain.
3. Access the Purchasing Definition - Business Unit Definition page.
4. Click the VAT Defaults link to access the VAT Defaults Setup page for the Purchasing Business Unit VAT driver

To define VAT defaults, Service VAT Treatment defaults, and other VAT-related information for the vendor and vendor location VAT drivers:

1. Navigate to the Vendor Identifying Information page.
2. Select the VAT Registration check box and access the VAT Registration Details page. Create a row, entering the VAT registration number, if available, for all VAT countries in which this vendor conducts business and all countries for which the vendor reports VAT.
3. Click on the VAT Defaults link to access the VAT Defaults Setup page where you can define VAT defaults such as VAT codes, transaction types, declaration points, rounding rule, and VAT use type) for vendors.
4. Click on the VAT Service Treatment Setup link to access the Service VAT Treatment Defaults Setup page, where you can define service-related VAT defaults for vendors.
5. Access the Location page. For each Location, expand the VAT section to define the usual physical nature of items purchased from this location, the location where services provided by this vendor location are usually performed and to specify whether this vendor has been selected for suspension of VAT on purchases.
6. For each Location click on the VAT Defaults link to access the VAT Defaults Setup page where you can define VAT defaults such as VAT codes, transaction types, declaration points, rounding rule, and VAT use type) for vendor locations.
7. For each Location, click on the VAT Service Treatment Setup link to access the Service VAT Treatment Defaults Setup page, where you can define service-related VAT defaults for vendor locations

To define VAT defaults at the PeopleSoft Purchasing item level:

1. Access the Purchasing Attributes page.
2. Click on the VAT Defaults link to access the VAT Defaults Setup page.
3. Click on the VAT Service Treatment Setup link to access the Service VAT Treatment Defaults setup page

To define a default VAT Use Type for the PeopleSoft Purchasing item business unit VAT driver.

1. Access the Purchasing Business Unit Attributes page:
2. Click on the VAT Defaults link to access the VAT Defaults Setup page.

VAT Defaults and Service VAT Treatment Defaults may also be defined for all VAT drivers in the Purchasing hierarchy by navigating directly to the VAT Defaults and Service VAT Treatment Defaults components.

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,”
Establishing PeopleSoft Purchasing Business Units, page 22

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,”
Defining VAT Service Treatment Setup, page 46

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement
Options,” Establishing Buyers and Defaults

CHAPTER 5

Defining Purchasing Item Information

This chapter provides an overview of purchasing item information, and discusses how to:

- Define purchasing item categories.
- Define purchasing item attributes.
- Capture item miscellaneous charges.
- Set up item vendor price adjustment rules.
- Update standard prices and business unit standard prices.
- Select vendors based on item shipping location.
- Create purchasing kits.

Understanding Purchasing Item Information

Defining values on these pages provides item-related processing information and default values that minimize errors and maximize productivity when creating purchasing transactions.

Setting Up Item Catalogs

With PeopleSoft Purchasing you can define any number of item catalogs. These item catalogs can be tailored for individual, department, or corporate-wide use and can greatly reduce the repetitive tasks associated with service and material purchases such as rent, supplies, and standing inventory.

With PeopleSoft catalog functionality, you can:

- Assign default item catalogs tailored specifically to individual requesters.
- Transfer item catalog information in electronic format into PeopleSoft catalogs. PeopleSoft offers the ability to load and maintain items from various applications, including a process that loads and updates item information from a third-party or supplier to PeopleSoft Purchasing, and an Item Loader process that synchronizes item information between systems.

These are the main steps involved in creating an item catalog:

1. Create the category that will serve at the first node in your catalog tree.
2. Create a catalog tree.
3. Assign catalogs to your requesters.
4. Associate an inventory item with a category.

To create the category that will serve as the first node in your catalog tree:

1. Access the Item Categories - Category Definition page in Add mode.

In the access requirements for the page, enter the appropriate setID and the category code that you want to use as the first node for your new catalog tree.

2. Once on the Item Categories - Category Definition page, enter required information, including account, description, short description, and currency code.
3. Save the category.

You may see warning messages about tolerances that have been left as 0. For our current task, this is acceptable. Select OK to acknowledge the warning.

4. The system will ask you if you want to update item catalogs with your category changes. For our current task, select no, because you have not yet created the target catalog tree.

In the future, once the catalog tree has been established, select yes, and select the catalog to which you want to assign a new category.

To create a catalog tree:

1. Access the Tree Manager.
2. Choose to create a new tree definition and enter a Tree Name.
3. On the Tree Definition and Properties page, enter the following basic information:
setID, tree name, effective date, and description.

Select OK to accept your settings and close the Tree Definition and Properties page.

4. The Enter Root Node for Tree page displays.

Use the page to create a tree level for your new tree. If there is no existing level listed, select the Add Level button to access the Tree Levels page, where you can define the level that will be used by the entire tree you are creating. If there is an existing level, you may choose to select it.

5. Enter a level name on the Tree Levels page.

The level name that you define here can be any generic name, LEVEL 1 for example.

6. If the level does not already exist in the system, you will be transferred to the Tree Level Setup page where you can enter further information about the level. This includes information such as effective date, status, description, and short description.

Click the Apply button to save your settings. Click the OK button to return to the Enter Root Node for Tree page.

7. Once you return to the Enter Root Node for Tree page, create the first node by defining a value in the Root Node field.

This should be the name of your first node.

Click the OK button to accept and create the first node.

8. The Tree Manager page displays.

Create the detail node by clicking the Insert Detail button.

9. The Detail Value Range page displays.

Select the Dynamic Range check box and click the Add button.

10. The system returns you to the Tree Manager page.

Save your new Tree Definition.

11. You have now successfully created an item catalog tree.

After creating a new item category, you can now select yes when prompted to update item catalogs with your category changes. Then, assign the new category to your new catalog.

12. After assigning the category to the new catalog, launch Tree Manager to verify that the nodes have been created correctly for your catalog.

To assign catalogs to your requesters:

1. Access the Requester Setup page and enter the appropriate requester name in the access requirements.
2. Select the Use Only Assigned Catalogs check box.
3. In the Catalog Information scroll area, you can assign proper catalog(s) to the selected requester.

Select the Default check box for the catalog that the requester will use as his or her default catalog.

See Also

Chapter 5, "Defining Purchasing Item Information," Defining Purchasing Item Categories, page 56

PeopleTools 8.44 PeopleBook: PeopleSoft Tree Manager

PeopleSoft Managing Items 8.8 PeopleBook, "Loading Items"

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Establishing Requesters and Defaults

Working With Market Codes

If you are an existing PeopleSoft Purchasing customer, your conventional category codes are considered to be user defined and the Market Codes for these codes will be set to *User Def. (01)* in the Category Definition component after running the upgrade script. You can continue to maintain the same coding scheme, as well as migrate to the new industry standard coding scheme, the Universal Standard Products and Services Classifications (UNSPSC). PeopleSoft eProcurement provides you with the Import CUP File process (PV_CP_LOAD) to load UNSPSCs and their corresponding MarketSite items through a batch process.

Use the UNSPSCs to classify products and services at two-, four-, six- and eight-digit levels, depending on your specific needs. Each subsequent level of detail describes a subset of all codes and descriptions preceding it in the code's hierarchy.

For example, ballpoint pens at the eight-digit level are a subset of writing instruments at the six-digit level, which is a subset of office supplies at the four-digit level. These descriptions are varying degrees of "Office Equipment, Accessories and Supplies" at the two-digit level. You can add ninth and tenth digits to indicate your business relationship to the supplier, such as rental/lease, wholesale, retail, or original equipment manufacturer. Each UNSPSC is unique and allows for unambiguous translation of the commodity's description into any language.

The following table explains the UNSPSC coding hierarchy. In this example, leased addressing machines are assigned UNSPSC number 4410210510. They are classified as "Office equipment, accessories and supplies," one of 55 existing segments at the top level of the UNSPSC hierarchy.

Level	UNSPSC	UNSPSC Description
Segment	44	Office equipment, accessories, and supplies.
Family	44 10	Office machines, and their supplies and accessories.
Class	44 10 21	Mail machines.
Commodity	44 10 21 05	Addressing machines.
Business function identifier	44 10 21 05 10	Addressing machines, leased.

When you add a new category code using the Category Definition component, the system checks to see if the code consists of only numbers and has an even number of digits. If so, the system then assigns *UN/SPSC* (02) as the Market Code. If the category code does not meet these criteria, the system assigns *User Def.* (01) as the Market Code. The Market Code cannot be modified once the category code has been added.

If the Market Code for your new category is set to UN/SPSC, the system looks at the code and also determines if its ancestor codes need to be created and creates them accordingly. The length of the ancestor codes that are automatically generated is based on the length of the category code that you just entered. For example, when you enter the category code 4410210510 and no ancestor codes exist, the system generates the following ancestor codes:

4400000000

4410000000

4410210000

4410210500

Upon saving the Category Definition component, the system asks if you want the item catalogs updated. If your answer is no, the catalog tree is not updated. If your answer is yes, the Update Catalog Tree page displays. If you are updating an existing code, the page displays the existing catalog information.

The relationship between CATEGORY_CD and CATEGORY_ID (a system-assigned sequential number) is one-to-one in the PS_ITM_CAT_TBL table. The relationship between an item (PS_MASTER_ITEM_TBL) and a category (PS_ITM_CAT_TBL) is many-to-one.

Note. Many different items can be mapped to one category. However, no one item can be mapped to more than one category.

For example, the following scenario is not supported: In setID SHARE, item 10002 is mapped to category code CYCLING (CATEGORY_ID = 00009). This means that for catalog ALL_PURCHASE_ITEMS, item 10002 belongs to the tree node CYCLING (due to dynamic range).

Because the Tree Manager does not perform node assignment checks, for example, it is possible that you can create an item static range from 10001 to 10003 under another tree node, FISHING. This range violates the relationship previously described because in this case, item 10002 is mapped to two categories, CYCLING and FISHING. It is best to avoid this scenario because it can create unpredictable results when you use the Order by Catalog function.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Categories, page 56](#)

[Chapter 5, “Defining Purchasing Item Information,” Updating Catalog Trees, page 60](#)

[Chapter 16, “Creating Requisitions Online,” Ordering by Catalog, page 252](#)

Common Elements Used in This Chapter

Days Late, Early Ship Rjct Days (early shipment rejection days)	The acceptable number of days before or after a shipment date during which you will still receive the goods.
Ext Price Tolerance /% Ext Price Tolerance (extended and percentage extended price tolerance)	The matching tolerance amount and percentage for the extended price (amount multiplied by quantity) of the item. The extended price tolerance is the tolerance for the entire order, not just an individual item.
Inspect ID (inspection ID)	Inspection IDs are established on the Inspection Routing page.
Inspection Required	Select this option to require inspection and to make the other inspection fields available for entry.
Inspection UOM (inspection unit of measure)	Select from the following: <i>Standard:</i> Select to perform inspections in standard unit of measure set up on the Item Definition - General: Common page. <i>Vendor:</i> Select to perform inspections in the unit of measure used on the purchase order to the vendor.
Lead Time Factor %, Ship to Priority Factor %, Price Factor %, Vendor Priority Factor %	If you select the <i>Flexible</i> sourcing method, enter the percentage weight that you want to give to lead time, price, ship to, and vendor priority. The higher the percentage that you give to one of the criteria, the more weight that criterion has. For example, if you want to select the vendor based only on lead time, you can give lead time a percentage weight of 100% and the vendor with the best lead time -- regardless of price, ship to, or vendor priority -- is selected.
Partial Qty (partial quantity)	Indicate the action you want to take if you receive less than the quantity specified on the purchase order schedule. Select from the following: <i>Open:</i> Select to receive the partial quantity, leave the receipt line status as <i>Open</i> , and allow the receipt to be saved.

	<i>Open/Error</i>: Reject the partial quantity, leave the receipt line status as <i>Open</i>, and generate an error message. <i>Open/Warn</i> (open, but with a warning): Receive the partial quantity, leave the receipt line in <i>Open</i> status, and generate a warning message. <i>Recvd</i> (received): Receive the partial quantity and change the receipt line status to <i>Recvd</i>. <i>Recvd/Warn</i> (received with a warning): Receive the partial quantity and change the receipt line status to <i>Recvd</i>, but also generate a warning about the partial quantity.
Reject Qty Over Tolerance (reject quantity over the tolerance limit)	Select this option to reject a quantity that surpasses the tolerance limits that you set.
Sourcing Method	Select from <i>Basic</i> , <i>Cumulative Split</i> , <i>Flexible</i> , and <i>Sched Split</i> (split schedule). This value defaults from the category assigned to the item.
Tolerance Over, Tolerance Under	The amount or percentage over or under the tolerance selected that still allows a voucher match.
Unit Price Tolerance/% Unit Price Tolerance	The matching tolerance amount and percentage for the price of an individual item.

Defining Purchasing Item Categories

To define purchasing item categories, use the Purchasing Item Categories component (ITEM_CATEGORIES).

This section discusses how to:

- Define item categories.
- Update catalog trees.
- Define item category control options.
- Defining item category vendor sourcing priorities.

If your installation includes PeopleSoft Purchasing, you need to create categories for your items. You will be required to assign new items to a category on the Define Item - General: Common page. Category information helps reduce redundant data entry during both item setup and requisition and purchase order processing. The purchasing attributes of an item category are assigned as defaults to any item in that category.

Item categories can provide transaction information for requisitions, requests for quotes, contracts, and purchase orders. Item categories also serve as the organizational unit for item catalogs. In fact, item catalogs are a collection of item categories. Each item added to a category will be automatically added to each catalog that contains that category.

For each category you create, you can define purchasing attributes such as general ledger account, primary buyer, lead time, price tolerances, and so forth. For example, you might create a category for outdoor equipment with a set of default purchasing attributes that apply to most of your outdoor equipment purchases. During item definition, every item you assign to the outdoor equipment category receives the attributes of that category.

Note. If you don't order by item ID, category attributes will default to the item lines of requisitions, contracts, and purchase orders on which you specify the category codes. If you do order by item ID, the attributes default from the Item tables rather than the Category tables.

Pages Used to Define Purchasing Item Categories

Page Name	Object Name	Navigation	Usage
Item Categories - Category Definition	CATEGORY_TBL	Items, Define Controls, Item Categories, Category Definition	Define item categories.
Update Catalog Tree	CAT_PNLS_CATLG_SEC	Make a change to or add a new item category on the Item Categories - Category Definition page and save. Click the Yes button when asked if you want to update catalogs with your category changes.	Select the catalog tree to update with new category code information.
BU Specific Attributes	ITM_CAT_BU_SEC	Click the BU Attrib link on the Item Categories - Category Definition page.	Assign a buyer to this category for each business unit. You may wish to do this if you order by description and want a default buyer for this category by business unit. This setup is optional. The system will use the values set for the buyer at the item category level for all business units that are not specified here.
View Catalog Hierarchy	CAT_PARENTAGE_SEC	Click the Hierarchy option on Item Categories - Category Definition page.	View information about where a category resides in the entire catalog tree hierarchy.

Page Name	Object Name	Navigation	Usage
Item Categories - Category Definition 2	CATEGORY_TBL2	Items, Define Controls, Item Categories, Category Definition Click the Category Definition 2 tab.	Define the matching and receiving controls, sourcing controls, and miscellaneous controls and options for the category. Use to also set price tolerance defaults for items to trigger workflow exception notifications. PeopleSoft Purchasing and PeopleSoft Payables use matching controls to match receipts, purchase orders, and vouchers. Receiving controls specify how receiving users process items assigned to this category. These values become a part of the item default hierarchy and can default to purchase order lines where this category is specified.
Vendor Sourcing Priorities	ITM_CAT_VND_PR_SEC	Click the Priorities link on the Item Categories - Category Definition 2 page.	Set the vendor priority and Split Sourcing allocation percentage for vendors for this category

Defining Item Categories

Access the Item Categories - Category Definition page.

Market Code

The Market Code represents the coding scheme that a category code is using. Valid values are *User Def.* (user defined) (01) and *UN/SPSC* (Universal Standard Products and Services Classification) (02).

Status

Select a category status. Changing a category status from *Active* to *Inactive* means that you will no longer be able to assign items to the category. This status change does not affect your existing and future Purchasing transactions involving items in the inactivated category. For example, setting a category status to *Inactive* has no effect on orders that you have in progress that contain items tied to the newly inactivated category. You can also continue to add these items to your Purchasing transactions using the usual methods, such as entering an item ID directly on the online page, or using the Order By Catalog page or Item Search Criteria page.

Lead Time Days

Enter the number of lead-time days required for items in this category. This value is used in calculating the due dates for purchase order lines when the category you're defining is specified for a line on which

no item ID is specified, the purchase order has no default due date, or no due date is specified on the line schedules.

Account

Select a valid account number to identify the general ledger account to be associated with the items in this category. This account number is used on transactions when no item ID is specified at the line level of a PeopleSoft Purchasing purchase order and no default account is specified for the transaction.

Asset Profile ID

Select an asset profile ID for the category. Asset profile IDs are transferred to PeopleSoft Asset Management when PeopleSoft Purchasing receives an item that specifies both an asset profile and an Asset Management business unit. When you define a purchase order or requisition line using an asset category without specifying an item, the asset profile of that category becomes the default. Asset profile IDs are set up on the Asset Profile page.

Usage Code

In most cases, sales tax is computed as a use tax based on the tax code applicable to the ship to or usage destination. However, how merchandise is ultimately used may also result in a different tax rate within the same ship to or usage destination. Enter an ultimate use code to default on to purchasing transactions whenever this category is referenced on an ad hoc (order by description) line.

Physical Nature

Select to indicate if the object is a physical good or service.

Where Performed

Select to indicate the location where the service is most often performed. Values include:

Buyer's Location: Select if the service is physically performed at the buyer location

Ship From Location: Select if the service is physically performed at the ship from location

Ship To Location: Select if the service is physically performed at the ship to location

Supplier's Location: Select if the service is physically performed at the supplier's location

Note. This option is only available when the Physical Nature is service.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Working With Market Codes, page 53](#)

[Chapter 16, “Creating Requisitions Online,” Ordering by Catalog, page 252](#)

[Chapter 16, “Creating Requisitions Online,” Entering Asset Details, page 274](#)

[Chapter 16, “Creating Requisitions Online,” Searching for Item Categories, page 265](#)

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Updating Catalog Trees

Access the Update Catalog Tree page.

Parent Category

When the market code for the category is *UN/SPSC* (02), the Parent Category field is unavailable for entry because the system generates and maintains UNSPSC ancestor nodes automatically. You are able to select multiple catalog trees for updating.

When the market code is *User Def.* (01), you need to select a Parent Category value. Then click the Catalog Refresh button to retrieve the catalog trees to which the parent category belongs. You can only select one catalog tree for updating.

Defining Item Category Control Options

Access the Item Categories - Category Definition 2 page.

Sourcing Controls

Accumulate Level

If you select *Cumulative* in the Sourcing Method field, this field becomes available for entry. Select *Run* to accumulate the percentage for the vendor based on each run of the PO Calculations process (PO_POCALC), or select *Schedule* to accumulate based on each schedule.

Cumulative Sourcing

In the Cumulative Sourcing group box, set the options for the cumulative sourcing method. The fields in this group box become available if you select *Cumulative* in the Sourcing Method field.

Year to Start

Designates the year in which you want to start maintaining vendor history. You cannot specify a year in the future. Cumulative sourcing must be based on history and cannot occur in the future.

Month to Start

Enter the number of the month in which you want to start maintaining vendor history. If you change the value in this field, it will trigger recalculation of

historical quantities and amounts. History is always maintained from the first day of the start month to the first day of the end month.

Number of Months

Enter the number of months for which you want to keep vendor history. If you change the value in this field, it will trigger recalculation of historical quantities and amounts.

Start Date

This date is calculated based on the values you define for the Year to Start, Month to Start, and Number of Months fields. History is always maintained from the first day of the start month to the first day of the end month

End Date

This is the date on which vendor history should be refreshed. This date is calculated based on the values defined for the Year to Start and Month to Start fields plus the value in the Number of Months field. So if Month to Start is 1 and Number of Months is 3, the End Date will be 04/01. History will be refreshed by the first run of the Cumulative Sourcing Update process PO_POHISTUD process as soon as the current date is greater than or equal to the end date.

Total Category Amount

The total merchandise amount for all vendors for this category for the historical period, displayed in the category currency.

Misc. Controls and Options

Close PO Under Qty Pct Tol (close purchase order under quantity percent tolerance)

Enter an acceptable percentage of the total quantity that can be outstanding while still allowing the purchase order to be closed. If the quantity not yet received is less than or equal to the valued entered here, the PO RECON process (PO_PO_RECON) will treat the purchase order as fully received.

RFQ Required

Select if the item must go through the RFQ cycle before it can be included on a requisition or purchase order.

See Also

Chapter 31, “Reconciling Purchase Orders,” Running the PO RECON Application Engine Process (PO PORECON), page 595

Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482

Chapter 26, “Using Purchase Order Sourcing,” Updating Vendor History Dates and Amounts for Cumulative Sourcing, page 508

Defining Item Category Vendor Sourcing Priorities

Access the Vendor Sourcing Priorities page.

Priority

Enter a priority rank for the vendor. When the PO Calculations process (PO_POCALC) selects a vendor for the item, it uses the priority ranking, with the lowest number (1) as the first choice. When you add another vendor, the next priority ranking is automatically assigned.

Allocation Percentage	If you selected <i>S</i> (Sched Split) or <i>H</i> (Cumulative) in the Sourcing Method field on the Item Categories - Category Definition 3 page, enter the allocation percentage for the selected vendor.
Merchandise Amt (merchandise amount)	The total merchandise amount for this vendor for this category for the historical period. The system displays the value along with the category currency.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Categories, page 56](#)

Defining Purchasing Item Attributes

To define purchasing item attributes, use the Purchasing Items Attributes component (PURCH_ITEM_ATTR).

If you have PeopleSoft Purchasing installed, you can use the Purchasing Attributes component to specify purchasing information for your items.

This section discusses how to:

- Define purchasing item attributes.
- Enter purchasing item specifications.
- Define purchasing controls.
- Define purchasing item vendor relationship attributes and priorities.
- Define purchasing item vendor unit of measure and pricing information.

Pages Used to Define Purchasing Item Attributes

Page Name	Object Name	Navigation	Usage
Purchasing Attributes	ITM_TBL_PUR	Items, Define Items and Attributes, Purchasing Attributes	Enter basic purchasing information for an item.
Item Specifications	ITEM_SPEX_PUR	Click the Item Specifications link on the Purchasing Attributes page.	Record standard details about the item. These specifications can be sent to the vendor using the purchase order.

Page Name	Object Name	Navigation	Usage
Packing Details	ITM_PKG_PUR_SEC, ITM_VUOM_PKG_SEC	Click the Packing Details link on the Purchasing Attributes page.	Enter packing volume and weight information for the item. When accessed from the vendor UOM & Pricing Info page, the page also enables you to define item package dimensions, which can be useful if item package dimensions vary by vendor.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Click on the VAT Defaults link on the Purchasing Attributes and the Purchasing Business Unit Attributes pages.	Enter VAT defaults for this item into the VAT hierarchy tables with a VAT driver of Item.
VAT Service Treatment	VAT_DEFAULTS_DTL	Click on the VAT Service Treatment Setup link on the Purchasing Attributes and the Purchasing Business Unit Attributes pages.	Enter service related VAT defaults for this item into the VAT hierarchy tables with a VAT driver of Item.
Purchasing Attributes - Purchasing Controls	ITM_TBL_PUR2	Items, Define Items and Attributes, Purchasing Attributes, Purchasing Controls	Specify matching and receiving defaults for the item. Define sourcing controls and miscellaneous controls and options for the item. Use to set price tolerance defaults for purchased items. These tolerances default from the item's category and can be overridden during online item setup. You use these tolerances in conjunction with the price change exception rule. Item Load processes compare new item/vendor prices in the Item Loader staging table to the previous item/vendor price. If the new price exceeds tolerances, the system generates an exception.

Page Name	Object Name	Navigation	Usage
Purchasing Business Unit Attributes	ITM_BU_PUR	Click the BU Attributes link on the Purchasing Attributes - Purchasing Controls page.	Define item attributes by business unit. If you do not specify tolerance values for the business unit, the system uses tolerance values defined for the item's Purchasing Attributes. When you access this page to specify business-unit specific attributes, tolerance values default from the item's Purchasing Attributes. To define zero tolerances on this page, you must clear the tolerance fields manually. If you access this page and enter a business unit, but do not enter any values and click OK instead of Cancel to exit the page, the system will record default tolerance values from the Purchasing Attributes to create business-unit specific values. Click Cancel instead of OK to avoid this situation. The fields on this page match those on the Purchasing Attributes page and on the Purchasing Definition - Business Unit Options page. This page is not available unless at least one of your Purchasing business units has the Allow Business Item Attributes option selected on the Purchasing Definition - Business Unit Options page.
Purchasing Attributes - Item Vendor	ITM_VENDOR	Items, Define Items and Attributes, Purchasing Attributes, Item Vendor	Establish and update prioritized item-supplier combinations.
Vendor Lookup	VENDOR_LOOKUP_SEC	Click the Vendor Lookup option on the Purchasing Attributes - Item Vendor page.	Search for vendors.
Vendor's UOM & Pricing Info	ITM_VENDOR_UOM	Click the Item Vendor UOM link on the Purchasing Attributes - Item Vendor page.	Establish valid units of measure to use when ordering the item from the vendor and to establish the pricing information for each valid unit of measure.

Page Name	Object Name	Navigation	Usage
Vendor's Manufacturer Info	ITM_VENDOR_MFG	Click the Vendor Item MFG link on the Purchasing Attributes - Item Vendor page.	Record the authorized manufacturers for an item-vendor combination.
Vendor Item Return Fees	ITM_VND_RTV_FEE	Click the Return to Vendor Fees link on the Purchasing Attributes - Item Vendor page.	Add fees charged by the vendor for returning this item.
Item Vendor Contracts	ITM_VNDR_CNTRCT	Click the Item Vendor Contracts link on the Purchasing Attributes - Item Vendor page.	View all contracts for any specified item/vendor combination.

Defining Purchasing Item Attributes

Access the Purchasing Attributes page.

PO Available Date, Unavailable(Purchasing available date, unavailable)

The item can be added to a purchasing transaction only between these two dates.

Item Descr (item description)

Enter a long description of the item up to 30 characters in length. Enter a short description of the item up to 10 characters in length. These descriptions can be used with PeopleSoft reporting and query tools instead of the standard 254-character description, to distinguish the purchasing descriptions from the internally used item description established in the Item Definition component. These purchasing descriptions then also appear in the Description text box at the bottom of the page, where you can expand the descriptions to 254 characters. Whereas the long and short descriptions defined here are for internal use only, the description in the lower text box will be used in all purchasing transactions and becomes available by selecting the description button or menu item on the PeopleSoft Purchasing pages.

Last PO Price (last purchase order price)

The last price that was used on a purchase order for this item. When an item is set up initially, the standard price is also be the last price value. This field is updated by the Receiver Interface Push process (PO_RECVPUSH) and is used by the return-to-vendor transaction to cost the return and allow items to be returned to a vendor other than the original vendor of the order.

Asset Profile ID

This value is the default 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.

Primary Buyer

The value defaults from the Item Categories - Category Definition page in the Define Item Control Data component. You can override the information for individual items. The primary buyer value is used as the default buyer when the item is added to a requisition.

Standard Price	Enter the standard price for the item purchased in its standard unit of measure. A standard price is required for each item and becomes the default price in transactions where another price, such as a vendor price or a contract price, is not defined for the item. An item's standard unit of measure is defined on the Item Definition - General: Common page.
Standard Unit of Measure	The standard unit of measure used for pricing. The pricing UOM may be different from the stocking UOM.
Ultimate Use Code	Enter an ultimate use code to override the default tax rate for a location. In most cases, sales tax is computed as a use tax based on the tax code applicable to the ship to or usage destination. However, how merchandise is ultimately used may also result in a different tax rate within the same ship to or usage destination.
Lead Time	The value defaults from the Item Categories - Category Definition page. You can override the default value for individual items.
Currency	Select the currency of the standard price.
Physical Nature	Select to indicate whether an object is a physical good or service.
Where Performed	Select to indicate the location where the service is most often performed. Values include: <i>Buyer's Location:</i> Select if the service is physically performed at the buyer location. <i>Ship From Location:</i> Select if the service is physically performed at the ship from location. <i>Ship To Location:</i> Select if the service is physically performed at the ship to location. <i>Supplier's Location:</i> Select if the service is physically performed at the supplier's location.

Note. This option is only available when the Physical Nature is service.

Associated Picture

The fields in this group box are used to attach image files or other documents to your item descriptions. You can attach any type of file that you have defined on the File Locations page. The file you want to attach must reside in the file directory defined for the file type on the File Location page.

File Name Enter the name of the file you want to attach.

File Extension Enter the file extension, such as .bmp, .jpg, and so on.



Click the Image Doc Launcher button to launch an attached file. You must enter a file name and extension in the fields in the Associated Picture group box to enable this option.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Unit of Measure and Pricing Information, page 72](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Categories, page 56](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Item Categories, page 58](#)

Entering Purchasing Item Specifications

Access the Item Specifications page.

Item specifications that you enter on this page are not automatically carried to requisitions and purchase orders for the associated item unless specified by selecting the Copy to Transactions check box. If this option is not selected, you must access the Include Item Specifications page to copy specifications on requisitions and purchase orders. Use the Include Item Specifications page to copy these specifications to the line comments for a transaction.

If you have selected the Send to Vendor option here, the Send to Vendor option on the Line Comments page for the transaction will be automatically selected.

Copy to Transactions	Select this option to automatically copy the Item Specifications into line comments when this item is referenced on a requisition or purchase order transaction.
Send to Vendor	Select this option to make this specification information available to be sent to the vendor as part of the purchase order.
Comments	Enter the specification for the item using up to 2,000 characters.

Defining Purchasing Controls

Access the Purchasing Attributes - Purchasing Controls page.

Matching Controls

If you do not specify tolerance values for the business unit, the system uses tolerance values defined for the item's Purchasing Attributes.

When you access this page to specify business-unit specific attributes, tolerance values default from the item's Purchasing Attributes. To define zero tolerances on this page, you must clear the tolerance fields manually.

If you access this page, but do not enter any values and click OK instead of Cancel to exit the page, the system will record default tolerance values from the Purchasing Attributes to create business-unit specific values. Click Cancel instead of OK to avoid this situation.

The fields on this page match those on the Purchasing Attributes -Purchasing Controls page.

Specify default price tolerances for the PeopleSoft Payables Matching process (AP_MATCHING) that matches purchase orders, receipts, and vouchers to verify vendor charges. When you use matching with PeopleSoft Purchasing and Payables to verify vendor charges, the system uses four price tolerances to determine whether the purchase order price and voucher price are within your tolerances and thus whether the purchase order and purchase order voucher match. These fields default from the Item Categories - Category Definition 2 page. If you leave any of the tolerance fields set to 0 or blank, the system assumes a zero tolerance. If you don't want to use the tolerance fields, set the amount field(s) that you don't want to use to 9999999 and the percentage field(s) that you don't want to use to 100%.

Receiving Controls

Define tolerances to be used in receiving this item. These become the default values for purchase order lines when this item is selected. The values default from the Item Categories - Category Definition 2 page.

If you do not specify tolerance values for the business unit, the system uses tolerance values defined for the item's Purchasing Attributes.

When you access this page to specify business-unit specific attributes, tolerance values default from the item's Purchasing Attributes. To define zero tolerances on this page, you must clear the tolerance fields manually.

If you access this page, but do not enter any values and click OK instead of Cancel to exit the page, the system will record default tolerance values from the Purchasing Attributes to create business-unit specific values. Click Cancel instead of OK to avoid this situation.

The fields on this page match those on the Purchasing Attributes - Purchasing Controls page.

Include Past Due Kanban POs

This field is available if you are using PeopleSoft Manufacturing, thus enabling you to receive by Kanban ID.

Select this option to include past-due Kanban purchase order quantities when the Receiver Load process (PO_RECVLOAD) searches for POs to match up with Kanban IDs for receipt creation.

If this option is selected, the Receiver Load process can receive a schedule whose due date has passed, but still contains a quantity to be received.

If you do not select this option, the Receiver Load process will search for purchase orders based on the due date of the schedule.

When using vendor replenishment with PeopleSoft Flow Production, select the Include Past Due Kanban POs check box to help ensure that your receipts and purchase orders have the opportunity to be matched up. Because vendor replenishment occurs on a frequent basis, if you set the Early Ship Reject Days value too low, the Kanban receiving process may not permit you to receive the material because it arrived too early.

Inspect Sample Percent

Percentage of received units to inspect. This value is calculated using the Inspection UOM value.

Sourcing Controls

Use Category Sourcing Controls

Select this option to use the sourcing controls set on the Item Categories - Category Definition 3 page.

If you have set up vendors at the category level and select this option for items using this category, then the vendors you entered at the category must also be entered in the Purchasing Attributes.

Misc. Controls and Options (miscellaneous controls and options)

Auto Select	Select if you want the AutoSelect Requisitions process (PO_REQSORC) to pick up the item when it sources requisition lines. If selected, the AutoSelect Requisitions process will include the item. If either of those conditions is not met, the AutoSelect Requisitions process will not include the item.
Accept Any Vendor	Select if you can order an item without setting up vendors for the item. If you do not select this option, you must establish an item-vendor relationship for the item on the Purchasing Attributes - Item Vendor page before you can include it on a purchase order.
Accept Any Ship To	Select if you can order an item without setting up a ship to address for it. Note. This option does not override the corresponding field set up for the item on the Purchasing Attributes - Item Vendor page. If you do not select the option on either page, you must establish an item-vendor ship to relationship on the Item Ship To Locations page.
Contract Required	Select if you need a contract to order the item on a requisition or PO. If this option is selected, you must specify a valid contract for the item on the purchase order when you use the item, or you must release the item from an active contract.
RFQ Required (request for quote required)	Select if the item must go through the RFQ cycle before it can be included on a requisition or purchase order. If you do not select this option, you can order the item directly.
Stockless Item	Select if an agreement has been set up with the vendor to supply this item for par inventory replenishment.
Close PO Under Qty Pct Tol (close purchase order under quantity percentage tolerance)	Enter an acceptable percentage of the total quantity that can be outstanding and still allow the purchase order to be closed. If the quantity not yet received is less than or equal to the valued entered, the PO RECON process (PO_PORECON) will treat the purchase order as fully received.
Ship Via	Enter a ship via method if you always want this item to be shipped using the method you select here.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Defining Priority Vendors By Item Ship To Location, page 85](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 70](#)

[Chapter 23, “Managing Requests for Quotes,” page 343](#)

[Chapter 31, “Reconciling Purchase Orders,” Understanding PO Reconciliation, page 585](#)

[Chapter 26, “Using Purchase Order Sourcing .,” page 453](#)

Defining Purchasing Item Vendor Relationship Attributes and Priorities

Access the Purchasing Attributes - Item Vendor page.

Purchasing Attributes
Purchasing Controls
Item Vendor

SetID: SHARE **Item ID:** 10000 **Standard Unit of Measure:** EA
Description: Long Sleeve Biking Jersey, Men's

▼ Vendor Priorities [Customize](#) | [Find](#) | [View All](#) | First 1-2 of 4 Last

Vndr SetID	Vendor	Name 1	Status	*Priority	Alloc Pct
SHARE	SCM0000001	BIKE SHOP	A	1	0
SHARE	SCM0000004	ERNIE'S BIKE SHOP	A	2	0

Item Vendor [Find](#) | [View All](#) First 1 of 4 Last

***Vendor SetID:** [Vendor Lookup](#) ***Status:**

***Vendor ID:** BIKE SHOP ***Priority:**

Allocation %:

Vendor's Catalog:

Vendor Item ID:

Item Extension:

Description:

▼ Associated Picture

File Name: **File Extension:**

File Path:

URL: [Open URL](#)

Purchasing Attributes - Item Vendor page (1 of 2)

Vendor Attributes		Find View All	First 1 of 2 Last
*Location:	MAIN	☒ Accept Any UOM	
*Price Date:	PO	☒ Accept Any Ship To	
*Price Qty:	Line	☐ Stockless Item	
Origin Country:		☒ Price Can Be Changed on Order	
Region of Origin:		☒ Use Item Standard Lead Time	
		Lead Time Days:	
Item Vendor UOM Vendor Item MFG Return to Vendor Fees Item Vendor Contracts			

Purchasing Attributes - Item Vendor page (2 of 2)

Vendor Attributes

Location

Vendor locations are set up on the Vendor Information - Location page. Location codes give you the flexibility to set up different pricing information for the same item-vendor combination, depending on which vendor location you identify as the pricing location.

Price Date

The date used for effective-dated price adjustments. Select from the following values:

PO (purchase order date): Price adjustments based on the date the order was placed.

Due: Price adjustments based on the date the order was due to be received.

Price Qty (price quantity)

Based on your selection, the system uses the *Line* or *Schedule* quantity to determine any applicable price breaks.

Origin Country

Select the country in which the item was originally manufactured. This information is generally required for the Intrastat Arrivals report; however, the PeopleSoft Intrastat Transaction Loader uses the field for return-to-vendor transactions (RTVs). If you leave the field blank, the transaction loader uses the country code of the shipping Inventory business unit as the default value for RTVs.

Region of Origin

Select the region or department from which the item was initially shipped for return to vendor. This information is generally required for the Intrastat Dispatches Report. If the initial shipping region or department for return to vendor is different than the one defined for the Inventory business unit, enter a specific state code. The state code should belong to the country of the Inventory business unit. If you leave the field blank, the Intrastat Transaction Loader uses the state code of the shipping Inventory business unit as the default region of origin. This default value is also used if a state code does not belong to the country defined for the Inventory business unit.

Accept Any UOM (accept any unit of measure)

Select if this item can be ordered in any UOM from this vendor. If you do not select this option, you must set up an item-vendor UOM relationship for each UOM in which the item can be purchased from the vendor.

Accept Any Ship To

Select if you want to receive the item from the vendor at any of your ship to locations. If you do not select this option, you must establish an item-vendor ship to relationship on the Item Ship To Locations page.

Note. This option does not override the corresponding field set up for the item on the Purchasing Attributes - Item Vendor page. If you do not select the Accept Any Ship To option on either page, you must establish an item-vendor ship to relationship on the Item Ship To Locations page.

Stockless Item

Select if an agreement has been set up with the vendor to supply this item for par inventory replenishment.

Note. If the Stockless Item option was not selected for the item on the Purchasing Attributes - Purchasing Controls2 page, it will not be available at the item-vendor level on this page.

Lead Time Days

If you do not select the Use Item Standard Lead Time option, this field is available for you to enter vendor-specific lead time values.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Defining Priority Vendors By Item Ship To Location, page 85](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 70](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

Defining Purchasing Item Vendor Unit of Measure and Pricing Information

Access the Vendor’s UOM & Pricing Info page.

Vendor's UOM & Pricing Info

SetID: SHARE **Item:** 10000 Long Sleeve Biking Jersey, Men
Vendor: SCM0000001 BIKE SHOP **Location:** MAIN

Unit Of Measure Find | View All First 1 of 1 Last

*UOM: EA Each + -

Min Qty: 1.0000 ☒ **Default**

Max Qty: 0.0000 [Packing Details](#)

Conversion to Item Base UOM

Std UOM Rate: [Get Std Rate](#)

*Rate Type: Standard *Qty Precision: Decimal

UOM Attributes Find | View All First 1 of 1 Last

*Eff Date: 05/12/2000

Price: 20.00000

*Status: Active + -

*Currency: USD

Standard Price Update Status:

*Min Qty: 1.0000

BU Price Update Status:

Qty Rcvd Tolerance %: 0.00 ☐ **Use Item Standard Tolerances**

Matching Controls

Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) page

Rnd Tolerance (rounding tolerance)

The rounding tolerance is the percentage difference that you want to allow when a decimal is rounded to a whole number. When the transaction UOM requires whole numbers, the system subtracts the decimal portion of the field from 1 to get the percentage difference. If the percentage difference due to rounding up exceeds the tolerance, the over-tolerance quantity is rejected. If the percentage difference is within the tolerance, the system rounds the field to 0 decimal places.

UOM Attributes (unit of measure attributes)

Enter pricing information for the item based on the vendor ordering UOM.

Unit of Measure

Default (unit of measure default)

Select a UOM in which the item can be purchased from the vendor. Select Default to have the PO Calculations process (PO_POCALC) use this unit of measure on the purchase order when this vendor is chosen to source this item to. When multiple units of measure are established for the item-vendor combination, users can select which unit of measure to use as the default. At least one must be selected.

Min Qty, Max Qty
(minimum quantity,
maximum quantity)

Quantity limits for orders in the selected unit of measure.

If you enter a requisition that does not fall within these quantities, you receive a warning. You do not receive an error because consolidation may bring the request within the defined limits. If the limits are not met when the request is processed by the PO Calculations process, you receive an error.

If you enter a PO that does not fall within these quantities, you receive an error and the system uses the standard unit of measure and item standard price.

Conversion to Item Base UOM (conversion to item base unit of measure)

If the vendor ordering UOM for the item is different from the item's standard UOM, specify how the vendor UOM should be converted.

Std UOM Rate (standard
unit of measure rate)

This is the standard conversion rate between the vendor UOM and the item's standard UOM that was established on the Units of Measure page.

Rate Type

Standard: Select to use the standard conversion rate.

Override: Select if the standard conversion rate does not apply for this item-vendor combination. Enter a conversion rate in the field that appears. The value you enter in this field represents the conversion rate between the vendor unit of measure to one unit in the standard unit of measure.

For example, suppose that your standard UOM for the item is EA (each) and the vendor UOM is BOX. The standard conversion between EA and BOX is 12 to 1, that is, 12 each per box. However, for this vendor there are 24 each per box. Select the *Override* field value to be able to specify a new conversion rate of 24 to 1.

Get Std Rate (get standard
rate)

Click to display the standard unit of measure rate.

Qty Precision (quantity
precision)

Select the quantity precision to be used in unit of measure conversions.

Decimal: Round to four decimal places.

Whole Nbr (whole number): Round to a whole number and to allow only a whole number to be entered.

Unit of Measure Attributes

**Standard Price Update
Status / BU Price Update
Status**

Select from the following options for updating standard prices, business unit standard prices, or both.

No Update: Do not update prices.

To be Upd: (to be updated): Price will be updated on the date in the *Eff Date* (effective date) field.

Note. If there are duplicate rows, the system uses the following rules: If the effective dates are the same, the system checks the vendor priority. If multiple records are entered for the same vendor with the same effective date, the system selects the record with the Standard Unit of Measure.

Updated: Price has been applied.

Qty Rcvd Tolerance %
(quantity received tolerance percentage)

If you do not select the Use Item Standard Tolerances check box, specify the quantity received tolerance percentage to be used in the Receiving transactions for this item-vendor unit of measure combination.

Use Item Standard Tolerances

Select if you want to use the price tolerances established in the item's Purchasing Attributes. If not, specify the price tolerances in the tolerance fields provided.

Capturing Item Miscellaneous Charges

To define miscellaneous charges for item and category vendors, use the Item and Category Vendor Miscellaneous Charges component (ITM_CAT_VNDR_MC).

This section discusses how to assign miscellaneous charges and templates to items and categories.

Pages Used to Capture Item Miscellaneous Charges

Page Name	Object Name	Navigation	Usage
Miscellaneous Charges	ITM_CAT_VNDR_MC	Items, Define Items and Attributes, Miscellaneous Charges, Miscellaneous	Assign miscellaneous charges and miscellaneous charge templates to different item and category combinations.
Miscellaneous Charges Selection	ITM_CAT_MC_CRITERIA	Click the Selection Criteria link on the Miscellaneous Charges - Miscellaneous page.	Enter the criteria for the miscellaneous charges that will appear on the Miscellaneous Charges - Miscellaneous page.

Assigning Miscellaneous Charges and Templates to Items and Categories

Access the Miscellaneous Charges - Miscellaneous page.

Miscellaneous

Miscellaneous Charge Application Criteria Find | View All First 1 of 6 Last

SetID: SHARE Category: HARDWARE

Item: USA-01 Monitor 17 inch Color

Vendor: USA0000021 Location: 1 Ship To: US001 Unit: US001

Eff Date: 01/01/2000 Status: Active Template ID:

Miscellaneous Charges Customize | Find | View All First 1-4 of 4 Last

	*Misc Chg	Calc Method	Unit Price	Amount	Curr	Alloc Method	Merch Vendor	Vendor	Location	RTV Credit		
1	FRGTNP	UNT			USD	Matl Value	☒			☐	+	-
2	FRGTPR	FR			USD	Matl Value	☒			☐	+	-
3	MISCNP	UNT			USD	Matl Value	☐			☐	+	-
4	MISCPR	UNT			USD	Matl Value	☐			☐	+	-

Miscellaneous Charges - Miscellaneous page

Category

Select a value if you want to associate these miscellaneous charges with a category-vendor-business unit-ship to location, category-vendor-business unit, category-vendor combination, or category, enter a category. Otherwise leave the field blank.

Item

Select a value if you want to associate these miscellaneous charges with an item-vendor-business unit-ship to location, item-vendor-business unit, item-vendor combination, or item, enter an item ID. Otherwise leave the field blank.

Vendor, Location, Ship To, Unit

If you want to associate these miscellaneous charges with a combination that includes any of these elements, select a value.

Template ID

If you wish to apply a template of miscellaneous charges, select the template ID. Miscellaneous charge templates are set up on the Misc Chg/Landed Cost Template page.

Calc Method (calculation method)

Select the method that you want to use to calculate this charge. Choose from the following:

FL (Flat Amount): A flat amount that you enter in the Amount field.

FR (Free): No charge applied.

UNT (Per Unit Amount): Calculates the charge based on the number of items on the purchase order line.

VAL (Percent of Value): Calculates the charge based on a percentage of the material value.

VOL (Rate Based on Volume): Calculate the charge based on the total volume for the purchase order line.

WT (Rate Based on Weight): Calculates the charge based on the total weight for the purchase order line.

Alloc Method (allocation method)

Select the method to allocate the miscellaneous charge. Choose from *None*, *Quantity*, *Volume*, *Weight* or:

Matl Value (material value): allocates the charges based on the value of the items on each selected line.

Merch Vendor (merchandise vendor) Option setting defaults from the miscellaneous charge's purchasing attributes on the Misc Charge/Landed Cost Defn page. If you select this option, charges are paid to the purchase order vendor. If you do not select this option, you can use the Vendor and vendor Location fields to designate a third-party vendor.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Miscellaneous Charges and Landed Costs

Setting Up Item Vendor Price Adjustment Rules

To setup vendor price adjustments, use the Price Adjustment component (PRICE_ADJUSTMENT).

This section discusses how to:

- Define item vendor price adjustments.
- Define item vendor price adjustment details.

With PeopleSoft Purchasing item vendor price adjustment features, you can define vendor price adjustments based on specific purchase order conditions, such as item quantity and ship to locations. The pricing schemes are ultimately used on purchase orders, where you can view the details of how a particular price was calculated.

You set up vendor price adjustments for items that have item-vendor relationships already established on the Purchasing Attributes - Item Vendor page. You can define as simple or as complex a pricing scheme as you need for each of your items. You can also define contract price adjustments on the PO Line Price Adjustment page and combine them with your vendor price adjustments to define specific contract pricing terms.

See Also

Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 70

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Using Voucher and Order Contracts,” Entering Contract PO Line Price Adjustments

Pages Used to Set Up Item Vendor Price Adjustment Rules

Page Name	Object Name	Navigation	Usage
Price Adjustment	PRICE_ADJUSTMENT	Items, Define Items and Attributes, Price Adjustments, Price Adjustment	Define the rules the system should follow when calculating the vendor adjusted price from the vendor's base price. You can define effective-dated adjustment rule sequences for each item-vendor combination.
Price Adjustments - Price Adjustment Details	PRICE_ADJUST_DTLS	Items, Define Items and Attributes, Price Adjustments, Price Adjustment Details	Define the quantities and adjustment methods for each of the price adjustment rules.

Defining Item Vendor Price Adjustments

Access the Price Adjustment page.

Calc Type (calculation type)	Select one type for each adjustment rule. Method by which adjustments will be calculated. <i>Sum All Adjustments:</i> Adjustments are summed and made against the original base price. For example, if you have a base price of 100 and two percentage adjustments of -10% each, the system will take the total adjustment of -20 and deduct it from the base price of 100 for a final adjusted price of 80. <i>Increment Adjustments:</i> Each valid adjustment is made against the current (base or adjusted) price. For example, if you have a base price of 100 and two percentage adjustments of -10% each, then the first adjustment is deducted from the base price of 100, for a current adjusted price of 90. The second adjustment of -10% is deducted from 90 for a final adjustment price of 81.
Seq (sequence)	Enter the sequence number for each rule. Price adjustment rules are applied in ascending order.
Dflt UOM (default unit of measure)	Select to use the default UOM for the item established on the Vendor's UOM & Pricing Info page. The system makes a default UOM adjustment when the UOM on the transaction is the same as the vendor default UOM or when the UOM on the transaction is not established for the item-vendor combination.
UOM Match (unit of measure match)	Select to define an adjustment rule based on a specific UOM established for the item-vendor combination.
UOM (unit of measure)	If you selected the UOM Match option, select the UOM you want to use for adjustments. The item-vendor UOMs must first be established on the Vendor's UOM & Pricing Info page.
Match Ship	Select to define an adjustment rule based on a specific ship to location code (setID/ship to) established for the item-vendor combination
SetID, Ship To	Enter values if you selected the Match Ship option.

Hard	Select to indicate a hard price adjustment. This is an adjustment the system uses to the exclusion of all other adjustments, even those with earlier sequence numbers.
Stop Price	Select to indicate a final price adjustment. No further adjustments can be made after the system applies this adjustment
Ignore Flg (ignore flag)	Select this option to create a price adjustment scenario in which this price adjustment is ignored if the order qualifies for another adjustment. If no other adjustment applies, this adjustment will apply even if the Ignore Flg option is selected. Suppose you have the following price adjustment conditions for an item: Apply hard 10% discount if unit of measure matches. Apply 100 USD discount, but ignore if other another adjustment applies. The Ignore Flg is selected for this adjustment. If you order the item in the matching unit of measure, the 10% discount is applied and the 100 USD discount is ignored according to the selected Ignore Flg option. If you order the item in a non-matching unit of measure, you only qualify for the 100 USD discount. Because this is the only adjustment that applies, the adjustment can be applied.

See Also

Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 70

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Defining Vendor Locations

Defining Item Vendor Price Adjustment Details

Access the Price Adjustments - Price Adjustment Details page.

Copy Price Adj. Qty (copy price adjustment quantity)	Select to define the same price break quantities for multiple adjustment details. Define the quantities for a location on the Price Adjustment Details page, then access the Price Adjustment page and insert a new row in the Adjustment by UOM scroll area. Return to the Price Adjustment Details page, access the newly inserted detail row, and click this link to copy the adjustment quantities from the previous definition to the new definition.
Min Qty/Max Qty (minimum quantity/maximum quantity)	Enter the minimum purchase order quantity allowed for this price. When you insert a new range, the minimum quantity for the new range defaults to the maximum quantity of the old range plus 1.
Adjusted Price	Enter the adjusted price you want. The adjustment Amt/Pct value is automatically calculated and displayed.

Note. This column is provided for informational purposes only. If you have multiple adjustments for a particular transaction, the final adjusted price will not equal any of the adjusted prices calculated for the adjustment rules. The adjusted price provides an idea of what would happen if only the single adjustment was applied.

Updating Standard Prices and Business Unit Standard Prices

This section discusses how to:

- Use standard price and business unit standard price updating online.
- Use standard price and business unit price batch updating.
- Run the Price Update Process.

These updates can be made even for future effective-dated prices by running an application engine process.

Note. You can use Item Catalog Maintenance to update item data for multiple items at one time by extracting them from the production tables into the item staging tables where you can alter the data.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Using Item Catalog Maintenance”

Understanding Price Updates

This section describes how to update prices. Your PeopleSoft system may have multiple prices for an item, including the item’s standard price, item/vendor pricing, and standard price by business units. In addition, if a contract is in place for an item, contract pricing may override other prices. At times you may need to update prices in multiple places to keep information up to date when prices change, and to prevent errors during the PO Build process.

The price update feature enables you to implement price changes by:

- Automatically updating an item’s standard price whenever an item/vendor price with a current effective date is updated using the Vendor’s UOM & Pricing Info page.
- Updating the item’s standard price based on an Item/Vendor price that was entered in the past for an upcoming effective date. After the future effective-dated prices are entered, and the Price Update process is run on or after the date the Item/Vendor price becomes effective, the item’s standard price is updated to reflect the new item/vendor pricing.
- Automatically updating an item’s business unit standard price whenever an item/vendor price is updated using the Vendor’s UOM & Pricing Info page.
- Updating the item’s business unit standard price based on an Item/Vendor price that was future effective-dated at the time it was entered. After the future effective-dated prices are entered, and the Price Update process is run on or after the date the price becomes effective, the item’s standard price is updated to reflect the new item/vendor pricing.
- Update standard prices with the current effective item/vendor prices and business unit standard prices that are loaded through the Item Loader.

Note. Changing an item’s contract price does not trigger automatic changes to item/vendor pricing or item standard prices. Contract pricing is a special pricing for purchases meeting specific criteria. Not all purchases may qualify for contract pricing, therefore, the contract price does not exist on the item definition. The system will automatically assign a contract to a purchase order when the criteria are met.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Loading Items”

Pages Used to Update Item Prices

Page Name	Object Name	Navigation	Usage
Vendor’s UOM & Pricing Info	ITM_VENDOR_UOM	Click the Item Vendor UOM link on the Purchasing Attributes - Item Vendor page.	Update item/vendor prices and choose to apply the price change to the item’s standard price and Purchasing business unit standard prices.
BU Specific Attributes	IMT_BU_PUR	Click the BU Attributes link on the Purchasing Controls page.	Flag items for standard price updating at the business unit level. This is a mandatory step for updating at the business unit level.
Item Loader	RUN_IN_ITMLOAD	Data Exchanges, Process Transactions, Items, Item Loader	Flag items for standard price updating and business unit standard price updating when Item/Vendor UOM price records are entered in batch. The Item Loader process (IN_ITMLOAD) is run to update your PeopleSoft application tables with the item data in the Item Loader staging tables.
Price Update	RUN_PO_PRICE_UPD	Items, Define Items and Attributes, Update PO Price, Price Update	Run the Price Update application engine process (PO_PRICE_UPD) to scan the Item/Vendor UOM tables to locate Item/Vendor prices that have become effective and calculate the Item’s new standard price or business unit standard price based on the Item/Vendor UOM price.

Using Standard Price and Business Unit Standard Price Updating Online

To update standard prices and business unit standard prices online:

1. Enter the Vendor's UOM & Pricing Info page for the item and vendor that need to be updated.
2. Change the pricing on the current row for the UOM Attributes section or insert a new row with a new price.

Note. In order to prompt the automatic price change feature, the row selected for the price change cannot have *Inactive* selected for the Status field. If the row is inactive, an error message displays when the changes are saved.

3. To apply your price change to the item's standard price on the Purchasing Attributes page, select *To be Upd* (to be updated) in the Standard Price Update dropdown list.
4. To apply your price change to the standard prices by Purchasing business unit, select *To be Upd* (to be updated) in the BU Price Update Status box. You must also select the Update Business Unit Price check box on the BU Specific Attributes page, because the business unit is not specified on the Vendor's UOM & Pricing Info page.

Note. To use the price as a reference, or use another vendor price, for example, you can select *No Update* instead of *To be Upd*.

5. Verify that you have selected only one item/vendor price to update the item's standard price(s).
6. If multiple item/vendor prices are selected when the item changes are saved, the system will prompt the user to proceed with the new selected item/vendor price or keep the previous selected price.
7. Click OK on the Vendor's UOM & Pricing Info page.
8. Save the Purchasing Attributes - Item Vendor page.

The system updates your standard prices as follows:

- If you selected *To be Upd* (to be updated) in the Standard Price Update Status dropdown list, and the new price is effective currently, the price is updated on the Standard Price field of the Purchasing Attributes page.
 - When the price is updated, the value in the Standard Price Update Status field on the Item/Vendor's UOM and Pricing Info page will default to *Updated*.
 - If necessary, the unit of measure and currency of the item/vendor price are converted from the vendor UOM and currency code to the standard UOM and currency code located on the Purchasing Attributes page.
- If you selected *To be Upd* (to be updated) in the BU Price Update Status dropdown list, and the price is effective currently, 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.
 - When the price is updated, the value in the BU Price Update Status field on the Item/Vendor UOM and Pricing Info page will default to *Updated*.
 - If necessary, the unit of measure and currency of the item/vendor price are converted from the vendor UOM and currency code to the standard UOM and currency code located on the Purchasing Attributes page.
- Any future effective-dated prices will take effect once the Price Update process has run on or after the effective date.

Note. To convert the item/vendor UOM to the item's standard UOM, the vendor override conversion factor is used if one exists. When no Vendor override exists, the conversion factor for the Inventory Item UOM setup is used (INV_ITEM_UOM). If that conversion rate does not exist, the Units of Measure page (UNITS_CVT_TBL record) is used to determine the conversion factor. If there is no row on the Units of Measure page that coincides with the item/vendor UOM (From UOM) and the item standard UOM (To UOM), an error message displays.

Note. To convert the item/vendor currency to the item's standard currency, the CUR_RT_TBL record is used to determine the conversion factor. If there is no row on this record that coincides with the item/vendor currency code (From Currency Code) and the item standard currency code (To Currency Code), an error message displays.

Using Standard Price and Business Unit Price Batch Updating

To update standard prices with data entered via the Item Loader:

1. Flag the items you want to update in the Item Loader.
 - a. Access the Item Loader page.
 - b. In the Item Load Type dropdown list select Item Pricelist.
2. This processes item data staged with the Item Price List EIP message, ITEM_PRICELIST_LOAD.
 - a. Select Update Standard Price to update the Item Standard Price when a currently effective Item/Vendor UOM price record is loaded and set the Standard Price Update Status to "To Be Upd" for the future effective-dated records.
 - b. Select Update Business Unit Price to update business unit standard prices when a currently effective-dated Item/Vendor UOM price record is loaded, and set the BU Price Update Status to "To be Upd" for the future effective-dated records.
 - c. To update business unit prices you must also flag items on the BU Specific Attributes page, as in Step 3.
3. Flag items for standard price updating at the business unit level on the BU Specific Attributes page. Select the Update Business Unit Price check box and click OK to save your changes.

When updating with prices loaded via the Item Loader, this step will enable business units that match the SetID/Item combination to have the new price applied.

4. For any future effective-dated prices, run the Price Update process on or after the effective dates.
 - a. Access the Price Update page.
 - b. Use the page controls to select criteria for your price updates.

The Price Update process scans the Item/Vendor tables for dates that have become effective and calculates the new standard price based on the price entered for that effective date on the Item/Vendor UOM price that has been entered with the Item Loader.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, "Loading Items"

Running the Price Update Process

The Price Update process scans the Item/Vendor tables for dates that have become effective and calculates the new standard price or business unit standard price based on the price entered for that effective date on the Item/Vendor UOM price. It also scans for prices that have been loaded into the system with the Item Loader.

The Price Update process must be run to pick up any future effective-dated prices that have become effective and calculate the new prices. You can also use this page to update to a price that is currently effective, or to a price that is effective within a range of dates.

The user must choose to use either the Current Date or Date Range. If the Date Range is selected, the user must select a range of dates. The process compares the Item/Vendor Price record's effective date to the current date or the date range to determine if the price is in effect. The process will apply updates in the order of effective date, applying the most current effective date as the end result.

You will probably want to schedule this process to run on a regular basis if your system includes many price changes.

Access the Price Update page.

Price Update

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameters Find | View All First 1 of 1 Last

Item Update Options	Vendor Criteria
*SetID: AUS02 ☒ All Items ☐ Specific Item: Item ID: ☐ Range of Items: From: To: ☐ Category: Category:	☒ All Vendors ☐ Vendor Setid Vendor SetID: ☐ Specific Vendor Vendor ID: Date Range ☒ As of Date ☐ Date Range Date From: Date To:

Price Update page

You can use the filter controls on this page to limit the prices to be updated.

Date Range

As of Date

Select to process prices that are currently effective.

Date Range

Select to process prices that are in effect within the range you specify in the Date From/Date To fields.

Selecting Vendors Based on an Items Ship To Location

To define item ship to locations, use the Item ShipTo Locations component (ITM_SHIPTO_VNDR). Use the ITM_SHIPTO_VNDR_CI component interface to load data into the staging tables for this component.

This section discusses how to define priority vendors for specific item-ship to location combinations.

You can set up a prioritized list of vendors and vendor locations for a particular item and ship to location combination.

The PO Calculations process selects a vendor for an item/ship to location combination based on the definition on this page, if the Override Suggested Vendor option is selected on the Sourcing Controls page.

Page Used to Select Vendors Based on Ship To Location

Page Name	Object Name	Navigation	Usage
Item Ship To Locations	ITM_SHIPTO_VNDR	Items, Define Items and Attributes, Item Ship To Locations	Set up a prioritized list of vendors and vendor locations for a particular item and ship to location combination.

Defining Priority Vendors By Item Ship To Location

Access the Item Ship To Locations page.

Ship To SetID, Ship To	Identify each shipping location you're defining for the item. Ship to location codes are established on the Ship To Locations page.
Include in Planning	Select to enable purchase options to be created in PeopleSoft Production Planning or PeopleSoft Enterprise Planning for the Inventory business unit related to this ship to location. The purchase option then enables the creation of new purchase orders through PeopleSoft Production Planning or PeopleSoft Enterprise Planning for this Inventory business unit. If you don't select this option, is not selected at the item-ship to level, and it is not available at the item-ship to-vendor level on the grid. If this option is not selected at the item-ship to level, the Incl Plan option is not available for entry at the item-ship to-vendor level on the grid.
Vendor	Select a vendor. Available vendors are those for which item-vendor relationships have been established on the Purchasing Attributes - Item Vendor page.

See Also

Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 70

Chapter 5, “Defining Purchasing Item Information,” Defining Priority Vendors By Item Ship To Location, page 85

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Defining Vendor Locations

Creating Purchasing Kits

To define purchasing kits, use the Purchasing Kit component (ITM_CONFIG_TBL).

This section discusses how to define purchasing kits.

A purchasing kit is a set of components comprised of two or more items. Create purchasing kits that contain items and quantities that are often ordered together.

When you enter a requisition or purchase order, you can order by purchasing kit ID to capture all items and quantities in the kit, instead of having to enter each item and quantity separately.

When you enter a purchasing kit ID on a transaction line, the system creates a separate line for each of the kit’s component items. The quantity of each line item defaults to the quantity of that item per kit multiplied by the number of kits you order. For example, if a kit includes one CD ROM drive and two speakers and you order two kits, the system generates a line for the CD ROM drive with a quantity of two and a line for the speakers with a quantity of four.

Page Used to Create Purchasing Kits

Page Name	Object Name	Navigation	Usage
Purchasing Kit Definition	PURCH_KIT_TBL	Items, Define Items and Attributes, Purchasing Kit Definition	Define purchasing kits.

CHAPTER 6

Defining Miscellaneous Charges and Landed Costs

This chapter provides an overview of miscellaneous charges and discusses how to define miscellaneous charge defaults.

Understanding Miscellaneous Charges

You can add miscellaneous charges to a purchase order (PO) in addition to sales and use taxes and value-added taxes (VAT). Miscellaneous charges can include freight, set up, insurance, and a variety of other costs incurred to deliver purchased goods to a location. Designating the charge as a “landed cost component” also enables you to incorporate the additional cost into the item’s inventory value.

If you have PeopleSoft Inventory and Cost Management installed, the landed cost charges may be defined as additional costs, beyond the merchandise value of the item. Depending on the costing method defined for the inventory item, the values associated with the additional costs are used to value inventory transactions or treated as variances against the item’s standard cost. Comparisons of estimated and actual landed costs are provided through PeopleSoft Cost Management reports.

If you do not have PeopleSoft Cost Management installed, you can still define and use miscellaneous charges that are added to the POs. You can set up PeopleSoft Purchasing to automatically calculate miscellaneous charges based on items, item and vendor combinations, and other criteria. A calculation method is assigned to each miscellaneous charge, and an allocation method is assigned to each component. Alternatively, you can manually add miscellaneous charges on the PO.

To use miscellaneous charges and landed costs in PeopleSoft Purchasing, set up miscellaneous charges on the Misc Charge/Landed Cost Defn page.

Optionally, you can use the Misc Chg/Landed Cost Template page to define templates that group several miscellaneous charges. These templates can be associated with an item, category, PO, or PO schedule. Receipt lines are assigned the estimated costs of their associated PO schedule.

Once you have created miscellaneous charges and miscellaneous charge templates, you can assign them to POs on the Header - Miscellaneous Charges page. You can also assign miscellaneous charges and templates to items and categories using the Miscellaneous Charges - Miscellaneous page.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Applying Miscellaneous Charges To PO Lines, page 415](#)

[Chapter 5, “Defining Purchasing Item Information,” Capturing Item Miscellaneous Charges, page 75](#)

[Chapter 5, “Defining Purchasing Item Information,” Assigning Miscellaneous Charges and Templates to Items and Categories, page 75](#)

PeopleSoft Managing Costs 8.8 PeopleBook, “PeopleSoft Managing Costs Reports”

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,”
Defining Miscellaneous Charges and Landed Costs

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,”
Defining Miscellaneous Charge and Landed Cost Templates

Defining Miscellaneous Charge Defaults

To populate your POs with the correct miscellaneous charge codes or landed cost templates, you must design a series of parameter combinations. When you enter a PO that matches the combination of parameters that you defined, the assigned charge code or template is used.

You can set up default miscellaneous charges that are automatically calculated based on the following combinations, where level one overrides level two, and so on:

Level	Miscellaneous Charge Hierarchy Criteria
1	Item, vendor, business unit, and ship to location. (INV_ITEM_ID, VENDOR_ID, BUSINESS_UNIT, and SHIPTO_ID)
2	Item, vendor, and business unit. (INV_ITEM_ID, VENDOR_ID, and BUSINESS_UNIT; and no SHIPTO_ID)
3	Item and vendor. (INV_ITEM_ID and VENDOR_ID; and no BUSINESS_UNIT nor SHIPTO_ID)
4	Item. (INV_ITEM_ID; and no VENDOR_ID, BUSINESS_UNIT, nor SHIPTO_ID)
5	Category, vendor, business unit, and ship to location. (CATEGORY_ID, VENDOR_ID, BUSINESS_UNIT, and SHIPTO_ID; and no INV_ITEM_ID)

Level	Miscellaneous Charge Hierarchy Criteria
6	Category, vendor, and business unit. (CATEGORY_ID, VENDOR_ID, and BUSINESS_UNIT; and no INV_ITEM_ID nor SHIPTO_ID)
7	Category and vendor. (CATEGORY_ID and VENDOR_ID; and no INV_ITEM_ID, SHIPTO_ID, nor BUSINESS_UNIT)
8	Category. (CATEGORY_ID; and no INV_ITEM_ID, VENDOR_ID, BUSINESS_UNIT, nor SHIPTO_ID)

For example, you can set up miscellaneous charges that are automatically calculated on the PO when a certain item is ordered from a particular vendor, for a particular business unit, and a specific ship to location of the business unit. You can also set up a miscellaneous charge that is automatically calculated for a particular item.

Only one Miscellaneous Charges - Miscellaneous page combination is used. The higher level overrides the lower level. For example, suppose that you defined miscellaneous charges for an item (level 4), and also for the category (level 8) to which the item belongs, only the miscellaneous charges that you defined for the item are used. The miscellaneous charges that you defined for the category are only used for items that do not have miscellaneous charges specifically defined.

CHAPTER 7

Using Workflow

This chapter provides an overview of PeopleSoft Purchasing workflow and describes how to:

- Design workflow processes.
- Use the Virtual Approver model.
- Define roles and users.
- Define route controls.
- Approve requisitions and purchase orders (POs) using workflow.
- Use PeopleSoft Purchasing workflow notifications.
- Issue requisition sourcing workflow notifications.
- Issue purchase order cancellation workflow notifications.
- Issue contract expiration and exceeds maximum workflow notifications.
- Use item loader exception workflow notifications.
- Use purchase order acknowledgement electronic data exchange (EDX) message exception workflow notifications.

Understanding PeopleSoft Purchasing Workflow

PeopleSoft workflow is a tool for managing business processes. For example, you may require a system of approvals for requisitions and POs, especially for high-cost items. Implementing PeopleSoft workflow can help streamline this process and enhance internal communications.

Use workflow to perform the following:

- Automate information flow.
- Enforce business process rules.
- Combine the tasks of several users into a business process.

Workflow is delivered with PeopleSoft Purchasing and works with the email system. You can use workflow to notify managers, buyers, requesters, and users of the events and actions that are relevant to them.

You use workflow to build a business process in PeopleSoft Application Designer, which enables the application to follow the process that you set up. The workflow process is based on rules, roles, and routings.

Using Electronic Data Exchange Exception Workflow

When using inbound EDX messages, it may be desirable for exception conditions to be noted and brought to the attention of various people within the purchasing and inventory management organizations. These require processes to notify the procurement and inventory management organizations and ensure that appropriate measures are taken to react to these conditions.

When loading Item Catalog EDX messages, possible exceptions include price changes outside of expected tolerances, unknown items, and other exceptions. Receiving these exceptions should trigger notification to personnel in the buying and inventory management organizations to review and approve the changes. This ensures vendor compliance with buying arrangements and identification of errors before transactions are processed.

When loading Purchase Order Acknowledgement EDX messages, exceptions such as rejecting the purchase order or changing it must be addressed by the buyer to determine whether the changes are acceptable or require any additional follow up.

When you receive inbound Purchase Order Acknowledgment (X.12 855) and Item Catalog (X.12 832) EDX messages that have exceptions, the system provides exception notifications to resources in the buying organization.

See Also

Chapter 7, “Using Workflow,” Using Item Loader Exception Workflow Notifications, page 104

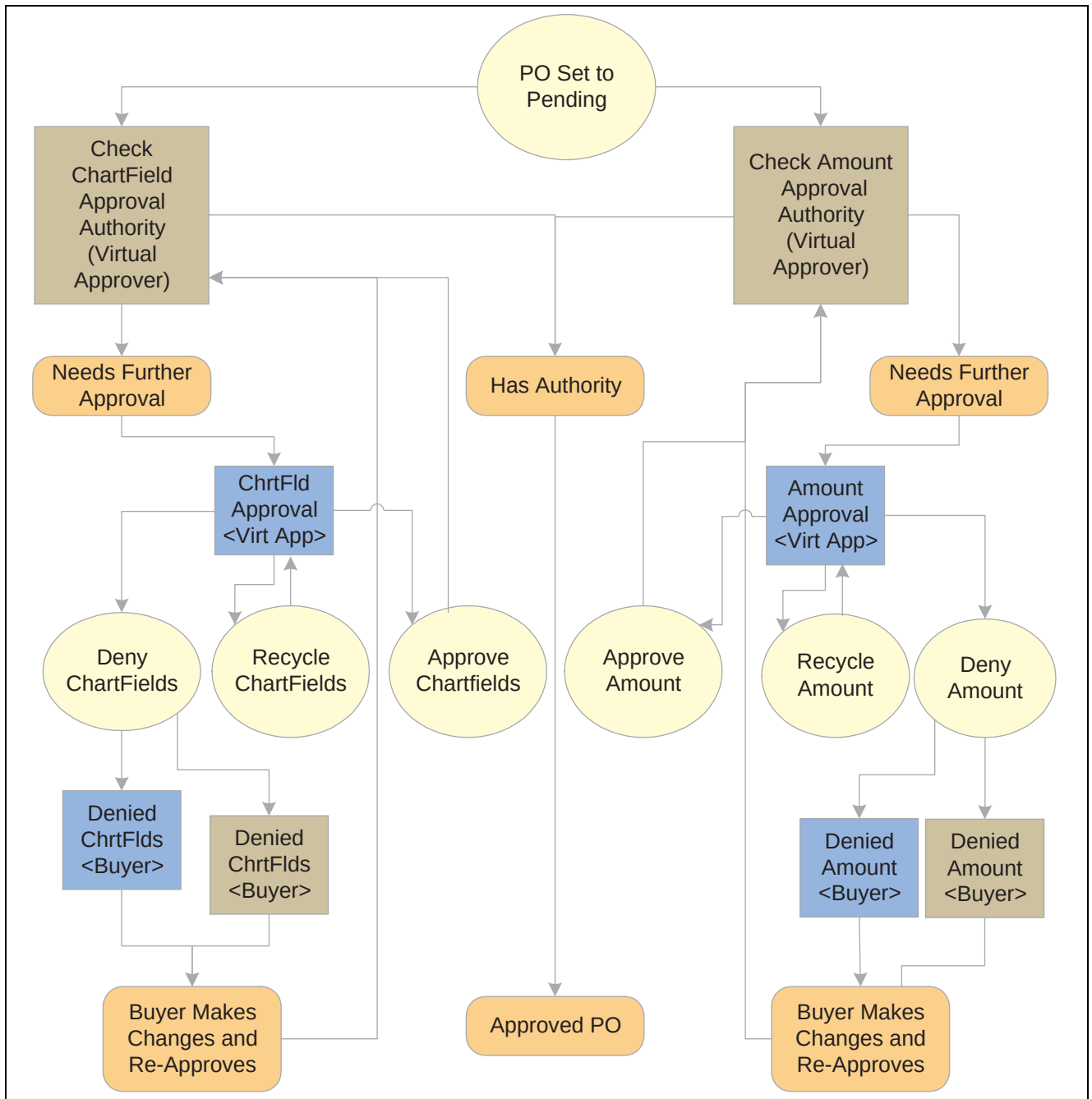
Chapter 7, “Using Workflow,” Using Purchase Order Acknowledgement Exception Workflow Notifications, page 103

Designing Workflow Processes

Workflow is an integral part of PeopleSoft Purchasing, whether you work with requisitions, POs, procurement card transactions, RFQs, or contracts.

Use PeopleSoft Application Designer and PeopleSoft Workflow Administrator to design the workflow processes that are delivered with PeopleSoft Purchasing. You can also use Application Designer to design and build your own business processes, including workflow rules. You use Workflow Administrator to access, monitor, analyze, and control workflow in your organization.

The following flowchart illustrates the use of workflow objects to define the approval workflow for POs:



PO Approval Process Workflow

See Also

PeopleTools 8.44 PeopleBook: Workflow Technology

Using the Virtual Approver

PeopleSoft Purchasing uses a workflow model that is called Virtual Approver to handle the requisition and PO approval processes. Using the Virtual Approver model, you define approval rules in PeopleSoft Application Designer and routings in PeopleSoft Workflow Administrator instead of writing lines of PeopleCode.

When you define an approval process, the Virtual Approver determines transactions that need further approval and routes them to the appropriate approval user. Users enter transactions, as they always have, through a PeopleSoft application page. When an user saves the page, the Virtual Approver checks the approval rules that are defined through the Approval Rule Set to see what kind of approval is necessary.

On POs and requisitions, the approval transactions are the amount and ChartField approval transactions. If the current user has the authority to approve the transaction, the Virtual Approver sets the transaction status to approved and doesn't route it using workflow.

Note. Even if you do not implement PeopleSoft Workflow at this time, the approval function is still defined within the Workflow component. If workflow isn't being used, the approver manually accesses the approval pages and the approval rules are invoked when he or she saves the page.

The PO approval process workflow diagram illustrates a typical example of how you might use the Virtual Approver model to define approval processes. In the example, the system checks both the PO amount and the ChartField authorization.

If the system finds that the person who set the PO status to pending approval has authorization for both of those approval transactions, the PO is approved.

However, if the PO needs further approval, the system adds a transaction to the worklists or sends an email to the appropriate users, based on the rules that are set up in the Workflow Administrator. The PO status changes to in process until all approval actions are complete. The next user selects the worklist entry on the Worklist page to access the approval pages and recycles, approves, or denies the PO. If the user denies the PO, the system generates an email message and a worklist entry to notify the buyer that is on the PO.

See Also

PeopleTools 8.44 PeopleBook: Workflow Technology

Defining Roles and Users

Users are the people who participate in one or more workflow processes. Users can be PeopleSoft users, as well as people and groups who don't have direct access to PeopleSoft applications, but rather send or receive data using workflow. For example, if your workflow delivers electronic order forms to vendors, your vendors are users.

When you build a workflow, you identify the users who perform each activity according to their roles in the organization and in the workflow. The process of approving a PO transaction, for example, may involve the roles of buyer, purchasing analyst, and manager. When the system routes a work item to the next activity in a business process, it forwards the item to the users who fill the role that is assigned to that activity. In some cases, you may define multiple users who fill the role. In most cases, the system runs a query to find out who the appropriate users are for a given work item. You define users' roles when you assign user IDs.

Note. The content of this section is only part of what you need to know to map your business processes. Other information that is common to many applications is located in the *PeopleSoft Application Fundamentals PeopleBook*.

See Also

PeopleTools 8.44 PeopleBook: Security Administration

PeopleTools 8.44 PeopleBook: Workflow Technology

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

Defining Route Controls

Route controls further specify which users belonging to a specific role will receive a workflow item. For instance, you may have a role of manager, but not every manager in the system should receive every PO for approval. A particular manager may be responsible for a certain PO business unit. So, establish the business unit as a route control, and assign specific business unit values to specific users. By doing this, you limit the routing of POs from a particular business unit to those managers who should be reviewing those POs.

See Also

PeopleTools 8.44 PeopleBook: Workflow Technology

Approving Requisitions and Purchase Orders Using Workflow

This section provides overviews of approvals using workflow, and gives examples of requisition and purchase order approvals.

You can use PeopleSoft workflow to automate the approval process for requisitions and POs. Depending on the configuration of the business unit, amount and ChartField approvals may be needed before the system changes the status of a requisition or PO from pending approval to approved. While these approvals are independent of each other, they are set up similarly.

Changing the status on the requisition or PO approval table to in process triggers the workflow approval process. Workflow searches for requisitions or POs that require approval and moves those requests to the appropriate users for approval.

You can use either of the following methods to send requisitions and POs into workflow:

- Use the Application Engine processes.

The Application Engine processes use queries to determine which requisitions and POs are eligible for workflow routings and approvals. To be eligible, a requisition or PO must have a status of pending approval and the approval status on the requisition or PO approval table must be initial. The requisition or PO approval table tracks the approval status.

For eligible requisitions and POs, the Application Engine processes sets statuses on the approval table to in process, and the first worklist entries are created for the requisition and PO. The requisition or PO is now in workflow. The status remains at pending approval until the requisition or PO completes its workflow cycle and the status changes to approved.

- Perform manual steps on the requisition and PO approval pages.

If the requisition or PO requires workflow approval, setting the requisition or PO status to approved on these pages changes the status on the requisition or PO approval table to in process, which triggers workflow approval.

This requisition or PO-in-process is an activity in the workflow process that must be approved before it can move to the next event in the process. After the requisition or PO is submitted, workflow verifies that you have the authority to approve the activity. If you don't have the authority, workflow notifies the approver at the next higher level that the activity needs approval and adds the activity to that approver's worklist or sends email notification. The status of the requisition or PO remains at in process. Workflow moves the activity up the hierarchy of approvers until the person with the proper authority approves the activity.

The following sections present examples of how requisitions and POs are approved using workflow.

See Also

[Chapter 7, "Using Workflow," Using the Virtual Approver, page 93](#)

[Chapter 4, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining PO Approval Requirements, page 37](#)

[Chapter 4, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Requisition Approval Requirements, page 38](#)

Pages Used to Approve Requisitions and Purchase Orders Using Workflow

Page Name	Object Name	Navigation	Usage
Requisitions - Approval Workflow	REQ_APPR_WF	Purchasing, Requisitions, Approval Workflow	Run the Requisition Amount Approval application engine process (PO_WFREQAMT) to submit requisition amounts for approval using workflow. Run the Requisition Chartfield Approval application engine process (PO_WFREQCF) to submit requisition Chartfields for approval using workflow. If a user who created the requisition does not have approval authority, the requisition is routed by the system to the next approver in the approval hierarchy who is authorized to approve it.
Purchase Orders - Approval Workflow	PO_APPR_WF	Purchasing, Purchase Orders, Approval Workflow	Run the Pending PO Amount Approval application engine process (PO_WFPOAMT) to submit purchase order amounts for approval using workflow. Run the Pending PO Chartfield Approval application engine process (PO_WFPOCF) to submit purchase order Chartfields for approval using workflow. If the user who created the purchase order does not have approval authority, the purchase order is routed by the system to the next approver in the approval hierarchy who is authorized to approve it.

Example of Approving a Requisition

You have the authority to approve a requisition up to USD 1,000.00, your supervisor can approve requisitions up to USD 10,000.00, the manager can approve requisitions up to USD 100,000.00, and the president of your organization has the authority to approve requisitions of any amount.

You enter a requisition to purchase new computers for the entire organization and the requisition amount totals USD 1,000,000.00. Because you don't have the authority to approve a requisition of this amount, workflow moves this requisition to your supervisor's worklist and notifies your supervisor that a requisition needs her approval. She approves the requisition, but because she doesn't have the authority to approve this amount, workflow moves the requisition to the manager's worklist and notifies the manager that a requisition needs his approval now. He approves the requisition, but because he doesn't have the authority to approve a USD 1,000,000.00 requisition, workflow moves the requisition to the president's worklist and notifies her that a requisition needs her approval. She reviews the transaction requisition and approves the requisition amount.

If you are the approver, you can manually approve, recycle, or deny requisitions on the Approve Amounts - Approval page and Approve ChartFields - Approval page.

You can also set up workflow so that activities are routed directly to the person with the proper authority, bypassing the incremental routing process up the chain of authority. In the previous example, workflow could have routed the activity directly to the president of the organization because she is the only one with authority to approve the activity.

The following table is a list of the workflow notification events and workflow business process names that are related to approving requisitions:

Workflow Notification Event	Workflow Notification Type	Business Process Name
Notify approver when a requisition needs approval.	Worklist.	Requisition Approvals
Notify requester that requisition has been approved or denied.	Email.	REQ_NOTIFICATION
Notify previous approver that requisition has been denied or recycled.	Worklist and email (denied). Worklist (recycled).	Requisition Approvals

See Also

[Chapter 18, "Approving Requisitions," page 301](#)

Examples of Approving a Purchase Order

This section discusses how to perform PO approvals in various scenarios.

Manual Purchase Order Approvals

This is an example of a manual approval using the purchase order approval pages.

To purchase the items that are requested on a PO, you must obtain your manager's approval prior to making the purchase. You submit the PO directly to your manager for her approval. She approves or cancels the PO using the Purchase Order Approval pages. If your manager approves the PO, she returns it to you for purchase.

When you approve a PO manually on the approval pages, the system verifies the authorizations.

When you select the PO from your worklist, the system accesses the same pages that you use to manually start the process (the amount or ChartField approval pages.) If you use the workflow process to get the approvals done, and you don't have the appropriate authority, the system uses the same pages for the next role in the approval hierarchy.

Workflow Purchase Order Approvals

This workflow routing scenario involves two roles working with a PO:

- A junior buyer who can approve POs under USD 10,000.00.

The junior buyer can also approve the ChartField distributions on the PO.

- A senior buyer who must approve POs over USD 10,000.00.

In this scenario, the business unit approval rules specify that both ChartFields and amounts require approval.

Case A: Purchase Orders That Are Less Than Approval Maximum

At the end of every day, all approved POs are automatically dispatched. As the junior buyer creates and modifies POs, she marks their statuses as pending approval. If all of the junior buyer POs are less than USD 10,000.00 on a given day, the save process changes the status of the POs from pending approval to approved. Because both amount and ChartField distributions are marked approved, the system changes the overall PO status to approved, meaning that when the scheduled dispatch process runs at the end of the day, it automatically picks up those POs.

Case B: Purchase Orders That Exceed Approval Maximum

If the junior buyer accesses and approves a PO for USD 10,000.00, workflow routes the PO to the next higher role, which is set up as the senior buyer. The next time the senior buyer logs on and checks her worklist, the PO appears in the worklist as needing approval. From the worklist, the senior buyer selects the worklist entry to access the Approval Amounts - Approval page, and either approves or denies the request.

Case C: Immediate Approvals

In this scenario, the Pending PO Amount Approval process is set up to run at the end of the day. Therefore, the senior buyer cannot see the PO worklist entry until the beginning of the following day. If the senior buyer needs to see and approve the activity sooner, she must follow a different procedure.

To view and approve the activity immediately:

1. Manually submit a request for the Pending PO Amount Approval process and then act upon the results of the process.
2. Initiate the workflow process for specific POs by using the approval pages.

If you are the approver, you can approve the PO on the PO Reconciliation Workbench page, Approve Amounts - Approval page, Approve ChartFields - Approval page, and Maintain Purchase Order - Purchase Order page. As an approver, you can approve, recycle, or deny an activity.

The system uses the same approval rules whether the POs are retrieved from the scheduled process or the approval pages. If the junior buyer uses the Approve Amounts - Approval page to approve her POs, the system recognizes that she doesn't have the authority to complete the approval, and workflow responds to this request by routing the activity to the senior buyer worklist.

When both amount and ChartField approvals are marked complete, the system changes the overall status of the PO to approved. Until then, the overall status remains pending approval.

Note. If the business unit approval rules are set not to require amount or ChartField approvals, the PO skips the workflow process.

You can also set up workflow so that activities are routed directly to the person with the proper authority, bypassing the incremental routing process up the chain of authority. In the previous example, workflow could have routed the activity directly to the president of the organization because she is the only one with authority to approve the activity.

The following table is a list of the workflow notification events and workflow business process names that are related to approving POs:

Workflow Notification Event	Workflow Notification Type	Business Process Name
Notify approver when a PO needs approval.	Worklist.	Purchase Order Approvals.
Notify previous approver that a PO has been denied or recycled.	Worklist and email (denied). Worklist (recycled).	Purchase Order Approvals.

See Also

[Chapter 7, “Using Workflow,” Using the Virtual Approver, page 93](#)

[Chapter 27, “Approving Purchase Orders,” page 533](#)

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 393](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22](#)

[Chapter 30, “Using the Purchase Order Reconciliation WorkBench,” Understanding the PO Reconciliation Workbench , page 577](#)

Using PeopleSoft Purchasing Workflow Notifications

You can use workflow to automate requester and buyer notification processes for requisitions and POs. These notifications let the requesters and buyers know about the statuses of requisitions and POs at key points in the purchasing business process.

Other processes in PeopleSoft Purchasing that use workflow notification include procurement card, RFQ, and contract processes. These notifications alert users about situations that they need to address. You can also receive notifications when the matching process fails.

You enable workflow notifications using PeopleSoft Application Designer by setting the status for each business event to active in the selected workflow business processes. Following is a list of workflow notification events that you can use in PeopleSoft Purchasing:

Workflow Notification Event	Workflow Notification Type	Business Process Name
Notify the requester when a requisition line is sourced to a PO line through the Create PO process.	Email	REQ_SOURCED Note. This workflow must be run manually from an online page. See Chapter 7, “Using Workflow,” Issuing Requisition Sourcing Workflow Notifications , page 102.
Notify the requester when the PO for the requisition is canceled.	Email	PO_CANCELED Note. This workflow must be run manually from an online page. See Chapter 7, “Using Workflow,” Issuing Purchase Order Cancellation Workflow Notifications , page 102.
Notify appropriate users that a procurement card statement has arrived and is ready for reconciliation.	Email	PROCARD_BANK_SMENT_ARRIVED
Notify appropriate users that the reconciliation of a procurement card bank statement was not finished within the preset time frame.	Email	PROCARD_GRACE_PERIOD_EXPIRED
Notify the buyer when a requisition line requires an RFQ.	Worklist	RFQ_NOTIFICATION
Notify the buyer when a contract expires or reaches the maximum monetary amount.	Worklist	CONTRACT_EXPIRY_ALERT Note. This workflow must be run manually from an online page. See Chapter 7, “Using Workflow,” Issuing Contract Expiration and Exceeds Maximum Workflow Notifications , page 102.

See Also

PeopleTools 8.44 Peopleook: PeopleSoft Application Designer

Issuing Requisition Sourcing Workflow Notifications

This section discusses how to run the PO_RQSRCD_WF process.

The PO_RQSRCD_WF process notifies requesters when their requisition lines have been sourced to PO lines.

Page Used To Run the PO_RQSRCD_WF Application Engine Process

Page Name	Object Name	Navigation	Usage
Requisition Sourced Workflow - Req Srcd Prcs Wf (requisition sourced process workflow)	REQ_SRCD_PRCS_WF	Purchasing, Purchase Orders, Stage/Source Requests, Requisition Sourced Workflow, Req Srcd Prcs Wf	Run the PO_RQSRCD_WF process, which notifies requesters when their requisition lines have been sourced to PO lines by the Create Purchase Orders process (PO_POCREATE).

Issuing Purchase Order Cancellation Workflow Notifications

This section discusses how to run the PO_POCNCL_WF process.

Page Used to Run the PO_POCNCL_WF Application Engine Process

Page Name	Object Name	Navigation	Usage
Canceled Sourced POs Workflow - Po Pocncl Prcs (purchase order cancel process)	PO_POCNCL_PRCS	Purchasing, Purchase Orders, Stage/Source Requests, Cancel Sourced POs Workflow, Po Pocncl Prcs	Run the PO_POCNCL_WF process, which notifies requesters when POs that are sourced from their requisitions have been canceled.

Issuing Contract Expiration and Exceeds Maximum Workflow Notifications

This section discusses how to run the PO_CNTRCT_WF process.

Page Used to Run the PO_CNTRCT_WF Application Engine Process

Page Name	Object Name	Navigation	Usage
Create Contract Alert Workflow - Cntrct Alert Wf (contract alert workflow)	CNTRCT_ALERT_WF	Purchasing, Procurement Contracts, Create Contract Alert Workflow, Cntrct Alert Wf	Run the PO_CNTRCT_WF process, which notifies buyers when their contracts have expired or reached their maximum monetary amounts.

Using Purchase Order Acknowledgement Exception Workflow Notifications

This section discusses how to use the Purchase Order Acknowledgement EDX exception workflow notification.

The purchase order acknowledgement messages provide confirmation that the vendor has received a purchase order and identify any changes to or problems with the proposed terms of the purchase orders. The system provides exception notifications in the form of workflow when specified conditions are encountered with a Purchase Order Acknowledgement message.

The following conditions trigger an exception notification:

- Purchase order rejected.

Notify the buyer when the Vendor sends a purchase order acknowledgement (855) and the header or line status is rejected.

- Purchase order accepted -- with changes.

Notify the buyer when a vendor sends a purchase order acknowledgement (855) and the header or line status is accepted with changes.

- Purchase order accepted.

Notify the buyer that the purchase order acknowledgement is received and no changes are suggested.

To generate the purchase order acknowledgement exception notification, follow these steps:

1. Set up workflow rules.
2. Run the PO Acknowledgement Workflow process (PO_ACK_WF) to create worklist entries for the Purchase Order Acknowledgement messages that are received that meet the exception criteria.
3. The system routes the worklist entry to the specified user ID based on the buyer ID on the purchase order header.
4. When you click the worklist entry, the system transfers you to the Purchase Order Acknowledgement page, where the buyer can review and update the Purchase Order Acknowledgement status.

Pages Used to Use Purchase Order Acknowledgement Exception Workflow Notifications

Page Name	Object Name	Navigation	Usage
Workflow Rule	PV_WF_RULE	eProcurement, Procurement Application Administration Click the Maintain Workflow link. Click the Workflow Rules link.	Set up workflow rules, including when to escalate a message and where to route it.
Acknowledgement Workflow - Po Ack Prcs Wf (Po acknowledgement process workflow))	RUN_PO_ACK_WF	Purchasing, Purchase Orders, Acknowledgement Workflow, Po Ack Prcs Wf	Process errors and exceptions for Purchase Order Acknowledgement messages.

Using Item Loader Exception Workflow Notifications

This section discusses how to use the Item Loader EDX exception workflow notification.

With the Item Loader EDX message, you can receive item data that is published by third-party sources by subscribing to XML-based messages or uploading a flat file.

The following conditions should trigger an exception notification:

- Price change exceeds tolerance.

Notify when the new price on the item price change is greater than or equal to the old item price multiplied by the item price tolerance.

- New item added.

Notify when a vendor provides a new item on the catalog. This enables you to set up defaults accordingly.

- Unit of measure (UOM) does not exist.

New UOM is supplied for this item. Notify when the vendor item UOM does not exist on the UOM tables.

- UOM changed.

Notify when the conversion rate has changed.

- Error encountered.

Notify when an error (other than the exceptions identified above) is encountered when loading items. For example, a UOM code is not convertible.

To generate the Item Loader exception notification, follow these steps:

1. Define workflow rules using the Workflow Rule Assignment page.
2. Optionally, if you want the system to send out notifications when price tolerances are exceeded, define price tolerances.

3. Run the Item Loader Workflow process (IN_ITMEXP_WF) to create worklist entries for item loader messages that meet the exception criteria.

Use the process to select the errors and exceptions and route them to the appropriate role user. The process either generates a worklist or emails, depending on how setup is defined on the Workflow Rule Assignment page. You can run this process separately or with the Item Loader process.

4. The system routes the worklist entry to the specified user ID.
5. When you click the worklist entry, the system transfers you to the Approve Item Exceptions component, where you can view and approve item exceptions.

Defining Price Tolerances

You define price tolerances to use in conjunction with the price change exception rule. The item load processes compare the new item or vendor price on the item loader staging table to the previous item or vendor price; if the new price exceeds the tolerances, the system generates an exception.

Tolerances may be defined by item category or by item. You can define price tolerances by a percentage increase or decrease, or amount higher or lower.

Over Percentage Tolerance	Defines the minimum percent price increase that causes an exception to be generated. The default value is unlimited tolerance.
Over Amount Tolerance	Defines the minimum amount price increase that causes an exception to be generated. The default value is unlimited tolerance.
Under Percentage Tolerance	Defines the minimum percent price decrease that causes an exception to be generated. The default value is unlimited tolerance.
Under Amount Tolerance	Defines the minimum amount price decrease that causes an exception to be generated. The default value is unlimited tolerance.

Viewing and Approving Item Exceptions

Once you've found exceptions, you can use the Item Exception Approvals component to:

- Approve the change and process as is (for price change, item does not exist or UOM change only).
- Change the item attributes (for any exception).
- Cancel the Item Load record completely. This does not delete the item from the master database, but prevents any updates from being processed.
- Change the exception approval status to approved.

Pages Used to Use Item Loader Exception Workflow Notifications

Page Name	Object Name	Navigation	Usage
Workflow Rule Assignment	PV_WF_SETID_ASGN	Data Exchanges, Setup, Item Exceptions, Item Exceptions SetUp	Assign workflow rules by setID, including whether you should notify using workflow or email. You can also check for exceptions and write the exceptions into the error log without generating workflow or email.
Item Categories	CATEGORY_TBL2	Items, Define Controls, Item Categories, Category Definition 2	Set price tolerance defaults for items.
Purchasing Controls	ITM_TBL_PUR2	Items, Define Items and Attributes, Purchasing Attributes, Purchasing Controls	Set price tolerance defaults for purchased items. These tolerances appear by default from the item category and can be overridden during online item setup.
Item Loader Workflow	RUN_IN_ITMLOADWF	Data Exchanges, Process Transactions, Items, Item Load Workflow, Item Loader Workflow	Run the Item Loader Workflow process to process errors and exceptions for item loader messages.
Select Exceptions	IN_ITMEXP_SEL	Data Exchanges, Transaction Error Handling, Approve Item Exceptions, Select Exceptions	Select exceptions by setID, vendor, item, category, exception rule ID, status, or EIP control ID.
Exception Summary	IN_ITMEXP_SUM	Data Exchanges, Transaction Error Handling, Approve Item Exceptions, Exception Summary	Display the records matching the selection criteria from the Select Exceptions page.
Exception Detail	IN_ITMEXP_DTL	Data Exchanges, Transaction Error Handling, Approve Item Exceptions, Exception Detail	Display the exception detail for each exception.
Item Master EIP Maintenance	IN_EIP_ITEM_MAINT	Click the EIP control ID link on the Exception Detail page.	View or correct the item data.

Viewing and Approving Item Exceptions

Access the Select Exception page.

The system displays the status of the exception. Use the Change Status To field to select the status to which you want to change the exception. After making a selection in the Change Status To field, click the Apply All button to change the status for all displayed errors and exceptions. The exception is then available for reprocessing.

Click the Data Correction button on the Exception Detail page to access the appropriate component to correct the exception condition.

CHAPTER 8

Using Default Hierarchies

This chapter provides an overview of the extensive and time-saving default hierarchies in PeopleSoft Purchasing and discusses how to:

- Define the UOM conversion hierarchy.
- Describe the matching default hierarchy.
- Describe the vendor location hierarchy.
- Describe multicurrency conversions

Understanding the PeopleSoft Purchasing Default Hierarchy

For each business unit that you define in PeopleSoft Purchasing, establish default information used in all transaction processing. Depending on the fields defined, you can specify default information at each applicable level in the hierarchy or have defaulting fields pull their values from default values designated at less-specific levels in the hierarchy.

PeopleSoft Purchasing provides default capability for those values that are relatively static in nature (values that remain the same in everyday operations and would become repetitive to enter for every transaction). For example, if you set up your ChartField defaults with the most appropriate values for your items, categories and requesters, theoretically, you have little need to drill down to the requisition's distribution level to enter any values. The ChartField values at that level are set by default.

PeopleSoft defaults operate in two parallel areas: transactions and items.

- Transaction defaults begin at the more-specific buyer level in the hierarchy and end with the most-general user level.
- Item defaults begin at the most-specific ship to level and end at the most-general item category level.

Purchasing Transaction Default Hierarchy

This list illustrates an overview of the PeopleSoft Purchasing transaction default hierarchy, where each level represents a factor in the procurement process that can provide a transaction default value:

- Level One: Buyer
- Level Two: Requester
- Level Three: Vendor
- Level Four: PO Origin

- Level Five: Business Unit
- Level Six: User

The first level, Level One, represents the buyer level, one of the most specific default levels. Level Six, the last level, represents the user level, which is one of the least specific default levels. When determining which value to use on a PO, the system references the highest default level for a value. If it cannot find one there, it moves down level by level, searching for a defined value.

This table details the levels in the transaction default hierarchy from which the selected transaction values can appear by default. The possible default hierarchy levels listed for each transaction field value begin with the more-specific default and end with the less-specific default.

For example, when determining the accounting template to use for a PO, the system first determines whether a vendor has defined an accounting template. If so, the system uses the vendor's accounting template. If a template is not defined at the vendor level, the system uses the accounting template defined at the business-unit level.

Transaction Field Value	Default Hierarchy
Accounting Template	Vendor, Business Unit
AM Capitalize Flag	Business Unit
AM Unit	Business Unit
AP Accrue Flag	Business Unit
AP Unit	Business Unit
ASN Flag	Vendor
Billing Location	Business Unit
BU Comments (business unit comments)	Business Unit
Business Unit	User
Buyer	Vendor, User
Catalog ID	Requester
Contract Authority	User
Contract Dispatch Method	Vendor, Business Unit

Transaction Field Value	Default Hierarchy
Contract Status	User
Country	Vendor, User
Currency	Requester
Currency Code/Rate Type	Vendor, Business Unit
Days + / - Today	User
Department	Buyer, Requester, Purchase Order Origin, User
Fax	Requester
Freight Terms	Vendor, Business Unit
GL Unit (general ledger unit)	Business Unit
Location Code	Buyer, Requester, Business Unit, User
Match Option/Match Type	Vendor, Business Unit
Order Location	Vendor
Origin	Buyer, Requester, Business Unit, User
Override Vendor	Buyer
Payment Terms	Vendor, Business Unit
Payment Terms Basis Date	Vendor
Phone	Buyer, Requester
PO Authority	User
PO Dispatch	Vendor, Business Unit

Transaction Field Value	Default Hierarchy
PO Status	Buyer, User
Pricing Location	Vendor
Receiving Authority	User
Receiving BU	User
Replenishment Dispatch Method	Vendor
Requester Name	User
Requisition Authority	Requester, User
Requisition Status	Requester, User
Returning Location	Vendor
RFQ Authority (request for quotation authority)	User
RFQ Dispatch Method	Vendor, Business Unit
RFQ Status	User
RTV Debit Memo (return-to-vendor debit memo)	Vendor
RTV Dispatch Method	Vendor, Business Unit
RTV Fees	Vendor
RTV Notification Method	Vendor
RTV Replace Invoice	Vendor
Sales Tax Tolerance	Vendor
Sales/Use Tax Information	Vendor

Transaction Field Value	Default Hierarchy
SetID	User
Ship To	Buyer, Requester, User
Ship Via	Vendor, Business Unit
Sourcing % Unit Price Tolerance (sourcing percentage unit price tolerance)	Business Unit
Tax Exempt Flag/Tax Exempt ID	Business Unit
Use VAT Suspension (use value-added tax suspension)	Business Unit
VAT Calculation Type	Business Unit
VAT Declaration Point	Business Unit
VAT Home	Business Unit
VAT Options	Vendor, Business Unit
VAT Registration ID	Business Unit
VAT Rounding Rule	Business Unit
VAT Tolerance Check Indicator	Business Unit
VAT Transaction Code	Business Unit
Vendor Authority	User

Requisition Default Hierarchy

PeopleSoft Purchasing enables you to create requisitions using Requisition Loader batch processing or the requisition online entry pages.

The Purchasing Requisition Loader process (PO_REQLOAD) derives its most specific default values from the data sources of this batch process. At a less specific level, you can use the Req Loader Defaults (requisition loader defaults) page to set the default values for the Purchasing Requisition Loader process. These default values populate empty requisition ChartFields when you run the process. Use the Requisition Loader Defaults - Overrides and Options page to set override options for the Purchasing Requisition Loader process. These values replace source requisition ChartField values when you run the process.

Once you create requisitions from the online entry pages, use the Header Defaults page to set defaults for requisitions at the individual transaction level. The page gives you the option to do the following for all future requisition lines:

- Specify default values.

The application defaults values specified in the existing hierarchy to populate fields on future lines. If no values are found, it uses the values defined on this page as defaults.

- Specify overriding values.

The application references the values that you defined on this page to populate fields on the requisition on future lines.

If you have preexisting defaults on your Requisitions - Header or Line Defaults pages and you change any of these values, PeopleSoft Purchasing enables you to retrofit these changes to existing requisition lines and distributions.

See Also

Chapter 16, “Creating Requisitions Online,” Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 248

Chapter 16, “Creating Requisitions Online,” Entering Requisition Header Defaults , page 246

Chapter 17, “Using the Requisition Loader,” Understanding the Purchasing Requisition Loader Process, page 285

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Using Requisition Loader Defaults and Overrides

PO Default Hierarchy

PeopleSoft Purchasing enables you to create POs using PO staging batch processing or the PO online entry pages.

The PO Stage Load process (PO_POSTAGE) derives its more specific default values from the data sources of this batch process. At a less specific level, you can use the PO Loader Defaults page to set the default values for the PO Stage Load process. These default values populate empty PO ChartFields when the process runs. You can also use the PO Loader Defaults - Overrides and Options page to set override options for the Create Purchase Orders process (PO_POCREATE). These values replace existing PO ChartField values when you run the process.

Once you create POs from either online or batch processes, use the Purchase Order Defaults page to set defaults for POs at the individual transaction level. The page gives you the option to do the following for all future PO lines:

- Specify default values.

The application references default values specified in the existing hierarchy to populate fields on future lines. If no values are found, it uses the values defined on this page as defaults.

- Specify overriding values.

The application references the values defined on this page to populate fields on the PO on future lines.

If you have preexisting defaults on your PO Header Defaults pages and you change any of these values, PeopleSoft Purchasing enables you to retrofit these changes to existing PO lines and distributions.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Applying Purchase Order Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 406](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Defaults, page 404](#)

[Chapter 26, “Using Purchase Order Sourcing,” Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Production Management, page 475](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Using PO Loader Defaults and Overrides

Purchasing Item Default Hierarchy

This list illustrates an overview of the PeopleSoft Purchasing item default hierarchy, where each level represents a factor in the procurement process that can provide an item default value:

- Level One: Ship To Location
- Level Two: Regions
- Level Three: Kit Item
- Level Four: Item/Vendor Attributes
- Level Five: Item BU Attributes
- Level Six: Item Purchasing Attributes
- Level Seven: Item
- Level Eight: Item Category BU Attributes
- Level Nine: Item Category

The first level is the ship to location level, one of the most specific default levels. Level Nine, the last level, represents the item category level. Level Nine is one of the least specific default levels. When determining which value to use for an item, the system first references the highest default level for a value. If it cannot find one there, it moves down the relevant levels, searching for a defined value to use.

This table details the levels in the item default hierarchy from which the selected transaction values can appear by default. The possible default hierarchy levels listed for each item-related field value begin with the more specific default and end with the most general level default.

For example, when determining the asset profile ID for an item, the system first references the item purchasing attributes to see whether an ID is defined. If so, the system uses that asset profile ID. If an ID is not defined, the system uses the asset profile ID defined at item category level.

Text in boldface indicates a grouping of default fields, rather than just a single field, for example, matching controls and sourcing controls.

Transaction Field Value	Default Hierarchy
Asset Profile ID	Item Purchasing Attributes, Item Category
Buyer	Item BU Attributes, Item Purchasing Attributes, Item Category-BU Attributes, Item Category
Currency Code	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes, Item Category
Origin Country	Item/Vendor Attributes
Description	Item Purchasing Attributes, Item
Delivery Instructions	Ship To Location
Distribution Network	Ship To Location
Inventory BU	Ship To Location
Item/Item Category	Ship To Location
Item Specifications	Item Purchasing Attributes
Lead Time Days	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes, Item Category
Long Description	Item Purchasing Attributes, Item
Lot Item	Item
Manufacturer ID	Item/Vendor Attributes, Item
Manufacturer Item ID	Item/Vendor Attributes, Item
Matching Controls: Unit Price Tolerance Over, Unit Price Tolerance Under, % Unit Price Tolerance Over, % Unit Price Tolerance Under, Ext. Price Tolerance Over, Ext. Price Tolerance Under, % Ext. Price Tolerance Over, % Ext. Price Tolerance Under	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes, Item Category

Transaction Field Value	Default Hierarchy
Miscellaneous Controls and Options	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes, Item Category
Accept Any Ship To	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes
Accept Any UOM	Item/Vendor Attributes
Accept Any Vendor	Item BU Attributes, Item Purchasing Attributes
Auto Select	Item BU Attributes, Item Purchasing Attributes
Close PO Under Quantity % Tolerance	Item BU Attributes, Item Purchasing Attributes, Item Category
Contract Required	Item BU Attributes, Item Purchasing Attributes
RFQ Required	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes
Stockless Item	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes
Taxable	Ship To Location, Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes
Tax Exempt Information	Ship To Location
Ultimate Use Code	Item BU Attributes, Item Purchasing Attributes, Item Category
Order Location	Ship To Location, Region
Packing Weight	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes
Packing Weight UOM	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes
Packing Volume	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes

Transaction Field Value	Default Hierarchy
Packing Volume UOM	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes
Price (vendor)	Item/Vendor Attributes
Price (standard)	Item BU Attributes, Item Purchasing Attributes
Price Can Be Changed On Order	Item/Vendor Attributes
Receiving BU	Ship To Location
Receiving Controls	Item BU Attributes, Item Purchasing Attributes, Item Category
Early Ship Reject Days	Item BU Attributes, Item Purchasing Attributes, Item Category
Inspection ID	Item BU Attributes, Item Purchasing Attributes, Item Category
Inspection Required	Item BU Attributes, Item Purchasing Attributes, Item Category
Inspect Sample %	Item BU Attributes, Item Purchasing Attributes
Inspection UOM	Item BU Attributes, Item Purchasing Attributes, Item Category
Partial Quantity	Item BU Attributes, Item Purchasing Attributes, Item Category
Quantity Received Tolerance %	Item/Vendor Attributes, Item BU Attributes, Item Purchasing Attributes, Item Category
Receiving Required Flag	Item BU Attributes, Item Purchasing Attributes, Item Category
Reject Quantity Over Tolerance	Item BU Attributes, Item Purchasing Attributes, Item Category
Region of Origin	Item/Vendor Attributes

Transaction Field Value	Default Hierarchy
Sales/Use Tax Information	Ship To Location
Serial Item	Item
Ship Via	Item BU Attributes, Item Purchasing Attributes, Item
Standard or Vendor UOM	Item/Vendor Attributes
Standard UOM	Item
Rounding Tolerance	Item/Vendor Attributes
RTV Information: RTV Miscellaneous Charge, RTV Action, RTV Percent, RTV Reason	Item/Vendor Attributes
Sourcing Controls	Item Purchasing Attributes, Item Category
Use Category Sourcing Controls	Item Purchasing Attributes
Vendor Sourcing Priorities	Item Category
Sourcing Method	Item Purchasing Attributes, Item Category
Accumulate Level	Item Category
Lead Time Factor %	Item Purchasing Attributes, Item Category
Price Factor %	Item Purchasing Attributes, Item Category
Ship To Priority Factor %	Item Purchasing Attributes, Item Category
Vendor Priority Factor %	Item Purchasing Attributes, Item Category
Cumulative Sourcing: Year to Start, Month to Start, Number of Months, Start Date, End Date	Item Category
Vendor Sourcing Priorities	Item Category

Transaction Field Value	Default Hierarchy
Priority	Ship to Location, Region, Item/Vendor Attributes, Item Category
Vendor ID	Ship to Location, Region, Item/Vendor Attributes, Item Category
Allocation Percentage	Item/Vendor Attributes, Item Category
Use Item Standard Lead Time	Item/Vendor Attributes
Use Standard Item Tolerance	Item/Vendor Attributes
Vendor History: Number of Months, Month to Start	Item Category

Purchasing ChartField Default Hierarchy

This list illustrates an overview of the PeopleSoft Purchasing ChartField default hierarchy, where each level represents a factor that can provide a ChartField default value.

- Level One: Purchasing Kit Items
- Level Two: Item BU Attributes
- Level Three: Item Purchasing Attributes
- Level Four: Item Category
- Level Five: Requester

The first level represents the Purchasing Kit Item setup, one of the most specific default levels. Level five represents the Requester level, one of the least specific default levels. When determining which ChartField value to use, the system first looks to the highest default level for a value. If it cannot find one there, it moves down the relevant levels, searching for a defined value.

Defining the UOM Conversion Hierarchy

All of PeopleSoft applications use UOMs to quantify resources. In PeopleSoft Purchasing, the various UOMs that are available for your transactions enable you to quantify and track the items that you have purchased.

You must first define any UOM codes to be used in your system on the Units of Measure page. Use this page to define standard conversion rates between any combination of UOMs necessary. These codes are stored in the Units table.

These are the UOMs commonly used by PeopleSoft Purchasing transactions:

- General UOM

The general UOM and its conversion rates are defined on the Units of Measure page. This information is stored on the Units table.

- Inventory item UOM

The inventory item UOM is the UOM defined for the item on the Item Definition - Units of Measure page. The inventory item UOM rate of conversion to the item standard UOM is also defined on the Item Definition - Units of Measure page. The inventory item UOM information represents the UOM in which the item is tracked in your business process. This information is stored in the Inventory Item table.

Define an item standard UOM when you first enter an item definition into your system on the Item Definition - General: Common page. Once transactions against the item are created, the standard UOM cannot be changed.

The item standard UOM serves as the smallest common denominator for UOM conversion, and should be selected accordingly. The standard UOM should be the smallest unit in which the item is transacted and should be selected, so that any conversions performed for the item are converted from the standard UOM.

For example, do not assign a standard UOM of *CASE* to an item that you regularly order in the smaller UOM of *BOX* or *EACH*.

- Item vendor UOM

The item vendor UOM is defined for an item-vendor combination on the Vendor's UOM & Pricing Info page. The item vendor UOM rate of conversion to the item standard UOM is also defined on this page. The item vendor UOM information represents the UOM in which the item is purchased from a specific vendor. This information is stored on the Item Vendor table.

See Also

[Chapter 5, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Unit of Measure and Pricing Information, page 72](#)

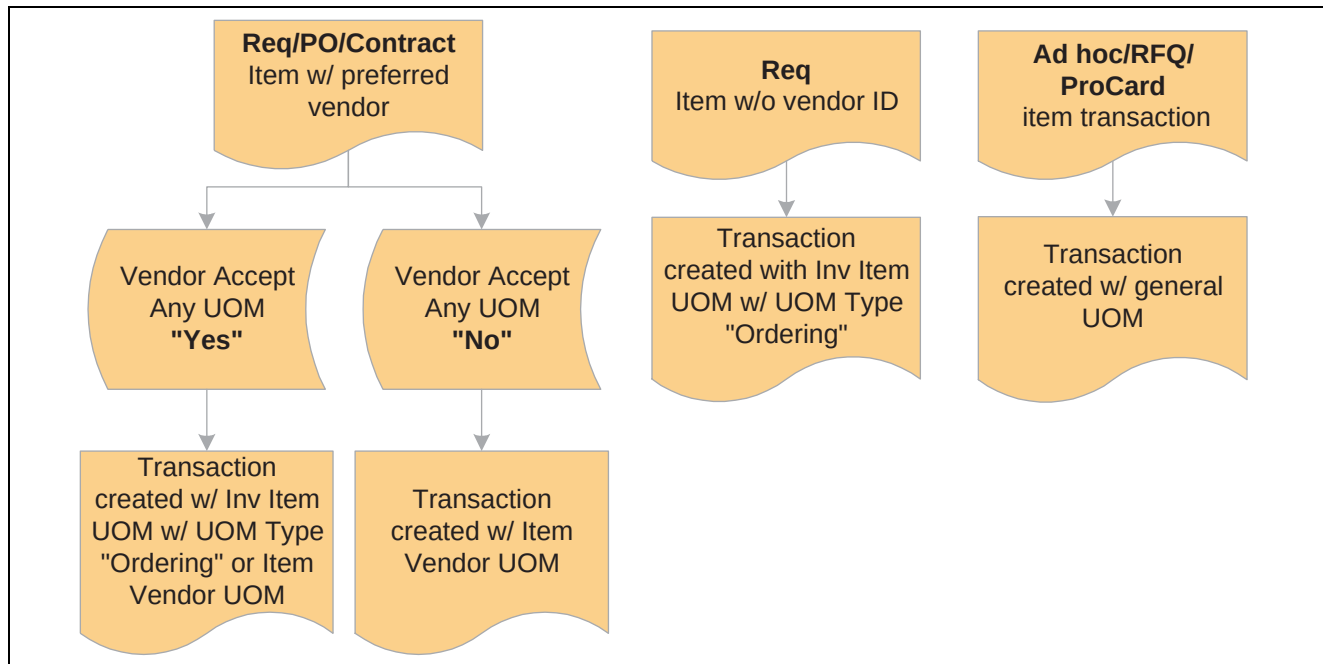
PeopleSoft Managing Items 8.8 PeopleBook, "Defining Items," Associating an Item With a UOM

PeopleSoft Managing Items 8.8 PeopleBook, "Defining Items," Assigning a UOM to an Item

Describing UOM Defaulting

The PeopleSoft Purchasing UOM default hierarchy is based in part on the type of transaction that you create (RFQ, requisition, PO, contract, or procurement card). If a vendor is involved in the transaction, the setting of the Accept Any UOM option for the vendor on the Purchasing Attributes - Item Vendor page is also a factor in the UOM default hierarchy.

This diagram illustrates the UOM default hierarchy.



UOM Default Hierarchy

When you enter a requisition with a specified item ID, the system searches for a preferred vendor for the item. If a preferred vendor exists, the preferred vendor default UOM appears on the requisition.

If the item ID that you add to a requisition has no vendor ID, the UOM defaults in the item standard UOM defined for the item.

If you are creating an ad hoc, RFQ, or procurement card transaction, the system creates the transaction with the general UOM that you specify on the transaction.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 70](#)

Describing UOM Conversion Rate Defaults

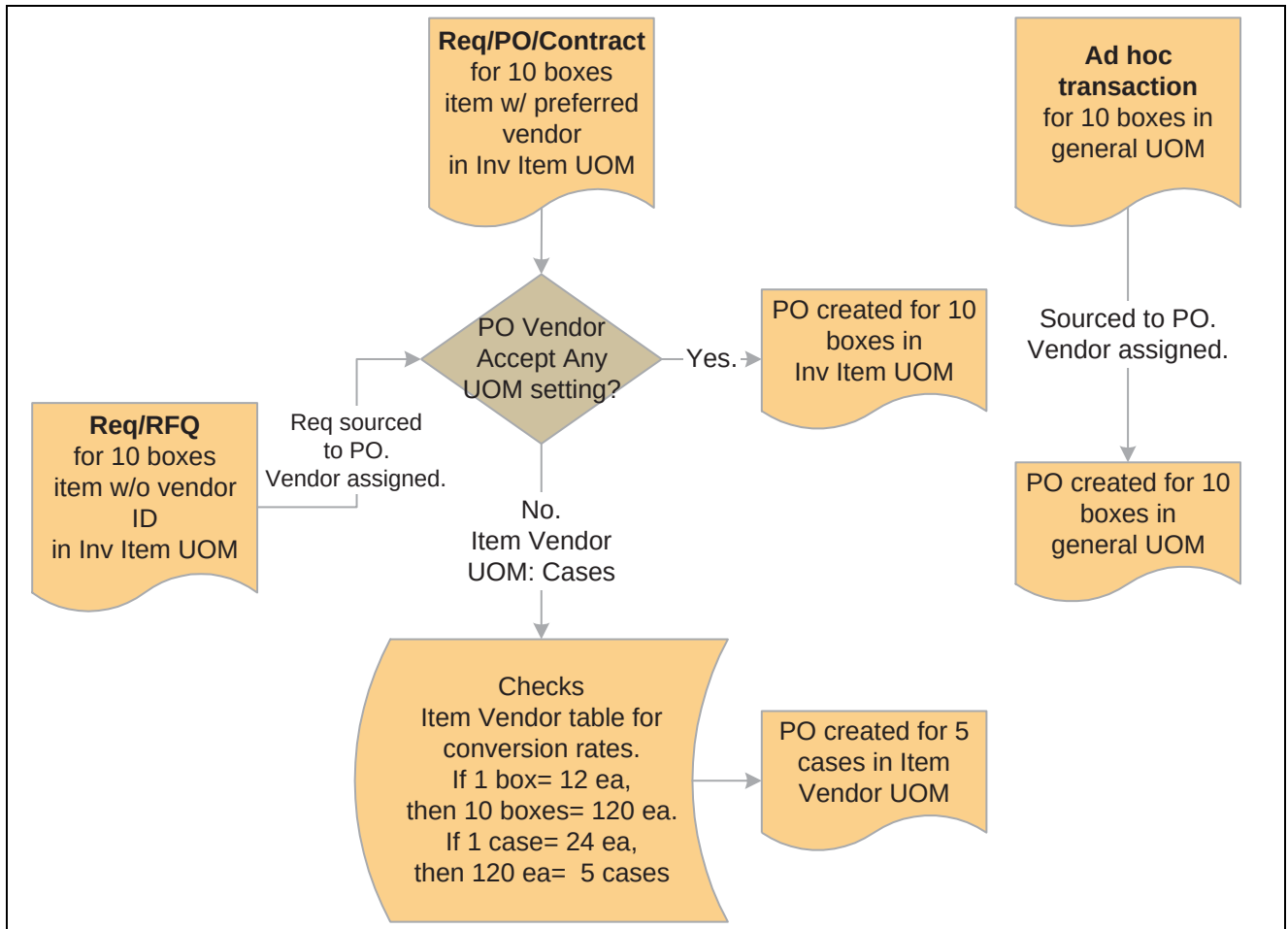
When you convert one transaction type to another, the UOM on the originating transaction may need to be converted to the UOM required on the new transaction. This kind of UOM conversion may be performed when you source a requisition to a PO, or award an RFQ and create a PO for it.

For example, suppose that you have a requisition with no vendor for a quantity of 10 boxes of an item in the inventory item UOM. When you source the requisition to a PO, and the vendor assigned to the PO does not accept any UOM, the item vendor UOM overrides the inventory item UOM. If the vendor has a preferred UOM of cases, the requisition quantity of 10 boxes in the inventory item UOM must be converted to the item vendor UOM of cases.

To accomplish this, the system uses the UOM conversion rate between boxes and the standard UOM defined on the Inventory Item table. It then accesses the UOM conversion rate between cases and the standard UOM defined on the Item Vendor table. If none exists, the system uses the conversion rate defined on the Inventory Item table. The system then reconciles the quantities in the standard UOM to derive the quantity to be ordered in the preferred item vendor UOM of cases.

If the chosen vendor accepts any UOM, you can create the PO from the requisition with the inventory item UOM, and no conversion is necessary.

When you source an ad hoc item transaction to a PO, the general UOM on the originating transaction is carried to the PO and no conversion is performed.



UOM Conversion Default Hierarchy

Describing the Matching Default Hierarchy

This section outlines the way in which matching and Evaluated Receipt Settlement (ERS) statuses appear by default onto vouchers, POs, and receipts. Status flags determine the application of match rules to a PO, receipt, or voucher rather than the type of match control ID. The status flag settings are derived from the Vendor Location options and options at the PeopleSoft Payables business unit level or PeopleSoft Purchasing business unit level. ERS processing is further controlled by options at the PeopleSoft General Ledger business unit level (procurement accounting controls). Matching includes receipt-only matching (voucher to non-PO receipts).

This table illustrates the matching default hierarchy used in PeopleSoft Purchasing:

General Criteria							Purchase Order				Receipt				Voucher			
Match Option	Vend Loc Reopt Only match	Vend Loc ERB Rag	Cntrl ID	BU_AP ERB Opt Dnt	BU Intrlb ERB Opt	PO?	Match_ Status PO	Match Action	ERB Action	Cntrl ID	Match_ Status Recv	ERB Rag	ERS_ Inv_ Dt_ Opt	Match_ Cntrl ID	Match_ Status Vchr	Match_ Action	Rept Only Match	ERS_ Inv_ Dt_ Opt
Yes	N/A	No	Value	N/A		Yes	T	Y	N	Value	T	N	N	Value	T	Y	N	
No	N/A	No	Value	No		Yes	N	N	N		N	N	N		N	N	N	
Yes	N/A	Yes	Value	No		Yes	T	Y	N	Value	T	N	N	Value	T	Y	N	
Yes	N/A	Yes	Value	Yes	No	Yes	T	Y	Y	Value	T	Y	R or F	Value	T	E	N	R or F
Yes	N/A	Yes	Value	Default	No	Yes	T	Y	N	Value	T	N	N	Value	T	Y	N	
Yes	N/A	Yes	Value	Default	Yes	Yes	T	Y	Y	Value	T	Y	R or F	Value	T	E	N	R or F
Yes	No	No	Value	N/A	N/A	No					N	N	N		N	N	N	
No	No	No		N/A	N/A	No					N	N	N		N	N	N	
Yes	Yes	No	Value	No	N/A	No					T	N	N	Value	T	Y	Y	
Yes	No	Yes	Value	No	N/A	No					N	N	N		N	N	N	
Yes	No	Yes	Value	Yes	N/A	No					T	Y	R or F	Value	T	E	N	R or F
Yes	No	Yes	Value	Default	No	No					N	N	N		N	N	N	
Yes	No	Yes	Value	Default	Yes	No					T	Y	R or F	Value	T	N	N	R or F
Yes	Yes	Yes	Value	No	N/A	No					T	N	N	Value	T	Y	Y	
Yes	Yes	Yes	Value	Default	No	No					T	N	N	Value	T	Y	Y	

Matching default hierarchy table

Purchase Order Key

MATCH_STATUS_PO *T* (to match)
 N (not required)

Receipt Key

MATCH_STATUS_RECV *T* (to match)
 N (not required)

ERS_INV_DT_OPT *F* (freight terms)
 R (receipt date)
 N (none)

Voucher Key

MATCH_STATUS_VCHR *T* (to be matched)
 N (not applicable)

MATCH_ACTION *Y* (yes)
 N (no)
 E (evaluated receipt settlement)

See Also

PeopleSoft Payables 8.8 PeopleBook, "Running the Matching Process"

Describing the Vendor Location Hierarchy

This section discusses:

- Implementing high-level controls: Item ship to vendor location and item region vendor location overview.
- Item ship to vendor location setup.
- Item region vendor location setup.
- Implementing mid-level control: Ship to vendor location and region vendor location vendor order location overview.
- Ship to vendor location vendor order location setup.
- Region vendor location vendor order location setup.
- Implementing low-level control: Defining item-vendor relationships.
- Implementing zero-level control.

the hierarchies PeopleSoft Purchasing follows to determine vendors and various vendor locations for online requisitions. These hierarchies are also used by the PO Calculations process (PO_POCALC) to determine the vendor to be used to create a PO. It also covers how pricing is ultimately derived based on this hierarchy.

This section also discusses how involvement of multicurrencies affects which pricing locations the system obtains. Depending on the setting of the multicurrency flags and which currencies have been set up for the purchasing business unit, requester, vendor location, and pricing locations, PeopleSoft Purchasing performs multicurrency conversions when required.

Here is the setup hierarchy for vendor location and pricing works:

Level 1	When defined, the system uses the <i>Item Ship To Vendor Locations</i> to determine the priority vendor and the vendor location specified for the item and ship to location. Based on the vendor and vendor location, the pricing location is derived from the Maintain Vendor setup. If not defined, it uses level 2 defaulting.
Level 2	When defined, the system uses the <i>Item Region Vendor Locations</i> to get the priority vendor and the vendor order location specified for the item and region. The pricing location is derived based on the vendor and vendor location selected for the region by accessing the location details from the Maintain Vendor setup. If not defined, it uses level 3 defaulting.
Level 3	The system selects the vendor based on the Item Vendor setup. When defined, the system uses the <i>Ship To Vendor Location</i> to get the vendor order locations to derive the pricing location from the Maintain Vendor setup. Ordering locations can be different from the default locations. If not defined, it uses level 4 defaulting.
Level 4	The system selects the vendor based on the Item Vendor setup. When defined, the system uses the <i>Region Vendor Location</i> to get the vendor order locations to derive the pricing location from the Maintain Vendor setup. Ordering locations can be different from the default locations. If not defined, it uses level 5 defaulting.
Level 5	When defined, the system uses the vendor priorities established in the <i>Item Vendor</i> setup to derive the pricing location from the Maintain Vendor setup. If the Item Vendor setup is the only one defined, the

pricing location is always derived from the vendor default location. If not defined, there is no control hierarchy defined.

You can define various locations for a vendor on the Vendor Information - Location page accessed from the Maintain Vendors menu. Each location that you define points to an ordering location and a pricing location.

The Item Ship To Vendor Location that you define on the Item Ship To Locations page is a setup based on the combination of the item and ship to location. This setup prioritizes the vendors from which the item can be purchased for a ship to location and determines the specific vendor location from which to get a pricing location.

The Item Region Vendor Location that you define on the Item Region Locations page is a setup based on the combination of the item and region. This setup prioritizes the vendors from which the item can be purchased for a region and determines the specific vendor location from which to get a pricing location. The region is derived from the shipto location on the requisition or staged purchase order's schedule.

The Ship To Vendor Location that you defined on the Ship To Locations page defines all of the vendors that can ship an order to a particular ship to location and is not item-specific. Each vendor and the appropriate vendor order location appears. When determining the vendor ordering location, the system first references the Item Vendor for the priority 1 vendor and then references the Ship To Location page to determine the order location.

The Region Vendor Location that you defined on the Region Locations page defines all of the vendors that can ship an order to a particular region and is not item-specific. Each vendor and the appropriate vendor order location appears. When determining the vendor ordering location, the system first references the Item Vendor for the priority 1 vendor and then references the Region Location page to determine the order location.

The Item Vendor setup dictates only vendor priorities, and establishes vendor UOM pricing for their pricing locations. This setup does not dictate vendor order locations for the item. Vendor ordering locations default from one of the hierarchies discussed previously or, if no higher level defaults are found, from the default location defined on the Maintain Vendor — Location page. The item vendor relationship that you defined on the Purchasing Attributes - Item Vendor page defines the pricing location for the vendor's default location.

Regardless of the setup that you implement, the pricing location the system uses is ultimately derived from the vendor ordering location. In addition, you can override anything that appears by default on the requisition. To ensure the override is carried to the PO, make sure that the Override Suggested Vendor check box is clear on the Requisition Sourcing Controls page and the Let POCalc Override Vendor check box is clear on the Selected Item Details page accessed from the Sourcing Workbench.

By selecting this check box on the requisition, you enable the PO to be created using the same hierarchy and ignore all of the overriding information that the user enters on the requisition. Once the PO is created, the buyer can still override this information prior to dispatching.

For example, suppose that the user changes the vendor or vendor location that appear by default on the requisition, and the override suggested vendor check boxes are selected, the PO is created following the hierarchy. This overrides the user suggested vendor or vendor location on the requisition.

The purpose of defining the areas described here is to enable more control and automation in your system, thereby reducing the level of repetitive effort by the user. If you want a more automated system, a greater effort is required for the initial setup. This setup is a one-time effort that can increase the utilization of time-saving batch processing capabilities by your system. These setups require occasional updating as vendor changes occur.

Note. These setup scenarios are based on normal day-to-day practices. Exceptions are handled through manual intervention at the requisition, sourcing, or the PO level.

See Also

Chapter 5, “Defining Purchasing Item Information,” Defining Priority Vendors By Item Ship To Location, page 85

Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 70

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Ship To Locations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Specifying High-Level Procurement Processing Options

Implementing High-Level Controls: Item Ship To Vendor Location and Item Region Vendor Location Overview

Establishing Item Vendor relationships associated with a ship to location or region provides the highest degree of control. These relationships are specific to the item and the ship to location or region, and allow definition of the vendor priority and vendor order location at a more granular level.

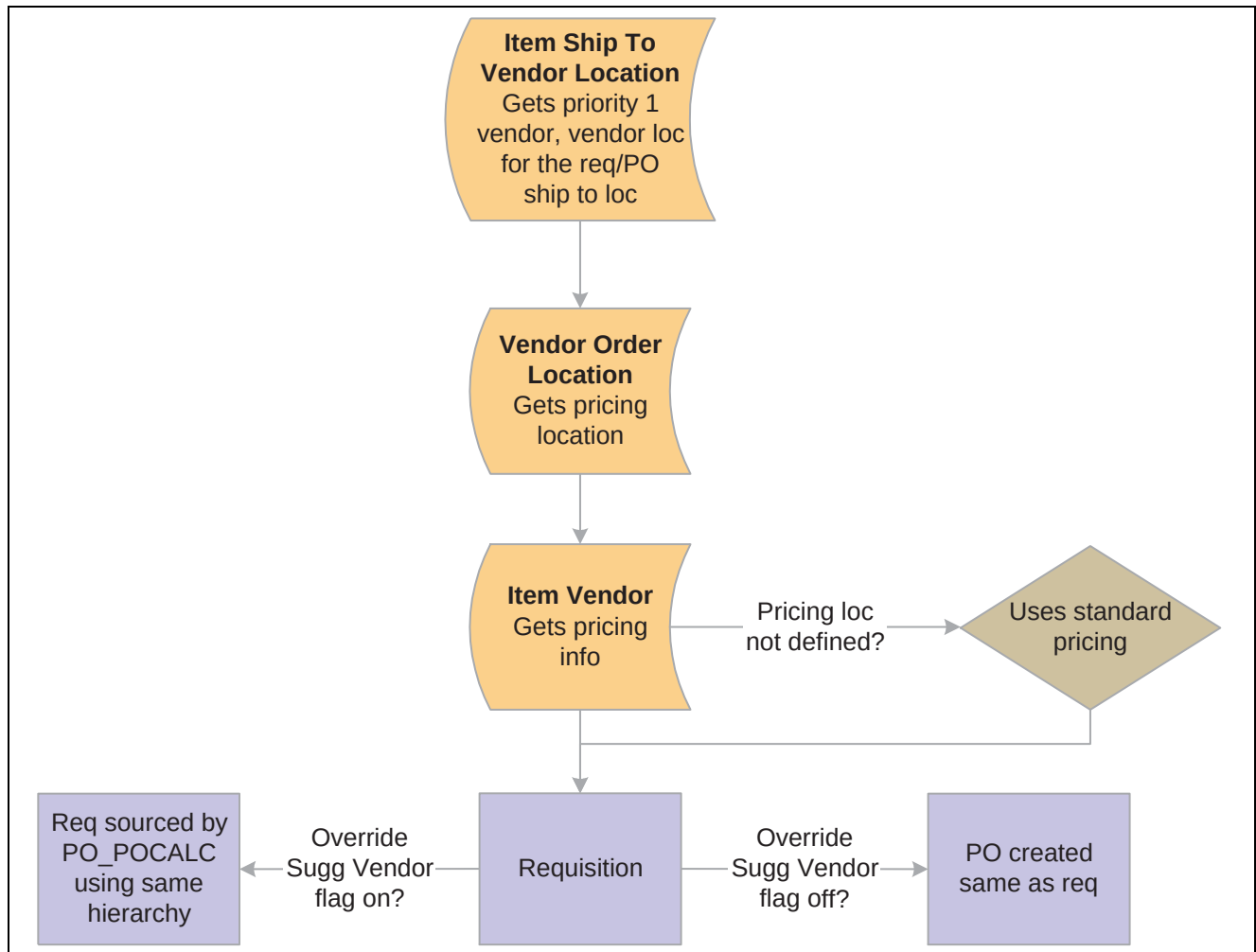
The ship to location is the most specific designation, which overrides both the Item Region Vendor Location and the Item Vendor priorities and location. Grouping ship to locations into regions provides the ability to override the Item Vendor prioritization and default vendor order location at the intermediate Item Region Vendor Location level. Both of these options, add flexibility to the default vendor selection hierarchy.

Item Ship To Vendor Location Setup

Defining item ship to vendor locations provides the highest degree of control. This location-pricing relationship is specific to the item and ship to location. You can specify a multitude of ship to locations for one item and define different vendor priorities for the same item based on ship to locations. Indeed, this can require a large effort depending on the quantity of items and ship to locations that you have. However, time spent on this one-time setup saves time and repetitive effort in the future.

When you create the online requisition or when you source an existing requisition, the system references the item and ship to location of the requisition and accesses the item ship to location to get the priority 1 vendor and its vendor location. The system derives the pricing location that you defined for the vendor location. It then looks to the item-vendor relationship to access the pricing for the derived pricing location.

This diagram illustrates this default hierarchy:



Default Hierarchy using the Item Ship To Vendor Location setup

Item Region Vendor Location Setup

A Ship to location can be associated to a region, allowing for management of similar ship to locations at the region level. Item region vendor locations provide a location-pricing relationship that is specific to the item and region. You can associate many regions to an item and define different vendor priorities for the same item based on region. This level of flexibility in vendor prioritization ensures the right suppliers are assigned to your purchase orders, without driving all of the maintenance down to the item ship to location.

When you create the online requisition or when you source an existing requisition, the system references the ship to location to determine the appropriate region. If the ship to location is assigned to a region and a lower level override for the Item Ship To Location does not exist, the system will access the item region vendor location to get the priority 1 vendor and its vendor location. The system derives the pricing location that you defined for the vendor location. It then looks to the item-vendor relationship to access the pricing for the derived pricing location.

Implementing Mid-Level Control: Ship To Vendor Location and Region Vendor Location Vendor Order Location Overview

Establishing a vendor order location relationship with a ship to location or region provides an intermediate level of control (less control) in the vendor hierarchy. These relationships associate either a ship to location or a region to a vendor order location to override the Vendor's default order location.

With these additional levels of the hierarchy, the priority vendor is determined from the Item Vendor definition. Once the vendor id is identified, the determination of the vendor order location begins with the ship to vendor location, then looks to the region vendor location and finally the vendor default location, as defined on the Maintain Vendors component.

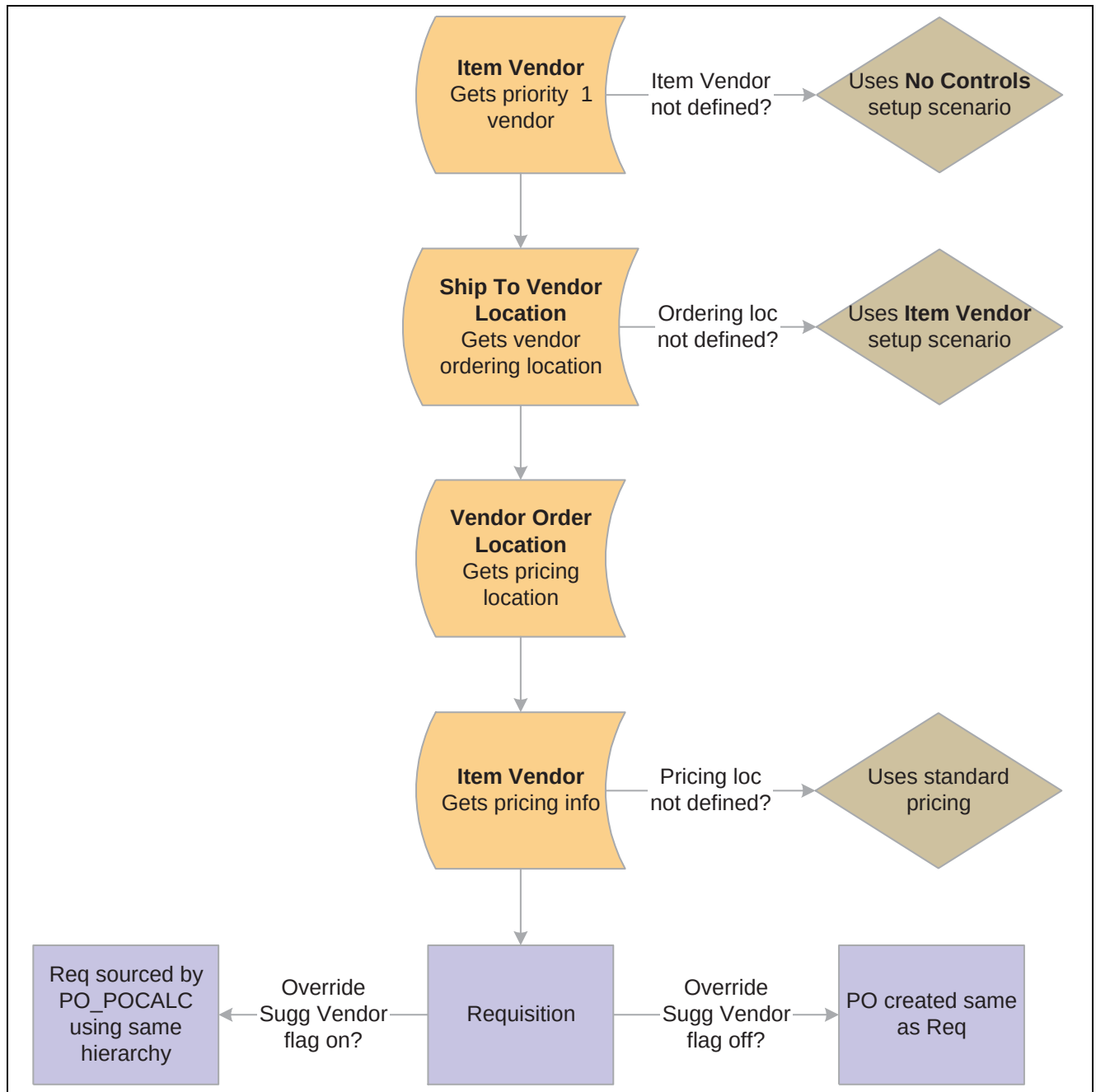
Ship To Vendor Location Vendor Order Location Setup

The next level of control is provided by defining the vendor order location for each ship to location. The ship to location is based on the requester and buyer setups that include ship to location defaults for the requisition and PO.

One vendor ordering location for each vendor is defined for each ship to location. You can have more than one vendor for each ship to location but only one order location per vendor. This default system is not item-specific, but rather ship to location specific. This setup can require a large effort depending on the quantity of vendors and ship to locations that you have.

As you create an online requisition or when you source an existing requisition, the system references the item-vendor relationship to get the priority 1 vendor. The system then accesses the ship to location to determine the order location for the priority 1 vendor and uses the order location to derive the pricing location. The system then retrieves the pricing for the derived pricing location from the Item Vendor setup.

This diagram illustrates this default hierarchy:



Default Hierarchy using the Ship To Vendor Location Vendor Order Location setup

Region Vendor Location Vendor Order Location Setup

Using the procurement region enables you to group ship to locations for additional defaulting purposes. By defining the vendor order location for each region, you can override the default vendor order location for additional control, without maintaining these overrides for every ship to location in your buying organization.

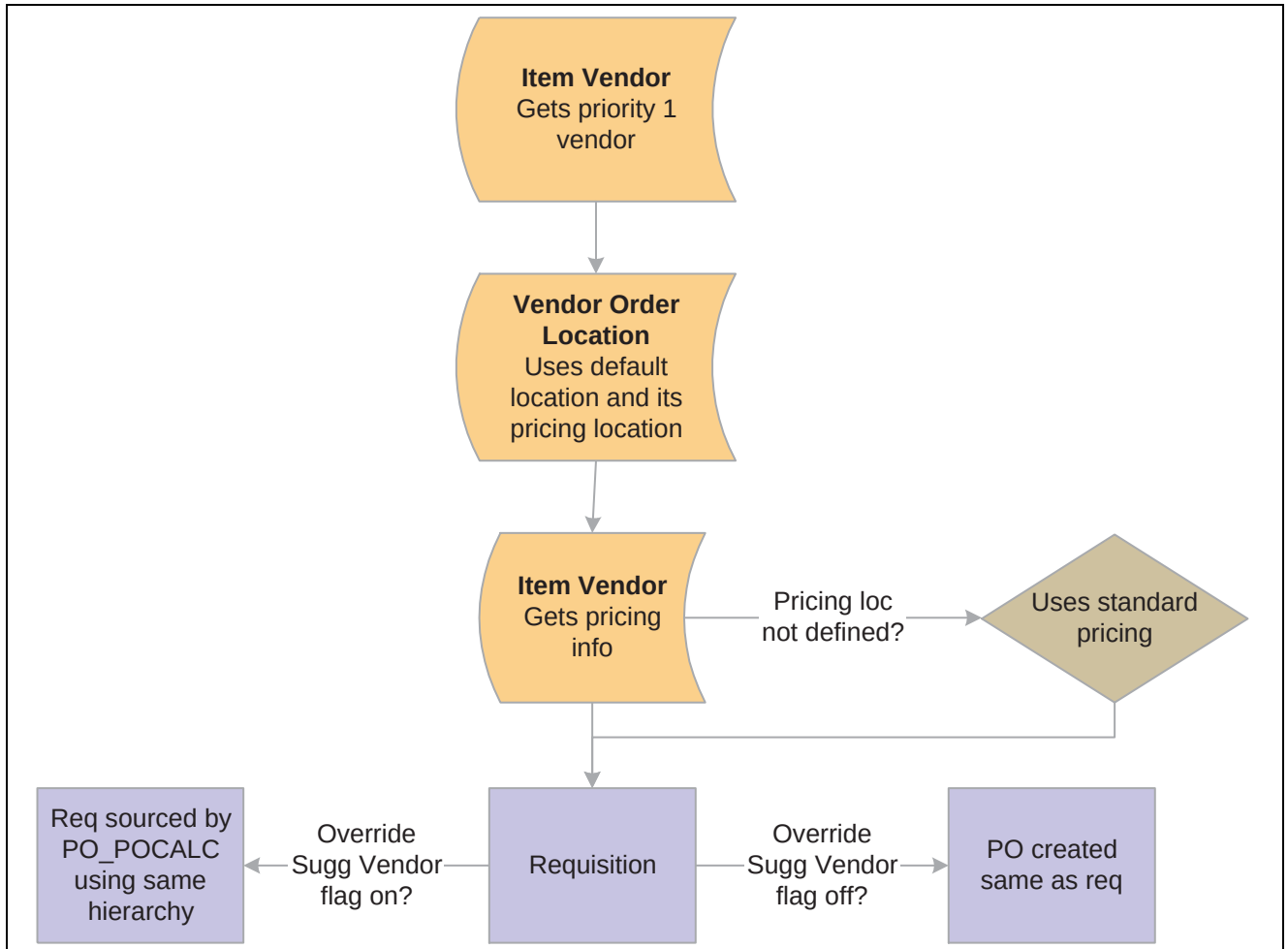
One vendor ordering location for each vendor can be defined for each region. You can have more than one vendor for each region but only one order location per vendor. This default system is not item-specific, but rather region specific.

As you create an online requisition or when you source an existing requisition, the system references the item-vendor relationship to get the priority 1 vendor. Once the system determines the ship to location's region, it accesses the region vendor location definition to determine the order location for the priority 1 vendor and uses the order location to derive the pricing location. The system then retrieves the pricing for the derived pricing location from the Item Vendor setup.

Implementing Low-Level Control: Defining Item-Vendor Relationships

The least amount of control and setup effort occurs in the item-vendor setup scenario. In this case, you only define vendor priorities and vendor UOM pricing for the pricing locations of each established vendor. If neither item ship to location nor ship to location is defined, the system uses the priority 1 vendor default location to derive its pricing location. Any other vendor locations and pricing locations, if defined, are not considered. It then goes back to the item-vendor relationship to reference the pricing for the derived pricing location. This hierarchy applies to POs created online.

This diagram illustrates this default hierarchy:



Default Hierarchy using the Item Vendor setup

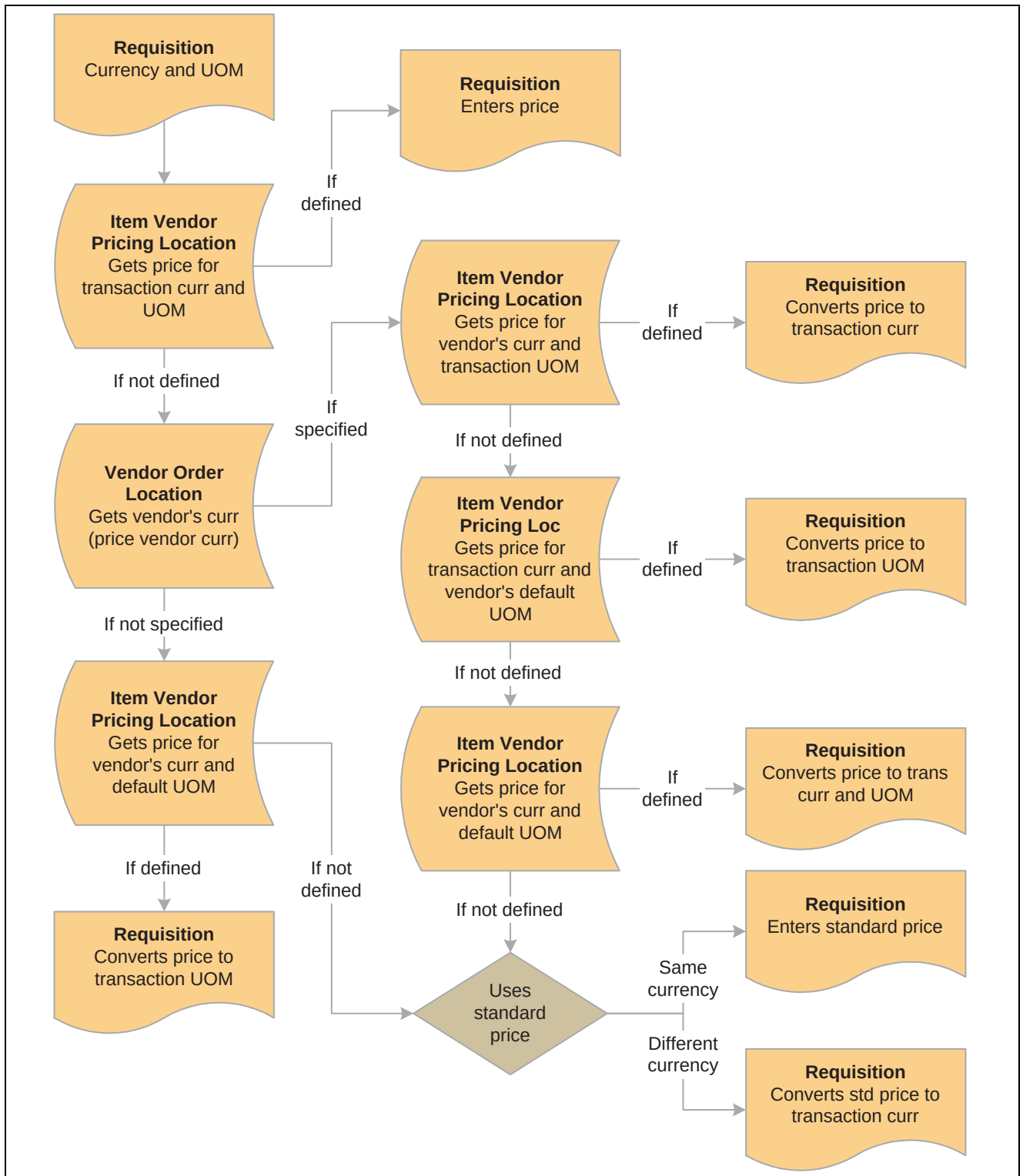
Implementing Zero-Level Control

A zero-level of control results from not defining any of these setups, including no item-vendor relationships. In this scenario, no vendor automatically appears on the requisition, so the standard price is used. You can enter a suggested vendor, but the standard price remains. During the requisition selection process, you can select a vendor if the field is blank or change the vendor that the requester suggested. Because none of the setups were defined, the PO is built with the same pricing as the requisition or any buyer pricing updates are performed through requisition selection. Failure to establish item-vendor relationships prevents the creation of contracts. In the same scenario, POs created online use the standard price as well.

Describing Multicurrency Conversions

You can define multiple currencies and UOMs for a pricing location. When multicurrencies are involved, the system creates the requisition and PO provided that there is a currency and UOM match. If there is no match, the system uses an additional hierarchical path to determine the price and currency to use when creating the requisition and PO.. When required, the system also performs multicurrency conversions.

This diagram illustrates the multicurrency conversion hierarchy:



Multicurrency Conversion

Requisitions are created in the PeopleSoft Purchasing business unit currency when the Allow Multicurrency Reqs (allow multicurrency requisitions) check box is clear on the Purchasing Definition - Business Unit Options page. If the check box is selected, the requisition is created in the requester's currency.

When the system determines the pricing location and the pricing location is defined in the Item Vendor setup, the following text describes the steps that the system uses to determine what price to use based on the requisition (transaction) currency.

Use these steps to determine the requisition multicurrency price:

1. If the pricing location has a price defined in the requisition currency and UOM, this is the price that is used.
2. If there is no match in step 1, the system looks at the currency defined for the vendor order location.
3. If the vendor location currency (price vendor location) is not specified, the system moves on to step 4.

If the vendor location currency (price vendor currency) is specified, the system accesses the item-vendor pricing location to obtain the price for the vendor location currency (price vendor currency) and transaction UOM. If there is a match, the system takes that price and converts it to the transaction currency.

4. If there is no match in Step 3, the system uses the transaction currency and vendor default UOM to find a match in the pricing location.

If it finds a match, this price is used on the requisition. When there is no match and if the vendor location currency is not defined, the system skips step 5 and moves on to step 6.

5. If there is no match in step 4, the system uses the price vendor currency derived in step 2 and the default UOM when checking the pricing location.

If there is a match, it converts it to the transaction currency.

6. If there is no match in step 5, the system uses the standard price.

If the currency is different, it converts that price to the transaction currency.

The requisition base price is derived from the transaction price. If the transaction price is in a different currency, the system converts it into the base price currency.

If the Allow Multicurrency POs check box is selected on the Purchasing Definition - Business Unit Options page, POs are always built in the vendor order location currency (price vendor currency). If the vendor location currency is not defined, or if the Allow Multicurrency POs check box is clear, the PO is built in the currency for the PeopleSoft Purchasing business unit.

When the Override Suggested Vendor check box is clear, the PO is built from the requisition, and if currencies are different, the system converts the requisition transaction price or currency to the PO currency. If the Override Suggested Vendor check box is selected, the system follows the same vendor location hierarchies described previously.

If the PO is built from a requisition and the Define PO option was selected during requisition selection, the PO is built in the requisition currency, or the modified currency, if it was modified during Define PO.

See Also

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 24](#)

CHAPTER 9

Using Messaging

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

- Set up messages.
- Publish outbound messages.
- Process inbound messages.

Understanding Messaging

Messaging is an architecture that uses a publish and subscribe model to integrate PeopleSoft applications with each other and with third-party applications. Messaging enables applications to publish data that can be subscribed to by multiple processes. These processes are located on the same database and server, or located on another database and server. This functionality works in an asynchronous environment, which means that the publisher doesn't need to be connected to the subscriber when publishing the data. This is comparable to the way in which email uses queues to guarantee the delivery of a message to its subscribers.

Messaging offers a more automated, timely, and efficient way to send data across systems than was previously available. Messaging helps synchronize data stored in different systems, enables system-to-system workflow, and supports business-to-business integration through the internet using XML and HTTP.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Integration Broker

Setting Up Messages

To set up an existing enterprise integration point (EIP) for publication or subscription:

1. Activate the message.

Messages are delivered as inactive, so you need to activate each message prior to publication or subscription.

2. Define a message node.
3. Configure the message channel associated with the message.
4. Set up chunking rules for outbound publication messages.

Define business unit and setID chunking rules that are standard on any PeopleSoft database and create user-defined chunking rules. Also, establish the chunking field for subscribing node mapping relationships and on Route Publication PeopleCode used to route the message chunking to the correct subscribing node.

5. Activate a publish rule for outbound publication messages.
6. Address any special setup steps defined for a particular EIP.

To access these special considerations, access the documentation on the selected EIP in the EIP Catalog. Access the format information for the EIP.

For example, click the PO_EXPECTED_RECEIPT_SHIPTO Format link to access information for the PO_EXPECTED_RECEIPT_SHIPTO message. In the section, scroll down to the data rules and review the information in the Special Setup Considerations subtopic section.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Managing PeopleSoft Supply Chain Management Integration Points,” Setting Up Chunking

Publishing Outbound Messages

To publish an outbound message:

1. Run the appropriate process to publish the message data to the outbound staging tables.
For information about the processes used to stage message data for each PeopleSoft Purchasing outbound message, see the usage details for the message in the following table.
2. Use the common Publish Outbound Message page to publish the staged message data:
 - a. Select the check box to activate the link associated with your message.
 - b. Click the link to access the Selection Criteria page, where you can define the run control parameters for the process that will publish your message.
3. Click OK to return to the Publish Outbound Message page.
4. Click the RUN button to access the Process Scheduler Request page, from which you can publish your message.
5. Take note of the process instance number.
Click the Process Monitor link to access the Process Requests - Process List page, where you can confirm that your process instance ran successfully.
6. Access the Integration Broker Monitor to confirm that your message was published successfully.
In the Channel Name column, look for an instance of the appropriate message channel. Your published message should have incremented the number in the Done column.
7. Click the Done number link to access the Integration Broker Monitor - Message Instances page, where you can view details about the message that you published.

If more than one instance of a message appears, the most recently published message instance appears last in the list.

8. Click the Details link to access the Message Details page, where you can view the contents of your published message in the XML Message Viewer or the Structured Message Viewer.

The following table lists PeopleSoft Purchasing outbound messages and usage information.

Note. For the message to work as designed, you must have already activated the message, activated the appropriate batch publish rules, and defined chunking.

PeopleSoft Purchasing supports these EDI outbound transactions:

- Request For Quote (RFQ).

See [Chapter 23, “Managing Requests for Quotes,” Setting Up and Publishing the Request for Quote \(RFQ\) EIP, page 358.](#)

- Return To Vendor (RTV).

See [Chapter 37, “Managing Vendor Returns,” Setting Up and Publishing the Return to Vendor \(RTV\) EIP, page 703.](#)

- Purchase Order (PO) Dispatch/ PO Change Request.

See [Chapter 28, “Dispatching and Printing Purchase Orders,” page 539.](#)

- Purchase Order Expected Receipts.

See [Chapter 34, “Receiving Shipments,” Setting Up and Publishing the Purchase Order Expected Receipts EIP, page 654.](#)

- Purchase Order Receipt Notification.

See [Chapter 34, “Receiving Shipments,” Setting Up and Publishing the Purchase Order Receipt Notification EIP, page 656.](#)

- Credit Card Data.

See [Chapter 14, “Managing Procurement Cards,” Setting Up and Publishing the Credit Card Data EIP, page 208.](#)

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Managing PeopleSoft Supply Chain Management Integration Points,” Processing Outbound Application Message Transactions

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Managing PeopleSoft Supply Chain Management Integration Points,” Publishing Outbound Messages

PeopleTools 8.44 PeopleBook: PeopleSoft Integration Broker

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

[Chapter 10, “Using Electronic Data Interchange Messaging,” Processing Outbound EDI Transactions, page 141](#)

Processing Inbound Messages

This section discusses how to:

- Subscribe to the Item Price List EIP.
- Subscribe to the GPO Load Manufacturer Price EIP.
- Subscribe to the GPO Load Distributor Price EIP.

Third-party systems can send information to PeopleSoft applications using a number of integration points established throughout the system. Depending on the application, various technologies provide multiple options for interacting with PeopleSoft. Each option provides audit trails, validations, and error handling to insure that data integrity is maintained within the PeopleSoft database.

Subscribing to inbound messages involves using the Transaction Maintenance page and Data Definition Maintenance page to view all transaction- and data definition-based information in the transaction log. Detail pages for each transaction type, accessible from the Transaction Maintenance page, provide error messages and transaction details and enable you to revise fields containing errors.

To subscribe to a message:

1. Use the common Transaction Maintenance or Data Definition Maintenance pages to view message data picked up in the subscription process.

For information about the appropriate page to use for a particular message, see the usage details for the message in the following table.

2. Run the appropriate process to move message data from the staging tables to the application tables.

For information about the processes used to move staged message data to the application tables, see the usage details for the message in the following table.

PeopleSoft Purchasing supports these EDI inbound transactions:

- RFQ Response.

See [Chapter 23, “Managing Requests for Quotes,” Subscribing to the Request for Quote \(RFQ\) Response EIP, page 360.](#)

- Purchase Order Receipt.

See [Chapter 34, “Receiving Shipments,” Subscribing to the Purchase Order Receipt EIP, page 653.](#)

- Advance Shipment Receipt (ASR).

See [Chapter 34, “Receiving Shipments,” Subscribing to the Advanced Shipping Receipt \(ASR\) EIP, page 652.](#)

- Purchase Order/ Purchase Order Change Acknowledgement.

See [Chapter 29, “Creating Purchase Order Change Orders,” Subscribing to the Purchase Order and PO Change Order Acknowledgement EIP, page 569.](#)

- Item Price List.

See [Chapter 9, “Using Messaging,” Subscribing to the Item Price List EIP, page 137.](#)

- Purchase Order Requisition.

See [Chapter 17, “Using the Requisition Loader,” page 285.](#)

- Procurement Card.

See [Chapter 14, “Managing Procurement Cards,” Subscribing to the Procurement Card Load EIP, page 209.](#)

- GPO Load Manufacturer Price.

See [Chapter 9, “Using Messaging,” Subscribing to the GPO Load Manufacturer Price EIP, page 138.](#)

- GPO Load Distributor Price.

See [Chapter 9, “Using Messaging,” Subscribing to the GPO Load Distributor Price EIP, page 139.](#)

See Also

[Chapter 10, “Using Electronic Data Interchange Messaging,” Processing Inbound EDI Transactions, page 142](#)

PeopleTools 8.44 PeopleBook: PeopleSoft Integration Broker

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Managing PeopleSoft Supply Chain Management Integration Points,” Processing Inbound Transactions

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Managing PeopleSoft Supply Chain Management Integration Points,” Processing Inbound Application Message Transactions

Subscribing to the Item Price List EIP

The Item Price List EIP loads item price list data from a third-party application to the PO Item staging tables.

This asynchronous batch subscribe message also supports flat-file processing for EDI transaction X.12 832.

Run the PO Item Price List Load process (PO_ITMLOAD) and Item Loader process (IN_ITMLOAD) to move the data from the staging tables to application tables.

This section discusses how to subscribe to the Item Price List EIP.

Pages Used to Subscribe to the Item Price List EIP

Page Name	Object Name	Navigation	Usage
Item Price List	RUN_PO_ITMLOAD	Data Exchanges, Process Transactions, Items, Item Price List Batch Load, Item Price List	Specify the parameters for the PO Item Price List Load process.
Item Loader	RUN_IN_ITMLOAD	Data Exchanges, Process Transactions, Items, Item Loader	Flag items for standard price updating and business unit standard price updating when Item/Vendor UOM price records are entered in batch. The Item Loader process (IN_ITMLOAD) is run to update your PeopleSoft application tables with the item data in the Item Loader staging tables.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the Item Price List EIP

Before you can subscribe to the Item Price List EIP, you must:

1. Activate the ITEM_PRICELIST_LOAD message.
2. Run the PO Item Price List Load process (PO_ITMLOAD) and Item Loader process (IN_ITMLOAD) to move the data from the staging tables to application tables.
3. Use the Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

Subscribing to the GPO Load Manufacturer Price EIP

The GPO Load Manufacturer Price EIP subscribes to a message that enables you to load GPO inbound item price list data from a third-party application to the PO Item staging tables.

This asynchronous batch subscribe message also supports flat-file processing for EDI transactions.

This section discusses how to subscribe to the GPO Load Manufacturer Price EIP.

Pages Used to Subscribe to the GPO Load Manufacturer Price EIP

Page Name	Object Name	Navigation	Usage
GPO Load Manufacturer Price	RUN_GPO_MFG_PRICE	Data Exchanges, Process Transactions, Items, GPO Load Manufacturer Price	Specify the parameters for the GPO Load Manufacturer Price process.
Item Loader	RUN_IN_ITMLOAD	Data Exchanges, Process Transactions, Items, Item Loader	Flag items for standard price updating and business unit standard price updating when Item/Vendor UOM price records are entered in batch. The Item Loader process (IN_ITMLOAD) is run to update your PeopleSoft application tables with the item data in the Item Loader staging tables.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the GPO Load Manufacturer Price EIP

Before you can subscribe to the GPO Load Manufacturer Price EIP, you must:

1. Activate the ITEM_MFG_GPO_LOAD message.
2. Run the GPO Load Manufacturer Price process (GPO_MFG_PRICE) and Item Loader process (IN_ITMLOAD) to move the data from the staging tables to application tables.
3. Use the Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

Subscribing to the GPO Load Distributor Price EIP

The GPO Load Distributor Price EIP subscribes to a message that enables you to load GPO inbound item price list data from a third-party application to the PO Item staging tables.

This asynchronous batch subscribe message also supports flat-file processing for EDI transactions.

This section discusses how to subscribe to the GPO Load Distributor Price EIP.

Pages Used to Subscribe to the GPO Load Distributor Price EIP

Page Name	Object Name	Navigation	Usage
GPO Load Distributor Price	RUN_GPO_VNDR_PRICE	Data Exchanges, Process Transactions, Items, GPO Load Distributor Price	Subscribe to the GPO Load Distributor Price EIP.
Item Loader	RUN_IN_ITMLOAD	Data Exchanges, Process Transactions, Items, Item Loader	Flag items for standard price updating and business unit standard price updating when Item/Vendor UOM price records are entered in batch. The Item Loader process (IN_ITMLOAD) is run to update your PeopleSoft application tables with the item data in the Item Loader staging tables.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the GPO Load Distributor Price EIP

Before you can subscribe to the GPO Load Distributor Price EIP, you must:

1. Activate the ITEM_VNDR_GPO_LOAD message.
2. Run the GPO Load Distributor Price process (GPO_VNDR_PRICE) and Item Loader process (IN_ITMLOAD) to move the data from the staging tables to application tables.
3. Use the Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

CHAPTER 10

Using Electronic Data Interchange Messaging

This chapter provides an overview of electronic data interchange (EDI) and discusses how to:

- Process outbound EDI transactions.
- Process inbound EDI transactions.

Understanding EDI

EDI transfers data between a trading partner and a business application. A trading partner can be a specific target organization—a vendor or customer—or a specific application such as PeopleSoft Purchasing.

EDI uses messaging technology to process EDI transactions by using a flat file. When an external system publishes a flat file to a PeopleSoft application, you have two choices for messaging subscription:

- Expect the third-party that delivers the flat file to insert a middleware layer that converts the file to a message, so that you can subscribe to the message.
- Convert the flat file to a message yourself.

See Also

Chapter 9, “Using Messaging,” page 133

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Using Electronic Data Interchange”

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Integrating to Electronic Data Collection Systems”

Processing Outbound EDI Transactions

PeopleSoft Purchasing supports these EDI outbound transactions:

- Request For Quote (RFQ).
- Return To Vendor (RTV).
- Purchase Order (PO) Dispatch/ PO Change Request.
- Purchase Order Expected Receipts.
- Purchase Order Receipt Notification.

- Credit Card Data.

Use the Publish Outbound Message page to initiate an EDI outbound message process. You can select from the outbound transactions listed to launch a transaction-specific process page.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Managing PeopleSoft Supply Chain Management Integration Points,” Publishing Outbound Messages

Chapter 9, “Using Messaging,” page 133

Processing Inbound EDI Transactions

PeopleSoft Purchasing supports these EDI inbound transactions:

- RFQ Response.
- Purchase Order Receipt.
- Advance Shipment Receipt (ASR).
- Purchase Order/ Purchase Order Change Acknowledgement.
- Item Price List.
- Purchase Order Requisition.
- Procurement Card.
- GPO Load Manufacturer Price.
- GPO Load Distributor Price.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Managing PeopleSoft Supply Chain Management Integration Points,” Processing Inbound Transactions

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Understanding SCM Integration”

Chapter 9, “Using Messaging,” page 133

CHAPTER 11

Using Commitment Control

This chapter provides an overview of the commitment control feature in PeopleSoft Purchasing and discusses how to:

- Use partial and final liquidations.
- Budget check requisitions.
- Budget check purchase orders (POs).
- Budget check procurement cards.
- Run budget period end processes.
- Roll over POs at budget period end.

Understanding Commitment Control in PeopleSoft Purchasing

In PeopleSoft Purchasing, commitment control enables you to track or control commitments, obligations, or expenditures. You can track for encumbrance accounting, as well as check validation against predefined, authorized budgets. Commitment control enables you to automate large portions of the accounting control process.

When you set up your budgets, you designate amounts for those budgets and associate them with the appropriate PeopleSoft General Ledger business unit. Once your budgets are established, you can track and control all transactions in the procurement life cycle against the overall budget.

From a budgetary perspective, the procurement life cycle is populated with pre-encumbrances, encumbrances, and expenditures, all of which are tracked against a designated budget. When you use commitment control, the system deducts each type of financial obligation from the budget and tracks it according to obligation type; this enables you to see how many dollars you have committed in pre-encumbrances, encumbrances, and expenditures. You can liquidate your pre-encumbrance and encumbrance balances by amount or quantity. Depending on the liquidate method that you specify on document, the budget processor uses that method scheme to calculate the remaining spending authority accordingly.

Here is a high-level overview of the procurement life cycle in commitment control:

1. When you generate a requisition, a pre-encumbrance is created in your budget records by the budget-checking process.
2. When a requisition is sourced to a PO, commitment control liquidates the pre-encumbrance from the requisition and establishes an encumbrance for the purchase order.

3. When the purchased goods or services are delivered and the PO references a voucher, commitment control liquidates the encumbrance and records an expenditure.

You can set up commitment control to act on transactions that exceed your budget limit. Transactions and future obligations that exceed the budget are exceptions. You can specify the degree of control and corrective action that you want to enable individual users to exercise over exceptions. Commitment control warns you of exceptions if transactions and future obligations exceed your budgeted amounts. You can set this feature to prevent transactions that exceed a designated budget or to warn you about transactions that exceed a budget, and therefore, require corrective action.

Here are some examples of corrective actions:

- Increasing approved budgetary amounts.
- Requesting competitive bids from alternate suppliers.
- Denying requisitions, or canceling POs.

Commitment control enables you to receive warnings about activities that may send your budgets over their approved amounts. For example, a transaction that exceeds the budget can trigger a workflow warning to personnel at a higher level, while still going through the system as if the necessary budget existed. The transaction can also be rejected and stopped without approval from a higher authority. In either scenario, define options in PeopleSoft General Ledger that provide you with control over how your system handles exceptions for individual budgets and business units.

Commitment control also enables you to determine a budget date default scheme to use when setting up your system for the first time. Use the Installations Options page to define your preferred budget date defaults. You can either automatically change the accounting date to the document's accounting date, or you can copy the budget date from the predecessor document.

You can view summarized budget checking information for affected transactions on the PeopleSoft Purchasing requisition and PO inquiry pages.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Setting Up Basic Commitment Control Options"

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Understanding PeopleSoft Commitment Control"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications"

Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing

The Comm. Cntrl. Budget Processor (commitment control budget processor) process (FSPKBDP3) enables you to budget check your transactions independent of the online budget checking feature or the batch transaction creation processes. You can select process parameters that capture exactly the group of transactions that you want for budget checking. You access this process from the process menu for requisitions, POs, and procurement cards.

The Comm. Cntrl. Budget Processor process operates exactly like the budget-check remote call options available on the PO and requisition online entry pages, except that it affects a group of transactions rather than one. The process compares the total amounts on each transaction (distribution) line to the available amounts in the referenced budget. If any line has an amount that exceeds the available budget, allowing for acceptable tolerances, that line fails budget checking and the system generates an exception message.

After you run the process, the transaction statuses and exception messages are on a batch log, which you can view by clicking the Message Log link on the Process Details page.

All lines on a transaction must pass budget checking for the transaction to receive a *Valid* budget status. Transactions with an *Error* budget status have one or more budget exceptions, which is a transaction or a transaction line that has failed budget checking. Transactions in *Error* status must be corrected.

The Budget Processor records liquidations in the Commitment Control ledger (LEDGER_KK) as taking place in the fiscal year and accounting period in which the liquidation takes place. For example, when a voucher liquidates a PO, the liquidation is recorded using the fiscal year and accounting period of the voucher.

Note. Commitment control is not automatically invoked for requisitions and POs built from batch processes. These transactions must be approved and budget checked using separate processes. If you are using commitment control, a requisition cannot qualify for online sourcing until it has been budget checked and has a *Valid* budget status.

See Also

Chapter 11, “Using Commitment Control,” Budget Exceptions, page 146

Chapter 26, “Using Purchase Order Sourcing .,” page 453

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Processing Source Transactions Against Control Budgets,” Understanding the Budget Checking Process

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Basic Commitment Control Options”

PeopleSoft PeopleTools PeopleBook

Open Period

Open period for receipt accrual transactions is the allowable open date range for accounting entry creation and for budget checking transactions if you are using commitment control. If the accounting date falls before or after the open period date range, the system post the accounting entry to the actuals ledger. If the transaction budget date falls before or after the open period date range, the system provides an error or warning message to prevent or warn you from running budget checking.

Open period for requisition or PO transactions is the allowable open date range for budget checking transactions when you are using commitment control. If the transaction budget date falls before or after the open period date range, the system provides an error or warning message to prevent or warn you from running budget checking.

When running budget checking, the system uses the accounting date to determine if the transaction is in the correct fiscal year and accounting period. The system uses the budget date within the distribution line to check whether the transaction is in the correct budget period.

If you are using commitment control, the system sets open period checking to issue errors as a default. You can activate or override open period checking for PeopleSoft Purchasing on the Purchasing Business Unit Processing Options page. You enter the open period date range according to general ledger business unit on the Update Open Period page.

The system validates the open period for requisitions, POs, procurement cards, requisition and purchase order reconciliation workbench (for cancel and close), and receipt accrual transactions.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Accounting Calendars,” Defining and Updating Open Periods

Liquidation Method

Liquidate Method is a document schedule control option that instructs the Comm. Cntrl. Budget Processor on how to accurately calculate and relieve outstanding pre-encumbrance and encumbrance balances from the budget ledger. You can selectively determine how to liquidate an encumbrance or pre-encumbrance at the document schedule level. To enable this functionality, configure your system to liquidate by quantity. Otherwise, all transactions will liquidate by amount. Use the Purchasing Definitions - Business Unit Options page to determine whether a PO business unit liquidates by quantity and determine the default liquidate method. You can then modify the liquidate method on the requisition or purchase order, and change it to the desired liquidation method. If you choose to distribute by Amount, you can not liquidate by Quantity.

When liquidating your balances by quantity, the budget processor must adhere to the following rules:

1. Calculate the unit price by using the amount of the preceding document
2. Calculate the liquidate amount by using the predecessors unit price and multiplying it by the standard quantity of the current document.
3. Use the newly derived amount to relieve the pre-encumbrance and encumbrance of the preceding document.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications”

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” page 19

Document Tolerances

See Chapter 12, “Running Document Tolerances,” page 173.

Budget Exceptions

When using commitment control with PeopleSoft Purchasing, you track all requisition, PO and non-prorated PO transactions, procurement cards, and receipt accrual transactions that you submit, even if they cause you to go over budget. If you have a transaction that causes you to go over budget, you can adjust either your transaction or your budget to handle the exception.

Inevitably, some transactions do not pass the budget-checking process and the system marks them as exceptions. Some of the circumstances that generate errors include:

- Insufficient funds for a particular transaction.
- Inconsistent ChartField combinations.
- Transaction has an offset account.
- Budget date for a transaction is out of bounds.

Depending on the configuration of your control budgets, the exact reason that a budget has insufficient funds varies from budget to budget. The budget may be on hold, closed, or simply out of funds. Additionally, you may have set up some budgets to approve transactions even if they go over budget amounts. Because of this, exceptions fall into two categories: warnings and errors.

Error Correction

You can correct errors for transactions by taking one or more of the following actions:

- Change the amount on the transaction lines to conform to budget limits.
- Change the budget amounts to allow more transactions to pass budget check.
- Override the budget for a particular transaction.
- Override the entire transaction for all affected budgets. Only a user with proper authorities can perform this type of correction.

Transactions fail budget checking if they have at least one line that fails budget checking for at least one budget. These transactions are candidates for overrides on either a budget basis or a transaction basis. You are notified of exceptions in two ways: online and through workflow notification.

In an online situation, you receive a message regarding a transaction status when the budget-checking process is complete. The message indicates the type of exception the transaction created and enables you to access the Transaction Exception page, where you can either view the warnings generated or override the errors.

In a batch budget-checking situation, users are notified of exceptions through workflow, based on their individual security profiles in the system. The system generates an appropriate worklist for each user. Your users have access to a list of budgets that caused exceptions or a list of transactions with exceptions. These two options are available through the PeopleSoft menus or through the worklist.

There are two different ways that you can access and override exceptions. You can choose a particular budget from a worklist and access the Budget Exceptions page to view a list of all transactions that have failed for that budget. Alternatively, you can choose a particular transaction on a worklist and access the Transaction Exception page to view a list of all budgets that have caused exceptions on that transaction. The worklist contains a complete list of exceptions, stating the exact cause of the error or warning. These two pages enable you to inquire about exceptions and to set overrides. Once the transaction is overridden, the system sends a warning notification.

See Also

Chapter 7, “Using Workflow,” page 91

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions,” Setting Up and Running Exception Notification

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions,” Errors and Warnings

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions,” Viewing and Handling Exceptions

Budget Overrides

This section discusses the various override attributes that can affect a budget-checked transaction.

- Only super users (users attached to a super user security role) can perform transaction and budget overrides.
- Multiple super users can override different budgets for the same transaction.
- A super user need only override a budget for a particular transaction once, unless that transaction changes after the override.
- A user can perform an online remote call to the Comm. Cntrl. Budget Processor process.

This process budget checks the transactions that the user selected. Transaction lines with overridden budgets receive a warning for every budget that was exceeded. The system refreshes the budget and transaction exception pages to reflect these changes.

The actual process of overriding a budget just requires selecting a check box on the appropriate page. A super user can access either the Budget Exceptions page or the Transaction Exception page and override the budgets or transactions he or she chooses.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions,” Viewing and Handling Exceptions

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Commitment Control Security”

Effects of Changes to Budget-Checked Transactions

Altering a transaction that has been through budget checking results in the deletion of all existing exception rows for the transaction. The Comm. Cntrl. Budget Processor process deletes the exception rows when the altered transaction is budget checked again. This includes the deletion of override marks for any budgets that appear on the altered transactions. A message to this effect appears when the budget is marked for override and you save the page.

Altering a transaction after it has been budget checked forces the Comm. Cntrl. Budget Processor process to treat the transaction as if it were new when budget checking is performed again. All previous exceptions are deleted, and any new ones are recorded as the transaction moves through the Comm. Cntrl. Budget Processor process.

Similarly, altering budgets can affect active transactions. The Comm. Cntrl. Budget Processor reacts to the most current budget data. Consequently, if you alter your budgets and run a budget check, errors on active transactions can change.

Note. If your transaction fails the Comm. Cntrl. Budget Processor process, you must override the budget information using the Budget Exceptions page. Otherwise budget changes can be made by increasing the budget by editing the budget entry.

To make changes to transactions that have been budget checked:

1. Open the source transactions and make the changes to specific transactions.
2. Save your changes.
3. Run the Comm. Cntrl. Budget Processor process again to check the budget.

The Comm. Cntrl. Budget Processor removes the original commitment control journal and creates a new one with the changed transactions.

This table lists examples of transaction changes and their resulting effects:

Transaction Change	Effect
Change requisition quantities and requisition item prices.	Changes final pre-encumbrance amount generated during budget checking.
Change PO quantities and item prices.	Changes final encumbrance amounts generated during budget checking.
Modify ChartFields.	Sets the budget status to <i>Not Checked</i> . Requires another run of the budget processor.
Cancel, delete, or insert a requisition line.	Sets budget-header status to <i>Not Checked</i> . Requires another run of the budget processor to release the pre-encumbrance.

This table lists examples of budget changes and their resulting effects:

Budget Change	Effect
Change arrangement of budgets. Move a detail budget under a new summary budget. Technically, you would be changing the tree or the node level within the same tree that the system uses to translate the relationship between a detail budget and a summary budget. You may be moving a node to a new tree.	If this change results in a transaction that is no longer controlled by the original budget, you must change all relevant transactions to reference the budget in its new location or to reference a new detail budget.

Budget Change	Effect
Increase or decrease budget amounts.	Generates different exceptions for all affected transactions. Increasing your budget decreases exceptions and decreasing your budget increases exceptions.
Adjust tolerances for a particular budget.	Increasing tolerances generally enables more transactions to pass budget checking within tolerance. Decreasing tolerances generally enables fewer transactions to pass. Although this alteration does not change the total number of exceptions, it does change the proportion of errors and warnings generated for a particular transaction or budget. You receive more warnings and fewer errors.
Alter the status of a budget.	There are three possible statuses for budgets: <i>Open</i> , <i>Hold</i> , and <i>Closed</i> . If you change the status of a budget, that action affects all referencing transactions captured in the next budget check.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions,” Viewing and Handling Exceptions

Commitment Control and PeopleSoft Purchasing Reconciliation Processes

If you have commitment control enabled, the Requisition Reconciliation (PO_REQRCN) and Purchase Order Reconciliation (PO_PORECN) processes consider this functionality.

After you have selected your process parameters and run a reconciliation process, the process checks to see whether you have enabled commitment control. If it is enabled, the process updates the budget distribution lines and the budget header on all requisitions (for PO_REQRCN) or POs (for PO_PORECN) that meet the reconciliation criteria. The status on the distribution line and the header changes from *V* (valid) to *N* (not checked).

The reconciliation processes set the budget status to *Not Checked* and the fully liquidated flag to *Yes*. You then need to run the Budget Processor to relieve the remaining encumbrance.

For example, you have a PO for 100 USD, but after discounts, the vendor only invoices you for 98 USD. Before running the Purchase Order Reconciliation process, the remaining 2 USD still exists as an encumbrance. When you close the PO, you must liquidate the remaining encumbrance for 2 USD. For this reason, the Purchase Order Reconciliation process set the budget status to *Not Checked* and fully liquidated flag to *Yes*. You then run the Budget Processor to relieve the remaining encumbrance. The running of the Budget Processor is not an automated step in the reconciliation processes.

See Also

[Chapter 21, “Reconciling Requisitions,” page 319](#)

[Chapter 31, “Reconciling Purchase Orders,” page 585](#)

Budget Checking Receipt Accruals

This process is used to budget check the expense and encumbrance reclassification transactions. You can choose to budget check either type.

See Also

[Chapter 38, “Using Receipt Accrual,” Performing Budget Checking for Receipt Accruals , page 714](#)

Common Elements Used in This Chapter

Activity ID	Activity ID assigned to the individual tasks or events that you want to update in a project.
Advanced Budget Criteria	Select to access the Budget Exceptions - Refine Inquiry Criteria page.
Budget Date	Budget date of the transaction line. You define which field the system uses for the budget date for the transaction in the source transaction definition.
Budget Period	Period to which the budget transaction posts.
Exception Type	Select to limit the exception rows retrieved to transactions with either an <i>Error</i> or <i>Warning</i> exception. This is a required field.
Foreign Amount	The amount of the line in the entry currency.
Line Status	Use to limit the rows to lines with either <i>Error</i> or <i>Warning</i> exceptions.
Maximum Rows	Select the maximum number of rows that are to appear in the scroll area.
Monetary Amount	The amount in the base currency of the primary ledger.
More Budgets Exist	If selected, the transaction has more exceptions than the number that you entered in the Maximum Rows field.
More Lines Exist	If selected, the transaction has more transaction line exceptions than the number that you entered in the Maximum Rows field.
Override Budget	Select to update the control budget although the transaction exceeds the budget. This option is available only if the budget transaction fails budget checking and you have super user authority. It is not available if the source transaction type does not allow overrides and the budget header status is <i>Not Checked</i> . The budget header status appears as <i>Not Checked</i> if you changed the source transaction after the Budget Processor process issued the exceptions and you have not run the process again.

After you override a budget with exceptions, adjust the budget available amount, or adjust the source transaction amount, the transaction passes budget checking.

Override Transaction

Select to enable the entire transaction to update the control budget, even if error exceptions exist. This option is available only for super users. This option is not available if the transaction passed budget checking with only warning exceptions. You can select it prior to budget checking or after you run the Comm. Cntrl. Budget Processor process and it returns errors.

PC Business Unit
(PeopleSoft projects
business unit)

Business unit assigned to the project in PeopleSoft Projects.

Resource Type

Resource category, such as labor, associated with a given cost. Used in conjunction with resource categories, resource subcategories, and resource groups.

Tran Type (transaction type)

Select the type of transaction that you want to budget check. Values are:

REQ_PREENC: Requisition pre-encumbrance.

REQ_PRECNP: Non-Prorated Requisition Prencumbrance.

PO_POENC: Prorated PO encumbrance.

PO_POENCNP: Non-prorated PO encumbrance.

PO_PROCARD: Procurement card transaction.

PO_RAENC: Receipt Accrual Encyumbrance.

PO_RAEXP: Receipt Accrual Expenses.

Type

Displays the related accounting entry type.

Budget Override Available Info

Click the Budget Override Available Info button to determine the reason why you cannot override a single budget entry.

Budget Check

Click to run the remote call Budget Processor again once you override the transaction or a budget. You should also run the process again if you change the requisition, PO, or procurement card transaction.

Tran Override Available Info (transaction override
available information)

Click the Tran Override Available Info (transaction override available information) button to determine the reason why you cannot override the transaction.

Budget Override

Select the Budget Override tab to access a page that enables you to access the Budget Exceptions page or Budget Details page. You must have authority to inquire about the budget to access these pages.

View Exception Details

Click the View Exception Details button at the exception header level to access the Exception Details page for Transaction Headers to view the budgets with error or warning exceptions, budget ChartFields, and any overrides.

See Also

Chapter 11, “Using Commitment Control,” Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing, page 144

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

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Up Application-Specific Installation Options

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Inquiring on Budgets and Transaction Activities,” Viewing Budget Details and Transaction Activity

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions,” Viewing and Handling Exceptions

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Processing Source Transactions Against Control Budgets”

Using Partial and Final Liquidation

If you are using commitment control, you can specify partial or final liquidation of a requisition when it is sourced to a PO. When you create or modify a PO, you can designate that the PO is Final, prompting the system to liquidate the preceding requisition. You can make your PO the final document to be affected by the preceding requisition, for less money than you originally authorized. You can also reverse the finalization of the document.

In PeopleSoft Purchasing, you can perform partial or final liquidations where the successor transaction references and liquidates its predecessor, including:

- Requisition to PO.
- PO to payment voucher.

The system fully liquidates document lines automatically upon completion of the subsequent transaction when you designate the transaction as final. The system then creates the appropriate accounting entries to relieve outstanding pre-encumbrances and encumbrances, performing the reversing entry according to the document type and entry event of the referenced transaction.

Using partial and final liquidation, you can:

- Liquidate requisition or PO lines and relieve the outstanding pre-encumbrance and encumbrance from the budget ledger.
- Create the appropriate accounting transactions in the budget to relieve outstanding pre-encumbrances and encumbrances as applicable.
- Perform the correct accounting and available (open) amount calculations for modifications and cancellations of predecessor or successor transactions.

- Process final liquidations at the schedule line level of transactions; that is, orders can have some lines open while others are closed—determined by the corresponding voucher lines that reference (liquidate) the lines.

At times, multiple transactions reference the same predecessor. If two payment vouchers for two invoices of 500 USD each are associated to the same 1000 USD PO, only the second payment voucher is considered final. The first 500 USD payment voucher is considered partial, because an additional 500 USD encumbrance remains outstanding. If the first 500 USD actually represents the last expected action against the order, you can designate the voucher as *final for less* and relieve the entire 1000 USD encumbrance.

Partial and Final Liquidation Example

For example, suppose that you create a requisition for 200.00 USD and run budget checking. The system shows an increase of 200.00 USD to the existing pre-encumbrance amount of 40.00 USD.

Ledger	Amount
Budget	5,000,000.00 USD
Expense	0.00 USD
Encumbrance	1000.00 USD
Pre-encumbrance	240.00 USD

Then create a PO that references this requisition for 165.00 USD. When you run budget checking, the pre-encumbrance decreases and the encumbrance increases by 165.00 USD.

Ledger	Amount
Budget	5,000,000.00 USD
Expense	0.00 USD
Encumbrance	1165.00 USD
Pre-encumbrance	75.00 USD

Create another PO that references this requisition for 25.00 USD, finalize the PO and run budget checking. The total for all POs is 190.00 USD, but the pre-encumbrance is liquidated with the full requisition amount of 200.00 USD. The pre-encumbrance decreases and the encumbrance increases by 25.00 USD.

Ledger	Amount
Budget	5,000,000.00 USD
Expense	0.00 USD
Encumbrance	1250.00 USD
Pre-encumbrance	40.00 USD

To liquidate a requisition for an amount lower than the original:

1. Reduce the quantity or price total on the PO to the correct amount
2. Click the Finalize Document button for the affected line or lines.
3. Save the PO.
4. After approving the revised PO, run budget checking to confirm the correction.

Reversing Partial or Final Liquidation

You can also reverse finalization of a PO or voucher. The system then restores the original budgetary amount to the preceding documents that had previously been liquidated. If you do not declare a document final (for less), no additional liquidation takes place. The system replicates the partial or final status of a document down to all the document distribution lines associated with the given document schedule, adjusting all ledgers accordingly.

For example, you can process a requisition for 1000.00 USD, then create a PO for only 700.00 USD, without expecting to spend the remaining 300.00 USD that the requisition authorizes. You can declare the PO final (for less), thereby liquidating the pre-encumbered 300.00 USD from the requisition and freeing that money for other purposes. If you find later that you need to spend another 250.00 USD from the original requisition, you can restore your requisition by changing the PO's liquidation status to *Partial*. Then you can declare the PO final (for less) again, liquidating the requisition and freeing the last 50.00 USD for other purposes.

To reverse a reduction:

1. Clear the final check box for the affected line or lines, or click the Undo Finalize Entire Document button.
2. Save the PO.
3. Run budget checking to confirm the correct amount.

Budget Checking After Partial or Final Liquidation

You must budget check each PO after you declare it either final (for less) or partial. During budget checking, the system treats a finalized PO as a direct encumbrance, still subject to pre-encumbrance tolerance checking.

Note. If two or more POs are linked to one requisition, none of those POs can be finalized until all of those POs have passed budget checking.

Note. You cannot change a PO's liquidation status while its budget-checking status is in *Error* or once the distribution has been canceled.

Note. You can only indicate that a PO is partial after it has successfully completed budget checking.

Running Entry Events After Partial or Final Liquidation

If you're using entry events, you must run them after budget checking. This generates your pro forma accounting entries, adjusted for Finalization or Partialization.

See Also

Chapter 11, "Using Commitment Control," Understanding Commitment Control in PeopleSoft Purchasing, page 143

Chapter 13, "Using Entry Events," page 179

Budget Checking Requisitions

This section discusses how to:

- Budget check requisitions using the Comm. Cntrl. Budget Processor process.
- Budget check requisitions using online pages.

Pages Used to Budget Check Requisitions

Page Name	Object Name	Navigation	Usage
Requisition Budget Check - Req Budget Check (requisition budget check)	REQ_KK_CHECK_REQ	Purchasing, Requisitions, Budget Check, Req Budget Check (requisition budget check)	Run the Comm. Ctrl. Budget Processor process for requisitions. Commitment control must be enabled for PeopleSoft Purchasing.
Maintain Requisitions - Requisitions	REQ_FORM	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisitions	Create requisitions online.
Requisition Exceptions	KK_XCP_HDR_PO2	Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Requisition, Requisition Exceptions	View budget check exceptions for requisitions. Users with appropriate authority can override the budget exceptions on this page.
Requisition Line Drill Down	KK_DRL_PO2_SEC	Click the View Exception Details button on the Requisition Exception page for transaction headers for a specific requisition line.	View line details for requisitions with budget exceptions.
Line Exceptions	KK_XCP_LN_PO2	Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Requisition, Requisition Exceptions Click the Line Exceptions tab.	View requisition lines on a requisition with budget check exceptions. Users with appropriate authority can override the budget exceptions on this page.

Budget Checking Requisitions Using the Comm. Cntrl. Budget Processor Process

Access the Requisition Budget Check - Req Budget Check (requisition budget check) page.

To budget check requisitions, select *REQ_PREENC* in the Trans Type field.

Process Option

Req ID (requisition ID option)

Values are:

All: Select to budget check all requisitions.

Some: Select to display the From/To fields. Budget checks all requisitions that match the range specified in the From/To fields.

Value: Select to display the Req ID field. Budget checks the requisition that matches the ID specified in the Req ID field.

Req Date (requisition date)

Values are:

All: Select to budget check all requisitions.

Some: Displays the From/To fields. Budget checks all requisitions for which creation dates fall within the dates specified in the From/To fields.

Value: Displays the Req Date field. Budget checks requisitions for which creation dates match the date specified in the Req Date field.

Budget Checking Requisitions Using Online Pages

When you create online requisitions, you can budget check them in realtime by clicking the Budget Check button on the Maintain Requisitions - Requisitions page. This invokes the Comm. Cntrl. Budget Processor process by remote call.

See Also

[Chapter 11, “Using Commitment Control,” Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing, page 144](#)

[Chapter 16, “Creating Requisitions Online,” Creating Requisition Header Information, page 239](#)

Budget Checking POs

This section discusses how to:

- Budget check POs using the Comm. Cntrl. Budget Processor process.
- Budget check POs using online pages.

Pages Used to Budget Check POs

Page Name	Object Name	Navigation	Usage
PO Budget Check Request - Budget Check Request	PO_KK_CHECK_REQ	Purchasing, Purchase Orders, Budget Check, Budget Check Request	Run the Comm. Ctrl. Budget Processor process for POs. Commitment control must be enabled for PeopleSoft Purchasing.
Maintain Purchase Orders - Purchase Orders	PO_LINE	Purchasing, Purchase Orders, Add/Update POs	Enter or change PO information online.
Purchase Order Exceptions	KK_XCP_HDR_PO1	Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Purchase Order, Purchase Order Exceptions	View budget check exceptions for POs. Users with appropriate authority can override the budget exceptions on this page.

Page Name	Object Name	Navigation	Usage
Purchase Order Line Drill Down	KK_DRL_PO1_SEC	Click the View Exception Details button on the Purchase Order Exception page for transaction headers for a specific PO.	View line details for POs with budget exceptions.
Line Exceptions	KK_XCP_LN_PO1	Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Purchase Order, Purchase Order Exceptions Click the Line Exceptions tab.	View lines on a PO with budget check exceptions. Users with appropriate authority can override the budget exceptions on this page.
Purchase Order (NP) Exceptions (purchase order non-prorated exceptions)	KK_XCP_HDR_PO1N	Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Purchase Order Non-prorated, Purchase Order (NP) Exceptions	View budget check exceptions for non-prorated POs. Users with appropriate authority can override the budget exceptions on this page.
NonProrated Purchase Order Line Drill Down	KK_DRL_PO1N_SEC	Click the View Exception Details button on the Purchase Order (NP) Exceptions page for transaction headers for a specific non-prorated PO line.	View line details for non-prorated POs with budget exceptions.
Line Exceptions	KK_XCP_LN_PO1N	Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Purchase Order Non-prorated, Purchase Order (NP) Exceptions Click the Line Exceptions tab.	View lines on a non-prorated PO with budget check exceptions. Users with appropriate authority can override the budget exceptions on this page.

Budget Checking POs Using the Comm. Cntrl. Budget Processor Process

Access the PO Budget Check Request - Budget Check Request page.

To budget check prorated POs, select *PO_POENC* in the Trans Type field.

To budget check non-prorated POs, select *PO_POENCNP* in the Trans Type field.

Process Option

PO ID (purchase order ID) Values are:

All: Budget checks all POs.

Some: Select to display the From/To fields. Budget checks all POs that match the range specified in the From/To fields.

Value: Select to display the PO ID field. Budget checks the PO that matches the ID specified in the PO ID field.

PO Date (purchase order date)

Values are:

All: Select to budget check all POs.

Some: Displays the From/To fields. Budget checks all POs for which creation dates fall within the dates specified in the From/To fields.

Value: Displays the PO Date field. Budget checks POs for which creation dates match the date specified in the PO Date field.

Budget Checking POs Using OnLine Pages

When you create online POs, you can budget check them in realtime by clicking the Budget Check button on the Maintain Purchase Order - Purchase Order page. This invokes the Comm. Cntrl. Budget Processor process by remote call.

See Also

Chapter 11, “Using Commitment Control,” Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing, page 144

Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 393

Budget Checking Procurement Cards

You can now perform budget check and ChartField Edit validations for your procurement card transactions during the Statement Load process and online processing. Use the Budget Processor to invoke budget check and ChartField Edits after staged data is loaded into the Statement Load process and when users use the Reconcile Statement component.

You can use the budget check or the ChartField Edit validation process during:

- The Statement Load process.

If commitment control for procurement cards is turned on, the system validates the budget rows. If rows are not budget checked, the budget status is *N* (not checked). If a row fails budget check, the budget status is *E* (error). If rows pass budget check, the budget status is *V* (valid).

If you selected edit combinations options on the Purchasing Processing Options page, the system performs ChartField edit combinations based on the ChartField Editing Template. The system indicates a status of *V* (valid for passing rows) or *R* (recycle for rows that fail).

- Online Processing

If commitment control for procurement cards is turned on, the system performs ChartField edits and budget-check validations after the users modify the distribution information and click the Save button on the Reconcile Statement page.

The system also validates for ChartField combinations on the Distribution Templates page. Once a user modifies and saves information on this page, the systems automatically uses the Budget Processor to check for valid ChartFields

Note. To budget check procurement cards, you must first select the procurement card option on the Installation Options page.

Users can access the Budget Check Exceptions page to fix all rows that did not pass budget check. All failed rows must be fixed before successfully passing budget check.

This section discusses how to:

- Budget check procurement cards during the Statement Load process.
- Budget check procurement cards using the Reconciliation Statement page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications”

Pages Used to Budget Check Procurement Cards

Page Name	Object Name	Navigation	Usage
Load Statement	RUN_CC_LOADTRANS	Purchasing, Procurement Cards, Process Statements, Load Statement	Run the Load Statement process (PO_CCLOADLD) to load the statement lines from the staging table into the statement tables and to perform auto-reconciliation using the settings that you defined on the Load Statement Options page.
Reconcile Statement - Procurement Card Transactions	CC_TRANS_LINE	Purchasing, Procurement Cards, Reconcile, Reconcile Statement, Reconcile Statement - Procurement Card Transactions	Review, manage, and approve procurement card transactions loaded by the Load Statement process. You can view all of the procurement card transactions that you have been granted authority to access on the Card Data page.
Budget ChartField Validation	CC_KK_CHECK_REQ	Purchasing, Procurement Cards, Process Statements, Budget ChartField Validation	Run the budget check process for your procurement cards in batch mode.
Budget Check Exceptions	KK_XCP_HDR_PO3	Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Procurement Cards	Review procurement card transactions that failed the budget check process.
Source Transactions	KK_SOURCE_TRAN1	Commitment Control, Define Control Budgets, Source Transactions	Define source transactions for PeopleSoft Commitment Control. Note. Select <i>Planned</i> as the value for the Commitment Control Amount Type field.
Control Budget Options	KK_BUDG1	Commitment Control, Define Control Budgets, Budget Definitions	Establish budgetary controls. Note. If you select Entries Must Balance on the Control Budget Options page, enter a default account value for at least one setID for budget entry offsets. You must also enter a source transaction offset account for each source transaction type that affects this budget definition.

Budget Checking Procurement Cards During the Statement Load Process

Access the Load Statement page.

See Also

Chapter 14, “Managing Procurement Cards,” Loading Procurement Card Statements to Application Tables, page 212

Budget Checking Procurement Cards Using the Reconciliation Page

Access the Reconciliation page.

When you create modify procurement cards using the Reconcile Statement - Procurement Card Transactions page, you can budget check them in realtime when you save the page. This invokes the Comm. Cntrl. Budget Processor process by remote call.

Running Budget Period-End Processes

This section discusses how to run budget period-end processes.

Because a budget period can span a calendar or fiscal year, PeopleSoft uses the term *period-end* universally and applies it to the end of a budget period, the end of a fiscal year, or the end of a calendar year.

The budget period-end processes enable you to continue budgets across budget periods or fiscal years. You may have budgets that stay in force for more than one fiscal period. You may have project budgets that span more than one calendar year. Consequently, you may want to keep budgets in force across these time frames. The commitment control feature in PeopleSoft Purchasing provides you with two options.

You can keep a budget active beyond the end of a fiscal period, allowing purchasing transactions to reference that budget and to remain unaffected by fiscal period-end accounting procedures. This option is useful for project-related budgets that are finite in scope.

You can also close a budget at the end of a budget period and reestablish it in the next period while keeping all outstanding transactions active into the next budget period. This option is useful for ongoing accounts and budgets that you want to infuse with additional funds at regular intervals. You can end one period and start the next one with new amounts in selected budgets. You do not lose your outstanding transactions from the previous budget period, which saves you from having to enter them all over again in the new budget period. PeopleSoft Purchasing enables you to roll these transactions over into the new budget period automatically by using these budget period-end business processes.

Budget period-end processes differ from fiscal period-end processes. Your fiscal period-end closing entries have no effect on the Commitment Control Ledgers. Therefore, fiscal period-end closing entries do not invoke the Comm. Cntrl. Budget Processor process for budget checking.

- The first period-end business processes are the reconciliation processes for requisitions and POs that remove outstanding requisitions and POs from your budget.

- The other aspect of these processes involves use of the PO Rollover1 (PO_POROLL1) and PO Rollover2 (PO_POROLL2) processes.

These processes enable you to budget check distribution lines against budgets with expiring periods and then roll funds over to new periods.

See Also

Chapter 14, “Managing Procurement Cards,” Loading Procurement Card Statements to Application Tables, page 212

Chapter 31, “Reconciling Purchase Orders,” page 585

Chapter 21, “Reconciling Requisitions,” page 319

Pages Used to Run Budget Period-End Processes

Page Name	Object Name	Navigation	Usage
Reconcile Requisitions	RUN_REQRECON	Purchasing, Requisitions, Reconcile Requisitions, Close Requisitions	Run the Requisition Reconciliation process. Produce the Req Recon (requisition reconciliation) report (PORQ009).
Reconcile PO	RUN_PORECON	Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders, Close PO	Run the PO RECON process. Produce the Purchase Order Reconciliation report (POPO008).
PO Rollover (purchase order rollover)	PO_ROLLOVER	Purchasing, Purchase Orders, Budget Year End Processing, PO Rollover Workbench, PO Rollover	Select POs to rollover and change their statuses to <i>Pending</i> before running the PO Rollover1 process. Check the roll status of POs.
Purchase Order Selection	PO_ROLLOVER_SEARCH	Click the Selection Criteria link on the PO Rollover page.	Use the filters to choose POs for consideration for rollover.
Purchase Order Details	PO_ROLLOVER_LN	Click the Secondary Lines button on the PO Rollover page.	View additional details for POs listed on the Purchase Order Selection page.
PO Rollover1	RUN_POROLL1	Purchasing, Purchase Orders, Budget Year End Processing, Request PO Rollover1, PO Rollover1	Run the PO Rollover1 (PO_POROLL1) process.
Budget Check Request	PO_KK_CHECK_REQ	Purchasing, Purchase Orders, Budget Check, Budget Check Request	Run the Comm. Cntrl. Budget Processor.
PO Rollover2	RUN_POROLL2	Purchasing, Purchase Orders, Budget Year End Processing, Request PO Rollover2, PO Rollover2	Run the PO Rollover2 (PO_POROLL2) process.

Rolling Over POs at Budget Period End

If you are using commitment control, you can use PO rollover to budget check distribution lines against budgets with expiring budget periods and then roll funds over to new budget periods. PeopleSoft Purchasing enables you to select specific POs to rollover.

POs that are canceled, fully vouchered, on hold, in process, or have not been successfully budget checked are not qualified for rollover. In addition, distribution lines that are canceled, closed or fully liquidated (that is, the Commitment Control Close Flag (KK_CLOSE_FLAG) is set to Y) do not qualify for rollover.

This section discusses how to:

- Select POs for rollover.
- Review PO details.
- Qualify POs for rollover.
- Run the PO Rollover1 process (PO_POROLL1).
- Run the PO_Rollover2 process (PO_POROLL2).
- Run the PO Roll Open Encumbrance process.

Pages Used to Rollover POs

Page Name	Object Name	Navigation	Usage
PO Rollover (purchase order rollover)	PO_ROLLOVER	Purchasing, Purchase Orders, Budget Year End Processing, PO Rollover Workbench, PO Rollover	Select POs to rollover and change their status to <i>Pending</i> before running the PO Rollover1 process. Check the roll status of POs.
Purchase Order Selection	PO_ROLLOVER_SEARCH	Click the Selection Criteria link on the PO Rollover page.	Use the filters to choose POs for consideration for rollover.
Purchase Order Details	PO_ROLLOVER_LN	Click the Secondary Lines button in any row on the PO Rollover page.	View additional details for POs listed on the Purchase Order Selection page.
POs Not Budget Checked	PO_ROLL_REQ_FIN	Select the POs to Budg Chk for Finalizing link on the Purchase Order Details page	View details about POs that have yet to reach a budget check status of Valid, thus allowing requisition finalization.
PO Rollover1	RUN_POROLL1	Purchasing, Purchase Orders, Budget Year End Processing, Request PO Rollover1, PO Rollover1	Run the PO Rollover1 process.
Budget Check Request	PO_KK_CHECK_REQ	Purchasing, Purchase Orders, Budget Check, Budget Check Request	Run the Comm. Cntrl. Budget Processor.
PO Rollover2	RUN_POROLL2	Purchasing, Purchase Orders, Budget Year End Processing, Request PO Rollover2, PO Rollover2	Run the PO Rollover2 process.
Roll Open Encum (roll open encumbrance)	RUN_POROLLO	Purchasing, Purchase Orders, Budget Year End Processing, Request PO Roll Open Encum	Run the PO Roll Open Encum process.

Selecting POs for Rollover

The following rules apply to PO selection:

When you select *Rolled* and *None* and a PO has both statuses, the line becomes available for selection. All distributions with these statuses appear with the appropriate Roll Error on the More Details tab on the Purchase Order Details page. The rolled distributions are not included in the rollover processes.

- When you select *None* and a PO has distributions that have previously been rolled, only the distributions that have not been rolled appear. The lines are available for selection on the PO Rollover page.
- When you select *Rolled*, any rolled distributions appear on the PO Rollover page, but they are not available for selection there.
- Once you select a PO and it is in *Pending* or *Mid Roll* status, it does not appear again unless you select those specific statuses. You cannot select lines that are in *Mid Roll* status on the PO Rollover page.

Important! Once you select and stage a line for rolling, it is removed from staging if it reappears on the PO Rollover page, is available for selection, and is not selected for staging again. Therefore, successive applications of the filters on this page should be more restrictive.

Access the Purchase Order Selection page. Enter values in the page fields to filter the POs for rollover.

Roll Status

None	Select to find POs that have no other roll status, because they have not yet been selected for rolling, or they have been selected and then removed from the selection process.
Mid Roll	Select to find POs on which you have run the PO Rollover1 process. POs with this header status are protected from all actions except budget checking and rollover. POs with this status cannot be copied into vouchers.
Pending	Select to find POs that have been selected for rolling.
Rolled	Select to find POs that have been rolled.
Disqualified	Select to find POs that have been identified during PO Rollover1 as being in error and, therefore, are not eligible to continue the Rollover process
OK	Click to run the PO_POROLLVW process and access POs for display on the PO Rollover page.

Important! You can select and deselect POs on this page any number of times. POs that have already been selected and staged for rolling on the PO Rollover page are deleted from staging if they are not selected again each time that you click OK.

See Also

[Chapter 11, “Using Commitment Control,” Qualifying POs for Rollover, page 168](#)

[Chapter 11, “Using Commitment Control,” Running the PO Rollover1 Process, page 169](#)

[Chapter 11, “Using Commitment Control,” Running the PO Rollover2 Process, page 170](#)

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

Reviewing PO Details

Access the Purchase Order Details page.

More Details Tab

Select the More Details tab.

POs to Budg Chk for Finalizing (POs to budget check for finalizing)

Select to access the POs Not Budget Checked page, where you can view details about POs that have not yet reached a budget check status of Valid.

Bringing the budget check status of these POs to Valid enables the associated requisition to be finalized by the PO Rollover1 process.

Roll Error

Rollover error code. Values are:

IPO: Invalid budget status (PO).

IVC: Invalid budget status (voucher).

N: No error.

PV: Invalid budget status (PO and voucher).

PVR: Invalid budget status. PO and voucher items received.

R: Rolled.

REC: Items received but not vouchered.

VR: Invalid budget status; voucher and items received.

Qualifying POs for Rollover

Access the PO Rollover page.

Purchase orders that have been received or partially received, but not yet vouchered are available for selection for PO Rollover processing on the PO Rollover page. To retain the relationship between the PO and the receipt, the PO Rollover2 process updates the PO distribution number on the receipt distribution to match the new PO distribution number.

However, if there is one receipt for the PO that has been partially vouchered, PO Rollover is unable to maintain the relationship between the associated documents. Therefore, the PO is not available for selection for PO Rollover processing. The Roll Status field is set to Part Vchrd (partially vouchered) and the Roll Error field on the Purchase Order Details page is set to One receipt partially vchrd (one receipt partially vouchered). A receipt is considered partially vouchered if the sum (quantity or amount) of all associated vouchers is less than the amount or quantity on the single receipt.

POs that you selected on the PO selection page appear if they qualify for rollover. POs that are canceled, fully vouchered, on hold, in process, or that have not been successfully budget checked are do not qualify for rollover and do not appear on this page.

Distribution lines do not appear if they are canceled, closed or fully liquidated (that is, if the Commitment Control Close Flag is set to Y) because they are not qualified for rollover.

Important! Once you select a line for rolling and set the status to *Pending*, use the PO Rollover page to reselect it if it appears again on this page and is available for selection. Otherwise, the system removes the line from staging.

Finalize Requisition

When running the PO Rollover1 process, you can choose to finalize requisitions associated with the POs selected for the process.

To help you prepare for requisition finalization, this field provides the finalization qualification status of the requisition associated with the PO you have selected for PO Rollover processing. Values are:

Not Qualified

No Requisition: There is no requisition associated with the selected PO.

Qualified: The associated requisition qualifies for finalization. A requisition qualifies for finalization when all POs with the same requisition key fields have reached a budget check status of Valid.

Not Applicable: The distribution has an associated requisition, however it has already been rolled.

Note. Requisition finalization in conjunction with the PO Rollover1 process is not available when the Keep PY Encumbrances Open option is selected for the PO.

PY Encumbrances Open (keep prior year encumbrances open)

Select to keep the prior year remaining encumbrances open for the selected PO(s).

Warning! If you select this option, remaining PO encumbrances for the prior year are not liquidated, and cannot be liquidated going forward.

If you select this option, you can perform PO rollover in one step using the PO Roll Open Encum process. PO Rollover processing can be completed in one step because budget checking is not required for the prior year's encumbrances before the creation of the distributions for the new budget period.

Save

Click to select the POs for the rollover processes and change the roll status to *Pending*.

Running the PO Rollover1 Process

Access the PO Rollover1 page.

The PO Rollover1 process adjusts amounts and quantities on current distributions to enable the budget processor to liquidate the selected POs. The process then creates new distribution lines with the rolled amounts and quantities. The new distribution lines are held in a staging table until you run the PO Rollover2 process. It also returns outstanding amounts and quantities to the corresponding requisition and modifies various flags and statuses in the PO_HDR, PO_LINE_DISTRIB and PO_LINE_DIST_NP tables in preparation for the commitment control process.

Note. You must budget check the POs after you run the PO Rollover1 process and before you continue to the PO Rollover2 process.

Note. The PO Rollover1 process acts only on POs with the Keep PY Encumbrances Open option clear on the PO Rollover page.

Finalize Requisitions

Select to finalize qualified requisitions associated with the POs selected for processing by the PO Rollover1 process. A requisition qualifies for finalization when all POs containing the requisition key fields have reached a budget check status of Valid.

If this option is selected and a processed requisition does not qualify for finalization, remaining quantities and amounts are returned to the requisition.

See Also

Chapter 11, “Using Commitment Control,” Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing, page 144

Running the PO Rollover2 Process

Access the PO Rollover2 page.

The PO Rollover2 process breaks the relationship between the rolled PO and the prior year’s transactions in the commitment control tables and to close all distributions not rolled.

The PO Rollover2 process updates the KK_ROLLED field in the KK_SOURCE_HDR commitment control table to Y for all rolled POs. This update to KK_ROLLED prevents the Budget Processor from processing and modifying the existing transaction. Instead, the Budget Processor assigns the PO a new transaction ID the next time the rolled PO is budget checked. The Budget Processor bypasses distributions created in prior budget periods.

Once the budget check process is complete, you must run the PO Rollover2 process. The run control page provides the option to complete the rollover process by business unit or by individual POs.

The process closes or cancels the old distribution lines by setting the DISTRIB_LN_STATUS to C (Completed) or X (Canceled). Select X only if the entire amount of the distribution was rolled over. The data held in the staging tables is then inserted into the PO_LINE_DISTRIB and PO_LINE_DIST_NP tables.

Note. You must budget check after running the PO Rollover1 process and before continuing to the PO Rollover2 process.

Note. The new distributions must be budget checked.

See Also

Chapter 11, “Using Commitment Control,” Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing, page 144

Running the PO Roll Open Encumbrance Process

Access the Roll Open Encum page.

Note. The process acts only on POs with the Keep PY Encumbrances Open option selected on the PO Rollover page.

The PO Roll Open Encum process combines PO Rollover1 and PO Rollover2 processing, along with functionality that keeps rolled remaining encumbrances open in the prior budget year. The process makes changes to the rolled distributions that prevent the Budget Processor from re-validating and liquidating them in the prior budget year. This functionality enables you to track unexpended amounts by individual PO during a budget period without returning unexpended amounts to the budget.

In one step, the process adjusts amounts and quantities down to what has been vouchered on the distribution and creates new distributions for unvouchered amounts. These actions can be completed in one step because budget checking rolled distributions in the prior budget year is not required, as the intent of the process is to prevent the liquidation of the remaining encumbrances.

Because budget checking of rolled distributions in the prior budget year is not performed when using this process, finalizing associated requisitions is not an option.

Run the Budget Processor after the PO Roll Open Encum process to budget check newly created distributions and to create their encumbrances in the new budget period.

From Date/To Date	Enter the range of budget dates assigned to POs you want to roll into a new budget date.
Budget Date	Enter the new budget date you want to assign to POs successfully rolled by the process.

CHAPTER 12

Running Document Tolerances

This chapter provides an overview of document tolerances and discusses how to:

- Set up document tolerances.
- Run document tolerances with budget checking.
- Run document tolerances without budget checking.
- Review document tolerance exceptions and overrides.

Understanding Document Tolerances

Document tolerances are allowable percentages or amounts by which related procurement documents can differ. You can set document tolerances between requisitions and purchase orders, as well as between purchase orders and invoices. If these tolerances are not met, the system generates a document tolerance exception. For example, suppose that a requisition is created for 100 USD, and this requisition is sourced to a purchase order for 150 USD, and the document tolerance percentage is 10. In this situation, the PO fails document tolerance checking. If you have the proper authorization, you can override the document tolerance checking and continue processing the PO.

You can run the Document Tolerance process either with or without enabling commitment control.

If you enable commitment control and document tolerance for the business unit, and you then initiate Budget Checking, the system runs the Document Tolerance process first and then the run the Budget Processor (FSPKBDP1).

If any amounts, quantities, general ledger (GL) business units or ChartFields are modified on a PO after the document tolerance is checked, either manually or using the POCREATE or POCHNG processes, the system resets the document tolerance status to *Not Checked*.

Setting Up Document Tolerances

The setup for document tolerances is the same for both PeopleSoft Payables and PeopleSoft Purchasing.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Defining Procurement Options,” Defining Document Tolerances.

Running Document Tolerances with Budget Checking

If you enable commitment control and document tolerance for the business unit, you run document tolerance by initiating the budget checking process on the Maintain Purchase Order page. The system runs the Budget Processor and then runs the Document Tolerance process.

You can check a PO document tolerance status on the Maintain Purchase Order - Purchase Order page.

This section discusses how to check document tolerances.

Page Used to Run Document Tolerances with Budget Checking

Page Name	Object Name	Navigation	Usage
Maintain Purchase Order - Purchase Order	PO_LINE	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order page	Enter or change PO information online.

Checking Document Tolerances

Access the Maintain Purchase Order - Purchase Order page.

Budget Processor

Click to run the Budget Processor on this PO. This button appears only if you have enabled commitment control for PeopleSoft Purchasing and the PO has not been subjected to budget checking. This button is not available if you have run the Budget Processor on the PO.

If you enable commitment control and document tolerance checking for the business unit and you initiate the budget checking process, the system runs the Document Tolerance process then the Budget Processor.

Note. You would normally run the Budget Processor as a batch process using the Budget Checking Request page. If you do so and document tolerance checking is enabled for your business unit, then you need to ensure that your commitment control source transaction definitions for PO transactions are defined so that only POs that have passed document tolerance checking are eligible for budget checking.

Document Tolerance Status

If you enable document tolerance checking, the system displays the document tolerance status. Values are:

V (valid): The PO has passed document tolerance checking.

N (not checked): The PO requires document tolerance checking. If any amounts, quantities or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked*.

E (error): Exceptions are generated for the PO during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page.

Running Document Tolerances Without Budget Checking

If you do not enable commitment control but enable document tolerance, you initiate document tolerance checking using the Document Tolerance Request page.

This section lists the page used to run document tolerances.

Page Used to Run Document Tolerances

Page Name	Object Name	Navigation	Usage
Document Tolerance	DOC_TOL_RUN_CNTRL	Purchasing, Purchase Orders, Verify Document Tolerance, Document Tolerance	Request that the system check the transaction for document tolerance exceptions.

Reviewing Document Tolerance Exceptions and Overrides

This section discusses how to:

- View and override document tolerance exceptions.
- View document tolerance override history.

Pages Used to Review Document Tolerance Exceptions and Overrides

Page Name	Object Name	Navigation	Usage
Document Tolerance Exceptions - Doc Tol Exception	DOC_TOL_EXCPT	Purchasing, Purchase Orders, Review PO Information, Document Tolerance Exceptions, Doc Tol Exception	View and update document tolerance exceptions.
Document Tolerance Override - Override Log	DOC_TOL_OVR_LOG	Purchasing, Purchase Orders, Review PO Information, Doc Tolerance Override History, Override Log	View and update document tolerance exceptions.

Viewing and Overriding Document Tolerance Exceptions

Access the Document Tolerance Exceptions - Doc Tol Exception page.

Exceptions

Rule ID Rule ID and description of the match rule that produced the exception.

Details

Pred Doc Amt (predecessor document amount)	The amount of the predecessor document (PO).
Life-to-Date Liquidated Amt (life-to-date liquidated amount)	The sum total of all source documents (POs) linked to the predecessor document. If you have multiple POs tied to the same requisition, the Document Tolerance process calculates the tolerance against the sum total of all of the POs tied to this requisition rather than the amounts of the individual POs. An individual PO may be within the tolerance, but if the sum total of the linked POs exceeds the tolerance, the PO will not pass document tolerance checking.
Defined Tolerance Amount	The tolerance amount that you defined on the Document Tolerance page.
Defined Tolerance Percentage	The tolerance percent that you defined on the Document Tolerance page.
Note. The system uses whichever value is lower (either the defined amount or the defined percentage) to calculate the tolerance. If the amount of the source document exceeds the lower defined amount, the PO does not pass document tolerance checking and the system generates an exception.	
Calculated Doc Amt Tol Amount (calculated document tolerance amount)	The amount of the source document (PO), plus any defined tolerance amount.
Calculated Doc Tol Percent Amt (calculated document tolerance percent amount)	The amount of the source document (PO), plus any defined tolerance percentage amount.
Source Doc Monetary Amt (source document monetary amount)	The amount of the source document (PO).
Source Doc Converted Amt (source document converted amount)	The converted amount of the source document (PO). The system converts the source document to the predecessor document GL business unit base currency to calculate the tolerance.
Predecessor GL Base Currency	The predecessor document GL business unit base currency.
Transaction Currency	The currency of the source document (PO).
Override	Select to override this exception and make the transaction available for further processing.

Viewing Document Tolerance Override History

Access the Document Tolerance Override - Override Log page.

The fields on this page are the same as the fields on the Document Tolerance Exceptions - Doc Tol Exception page except for User ID and DateTime, which provide an audit trail of exceptions that have been overridden.

User ID	Indicates the user who overrode this exception on the Document Tolerance Exceptions - Doc Tol Exception page.
DateTime	Indicates the date and time that the designated user overrode this exception on the Document Tolerance Exceptions - Doc Tol Exception page.

CHAPTER 13

Using Entry Events

This chapter provides an overview of how entry events are used in PeopleSoft Purchasing and discusses how to:

- Set up entry events for PeopleSoft Purchasing.
- Generate PeopleSoft Purchasing entry events.
- Drill down to the general ledger and view entry event journal entries.

Understanding Entry Events in PeopleSoft Purchasing

Entry events are shorthand codes that are assigned to a transaction's distribution lines and enable you to post accounting entries to the General Journal with minimal end-user input. Entry events post standard and supplemental accounting entries to the general ledger, based on accounting lines generated during budget checking or document posting.

Entry events are used to satisfy federal accounting requirements. PeopleSoft Purchasing is delivered with a set of entry event codes, and you can define additional entry event codes if necessary.

Entry events are enabled in Installation Options.

- If you choose not to enable entry events, the entry event field does not appear on the pages.
- If the use of entry events is optional, any default value set at the business unit level appears but can be overridden.
- If the use of entry events is required, the entry event field appears, business unit defaulting occurs, and an error appears if the field is left blank when you save the page. You can override the default value but cannot leave the field blank.

PeopleSoft uses a common function to process entry events for PeopleSoft General Ledger, PeopleSoft Payables, PeopleSoft Purchasing, PeopleSoft Accounts Receivable, and PeopleSoft Billing.

Note. For requisitions and purchase orders (POs), you must use commitment control to generate entry event transactions.

The processor is accessed through run control components for requisitions, POs, and receipts.

The event entries that you generate can be viewed using the Accounting Line Entries components. Drillback into the general ledger is provided through EE Journal Entries inquiries.

PeopleSoft Purchasing supports entry events in these areas:

- Requisitions

- If there is a default entry event code for your Purchasing business unit, then this default automatically populates on the header defaults, line defaults, and the distribution line levels. Users can override the business unit default value at any of these levels.
- Entry event codes are defined by account codes, and the appropriate account code automatically populates whenever an entry event code is used and no other account code already exists.
- Requisition loader

When you run the Requisition Loader, entry events found in the requisition loader defaults override entry event defaults found at the business unit level or on the Requisition Loader Request page.
- Purchase order
 - If you select entry event defaults at the business unit level, they appear by default to the header and distribution levels, where the user can override them.
 - If the Account field is blank, the default account for that particular entry event appears. If the Account field is not blank, it is not overridden by the account tied to the entry event.
- Maintain distribution

Users can also enter an entry event directly on the Maintain Distrib - Distributions page.
- Purchase order express

Entry events function on the Express PO page in the same manner as on the Maintain Purchase Order - Purchase Order and Maintain Purchase Orders - Schedule pages.
- Procurement cards

Any applicable entry event default value appears on the Procurement Card Limits and Restrictions page, and on the Account Distribution page. This entry event is carried over to PeopleSoft Payables through the Voucher Stage process.
- Receipt accrual

The user has the option of using the default value or overriding it on the Receipt Accrual page. If the user selects override, the entry event specified always overrides any default value.
- AutoSelect process

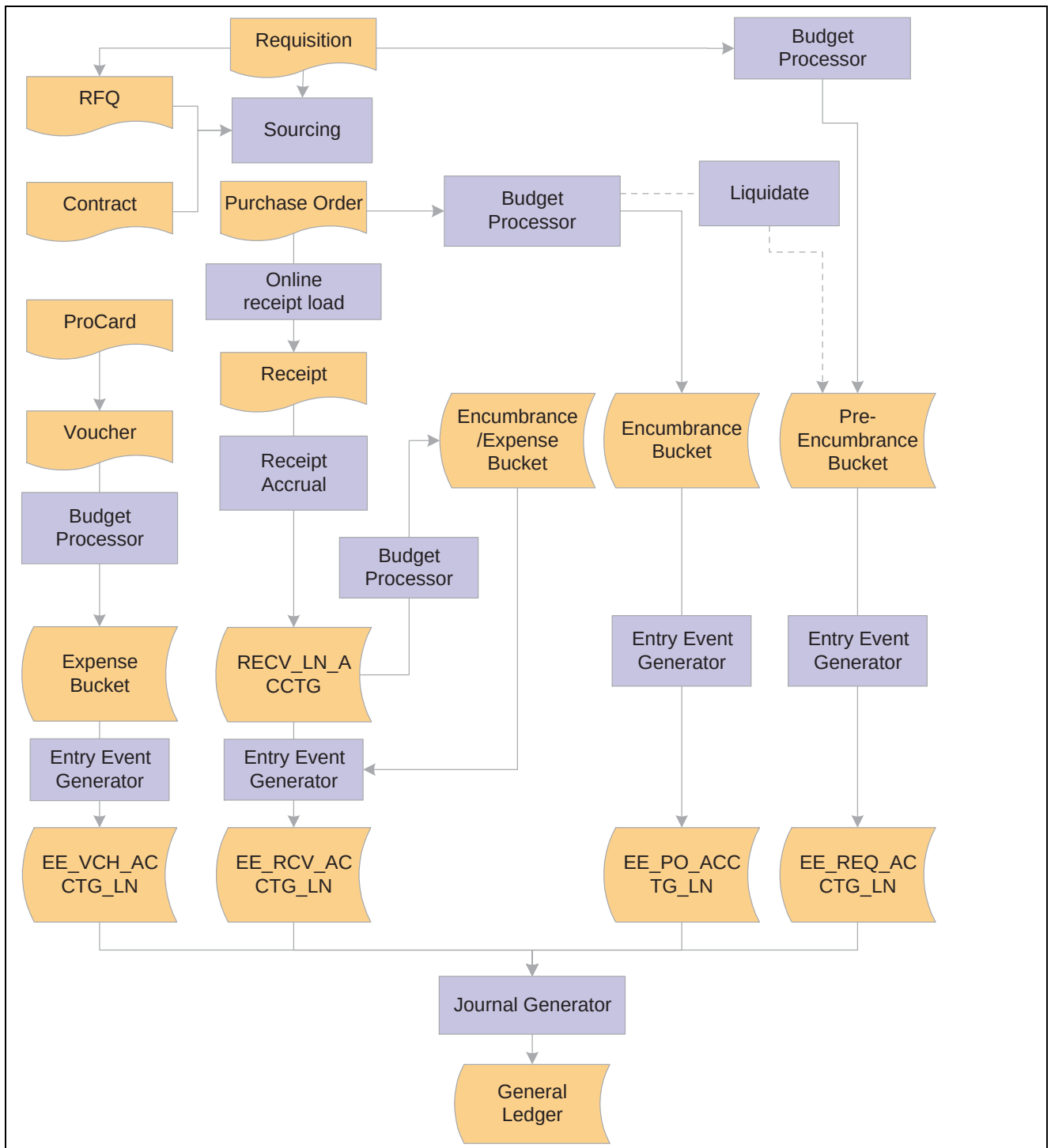
The Auto Select process enables you to source your organization requisitions automatically. The process also passes the entry event from the requisition to the staging area.
- Build Inventory Demand process

If the Build Inventory Demand process results in the creation of a PO, the entry event is passed to the staging area.
- PO Calculations and Create Purchase Orders processes

The purchasing system uses the PO Calculation and Create Purchase Orders processes to source requisitions to POs. They also pass the entry event from the requisition to the PO. The Create Purchase Orders process validates the entry event code from the requisition. If that Entry Event Code is not valid for the PO, the Create Purchase Orders process overrides the value with the Entry Event Code defined at the business unit level for POs.

The Entry Event Generator (FS_EVENTGEN) processes entry events for all PeopleSoft products that use entry events, which include PeopleSoft General Ledger, PeopleSoft Accounts Payable, PeopleSoft Purchasing, PeopleSoft Accounts Receivable, and PeopleSoft Billing.

PeopleSoft Purchasing users access the process through components specific to requisitions, POs, and receipts. The process uses setup data to create additional accounting transactions in a separate accounting record.



Entry Event process flow

See Also

[Chapter 13, “Using Entry Events,” Selecting Entry Event Defaults, page 183](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering Distribution Information, page 435](#)

[Chapter 14, “Managing Procurement Cards,” Running the Voucher Load Process, page 230](#)

[Chapter 32, “Reviewing Purchase Order Information,” Reviewing PO Accounting Line Entries, page 602](#)

[Chapter 22, “Reviewing Requisition Information,” Reviewing Requisition Accounting Line Entries, page 339](#)

[Chapter 26, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 469](#)

[Chapter 26, “Using Purchase Order Sourcing,” Building Inventory Demand Transactions, page 477](#)

[Chapter 26, “Using Purchase Order Sourcing,” Creating POs Using the Create Purchase Orders Application Engine Process, page 504](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

[Chapter 38, “Using Receipt Accrual,” page 707](#)

[Chapter 38, “Using Receipt Accrual,” Viewing Receipt Accrual Accounting Line Entries, page 715](#)

[Chapter 17, “Using the Requisition Loader,” Reviewing and Correcting Purchasing Requisition Loader Data Errors, page 294](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Entry Events”

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Using Requisition Loader Defaults and Overrides

Setting Up PeopleSoft Purchasing Entry Events

This section discusses how to:

- Enable entry events for PeopleSoft Purchasing.
- Select entry event defaults.

Entry event codes are delivered for PeopleSoft Purchasing. In addition, PeopleSoft enables you to define your own entry event codes.

Note. In PeopleSoft Purchasing, the Entry Event processor generates entry events for non-actuals transactions (pre-encumbrances and encumbrances) by selecting transaction rows from the commitment control detail ledger group. To enable this, you must select the commitment detail ledger for the commitment control detail ledger group when you assign commitment control ledger groups to a business unit and a general ledger detail ledger group on the Ledgers for a Unit page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Entry Events”

Pages Used to Set Up PeopleSoft Purchasing Entry Events

Page Name	Object Name	Navigation	Usage
Ledgers for a Unit - Definition	BUSINESS_UNIT_LED1	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Definition	Select the general ledger detail ledger group for which you want to enable commitment control.
Ledgers for a Unit - Commitment Control Options	BUSINESS_UNIT_LED5	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Commitment Control Options	Enable commitment control for a business unit and general ledger detail ledger group.
Entry Event	INSTALLATION_EE	Set Up Financials/Supply Chain, Install, Installation Options Select the Entry Event tab.	Select Purchasing entry events for POs, requisitions, and procurement cards.
Entry Event Defaults	BUS_UNIT_PM_EE	Setup Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition Click the Entry Event Defaults link on the Business Unit Definition page.	Select default entry events at the business unit level. Note. The link does not appear unless entry events are enabled.

Enabling Entry Events for PeopleSoft Purchasing

Access the Entry Event page.

No EE	Entry events cannot be used. Entry event fields will be hidden.
Optional	Entry events can be used but are not required. Entry event fields appear. Default entry event codes appear.
Required	You must use entry events. If the Entry Event field appears on a page, you must select a value or an error appears when you save the page.

Selecting Entry Event Defaults

Access the Entry Event Defaults page.

Select from the available options to choose default entry event codes for POs, requisitions, and procurement cards. Before selecting a default, you may need to review the defined codes.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Entry Events,” Setting Up Entry Events

Generating PeopleSoft Purchasing Entry Events

This section explains how to run the Entry Event application engine process (FS_EVENTGEN) so that the transactions can be entered as new accounting entries.

PeopleSoft Purchasing enables you to access the Entry Event component on three menus: Requisitions, Purchase Orders, and Shipments.

Page Used to Generate PeopleSoft Purchasing Entry Events

Page Name	Object Name	Navigation	Usage
Entry Event Run Request	PST_EE_RUN_REQUEST	• Purchasing, Requisitions, Entry Event Request • Purchasing, Purchase Orders, Entry Event Request For requisitions and POs, budget checking must be run before entry events are generated. • Purchasing, Receipts, Entry Event Request	Run the Entry Event Generator application engine program FS_EVENTGEN.

Generating PeopleSoft Purchasing Entry Events

Access the Entry Event Run Request page.

Note. Budget checking must be run before entry events are generated for POs or requisitions.

Process Request Parameters

Request ID	Enter an identifier for your request.
Description	Enter a description of your request.
Entry Event Process	Select the Entry Event process for which you want to generate entries. This field is required. The entry event generator determines whether each selected document is eligible for the process, based on the entry event code assigned to the document. Values are: <i>POPOST</i>: PO Purchase Order Post.

REQPOST: Requisition Posting.

RECVACCR: Receipt Accrual.

Process Option

These are prompts based on the EE process that you select. Values are:

All Units: All business units.

Document: A document that you select in the Values group box.

Unit: A business unit you select in the Values group box.

Selection Criteria

You can use the fields in this area to limit the process to one business unit or one document. The documents in the Document field depend on your selection in the Entry Event Process field.

Drilling Down to the General Ledger to View Entry Event Journal Entries

This section lists the pages used to drill down to general ledger system to view entry event journal entries.

Pages Used to Drill Down to GL to View Entry Event Journal Entries

Page Name	Object Name	Navigation	Usage
PO Purchase Order Drillback	EE_PO_DRILL	Purchasing, Purchase Orders, Review PO Information, EE Journal Entries, PO Purchase Order Drillback	Drilldown to Gl and view entry event journals for your purchase orders.
PO Requisition Drillback	EE_REQ_DRILL	Purchasing, Requisitions, Review Requisition Information, EE Journal Entries, PO Requisition Drillback	Drilldown to Gl and view entry event journals for your requisitions.
PO Receipt Accrual Drillback	EE_RCV_DRILL	Purchasing, Receipts, Review Receipt Information, Journal Entry Drilldown, PO Receipt Accrual Drillback	Drilldown to Gl and view entry event journals for your receipts.

CHAPTER 14

Managing Procurement Cards

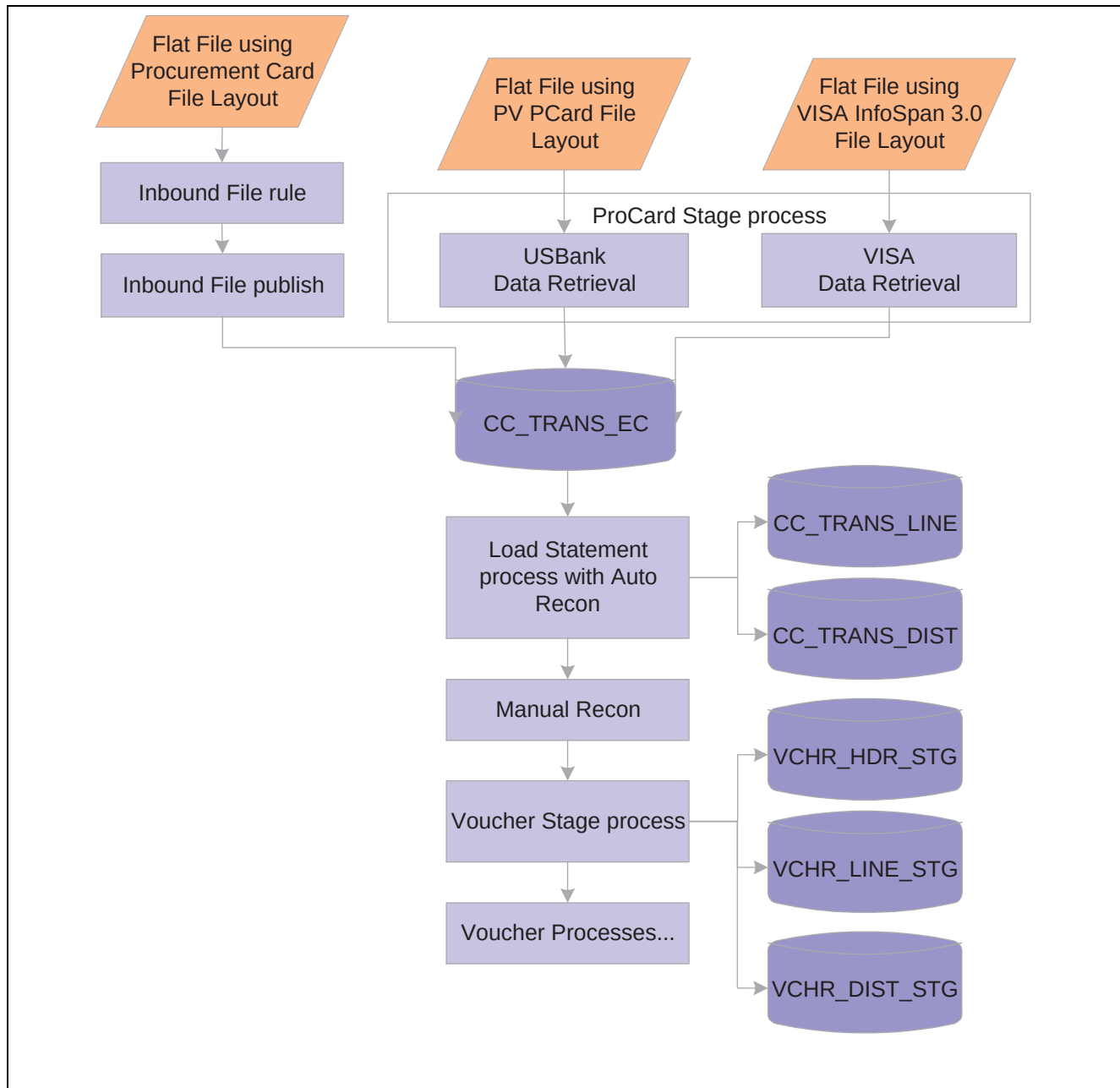
This chapter provides an overview of the procurement card business process and discusses how to:

- Set up procurement card installation options.
- Establish procurement card security.
- Define cardholder profile.
- Define card issuers.
- Define preferred vendors.
- Define preferred unit of measure (UOM).
- Define merchant category code (MCC) blocked.
- Define transaction type code.
- Set up procurement card load statement options.
- Stage procurement card statements using messaging.
- Stage procurement card statements in flat file format.
- Setting up and publishing the credit card data EIP.
- Subscribing to the Procurement Card Load EIP.
- Stage VISA InfoSpan and US bank statements.
- Handle statement staging errors.
- Load procurement card statements to application tables.
- Run the Bank Statement workflow application engine process (PO_CCSTMT_WF).
- Reconcile procurement card transactions manually.
- Run the Grace Period Expired application engine process (PO_CCEXP_WF).
- Resolve disputed transactions.
- View the statement summary.
- Stage procurement card transactions for voucher processing.

Understanding the Procurement Card Business Process

The procurement card feature supports credit card purchases made by cardholding employees in your organization and enables you to reduce the number of small purchases that go through your procurement department. You must have PeopleSoft Payables installed to implement the procurement card feature in PeopleSoft Purchasing.

This diagram illustrates the basic flow of the procurement card business process from staging the electronic procurement card statement to the application tables through to the voucher staging table.



Procurement card business process flow

Common Elements Used in This Chapter

Card Issuer	In most cases, this is the name of the bank that issues the card.
Card Number	Procurement card account number.
Billing Amount	Amount and associated currency billed for the statement line.
Location	Location to which payment for the selected lines is to be distributed.
Merchant	Source of the purchased goods or services.
PO Qty (purchase order quantity)	Displays the PO quantity of each item purchased for this statement line. If there's no PO associated with the statement or the quantity is unknown, the PO quantity automatically changes to 1.
Posted Date	Displays the date when each statement line has been processed and posted by the card issuer.
Proxy	A PeopleSoft user who has access rights to procurement card transactions.
Reference/Reference Number	Unique number captured by the merchant at the point of sale to help identify the transaction.
Role	A procurement card role carries a unique set of access rights.
Ship To	Address to which the goods you purchased were shipped. Used to identify applicable taxes if you decide to have the system calculate the sales or use tax for the statement.
Statement Status	Statement line status. Values are: <i>Staged</i>: Statement from the bank is loaded into the staging tables by the Load ProCard Stage process. <i>Initial</i>: Statement has been staged in the statement table and the cardholders have been notified through the bank statement workflow process. After each notice has been successfully sent to a cardholder, the system updates its status to <i>Initial</i> if it was <i>Staged</i>. <i>Verified</i>: Statement is waiting to be reviewed. After verification, the statement line status changes to <i>Approved</i>. Currently, the verified status does not have any significant meaning by itself. However, it can be used in an environment where tighter control is required. Only the cardholder can only set the status to <i>Verified</i> and another person has to approve it and set the status to <i>Approved</i>. <i>Approved</i>: Statement is ready to be picked up by the voucher process. Only those statement lines that are approved are pushed to the voucher staging tables. <i>Closed</i>: Statement has been pushed to the voucher staging table. <i>Not Closed</i>: Any transactions that are not in the voucher staging table. <i>Error</i>: Procurement card transaction that failed voucher edit.

Tax Code	A set of tax authorities that comprises all taxes that apply within a particular geographical location. In this US, tax codes are state, country, city, and other special jurisdictions. This field is informational on the procurement card transaction.
Transaction Amount	Amount of the purchase and the source amount (in its local currency) charged by the vendor. The amount and currency may be different than the billing amount and currency that the cardholder is liable to pay.
Trans Date (transaction date)	Date when the goods were purchased.
VAT (value-added tax)	A tax on the estimated market value added to a product or material at each stage of its manufacture or distribution.

Note. The VAT values that are recorded throughout the procurement card lifecycle pass into the invoice and VAT reporting structures.

Setting Up Procurement Card Installation Options

This section discusses how to setup your procurement card installation options.

Before you can use the procurement card functionality, you must first setup your procurement card installation options. These options determine procurement card controls that are used throughout the procurement card life cycle.

Pages Used to Set Up Procurement Card Installation Options

Page Name	Object Name	Navigation	Usage
Installation Options - Purchasing	INSTALLATION_PO	Set Up Financials/Supply Chain, Install, Installation Options, Purchasing	Define general purchasing controls, such as auto-numbering parameters, maximum quantities for quantity price breaks, and the maximum number of rows to be displayed in scroll areas; define requisition loader parameters, such as maximum lines loaded; and define procurement card control options, such as the number of digits to display on a procurement card.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Purchasing Installation Options

Establishing Procurement Card Security

The procurement card functionality enables your organization to define user roles and user role access throughout the procurement card process. With increased role security, you can control the level of information that is accessed by users, manage the assignments of different procurement cards, and setup proxies and default accounting distributions. The system comes pre-delivered with four procurement cards roles and several pre-defined access rights, so that you can more easily establish your organizational role and role access parameters. For backward compatibility during upgrade, the system converts existing proxies and assigns them to the procurement card administrator role. However, you must manually assign each proxy (PeopleSoft User) to the procurement card administrator role (CC_ADMINISTRATOR).

The system is delivered with the following pre-defined user roles: Administrator, Approver, Reconciler, and Reviewer.

This section discusses how to:

- Assign users to procurement card roles.
- Register procurement card roles.
- Assign access rights to procurement card roles.
- Assign proxy roles for different procurement cards.
- Set Up universal SpeedCharts.
- Assign universal SpeedCharts to multiple procurement cards.

Pages Used to Define Procurement Card Roles

Page Name	Object Name	Navigation	Usage
User Profile	USER_GENERAL	PeopleTools, Security, User Profiles, User Profiles	Assign users to procurement card roles.
Register Procurement Card Roles	CC_ROLE	Purchasing, Procurement Cards, Security, Register Roles, Register Procurement Card Roles	Identify roles for the procurement card module. You can create your own PeopleSoft roles for the procurement card module. After registering them here in this page, they can be used in the procurement card module.
Procurement Card Access Rights	CC_RIGHTS1	Purchasing, Procurement Cards, Security, Access Rights, Procurement Card Access Rights	Assign individual access rights for each procurement card role.
Assign Proxies	CC_PROXY_BY_USER	Purchasing, Procurement Cards, Security, Assign Proxies	Each PeopleSoft user who is a member of a procurement card role can be assigned to multiple cards with different roles.
Select Procurement Cards	CC_PROXY_BY_USER1	Click the Select Procurement Cards link on the Assign Proxies page.	Search and assign additional procurement card to the proxy user.
SpeedCharts	SPEEDCHART	Setup Financials/Supply Chain, Product Related, Procurement Options, Management, SpeedCharts	Define SpeedCharts.
Assign SpeedCharts	CC_ASSIGN_SPEEDCH	Purchasing, Procurement Cards, Security, Assign SpeedCharts	Assign SpeedCharts for each procurement card.
Cardholder Profile - Proxy	CC_CARD_DATA4	Purchasing, Procurement Cards, Definitions, Cardholder Profile, Card Data Click on the Proxies link from the Card Data page.	Assign users (proxies) and the role associated with the selected cardholder.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Purchasing Installation Options

PeopleTools 8.44 PeopleBook: Security Administration

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Securing Your System,” Understanding PeopleSoft Application Security

Assigning Users to Procurement Card Roles

Access the User profile page.

See Also

PeopleTools 8.44 PeopleBook: Security Administration

Register Procurement Card Roles

Access the Register Procurement Card Roles page.

When you register user roles, the system links those roles to the procurement card module.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Securing Your System,” Understanding PeopleSoft Application Security

Assigning Access Rights to Procurement Card Roles

Access the Procurement Card Access Rights page.

Procurement Card Access Rights

Assign Access Rights to Role(s) 				
Access Rights	Administrator	Approver	Reconciler	Reviewer
Review Statement	☒	☒	☒	☒
Access Reports	☒	☒	☒	☒
Reconcile - Set Status to Staged	☒	☒	☒	☐
Reconcile - Set Status to Verified	☒	☒	☒	☐
Reconcile - Set Status to Approved	☒	☒	☐	☐
Reconcile - Update Distribution (Restricted)	☐	☐	☒	☐
Reconcile - Update Distribution (Unrestricted)	☒	☒	☐	☐
Reconcile - Modify Staged Transactions	☒	☒	☒	☐
Reconcile - Modify Verified Transactions	☒	☒	☐	☐
Reconcile - Modify Approved Transactions	☒	☐	☐	☐
Reconcile - Modify Error Transactions	☒	☐	☐	☐
Unmask Card Number	☒	☐	☐	☐
Cardholder - Maintain Distribution	☒	☐	☐	☐
Cardholder - Maintain Proxy	☒	☐	☐	☐
Cardholder - Maintain Profile	☒	☐	☐	☐

Procurement Access Rights page

Use this page to link access rights to procurement card roles. Access rights determine how users access different components in the procurement card module.

Review Statement

Users can review the statement only. With this right, this user has no authority to modify the statement.

Access Reports

User can run procurement card reports.

Reconcile - Set Status to Staged

User can change the status of the statement to “0” - Staged.

Reconcile - Set Status to Verified

User can change the status of the statement to “2” - Verified.

Note. Once the status is set to Verified and the reconciler saves and exist the page, the statement can no longer be modified.

Users can not change the status of any transaction that is already set to verified, approved, or closed. For transactions that need to be re-verified, users with approval rights must set their status to Staged.

Reconcile - Set Status to Approved	User can change the status of the statement to “3” - Approved.
	Note. Once the status is set to Approved and the approver saves and exist the page, the statement can no longer be modified
Reconcile - Update Distribution - Restricted (reconcile - update distributions - restricted)	Users can update distribution by selecting one of the pre-defined SpeedCharts that are assigned to this card.
Reconcile - Update Distribution - Unrestricted (reconcile - update distribution - unrestricted)	Users can update distribution by selecting one of the pre-defined SpeedCharts that are assigned to this card or by entering the ChartField information manually.
Reconcile - Modify Staged Transactions	Users can modify transactions that are not verified or approved.
Reconcile - Modify Verified Transactions	Users can modify transactions that are not approved.
Reconcile - Modify Approved Transactions	Users can modify transactions that are not approved.
Reconcile - Modify Transactions in Error Status	Users can resolve transactions that failed voucher edit.
Unmask Card Number	Users can view the full credit card number.
	Note. The credit card number is masked except in the following components: Assign Proxies, Assign SpeedCharts, and Cardholder Profile.
Cardholder - Maintain Profile	Users can modify any information on the Card Data page in the Cardholder Profile component.
Cardholder - Maintain Proxy	Users can add, change, or delete proxy assignments in the Cardholder Profile component.
Cardholder - Maintain Distribution	Users can add, change, or delete accounting distribution assignments in the Cardholder Profile component.

Assigning Proxy Roles for Different Procurement Cards

Access the Assign Proxies page.

Assign Proxies

Smith,Jane

The selected user is a proxy user for the procurement cards identified below. Specify the proxy's role for each card individually, or Apply a role to the selected cards en masse.

Select Procurement Cards

Assign Proxies

Find

First 1-5 of 5 Last

	*EmpID	Employee Name	*Card Issuer	*Card Number	*Role		
☐	IXHEEE102	Angelini,Gina	VISA	1234567890	Administrator	+	-
☐	IXHEEE128	Masterson,Carlos	VISA	4101010101010101	Approver	+	-
☐	IXHEEE128	Masterson,Carlos	VISA	4111111111111111	Approver	+	-
☐	IXHEEE128	Masterson,Carlos	VISA	4131313131313131	Approver	+	-
☐	IXHEEE128	Masterson,Carlos	VISA	4777777777777777	Approver	+	-

☒ Select All ☐ Clear All

Assign Role: Administrator Apply

Delete Copy to Move to

Assign Proxies page

- Apply

Select to apply the same role to multiple procurement cards for the proxy user.
- Delete

Select to remove selected cards from the current proxy user. This proxy user can no longer access transactions for those cards.
- Copy To

Select to copy access rights to another user.
- Move To

Select to transfer access rights to another user.

When you move access rights to another user, the system copies the procurement card list from the current user to the target user and removes the cards from the original user list.

Note. All cards that are assigned (moved or copied) to the target user with different roles will be marked as exceptions. You can override exceptions on the Exceptions page.

Setting Up Universal SpeedCharts

Access the SpeedCharts page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining SpeedCharts

Assigning Universal SpeedChart to Multiple Procurement Cards

Access the Assign SpeedCharts page.

Assign SpeedCharts

All Departments

Each SpeedChart definition may carry one or more accounting distribution lines. Only universal SpeedCharts can be assigned to procurement cards. Each procurement card can have multiple SpeedCharts assigned to it; however, only one of them can be selected as default.

***SpeedChart Key:** [DEPTS](#)

[Select Procurement Cards](#)

Assign SpeedCharts					Find	First	1 of 1	Last
*EmpID	Employee Name	*Card Issuer	*Card Number					
☐ IXHEEE102	Angelini, Gina	VISA	1234567890					

☒ [Select All](#)
☐ [Clear All](#)

[Delete](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Update/Display](#)
[Correct History](#)

Assign SpeedCharts page

SpeedChart Key Click the associated link to access the details of SpeedCharts within a given SetID.

Select Procurement Cards Select this link to assign additional procurement cards to the SpeedChart.

Note. Since SpeedCharts are driven by SetID, the available list of cardholders and cards are limited to business units that are tied to the same SetID.

Defining Cardholder Profile

To define cardholder profiles, use the Procurement Card Employee Profile component (CC_EE_PROFILE).

This section discusses how to:

- View cardholder personal data.
- Define procurement card data.
- Define proxies.
- Define default account distributions.
- Restrict purchases by commodity code.

The employee accessible in this setup may be a result of an interface with PeopleSoft Human Resources or another external human resources package. The external interface is created by using the personal employee enterprise integration point (EIP). The interface within PeopleSoft is accomplished using the Load Employee Data page.

You can also receive employee procurement card data from PeopleSoft Human Resources. These messages enable PeopleSoft Expenses and PeopleSoft Purchasing to send and receive basic cardholder data to and from PeopleSoft Human Resources. When one application changes a record, a message automatically updates and synchronizes tables in the other applications.

Cardholder data is shared by using the message channel CORPORATE_CARD on message node PSFT_HR. This table lists messages that contain code used to publish and subscribe between the databases:

Message Name	Records	Description
CORPORATE_CARD_DATA_FULLSYNC	CC_CARD_DATA_EX	Full data load of employee corporate card account data.
CORPORATE_CARD_DATA_SYNC	CC_CARD_DATA_EX	Incremental update of corporate card account data.
CORPORATE_CARD_FULLSYNC	CC_CARD_TBL_EX	Full data load of corporate card vendors.
CORPORATE_CARD_SYNC	CC_CARD_TBL_EX	Incremental update of corporate card vendors.

Pages Used to Define Cardholder Profile

Page Name	Object Name	Navigation	Usage
Personal Data	CC_PERSONAL_DATA	Purchasing, Procurement Cards, Definitions, Cardholder Profile	View cardholder information, such as personnel status and home address. This is a display-only page and is shared by PeopleSoft Expenses and PeopleSoft Purchasing.
Card Data	CC_CARD_DATA	Purchasing, Procurement Cards, Definitions, Cardholder Profile Click the Card Data tab.	Enter card issuer, card number, and set the transaction limits for that card.
Assign Proxies	CC_CARD_DATA4	Click the Proxy link on the Card Data page.	On this page, you define who can access this procurement card and what rights do they have.
Default Accounting Distribution	CC_CARD_DATA2	Click the Default Distrib link on the Card Data page.	Enter accounting distribution defaults for single-line distribution or assign SpeedCharts for multi-line distributions.
SpeedChart Details	CC_SPEEDCH_DTL	Click the Show SpeedChart link on the Default Accounting Distribution page.	View the details of your SpeedChart.
Restricted Purchase	CC_CARD_DATA3	Click the Commodity Codes link on the Card Data page.	Set restrictions on the card by limiting the amount that the cardholder can spend on a specific commodity.

Viewing Cardholder Personal Data

Access the Personal Data page.

Personnel Status

Cardholder personnel status, such as employee, consultant, contractor, or any other designation that your organization uses. Defaults from human resources and cannot be changed.

Telephone

Cardholder home telephone number.

Defining Cardholder Card Data

Access the Card Data page.

Card Data

Card Issuer

Procurement card issuer.

Amount Limits

Maximum Credit Limit	(Optional) Credit limit for the credit card.
Monthly Credit Limit	(Optional) Maximum amount that a cardholder can spend every month.
Credit Limit Per Transaction	(Optional) Maximum amount that a cardholder can spend for each transaction.
Currency	Currency control field for amount limits.

Transaction Frequency

Transactions Allowed Per Month	Number of transactions that a cardholder can perform in a month.
Transactions Allowed Per Day	Number of transactions that a cardholder can perform in a day.

Defining Proxies

Access the Assign Proxies page.

User ID	User authorized to reconcile procurement card statements for the selected card. This feature enables you to have a centralized reconciliation team that has the authority to review and edit an individual cardholder’s statement. Individual cardholders cannot reconcile their own statements unless they have been setup as their own proxy.
Role	Select an appropriate role for the designated proxy. Each role carries a set of access rights.

Defining Default Accounting Distributions

Access the Default Accounting Distribution page.

Distribution Choices

Use Single Line Distribution	Select to assign a single account distribution for your procurement card transactions.

Note. If you select this option, the Use Single Line Distribution group box is enabled.

This option is always the default.

Use Multi-Line Distribution	Each SpeedChart can carry one or multiple distribution lines. Use this page to assign SpeedCharts that are used for a particular card when reconciling the statement. You must designate a default SpeedChart for system to use when loading statement data.

Note. If you select this option, the Use Multi-Line Distribution group box is enabled.

Use this group box to select SpeedCharts that can be used for this card and set a default SpeedChart. The default SpeedChart is used in the Load Statement process to create default accounting distribution lines.

Restricting Cardholder Purchases by Commodity Code

Access the Restricted Purchase page.

Restricted Purchase

Commodity Code	Commodity for which you want to set a cardholder purchasing restriction. Only commodity codes defined for the setID associated with the default business unit selected on the Employee Profile - Proxy page are available.
Limit Amount	Maximum amount that the cardholder can spend on the commodity.
Limit Per Trans (limit per transaction)	Maximum amount that the cardholder can spend per transaction on the commodity.

Defining Card Issuers

To define card issuers, use the Credit Card Vendor component (CC_CARD_TBL).

This section discusses how to define procurement card issuers in your system.

Page Used to Define Card Issuers

Page Name	Object Name	Navigation	Usage
Procurement Card Issuer	CC_CARD_TBL	Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Card Issuer, Procurement Card Issuer	Enter details about the procurement card providers and link these details to a vendor ID.

Defining Procurement Card Issuers

Access the Procurement Card Issuers page.

Procurement Card Issuer

SetID: SHARE **Card Issuer:** VISA

Credit Card Provider Record Find | View All First 1 of 1 Last

*Effective Date: 02/09/1998 [B] + -

*Status: Active ▾

*Description: VISA

*Short Description: VISA

Vendor ID: USA0000028 [Q] VISA (Credit Card #1)

Corporate Number: 00000000000000000882

☒ Bill Includes tax (if applied) ☐ Bill Includes VAT (if applied) [VAT Default](#)

Notify Pending Reconciliations 10 Grace Period

Statement as Approved VAT Receipt

Some countries allow credit card statements to be used in lieu of actual receipts for VAT tax reporting purposes. If a country allows this type of reporting for the above Credit Card Provider, please enter that information here.

▼ VAT Country Customize | Find | View All [Q] First 1 of 1 Last

	*Country	Description		
1	[Q]		+	-

Procurement Card Issuer page

Credit Card Provider Record

Bill Includes tax (if applied) Select to indicate that the procurement card provider record includes sales tax, if applicable.

Bill Includes VAT (if applied) Select to indicate that the procurement card provider record includes value-added taxes, if applicable.

VAT Default (value-added tax default) Click this link to access the VAT Defaults Setup page, where you can set VAT tolerances to check the difference between the calculated VAT amount and the amount entered on the bank statement.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT)”.

Statement as Approved VAT Receipt

Country If the card issuer is an approved provider for claiming tax credit from procurement card statements, enter the name of the country that uses credit card statements in lieu of actual receipts for VAT reporting.

When the country is listed, the PO_CCLOADLD process will set the “Claiming Tax Credit” field to yes, indicating that the electronic statement

can be used as evidence of VAT for claiming VAT recovery. When this is the case, no additional receipt documentation is required for VAT reporting purposes. The system will perform appropriate calculations of VAT rebate and recovery for these lines.

When the country does not allow electronic versions of the procurement card statement to serve as evidence of VAT recovery, the user has the option to indicate whether a VAT receipt exists on the Reconcile Statement – Procurement Card component.

Defining Preferred Vendors

To define preferred vendors, use the Merchant Vendor Reference component (CC_VNDR_XREF).

This section discusses how to:

- Define preferred vendors.
- Maintain a list of preferred vendors.

Pages Used to Define Preferred Vendors

Page Name	Object Name	Navigation	Usage
List of Merchants	CC_VNDR_NM	Purchasing, Procurement Cards, Definition, Preferred Vendor, List of Merchants	Displays a list of merchants with whom your cardholders have made purchases. To qualify as a preferred vendor, a merchant has to be mapped to a vendor set up in the system. After you enter and save the required information, the data is moved to the preferred vendor list.
Vendor Lookup	VENDOR_LOOKUP_SEC	Select Vendor Lookup on the List of Merchants page.	Search for vendors.
Preferred Vendors	CC_VNDR_XREF	Purchasing, Procurement Cards, Definitions, Preferred Vendor, List of Merchants Click the Preferred Vendors tab.	Maintain or change the relationship between a merchant and a preferred vendor. The preferred vendors are those that you want to encourage your cardholders to make purchases from.

Defining Preferred Vendors

Access the List of Merchants page.

List of Merchants

Merchant	Merchant name comes from each line on the bank statement.
Vendor SetID	Select the vendor setID for the vendor that you want to associate with the merchant.
Vendor ID	Select the vendor that you want to associate with the merchant.
Location	Select the vendor location.

Maintaining a List of Preferred Vendors

Access the Preferred Vendors page.

Use the fields on this page to edit the preferred vendors that you defined on the Enter Preferred Vendor - List of Merchants page.

Defining Preferred UOM

To define preferred UOM, use the Merchant UOM Cross Reference component (CC_UOM_XREF).

This section discusses how to:

- Define preferred UOM.
- Maintain preferred UOM.

Pages Used to Define Preferred UOM

Page Name	Object Name	Navigation	Usage
List of Merchant UOM (list of merchant unit of measure)	CC_UOM_NM	Purchasing, Procurement Cards, Definitions, UOM Mapping, List of Merchant UOM	Some vendors are capable of entering level three data; therefore UOM may show up for some statement lines. Here is a list of UOM that comes from the bank statement. Once the corresponding UOM is entered, data is moved to the preferred UOM when you save this page.
Preferred UOM	CC_UOM_XREF	Purchasing, Procurement Cards, Definitions, UOM Mapping, List of Merchant UOM Click the Preferred UOM tab.	Maintain the translation between the merchant UOM and system UOM (stored in UNITS_TBL). The statement load process is based on the information that you entered here to convert the UOM.

Defining Preferred UOM

Access the List of Merchant UOM page.

Merchant UOM	Displays the UOM used by the merchant.
Unit of Measure	Displays the UOM mapped to the Merchant UOM.

Maintaining Preferred UOM

Access the Preferred UOM page.

Use the fields on this page to edit the preferred UOM that you defined on the Enter Preferred UOM - List of Merchant UOM page.

Defining MCC Blocked

To define MCC Blocked, use the Procurement Card List of Blocked MCC component (CC_MCC_BLOCKED).

This section discusses the pages used to set up the category code to be blocked.

Once a merchant category code is blocked, the cardholder is not authorized to purchase from merchants within the blocked category code. This information is used for reporting purposes only within PeopleSoft.

Pages Used to Define MCC Blocked

Page Name	Object Name	Navigation	Usage
Blocked MCCs (blocked merchant category codes)	CC_MCC_BLOCKED	Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Blocked MCCs, Blocked MCCs	Blocks purchases made within the specified MCC.
Merchant Category Group	EX_VIS_MCG_MAP	Setup Financials/Supply Chain, Product Related, Expenses, Configure Expenses System, Map Other, Merchant Category Group	Map MCCs to merchant category groups.

Defining Transaction Type Code

To define transaction type codes, use the Procurement Card Visa Trans Type Code component (CC_VISA_TTYPE).

This section discusses the page used to set up transaction type codes.

Page Used to Define Transaction Type Code

Page Name	Object Name	Navigation	Usage
Transaction Type Code	CC_VISA_TTYPE	Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Transaction Codes, Transaction Codes	Enter a code provided by VISA to indicate debit or credit transactions.

Setting Up Procurement Card Load Statement Options

To setup procurement card load statement options, use the Procurement Card Match Options component (CC_RECON_OPT).

This section discusses how to define load statement options.

Page Used to Define Procurement Card Load Statement Options

Page Name	Object Name	Navigation	Usage
Procurement Card Load Statement Options	CC_RECON_OPT	Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Load Statement Options, Procurement Card Load Statement Options	Set criteria for handling transactions with small amounts and for enabling the system to match and populate PO data.

Defining Load Statement Options

Access the Procurement Card Load Statement Options page.

Procurement Card Load Statement Options

Small Amount Criteria

When billing amount is <= Currency: set status to:

ProCard Auto-Recon Options

☒ **Allow system to match and populate PO data**

☒ **Reconcile by Header** Date Field:

☒ **Reconcile by Line** Date Field:

☒ **Reconcile by Schedule** Date Field:

When PO amount is within tolerances % Over % Under set status to:

When PO amount is equal to billing amount, set status to:

PO Statuses to Include

Select	PO Status
☒	Approved
☒	Dispatched

Procurement Card Load Statement Options page

Small Amount Criteria

- When billing amount is <=** Enter an amount for the small amount criteria. Indicates the upper limit of the criterion.
- Currency** Enter a currency for the small amount criteria.
- set status to** Values are: blank, *Verified*, or *Approved*. If it is blank, the default status is *Staged*. For tighter control, you can set the status to either blank or *Verified*. The statement line must be approved before you send it to PeopleSoft Payables.

ProCard Auto-Recon Options

- Allow system to match and populate PO data for transactions without a PO Id** Select this check box to request that the system automatically match the transaction data with the existing PO information to populate PO data.
- Reconcile by Header** Select this check box to match the transactions with the PO header. The system attempts to match the entire PO information.
- Reconcile by Line** Select this check box to match the transactions with the PO line.
- Reconcile by Schedule** Select this check box to match the transactions with the PO line schedule.
- Date Field** Select a date for the PO header, line or schedule. To match by schedule, values are: *Ship Date* and *PO Date*.

% Over (percentage over)	Enter a percentage for the upper limit that exceeds the matching amount.
% Under (percentage under)	Enter a percentage for the lower limit that falls short of the matching amount.
When PO amount is within tolerances, set status to	Select a status when the PO amount is not the same as the amount on the statement but is within the tolerance percentages. Valid values are: blank, <i>Verified</i> , and <i>Approved</i> . If it is blank, the default status is <i>Staged</i> .
When PO amount is equal to billing amount, set status to	Select a status when the PO amount matches the transaction amount. Valid values are: blank, <i>Verified</i> , and <i>Approved</i> . If it is blank, the default status is <i>Staged</i> .

PO Statuses to Include

Select the PO statuses to be included for the transactions. You can select Dispatched, Approved, or both. The system only considers those POs that include PO statuses. The default selects both Dispatched and Approved.

Staging Procurement Card Statements Using Application Messaging

You can load procurement card statements in XML format to your CC_TRANS_EC staging tables using messaging. If your inbound statement file complies with neither VISA Commercial Format nor US Bank data layouts, you can use this approach to load your statement file.

See Also

[Chapter 9, “Using Messaging,” page 133](#)

Staging Procurement Card Statements in Flat File Format

You can load procurement card statements in flat-file format to your CC_TRANS_EC staging tables. If your inbound statement file complies with neither VISA Commercial Format nor US Bank data layouts, you can use this approach to load your statement file.

To receive the flat-file statement into your system, you must first define an inbound file rule. This rule enables you to use the Inbound File Publish process to load data into your CC_TRANS_EC staging tables.

See Also

[Chapter 10, “Using Electronic Data Interchange Messaging,” page 141](#)

Setting Up and Publishing the Credit Card Data EIP

The Credit Card Data EIP publishes corporate card data to an external system.

This asynchronous full data publish and component publish message.

Use this EIPI to provide your external customers with credit card data published from your purchasing system.

It's first published using the full data utility, then incrementally when the component associated with it is saved.

Setting Up the Credit Card Data EIP

Before you can publish messages with the Credit Card EIP, you must:

- Activate the CORPORATE_CARD_DATA_FULLSYNC, CORPORATE_CARD_DATA_SYNC, CORPORATE_CARD_FULLSYNC, and CORPORATE_CARD_SYNC application messages.
- Define a message node.
- Configure the message channel associated with the message.
- Set up chunking rules.
- Activate the associated batch publish rule.
- Address any special setup steps defined for this EIP.

Subscribing to the Procurement Card Load EIP

The Procurement Card Load EIP is an asynchronous batch subscribe message that uploads procurement card statements from your procurement card vendors.

Run the Pcard Statement Load process (PO_CCLOAD) to move the data from staging tables to application tables.

This section discusses how to subscribe to the Procurement Card Load EIP.

Pages Used to Subscribe to the Procurement Card Load EIP

Page Name	Object Name	Navigation	Usage
Load Statement	RUN_CC_LOADTRANS	Purchasing, Procurement Cards, Process Statements, Load Statement	Run the Load Statement process (PO_CCLOADLD) to load the statement lines from the staging table into the statement tables and to perform auto-reconciliation using the settings defined on the Load Statement Options page.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the Procurement Card Load EIP

Before you can subscribe to the Procurement Card Load EIP, you must:

1. Activate the PROCUREMENT_CARD_LOAD EIP.
2. Run the Pcard Statement Load process (PO_CCLOAD) to move the data from staging tables to application tables.
3. Use the Data Definition pages to view message data and correct error messages that are picked up in the subscription process.

Staging VISA InfoSpan and US Bank Statements

This section discusses how to run the Load ProCard Stage process (PO_CCPRDSTG).

The Load ProCard Stage process loads VISA Commercial Format and US Bank compliant bank statement data files to the staging tables.

Page Used to Stage VISA InfoSpan and US Bank Statements

Page Name	Object Name	Navigation	Usage
ProCard Stage	RUN_CC_PCRDSTG	Purchasing, Procurement Cards, Process Statements, Load ProCard Stage, ProCard Stage	Load the bank statement (transactions) into the staging tables using the Load ProCard Stage process. If the data source is VISA, then the PO_CCVISA subprocess is triggered to load the Visa Commercial Format compliant data file. If the data source is US Bank, then PO_CCUSBANK subprocess is triggered to load the US Bank compliant data file.

Running the Load ProCard Stage Process

Access the ProCard Stage page.

ProCard Stage page

Process Request Parameters

Card Issuer	Enter the credit card vendor that issues the credit card.
Data Source	Select to determine what file layout to use. If the bank statement is in VISA Commercial Format, then you should select VISA. If the bank statement is in US Bank format, then you should select US Bank.
File Name	Enter the file name and the full path of the file. The directory specified has to be accessible by the PeopleSoft Process Scheduler server.

Handling Statement Staging Errors

This section discusses how to handle errors.

Staging errors can arise when loading your procurement card statement data to the staging tables. For example, you can use this page to address invalid credit card vendor information and invalid credit card numbers.

Page Used to Handle Statement Staging Errors

Page Name	Object Name	Navigation	Usage
Correct Errors	CC_STG_ERR	Purchasing, Procurement Cards, Process Statements, Correct Errors	Correct errors for data in the staging table. Statement lines cannot be loaded in the statement tables if the credit card vendor or credit card account number are incorrect.

Handling Staging Errors

Access the Correct Errors page.

Stage Error

Displays the type of staging errors. Values are: *Account*, *Vendor*, or *Both*. An account error indicates that the cardholder number is invalid or not on file. A vendor error indicates the vendor name is invalid in the vendor table. An error for both error refers to both the account and vendor error. If there's a stage error, the employee ID does not appear.

Loading Procurement Card Statements to Application Tables

This section discusses how to:

- Run the load statement process.
- Reconcile statements automatically.

Once statement lines have been loaded successfully, the status of the lines is set to *Staged*, and the statement lines are ready for review. After loading the statement lines into the statement tables, you can run the Bank Statement workflow process to notify cardholders. However, you are not required to run that process. Each cardholder needs an email ID in order to be notified. For each bank statement line that has not been approved, an email message is sent to the corresponding cardholder. If the status of the statement line is *Staged*, then it changes to *Initial*.

Page Used to Run the Load Statement Process

Page Name	Object Name	Navigation	Usage
Load Statement	RUN_CC_LOADTRANS	Purchasing, Procurement Cards, Process Statements, Load Statement	Run the Load Statement process to load the statement lines from the staging table into the statement tables and to perform auto-reconciliation using the settings that you defined on the Load Statement Options page.

Running the Load Statement Process

Access the Load Statement page.

Process Request Parameters

Total Rows in the Staging Tables	Number of statement line records in the staging table waiting to be loaded into the application table.
Total Rows with Error in the Staging Tables	Displays the number of statement line records that did not successfully load from the staging tables to the application tables after the Load Statement process. Use the Correct Errors page to view and handle these errors.
Total Rows to be Loaded	Display the total number of records in the staging table that are ready to be loaded. This is the Total Rows in the Staging Table — Total Rows with Error in the Staging Tables.
Delete Loaded Items	Select to delete statement line records from the staging table that were successfully loaded to the statement tables.

Reconciling Statements Automatically

Access the Load Statement Options page.

Here's how the system reconciles the statement lines:

- Reconcile transactions based on small amount criteria.
- Reconcile transactions with a valid PO ID.
- Reconcile transactions without a valid PO ID.

Note. The primary purpose of the Load Statement Options page is to set up filters to copy PO data into the statement tables and set the statement status. For tighter commitment control, you can create POs for procurement card purchases. The automatic reconciliation process reduces the manual efforts to reconcile between these two sets of transactions.

Reconciling Transactions with PO ID

To reconcile transactions with a valid PO ID:

1. If there is a PO with a valid ID in the statement, the system automatically copies the entire PO including line, schedule, and distribution information into the statement tables.

Note. The information that is copied over from the purchase order includes sales tax and VAT information.

2. The system splits the statement lines automatically.
3. If there is a discrepancy between the statement line amount and the PO amount, the system pro-rates the PO amount with respect to the statement line amount, because the statement line amount is what you are liable to pay.
4. If the transaction amount matches the PO amount, the system assigns a statement status associated with When PO amount is = billing amount.

Because this is a perfect match, you can set the status to *Approved*, and the cardholder does not need to reconcile it manually.
5. If the PO amount is within the tolerance range (% over and % under), the system assigns a statement status associated with When PO amount is within tolerances.
6. If the statement amount is neither the same as the PO amount nor within the tolerance range, the system considers the small amount criteria and assigns a statement status associated with When billing amount is <=.
7. If the statement line fails to meet any of the criteria, the status automatically changes to *Staged*.

Reconciling Transactions Without PO ID

To reconcile transactions without a valid PO ID:

1. If you do not select Allow System to match and populate PO data, the system does not attempt to copy PO information into the statement tables for these transactions.

If the statement line amount meets the small amount criteria, the system assigns a statement status accordingly. The distribution information comes directly from the cardholder profile.
2. If you select Allow System to match and populate PO data, the system attempts to match the statement line with PO by header, then by line, and finally by schedule based on the settings in the Load Statement Options. If the match results in no PO or multiple POs, the system does not bring in any PO information, and it uses the distribution information from the cardholder profile.
3. If there is a PO whose date and amount is the same as the transaction date and amount on a statement line, then the system brings in the entire PO information including line, schedule, and distribution.
4. If there is no PO with the same date and amount, but there is a PO with the same date and the amount is within tolerance range, then the system also brings in the entire PO information including line, schedule, and distribution.
5. If there are multiple POs that meet the matching criteria, the system does not copy the PO information and must reconcile this statement line manually.

However, those POs become candidates for you to pick from on the PO information page when you are reconciling this statement line manually.
6. If the statement line fails to meet any of the criteria, the status automatically changes to *Staged*. In cases where there is no purchase order available to copy on to the transaction, the system applies any field defaults from the appropriate defaulting hierarchy, including the Cardholder Profile and the VAT

defaulting hierarchy, to complete the data on the Procurement Card transaction. These data elements are available to review and override on the Reconcile Statement – Procurement Card component.

Note. When a procurement card transaction is linked back to a purchase order, all VAT defaulting fields are copied from the PO. In cases where a purchase order is not linked to the transaction, the following logic is used to derive the Ship To Address, Ship From Address and Seller's location fields in order to complete the VAT defaulting and calculation process:

Ship To Address: Use the Ship To Address on the CC_TRANS_LINE table to derive the ship to country and state. This defaults from the Cardholder Profile.

Seller's Location: If the Merchant Address is available in the CC_TRANS_LINE, the merchant country and state is used to derive the Seller's Country and State. Otherwise, if the Merchant Vendor cross reference exists, the ordering address of Vendor in the CC_TRANS_LINE to derive Seller's Country and State.

Ship From Address: If the Merchant/Vendor relationship does exist, the default Ship From Location defined in the vendor is used to determine the Ship From Country and State fields. If this relationship is not available, the Merchant Address fields are used. Finally, if no merchant address was transmitted on the transaction, the Ship to Address is used.

Reconciling Transactions Based on the Small Amount Criteria

To reconcile based on small amount criteria:

1. If the statement line involves a small amount and is not part of a PO, the system only considers the small amount criteria and assigns a statement status associated with When billing amount is $\leq$.
2. If the statement line fails to meet any of the criteria, the status automatically changes to *Staged*.

Running the Bank Statement Workflow Application Engine Process

This section discusses the page used to run the Bank Statement Workflow process.

Page Used to Run the Bank Statement Workflow Application Engine Process

Page Name	Object Name	Navigation	Usage
Bank Statement Workflow	CC_BK_PRCS_WF	Purchasing, Procurement Cards, Process Statements, Bank Statement Workflow	Notifies the cardholder that the bank statement has arrived. Upon notification, the user can reconcile the statement, and the statement status changes from <i>Staged</i> to <i>Initial</i> .

Reconciling Procurement Card Transactions Manually

This section discusses how to:

- Review and approve procurement card transactions.
- Defining account distributions.
- Define statement line purchase order details.
- Enter statement line tax information.
- Split statement lines.
- Use distribution templates.
- View tax information for a distribution.
- View VAT line information.

Pages Used to Reconcile Procurement Card Transactions Manually

Page Name	Object Name	Navigation	Usage
Reconcile Statement - Procurement Card Transactions	CC_RECON_WB	Purchasing, Procurement Cards, Reconcile, Reconcile Statement, Reconcile Statement - Procurement Card Transactions	Review, manage, and approve procurement card transactions loaded by the Load Statement process. You can view all of the procurement card transactions that you have been granted authority to access on the Cardholder Profile - Proxy page.
Reconcile Statement - Merchant Details	CC_RECON_MERCHANT	Click the Merchant Name link on the Reconcile Statement - Procurement Card Transactions page.	Review merchant or preferred vendor cross-reference information.
Line and Dispute Comments	CC_RECON_COMMENT	 Click the Comments button on the Reconcile Statement - Procurement Card Transaction page.	Enter comment text that remains with the associated procurement card transaction line.
Reconcile Statement - Account Distribution	CC_TRANS_DIST	 Click the Distribute button the Reconcile Statement - Procurement Card Transactions page.	Split accounting distributions or override defaults for a statement line. The key difference between this page and the Distribution Templates/Reset Status page is that this page affects one statement line at a time.

Page Name	Object Name	Navigation	Usage
Sales/Use Tax Attributes	CC_TRANS_TAX	Click the Distribution Sales/Use Tax link on the Reconcile Statement - Account Distribution page.	View sales/use tax information for a distribution.
Credit Card Distribution VAT	CC_TRANS_DIST_VAT	 Click the Distribution VAT button on the Reconcile Statement - Account Distribution page.	View the distribution VAT details that are associated with your procurement card transactions.
Asset Attributes	CC_TRANS_AM_IN	Click the Asset Information link on the Reconcile Statement - Account Distribution page.	Enter asset information for an eligible item.
Reconcile Statement - Purchase Order	CC_RECON_PO	Click the Purchase Order link on the Reconcile Statement - Procurement Card Transactions page.	(Optional.) Define any purchasing attributes applicable to a statement line.
Sales/Use Tax	CC_TRANS_SUT	Click the Sales/Use Tax link on the Reconcile Statement - Merchant Details page.	Enter optional tax information related to the statement line. This data is not passed to PeopleSoft General Ledger and is for informational purposes only.
Category Search	CAT_SEARCH_SEC	Select the Category Search option on the Reconcile Statement - Merchant Details page.	Search for and select an appropriate category ID for the item when entering an ad hoc item. The search for the category ID is done using a category hierarchy tree.
View Catalog Hierarchy	CAT_PARENTAGE_SEC	Select the View Hierarchy option on the Reconcile Statement - Merchant Details page.	View information about where a category resides in the entire catalog tree hierarchy.
Purchase Order Pick List	CC_POPICKLIST	Select the PO Pick List link on the Reconcile Statement - Merchant Details page.	Select a PO from a list of candidates that meet the criteria specified on the Load Statement Options page.
Reconcile Statement - Split Transaction	CC_RECON_SPLIT	Click the Split Line link on the Reconcile Statement - Procurement Card Transactions page.	Enter a description to supplement level-one information given by your card provider or split the original statement line into multiple lines where you can record details of each item purchased. To split accounting lines or override default values only, use the Account Distribution page.

Page Name	Object Name	Navigation	Usage
Reconcile Statement - Distribution Template	CC_RECON_TEMPLATE	Click the Distribution Template link on the Reconcile Statement - Procurement Card Transactions page.	Change accounting distributions for all of the selected lines at once. You might use this feature to assign the same SpeedChart to several statement lines from a particular merchant.
Projects Information	PC_FIELDS	Select the Project option on these pages: Distribution Templates/Reset Status page Account Distribution page	Enter information relevant to the project with which this item is associated. The values that appear on this page are defined on pages accessed from the Maintain Projects menu.
Credit Card Transaction Line VAT	CC_TRANS_LINE_VAT	 Click the Line VAT button on the Reconcile Statement - Procurement Card Transaction page.	View the VAT line details that are associated with your procurement card transactions.

Reviewing and Approving Procurement Card Transactions

Access the Reconcile Statement - Procurement Card Transactions page.

Reconcile Statement

Procurement Card Transactions

Bank Statement
Customize | Find | View All | First | 1-5 of 5 | Last

Transaction | Billing | VAT | 

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency		Redistrib	Chartfield Status	Voucher Error
1	☐ Angelini,Gina	VISA	1234567890	07/22/2000	ABC Office Supply	Approved	740.00	USD			Valid	
2	☐ Masterson,Carlos	VISA	*****0101	09/02/2000	MAIDONS AUX FOURNETTES	Approved	1865.52	FRF			Valid	
3	☐ Masterson,Carlos	VISA	*****1111	09/20/2000	MAIDONS AUX FOURNETTES	Approved	1825.48	FRF			Valid	
4	☐ Masterson,Carlos	VISA	*****3131	09/02/2000	MAIDONS AUX FOURNETTES	Approved	135.45	FRF			Valid	
5	☐ Masterson,Carlos	VISA	*****7777	09/02/2000	MAIDONS AUX FOURNETTES	Approved	1845.50	FRF			Valid	

☒ Select All
☐ Clear All
Verify
Approve

[Search](#)
[Purchase Order](#)
[Split Line](#)
[Distribution Template](#)

Reconcile Statement - Procurement Card Transactions page

Transaction Tab

Merchant

Source of the purchased goods. Click the linked merchant name to access the Merchant Details page.



Click to enter comments for the reconcile statement line.



Click to access the Reconcile Statement - Account Distribution page, where you can modify the account distribution for a procurement card.

ChartField Status

View the status of your ChartField Edits.

Distribution Template	Click to access the Distribution Templates/Reset Status page.
Billing Tab	
Description	Enter additional information about the goods purchased.
Billing Amount	Amount billed on the statement line.
Dispute Amount	If your records disagree with the billing amount, enter the amount difference. This does not mean that your organization is not liable for the purchase, but rather acts as a notation that the user reconciling this account must follow up with the merchant or procurement card vendor to settle the disputed amount. If an amount is entered here, the statement line is visible on the Dispute History - Dispute page until it has been marked as collected.
Credit Collected	Status of the disputed amount. If clear, the dispute is still open. If selected, the dispute has been marked as collected or closed on the Dispute History - Dispute page.
VAT Tab	
Physical Nature	Displays whether the purchased item is a good or service.
VAT Entity	Displays the VAT entity associated with GL business unit from the Purchasing business unit.
Entered VAT Amount	Displays the amount of VAT included on the statement line
VAT Calculated Amount	Displays the amount of VAT calculated by the system
Claiming Tax Credit	Indicates whether the statement line will be used as proof for recovery of VAT. This field is automatically selected if statements issued by the card provider are defined as approved VAT receipts for the VAT reporting country. If you select this field, no additional VAT receipt is required to enable VAT recovery and rebate amounts to be calculated. If this field is not selected, you must indicate that a separate VAT receipt is available to enable the calculation of VAT recovery and rebate amounts.
No VAT Receipt	If the Claiming Tax Credit check box is not selected, this field indicates whether a separate VAT receipt is available as proof for recovery of VAT. Select this field to indicate that no VAT receipt is available. This will cause zero VAT recovery and rebate amounts to be recorded.
Line VAT	Click this button to navigate to the Credit Card Transaction Line VAT page to review and possibly change the line VAT information.

Updating Transaction Status

You can change the status of a card transaction for individual lines or for many lines in mass.

To update the status of an individual line, click on the drop down for the *Status* field and select the appropriate value.

To update the status for multiple lines at once, click on the check box and use the buttons at the bottom of the Reconcile Statement — Procurement Card Transactions page to change the status to the appropriate value. You have authority to change statuses based on your procurement card roles and access rights granted to those roles defined on the Procurement Card Access Rights page.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

Defining Account Distributions

Access the Reconcile Statement - Account Distribution page.

Price	Cost of the item purchased on the selected statement line.
SpeedChart	To choose a predefined distribution template to apply to the statement line.

You can manually override the distribution information for the statement line by changing any of the distribution field values in the scroll area.

Defining Statement Line Purchase Order Details

Access the Reconcile Statement - Purchase Order page.

Original PO	The value of this field is <i>Y</i> (yes) if the PO ID came from a transaction on the bank statement. If the PO ID is missing or is generated by the system during the Auto Recon process, the value in this field is <i>N</i> (no). You can only modify the PO related data if the field value is <i>N</i> .
PO ID	Displays the PO number associated with the statement line. This PO number is either an original PO on the bank statement, one that is populated by the system during the auto reconciliation process, or entered directly by the cardholder.
PO Line	Displays the line number of a PO.
PO Sched (purchase order schedule)	Displays the schedule number of a PO.
Vendor ID	Enter a vendor ID for either a 1099 merchant or non-1099 merchant. At times, a procurement card may be used to purchase services from a 1099 merchant. Identifying the 1099 merchant as an authorized vendor ensures that a valid tax reporting ID is established for the vendor. You can also set up vendors that are non-1099 merchants. Identifying the non-1099 merchant vendor may be useful when renegotiating corporate contracts with a supplier.
Location	Location address for the vendor.
Item ID	For reporting, enter an item ID that represents the internally classified part number for goods purchased with the procurement card.
Category	If you do not want to enter an item ID, you can select an applicable item category for reporting purposes.

Vendor Item	For reporting purposes, enter the vendor item ID.
Price	Cost of the goods on the statement line.
Bill Includes Tax if Applied	Setting defaults from the Card Provider page.
Tax Paid	Select to designate that tax was paid to the merchant at the point of sale. If tax was paid, no further documentation is required.

Entering Statement Line Tax Information

Access the Sales/Use Tax page.

Tax Applicability	Tax applicability for the statement line. Most procurement card purchases typically use the sales or use tax method. Values are: <i>Exempt:</i> Item purchased is exempt from sales and use tax. <i>Exonerated:</i> Buyer does not have to pay sales tax. Tax is not calculated on the PO and PeopleSoft Payables does not pay taxes. <i>Sales Tax:</i> Calculate and apply sales tax on the PO. <i>Direct Pay:</i> Sales tax is not calculated on the PO. The invoice is not created with sales tax, but a line is written to the general ledger for the amount that the buyer pays directly to the state. <i>Use Tax:</i> Calculate and apply use tax on the PO.
Tax Destination	Location code of the final destination where the purchased goods are to be used. Sales and use tax amounts are calculated based on this information.
Tax Code	Tax code determines tax rate (or the SUT Code Pct) used in tax calculation.
SUT Code Pct (sales/use tax code percentage)	If you do not know the SUT destination or the tax code, you can enter the tax percent for the transaction.
Use Tax	If you entered the correct tax code information or SUT code percentage, it calculates and displays the use tax.

Splitting Statement Lines

Access the Reconcile Statement - Split Transactions page.

Reconcile Statement

Split Transaction

Line:1

Trans Date:07/22/2000

Billing Amount:740.00 USD

Posted Date:

Reference:

Merchant:ABC Office Supply

Description:

Split Rules

Customize | Find | View All |

First 1 of 1 Last

Description	Billing Amount	Percentage		
transaction split	740.00	100.000000	+	-

Reconcile Statement - Split Transactions page

- Description

Enter text describing the purchase reflected on the line. You may want to state what item was actually purchased.
- Billing Amount

If you have split the transaction by description and want to split the line by amount as well, enter the appropriate amounts in this field for each line. However, the amounts must add up to the original amount.
- Percentage

If you have split the transaction by description and want to split the line by percentage as well, enter the appropriate percentages in this field for each line. However, the percentages must add up to 100%.

Using Distribution Templates

Access the Reconcile Statement - Account Distribution page.

- SpeedChart

SpeedChart to assign to the distributions of all selected statement lines. Alternatively, you can manually assign distributions for all selected lines by entering distribution information.

Viewing Tax Information for a Distribution

Access the Sales/Use Tax Attributes page.

- SUT Apply (sales/use tax to apply)

Tax method applied to the statement line. Appears by default from the Sales/Use Tax page.
- Rate

Tax percentage used to calculate the use tax for the statement line.
- Use Tax

Calculated tax amount for the statement line. Appears by default from the Sales/Use Tax page.

Viewing VAT Line Information

Access the Credit Card Transaction Line VAT page.

Expanding and Collapsing Sections

To manage your VAT data more efficiently, you can expand and collapse sections to this VAT page easier to for the user manage.

Expand All Sections	Click the expand button to scroll to and access every section on the page. You can also expand one or more sections by clicking the arrow next to the section's name.
Collapse All Sections	Click to collapse all sections displaying only the header information. If you expand one or more sections, you can click the arrow next to the section's name to collapse the section.

Physical Nature

Physical Nature	Displays the default physical nature for transactions. Options are: <i>Goods</i> or <i>Services</i> .

VAT Locations

Ship From Country	Displays the vendor ship from location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.
Ship From State	If the ship from country is defined as tracking VAT by state/province, displays the vendor ship from location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.
Ship To Country	Displays the ship to location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.
Ship To State	If the ship to country is defined as tracking VAT by state/province displays the ship to location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

VAT Defaults

Service Type	If the transaction is for a service, displays the VAT service type of <i>Freight</i> or <i>Other</i> . The value in this field determines whether or not the special rules for freight transport within the European Union apply. The default value comes from the Purchasing VAT defaulting hierarchy.
Place of Supply Driver	If the transaction is for a service, displays the usual place of supply (i.e. the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: <i>Buyer's Countries</i> , <i>Supplier's Countries</i> , or <i>Where Physically Performed</i> . The default value comes from the Purchasing VAT defaulting hierarchy.
Reporting Country	Displays the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.

Defaulting State	If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country that is used to retrieve values from the VAT Defaults table.
Vendor Registration Country and Vendor Registration ID	Displays the registration country and ID of the vendor.
Exception Type	Displays the exception granted to the VAT entity. Options are: <i>None</i> , <i>Exonerated</i> , or <i>Suspended</i> . This value is specified on the VAT entity registration.
Certificate ID	If applicable, displays the ID of the VAT exception certificate that may have been issued to the VAT entity.
Calculate at Gross or Net	Indicates how VAT is calculated. Options are: <i>Gross</i>: The system calculates VAT before it applies any early payment discounts. <i>Net</i>: The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages. The default value comes from the VAT entity registration driver.
Recalculate at Payment	Select this check box to enable the recalculation of VAT at payment time to allow for any early payment discounts, if you are calculating VAT at gross. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This is set on the VAT entity registration driver.
Declaration Point	For a good or a service, displays when you want VAT transaction information to be recognized for reporting purposes. Options are: <i>Invoice</i>: VAT is recognized at time of invoice. <i>Payment</i>: VAT is recognized at time of payment. <i>Delivery</i>: VAT is recognized on delivery. This value may be set at several levels in the VAT hierarchy — VAT entity registration, business unit options, vendor or vendor location.
VAT Rounding Rule	Displays the VAT rounding rule. The value comes from the VAT country , VAT Entity, vendor or vendor location drivers. Options are: <i>Natural Round</i>: Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46. <i>Round Down</i>: Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46. <i>Round Up</i>: Amounts are rounded up with a rounding precision to one additional decimal place. For example, for a currency defined

with 2 decimal places, 157.4659 would round up to 157.47, but 157.4609 would round down to 157.46.

Use Type

Determines the split between recoverable (taxable) and non-recoverable (non taxable) VAT.

For Canadian public sector, the use type also determines the rebate of the non-recoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body.

The value comes from the VAT defaulting hierarchy, either from the item, item business unit, item category, vendor location, vendor, or Purchasing Options.

Include Freight

If selected, the system includes any freight amounts in the VAT basis by calculating VAT on the merchandise amount plus any freight amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

Include Miscellaneous

If selected, the system includes any miscellaneous charge amounts in the VAT basis by calculating VAT on the merchandise amount plus any miscellaneous charge amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

No VAT Receipt

If the Claiming Tax Credit check box is not selected, this field indicates whether a separate VAT receipt is available as proof for recovery of VAT. Select this field to indicate that no VAT receipt is available. This will cause zero VAT recovery and rebate amounts to be recorded.

Place of Supply Country

For services, displays the country in which the VAT liable. The default value is determined by an algorithm.

Treatment

Displays the VAT treatment. VAT Treatment is determined by a set of complex algorithms. Options are:

Domestic Goods Purchase: If the ship from and ship to countries are the same, and the vendor is registered for VAT, the transaction is treated as domestic.

Domestic Services Purchase: If the buyer and seller are both located in the country where the VAT is liable, the transaction is treated as domestic

EU Goods Purchase: If the ship from and ship to countries are different, the system determines whether both countries are located within the European Union. If so, the system looks at the VAT registration for each trading partner to determine whether the transaction should be treated as an intra-EU purchase, domestic, or outside the scope of VAT.

EU Services Purchase: If each trading partner is located and registered in different EU countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed EU Services Purchase.

Self-Assess Goods Import: If the ship from country is different from the ship to country and either or both of the countries are located outside of the European Union, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If the flag on the entry in the VAT Country table for the VAT reporting country indicates that VAT on

imports should be self-assessed, the transaction will be treated as a Self-Assess Goods Import, and both input and output VAT will be recorded.

Self-Assess Services Import: If each trading partner is located and registered in different countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed Services Import.

Zero-rated Goods Import: If the ship from country is different from the ship to country and either or both of the countries are located outside of the European Union, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If the flag on the entry in the VAT Country table for the VAT reporting country indicates that only input VAT should be recorded on imports, the transaction will be treated as a Zero-Rated Goods Import.

Outside of Scope: If the supplier is not registered for VAT, or if the VAT is liable in a country other than the VAT reporting country, the transaction is treated as outside the scope of VAT.

No VAT Processing: For transactions where the physical nature is goods, if the ship to country has not been defined as a VAT country and the VAT reporting country on the transaction is blank, no VAT information will be recorded.

Within PeopleSoft detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines. The treatment is determined based the rules applicable to the transaction.

Applicability

Displays the VAT status. Options are:

Taxable

Exempt (not subject to VAT)

Outside of Scope of VAT

Suspended

Exonerated

Not Applicable (valid only when VAT Treatment is No VAT Processing)

VAT Code

Displays the VAT code that defines the rate at which VAT is calculated for this line.

Tax Rate

Displays the rate at which the transaction is being charged VAT.

Transaction Type

Displays the code that categorizes and classifies this transaction for VAT reporting and accounting.

Adjust/Reset VAT Defaults

Any changes you make to fields on this page may affect VAT defaults on this page. For accuracy and consistency, use the following fields to adjust affected VAT defaults or to reset all VAT defaults. Adjusting or resetting VAT defaults will only affect fields within the VAT Defaults group box.

Adjust Affected VAT Defaults

Click this button to have the system adjust the VAT defaults that are affected by your changes. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained.

Click the “i” button to list the fields that will be adjusted.

Note. PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.

Levels

Allows you to specify the levels to reset when you click the Reset All VAT Defaults button. Options are:

All lower levels: Resets all VAT defaults at lower levels for this page.

This and all lower levels: Resets all VAT defaults on this page and at any lower levels of this page.

This level only: Resets all VAT defaults on this page.

Reset All VAT Defaults

Click to have the system reset the VAT defaults based on the Levels value you selected. Any changes you have previously made to VAT defaults will be lost.

Note: Reset completely redetermines the VAT defaults. This does not necessarily mean they will be reset to their original values. For example, the user may not have changed any VAT default values, but if a VAT driver field was changed, pressing Reset will redetermine all defaults based on the new driver value.

VAT Calculations

Basis Amount

Displays the amount on which the VAT is calculated in the transaction currency. If VAT is being calculated at Net, this amount is net of any discounts.

Calculated Amount

Displays the system calculated VAT amount in the transaction currency.

Override VAT Amount

Displays the amount of VAT stated on the credit card statement.

This is the amount transmitted by the merchant on the inbound credit card statement. This amount is compared to the system calculated VAT amount. If the override VAT amount is outside of the calculated VAT amount plus the VAT tolerance amounts defined on the VAT driver tables for Procurement cards an exception is noted in the tax dispute amount field.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

Running the Grace Period Expired Application Engine Process

This section discusses the page used to run the Grace Period Expired process (PO_CCEXP_WF).

Use this process to notify the cardholders that there are transactions that need to be approved or reconciled.

Page Used to Run the Grace Period Expired Workflow Process (PO_CCEXP_WF)

Page Name	Object Name	Navigation	Usage
Grace Period Expired Workflow	CC_BK_EXP_PRCES_WF	Purchasing, Procurement Cards, Process Statements, Grace Period Expired Workflow	Run this process to notify users who did not reconcile their statements on time. Upon notification, cardholders must change the statement status to <i>Approved</i> .

Resolving Disputed Transactions

This section discusses the pages used to view and resolve procurement card transaction amount disputes.

Pages Used to Resolve Disputed Transactions

Page Name	Object Name	Navigation	Usage
Review Disputes - Dispute	CC_TRANS_DISPUTE	Purchasing, Procurement Cards, Reconcile, Review Disputes, Dispute	View and resolve disputed transactions. The statement lines that appear on this page are lines with a dispute amount and without the credit collected check box selected.
Line and Dispute Comments	CC_TRANS_COMNT_SEC	Click the Comments link on the Review Disputes - Dispute page.	Enter comment text that remains with the associated procurement card transaction dispute.

Viewing and Resolving Procurement Card Transaction Amount Disputes

Access the Review Disputes - Dispute page.

Dispute Amount Tab

Collected	Select to indicate that you have received the credit for the disputed amount. When you select the Collected check box, the transaction no longer appears on the Dispute History page.
Dispute Amount	Displays the difference in the amount between your records and the transaction amount. Appears by default from the Reconcile Statement - Bank Statement: Details page.
Description	Appears by default from the Reconcile Statement - Bank Statement: Details page, but you can change it here.

Viewing the Statement Summary

This section discusses how to view the statement summary.

Page Used to View the Statement Summary

Page Name	Object Name	Navigation	Usage
Statement Summary	CC_TRANS_LDSUMMARY	Purchasing, Procurement Cards, Review Bank Statement, Statement Summary	Use this page to view statement summary by credit card vendor, billing date, or statement status.

Viewing the Statement Summary

Access the Statement Summary page.

Status	View the statement status for the statement summary. Values include <i>All Trans</i> (all transactions), <i>Approved</i> , <i>Closed</i> , <i>Initial</i> , <i>Not Closed</i> , <i>Staged</i> , and <i>Verified</i> .
Voucher ID	Only statement with a <i>Closed</i> status may have a voucher ID. To obtain a voucher ID, you must first create a voucher.

Staging Procurement Card Transactions for Voucher Processing

This section discusses how to run the voucher load process.

Use the Voucher Stage process to populate data into the new staging tables for the Voucher Build process.

Note. All transactions in the staging tables must have an *Approved* status.

Page Used to Stage Procurement Card Transactions for Voucher Processing

Page Name	Object Name	Navigation	Usage
Voucher Stage	RUN_CC_VCHRSTG	Purchasing, Procurement Cards, Process Statements, Load Voucher Stage, Voucher Stage	Use the process (PO_CCVCHRSTG) to push approved transactions to the voucher staging tables. Data in the CC_TRANS_LINE table is written into the Voucher Line staging table and data in the CC_TRANS_DIST table is written into the Voucher Distribution staging table (VCHR_DIST_STG).

Running the Voucher Load Process

Access the Voucher Stage page.

Process Request Parameters

Card Issuer	Select the credit card vendor that you want to process.
Billing Date	Select the billing date for the statements that you want to process. The PeopleSoft Purchasing system validates the billing date against the dates passed by the credit card provider.
Create Vouchers	Select the method to create the vouchers. Values are <i>By Business Unit</i> or <i>By Credit Card Number</i> .
Business Unit	Select the business unit for the statements that you want to pay.
Invoice Number	Enter the invoice number for the statement.
Max Voucher Lines	Indicates the maximum number of lines created into a single voucher.
maximum voucher lines	

Transaction Status Criteria

Approved Status	Select to only process transactions that are approved.
Any Status Except Closed	Select to process transactions that are not closed (this includes transactions that are not approved nor verified).

Budget Status Criteria

Valid Budget Status	Select to only process transactions that pass budget validation.
Any Budget Status	Select to process transactions that were never budget checked.

ChartField Status Criteria

Valid ChartField Status Select to only process transactions that have no ChartField error.

Any ChartField Status Select to process transactions that fail ChartField combo-edit.

CHAPTER 15

Understanding Requisitions

This chapter provides an overview of requisition defaults and discusses how to:

- Cancel requisitions.
- Delete requisitions.

Understanding Requisition Defaults

To minimize data entry, you can configure defaults for requisitions. Beyond basic requisition defaults, you can use the Header Defaults page to enter default data that applies to the requisition as a whole. You can use this page to override the defaults at the line, schedule, and distribution levels. You can also use the Line Defaults page to enter default data that applies to a particular requisition line. The requisition line default values that you enter on this page can be applied to all associated distribution lines.

If you enter values on the Header Defaults page or Line Defaults page, and the Default option is selected, the system treats the values entered as part of the default hierarchy. The system first searches the PeopleSoft Purchasing default hierarchy for existing values for each requisition field. If it does not find this information in the default hierarchy, the system uses the information that you entered on the Header Defaults page and Line Defaults page. If default values already exist in the control hierarchy, the system uses those values and ignores the values on the Header Defaults page and Line Defaults page.

If you select the Override option on the Header Defaults page, the override setting appears by default on the Line Defaults page as well, and the system overrides the default hierarchy information for this requisition. The system does not search the default hierarchy for the fields that you have entered on the Header Defaults page and Line Defaults page. All default values entered on these pages override the values found in the default hierarchy.

When you change the default requisition header information and exit the Header Defaults page, the system prompts you with the Retrofit field changes to all existing requisition lines, schedule, and distribution pages. This page enables you to retrofit your default changes to all existing lines of the requisition.

When you change the default requisition line information and exit the Line Defaults page, the system prompts you with the Retrofit field changes to all of the distributions on the Requisition Line page. This page enables you to retrofit your default changes to all of the existing distribution lines associated with the line.

See Also

[Chapter 16, “Creating Requisitions Online,” Entering Requisition Header Defaults , page 246](#)

[Chapter 16, “Creating Requisitions Online,” Entering Requisition Line Defaults, page 259](#)

[Chapter 16, “Creating Requisitions Online,” Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 248](#)

[Chapter 8, “Using Default Hierarchies,” Requisition Default Hierarchy, page 111](#)

Canceling Requisitions

You can cancel an entire requisition if:

- The requisition is not on hold.
- You are authorized to cancel requisitions on the User Preferences - Requisition Authorizations page.
- You are authorized to cancel requisitions for the requester on the User Preferences - Requisition Authorizations page.
- No requisition lines have been sourced to a purchase order (PO) or request for quote.
- No requisition schedules have been staged.

Deleting Requisitions

You can delete a requisition line, schedule, or distribution by clicking the Delete Row button on the respective requisition page.

You can delete an entire requisition by clicking the Requisition Delete button on the Requisition Header page. To delete an entire requisition, the requisition must meet the following criteria:

- The requisition is not on hold.
- The requisition has never been successfully budget checked.
- The Allow Requisition Deletion check box is selected on the Purchasing Business Unit Options page.
- You are authorized to delete entire requisitions on the User Preferences - Requisition Authorizations page.
- You are authorized to delete entire requisitions for the requester on the User Preferences - Requisition Authorizations page.
- There are no change orders for this requisition.
- The deletion will not cause change order processing.
- No requisition lines have been sourced to a PO or request for quote.
- No requisition schedules are staged.
- No lines have been processed by PeopleSoft Projects.

The system deletes records from these tables when you delete a requisition:

REQ_HDR

REQ_LINE

REQ_LINE_SHIP

REQ_LN_DISTRIB

REQ_LN_COMMENT

REQ_HDR_COMMENT

REQ_APPROVAL

REQ_DFLT_TBL

REQ_DFLT_DISTRB

REQ_L_DFLT_DIST

REQ_ACTIVITY

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 24

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining Requisition User Authorizations

CHAPTER 16

Creating Requisitions Online

This chapter provides an overview of creating requisitions using online pages and discusses how to:

- Create requisition headers.
- Create requisition lines.
- Create requisition schedules.
- Enter distribution information.
- Copy an existing requisition to a new requisition.
- Print requisition templates.
- Preview and print requisitions.
- Understand VAT Drivers, VAT Driver Keys, and the Defaulting Hierarchy for VAT Defaults

Understanding the Requisition Business Process

You can add a level of control early in the procurement life cycle by entering item requests using requisitions.

You enter requisitions into PeopleSoft Purchasing using either the PeopleSoft Purchasing online requisition pages or the Purchasing Requisition Loader process (PO_REQLOAD). This chapter discusses requisition entry using the online requisition pages.

Requisitions consist of these basic elements: headers, lines, schedules, and distributions. Each requisition has one header, which can have multiple lines. Each line can have multiple schedules. Each schedule can have multiple distributions.

The schedule defines when and where you want the line items delivered. The distribution defines internal information for the schedule, such as how accounts and departments should be charged for the purchase and how much of the total price each department should pay.

If you create a requisition using all available defaulting values, you only have to access one page -- the Maintain Requisitions - Form page. All other pages do not need to be accessed, except to confirm or edit information that populated the transaction from the default hierarchy.

The basic flow of requisitions in PeopleSoft Purchasing is as follows:

1. Create the requisition in one of two ways:
 - Use the online requisition pages.

- Use the Purchasing Requisition Loader process (PO_REQLOAD), which loads requisitions from external sources and PeopleSoft Inventory, Order Management, Projects, and Product Configurator (if these applications are installed with PeopleSoft Purchasing).
2. Approve the requisition.
Your requisitions can require approval of amounts and ChartFields, or you can configure your users with authority to enter requisitions that require no additional approvals.
 3. Run the Commitment Control Budget process (FSPKBDP3), if you've enabled Commitment Control.
This process determines whether funds exist to cover the cost of the requisition. You can also run the budget check as a background process.
 4. Copy RFQ or Strategic Sourcing Events.
Copy your requisition into an RFQ or Strategic Sourcing Event for the bidding process.
 5. Source the requisition to purchase orders (POs) or inventory demand.
After you approve the requisition, it is sourced into POs through online sourcing pages or background processes. You can source your requisition to Inventory through the Build Inventory Demand process. You can also copy the requisition directly into a PO using the online pages.
 6. Run the Requisition Reconciliation process (PO_REQRCN) to close qualifying requisitions.

See Also

Chapter 26, "Using Purchase Order Sourcing," page 453

Chapter 18, "Approving Requisitions," page 301

Chapter 21, "Reconciling Requisitions," Understanding Requisition Reconciliation, page 319

Chapter 17, "Using the Requisition Loader," Understanding the Purchasing Requisition Loader Process, page 285

Common Elements Used in This Chapter

AM Unit (asset management unit)	Asset management business unit assigned to asset items. If this field is populated by the system, the value appears by default from the PeopleSoft Purchasing business unit. This value is passed to the PO and receipt.
Asset Profile ID/Profile ID	If assets are involved, the default asset profile ID associated with the items. <i>See PeopleSoft Asset Management 8.8 PeopleBook.</i>
CAP # (capital acquisition plan number)	Item CAP number defined for this item in asset management. This is required only if the item is capitalized.
Capitalize	Designates a capitalized item. An AM unit must be specified for this option to be selected. If the item is capitalized, it can be depreciated before being paid.
Cost Type	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. For example, you can differentiate between the cost of building an asset and its market value by allocating production cost to one cost type and the profit margin to another. Cost type, in combination with asset category and transaction code, determines which accounts the costs are entered into in the general ledger.

See *PeopleSoft Managing Costs 8.8 PeopleBook*, “Defining the Cost Foundation for Makeable Items”.

EmplID (employee ID)	Employee ID of the custodian for this item. This information corresponds to the employee ID number on the Asset Custodian/License/Manufacturer page.
IN Unit (inventory business unit)	Default inventory business unit for which you are purchasing the items. If the item on the requisition line is an inventory item and the Defaults Inventory BU check box is selected on the Requester Setup page, the inventory business unit defined at the ship to level is defaulted to the distribution. If the item is an inventory item and the check box is clear, the system does not provide a default value. If the item on the requisition line is not an inventory item, this field is not accessible. This IN Unit is considered the IN Unit that is requesting the goods. It will be used at Putaway time as the IN Unit where the goods should be sent.
Sequence	Sequence number for the capital acquisition plan.
Tag Number	Asset tag number. The quantity on the distribution must be 1 to enter a tag number. This information becomes available on the Asset Information page once the asset data has been passed on to asset management.

Creating Requisition Header Information

This section discusses how to:

- Enter requisition header information.
- Enter requisition header defaults.
- Search for vendors.
- View address details.
- Create one-time requisition default addresses.
- Apply header default field value changes to existing lines, schedules, and distributions.
- Enter requisition header comments.
- Use standard comments.
- View currency exchange rate information.
- Order kit items.
- Order items by catalog.
- View item details.

- View qualifying item vendors.
- Define item aliases.
- Request favorite items.

Pages Used to Create Requisition Headers

Page Name	Object Name	Navigation	Usage
Maintain Requisitions - Requisition	REQ_FORM	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition	Create requisitions online.
Requisitions - Defaults	REQ_HDR_DEFAULTS	Click the Requisitions Defaults link on the Maintain Requisitions - Requisition page.	Enter defaults that apply to the entire requisition. You can override defaults at the line, schedule, and distribution levels.
Purchasing Definition - Business Unit Options	BUS_UNIT_TBL_PM2	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, Business Unit Options	Create business unit options or update existing ones and turn on VAT defaults and calculations for your requisitions. Note. When you use this VAT option in conjunction with the VAT option on the Purchasing Definition - Business Unit Options page, the system uses the vendor business unit, Item, and Shipto to derive VAT determinants.
Procurement - Requisition Authorization	OPR_REQ_AUTH	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement Click the Requisition Authorizations link on the Procurement page	Authorize users to create and update purchase orders for applicable buyers. Define a user's purchase order processing authority in relation to applicable buyers. Note. When you use this VAT option in conjunction with the VAT option on the Requisition Authorization page, the system uses the vendor business unit, Item, and Shipto to derive VAT determinants.
Vendor Lookup	VENDOR_LOOKUP_SEC	Click the Vendor Lookup link on the Requisition Defaults page.	Search for vendors.
Vendor Detail	VENDOR_LOOKUP_DTL	Click the Vendor Detail option on the Vendor Lookup page.	View vendor details.

Page Name	Object Name	Navigation	Usage
Address	VENDOR_ADDR_SEC	Click the Address option on the Vendor Lookup page.	View address details for the location relevant to the page from which this page is accessed.
Req One Time Address Default (requisition one time address default)	REQ_DFLT_ADDR	Click the One Time Address option on the Requisition Defaults page.	Set up a one-time ship to address for the selected transaction. The address entered serves as the default one-time address for all new lines and schedules on your transaction document. You can default the address to the existing lines as well.
Projects Information	PC_FIELDS	Click the Project ID option on the Requisition Defaults page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.
Retrofit field changes to all existing lines/schedule/distributions...	REQ_DFLT_RETROFIT	Exit the Header Defaults page after you have entered field value changes on the page or any of the pages accessed from it, and you have a transaction line that contains item description and quantity information.	Apply requisition header default field value changes to existing lines, schedules, and distributions.
Header Comments	REQ_COMMENTS	Click the Add Comments link on the Maintain Requisitions - Requisition page.	Enter comments for a transaction. You can enter a unique comment or select from predefined standard comments.
Standard Comments	STD_COMM_SEC	Click the Copy Standard Comments link on the Header Comments page.	Add standard comments to the comments text box. The standard comments can be modified to meet the requirements of the transaction.
Currency Information	EXCH_RT_DTL_INQ	Select Exchange Rate Detail option from the More dropdown box on the Maintain Requisitions - Requisition page.	Display the rules used to calculate exchange rates for the transaction.
Requester Information	REQ_USER_AUDIT	Click the Requester Info link on the Maintain Requisitions - Requisition page.	View requester information.

Page Name	Object Name	Navigation	Usage
Activities	REQ_ACTIVITY_SEC	Click the Requisition Activities link on the Maintain Requisitions - Form page.	Enter and track activities associated with a particular transaction. Keep your activity comments organized by logging the due date and by selecting the Done check box.
Commitment Control	KK_EXCPTN_OVER_SEC	Click the Budget Status link on the Maintain Requisitions - Requisition page.	This option is only available when the Commitment Control option is enabled. <i>See PeopleSoft Commitment Control PeopleBook, "Processing Source Transactions Against Control Budgets," Viewing and Adjusting Generic Transactions.</i> This option is only available when the Commitment Control option is enabled.
Req DOC Status (requisition document status)	PRCR_DOCSTAT_INQ	Purchasing, Requisitions, Review Requisition Information, Document Status, Req DOC Status Click the Document Status link on the Maintain Requisitions - Requisition page.	Access and review information about procurement documents associated with a requisition.
Req Change Ord Header History	REQ_CHANGE_HDR	Purchasing, Requisitions, Review Requisition Information, Change History, Header	View requisition change order header history.
Enter Kit Items	REQ_KIT_ITEMS, PO_KIT_ITEMS	Click the Purchasing Kit link on the Maintain Requisitions - Requisitions page.	Order an item by kit ID. The individual items in the kit will become new lines on the PO.
Item Search Criteria	ITEM_SEARCH_SP	Click the Item Search link on the Maintain Requisitions - Requisitions page.	Search for items.
Item Vendor Priority	ITM_VNDR_PRTY_HC	Click the Item Vendor Priority link on the Item Search Criteria page.	View qualifying vendors pre-approved to provide selected items.
Order By Catalog	ORD_BY_ITEM_CAT	Click the Catalog link on the Maintain Requisitions - Requisition page.	Search for and select items to order from a catalog.
Item Details	ITM_CAT_DETAIL	Click the Item Details link on the Order By Category page.	View details about the item.

Page Name	Object Name	Navigation	Usage
Item Vendor Priority	ITM_CAT_VNDR	Click the Item Vendor link on the Order By Catalog page.	View the name, status, priority, and price for your vendor.
Set Item Alias	None.	Click the Alias link on the Order By Catalog page.	Set up an alias for the selected item so that you don't have to remember the vendor's ID or description each time you order the part. Aliases are stored according to user ID so that each user can have a different alias for the same item.
Requester Favorite Items	REQUESTOR_ITEMS	Click the Requester Items link on the Maintain Requisitions - Requisition page.	View, select for reorder, or modify all items requested by the requester.

Entering Requisition Header Information

Access the Maintain Requisitions - Requisitions page.

Maintain Requisitions

Requisition

Business Unit: CAN01 **Status:** Open ☒ ☐

Requisition ID: REQ03

☐ **Hold From Further Processing**

Header

***Requester:** VP1 Kenneth Schumacher [Requisition Defaults](#) [Requisition Activities](#)
***Requisition Date:** 08/09/2000 [Requester Info](#) [Add Comments](#) [Document Status](#)
Origin: ONL Online Entry **Amount Summary**
***Currency Code:** CAD Dollar **Total Amount:** 1,264.84 CAD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line: **To:**

Line

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1	FRA-11	Printer - LaserJet	2.0000	EA	PRINTERS	632.42000	1,264.84	Approved

[View Printable Version](#) ***Go to:**

Maintain Requisitions - Requisition page

Status

Displays the requisition status.

Open: Displays by default from the requester. The requisition is not eligible for the approval process until an authorized user changes this status to *Pending Approval*.

Pending Approval: The requisition is eligible for the approval process.

Approved: The requisition is approved.

Line Approved: One or more requisition lines are approved.

Note. An individual requisition line that originates in eProcurement can be approved and eligible for sourcing even if the entire requisition is not fully approved.

Note. Requisitions in *Canceled* and *Completed* statuses are not available on this page and can only be viewed using requisition inquiry pages.

Hold From Further Processing

Select to temporarily prevent further processing of the requisition, or to reserve the requisition for future use. The requisition will not be eligible for approval processing or sourcing to a PO.

Header

Requisition Date

Creation date of the requisition.

Origin

Origin of the requisition. Origin codes are defined on the Origin Codes page.

Currency Code

Requisition transaction currency. This value is populated from the Requester Setup page (REQUESTOR_TBL) by default if the business unit allows multicurrency requisitions. If there is no currency set up in the requester table, it appears by default from the business unit. If the business unit does not allow multicurrency requisitions, the currency field value is populated from the business unit and cannot be overridden on this page.

Accounting Date

This date is used to determine the open period or allowable open date range for budget checking a requisition when you are using commitment control. If the requisition's accounting date falls before or after the open period date range, the system provides a message to prevent or warn you from running budget checking.

This field is only available if commitment control is on.



Click to approve the requisition, including all of its lines.



Click to cancel the requisition. Cancellation is irreversible and you must create a new requisition. You cannot make any changes to a canceled requisition. You are only allowed to cancel a requisition if you are granted authorization on the User Preferences — Procurement — Requisition Authorizations page.



When a requisition is eligible for change order tracking, the system makes the Create Header Change button available for use. The system makes all eligible change order fields available for entry. Inserting a new line or schedule or canceling an existing line or schedule may create a change order. You can't delete a line or schedule if that line or schedule is eligible for change order tracking. If you cancel a line, you also cancel its schedules and distributions.

Once you click the Create Header Change button, the system checks to see if this is the first change order for this requisition. If so, the system inserts change order fields with the batch number and sequence number of 0 to store the original, history values for the requisition.

Budget Status

If budget checking is enabled, displays the requisition budget checking status.

Not Chk'd (not checked): This is the requisition's initial budget checking status. The status may also return to this value after a value change that affected the budget status.

Valid: The requisition has been successfully budget checked.

Error: The requisition has failed budget checking. The text is enabled as a link, which you can click to access the Requisition Exceptions page where you can view budget check exceptions for this requisition. Users with appropriate authority can override the budget exceptions on the Requisition Exceptions page.



Click to invoke budget checking to verify that funds exist in the appropriate accounts to cover the price on the requisition. This option appears if budget checking is enabled for your database.

Amount Summary

If you're using VAT, the Merchandise Amount, Tax, and Total Amount appear under the Amount Summary Group Box.

Total Amount

Total amount for all lines in transaction currency.

Total Base Amount

Total amount for all lines in the base currency.

View Printable Version

Click this button to review the requisition printout on your screen. This option does not print the requisition. Be aware that your requisition is saved prior to display. To preview the requisition, you must enter header, line, schedule, and distribution information.

Delete Requisition

Click this button to delete the requisition header and all records associated with the requisition. When you click this button, you must confirm that you want to delete the requisition. The system makes this field available for entry only if you are authorized to delete requisitions on the User Preferences - Procurement: Requisitions Authorizations page.

Recalculate Gross Amount

Use this option to recalculate the tax and total amount upon request.

Note. This option is only available if VAT is installed.

See Also

[Chapter 19, "Creating Requisition Change Orders," page 307](#)

[Chapter 15, "Understanding Requisitions," Deleting Requisitions, page 234](#)

[Chapter 11, "Using Commitment Control," Budget Checking Requisitions, page 156](#)

[Chapter 11, "Using Commitment Control," Open Period, page 145](#)

[Chapter 7, "Using Workflow," Approving Requisitions and Purchase Orders Using Workflow, page 95](#)

Entering Requisition Header Defaults

Access the Requisitions Defaults page.

When you change the default requisition header information and exit this page, whether you use the Default or Override option, the system prompts you with the Retrofit Field Changes to All Existing Lines/Schedule/Distributions... page.

Default Options

Default	If you select this option, the new default value that you enter on this page is assigned to the given field if no other value is assigned from prior defaults.
Override	If you select this option, the new value that you enter on this page overrides any value that is assigned from prior defaults. Only non-blank values are assigned.

Header

Category	Enter a default category code for the requisition. Entering a default value here can facilitate your ability to request ad hoc (description-only) items.
Unit of Measure	Enter a default UOM for the requisition. Entering a default value here can facilitate your ability to request ad hoc (description-only) items.

Item Defaults

Ship To	Default location to which the vendor will ship the order.
Due Date	Default shipment due date to populate the requisition schedule. If you don't specify a due date here, when you source the requisition to a PO, the system derives the due date by incrementing the PO date by the number of lead time days defined for the item. If the item is not defined in the system, or if ordering by description-only, the due date becomes the PO due date by default.

Note. If the inventory business unit associated with the ship to location requires closure calendar validation and processing for receiving activities as defined on the Closure Calendar page and the entered Due Date falls on a defined closure date, the system issues a warning. You can choose to keep the invalid date, or use the next valid date on the calendar.

Ultimate Use Code	In most cases, sales tax is computed as a use tax based on the tax code applicable to the ship to or usage destination. However, how merchandise is ultimately used may also result in a different tax rate within the same ship to or usage destination. Enter an ultimate use code to override the default tax rate for a location.

Distribute by	You can either distribute by amount or quantity. When you select the Override option on this page, you can set up multiple distribution lines. You then enter the percentage for each distribution in the distribution details. The sum of the line distribution percentages must equal 100%.

Liquidate by

Liquidate your outstanding pre-encumbrance and encumbrance balances by amount or quantity.

Note. This field is only visible if Commitment Control is enabled, and you choose the “Liquidate by Quantity” option on the Purchasing Definition - Business Unit Options page. If Commitment Controlled is not installed, or you do not choose the option to liquidate by quantity on the PO business unit page, the budget processor balance will liquidate by amount only.

Amount Summary**SpeedChart Key**

Select a default SpeedChart. The SpeedChart feature enables you to use a code that contains preset distributions.

Distribution - Details Tab**Budget Date**

If you are using commitment control, the system makes available the Budget Date. The system defaults this date from the accounting date, but you can override it. When you save the requisition, the system confirms that the Budget Date is within the valid open period date range for the GL BU.

See Also

Chapter 11, “Using Commitment Control,” Open Period, page 145

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Configuring ChartFields,” Understanding ChartField Configuration

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

PeopleSoft Inventory 8.8 PeopleBook, “Defining Your Operational Structure in PeopleSoft Inventory,” Specifying Business Unit Closure Dates

PeopleSoft Inventory 8.8 PeopleBook, “Defining Your Operational Structure in PeopleSoft Inventory,” Establishing Operation Closure Dates

Searching for Vendors

Access the Vendor Lookup page.

Class

Class of vendors: *A* (attorney), *E* (employee), *H* (HRMS), and *R* (outside party).

Type

Type of vendor: *ADV* (advertising), *CNS* (consultant), *CNT* (contractor), *ENT* (entertainment), *FRG* (foreign supplier), *GVT* (government), *MNR* (minority), *PR* (public relations), *TRD* (tradesman), *TRN* (transportation), and *TRV* (travel related services).

Viewing Address Details

Access the Address page.

When this page functions as a ship to address page, the address displayed is the address the items will be shipped to. When this page functions as a vendor address page, the address displayed is the address that appears on the PO for the vendor.

The information on this page is populated by the system from the address information entered on either the Location - Location Definition page or the Vendor Information - Address page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Locations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Addresses

Creating One-Time Requisition Use Default Addresses

Access the Req One Time Address Default (Requisition One Time Address) page.

The fields on this page are identical to those on the Vendor Information - Address page. However, there are no Effective Date or Status fields on this page because the address information on this page is used only for a one-time shipping address and is not retained by the system.

If you have added address information on this page, upon exiting the page you will be prompted with the Retrofit Field Changes To All Lines page, where you can select the default field changes you want to apply to all applicable areas of the selected transaction document.

See Also

[Chapter 16, “Creating Requisitions Online,” Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 248](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Addresses

Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions

Access the Retrofit field changes to all existing line, schedule, and distribution pages.

When accessed from the requisition-related Header Defaults page, this page enables you to retrofit your header default field value changes to lines, schedules, and distributions on a requisition without having to manually apply them to each area. You can make your changes once and apply as many of them as you want to the transaction.

The option to apply these defaults is available whether you select the Default or Override option on the requisition-related Header Defaults page.

Category and unit of measure defaults can be applied at the line level only for ad hoc (description-only) item requests.

Apply	Select to apply the header default field value change to the distribution line displayed in the Distrib Line field. For example, if you select Apply for Distrib Line 3, the change will be applied to each Distrib Line 3 that appears on the requisition. If the Distrib Line field is blank, this means that the header default field value change does not apply at the distribution level. In this case, select the Apply option to carry your header default field value change to the line or schedule level instead.
Distrib Line (distribution line)	Displays the distribution line affected by the field value change. If this field is blank, this means that the header default field value change does not apply at the distribution level.
Apply to All Distribs (apply to all distributions)	Select to apply the header default field value change to all existing distribution lines on the transaction, regardless of the Distrib Line value displayed. A distribution percentage value (DISTRIB_PCT) is specific to an individual distribution line. Therefore, the Apply to All Distribs option is unavailable for this field value change.

See Also

Chapter 16, “Creating Requisitions Online,” Entering Requisition Header Information, page 243

Entering Requisition Header Comments

Access Header Comments pages.

Retrieve Active Comments Only	Select to retrieve only active comments. In Add mode, the check box is selected and cannot be cleared. Once you inactivate a comment line using the Delete button, save, and then re-enter the transaction, the comment line cannot be accessed when this check box is selected. You can clear this check box to retrieve the comment line you inactivated, in addition to any active comment lines.
Sort Methd (sort method)	Select the method you want to use to sort the comments retrieved. Values include: <i>Comment Time Stamp:</i> Select to sort the comments by the time stamp assigned by the system when they were created. <i>Vendor Flag:</i> Select to sort by comments flagged to be sent to the vendor.
Retrieve	Click the Retrieve button to load existing comments into the comments text box. This button appears only if existing comments are available.
Sort	Click the Sort button to sort comments according to the selections you made in the Sort Methd and Sort Seq (sort sequence) fields.

Delete Click the Delete button to inactivate the currently displayed comment. The comment is not actually deleted, but is set to an inactive status.

You must clear the Active Only check box to be able to access any inactive comments.

If you have deleted a comment, you must select the Load Comments option to reselect the comments.

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.

Shown at Receipt Select if you want comments to appear on your receipt documents.

Shown at Voucher Select if you want comments to appear on your vouchers.

Associated Document

Use the fields in this group box to attach files to your transaction. You can attach any type of file. The documents you choose to attach do not transmit with the PO to the vendor.

Att ID (attachment ID) This field is protected as the attachment is automatically assigned.

Att Descr (attachment description) Enter a meaningful description of your attachment.

View Select this button to display an attachment that has already been linked to the comments.

Upload Select this button to upload and attach your associated documents. Once you select this button you will be prompted to select a file for uploading. The system will then assign an attachment ID.

Go To Source If the transaction's comments originated with another transaction, you may select this option to view the originating source transaction. This option is available only if a source is available.

For example, if the requisition was copied from another requisition containing these comments, you can select this option to view the originating requisition.

Use the fields in this group box to attach files to your transaction. You can attach any type of file. The documents you choose to attach do not transmit with the PO to the vendor.

See Also

[Chapter 16, "Creating Requisitions Online," Entering Requisition Header Comments , page 249](#)

Using Standard Comments

Access the Standard Comments page.

Action Select the action you want to perform on the standard comments.

Values include:

Cut and Paste: Select to make the standard comments that you select available on the Comments page. You can use the standard comments as they are or modify them. Modifications to the standard comments on the Comments page do not affect the original standard comments. If you select this option, you must also select the Std Type (standard type) and Comment ID for the standard comment that you want to use. The text of the selected standard comment appears in the text box at the bottom of the page.

Include As: Select to copy the selected standard comments to the Comments page. You will not be able to modify or add to the text of this comment if you select this option. You can use this option multiple times to include more than one standard comment. If you select this option, you must also select the Std Type and Comment ID for the standard comment that you want to use. The text of the selected standard comment appears in the text box at the bottom of the page.

Save As: Select to enter a standard comment for an existing or new Comment ID within an existing Std Type. The comment you enter becomes a new standard comment available on the standard comment table and is carried over to the transaction.

Comment Type

Select a standard comment type code. Standard comment types are defined on the Std Comm Type page.

Comment ID

Select a standard comment using its Comment ID. There are different comments available depending on the selected Std Type. These comments and their IDs are user defined on the Standard Comments page.

See Also

Chapter 16, “Creating Requisitions Online,” Using Standard Comments, page 250

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Setting Up Standard Comments

Viewing Currency Exchange Rate 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 direct, non-triangulated rate shows quote units (or 1) on the left side of the equal sign and the visual rate on the right. For example:

1 USD = 1.40000000 CAD

An indirect, non-triangulated rate displays the visual rate on the left side of the equal sign and quote units (or 1) on the right. For example:

1.400000000 CAD = 1 USD

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. For example, for a direct rate quotation basis, USD to FRF involves triangulation and so 1 USD equals 5.69061334. The second rate for EUR is quoted indirectly. The third rate for EUR to FRF is direct and is read as follows:

1.1527 USD = 1 EUR = 6.55957 FRF

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. For example, the Historic Quote field displays a quote if the historic rate was converted the *From* currency to the *To* currency directly using a calculated reciprocal rate, but the current quotation method for the currency pair is now indirect. The field would also display a quote if the historic quote method was non-triangulated and the current quote method is triangulated. If the system does not determine that the historic and current quote methods are different, the Historic Quote field displays *Not Applicable*.

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 Allow Override check box is selected in the exchange rate's quotation method definition.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook

Ordering Kit Items

Access the Purchasing Kit Items page.

PeopleSoft Purchasing kits are defined on the Purchasing Kit Definition page as a single item ID, representing two or more component items.

Kit Quantity

Number of kits you want to order. Each item in the kit appears on a separate line on the transaction document. The quantity ordered for each item is equal to the quantity defined in the kit definition multiplied by the number of kits ordered.

Ordering by Catalog

Access the Order By Catalog page.

Retrieve Items	Click to retrieve a list of the items in the selected category.
Item Search	Click to display the entire catalog or a selected category. You can also click to retrieve a list of items that meet the requirements defined in the Item Search Options fields.
Note. This option is not available if the <i>Item Search Options</i> field is List All.	
Limit Items by Vendor	Select to limit your search to catalog items offered by the vendor designated on the Maintain Purchase Order - Purchase Order page. This check box is available only when the Order By Catalog page is accessed from the Maintain Purchase Order - Purchase Order page.
Order	Click to add selected items to the transaction document. For the item to be added, you must select the check box for the item and enter a quantity.
Line Page	Click to return to the page from which you accessed the Order By Catalog page.

Viewing Item Details

Access the Item Details page.

The field values on this page display by default from the Item Definition - General: Common page and the Purchasing Attributes page. The manufacturer description information displays by default from the Manufacturer page.

Viewing Qualifying Item Vendors

Access the Item Vendor Priority page.

Item Status	Status of the item availability, set to one of the following values: <i>A</i> (active): Item has a current effective date. <i>D</i> (discontinued): Item has been discontinued by the manufacturer, or the vendor has decided to no longer supply the item. <i>H</i> (hold): Item is temporarily unavailable from the vendor. <i>I</i> (inactive): Item has an expired effective date. <i>X</i> (to be deleted): Item is unavailable and will be or has been deleted from the system. You can use this status to write SQL scripts to remove obsolete items from active tables.
Item Vendor Priority	Numeric rating assigned to each of the selected item approved vendors that designates the priority your organization places on ordering the selected item from that vendor. The field values display by default from the Purchasing Attributes - Item Vendor Priority page.
Price	The vendor standard price for the selected item. This information display by default from Vendor's UOM & Pricing Info page.

Defining Item Aliases

Access the Set Item Alias page.

Item Alias	Enter an item alias. The alias is available once you save the transaction document. If you don't save the originating transaction document, the alias is not saved. The item alias is associated with a user ID and is available only to the specific user.

Requesting Favorite Items

Access the Requester Favorite Items page.

This page lists all items that have been requested by the requester. You can also manually add or remove items from this list of favorites.

Select item check boxes to transfer the items to your requisition when you click OK.

Last Date	Last date on which the requester ordered the item.
Count	Quantity of the item requested in the requesters last order of the item.

Creating Requisition Lines

This section discusses how to:

- Enter requisition line information.
- Search for items.
- Enter line defaults.
- Apply line default field value changes to existing distributions.
- Enter requisition line details.
- View item descriptions.
- View catalog category hierarchies.
- View buyer contact information.
- Enter line comments.
- Access requisition item specifications.
- Search for item categories.

Pages Used to Create Requisition Lines

Page Name	Object Name	Navigation	Usage
Maintain Requisitions - Requisition page	REQ_FORM	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition page	Create requisitions online.
Maintain Requisition - Details for a Line	REQ_LINE_DETAILS	Click the Line Details button on the Maintain Requisitions - Requisitions page.	Verify or modify line details such as buyer, vendor, and other line-specific information.
Item Description	REQ_ITEM_DESCR	Click the Description link on the Maintain Requisitions -Details for a Line Page	Enter and view descriptions for a specific item. The item name link is composed of the first 30 characters of the item's description in the Transaction Item Description text box on the Maintain Requisitions - Details for a Line page.
Buyer Telephone Information	REQ_BUYER_INFO	Click the Buyer Information link on the Maintain Requisitions - Details for a Line page.	View buyer telephone and fax numbers.
View Category Hierarchy	CAT_PARENTAGE_SEC	Click the View Hierarchy link on the Maintain Requisitions - Details for a Line page.	View information about where a category resides in the entire catalog tree hierarchy.
Vendor Search	VENDOR_LOOKUP_SEC	Click the Vendor Lookup option on the Maintain Requisitions - Details for a Line page.	Search for vendors.
Configuration Info	REQ_LINE_CONFIG	Click the Configuration Info option on the Maintain Requisitions - Details for a Line page.	View item configuration codes for configured items. The item you are querying must be defined as a configured item and have configuration codes created for it.
Item Search Criteria	ITEM_SEARCH_SP	Click the Item Search button on the Maintain Requisitions - Requisitions page.	Search for items.
Look Up UOM (look up unit of measure)	UOM_SEARCH_SP	Click the Initialize UOM link on the Maintain Requisitions - Requisitions page.	Search for a unit of measure to associate with your vendor on the requisition.

Page Name	Object Name	Navigation	Usage
Line Comments	REQ_COMMENTS	Click the Comments button on the Maintain Requisitions - Requisitions page.	Enter comments for a transaction. You can enter a unique comment or select from predefined standard comments.
Include Item Specifications	PO_ITEM_SPEX	Click the Copy Item Specs link on the Line Comments page.	Include standard item specifications as they are or modify them to meet the requirements of the transaction comment. The item for which you are viewing comments must be associated with item specifications on the Item Specifications page. See “Defining Purchasing Item Information,” Entering Purchasing Item Specifications.
Line Defaults	REQ_LINE_DEFAULTS	Click the Line Defaults button on the Maintain Requisitions - Requisitions page.	Enter default information for a requisition line.
Projects Information	PC_FIELDS	Click the Project ID option on the Line Defaults page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.
Retrofit field changes to all distribution lines...	REQ_DFLT_RETROFIT	Exit the Line Defaults page (requisition-related) after you have entered field value changes on the page or any of the pages accessed from it, and you have a transaction line that contains item description and quantity information.	Apply requisition line default field value changes to all distribution lines.
Category Search	CAT_SEARCH_SEC	Click the Category Search option from the More dropdown box on the Maintain Requisitions - Requisition page.	Search for and select an appropriate category ID for the item when entering an ad hoc item. The search for the category ID is done using a category hierarchy tree.

Entering Requisition Line Information

Access the Line scroll area on the Maintain Requisitions - Requisitions page.

Requisition line numbers are assigned in the order in which you generate them, regardless of where you insert the lines. For example, if you open a requisition with five lines and insert a new line between lines one and two, the new line is numbered six, even though it displays between lines one and two. When you save the requisition, leave the page, and re-access the requisition, the last lines you entered display at the bottom of the scroll area.

If you create multiple requisition schedules for a requisition line, the quantity, unit of measure, price, and ship to location fields on the corresponding line on the Maintain Requisitions - Form page are unavailable for entry. This indicates that there are multiple values for one or more fields on the Maintain Requisitions - Schedule page.

Line Details Tab

Item	ID of the item you want to order. If the item you want to order does not have an item ID, you can choose to order the item by description-only. To do this, enter item information in the Description field.
Description	Description of the item in the Item ID field. If you are ordering an item by description only, enter item information in this field. If you specify an item ID, the Description appears from the Purchasing Attributes page and cannot be changed.
Quantity	Item quantity to order. Required. The quantity is recalculated if you change the unit of measure.
UOM (unit of measure)	Unit of measure for the requested item.
Category	Category for the item on the requisition line. If you specify an item ID, the category appears from the Purchasing Attributes page and cannot be changed. This value is required.
Price	Item price derived through the pricing default hierarchy. This value can be changed if enabled according to the default hierarchy. If you are ordering an item by description-only, enter the item price.

Ship To/ Due Date Tab

Details	Click this button to access the Details for a Line page, where you can view details about your requisition line.
Schedules	Click this button to access the Maintain Requisitions - Schedules page, where you can view schedule shipment details and distribution information.

Sourcing Control Tab

These values control the unit price tolerances the system uses to determine if a requisition can be accepted by the PO Calculation process. The PO Calculations process calculates the correct price for a PO based on the item vendor or item price plus or minus any price adjustments. It may use the contract price if a contract is used and the Use Contract Base Price option is selected on the contract line.

The system applies the sourcing unit price tolerance to the suggested price on the requisition and then compares the result with the calculated PO price. If the PO price is outside the tolerance, the PO Calculations process rejects the staged row.

If you change the price of an ad hoc item on the Requisition Selection - Sourcing page and the price exceeds tolerances defined here, the ad hoc row is not rejected. Instead, the system recognizes that the price exceeds your defined tolerances, issues a warning, and gives you the option to accept the newly entered price or reset it to the price defined on the original requisition.

Source Date	The requisition is not available for sourcing until this date. The default value is the current system date. The requisition is available on the Requisition Selection page and AutoSelect Req page only after the source date.
Override Suggested Vendor	Select to allow the sourcing process to override the suggested vendor. If you select this option, the system will override any vendor suggested on the requisition line with the vendor selected based on the applicable sourcing method. The setting of this option 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.
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. If selected, you must also select the Override Suggested Vendor option.
Source to Inventory	Select to source this requisition line from inventory. The check box is selected by default for inventory items. If selected, the Build Inventory Demand process (PO_REQINVS) attempts to fulfill the request. If it cannot fulfill the full demand, the remaining order quantity is sourced to a purchase order.
Tolerance Over/Tolerance Under	Enter the upper and lower tolerances. Prices that exceed these tolerances are rejected. Enter an amount or a percentage, depending on the type of unit price tolerance you choose. A tolerance of 0 means that the requisition price must match the PO price. It does not mean that tolerances do not apply.
% Unit Price Tolerance (percent unit price tolerance)	Select to base price tolerances on a percentage of the suggested requisition price. If you want no tolerances to apply, enter exactly 999.99.
Unit Price Tolerance	Select to base price tolerances on an amount over or under the suggested requisition price. In Add mode, the system sets these fields to 999999.99999 by default. If you want no tolerances to apply, enter exactly 99999999.99999.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Understanding Purchasing Item Information, page 51](#)

[Chapter 8, “Using Default Hierarchies,” Defining the UOM Conversion Hierarchy, page 118](#)

[Chapter 8, “Using Default Hierarchies,” Describing UOM Conversion Rate Defaults, page 120](#)

Searching For Items

Access the Item Search Criteria page.

All of the fields available for entry on this page compose your item search criteria. The system finds all items that match the search criteria entered. You can perform as wide or narrow a search as you need, but you must enter at least one search parameter. The values displayed on this page are defined in the Item Definition component.

Select an item check box to select the associated item and populate the selected transaction line on the page from which you originally accessed this page. Selecting this check box will cause the selected item to overwrite any existing item on the selected line on the page from which you accessed this page.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Defining Items”

Entering Requisition Line Defaults

Access the Line Defaults page.

When you change requisition line default information and exit the page, whether using the Default or Override option set at the header, the system prompts you with the Retrofit field changes to all distribution lines... page.

Default Options	Displays either <i>Default</i> or <i>Override</i> . This value is defined on the Header Defaults page.
SpeedChart	Select a default SpeedChart. The SpeedChart feature enables you to use a code that contains preset distributions.
Copy Header Defaults	Click to copy requisition header distribution defaults to the line.

Distribution Details

Enter the percentage for each distribution in the distribution details. The sum of the line distribution percentages must equal 100%. If the Default Options field is set to Override, you can set up multiple distribution lines.

See Also

Chapter 16, “Creating Requisitions Online,” Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 248

Chapter 16, “Creating Requisitions Online,” Entering Requisition Header Defaults , page 246

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

Applying Requisition Line Default Field Value Changes to Existing Distributions

Access the Retrofit field changes to all the distributions on the Requisition Line page.

When accessed from the requisition-related Line Defaults page, this page enables you to retrofit your line default field value changes to schedules and distributions on a requisition without having to manually apply them to each area. You can make your changes once and apply as many of them as you want to the transaction.

The option to apply these defaults is available whether you select the Default or Override option on the requisition-related Header Defaults page.

Apply	Select to apply the line default field value change to the distribution line displayed in the Distrib Line field, if it exists on the selected requisition line.
Distrib Line (distribution line)	Displays the distribution line affected by the field value change.
Apply to All Distributions (apply to all distributions)	Select to apply the line default field value change to all existing distribution lines on the requisition line, regardless of the Distrib Line value displayed. A distribution percentage value (DISTRIB_PCT) is specific to an individual distribution line. Therefore, the Apply to All Distributions option is unavailable for this field value change.

Entering Requisition Line Details

Access the Maintain Requisitions - Details for a Line page.

Create Line Change	When a requisition is eligible for change order tracking, the system makes the Create Line Change button available for use. The system makes all eligible change order fields available for entry. Inserting a new line or schedule or canceling an existing line or schedule may create a change order. You can't delete a line or schedule. If you cancel a line, you also cancel its schedules and distributions. Once you click the Create Line Change button, the system checks to see if this is the first change order for this requisition. If so, the system inserts change order fields with the batch number and sequence number of 0 to store the original, history values for the line. By changing the quantity field on the line level, if there is only one schedule tied to the line, both line and schedule quantity fields will be tracked if they are the change order fields.

Line Details

Buyer	Buyer for the requisition line. If you select a new value on the requisition that is tied to a different default buyer (item, vendor, or category, for example) the value in this field will be overridden with the new default buyer value.
Category	Displays the category to which the requisition line item is assigned.
Transaction Item Description	Enter a unique description for your item.

Amount Summary

Amount Displays the total price of the items on the requisition line in the transaction currency.

Vendor Information

Vendor ID Vendor identification for the requisition line. Displays the first priority vendor by default, along with its default vendor location. You can override these values or enter values if the fields are blank.

If you change the vendor value, this may affect the vendor location, vendor catalog ID, vendor item ID, and buyer values for the requisition.

The vendor ID is defaulted according to the hierarchy defined for Item Vendor ShipTo, Item Vendor Region and Item Vendor tables.

Item Information

Vendor's Catalog and Vendor Item ID Vendor catalog and item ID assigned to the selected item-vendor combination. These values default from the Purchasing Attributes - Item Vendor page.

UPN ID (universal product number ID) Universal Product Number ID.

RFQ Required (request for quote required) Select to indicate that this requisition line must be submitted for vendor quotes before PO sourcing.

Note. The RFQ Required flag defaults from the Item Category - Purchasing Item Attribute Hierarchy. If the RFQ Required flag is not checked, the system checks to ensure that the business unit RFQ Required Monetary Threshold is defined, checks the line amount, and then sets the RFQ Required flag accordingly. Once you save the requisition, the system also matches the requisition distribution ChartFields values with the RFQ Rule ChartField values. If there is a match, the system sets the RFQ Required flag.

Stockless Item Select to indicate that the ordered item is for par replenishment. This option is available only if the selected item is set up as stockless according to the default hierarchy for stockless items.

Device Tracking Indicates whether a line contains a device-tracked item.

Configuration Info Click to access the Configuration Information page. For this link to be available, the line item must have configuration information with which it is associated. In addition, the requisition must have an Inventory business unit defined and the Consolidate with other Reqs option must be set to *N*.

Attributes

Physical Nature Select to indicate if the object is a physical good or service.

Where Services Performed Select to indicate the location where the service is most often performed.

Values include:

Buyer's Location: Select if the service was physically performed at the buyer's location.

Ship From Location: Select if the service was physically performed at the ship from location.

Ship To Location: Select if the service was physically performed at the ship to location.

Supplier's Location: Select if the service was physically performed at the suppliers location.

Note: This option is only available when the Physical Nature is service.

Zero Price Indicator

Select to indicate that the line item is zero-priced. This value is clear and unavailable for entry for ad hoc item orders.

Contract Information

Contract ID

Contract ID you want to associate with the requisition line. The adjacent field displays the contract line number.

Contract terms and pricing on the requisition may not reflect the true contract terms and pricing. When the requisition is sourced to a PO, the PO Calculations process (PO_POCALC) calculates the PO terms and pricing according to the contract conditions.

If a vendor is selected, you can select from only those contracts set up with the vendor. If a vendor is not defined yet, the vendor associated with the specified contract will default in. Once you have specified a contract, you cannot change the vendor. The Override Suggested Vendor option is set to N and is unavailable for entry. If an item ID exists on the contract, the Calc Price option is set to Y and is unavailable for entry.

You may select a contract ID and not the contract line number only if the contract is defined as an open item contract. This option is available for both item ID and description-only lines.

To be eligible for selection on this page, the contract must be in *Approved* status and cannot be defined as an Amount Only contract.

Even if you do not specify a contract here, if you source your requisition through the PO Calculations process, the process may find an eligible contract for the requisition, and that contract is used on the purchase order.

If the PO Business Unit's RFQ Required Rule indicates that the contract id should be copied to the transaction if a valid contract is located, the contract id and line number will default on to the requisition line.

Note. If you select a blanket PO contract, you will not be able to override your choice by selecting a different purchase order on the Requisition Selection - Staging page. You cannot select the Define PO option on this page because you are using a contract that is assigned to one specific purchase order and the PO is already defined. You can click the Contract Details link to review the details of the contract you select in this field.

GPO Contract (group purchasing organization contract)

Group purchasing organization contract number.

GPO ID (group purchasing organization ID)

Group purchasing organization ID.

Sourcing Controls

Calculate Price?

Select to have the PO Calculations process recalculate the sourced PO price based on the vendor selected. If this option is clear, the requisition price is the PO price. This option is always clear and unavailable for entry for description-only items. This option is selected and unavailable for entry for item ID lines when a contract is specified.

See Also

[Chapter 19, “Creating Requisition Change Orders,” page 307](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Unit of Measure and Pricing Information, page 72](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Unit of Measure and Pricing Information, page 72](#)

[Chapter 26, “Using Purchase Order Sourcing,” Manually Sourcing Requisitions to Purchase Orders, page 463](#)

[Chapter 26, “Using Purchase Order Sourcing,” Entering PO Calculations Process Run Control Criteria, page 489](#)

PeopleSoft Managing Items 8.8 PeopleBook, “Using Group Purchasing Organizations”

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using UPNs

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using Device Tracking

Accessing Item Descriptions

Access the Item Description page.

The item description displays in your base language in the Transaction Item Description text box. The item description displays in your preferred language in the display-only Preferred Language Item Descr (preferred language item description) text. Your preferred language is the language preference you specify when you log in to the system.

The item descriptions in your preferred language are defined in the Purchasing Attributes component. This component is capable of storing certain field values in your base language, as well as in preferred languages.

For example, if the base language for your system is French, but you login with a preferred language of Dutch, certain fields, including item description, in the Purchasing Attributes component will be available for entry in your preferred language of Dutch. If you enter an item description in a preferred language of Dutch, when you log in to the system with a preferred language of Dutch and access the Item Description page, the Preferred Language Item Desc text box displays the item description you entered in your preferred language. The Transaction Item Description text box retains the item description entered in your base language.

If an item description in your preferred language does not exist, or if your base and preferred languages are the same, the base language item description displays in the Preferred Language Item Descr text box.

You can modify the item description in the Transaction Item Description text box on the transaction line for requisitions, RFQs, contracts, and POs. For all other scenarios, the Transaction Item Description group box is not available for entry.

Use the Description text box on the transaction line to enter ad hoc items on RFQs, requisitions, contracts, and POs. The description you enter becomes available on the Item Description page. The preferred language option is not applicable in this scenario.

See Also

Chapter 5, “Defining Purchasing Item Information,” page 51

Viewing Catalog Category Hierarchies

Access the View Catalog Hierarchy page.

Catalog ID	Enter a catalog ID to display the catalog’s category hierarchy. Click the folder button to display item categories and subcategories contained in the selected catalog.

Viewing Buyer Contact Information

Access the Buyer Telephone Information page.

This page displays phone and fax numbers for the buyer associated with the line item. This information is recorded when you set up buyers and items. The buyer information defaults from the Buyer Setup - Buyer Table page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Buyers

Enter Line Comments

Access the Line Comments page.

The field values on this page are the same as the field values on the header comments page.

For more information about the fields definitions on this page, refer to the requisition header comments discussion section in this chapter.

Accessing Item Specifications

Access the Include Item Specifications page.

Action	Select the action you want to perform on the standard item specification. <i>Cut/Paste:</i> Select this value and the Sel (select) check box to make the selected item specifications available on the Comments page. On the Comments page, you can use the item specifications as they appear or modify them. Modifications to the item specifications on the Comments page do not affect the original item specifications. <i>Include As:</i> Select this value and the Sel check box to copy the selected item specifications to the Comments page. If you select this option, you will not be able to modify or add to the specifications text on the Comments page.
Sel (select)	Select to include the associated item specifications on the Comments page.
Send to Vendor	This setting defaults from the Item Specification page. If selected, when you move the item specifications to the Comments page, the Send to Vendor option on the Comments page will be automatically selected and the item specifications will be eligible to be sent to the vendor.

Searching for Item Categories

Access the Category Search page.

Catalog ID	Catalog ID to be used by the system to locate the catalog in which you want to search for item categories.
All Items	Click to display all categories associated with the selected catalog. Select a category to populate the Category field on your transaction.

Creating Requisition Schedules

This section discusses how to:

- Enter schedule line information.
- View item descriptions.
- Enter distribution information.
- Enter VAT schedule information.
- Enter projects information.
- Enter asset item details.
- View requisition currency exchange details.
- Enter shipment details.
- View ship to address information.

- Enter one-time address information.

Pages Used to Create Requisition Schedules

Page Name	Object Name	Navigation	Usage
Maintain Requisitions - Schedule	REQ_SCHEDULE	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisitions Click the Schedules button on the Maintain Requisitions - Requisitions page.	Specify multiple shipping schedules for each line and define multiple distributions for each schedule.
Item Description	REQ_ITEM_DESCR, REQ_ITEM_DESCR4	Click the Description button or item name link on the Maintain Requisitions - Schedule page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
VAT Information for a Schedule	REQ_SCHED_VAT	Click the Schedule VAT button on the Maintain Requisitions - Schedule page.	Enter VAT details for your requisition schedule. Note. This page is only available when the Calculate VAT on Req check box is selected for the requisition business unit in the purchasing business unit definition component.
Distribution Information	REQ_DISTRIB_DETAIL	Click the button on the Maintain Requisitions - Schedule page.	Enter distribution details for each schedule. Define multiple accounting distributions for each schedule. Assign internal delivery location, asset, project, and inventory information to distributions.
Projects Information	PC_FIELDS	Click the Project option on the Distribution Information page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.
Currency Information	EXCH_RT_DTL_INQ	Click the Exchange Rate Detail option on the Distribution Information page.	Display the rules used to calculate exchange rates for the transaction.

Page Name	Object Name	Navigation	Usage
Asset Detail	REQ_DIST_ASSET_DTL	Click the Asset Information option on the Maintain Requisitions - Schedule page.	Enter asset information for an eligible item.
Schedule Details	REQ_SCHED_DTL2	Click the Detail button on the Maintain Requisitions - Schedule page.	Enter time due, ultimate use, and sales and use tax destination information.
Drop Shipment Information	REQ_SCHED_DROP	Click the Drop Shipment link on the Maintain Requisitions - Schedule page.	View details about the sales order from which a drop shipment requisition was created. The requisition must contain a drop shipment. This option is only available if the schedule is a drop ship.
Requisition ShipTo Address	REQ_ONETIME_ADDR	Click the Ship To Address button on the Maintain Requisition - Schedule page.	View address details for the location relevant to the page from which this page is accessed. You can also setup up a one-time ship to address for the selected requisition. Note. Once you enter a one-time address and exit the page, the One-Time Address button changes to indicate that a one-time address exists for the schedule.
Requisition Ship To Comments	REQ_COMMENTS	Click the Add Ship To Comments link on the Requisition Schedule page.	Add comments related to your shipto address.

Entering Requisition Schedule Information

Access the Maintain Requisitions - Schedule page.

Maintain Requisitions

Schedule

Business Unit: CAN01 Requisition Date: 08/09/2000
Requisition ID: REQ03 Status: Open

[Return to Main Page](#)

Line	1	Item: FRA-11	Printer - LaserJet	Quantity: 2.0000 Each	Amount: 1,264.84 CAD

Schedule		Customize	Find	View All	First	1 of 1	Last
Sched	*Ship To	Quantity	Price	Amount	Due Date	Revision	Status
1	CAN01	2.0000	632.42000	1,264.84			

Maintain Requisitions - Schedules page

Create Schedule Change

When a requisition is eligible for change order tracking, the system makes the Create Schedule Change button available for use. All eligible change order fields are disabled prior to selecting this button. The Cancel buttons are also enabled. Inserting a new line or schedule or canceling an existing line or schedule creates a change order. You can't delete a line or schedule if it is eligible for change order processing.

Once you click the Create Schedule Change button, the system checks to see if this is the first change order for this requisition. If so, the system inserts change order fields with the batch number and sequence number of 0. This stores the original values of the schedule.

By changing the quantity field on the schedule level, both line and schedule quantity fields will be tracked if they are the change order fields.

Schedule

You can specify multiple shipping schedules for each line and multiple distributions for each schedule.

Ship To

Location to which the vendor will ship the order. You can update this value for each schedule that you define.

Note. If you change the ship to location to an inventory business unit that requires closure calendar validation and processing for receiving activities as defined on the Closure Calendar page, the system will validate the Due Date as a valid date for receiving. If it encounters an exception date, it uses the next valid future date as the Due Date.

Quantity

Defaults from the requisition line. If you update this quantity on either the line or schedule, the other quantity is also updated. The sum of the active schedules for a line must equal the line quantity. This linkage prevents you from scheduling a different quantity than you have requisitioned.

Price

Unit price of the item.

Due Date

Requisition schedule due date. This is not required. The date you enter becomes the default PO due date. If you don't specify a due date here, when you source the requisition to a PO, the system derives the due date by incrementing the PO date by the number of lead time days defined for the item. If the item is not defined in the system, or if ordering by description-only, the due date becomes the PO due date by default.

Note. If the inventory business unit associated with the Ship To location requires closure calendar validation and processing for receiving activities as defined on the Closure Calendar page and the due date you enter falls on a defined closure date, the system issues a warning. You can choose to keep the invalid date, or use the next valid date on the calendar.

Amount

Total price of the items on the requisition schedule. This is the unit price multiplied by the schedule quantity.

Revision	Manufacturer's product revision number of the item ordered. If the ship to is an inventory business unit and the item is under revision control in that business unit, the revision number defaults to that effective on the due date.
Status	Status of the schedule.

See Also

[Chapter 19, "Creating Requisition Change Orders," page 307](#)

[Chapter 8, "Using Default Hierarchies," Defining the UOM Conversion Hierarchy, page 118](#)

[Chapter 8, "Using Default Hierarchies," Describing Multicurrency Conversions, page 130](#)

[Chapter 8, "Using Default Hierarchies," Describing the Vendor Location Hierarchy, page 122](#)

PeopleSoft Inventory 8.8 PeopleBook, "Defining Your Operational Structure in PeopleSoft Inventory," Establishing Operation Closure Dates

Entering VAT Schedule Information

Access the VAT Information for a Schedule page.

Expanding and Collapsing Sections

To manage your VAT data more efficiently, you can expand and collapse sections to this VAT page easier to for the user manage.

Expand All Sections	Click the expand button to scroll to and access every section on the page. You can also expand one or more sections by clicking the arrow next to the section's name.
Collapse All Sections	Click to collapse all sections displaying only the header information. If you expand one or more sections, you can click the arrow next to the section's name to collapse the section.

Physical Nature

Physical Nature	Indicates whether the item is a good or a service. Many countries are required to report the sale and/or purchase of goods separately from services. The default comes from Purchasing defaulting hierarchy from either the item, item category, vendor location, or Purchasing options.
Change Physical Nature	Click to override the default physical nature for this item. The system resets all the VAT defaults.

VAT Locations

Location Country	For services only, displays the Purchasing business unit bill to location country.
Location State	For services only, displays the Purchasing business unit bill to location state.
Vendor Location Country	For services only, displays the Vendor's order from location country.

Vendor Location State	For services only, displays the Vendor's order from location state.
Service Performed Country	Depending on the services performed flag setting in the Purchasing defaulting hierarchy (for example on the vendor or business unit), the system sets the value for this field as follows: • If the flag specifies the ship from location, this field is set to the vendor's ship from location country • If the flag specifies the ship to location, this field is set to the ship to location country. • If the flag specifies the buyer's location, this field is set to the Purchasing business unit bill to location country. • If the flag specifies the suppliers location, this field is set to the vendor's order from location country.
Service Performed State	Depending on the services performed flag setting in the Purchasing defaulting hierarchy (for example on the vendor or business unit), the system sets the value for this field as follows: • If the flag specifies the ship from location, this field is set to the vendor's ship from location state. • If the flag specifies the ship to location, this field is set to the ship to location state. • If the flag specifies the buyer's location, this field is set to the Purchasing business unit bill to location state. • If the flag specifies the suppliers location, this field is set to the vendor's order from location state. This is displayed only if the Service Performed Country requires that VAT be tracked by state or province.
Ship From Country	Displays the vendor's ship from location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.
Ship From State	If the ship from country is defined as tracking VAT by state/province, displays the vendor's ship from location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.
Ship To Country	Displays the ship to location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.
Ship To State	If the ship to country is defined as tracking VAT by state/province displays the ship to location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

VAT Defaults

Service Type	If the transaction is for a service, displays the VAT service type of <i>Freight</i> or <i>Other</i> . The value in this field determines whether or not the special rules for freight transport within the European Union apply. The default value comes from five drivers in the VAT default hierarchy — PO Options, Vendor, Vendor Location, Item Category, and Item.
Place of Supply Driver	If the transaction is for a service, displays the usual place of supply (i.e. the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: <i>Buyer's Countries</i> , <i>Supplier's Countries</i> , or <i>Where Physically Performed</i> . The default value comes from five drivers in the VAT default hierarchy — PO options, vendor, vendor location, item category, and item.
Reporting Country	Displays the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.
Defaulting State	If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country that is used to retrieve values from the VAT Defaults table.
Vendor Registration Country and Vendor Registration ID	Displays the registration country and ID of the vendor.
Exception Type	Displays the exception granted to the VAT entity. Options are: <i>None</i> , <i>Exonerated</i> , or <i>Suspended</i> . This value is specified on the VAT entity registration.
Certificate ID	If applicable, displays the ID of the VAT exception certificate that may have been issued to the VAT entity.
Calculate at Gross or Net	Indicates how VAT is calculated. Options are: <i>Gross</i> : The system calculates VAT before it applies any early payment discounts. <i>Net</i> : The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages. The default value comes from the VAT entity driver.
Recalculate at Payment	Select this check box to enable the recalculation of VAT at payment time to allow for any early payment discounts, if you are calculating VAT at gross. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This is set on the VAT entity driver.
Declaration Point	For a good or a service, displays when you want VAT transaction information to be recognized for reporting purposes. Options are: <i>Invoice</i> : VAT is recognized at time of invoice. <i>Payment</i> : VAT is recognized at time of payment.

Delivery: VAT is recognized on delivery.

This value may be set at four levels in the VAT hierarchy — VAT entity registration, PO options, vendor and vendor location.

VAT Rounding Rule

Displays the VAT rounding rule. The default value comes from the VAT country , VAT Entity registration, vendor, or vendor location driver. Options are:

Natural Round: Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.

Round Down: Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46.

Round Up: Amounts are rounded up with a rounding precision to one additional decimal place. For example, for a currency defined with 2 decimal places, 157.4659 would round up to 157.47, but 157.4609 would round down to 157.46.

Use Type

Determines the split between recoverable (taxable) and non-recoverable (non-taxable) VAT.

For the Canadian public sector, the use type also determines the rebate of the non-recoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body.

The value comes from the VAT defaulting hierarchy, either from the item, item business unit, item category, vendor location, vendor, or Purchasing Options.

Include Freight

If selected, the system includes any freight amounts in the VAT basis by calculating VAT on the merchandise amount plus any freight amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

Include Miscellaneous

If selected, the system includes any miscellaneous charge amounts in the VAT basis by calculating VAT on the merchandise amount plus any miscellaneous charge amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

Place of Supply Country

For services, displays the country in which the VAT is liable. The default value comes from a complex algorithm.

Treatment

Displays the VAT treatment, based on a complex algorithm. Options are:

Domestic Goods Purchase: If the ship from and ship to countries are the same, and the vendor is registered for VAT, the transaction is treated as domestic.

Domestic Services Purchase: If the buyer and seller are both located in the country where the VAT is liable, the transaction is treated as domestic.

EU Goods Purchase: If the ship from and ship to countries are different, the system determines whether both countries are located within the European Union. If so, the system looks at the VAT registration for each trading partner to determine whether the transaction should be treated as an intra-EU purchase, domestic, or outside the scope of VAT.

EU Services Purchase: If each trading partner is located and registered in different EU countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed EU Services Purchase.

Self-Assess Goods Import: If the ship from country is different from the ship to country and either or both of the countries are located outside of the European Union, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If the flag on the entry in the VAT Country table for the VAT reporting country indicates that VAT on imports should be self-assessed, the transaction will be treated as a Self-Assess Goods Import, and both input and output VAT will be recorded.

Self-Assess Services Import: If each trading partner is located and registered in different countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed Services Import.

Zero-rated Goods Import: If the ship from country is different from the ship to country and either or both of the countries are located outside of the European Union, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If the flag on the entry in the VAT Country table for the VAT reporting country indicates that only input VAT should be recorded on imports, the transaction will be treated as a Zero-Rated Goods Import.

Outside of Scope: If the supplier is not registered for VAT, or if the VAT is liable in a country other than the VAT reporting country, the transaction is treated as outside the scope of VAT.

No VAT Processing: For transactions where the physical nature is goods, if the ship to country has not been defined as a VAT country and the VAT reporting country on the transaction is blank, no VAT information will be recorded.

Within PeopleSoft detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines. The treatment is determined based the rules applicable to the transaction.

Applicability

Displays the VAT status, which comes from an algorithm. Options are:

Taxable

Exempt (not subject to VAT)

Outside of Scope of VAT

Suspended

Exonerated

Record Output

Selection of this check box enables entry of vouchers where VAT is not included on the invoice but is payable to your VAT authority rather than the vendor. In this case, you will be accounting for both input and output VAT for the purchase. This will be the case for an Intra-EU Acquisition or when you must account for output VAT on a service supplied by a foreign supplier. This is also referred to as self-assessing for VAT. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable value from the PeopleSoft delivered VAT system setup data.

VAT Code	Displays the VAT code that defines the rate at which VAT is calculated for this line.
Transaction Type	Displays the code that categorizes and classifies this transaction for VAT reporting and accounting.

Adjust/Reset VAT Defaults

Any changes you make to fields on this page may affect VAT defaults on this page. For accuracy and consistency, use the following fields to adjust affected VAT defaults or to reset all VAT defaults. Adjusting or resetting VAT defaults will only affect fields within the VAT Defaults group box.

Adjust Affected VAT Defaults	Click this button to have the system adjust the VAT defaults that are affected by your changes. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained. Click the “i” button to list the fields that will be adjusted. Note. PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.
Levels	Enables you to specify the levels within the requisition transaction hierarchy to reset when you click the Reset All VAT Defaults button. Options are: <i>All lower levels:</i> Resets all VAT defaults at lower levels for this page — namely the requisition distribution level. <i>This and all lower levels:</i> Resets all VAT defaults on this page and at any lower levels of this page. <i>This level only:</i> Resets all VAT defaults on this page.
Reset All VAT Defaults	Click to have the system reset the VAT defaults based on the Levels value you selected. Any changes you have previously made to VAT defaults will be lost. Note: Reset completely redetermines the VAT defaults. This does not necessarily mean they will be reset to their original values. For example, the user may not have changed any VAT default values, but if a VAT driver field was changed, pressing Reset will redetermine all defaults based on the new driver value.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook

Entering Asset Details

Access the Asset Detail page.

If you consider an item to be an asset and plan to pass it on to the PeopleSoft Asset Management application through the PeopleSoft Receiving business process, you must populate both the AM Unit (asset management unit) and the Profile ID fields.

If both fields contain values, data is written to the PeopleSoft Asset Management staging tables. Both fields must be populated for the system to treat the item as an asset. If only one of the fields is populated, the system will not consider the item an asset. All of the information you enter on this page is passed to the PeopleSoft Asset Management application.

See Also

Chapter 34, “Receiving Shipments,” page 609

Entering Schedule Details

Access the Schedule Details page.

Details

Tax Destination	Location code on which the sales and use tax calculation for the schedule should be based. This is also known as the tax basis.
Ultimate Use Code	Ultimate use code for the item. The ultimate use of an item can alter the SUT amount that a business unit pays. The SUT amount may be calculated based on the SUT authority and the ultimate use code established on the Ultimate Use Code page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Ultimate Use Codes

Creating A One-Time Use Address

Access the Requisition Ship To Address page.

The fields on this page are identical to those on the Vendor Information - Address page. However, there are no effective date or status fields on this page because the address information on this page is used only for a one-time shipping address and is not retained by the system.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Addresses

Entering Distribution Information

This section discusses how to:

- Enter distribution information.
- Enter VAT distribution information.

Pages Used to Enter Distribution Information

Page Name	Object Name	Navigation	Usage
Maintain Requisitions - Distribution	REQ_DISTRIB_DETAIL	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisitions Click the Schedules button on the Maintain Requisitions - Requisitions page. Click the Distribution button on the Maintain Requisitions - Schedules page.	Specify multiple shipping schedules for each line and define multiple distributions for each schedule.
VAT Details for Distribution	REQ_DISTRIB_VAT	Click the Distribution VAT button on the Maintain Requisitions - Distributions page.	View and modify VAT control options, VAT details, and VAT calculations.

Entering Distribution Information

Access the Maintain Requisitions - Distribution page.

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: 10000 [Long Sleeve Biking Jersey, Men](#)
Line: 1 Status: Approved
Schedule: 1
Ship To: US008 USA - Colo Quantity: 14.0000 EA
'Distribute by: Quantity Open Quantity: 14.0000
Amount: 297.50 USD
SpeedChart: [Multi-SpeedCharts](#)

Distributions Customize | Find | View All | First 1 of 1 Last

Distrib	Status	Percent	Location	IN Unit	Budget Date	Commitment Control Close Flag	Statistics Code	Open Qty	GL Base Amount	Base Currency	Status
1	Open	100.0000	US001		11/04/2003			14.0000	297.50	Dollar	Open

Maintain Requisitions - Distribution page

The settings of the Override and Default options on the Header Defaults page affect defaulting behavior on this page when you split distribution lines.

For example, if you have the Override option selected and you split 50% of distribution line 1 to distribution line 2, the system checks the requisition line defaults for a matching distribution line number (in this case, it is 2). If no match exists, the system checks the requisition header defaults. If no match exists, it applies the value from distribution line 1. If no value exists on distribution line 1, the system looks to the next levels in the default hierarchy.

If you have the Default option selected and perform the same split, the system checks the default hierarchy first. If no values exist, the system checks the requisition line and header default values as described previously.

Add distribution lines to your schedule to divide the delivery of goods among business units in your organization and to further define your accounting distributions. Sequential numbers are assigned to each distribution you define for a schedule.

Distributions are transferred to POs, but are not sent to the vendor.

Cancel

Click to cancel a selected distribution line. After a distribution line is canceled and the requisition is saved, the distribution line cannot be changed and is unavailable.

Cancellation reduces the schedule line open quantity and amount by the open quantity and amount on the distribution line. It also changes the distribution line open quantity and amount to zero. The total order quantity at the requisition line and schedule are not reduced.

The canceled distribution line information is stored for future reference.

Important! You can't source a quantity on a distribution line that has been canceled.

Distribute by

Method used to allocate your expense account distribution. Selecting either option enables you to distribute by percentage. If you change the amount or quantity, the percent is adjusted. If you change the percent, the amount or quantity is adjusted. In either case, the total must be equal to 100 percent.

Amt (amount): Select to enter a value in the Amount field. The sum of all distribution amounts must equal the schedule amount (the value in the Amount field on the Maintain Requisitions - Schedule page).

Qty (quantity): Select to enter a value in the Req Qty field. The sum of all distribution quantities must equal the schedule quantity (the value in the Req Qty field on the Maintain Requisitions - Schedule page).

Liquidate by

Liquidate your outstanding pre-encumbrance and encumbrance balances by amount or quantity.

Note. This field is only visible if Commitment Control is enabled, and you choose the "Liquidate by Quantity" option on the Purchasing Definition - Business Unit Options page. If Commitment Controlled is not installed, or you do not choose the option to liquidate by quantity on the PO business unit page, the budget processor balance will liquidate by amount only.

SpeedChart

Select a SpeedChart code. A SpeedChart retrieves preset ChartField definitions and applies them to the schedule distribution.

Open Quantity Open Amount

If you are distributing by quantity, displays the quantity on the schedule not yet sourced to a PO. If you are distributing by amount, displays the amount on the schedule not yet sourced to a PO.

The following fields apply to the entire distribution.

Quantity

Quantity of items on the schedule along with the applicable unit of measure.

Amount

Total price of the items on the schedule along with the transaction currency.

ChartFields Tab

Status	Displays the distribution line status. <i>Complete:</i> Distribution line has met requisition reconciliation criteria and has been closed. <i>Open:</i> Distribution line is open and is available for sourcing. This value defaults to open when the Requisition Status option is set to open on the Requester Setup page. <i>Cancelled:</i> Distribution line has been canceled and is not available for sourcing. <i>Processed:</i> Distribution line is available for sourcing and is either in process or complete. This status implies that the line has already been processed.
Percent	Percentage of either the quantity or the amount that you want distributed on the distribution line. The value in the Amount or Req Qty fields, depending on your distribution method, is calculated based on the value you enter.
Quantity	This field is available for entry when you distribute by quantity. Quantity of items that you want distributed on the distribution line. The value in the Percent field is calculated based on this value. Note. You cannot enter a distribution quantity greater than the associated schedule quantity. To increase the quantity on a distribution line, return to the Maintain Requisitions - Schedule page and increase the schedule quantity, or reduce the quantity on other distributions for that schedule. The quantity on the distributions must equal the ordered quantity of the associated schedule.
Amount	This field is available for entry when you distribute by amount. Total amount that you want distributed on the distribution line. The value in the Percent field is calculated based on this value.

Details Tab

IN Unit (inventory business unit)	Default inventory business unit for which you are purchasing the items. If the item on the requisition line is an inventory item and the Defaults Inventory BU check box is selected on the Requester Setup page, the inventory business unit defined at the ship to level is defaulted to the distribution. If the item is an inventory item and the check box is clear, the system does not provide a default value. If the item on the requisition line is not an inventory item, this field is not accessible. The presence of an Inventory business unit value in this field will cause the items to be received and putaway to the selected Inventory business unit. If you do not want the items to be received into inventory, be sure to clear this value.
Budget Date	If Commitment Control is enabled, enter a budget date. Commitment Control uses this date to determine the budget period to which this item cost belongs.
Commitment Control Close Flag	This is a display-only field. It displays as selected when the PO associated with the requisition has been fully liquidated, thus indicating that the

outstanding pre-encumbrance has also been fully liquidated. This option can also display as selected when the distribution has been canceled.

Open Qty (open quantity)	This field is available for entry when you distribute by quantity. Quantity on the distribution not yet sourced to a PO.
Open Amt (open amount)	This field is available for entry when you distribute by amount. Amount on the distribution not yet sourced to a PO.
GL Base Amount (general ledger base amount)	Total amount of the distribution, expressed in the base currency of the general ledger business unit associated with the distribution line.
Distribution VAT	Click to view VAT information for current line, Schedule, and distribution.

See Also

[Chapter 16, “Creating Requisitions Online,” Creating Requisition Header Information, page 239](#)

[Chapter 16, “Creating Requisitions Online,” Creating Requisition Lines, page 254](#)

[Chapter 16, “Creating Requisitions Online,” Creating Requisition Schedules, page 265](#)

[Chapter 8, “Using Default Hierarchies,” page 107](#)

[Chapter 11, “Using Commitment Control,” page 143](#)

Entering VAT Distribution Information

Access the VAT Details for Distribution page.

Use Type	Displays the Use Type entered on the schedule line, which determines the split between recoverable (taxable) and non-recoverable (non-taxable) VAT. For the Canadian public sector, the use type also determines the rebate of the non-recoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body. The value comes from the VAT defaulting hierarchy, either from the item, item business unit, item category, vendor location, vendor, or Purchasing Options.
VAT Apportionment Control	Select the appropriate apportionment control to apply, as applicable. The default value comes from the Purchasing business unit definition driver. <i>Distribution GL Business Unit:</i> If you select this value, the system uses the general ledger business unit on the distribution line to search for the taxable and exempt percentages. <i>Transaction Business Unit:</i> If you select this value, the system uses the applicable transaction business unit to search for the taxable and exempt percentages. <i>Transaction GL Business Unit:</i> If you select this value, the system uses the general ledger business unit to which the applicable transaction business unit is mapped to search for the taxable and exempt percentages.

Recovery Source	See <i>PeopleSoft Payables 8.8 PeopleBook</i> , “Processing Value Added Tax (VAT) in PeopleSoft Payables”.
Rebate Source	See <i>PeopleSoft Payables 8.8 PeopleBook</i> , “Processing Value Added Tax (VAT) in PeopleSoft Payables”.
Transaction Type	Displays the code that categorizes and classifies this transaction for VAT reporting and accounting. This value comes from the requisition schedule but can be overridden at the requisition distribution.

VAT Calculations

Use this group box to review the VAT calculations for the line.

Transaction Amount	Displays the amount of the transaction in the transaction currency.
Transaction Amount Base	Displays the amount of the transaction in the base currency.
Basis Amount	Displays the amount on which the VAT is calculated in the transaction currency. If VAT is being calculated at Net, this amount is net of any discounts.
Basis Amount Base	Displays the amount on which the VAT is calculated in the base currency. If VAT is being calculated at Net, this amount is net of any discounts.
Tax Rate	Displays the applicable VAT percentage.
Recorded Amount	Displays the calculated VAT amount that is recorded for this transaction in the transaction currency.
Recorded Amount Base	Displays the calculated VAT amount that is recorded for this transaction in the base currency.
Recovery Amount	The amount of VAT that is recoverable in transaction currency
Recovery Amount Base	The amount of VAT that is recoverable in base currency
Rebate Amount	The amount of VAT that is available as a rebate in transaction currency
Rebate Amount Base	The amount of VAT that is available as a rebate in base currency.
Recalculate	Click to recalculate the VAT for the line.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook

Copying an Existing Requisition to a New Requisition

This section discusses how to copy an existing requisition to a new requisition.

Page Used to Copy an Existing Requisition to a New Requisition

Page Name	Object Name	Navigation	Usage
Maintain Requisitions - Requisition page	REQ_FORM	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition page	Create requisitions online.
Copy Requisition	REQ_COPY_PROMPT	Click the Copy From link on the Maintain Requisitions - Requisitions page.	Select an existing requisition to copy to your current requisition. This option is available only in Add mode.

Copying Existing Requisitions

Access the Copy Requisition page.

This feature eliminates redundant data entry by using an existing requisition as a template. You can select and copy any requisition, regardless of its status. If information already exists on the requisition line to which you are copying, you are prompted to confirm that you want to clear existing data and proceed with copying the requisition to the selected line.

The status of the newly created requisition is *Open*, *Pending*, or *Approved*, depending on requester setup.

You can override any values that were copied over with the requisition. Activity and original requisition dates are not copied over.

Using Requisition Templates

This section discusses how to print the requisition template SQR report.

Page Used to Produce Requisition Templates

Page Name	Object Name	Navigation	Usage
Requisition Template	RUN_PORQ011	Purchasing, Requisitions, Reports, Requisition Template	Produce the Requisition Template report (PORQ011).

Printing the Requisition Template SQR Report

Access the Requisition Template page.

The Requisition Template report provides a printed requisition form requesters can use to order commonly requisition items. The report provides order information from an existing requisition, including requested items and vendor and manufacturer information. The quantity field on the report is blank and can be filled in by the requester. The Requisition Template can help streamline the requisition process and improve the accuracy of data entry.

Previewing and Printing Requisitions

This section discusses how to:

- Preview requisitions.
- Print requisitions.

Pages Used to Print Requisitions

Page Name	Object Name	Navigation	Usage
Maintain Requisitions - Requisitions	REQ_FORM	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisitions page.	Create requisitions online.
Requisition Print	RUN_POY100	Purchasing, Requisitions, Reports, Print Requisition, Requisition Print	Produce the Requisition Print report (PORQ010). You can print single or multiple requisitions.

Previewing Requisitions

Access the Maintain Requisitions - Requisitions page.

Select the View Printable Version link to preview the requisition printout on your screen. This option does not print the requisition. Be aware that your requisition is saved prior to display.

Note. You must set up the REN server to view the printable version. See your system administrator for the proper REN Server setup.

Printing the Requisition Print SQR Report

Access the Requisition Print page.

Req Statuses to Include

Select one or more of the status check boxes. Requisitions with the selected status are included in the report. You must select at least one status.

Select a requisition hold status from the options provided below the status check boxes. Requisitions with the selected hold status are included in the report. If you select *On Hold and NOT On Hold*, the system does not look at the requisition hold status when selecting the requisitions to print.

Understanding VAT Drivers, VAT Driver Keys, and the Defaulting Hierarchy for VAT Defaults

The following table lists the Purchasing VAT drivers and associated VAT driver keys for the VAT Defaults component. The table also indicates which drivers control defaults for the Services VAT Treatment.

Understanding VAT Drivers, VAT Driver Keys, and the Defaulting Hierarchy for VAT Defaults

VAT Driver	VAT Driver Keys	PeopleSoft Application	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
Item BU	Item SetID Item ID Business Unit	Purchasing	Optional	Optional	Yes	No
Item	Item SetID Item ID	Purchasing, Payables	Optional	Optional	Yes	Yes
Item Category	Item SetID Category Code	Purchasing	Optional	Optional	Yes	Yes
Vendor Location	Vendor SetID Vendor ID Vendor Location	Purchasing, Payables	Optional	Optional	Yes	Yes
Vendor	Vendor SetID Vendor ID	Purchasing, Payables	Optional	Optional	Yes	Yes
PO Business Unit	Business Unit	Purchasing	Optional	Optional	Yes	No
PO Options	SetID Process Option ID	Purchasing	Optional	Optional	Yes	Yes

VAT Driver	VAT Driver Keys	PeopleSoft Application	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
VAT Entity Registration	VAT Entity Country	All	Required	Optional	Yes	No
VAT Country	Country	All	Not applicable	Optional	Yes	No
Credit Card Provider	Vendor SetID Credit Card Vendor	Purchasing	Optional	Optional	Yes	No

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook

CHAPTER 17

Using the Requisition Loader

This chapter provides an overview of the Requisition Loader business process and discusses how to:

- Load requisitions.
- Subscribe to the Purchase Order Requisition EIP.
- Correct Purchasing Requisition Loader process errors.
- Update drop shipment information.
- Purge the Requisition Load Request table.

Understanding the Purchasing Requisition Loader Process

The Purchasing Requisition Loader process collects purchase requests from PeopleSoft Inventory, Order Management, Projects, Product Configurator, and from PeopleSoft Purchasing or external systems. The process loads the requests into PeopleSoft Purchasing, where requisitions can be created for them.

These different sources of requisition data are called system sources. The PO Batch (purchase order batch) and External Source are always valid system sources for the Purchasing Requisition Loader process. Valid system sources for other PeopleSoft applications appear if you have those applications installed.

The Purchasing Requisition Loader process identifies each loaded purchase request by its requesting business unit. It uses default requester, item, and vendor information to generate requisition lines for sourcing purchase orders (POs) or generating inventory demand transactions. Before running the Purchasing Requisition Loader process, you must establish this requisition default information on the Req Loader Defaults page. Use this page to set up default values for each business unit, system source, and loader business unit combination for which you want to process purchase requests. These default values populate appropriate empty requisition fields when the process runs.

You can use the Requisition Loader Defaults - Overrides and Options page to set override options for the Purchasing Requisition Loader process. The values and status that you define on this page replace the applicable existing requisition field values when the process runs.

The Purchasing Requisition Loader process initially validates the requesting business unit ID and identifies SetID-related information. If the process does not encounter any errors, it changes the purchase request status to being processed. The Purchasing Requisition Loader process generates a requisition for the valid request rows and assigns it the next sequential requisition ID for the Purchasing business unit. The process then sets the status of the valid request rows to processed. If the Purchasing Requisition Loader process encounters an error in processing the purchase request rows, it stops processing and leaves the purchase requests unchanged.

PeopleSoft CRM Field Service, PeopleSoft Purchasing, and external system purchase requests are stored on the PO_REQLOAD_RQST table. You should purge the PO_REQLOAD_RQST table periodically by using the Purge Reqload Requests process (PO_RLRQPRG).

See Also

[Chapter 17, “Using the Requisition Loader,” Correcting Purchasing Requisition Loader Process Errors, page 292](#)

[Chapter 17, “Using the Requisition Loader,” Purging the Requisition Load Request Table, page 298](#)

[Chapter 11, “Using Commitment Control,” Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing, page 144](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,”
Using Requisition Loader Defaults and Overrides

Defining Purchasing Requisition Loader System Sources

This section discusses Purchasing Requisition Loader process system sources. The process looks to these various sources to see if any transactions are available for requisition creation.

Inventory System Source

When running the Purchasing Requisition Loader process, you can have it query the Inventory system source (REPLEN_RQST_INV table) for inventory items that require replenishment. To have the process query this table, select a system source field value of *BIN* (Inventory batch) on the Requisition Loader page.

The Purchasing Requisition Loader process retrieves PeopleSoft Inventory requisitions in ready status. While the Purchasing Requisition Loader process is processing the inventory requisition, the inventory requisition is in a process status. Once the Purchasing Requisition Loader process successfully creates a requisition for the inventory requisition, the inventory requisition is in processed status. If the item ID is not a valid PeopleSoft Purchasing item, the inventory requisition schedule status is set to error.

The Purchasing Requisition Loader process requires a default account code, which you set up on the Req Loader Defaults page. The value that you define populates the account code on the requisition's distribution lines. This is typically defined with an accrued liability account rather than the expense or inventory account when the Purchasing Requisition Loader process loads replenishment requisitions from Inventory. Because these replenishment requests will be putaway into inventory, the Inventory Accounting Line generation process determines the appropriate inventory account for the putaway transaction and the offset accounting information originates from the Requisition's General Ledger ChartFields. In addition, the DISTRIB_TYPE field can be populated from the replenishment request, carried through PeopleSoft Purchasing, and passed back to PeopleSoft Inventory with the receiving transactions. The information is then passed on to PeopleSoft Cost Management, which creates the appropriate PeopleSoft General Ledger transactions. The offset account information, which is in the PeopleSoft General Ledger ChartFields on the PO, is populated by PeopleSoft Payables and used on the voucher transactions to offset the actual AP Liability when the voucher is posted.

Order Management System Source

When running the Purchasing Requisition Loader process, you can have it query the PeopleSoft Order Management system source (ORD_SCHEDULE table) for order line items that require drop shipment. To have the process query this table, select a system source field value of *BOM* (Order Management batch) on the Requisition Loader page.

The Purchasing Requisition Loader process retrieves drop shipment purchase requests that meet the following criteria:

Field	Field Value
ORD_SCHEDULE.DROP_SHIP_FLAG	Y (yes)
ORD_SCHEDULE.ORD_SCH_STATUS	O (open)
ORD_SCHEDULE.PO_DISTRIB_STATUS	1 (active)
ORD_SCHEDULE.PO_HOLD_FLAG	N (no)

If the special handling check box (SPEC_HANDLE_CODE) is selected on the order schedule, the Purchasing Requisition Loader process uses the shipping method code (SHIP_TYPE_ID) and carrier ID (CARRIER_ID) on the order schedule for the requisition schedule. The same shipping method and carrier ID information is used on the PO. If the purchase request is for a configured product, the Purchasing Requisition Loader process also retrieves the configuration code (CONFIG_CODE) and template ID (TEMPLATE_ID). Each requisition line generated carries the ship to customer ID (SHIP_TO_CUST_ID) from the PeopleSoft Order Management sales order.

While the Purchasing Requisition Loader process is processing the drop shipment purchase requests, the drop shipment schedule is in *In Process* status. Once the Purchasing Requisition Loader process successfully creates a requisition for the purchase request, the drop shipment schedule status changes to *Processed*. If the item ID is not a valid Purchasing item, the Purchasing Requisition Loader process changes the schedule status to *Error*. The Purchasing Requisition Loader process updates the PeopleSoft Order Management sales order with the requisition information. View the requisition in PeopleSoft Order Management on the Shipment Schedules page.

Note. Drop-ship orders are not eligible for receiving in PeopleSoft Purchasing because they are normally sent directly to a customer site and received there.

Product Configurator System Source

When running the Purchasing Requisition Loader process, you can have it query the PeopleSoft Product Configurator system source (CP_OPT_HDR table) for configured line items that need to be sourced through PeopleSoft Purchasing. To have the process query this table, select a system source field value of *BCP* (Product Configurator batch) on the Requisition Loader page.

The Purchasing Requisition Loader process retrieves Product Configurator orders in open status. The Consolidate with other Reqs and Inventory Source Flag options for the PeopleSoft Product Configurator system source and Loader business unit must be set to *No* for this process to work as designed. The Purchasing Requisition Loader process sets these Product Configurator defaults to *No*. Alternatively, you can set these defaults on the Requisition Loader Defaults - Overrides and Options page for the Product Configurator system source and Loader business unit.

While the Purchasing Requisition Loader process is processing the configured item purchase requests, the configured order status is in process. Once the Purchasing Requisition Loader process successfully creates a requisition for the configured item purchase request, the configured order schedule is in processed status.

The Purchasing Requisition Loader process generates requisition lines for each component line item and updates the configured order with the requisition information.

Projects System Source

When running the Purchasing Requisition Loader process, you can have it query the PeopleSoft Projects system source (PROJ_RESOURCE table) for Projects purchase requests. To have the process query this table, select a system source field value of *PPC* (PeopleSoft Projects) on the Requisition Loader page.

The Purchasing Requisition Loader process retrieves PeopleSoft Projects purchase requests that meet the following criteria:

Field	Field Value
DEFAULT_ANALYSIS_TYPE	<i>REQ</i> (required)
PO_DISTRIB_STATUS	<i>1</i> (active)

While the Purchasing Requisition Loader process is processing the PeopleSoft Projects purchase request, the Projects order is in *In Process* status. Once the Purchasing Requisition Loader process creates requisitions from the Projects purchase request, it adds a requisition ID to each of the requisition transactions on the PROJ_RESOURCE table. It also changes the PO_DISTRIB_STATUS of the requisition transactions on the PROJ_RESOURCE table to processed.

External System Sources

External system sources for the Purchasing Requisition Loader process include third-party systems, PeopleSoft CRM FieldService, and PeopleSoft Purchasing. Each of these external system sources stages requisition data to the PO_REQLOAD_RQST table.

The following table lists the system source field values that designate external systems sources on the Requisition Loader page:

External System Source	System Source Field Value
PeopleSoft Purchasing	<i>BPO</i>
PeopleSoft CRM FieldService	<i>BPO</i>
Third-party data source	<i>FRM</i> (external form)

See Also

[Chapter 17, “Using the Requisition Loader,” Correcting Purchasing Requisition Loader Process Errors, page 292](#)

[Chapter 17, “Using the Requisition Loader,” Updating Drop Shipment Information, page 297](#)

[Chapter 9, “Using Messaging,” Processing Inbound Messages, page 136](#)

PeopleSoft Inventory 8.8 PeopleBook, “Replenishing Inventory,” Understanding Inventory Replenishment Processing

PeopleSoft Inventory 8.8 PeopleBook, “Replenishing Inventory,” Creating and Modifying Replenishment Requests

PeopleSoft Order Management 8.8 PeopleBook, “Maintaining Order Schedule Information,” Maintaining Order Schedule Information

PeopleSoft Product Configurator 8.8 PeopleBook, “Using PeopleSoft Product Configurator,” Creating Direct Production and Requisition Orders

PeopleSoft Product Configurator 8.8 PeopleBook, “Using Configuration Rule Actions,” Defining Purchase Item Rules

PeopleSoft Project Costing 8.8 PeopleBook, “Tracking Procurement Costs,” Integrating Requisitions and Purchase Orders with PeopleSoft Project Costing

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Using Requisition Loader Defaults and Overrides

Loading Requisitions

This section discusses how to run the Purchasing Requisition Loader process.

Page Used to Load Requisitions

Page Name	Object Name	Navigation	Usage
Requisition Loader	RUN_POC1210	Purchasing, Requisitions, Load Requisitions, Requisition Loader	Set parameters for running the Purchasing Requisition Loader process.

Running the Purchasing Requisition Loader Application Engine Process

Access the Requisition Loader page.

System Source

Indicates the version of the Purchasing Requisition Loader process that you want to run for the selected Requisition Loader business unit.

Depending on the system source that you define here, the process queries various tables and loads qualifying purchase requests to create requisitions.

Purchasing batch and the external system sources are always valid values. Other valid system sources vary depending on the applications installed.

Values are:

BCP (configurator product batch).

BIN (IN batch).

BOM (OM batch).

BPO (PO batch).

PPC (projects online entry page).

Run Type

Select whether to run the process for all business units, one business unit, or one purchase request. The Auto Loader Indicator check box on the Req Loader Defaults page must be selected for business units and their requests to be eligible for processing in conjunction with the following run types.

All Business Units: Select to run the process for all business units.

One Business Unit: Select to run the process on one business unit. If you select this value, you must enter a value in the Requesting Loader Bus Unit field.

One Request: Select to run the process on a particular requisition request ID or replenish ID. When you select this value, the Requisition Request ID field becomes available for entry. If you select this value for the BIN system source, the Replenish ID field becomes available for entry and you must enter a value.

Requesting Loader Bus Unit (requesting loader business unit)

Select the originating business unit for the requests that you want to load. Values include only those business units that are valid for the selected system source. The valid business units for each system source are defined on the Req Loader Defaults page.

Requisition Request ID

Identifies a group of purchase request rows on the PO_REQLOAD_RQST table. Create this ID by specifying any number as the requisition request ID. If you select a run type of *One Request*, you must enter either a requisition request ID or a replenish ID. The Requisition Request ID field is not used for Inventory batch requests, or for the BIN system source.

Replenish ID (replenishment ID)

Identifies the inventory replenishment to be loaded to a requisition and is used when the system source is Inventory batch or BIN. If you select a run type of *One Request*, you must enter a replenishment ID. If you do not enter a replenishment ID when running the process for the BIN system source, all replenishment IDs for the Inventory Requisition Loader business unit selected are loaded to the requisition.

Auto Assign Req ID (automatic assign requisition ID)

Select to specify the automatic numbering options for the requisition that are created by the Purchasing Requisition Loader process. If a requisition ID is already assigned to the purchase request on the PO_REQLOAD_RQST table, the existing requisition ID is used. Values are:

When Not Specified: If no requisition ID is assigned on the table or on the page, the Purchasing Requisition Loader process calculates the requisition ID.

	<i>When Not Specified Use:</i> If no requisition ID is assigned, the requisition ID that you specify in the adjacent field is assigned and the line numbers are calculated.
Create Mult Reqs (create multiple requisitions)	Select to create a separate requisition ID for each replenishment ID (PeopleSoft Inventory), loader requisition ID (external), resource ID (PeopleSoft Projects), and order number (PeopleSoft Order Management). If you select this check box, the maximum load lines number is ignored, and the Auto Assign Req ID and Auto Line Numbering fields become inactive. Unless you select the Create Mult Reqs (create multiple requisitions) check box, the Purchasing Requisition Loader process creates one requisition that includes all the purchase request data until the maximum load lines number is met. Set the maximum load lines number at installation on the Installation Options - Purchasing page.
Auto Line Numbering	Select automatic line numbering options for the requisitions that are created by the Purchasing Requisition Loader process. Values are: <i>Auto Assign:</i> Select to have the system assign a number to each requisition line automatically. Any requisition line numbers that you entered previously are overridden. <i>When not specified:</i> Select to have the system assign requisition line numbers only when a line number is not specified.
Copy Item Spec (copy item specifications)	Select to copy the item specifications to the requisition. This check box is available when the system source is Inventory batch, or BIN.
Get Preferred Vendor	Select a vendor for the requisitions that the Purchasing Requisition Loader process creates. Values are: <i>Always Override:</i> Select to have the system override the vendor that is selected on the requisition and substitute it with the preferred vendor. <i>None:</i> Disables this field. A preferred vendor is not selected. If the vendor ID field on a requisition is blank, the system does not populate that field. However, if you have already provided a vendor ID, the system preserves the selection. <i>When not specified:</i> Select to have the system select the preferred vendor only on requisitions that do not have a vendor specified.

See Also

Chapter 17, “Using the Requisition Loader,” Defining Purchasing Requisition Loader System Sources, page 286

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Purchasing Installation Options

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Requisition Loader Defaults

Subscribing to the Purchase Order Requisition EIP

The Purchase Order Requisition EIP imports requisition data using an asynchronous batch subscribe message from PeopleSoft CRM or external surgical resource software application.

This data is loaded to the PO_REQLOAD_RQST and PO_REQLOAD_CMT staging tables.

Run the Purchasing Requisition Loader process (PO_REQLOAD) to create requisitions from the staged data.

This section discusses how to subscribe to the Purchase Order Requisition EIP.

Pages Used to Subscribe to the Purchase Order Requisition EIP

Page Name	Object Name	Navigation	Usage
Requisition Loader	RUN_POC1210	Purchasing, Requisitions, Load Requisitions, Requisition Loader	Set parameters for running the Purchasing Requisition Loader process.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the Purchase Order Requisition EIP

Before you can subscribe to the Purchase Order Requisition EIP, you must:

1. Activate the PURCHASE_REQUISITION_LOAD or PURCHASE_REQUISITION_LOAD_CRM message.
2. Run the Purchasing Requisition Loader process (PO_REQLOAD) to create requisitions from the staged data.
3. Use the Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

Correcting Purchasing Requisition Loader Process Errors

This section discusses how to:

- Review and correct Purchasing Requisition Loader Data Errors.
- View and enter requisition comments.
- Enter or edit override address information.

During processing, the Purchasing Requisition Loader process (PO_REQLOAD), like other processes, writes messages to the PeopleSoft Application Engine trace log. If an error occurs that terminates the Purchasing Requisition Loader process before it creates the new requisition, you must review the log, correct the error that is indicated on the Requisition Loader Request page, and restart or rerun the Purchasing Requisition Loader process.

If the item ID on a purchase request is not a valid PeopleSoft Purchasing item, the purchase request line status is set to error. To correct this error, go to the system source.

See Also

PeopleSoft PeopleTools PeopleBook: Application Engine

Pages Used to Correct Purchasing Requisition Loader Process Errors

Page Name	Object Name	Navigation	Usage
Requisition Loader Request	PO_REQLOAD_RQST	Purchasing, Requisitions, Stage for Loading, Requisition Loader Request	Review and correct Purchasing Requisition Loader data for the External Form and Purchasing Batch system sources. For other system sources, errors are set as statuses on source records. Access the source document directly to correct data.
Item Description	PO_REQLOAD_DESCR	Click the Description link on the Requisition Loader Request page.	Enter and view descriptions for a specific item. The item name link is comprised of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.
Asset Detail	REQ_LOAD_ASSET	Click the Asset Information option on the Requisition Loader Request page.	Enter asset information for an eligible item.
Projects Information	PC_FIELDS	Click the Projects option on the Requisition Loader Request page.	Enter information that is relevant to the project with which this item is associated. The values that appear on this page are defined on pages that you access from the Maintain Projects menu.
Comments	REQ_LOAD_CMT1	Click the Comments link on the Requisition Loader Request page.	View and enter comments for specific requisitions.

Page Name	Object Name	Navigation	Usage
Catalog Hierarchy	CAT_PARENTAGE_SEC	Click the View Hierarchy option on the Requisition Loader Request page.	View information about where a category resides in the entire catalog tree hierarchy.
Category Search	CAT_SEARCH_SEC	Select the Category Search option on the Requisition Loader Request page.	Search for and select an appropriate category ID for the item when entering an improvised item. The search for the category ID is done by using a category hierarchy tree.
Override Address	REQ_LOAD_OVADDR	Click the Override Address link on the Requisition Loader Request page.	Enter or edit override address information that is carried over with the requisition from the PO_REQLOAD_RQST table.

Reviewing and Correcting Purchasing Requisition Loader Data Errors

Access the Requisition Loader Request page.

Requisition Tab

Status

Shows the current status of the purchase request transaction. After you make any necessary corrections on this page, change the status from error to active, then save the page. When you change the status to active, the purchase request transaction becomes available to be picked up by the Purchasing Requisition Loader process.

Item ID

Shows the ID number for the requisitioned item. If the purchase request has an incorrect item ID, you must correct the item ID to save the page. If the purchase request does not have an item ID, enter a requisition quantity unit of measure, price, and category ID in order to save the page.

Price Tab

Ship To Customer

Ship to the customer ID that is assigned to the requisition line. For system sources of BPO, a value in this field indicates that the order should be shipped directly to a customer.

IN Unit (inventory unit)

Inventory unit that is assigned to the requisition line.

Revision

The manufacturer's product revision number of the requested item. If the ship to is an inventory business unit, and the item is under revision control in that business unit, the revision defaults to that effective on the due date.

Req Qty (requisition quantity)

The requisition quantity. If no requisition quantity appears, you must enter a value here.

GL Unit (general ledger unit)	The PeopleSoft General Ledger business unit that is charged for the requisitioned items. The PeopleSoft General Ledger business unit appears by default from the requisition business unit.
Calc Price (calculate price)	Select if you want the requisition price to be recalculated for the PO by the PO Calculations process (PO_POCALC).

ChartFields Tab

All the fields on this tab are optional and are used only if they are supplied by the system source from which the information is being loaded.

Currency	The value in this field is populated from the Requester Setup page (REQUESTOR_TBL) by default if the business unit enables multicurrency requisitions. If the business unit does not allow multicurrency requisitions, the currency field value is populated from the business unit. This value cannot be overridden on this page. This currency is referred to as the requisition transaction currency. If there is no currency set up in the requester table, it appears by default from the business unit.
Location	Enter the internal item delivery location for this requisition line. The value in this field is the internal destination of the requested items.
Entry Event	Correct any errors resulting from invalid entry event codes that are loaded from external sources. Any value that is selected here is overridden if there is an Entry Event Code selected on the Requisition Loader Defaults - Overrides and Options page.
Ult Use Code (ultimate use code)	Use to enter the ultimate use code. In some situations, the ultimate use of an item alters the sales and use taxes that a business unit must pay. The system calculates the sales and use tax based on the tax authority and the ultimate use codes that are established on the Ultimate Use Code page.
Entered By	User ID of the person who enters the requisition.

See Also

Chapter 13, “Using Entry Events,” page 179

Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Ultimate Use Codes

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

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Establishing Requesters and Defaults

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Using Requisition Loader Defaults and Overrides

Viewing and Entering Requisition Comments

Access the Comments page.

Comment Type	Enter a comment type. Values are: <i>Header:</i> Comments are designated as requisition header comments and are accessible from the Maintain Requisitions - Form page. <i>Line:</i> Comments are designated as requisition line comments and are made accessible from the Maintain Requisitions - Form page.
Allow Modify Comments	Select to enable other users to modify these comments.
Send to Vendor	Select to send these comments to vendors.
Shown at Receipt	Select to have these comments appear on the receipt documents.
Shown at Voucher	Select to have these comments appear on the voucher.

See Also

Chapter 16, “Creating Requisitions Online,” Entering Requisition Header Information, page 243

Entering or Editing Override Address Information

Access the Override Address page.

The address information that you enter on this page should not necessarily be the customer address, if a ship to customer ID is supplied. The override address information could be almost any other address, from an alternate customer address to a mailbox stop where a service technician can pick up a part that is needed to perform a repair.

Updating Drop Shipment Information

This section discusses how to run the Drop Shipments Update process (PO_REQDROP).

The Drop Shipments Update process (PO_REQDROP) retrieves modified PeopleSoft Order Management sales order schedules and updates the requisitions in PeopleSoft Purchasing.

This process looks for purchase requests on the ORD_SCHEDULE table that have a PO_DISTRIB_STATUS value of *Modified*. When you modify certain aspects of drop ship sales order lines or shipment schedules in PeopleSoft Order Management, the system sets the drop ship status (PO_DISTRIB_STATUS) to modified.

Changes made to the following fields set the drop ship status to modified:

Field	Field Name	PeopleSoft Order Management Page
Product ID.	PRODUCT_ID	Order Lines
Order Quantity.	QTY_ORDERED	Order Lines
UOM (unit of measure).	UNIT_OF_MEASURE	Order Lines
Requested Shipment Date/Time.	REQ_SHIP_DTTM	Shipment Schedules
Requested Arrival Date/Time.	REQ_ARRV_DTTM	Shipment Schedules

If the special handling check box (SPEC_HANDLE_CODE) is selected on the order schedule, changes that are made to the values in the following fields also set the drop ship status to modified:

Field	Field Name	PeopleSoft Order Management Page
Carrier ID	CARRIER_ID	Shipment Schedules
Shipping Via	SHIP_TYPE_ID	Shipment Schedules

If you cancel the PeopleSoft Order Management drop ship sales order schedule, the system sets the drop ship status to modified. The corresponding requisition and PO schedules are also canceled. After the Drop Shipments Update process runs, if the drop ship sales order schedule is changed, the drop ship status (PO_DISTRIB_STATUS) is set to processed. If the drop ship sales order schedule is canceled, the system sets the distribution status to canceled.

If the requisition has already been sourced to one or more POs, each changed field that is defined in the change order template generates a change order in PeopleSoft Purchasing. If the changed field is not identified in the change order template, PeopleSoft Purchasing does not create a change order. There is a new change order every time that you dispatch the PO.

Page Used to Update Drop Shipment Information

Page Name	Object Name	Navigation	Usage
Update Drop Ship	RUN_REQ_DRPSHP_CHG	Purchasing, Requisitions, Update Drop Shipments, Update Drop Ship	Run the Drop Shipments Update process (PO_REQDROP).

Running the Drop Shipments Update Application Engine Process (PO_REQDROP)

Access the Update Drop Ship page.

Drop Ship Request Parameters

All Business Units Select to run this process for all Order Management business units. If you clear this check box, enter a single Order Management business value in the Order Management Business Unit field.

Purging the Requisition Load Request Table

This section discusses how to run the Purge Reqload Requests (purge requisition load requests) process (PO_RLRQPRG).

Use this process to purge purchase requests that accumulate on the PO_REQLOAD_RQST table. This table is used to store purchase requests that are loaded by the Requisition Loader page and entered on the Requisition Load Request - Requisition Loader Request page.

To increase system performance, PeopleSoft recommends that you run the Purge Reqload Requests process on a regular basis, depending on how often you use the Purchasing Requisition Loader process and the Requisition Loader Request page.

Page Used to Purge the Requisition Loader Table

Page Name	Object Name	Navigation	Usage
Purge Load Requests (purge requisition load)	RUN_PO_RLRQPRG	Purchasing, Requisitions, Purge Load Request, Purge Reqload Requests	Set parameters for the Purge Load Requests process (PO_RLRQPRG).

Running the Purge Reqload Requests Application Engine Process

Access the Purge Reqload Requests page.

Purge Processed Rows Select to purge the purchase requests on the PO_REQLOAD_RQST table that are in processed status.

Purge Error Rows	Select to purge the purchase requests on the PO_REQLOAD_RQST table that are in error status.
System Source	Designates the system source that is purged. The only valid value is <i>BPO</i> (purchasing batch).
Requesting Loader Business Unit (requesting loader business unit)	If you do not specify a business unit, all requisition loader business units are processed.
Requisition Request ID	Select a requisition request ID on which to run this process. If you enter a value here, specify a requesting loader business unit. Values include the available IDs for the selected business unit. Entering a value here further refines the selection that you make by specifying a requesting loader business unit.
Date Selection	Specify a date selection operation. This field value combines with other operation modifiers to define a date selection operation for capturing Purchasing Requisition Loader requests to purge. Values include: <i>C</i> (current date): Defines the date selection operation based on the current date and the operation modifier in the Operand field. <i>M</i> (current date minus days): Defines the date selection operation based on the current date, the operation modifier in the Operand field, and the number of days that you subtract from the current date by using the Nbr Days field. <i>N</i> (no selection by date): Prevents the use of a date selection operation. <i>P</i> (current date plus days): Defines the date selection operation based on the current date, the operation modifier in the Operand field, and the number of days that you add to the current date by using the Nbr Days field. <i>S</i> (specific date): Defines the date selection operation based on a date that you specify and on the operation modifier in the Operand field. When you select this value, the Date Sel Date (date selection date) field is activated.
Operand	Enter an operand to modify the date selection operation. An operand is the modifier that is appended to an operation. In this case, the value in this field combines with the value in the Date Selection field to define the date selection operation that the system uses to collect the Purchasing Requisition Loader requests for purging. The value that you enter here can also combine with the value in the Nbr Days field to further define the date selection operation. Values include: <i><</i> (less than selection date): The date selection operation captures only Purchasing Requisition Loader requests with process dates that are less than the selection date. The process date is the date on which the Purchasing Requisition Loader process processed the request and created the requisition. <i><=</i> (less than or equal to selection date): The date selection operation captures only Purchasing Requisition Loader requests with process dates that are less than or equal to the selection date. <i><></i>: The date selection operation captures only Purchasing Requisition Loader requests with process dates that are not equal to the selection date.

=: The date selection operation captures only Purchasing Requisition Loader requests with process dates that are equal to the selection date.

>: The date selection operation captures only Purchasing Requisition Loader requests with process dates that are greater than the selection date.

>= (greater than or equal to selection date): The date selection operation captures only Purchasing Requisition Loader requests with process dates that are greater than or equal to the selection date.

Nbr Days (number of days)

Enter a number of days to be used as an operation modifier. This operation modifier combines with the values in the Date Selection and Operand fields to define the date selection operation. If you select a date selection value that requires a number of days, enter the number here.

Date Sel Date (date selection date)

Enter a specific selection date other than the current date. The date that you enter here is the basis for the date selection operation that is used to collect Purchasing Requisition Loader requests for purging. This field becomes available for entry when you select the S (specified date) field value in the Date Selection field.

CHAPTER 18

Approving Requisitions

This chapter provides an overview of requisition approvals and discusses how to:

- Use automatic approvals.
- Use workflow approvals.
- Set up requisition approvals.
- Approve requisitions using online pages.

Understanding Requisition Approvals

PeopleSoft Purchasing enables you to set up requisition approval requirements at the business unit level. All of the approval requirements must be met before you can source a requisition to a purchase order (PO), request for quote (RFQ), or inventory demand transaction.

Requisition approvals are available in two areas. You can require approval of one or both of the following:

- Requisition amounts.
- Requisition ChartFields.

There are two types of approval methods:

- Automatic approvals.
- Workflow approvals.

See Also

[Chapter 18, “Approving Requisitions,” Using Automatic Approvals, page 302](#)

[Chapter 18, “Approving Requisitions,” Using Workflow Approvals, page 303](#)

Common Elements Used in This Chapter

Appr Act (approval action)

Select one of the following actions. If you do not have the authority to complete the approval or if you deny or recycle the requisition, the value in the Approval Status field remains *In Process* and routes to the next role user in the approval definition. Values are:

Approve: Select to approve the requisition amount or ChartField. If you have the authority to complete the approval, the approval status changes to *Complete* when you save this page. If workflow is implemented, the system sends an email to the requester stating that the requisition has been approved.

Deny: Select to send the requisition back to the requester. If workflow is implemented, the system adds the requisition to the requester's worklist and sends the requester an email notification. The requisition approval status changes to *Denied*.

Recycle: Select to send the requisition back to the last user who approved the requisition. If workflow is implemented, the system adds the requisition to the user's worklist and sends the user an email notification.

Approval Status	Displays the overall status of the requisition.
Comment	Enter comments pertinent to your approval action. These comments are saved with the requisition and are only visible on the originating page, (the Approve Amounts - Approval page or Approve ChartFields - Approval page).
View Printable Req	Click on the View Printable Req button to launch the Requisition Print SQR (PORQ010), where you can view additional details about the requisition. This process opens the resulting requisition print PDF file directly to the user's desktop if a REN server is configured.

Using Automatic Approvals

When you use the automatic approval method, requisitions are automatically approved when they are saved by a user with proper authorizations. If a requester saves a requisition without proper authorizations, the status changes to the requester's default requisition save status, either *Open* or *Pending*. The requisition must be manually accessed and approved by a qualified requester using the Approve Amounts and Approve ChartFields components.

If you choose to use automatic approvals, you must use the Workflow component to assign approval roles to your buyers and requesters. This involves determining whether you need a system of multi-level approvals or just specific users who have the authority to approve everything. If you decide to use workflow-based approvals later, your basic infrastructure is already in place.

See Also

[Chapter 18, "Approving Requisitions," Setting Up Requisition Approvals, page 303](#)

[Chapter 18, "Approving Requisitions," Approving Requisition Amounts, page 305](#)

[Chapter 18, "Approving Requisitions," Approving Requisition ChartFields, page 306](#)

[Chapter 7, "Using Workflow," Defining Roles and Users, page 94](#)

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Using Workflow Approvals

When you use the workflow approval method, requisitions are approved using workflow roles, rules, and routings. To implement workflow approvals, define the roles, rules, and routings using the Workflow component. Your system is delivered with basic approval rules already established.

When you save a requisition and are set up so that the requisition status has the default value set to *Pending/Approved*, or when you select the Approve option on the Maintain Requisitions - Form page, workflow verifies that you have the authority to approve the requisition.

If you do not have the authority to approve the requisition, workflow notifies the approver at the next level in the approval hierarchy that a requisition needs approval, and adds the requisition to that approver's worklist. Workflow routes the requisition until it reaches an approver with proper approval authorizations.

You can set up workflow to search automatically for requisitions that require approval and to move those requisitions to the appropriate users for approval.

Even if you chose to use workflow approvals, you still have the option not to invoke workflow and use online approval pages to approve requisitions manually instead.

See Also

[Chapter 7, "Using Workflow," Approving Requisitions and Purchase Orders Using Workflow, page 95](#)

[Chapter 16, "Creating Requisitions Online," Entering Requisition Header Information, page 243](#)

[Chapter 7, "Using Workflow," Using PeopleSoft Purchasing Workflow Notifications, page 100](#)

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Setting Up Requisition Approvals

To set up requisition approvals:

1. Access the User Preferences - Procurement: Requisition Authorizations page.

To authorize a user to approve requisitions, select the Approval check box.

2. Access the Purchasing Definition - Req Approval Options page.
 - a. If you want to use automatic approvals for the selected business unit, do not define any approval requirements on this page.
 - b. If you want to use workflow approvals for the selected business unit, define your amount and ChartField approval options.
3. Access the Requester Setup page.

In the Requisition Status group box, select either *Open* or *Pending* to determine the default status of requisitions once the selected requester saves them.

This table lists the requisition save statuses that result from all possible setup configurations:

Approval Method	Requester with Approval Authority	Requester's Req Status Setting	Requisition Save Status
Automatic	Yes	<i>Pending</i>	<i>Approved</i>
Automatic	Yes	<i>Open</i> (not recommended)	<i>Open</i>
Automatic	No	<i>Pending</i>	<i>Pending</i>
Automatic	No	<i>Open</i>	<i>Open</i>
Workflow	Yes	<i>Pending</i>	<i>Pending</i>
Workflow	Yes	<i>Open</i> (not recommended)	<i>Open</i>
Workflow	No	<i>Pending</i>	<i>Pending</i>
Workflow	No	<i>Open</i>	<i>Open</i>

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,”
 Defining PO Approval Requirements, page 37

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,”
 Defining Requisition User Authorizations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Establishing Requesters and Defaults

PeopleSoft PeopleTools PeopleBook: PeopleSoft Workflow

Approving Requisitions Using Online Pages

This section discusses how to:

- Approve requisition amounts.
- View requisition amount and ChartField details.
- Approve requisition ChartFields.

Whether you are using workflow or automatic approvals, you can use the online approval pages in PeopleSoft Purchasing to approve qualified requisitions.

If you are using automatic approvals, use these pages to approve requisitions that require approvals.

If you are using workflow approvals, you can bypass the workflow processes and use these pages to approve qualified requisitions directly.

You can also use the Requisition Reconciliation WorkBench page or Maintain Requisitions - Form page to perform online requisition approvals.

See Also

[Chapter 16, “Creating Requisitions Online,” Entering Requisition Header Information, page 243](#)

[Chapter 20, “Using the Requisition Reconciliation WorkBench,” page 311](#)

Pages Used to Approve Requisitions Using Online Pages

Page Name	Object Name	Navigation	Usage
Requisition Amount Approval	REQ_APPROVAL_AMT	Purchasing, Requisitions, Approve Amounts, Requisition Amount Approval	Approve, deny, or recycle a requisition. You can also view details for amount approvals on this page. If you have a requisition approval role in workflow, you can access this page when you select a requisition from your worklist.
Currency Information	EXCH_RT_DTL_INQ	Click the Show Req App Currency button on the Requisition Amount Approval page.	View the rules used to calculate exchange rates for the transaction.
Item Description	REQ_ITM_DESCR	Click the Description link on the Requisition Amount Approval page. This link is located on the Line Details grid.	View descriptions for a specific item.
Requisition ChartField Approval	REQ_APPROVAL_CHRT	Purchasing, Requisitions, Approve ChartFields, Requisition ChartField Approval	Approve, deny, or recycle a requisition based on the ChartFields that appear. You can also view details for ChartField approvals. If you have a requisition approval role in workflow, you can access this page when you select a requisition from your worklist.

Approving Requisition Amounts

Access the Requisition Amount Approval page.

Amount Details

The amounts that appear are the amounts that you are to approve. You can change these values on the Maintain Requisitions - Form page and Maintain Requisitions - Schedule page.

Line Details - Amounts/Qty (amounts/quantity) Tab

Amount	Price of the items on the requisition line.
Base Amt (base amount)	Price of the items on the requisition line expressed in the base currency.
Revision	Displays the manufacturer product revision number for the ordered item. If the ship to is an inventory business unit, and the item is under revision control in that business unit, the revision automatically defaults to that effective on the due date.

Line Details - Details Tab

Price Tol /Price Tol Under (price tolerance/price tolerance under)	Over and under price tolerance amount for the selected requisition line.
% Prc Tol /% Prc Tol Under (price tolerance percentage/price tolerance under percentage)	Over and under price tolerance percentage for the selected requisition line.
RFQ Required	Designates whether the purchase of this requisition line item requires an RFQ.

See Also

[Chapter 16, “Creating Requisitions Online,” Entering Requisition Header Information, page 243](#)

[Chapter 16, “Creating Requisitions Online,” Entering Requisition Schedule Information, page 267](#)

Approving Requisition ChartFields

Access the Requisition ChartField Approval page.

Distributions/ChartFields

These are the ChartField values that you are to approve. You can change these values on the Maintain Requisitions - Form page and Maintain Requisitions - Schedule page.

See Also

[Chapter 16, “Creating Requisitions Online,” Entering Requisition Header Information, page 243](#)

[Chapter 16, “Creating Requisitions Online,” Entering Requisition Schedule Information, page 267](#)

[Chapter 18, “Approving Requisitions,” Approving Requisition ChartFields, page 306](#)

CHAPTER 19

Creating Requisition Change Orders

Once you create a requisition, you can track changes for that request. PeopleSoft Purchasing provides an audit trail to track changes made after a requisition has been approved, budget checked, or sourced to a purchase order, request for quote, or material stock request.

This chapter provides an overview of requisition change orders and discusses how to:

- Create requisition change orders.
- Review requisition change order history.

Understanding Requisition Change Orders

This section discusses requisition change orders and change order sequence numbers.

Requisition Change Orders

To use requisition change order tracking, you must set up the business unit for tracking. You can track requisition change orders for approved requisitions, sourced requisitions, or requisitions having a budget check status of “Valid.” When you update a requisition, you create or append it to a change order. With PeopleSoft Purchasing, you create change orders online using the requisition pages.

You can still make changes to a requisition after the purchase order has been created. You can’t decrease quantities with a requisition change order, only increase quantities.

To enable requisition change order processing:

1. Create or update the Requisition Change Order template.
2. Select a requisition change order option and assign a requisition change order template on the Purchasing Business Unit Options page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,”
Defining Requisition Change Order Templates

Change Order Sequence Numbers

A change order number identifies the batch of changes that you make to a requisition. The first time that you change a requisition, the system displays Change Order 1 in the requisition header. Each time that you make a major change to the requisition, the system increases the change order number by one.

A change sequence number tracks the sequence of changes made within each requisition at the header, line, and schedule levels. After the first requisition change, the system assigns a change sequence number to each change. These sequence numbers don't appear on the requisition, but when you review the requisition history, the sequence numbers appear. The system stores the original values for eligible fields as batch number 0, sequence number 0.

For example, suppose that you have a three-line requisition. After it is approved, budget checked or sourced, you make a change to the first line. At that point, the change order number is 1, the change sequence for the first line is also 1, and the change sequences for lines two and three are still 0, because you haven't changed those lines. Before you approve, budget check, or source this requisition, you make another change to line one. Now, the change sequence for the first line is 2. Then, after you approve, budget check or source the requisition, you make changes to lines one and three. Now, the change order number is 2, because you are making changes after creating change order number 1. Because this is the second time that you have changed line one, its change sequence is 3. Because you still haven't changed line two, its change sequence is still 0. And, because you have now changed line three for the first time, its change sequence is 1.

You use the Requisition Change Order template to define which fields trigger a change order through the online requisition pages. The requisition uses all of the fields selected in the Requisition Change Order template to trigger a change order.

Note. If your purchase order business unit is set to "Approved Requisition," a change to field on the approved line will result in change order sequencing.

Creating Requisition Change Orders

This section lists the steps to create requisition change orders online.

Page Used to Create Requisition Change Orders

Page Name	Object Name	Navigation	Usage
Maintain Requisitions - Requisition	REQ_FORM	Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition	Create and update requisitions online.

Creating Requisition Change Orders Online

To create a requisition change order online:

1. Access the Maintain Requisitions – Requisition page in Update/Display mode, and select the requisition that you want to change, if it has been sourced, approved, or budget checked.
2. Click the Create Header Change, Create Line Change, or Create Schedule Change button.
The system makes available the fields that are defined on the Requisition Change Order Template page.
3. The system displays the Change Order field and increments the change order requests for this requisition by 1.
You can change fields that are not included on the Change Order template at any time.

See Also

Chapter 16, “Creating Requisitions Online,” Creating Requisition Header Information, page 239

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,”
Defining Requisition Change Order Templates

Reviewing Requisition Change Order History

You can access and review a history of the change orders generated for specific requisitions. The system displays only the fields that were changed for each change order and the original values for all of the eligible fields for the line.

This section lists the pages used to review requisition change order history.

Pages Used to Review Requisition Change Order History

Page Name	Object Name	Navigation	Usage
Batch	REQ_CHANGE_BATCH	Purchasing, Requisitions, Review Requisition Information, Change History, Batch	View requisition change order batch.
Header	REQ_CHANGE_HDR	Purchasing, Requisitions, Review Requisition Information, Change History, Header	View requisition change order header history.
Line	REQ_CHANGE_LINE	Purchasing, Requisitions, Review Requisition Information, Change History, Line	View requisition change order line history.
Ship	REQ_CHANGE_SHIP	Purchasing, Requisitions, Review Requisition Information, Change History, Line	View requisition change order ship history.

CHAPTER 20

Using the Requisition Reconciliation WorkBench

This chapter provides an overview of the Requisition Reconciliation WorkBench and discusses how to use the Requisition Reconciliation Workbench.

Understanding the Requisition Reconciliation Workbench

You can use the requisition reconciliation workbench to retrieve, review, and modify multiple requisitions for the purpose of performing the following functions:

- Update a requisition.
- Maintain the distributions on a requisition.
- Reset the approval status of a requisition.
- Approve a requisition.
- Cancel a requisition.
- Close a requisition.
- Inquire about a requisition.

See Also

[Chapter 16, “Creating Requisitions Online,” Creating Requisition Header Information, page 239](#)

[Chapter 16, “Creating Requisitions Online,” Creating Requisition Lines, page 254](#)

[Chapter 16, “Creating Requisitions Online,” Entering Distribution Information, page 275](#)

Prerequisites

You must have the authority to perform the actions you specify against the requisitions you retrieve and select. Set this up on the User Preferences - Requisition Authorizations page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining Requisition User Authorizations

Using the Requisition Reconciliation Workbench

This section discusses how to:

- Select requisitions.
- Use the Requisition Reconciliation Workbench.
- View requisition lines.
- View requisition schedules.
- View processing results.

Pages Used to Use the Requisition Reconciliation Workbench

Page Name	Object Name	Navigation	Usage
Reconciliation WorkBench - Filter Options	REQ_RC_WB_SRCH	Purchasing, Requisitions, Reconcile Requisitions, Reconciliation Workbench, Reconciliation WorkBench - Filter Options	Select attributes to search for requisitions.
Reconciliation WorkBench	REQ_RC_WB	Purchasing, Requisitions, Reconcile Requisitions, Reconciliation Workbench, Reconciliation WorkBench - Filter Options Click the Search button to access the Reconciliation Workbench page.	Analyze, approve, dispatch, unapprove, cancel, and close requisitions.
Document Status Inquiry	PRCR_DOCSTAT_INQ	Click the Document Status button on the Reconciliation Workbench page.	View the document status inquiry.
Reconciliation Workbench - Requisition Lines	REQ_RC_WB_LN	Click the Lines button for a requisition on the Reconciliation Workbench page.	View the lines associated with the selected requisition.
Reconciliation Workbench - Requisition Schedules	REQ_RC_WB_SCHD	Click a Line number on the Reconciliation Workbench - Lines page.	View the schedules associated with the selected requisition.
Reconciliation Workbench - Requisition Distributions	REQ_RC_WB_DISTRIB	Click a Schedule number on the Reconciliation Workbench -Schedules page.	View the distribution associated with the selected requisition.
Reconciliation WorkBench - Processing Results	REQ_RC_WB_RSLT	Perform an action on the Reconciliation Workbench and the system displays the processing results.	Review the results returned when you take an action on selected requisitions.
Reconciliation Workbench - Processing Log	REQ_RC_WB_MSG	Click the Log button for a Not Qualified requisition on the Processing Results page.	View the message text stating why a requisition was not qualified for processing.

Selecting Requisitions

When using the Reconciliation Workbench, first select the desired requisition. You can specify the requisition selection criteria on the Filter Options page.

To save time and resources, we recommend that you always enter some selection criteria to reduce the number of records retrieved. This is especially useful in a high-volume environment.

Reconciliation WorkBench

Filter Options

Business Unit: US001 **WorkBench ID:** REQ_WB

Description: For Close

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition:
To:

Req Date:
To:

Activity Date:
To:

Due Date:
To:

Vendor ID:

Item ID:

Requester:

Status

☒ Open
 ☐ Approved
 ☐ Cancelled

Sourcing

☒ Available
 ☐ Complete

Chartfields

Reconciliation WorkBench - Filter Options page

Encumbrances

Open Encumbrances

If you are using commitment control, the Open Encumbrances check box displays as a search parameter. This check box enables you to search for requisitions that are tied to purchase orders with an open balance.

Chartfields

You can enter multiple ChartField combinations as search criteria. For example, you can search for requisitions in GL Unit US001 and Account 50000, as well as US005 and Account 1200.

Click Search to retrieve the selected information on the Requisition Reconciliation Workbench page.

See Also

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

Using the Requisition Reconciliation Workbench

When you click the Search button on the Filter Options page, the system will transfer you to the Reconciliation Workbench page.

Reconciliation WorkBench
Business Unit: US001 **WorkBench ID:** S
***Description:**

Select POs for Further Processing

List of Purchase Orders [Customize](#) | [Find](#) | [View 100](#) | [Download](#) First 1-10 of 168 Last

	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☒	0000000001		Dispatched	N	07/10/2000	10/11/2000	SCM0000004	Kenneth Schumacher	Standard			
☒	0000000002		Dispatched	N	07/10/2000	10/11/2000	SCM0000004	Blake, Scott	Standard			
☒	0000000003		Dispatched	N	07/10/2000	10/11/2000	SCM0000002	Kenneth Schumacher	Standard			
☒	0000000004		Dispatched	N	07/10/2000	10/11/2000	SCM0000003	Kenneth Schumacher	Standard			
☒	0000000006		Dispatched	N	07/10/2000	10/11/2000	SCM0000004	Kenneth Schumacher	Standard			
☒	0000000007		Open	N	07/10/2000	10/11/2000	SCM0000004	Becker, Christine	Standard			
☒	0000000008		Dispatched	N	07/10/2000	10/11/2000	SCM0000003	Kenneth Schumacher	Standard			
☒	0000000009		Dispatched	N	07/12/2000	07/12/2000	USA0000011	Kenneth Schumacher	No Match			
☒	0000000010		Dispatched	N	07/12/2000	04/24/2003	USA0000011	Kenneth Schumacher	Standard	1		
☒	0000000011		Dispatched	N	07/12/2000	10/11/2000	SCM0000004	Kenneth Schumacher	Standard			

Reconciliation WorkBench page

Requisition ID Click a requisition ID to access the corresponding requisition inquiry.

Document Status Click this button for the selected requisition, to access the Requisition Document Status page for the requisition.

Lines Click this button for the selected requisition, to access the Requisition Lines page.

After you have selected the requisitions that you want to process, use one of the Action buttons to perform the following actions on the selected requisitions:

Approve Click to change the status of the selected requisitions to Approved.

Unapprove Click to change the status of the selected requisitions to Open.

Cancel Click to cancel the selected requisitions and all lines.

Note. When canceling requisitions, the system does not create change orders.

Close Click to close the selected requisitions to further processing. To override requisitions that are not qualified and make them available for closing, select the requisition IDs and click the Continue button.

Save Click to save the selected requisitions.

Click the following links to access other pages within this component.

Set Filter Options	Click to access the Reconciliation WorkBench - Filter Options page, and enter selection criteria for a new subset of requisitions to review, modify, or take action on.
View Processing Results	Click to access the Processing Results page, where you can view the results of the actions that you have performed.

See Also

[Chapter 16, “Creating Requisitions Online,” Creating Requisition Header Information, page 239](#)

[Chapter 40, “Inquiring About Document Status,” page 721](#)

Viewing Requisition Lines

Access the Reconciliation Workbench - Requisition Lines page.

Select or clear requisition lines, or click Select All or Clear All. Click Return to Reconciliation Workbench to include the selected requisition lines for further processing.

List of Requisition Lines

Line	Click a line number to access the schedule for the line.

Viewing Requisition Schedules

Access the Reconciliation Workbench - Requisition Schedules page.

Sched Num (schedule number)	Click a schedule line number to access the associated distribution.

Viewing Processing Results

After you select the requisition, access the Reconciliation WorkBench - Processing Results page by selecting an action or by clicking the View Processing Resultslink.

Reconciliation WorkBench

Processing Results

Business Unit: US001 **WorkBench ID:** REQ_WB
Description: For Close

Select Reqs for Further Processing

☐ Show Budget Date

Not Qualified

View All | Download

	Requisition ID	Log
☐	0000000012	
☐	0000000080	
☐	0000000090	
☐	0000000091	
☐	0000000092	
☐	0000000104	
☐	0000000105	
☐	0000000107	
☐	0000000114	
☐	0000000126	

Qualified

Find | View 100 | Download

1-9 of 102

Requisition ID	Line	Sched	Distrib Line	
0000000005				
0000000014				
0000000015				
0000000016				
0000000017				
0000000018				
0000000019				
0000000020				
0000000021				

☒ Select All ☐ Clear All

Reconciliation WorkBench - Processing Results page

The system reviews the documents for the action taken on the Reconciliation Workbench page and determines whether the requisitions are qualified for that action.

When closing the requisition, the system displays a button that you can click to override the edits on selected lines that are not qualified. This makes the lines available for closing, and moves the lines to the qualified side.

Show Budget Date

Displays the budget date for action, which is used to determine the open period or allowable open date range for budget checking a requisition when you are using commitment control. The system updates the accounting dates with this date for the requisitions being closed or canceled by using the Requisition Reconciliation Workbench.

Log

Click to access the log for the selected nonqualified requisition. This usually states why the requisition was not qualified for the previous processing action.

Yes

Click to proceed with the processing of the qualified requisitions. The system prompts you to confirm this selection.

Delete

Click to cancel the processing.

CHAPTER 21

Reconciling Requisitions

This chapter provides an overview of the requisition reconciliation and discusses how to:

- Use requisition reconciliation.
- Reverse requisition reconciliation.

Understanding Requisition Reconciliation

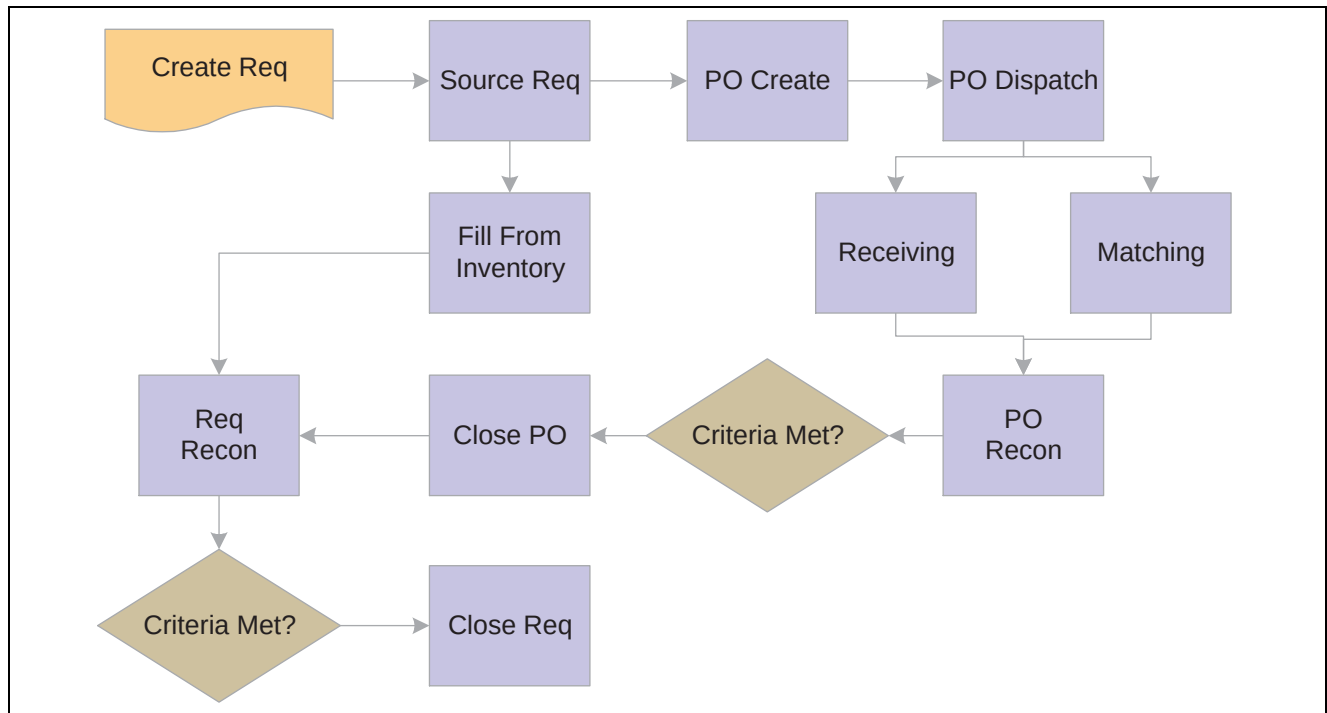
Use the Requisition Reconciliation process (PO_REQRCON) to close requisitions that are fully canceled or fully sourced and no longer need to be modified. When you run the Requisition Reconciliation process, it reconciles requisition-related settings and statuses to change the status of applicable requisitions to *C* (completed).

The benefit of this status change is that completed requisitions no longer show up in your list of available requisitions when you access requisition pages in update or display mode. These completed requisitions are also removed from the view in many other situations in which the available options have been set to exclude completed or canceled requisitions. Removing these requisitions from these prompts improves system performance and decreases the time required to find requisitions that you need to modify.

If commitment control is enabled, the Requisition Reconciliation process also sets the budget header and line statuses, the `KK_CLOSE_FLAG` option, and `PROCESS_MANUAL_CLOSE` option accordingly so that the Commitment Control Budget Processor process (FSPKBDP3) can liquidate pre-encumbrance budget amounts for outstanding requisitions.

Although the Requisition Reconciliation process is optional and you can run it at any time, you should run the process at the end of each month to help improve the efficiency of your requisitioning process. Schedule the Requisition Reconciliation process using PeopleSoft Process Scheduler or run it manually using the Reconcile Requisitions page.

To understand the Requisition Reconciliation process, it is important to know where the process fits in the PeopleSoft Purchasing transaction life cycle. This diagram illustrates the transaction flow leading to the Requisition Reconciliation process:



Transaction flow leading to the Requisition Reconciliation process

When you initiate the Requisition Reconciliation process from the Close Requisitions page, you have three processing options on the Process Scheduler Request page:

- Select Close Requisition Report (PORQ009) to produce the Requisition Reconciliation report.
- Select Close Requisitions (PO_REQRCON) to run the Requisition Reconciliation process.
- Select Close Requisitions (PO_REQRQ) to run the Requisition Reconciliation process and produce the Requisition Reconciliation report.

If necessary, you can run the Requisition Reopen process (PO_REQREOPN) to undo the changes made by the Requisition Reconciliation process.

See Also

[Chapter 21, “Reconciling Requisitions,” Running the Requisition Reconciliation Application Engine Process , page 324](#)

[Chapter 11, “Using Commitment Control,” Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing, page 144](#)

PeopleSoft PeopleTools PeopleBook: Process Scheduler, "Submitting and Scheduling Process Request," Scheduling a Process Request

Describing Requisition Reconciliation Criteria

To understand how the Requisition Reconciliation process functions, you must know the criteria that the process uses to close a requisition. The process references the settings and statuses of several criteria to determine that a requisition is ready to be closed and that it does not need to be accessed for modifications in the future.

The following table details the business-related criteria referenced by the Requisition Reconciliation process and the settings and statuses that must be met to qualify for closure. Each of the criteria discussed must be met for the Requisition Reconciliation process to close a requisition.

The settings and statuses referenced by the Requisition Reconciliation process include a sourcing requirement that requires all lines on a requisition to be accounted for on a purchase order (PO) to qualify for closure. Sourcing requirements can also be met if the requisition lines are fulfilled using the inventory demand functionality or a combination of the two sourcing options.

General Criteria	Qualifying Setting or Status
Close Days The Close Days field on the Purchasing Definition - Business Unit Definition page specifies the number of days beyond a requisition last activity date during which a requisition cannot be closed. The value for the Close Days field creates a grace period during which you can make changes to a requisition after the requisition qualifies to be closed, but before the requisition closes. If you leave the Close Days field blank, the system uses zero close days.	The Requisition Reconciliation process verifies that the number of close days defined for the requisition Purchasing business unit have elapsed. The system adds the Close Days value to the last activity date to determine whether the required number of grace period days have passed. For example, for a Requisition Reconciliation process run date of 08/31/2000, suppose that the last activity date for the requisition is 08/25/2000, and the close days is set to five days. In this example, the process would close the requisition.
Cancel Days The Cancel Days field on the Purchasing Definition - Business Unit Definition page specifies the number of days beyond a requisition's last activity date during which the canceled requisition cannot be closed. The value for the Cancel Days field creates a grace period during which a canceled requisition cannot be closed. If you leave the Cancel Days field blank, the system uses zero cancel days. Cancel days is a business unit attribute; therefore, the system omits the cancel days calculation when the Reconcile Requisitions page specifies a specific requisition ID.	The value for the Cancel Days field works in the same way as the value for the Close Days field, but for canceled requisitions. The Requisition Reconciliation process verifies that the number of cancel days defined for the requisition's PeopleSoft Purchasing business unit has elapsed. The system adds the value for the Cancel Days field to the last activity date to determine whether the required number of grace period days have passed. Note. The Requisition Reconciliation process does not change the line status from <i>Canceled</i> to <i>Complete</i>. However, it does change the header status to <i>Complete</i>. The requisition line status remains <i>Canceled</i>, so that you can distinguish canceled lines from closed lines.

This table lists the record-level criteria that must be met for a requisition to qualify for closure.

Record-Level Criteria	Qualifying Setting/Status
PO Status	The Requisition Reconciliation process verifies that the POs to which the requisition lines are sourced have a <i>Completed</i> status.

Record-Level Criteria	Qualifying Setting/Status
Activity Date The system updates this date on the requisition when you save your requisition.	The Requisition Reconciliation process adds criteria such as close days and cancel days to the last modified date and time on the requisition Activity Log page. Then, the process compares the resulting date to the Requisition Reconciliation process run date (current date) to determine whether it can close the requisition. You can view activity date values by writing an SQL statement against the PS_REQ_HDR record and looking at the ACTIVITY_DATE field.
Distribution Line Status	The Requisition Reconciliation process verifies that the requisition distribution line status is set to <i>X</i> (canceled) or <i>P</i> (processed). A requisition has a status of <i>P</i> after it is sourced to a PO or copied to a request for quote.
Entry Event Status	If commitment control is enabled, the Requisition Reconciliation process verifies that you have Entry Event checked the row.

Using these criteria, the Requisition Reconciliation process closes a requisition if any one of the following is true:

- The requisition status is *Canceled* (PS_REQ_HDR.REQ_STATUS = *X*), and the last activity date is less than or equal to the current date minus the close days:
(Last Activity Date) <= (Current Date) – (Close Days)
- The requisition has been sourced to a PO (PS_REQ_LN_DISTRIB.DISTRIB_LN_STATUS = *P*), the PO status is *Completed*, and the last activity date is less than or equal to the current date minus the close days:
(Last Activity Date) <= (Current Date) – (Close Days)
- The requisition has been sourced to inventory (PS_REQ_LN_DISTRIB.DISTRIB_LN_STATUS = *P*), and the last activity date is less than or equal to the current date minus the close days:
(Last Activity Date) <= (Current Date) – (Close Days)

You can view requisition header information (PS_REQ_HDR) and requisition distribution information (PS_REQ_LN_DISTRIB) by accessing the requisition online or by writing an SQL statement against the mentioned tables as necessary.

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 24

Describing Requisition Reconciliation Changes to Requisition Statuses

A requisition's distribution lines, schedules, lines, and header can be closed in intervals by the Requisition Reconciliation process. Distribution lines close first, followed by the schedules, lines, and the header. Therefore, it is possible to have a distribution line close before the rest of the requisition.

For example, suppose that a requisition contains 20 lines each with two schedules. When the necessary distributions close, the schedule qualifies for closure. Once the two schedules close for a line, the line closes. When the 20 lines close, the requisition closes.

When you run the Requisition Reconciliation process, it changes the status of all requisitions that meet reconciliation criteria as shown in the following tables:

Requisition Distribution Line	Updated Status
DISTRIB_LN_STATUS	<i>C</i> (completed) unless the distribution line was canceled, in which case the status remains <i>X</i>
PROCESS_MANUAL_CLOSE	<i>Y</i> (yes)
PC_DISTRIB_STATUS	<i>N</i> (none)
BUDGET_LINE_STATUS (If commitment control is used.)	<i>N</i> (not checked)
KK_CLOSE_FLAG (If commitment control is used.)	<i>Y</i> (yes)
KK_TRAN_OVER_FLAG (If commitment control is used.)	<i>N</i> (no)

Requisition Schedule Line	Updated Status
CURR_STATUS	<i>C</i> (closed) unless the schedule was canceled, in which case the status remains <i>X</i>

Requisition Line	Updated Status
CURR_STATUS	<i>C</i> (closed) unless the line was canceled, in which case the status remains <i>X</i>

Requisition Header	Updated Status
REQ_STATUS	C (completed)
ACTIVITY_DATE	Run Date
BUDGET_HDR_STATUS (If commitment control is used.)	N (not checked)
IN_PROCESS_FLG	N (no)

See Also

[Chapter 31, “Reconciling Purchase Orders,” page 585](#)

[Chapter 11, “Using Commitment Control,” Commitment Control and PeopleSoft Purchasing Reconciliation Processes, page 150](#)

Using Requisition Reconciliation

This section discusses how to run the Requisition Reconciliation Application Engine Process.

You can use the Requisition Reconciliation Workbench to preview the results of the Requisition Reconciliation process on selected transactions. Once you confirm that the process will produce your desired results, you can run the Requisition Reconciliation process from the Requisition Reconciliation Workbench.

See Also

[Chapter 20, “Using the Requisition Reconciliation WorkBench,” page 311](#)

Page Used to Reconcile Requisitions

Page Name	Object Name	Navigation	Usage
Close Requisitions	RUN_REQRECON	Purchasing, Requisitions, Reconcile Requisitions, Close Requisitions	Run the Requisition Reconciliation process and produce the Requisition Reconciliation report (PORQ009).

Running the Requisition Reconciliation Application Engine Process

Access the Close Requisitions page.

Process Requests Parameters

Requisition Run Option	Determines which requisitions are selected for the Requisition Reconciliation process. Values are: <i>1 Bus Unit</i> (one business unit): Reconciles all of the requisitions for a single business unit. If you select this value, you may enter business unit and ChartField criteria. <i>1 Document</i> : Reconciles a single requisition within a single business unit. If you select this value, you may enter business unit, requisition ID, and ChartField criteria. <i>All Bus</i> (all business units): Reconciles all of the requisitions for all of your business units. If you select this value, all of the other fields on the page are unavailable for entry.

ChartField Criteria

Use the ChartField Criteria group box to select requisitions for processing based on ChartField values. This option is useful if you are using commitment control and want to process requisitions based on ChartField values.

Accounting Date for Action	This date is used to determine the open period or allowable open date range for budget checking a requisition when you are using commitment control. The system updates the accounting date with this date for the requisitions that are closed by the Requisition Reconciliation process.
Update Budget Date Equal to Accounting Date	Select to make your budget date the same as the accounting date.

See Also

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

Reversing Requisition Reconciliation

This section lists the page used to reverse requisition reconciliation.

PeopleSoft Purchasing provides the Requisition Reopen process to undo changes made by the Requisition Reconciliation process. The process reverses the effects of the Requisition Reconciliation process on the most recently processed group of requisitions.

Running this process returns each requisition status to its status prior to the last run of the Requisition Reconciliation process. This does not mean that running this process reopens each requisition. If a requisition’s status prior to being closed by the last run of the Requisition Reconciliation process was canceled, running the Requisition Reopen process on the requisition returns its status to canceled. If a requisition’s status was open prior to the Requisition Reconciliation process, running the Requisition Reopen process returns its status to open.

See Also

Chapter 11, “Using Commitment Control,” Running the Comm. Cntrl. Budget Processor COBOL Process in PeopleSoft Purchasing, page 144

Page Used to Reverse Requisition Reconciliation

Page Name	Object Name	Navigation	Usage
Reopen Closed Reqs (reopen closed requisitions)	RUN_PO_REQREOPEN	Purchasing, Requisitions, Reconcile Requisition, Reopen Requisitions, Reopen Closed Reqs	Run the Requisition Reopen process.

CHAPTER 22

Reviewing Requisition Information

This chapter provides an overview of requisition inquiries and discusses how to:

- Use requisition inquiries.
- Use the Requisition Workbench.
- Review requisition accounting line entries.
- Review requisition entry event journal entries.

Understanding Requisition Inquiries

You can use the Requisition Inquiry page and Requisition Workbench page to view line-by-line information for your requisitions, as well as access pages that contain more details about a selected requisition. Use these pages to view requisition approval history, line details, and header comments.

Using Requisition Inquiries

This section discusses how to:

- Enter requisition inquiry selection criteria.
- View requisition information.
- View requisition line details.
- View requisition schedule details.
- View requisition distribution details.
- View requisition-to-purchase-order (PO) information.
- View requisition-to-receipt information.
- View requisition-to-material stock request (MSR) information.

Pages Used to Use Requisition Inquiries

Page Name	Object Name	Navigation	Usage
Requisition Inquiry	REQ_INQ_SELECT	Purchasing, Requisitions, Review Requisition Information, Requisitions After you enter your search criteria, click the OK button on the Requisitions Inquiry page.	Enter criteria for selecting requisitions to view on the Requisitions Inquiry page. When accessed by clicking the Search link, the page name is Selection Criteria.
Vendor Lookup	VENDOR_LOOKUP_SEC	Click the Vendor Lookup option on the Requisition Inquiry page.	Search for vendors.
Vendor Detail	VENDOR_LOOKUP_DTL	Click the Vendor Detail option on the Requisition Inquiry page.	View vendor details.
Requisitions (inquiry)	REQ_INQ_LOOKUP	Purchasing, Requisitions, Review Requisition Information, Requisitions	Review requisition information.
Line Details	REQ_INQ_LINE	Click the Requisition link on the Requisitions Inquiry page.	View line information for selected requisitions.
Item Description	REQ_ITM_DESCR	Select the item name link on the Line Details page. The item name link is composed of the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
Line Comments	REQ_INQ_COMMENTS	Click the Comments button on the Line Details page.	View line comments for a transaction.
Shipment Details	REQ_INQ_SCHED	Click the Schedule Details link on the Line Details page.	View shipment schedule information about a requisition line.
Requisition Ship To Address	PO_SHIPTO_ADDR	Select the Ship To link on the Shipment Details page.	View address details for the location relevant to the page from which this page is accessed. If you've identified the address as a "one-time address," you see that information on this page.
Distribution Information	REQ_INQ_DIST	Click the Distrib Details Display link on the Shipment Details page.	View distribution details for the selected schedule line.

Page Name	Object Name	Navigation	Usage
Drop Shipment	REQ_INQ_DROPSHIP	Click the Drop Shipment link on the Shipment Details page.	View details about the sales order from which this drop shipment requisition was created.
Header Comments	REQ_INQ_COMMENTS	Click the Header Comments option on the Requisitions Inquiry page.	View header comments for a transaction.
Catalog Hierarchy	CAT_PARENTAGE_SEC	Click the View Hierarchy option on the Line Details page.	View information about where a category resides in the catalog tree hierarchy.
Approval History	REQ_INQ_APPROVAL	Click the Approval History link on the Requisitions Inquiry page.	Display the approval history for selected requisitions.
Requisition to RFQ List (requisition to request for quotation list)	REQ_INQ_RFQ	Click the Show RFQ or On RFQ link on the Requisitions Inquiry page.	View information for RFQs created from selected requisitions.
All Vendors	RFQ_VNDR_BY_RFQ	Click the Vendors by Quote link on the Requisition to RFQ List page.	View vendor information listed by RFQ.
Requisition to Purchase Order List	REQ_INQ_PO	Click the Show PO or On PO link on the Requisitions Inquiry page.	View information for POs created from selected requisitions.
Purchase Order - Form Inquiry	PO_LINE_INQ	Click the PO Inquiry link on the Requisition to Purchase Order List page.	View detailed PO information.
Requisition Receipts List	REQ_INQ_RECV	Click the Show Receipts or Received link on the Requisitions Inquiry page.	View receipt information associated with selected requisitions.
Requisition to MSR List (requisition to material stock request list)	REQ_INQ_MSR	Click the Show MSR or On MSR link on the Requisitions Inquiry page.	View information for MSRs created from selected requisitions.
Stock Requests Inquiry	ORDER_INQ_INV	Click the Stock Request Inquiry link on the Requisition to MSR List page.	View detailed information about the stock request for a selected requisition.
Requisition to Voucher List	REQ_INQ_VCHR	Click the Show Voucher/Payment or On Voucher link on the Requisitions Inquiry page.	View information for vouchers associated with selected requisitions.
Voucher Inquiry	AP_VOUCHER_INQUIRY	Click the Voucher Inquiry link on the Requisition to Voucher List page.	View voucher information.

Page Name	Object Name	Navigation	Usage
Voucher Payments	VCHR_PAYMENT_PNL	Click the Payment Information link on the Requisition to Voucher List page.	View voucher payment information.
Req DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Requisitions, Review Requisition Information, Document Status, Req DOC Status	Access and review information about procurement documents associated with a requisition.

Entering Requisition Inquiry Selection Criteria

Access the Requisition Inquiry page.

Vendor Set ID	This field is unavailable for entry if you have selected a business unit.
Item SetID	This field is unavailable for entry if you have selected a business unit.
Drop Ship	Select to view requisitions designated for drop shipment.

Viewing Requisition Information

Access the Requisitions (Inquiry) page.

Status Tab

On RFQ (on request for quotation)	Select the linked <i>Y</i> or <i>P</i> values to access the Requisition to RFQ List page. <i>Y</i> (yes): All lines appear on RFQs. <i>P</i> (partial): Some lines appear on RFQs.
On PO (on purchase order)	Select the linked <i>Y</i> or <i>P</i> to access the Requisition to Purchase Order List page. <i>Y</i> (yes): All lines appear on POs. <i>P</i> (partial): Some lines appear on POs.
Drop Ship	Select the linked <i>Y</i> to access the Line Details page, where you can view requisition schedule drop shipment information. <i>Y</i> (yes): The requisition is designated for drop shipment.
Received	Select the linked <i>Y</i> or <i>P</i> to access the Requisition Receipts List page. <i>Y</i> (yes): All lines appear on receipts. <i>P</i> (partial): Some lines appear on receipts.
On MSR (on material stock request)	Select the linked <i>Y</i> or <i>P</i> to access the Requisition to MSR List page. <i>Y</i> (yes): All lines appear on MSRs. <i>P</i> (partial): Some lines appear on MSRs.
On Voucher	Select the linked <i>Y</i> or <i>P</i> to access the Requisition to Voucher List page. <i>Y</i> (yes): All lines appear on vouchers.

P (partial): Some lines appear on vouchers.

See Also

[Chapter 22, “Reviewing Requisition Information,” Viewing Requisition-to-PO Information, page 332](#)

[Chapter 22, “Reviewing Requisition Information,” Viewing Requisition-to-Receipt Information, page 332](#)

[Chapter 22, “Reviewing Requisition Information,” Viewing Requisition-to-MSR Information, page 332](#)

Viewing Requisition Line Details

Access the Line Details page.

More Tab

UPN ID (universal product number ID)	Displays the universal product number ID.
GPO ID (group purchasing organization ID)	Displays the group purchasing organization ID.
GPO Contract Number (group purchasing organization contract number)	Displays the group purchasing organization contract number.
Device Tracking	If this check box is selected, then the item is flagging for device tracking.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Using Group Purchasing Organizations”

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using UPNs

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using Device Tracking

Viewing Requisition Schedule Details

Access the Shipment Details page.

Ship To Locations	Click this link to access the Requisition Ship To Address page, where you can view the ship to address, including a one-time address for this requisition.
Revision	Displays the manufacturer product revision number of the item being ordered. If the ship to is an inventory business unit, and the item is under revision control in that business unit, the revision defaults to that effective on the due date.

Viewing Requisition Distribution Details

Access the Distribution Information page.

Details

Location Displays the internal distribution destination of the item. The internal destination can differ from the ship to location on the schedule. For example, the ship to location of the schedule can be corporate headquarters, and the distribution location can be a specific supply room.

See Also

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

Viewing Requisition-to-PO Information

Access the Requisition to Purchase Order List page.

More Tab

Open Qty (open quantity) Displays the quantity remaining to be sourced to a PO.
Open Amt (open amount) Displays the amount remaining to be sourced to a PO.
Change Order Displays a change order number, if applicable.

Viewing Requisition-to-Receipt Information

Access the Requisition Receipts List page.

Recv Qty (received quantity) Displays the quantity delivered for the requisition line.
Business Unit Displays the receiving business unit.
Description Displays the receipt unit of measurement.

Viewing Requisition-to-MSR Information

Access the Requisition to MSR List page.

Details

Business Unit Displays the inventory business unit.
Demand Source Displays the source of the stock request. Values are:
IN:(PeopleSoft Inventory material request).
OM: (PeopleSoft Order Management sales order).
PL: (PeopleSoft Planning requisition).
PO: (PeopleSoft Purchasing sourced demand).
PR: (PeopleSoft Purchasing requisition).

RT: (material return).

SF: (PeopleSoft Production request).

Order No (order number)	Displays the stock request order number, often associated with the requisition ID number.
Order Line	Displays the order line on the stock request order that is associated with the selected requisition line number. Essentially, the stock request order line number and the requisition line number both reference the item that is being requisitioned and requested from inventory.
Sched Line No (schedule line number)	Displays the schedule line number for the stock request order.

Using the Requisition Workbench

This section discusses how to:

- Enter Requisition Workbench selection criteria.
- View Requisition Workbench information.

The Workbench - Requisitions page provides the same information as the Requisition Inquiry page, plus more details about MSRs, interunit receipts, and external shipments.

See Also

[Chapter 22, “Reviewing Requisition Information,” Viewing Requisition Line Details, page 331](#)

Pages Used to Use the Requisition Workbench

Page Name	Object Name	Navigation	Usage
Requisition Workbench	REQ_WB_SELECT	Purchasing, Requisitions, Review Requisition Information, Workbench After you enter your search criteria, click the OK button on the Requisitions Workbench page.	Enter selection criteria for requisition information to be retrieved to the Workbench - Requisitions page.
Requisitions - Req Workbench (requisition workbench)	REQ_WB_LOOKUP	Purchasing, Requisitions, Review Requisition Information, Workbench, Requisitions	View and work with requisition information that has been retrieved according to your selection criteria. You can view the status of requisitions and service orders, and navigate to their details.
Line Details	REQ_INQ_LINE	Click the Requisition link on the Workbench - Requisitions page.	View line information for selected requisitions.

Page Name	Object Name	Navigation	Usage
Item Description	REQ_ITM_DESCR	Click the item name link on the Line Details page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
Shipment Details	REQ_INQ_SCHED	Click the Schedule Details button on the Line Details page.	View shipment schedule information about a requisition line.
Distribution Information	REQ_INQ_DIST	Click the Distribution button on the Shipment Details page.	View distribution details for the selected schedule line.
Drop Shipment	REQ_INQ_DROPSHIP	Click the Drop Shipment link on the Shipment Details page. Click the Drop Ship link on the Workbench - Requisitions page.	View details about the sales order from which this drop shipment requisition was created.
Approval History	REQ_INQ_APPROVAL	Click the Approval History button on the Workbench - Requisitions page.	Display the approval history for selected requisitions.
Header Comments	REQ_INQ_COMMENTS	Click the Header Comments button on the Workbench - Requisitions page.	View header comments for a transaction.
Line Comments	REQ_INQ_COMMENTS	Click the Line Comments option on the Line Details page.	View line comments for a transaction.
Requisition to RFQ List (requisition to request for quotation list)	REQ_INQ_RFQ	Click the On RFQ link on the Workbench - Requisitions page.	View information for RFQs created from selected requisitions.
All Vendors (inquiry)	RFQ_VNDR_BY_RFQ	Click the Vendors by Quote link on the Requisition to RFQ List page.	View vendor information listed by RFQ.
Requisition to Purchase Order List	REQ_INQ_PO	Click the On PO link on the Workbench - Requisitions page.	View information for POs created from selected requisitions.
Maintain Purchase Order - Purchase Order Inquiry	PO_LINE_INQ	Click the PO Inquiry link on the Requisition to Purchase Order List page.	View detailed PO information.
Requisition Receipts List	REQ_INQ_RECV	Click the On Received link on the Workbench - Requisitions page.	View receipt information associated with selected requisitions.

Page Name	Object Name	Navigation	Usage
Requisition to MSR List (requisition to material stock request list)	REQ_INQ_MSR	Click the MSR Not Shipped link on the Workbench - Requisitions page.	View information for MSRs created from selected requisitions.
Stock Requests Inquiry	ORDER_INQ_INV	Click the Stock Request Inquiry link on the Requisition to MSR List page or Requisition to Interunit MSR List page.	View detailed information about the stock request for a selected requisition.
Requisition to Interunit MSR List (requisition to interunit material stock request list)	REQ_INQ_IURECV	Click the Inter Unit Receipt link on the Workbench - Requisitions page.	View MSR information for a requisition with an associated interunit receipt. A requisition line must be associated with an interunit receipt for this page to be accessible.
Serial/Lot Detail	REQ_INQ_IUSER	Click the Item ID link on the Requisition to Interunit MSR List page.	View lot and serial number information for lot- and serial-controlled items. The item on the requisition line must be serial- or lot-controlled for this page to be accessible.
Requisition to Voucher List	REQ_INQ_VCHR	Click the On Voucher link on the Workbench - Requisitions page.	View information for vouchers associated with selected requisitions.
Voucher Inquiry	AP_VOUCHER_INQUIRY	Click the Voucher Inquiry link on the Requisition to Voucher List page.	View voucher information.
Voucher Payments	VCHR_PAYMENT_PNL	Click the Payment Information link on the Requisition to Voucher List page.	View voucher payment information.

Entering Requisition Workbench Selection Criteria

Access the Requisition Workbench page.

Selection Criteria			
System Source:	BPO	Loader BU:	
Business Unit:		From Req Due Date:	05/12/2003
Requester:	WENDYCHO	To:	09/10/2003
Requester Name:	Wendy Cho	Requisition ID:	
Item SetID:		Requisition Date:	
Item ID:		To:	
		Req Status:	
		Origin:	
		Description:	

Sourcing Activity	
☒ Reqs Never Sourced	Apply Activity Dates
From Activity Date:	To Activity Date:
Sourced to Purchase Order	
All	PO Activity Dates
	From Due Date:
	To Due Date:
	From Receipt Date:
	To Receipt Date:
Sourced to Material Stock Request	
All	MSR Activity Dates
	From Schedule/Ship:
	To Schedule/Ship:
	From Receipt Date:
	To Receipt Date:
MSR Type	
All	

Requisition Workbench - Selection Criteria page

Enter selection criteria that enables you to view the status of a specific requisition and check where it is in the process flow from sourced to received.

You can also enter criteria that enables you to view all requisitions for a specific requester that have been sourced to a PO, received, or sourced to an MSR.

System Source	Displays the source of the Purchasing Requisition Loader process (PO_REQLOAD) that processed the purchase requests to retrieve.
Loader BU (Purchasing Requisition Loader process business unit)	Displays the business unit of the Purchasing Requisition Loader process that loaded the purchase request to retrieve.

Note. When using the Requisition Workbench page to search for requisitions originating from PeopleSoft Field Service, the Loader BU value should be the same as your PeopleSoft CRM Field Service and PeopleSoft CRM Support business unit.

Business Unit	Displays the business unit of the requisitions to retrieve. If you have entered a value in the Loader BU and System Source fields, this field is populated with the business unit value designated for the Loader BU/System Source combination on the Req Loader Defaults page.

Sourcing Activity

Use the Sourcing Activity group box to further define the selection criteria.

Reqs Never Sourced	Select to retrieve information about requisitions that have no sourcing activity. If you do not select this option, the search that you carry out excludes requisitions with no sourcing activity.
Apply Activity Dates	Select to apply the From Activity Date/To Activity Date values to the PO Activity Dates and MSR Activity Dates fields.
From Activity Date/To Activity Date	Displays the range of activity dates for which you want to retrieve requisition information. Select Apply Activity Dates to apply the date range that you enter.

Sourced to Purchase Order

Use the Source to Purchase Order group box to further refine the types of requisitions to be retrieved. Only requisition IDs that exist on PO distributions are eligible for retrieval by using these criteria.

In the drop-down list box, select from the following PO process flow attributes. Requisitions that have been sourced to POs with the selected attributes are retrieved in your search:

All: All qualifying requisition lines are retrieved.

All Except Drop Shipments: All qualifying requisition lines that are not drop shipments are retrieved.

POs Drop Shipments Only: All qualifying requisition lines that are drop shipments are retrieved.

POs Not Received: All qualifying requisition lines that do not exist on active receipt distributions are retrieved. Selecting this value enables the retrieval of drop shipment lines as well.

POs Not Received Plus DropShip: All qualifying requisition lines that do not exist on active receipt distributions and are not drop shipments are retrieved.

POs Received: All qualifying requisition lines that exist on an active receipt distribution are retrieved.

From Receipt Date/To Receipt Date	The receipt date range (from RECV_HDR) is used by the system only when the <i>All</i> , <i>All Except Drop Shipments</i> , and <i>POs Received</i> Sourced to Purchase Order options are selected.

PO Activity Dates

Use the PO Activity Dates group box to further limit the range of requisition lines retrieved based on the PO line ship due date on associated POs.

From Due Date/To Due Date	Displays the range of PO line ship due dates for which you want to retrieve requisition information. This date range is used by the system for any sourced to PO options that are selected.

Sourced to Material Stock Request

Use the Sourced to Material Stock Request group box to refine the types of requisitions to be retrieved. Requisitions that have been sourced to MSRs with the selected attributes are retrieved in your search.

You can use the options available in the two drop-down list boxes either individually or in tandem to create combinations of selection criteria. The first drop-down list box containing the *All*, *Not Shipped*, and *Shipped* options enables you to select MSRs in those statuses. Selecting an option in the second drop-down list box further refines your selection by limiting the MSRs retrieved to the type selected.

Note. Selecting *Not Shipped* and the MSR type *InterUnits Received* does not return any results.

MSR Activity Dates

Use the MSR Activity Dates group box to further limit the range of requisition lines retrieved based on MSR ship and schedule dates.

From Schedule/Ship To Schedule/Ship	Displays the range of MSR ship and schedule dates for which you want to retrieve requisition information. For MSRs that are not shipped, the system checks against the MSR SCHED_DATE. For shipped MSRs, the system checks against the MSR SHIP_DATE.

MSR Type

Use the MSR Type group box to limit the MSRs retrieved to the type selected. Using the MSR Type option in combination with the other search criteria available in the Sourced to Material Stock Request group box enables you to further refine your search.

Note. Selecting *Not Shipped* and the MSR type *InterUnits Received* does not return any results.

Select MSR attributes:

All: All qualifying requisition lines are retrieved for which requisition IDs exist on MSRs.

All InterUnits: All qualifying interunit transfer requisition lines are retrieved.

External Shipments: All qualifying requisition lines are retrieved for which external shipments exist.

InterUnits Not Received: All qualifying interunit transfer requisition lines that have not been received are retrieved.

InterUnits Received: All interunit transfer requisition lines that have been received.

Click OK to access the Workbench - Requisitions page, where you can view and work with requisition information that has been retrieved according to your Requisition Workbench selection criteria.

See Also

Chapter 17, “Using the Requisition Loader,” Running the Purchasing Requisition Loader Application Engine Process, page 289

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Using Requisition Loader Defaults and Overrides

PeopleSoft CRM Field Service PeopleBook: “Defining Business Units in PeopleSoft CRM Field Service”

PeopleSoft CRM Support PeopleBook: “Defining Call Center Business Units”

Viewing Requisition Workbench Information

Access the Workbench - Requisitions page.

Status Tab

MSR Not Shipped

Designates if the requisition is tied to an MSR that has not been shipped. Values are:

Y (yes): The MSR has not been shipped.

P (partial): A partial quantity on the MSR has not been shipped.

Select the linked *Y* and *P* statuses to access the Requisition to MSR List page.

MSR Shipped

Designates if the requisition is tied to an MSR that has been shipped. Values are:

Y (yes): The MSR has been shipped.

P (partial): A partial quantity on the MSR has been shipped.

Select the linked *Y* and *P* statuses to access the Requisition to MSR List page.

External MSR

Designates if the selected requisition has been sourced to an MSR to be shipped to a customer location. Values are:

Y (yes): The entire requisition has been sourced or shipped to the external MSR.

P (partial): A partial quantity on the requisition has been sourced or shipped to the external MSR.

Select the linked *Y* and *P* statuses to access the Requisition to MSR List page.

Inter Unit Receipt

Designates if the requisition involves an interunit receipt. Values are:

Y (yes): All lines appear on interunit receipts.

P (partial): Some lines appear on interunit receipts.

Select the linked *Y* and *P* statuses to access the Requisition to Interunit MSR List page.

See Also

[Chapter 22, “Reviewing Requisition Information,” Viewing Requisition Information, page 330](#)

[Chapter 22, “Reviewing Requisition Information,” Viewing Requisition-to-MSR Information, page 332](#)

Reviewing Requisition Accounting Line Entries

This section discusses how to:

- Enter requisition accounting line entry selection criteria.
- Review requisition accounting line entries.

You can review both standard entries and supplemental (entry event) entries, when Commitment Control is enabled on the Installation Options - Products page.

See Also

[Chapter 13, “Using Entry Events,” page 179](#)

Pages Used to Review Requisition Accounting Line Entries

Page Name	Object Name	Navigation	Usage
Selection Criteria (for requisition accounting line entries)	REQ_ACTG_LN_SELECT	Purchasing, Requisitions, Review Requisition Information, Accounting Entries	Select the criteria that you want to view on the Requisition Accounting Entries page. Filter criteria by requisition range, business unit, fiscal year range, requisition status, and ChartField combinations.
Requisition Accounting Entries	REQ_ACTG_LN_LOOKUP	Purchasing, Requisitions, Review Requisition Information, Accounting Entries, Requisition Accounting Entries	Review accounting line entries.

Entering Requisition Accounting Line Entry Selection Criteria

Access the Selection Criteria (for requisition accounting line entries) page.

This inquiry displays standard or supplemental (entry event) entries. You can also choose to view both types.

Accounting Line View Option

Select from these types of views:

Standard: Select to view standard accounting entries.

Supplemental (Entry Event): Select to view entry event accounting entries.

View Both: Select to view both standard and supplemental accounting entries.

Note. If entry events are disabled, the options in this box are not available. However, you are still able to inquire about standard accounting entries.

Ledger Group

Select the ledger group for which you want to view accounting lines. The available options are defined at the business unit level. If a commitment detail ledger has been selected for that commitment control ledger group on the Ledgers For A Unit - Commitment Control Options page, the selected commitment control ledger group appears as the default ledger group here.

Reviewing Requisition Accounting Line Entries

Access the Requisition Accounting Entries page.

To properly generate entry event accounting entries, the Entry Event Generator should be run each time that the budget check process is run. When the Entry Event Generator is run more than once, it does not replace the existing entries. Instead, it creates a new set of entries for that transaction by increasing the Unpost Sequence Number instead. The entire entry event history for a transaction appears on the Requisition Accounting Entries page. The values in the Unpost Seq (unpost sequence) field display every entry event post process.

Standard accounting entries are created by the budget check process. When the budget check process is run again, it deletes the existing entries for that transaction and re-creates a new set of entries for that transaction, so that the value in the Unpost Seq field is always 0 (zero) for standard entries.

Accounting Entries

Requisition ID	Click this link to access the Requisition Inquiry page, where you can view the vendor ID and other requisition details.
Trans Type (transaction type)	Displays the journal template or source transaction. If it is a standard accounting entry, a source transaction appears. If it is an entry event accounting entry, a journal template appears.
Unpost Seq (unpost sequence)	Indicates the number of times that the Entry Event Generator has been run. For standard entries, the value is always 0. For supplemental entries, the value is 0 the first time that the Entry Event Generator is run, 1 the second time, and so on.
Monetary Amount	Click to access the Activity Log page, where you can view basic activity information.
Closed Value	Indicates whether the transaction has been closed. Values are: Y: Closed. N: Open. When a transaction is closed, the Budget Processor liquidates all of its remaining unliquidated commitment control ledger amounts.
Journal ID	For standard entries, displays the journal ID. For supplemental entries, displays the commitment control ID.
Reference Reversal ID	Displays the PO ID associated with the reversal accounting entry lines.

See Also

Chapter 27, “Approving Purchase Orders,” Approving PO ChartFields, page 538

Chapter 27, “Approving Purchase Orders,” Approving PO Amounts, page 537

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Accounting Calendars”

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

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Inquiring on Budgets and Transaction Activities,” Viewing the Activity Log

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Commitment Control Source Transaction Types”

Reviewing Requisition Entry Event Journal Entries

This section lists the page used to view requisition entry event journal entries.

Page Used to View Requisition Entry Event Journal Entries

Page Name	Object Name	Navigation	Usage
PO Requisition Drillback	EE_REQ_DRILL	Purchasing, Requisitions, Review Requisition Information, EE Journal Entries, PO Requisition Drillback	Drilldown to GL and view entry event journals for your requisitions.

See Also

Chapter 13, “Using Entry Events,” page 179

CHAPTER 23

Managing Requests for Quotes

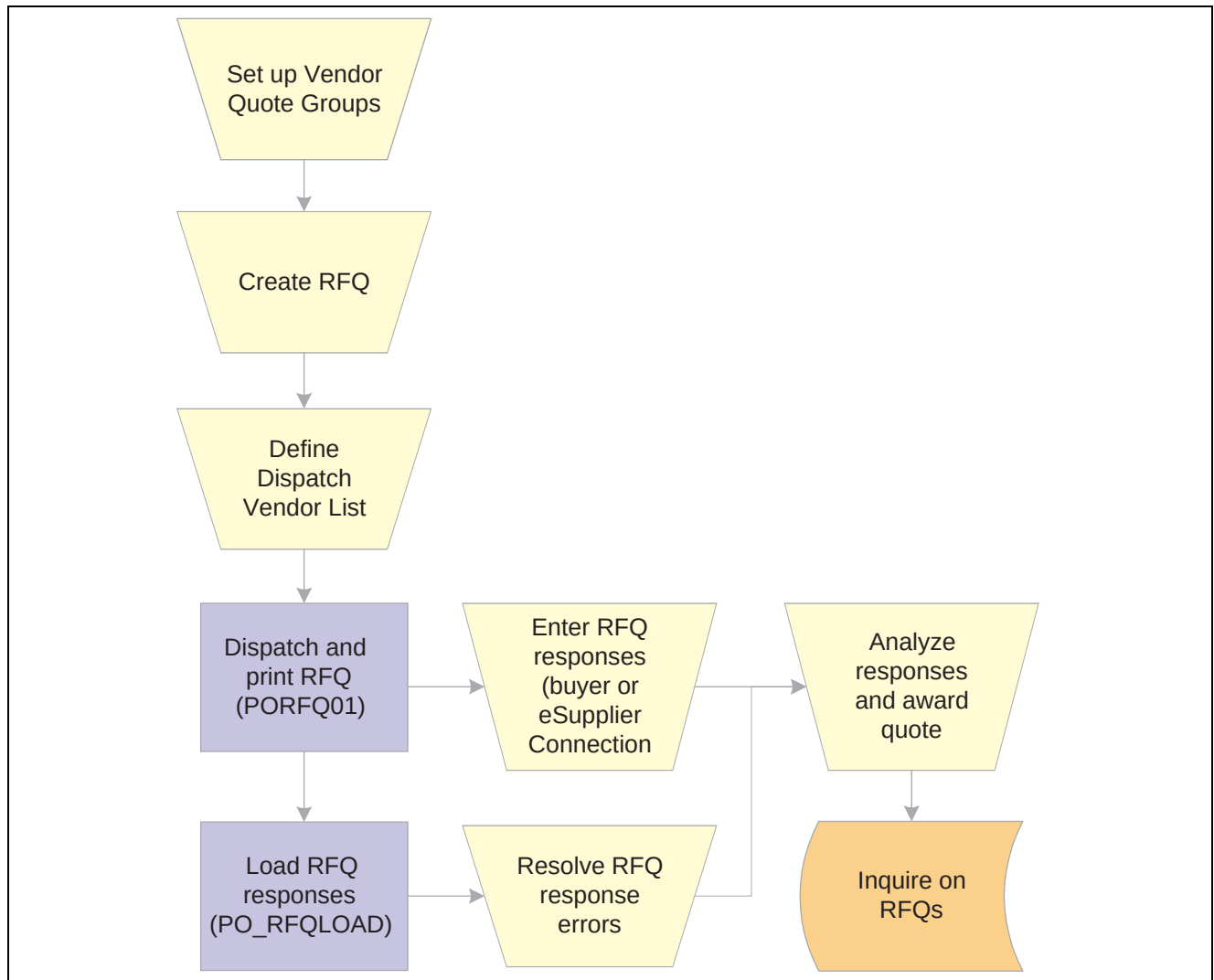
This chapter provides an overview of requests for quotes (RFQs) in PeopleSoft Purchasing and discusses how to:

- Establish vendor quote groups.
- Create RFQs.
- Dispatch RFQs.
- Load RFQ electronic data exchange (EDX) responses.
- Set up and publish the Request for Quote (RFQ) EIP.
- Subscribe to the Request for Quote (RFQ) Response EIP.
- Resolve vendor response load errors.
- Maintain RFQ responses.
- Award RFQs to vendors.
- Create purchase orders (POs) or contracts from RFQs.
- Inquire and report on RFQs and vendor responses.
- Setting up and publishing the Request for Quote EIP.

Understanding RFQs in PeopleSoft Purchasing

You can establish one RFQ and dispatch it to as many vendors as needed. You can send an RFQ to a vendor that is not yet approved within the purchasing system, but the vendor must be approved before you can award the RFQ to that vendor.

This diagram illustrates the flow of information and transactions involved in the RFQ process:



RFQ process flow diagram

Establishing Vendor Quote Groups

PeopleSoft Purchasing enables you to establish groups of vendors specific to particular items, locations, or other criteria under a single vendor quote group ID. You can use these groups to conveniently send RFQs to the entire group or a subset of the group.

This section lists the pages used to establish vendor quote groups.

Pages Used to Establish Vendor Quote Groups

Page Name	Object Name	Navigation	Usage
Vendor Group - List of Vendors	RFQ_VNDR	Purchasing, Request for Quotes, Manage Vendor Group, List of Vendors	Select vendors from the Vendor table to add to a vendor quote group.
Vendor Lookup	VENDOR_LOOKUP_SEC	Click the Vendor Lookup button on the Vendor Group - List of Vendors page.	Search for vendors.
Vendor Select by SIC (vendor select by Standard Industrial Classification)	RFQ_VNDR_SELECT	Click the Vendor Select by SIC link on the Vendor Quote Group - List of Vendors page.	Search for vendors to add to a vendor quote group by using SICs as selection criteria.

Creating RFQs

This section discusses how to:

- Create an RFQ.
- Enter RFQ header details.
- Copy lines from RFQs or requisitions.
- Add item vendors to the dispatch vendor list.
- Select vendors for RFQ dispatch.
- Dispatch from the RFQ component.
- View RFQ dispatch history.
- Send an email regarding an RFQ.

Pages Used to Create RFQs

Page Name	Object Name	Navigation	Usage
Request Quotes	RFQ_HDR	Purchasing, Request for Quotes, Add/Update RFQs, Request Quotes	Create an RFQ.
Dispatch Options	RFQ_DISP_OPTIONS	Click the Dispatch button on the Request Quotes page.	Enter dispatch options for the RFQ, to dispatch it to the vendor. This page becomes available when you select a vendor on the RFQ Dispatch Vendor List page.

Page Name	Object Name	Navigation	Usage
Item Description	RFQ_ITEM_DESCR, RFQ_ITEM_3_DESCR	Click the Description button or item name link on the following pages: Request Quotes page The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Enter Copy Criteria	RFQ_HDR_COPY	Click the Copy From link on the Request Quotes page.	Copy lines from the RFQ or requisition templates. This page is accessible only when you are in Add mode on the Request Quotes page.
Select lines to copy	RFQ_FROM_RFQ_COPY	Click the OK button on the Enter Copy Criteria page.	Select specific lines to copy to the RFQ from the requisitions or RFQs that you selected on the Enter Copy Criteria page. To access this page, the Copy all Req/RFQ lines option on the Enter Copy Criteria page must be cleared.
RFQ Dispatch History	RFQ_DISP_DSPPLY	Click the Dispatch History link on the Request Quotes page.	View the vendor location, date, and time that the RFQ was dispatched.
Order By Catalog	ORD_BY_ITEM_CAT	Select the Catalog link on the Request Quotes page.	Search for and select items to order from a catalog.
RFQ Currency Information	EXCH_RT_DTL_INQ	Click the Exchange Rate link on the Request Quotes page.	View the rules used to calculate exchange rates for the transaction.
RFQ Header Details	RFQ_HDR_SEC	Click the Header Details link on the Request Quotes page.	Enter additional header information for the RFQ.
RFQ Dispatch Vendor List	RFQ_DISPATCH_SEC	Click the Dispatch Vendor List link on the Request Quotes page.	Select the vendors to whom you want to dispatch (send) the RFQ.
Select RFQ Lines For Vendor	RFQ_VNDR_LN_SEC	Click the Dispatch Lines link on the RFQ Dispatch Vendor List page.	Specify the lines to send to a vendor.
Vendor Details	RFQ_VNDR_ADDR_SEC	Click the Vendor Details link on the RFQ Dispatch Vendor List page.	View vendor contact information.

Page Name	Object Name	Navigation	Usage
Address	RFQ_VNDR_ADDR_SEC	Click the Address link on the Vendor Details page. The exact page name is determined by selections that you make on the Vendor Details page.	View the vendor address based on send to, contact, or sales contact information.
Phone	VNDR_PHONE_SEC	Click the Phone Information link on the Vendor Details page. The exact page name is determined by selections that you make on the Vendor Details page.	View the vendor phone information based on send to, contact, or sales contact information.
Vendor Lookup	VENDOR_LOOKUP_SEC	Click the Vendor Lookup option on the RFQ Dispatch Vendor List page.	Search for vendors.
RFQ Header Comments	RFQ_HDR_COMM_SEC	Click the Header Comments option on the Request Quotes page.	Enter comments for a transaction. You can enter a unique comment or select from predefined standard comments.
Email Message	WV_PE_EMAIL_SP	Click the Send Email link on the Request Quotes page.	Send an email to someone regarding the quote. This email includes links to take a supplier to the Request for Quotes List page (if your installation includes PeopleSoft eSupplier Connection) or links to take the email recipient to the Request For Quotes or the Maintain Responses page.
Item Supply Vendor List	RFQ_VND_ITEM_SEC	Click the Item Vendors link on the Request Quotes page.	Search the Item Vendor table for the vendors defined as suppliers of a particular RFQ line item. Select the vendors that you want to add to the vendors available on the Dispatch Vendor List page.
RFQ Line Comments	RFQ_HDR_COMM_SEC	Click the Line Comments button on the Request Quotes page.	Enter comments for a transaction. You can enter a unique comment or select from predefined standard comments.
Category Search	CAT_SEARCH_SEC	Select the Category Search option in the More dropdown list on the Request Quotes page.	Search for and select an appropriate category ID for the item, when entering an ad hoc item. A category hierarchy tree is used to search for the category ID.

Page Name	Object Name	Navigation	Usage
View Catalog Hierarchy	CAT_PARENTAGE_SEC	Select the Hierarchy option the More dropdown list on the Request Quotes page.	View information about where a category resides in the catalog tree hierarchy.
RFQ Activities	RFQ_ACTIVITY_SEC	Click the Activities option in the More dropdown list on the Request Quotes page.	Enter and track activities associated with a particular transaction. Keep activity comments organized by logging the due date and selecting the done check box.
RFQ DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Requests for Quotes, Review RFQ Information, Document Status, RFQ DOC Status Click the Document Status option in the More dropdown list on the Request Quotes page.	Access and review information about procurement documents associated with an RFQ.

Creating an RFQ

Access the Request Quotes page.

Print

Click the Print button to access the Report Manager page, from which you can print the RFQ.

Status

Displays the status of the RFQ. The RFQ is not available for dispatch until it is in *Approved* status. The status appears by default from the User Preferences - Procurement: Request for Quote Process page. Values are:

Approved: RFQ is ready to be dispatched.

Canceled: RFQ has been rejected.

Closed.

On Hold: RFQ is pending.

Open: RFQ is not ready to be dispatched.

DtTm Open (date and time open)

Displays the date and time when the RFQ opens for vendor response.

DtTm Close (date and time close)

Displays the date and time when the RFQ closes for vendor response.

Currency

Displays the currency for the entire RFQ. When you analyze the responses, they can all be converted to this currency. The corresponding rate type appears next to the currency. This rate type is used for currency conversions when processing the RFQ responses.

Line Info Tab

Item	Enter an item ID. If you used the Order function from the catalog or the Select Lines to Copy page from the Enter Copy Criteria page, this field is populated.
Category	Enter a category. If you selected an item ID, the category appears by default from the Purchasing Attributes page.
Price	Enter the cost that you want quoted. The default for this field is based on the value defined for the item.

More Details Tab

Due Date	The system displays the default value of the current system date, plus the number of lead-time days, but you can override it by entering the date by which you actually need the item.
Physical Nature	Select to indicate if the object is a physical good or service.
Where Performed	Select to indicate the location where the service is most often performed. Values include: <i>Buyers:</i> Select if the service was physically performed at the buyers location. <i>Ship From:</i> Select if the service was physically performed at the bill from location. <i>Ship To:</i> Select if the service was physically performed at the bill to location. <i>Supplier:</i> Select if the service was physically performed at the suppliers location.

Note. The Physical Nature and Where Performed fields are used as part of the purchasing defaulting hierarchy. The Where Perform field is available when the Physical Nature is Service. These fields default onto requisition, purchase orders, contract and RFQ lines. These fields also impacts the VAT Treatment determination.

Item Information Tab

Device Tracking	Indicates whether a line contains a device-tracked item.

Note. If the PeopleSoft Inventory business unit requires closure calendar validation and processing for shipping activities (as defined on the Closure Calendar page), and the reservation lead days include exception dates, then the system adds one day for every closed day to the number of reservation lead days to compare against the scheduled ship date. Therefore, the lead days include only open business days.

See Also

Chapter 23, “Managing Requests for Quotes,” Dispatching RFQs, page 355

Chapter 8, “Using Default Hierarchies,” Defining the UOM Conversion Hierarchy, page 118

PeopleSoft Inventory 8.8 PeopleBook, “Defining Your Operational Structure in PeopleSoft Inventory,” Establishing Operation Closure Dates

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Freight Terms

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using Device Tracking

Entering RFQ Header Details

Access the RFQ Header Details page.

Terms	Payment terms expected for the vouchers that correspond to any POs generated from this RFQ.
Currency	Currency for the entire RFQ. When you analyze the responses, they can all be converted to this currency. The corresponding rate type displays next to the currency. This rate type is used for currency conversions when processing the RFQ responses.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Payment Terms

Copying Lines from RFQs or Requisitions

Access the Enter Copy Criteria page.

Enter Copy Criteria	
Copy Template	
*Copy From:	Request For Quotes ▼
Selection Criteria	
Business Unit:	US001
*Select Req Lines:	RFQ Required ▼
*Copy Method:	Override Existing RFQ ▼
Copy Criteria	
RFQ ID:	
☐ Copy all Req/RFQ lines	

Enter Copy Criteria page

Copy Template

Copy From

Select the type of document from which you want to copy information to your RFQ. The fields that appear in the Copy Criteria group box depend on the value that you select here. Values are:

Request For Quotes: Select to copy lines from RFQs. When you select this option, the only available field in the Copy Criteria group box is RFQ ID.

Requisitions: Select to copy lines from requisitions. You can copy requisition information to an RFQ provided that the following are true:

- The requisition status is approved.
- The requisition is not on hold.
- The requisition is not involved in another sourcing process.
- If the business unit requires budget checking, the requisition must already be budget checked.

If you copy an RFQ that originated as a requisition, PeopleSoft Purchasing updates the source status on the requisition line to In Progress, and the requisition can not be sourced or modified.

The requisition open amounts and quantities are updated when the RFQ is awarded to the purchase order or contract.

If you cancel an RFQ copied from a requisition, the system sets the open quantity and amount to the original values.

Selection Criteria

Business Unit	Displays the business unit from the RFQ. The system uses this business unit to search for eligible documents.
Select Req Lines (select requisition lines)	Select the types of requisition lines to retrieve to the Select lines to copy page, where you can select the lines that you want to copy to your RFQ. Values are: <i>Req Lines</i> (requisition lines): Select to retrieve any eligible requisition lines. <i>RFQ Not Required</i>: Select to retrieve requisition lines for which RFQs are not required. <i>RFQ Required</i>: Select to retrieve requisition lines for which RFQs are required.
Copy Method	Determines the method by which lines that you select on the Select Lines to Copy page are copied to your RFQ. When you copy to the first RFQ line, the only available value is <i>Override Existing RFQ</i>. When you copy to subsequent lines, you can select this option to have the current copy selection override all existing RFQ lines. When you copy to subsequent lines, you can select the <i>Append to Existing RFQ</i> value to add the current copy selection to the existing RFQ. Note. The Physical Nature and Where Performed fields are used as part of the purchasing defaulting hierarchy. The Where Perform field is available when the Physical Nature is Service. These fields default onto requisition, purchase orders, contract and RFQ lines. These fields also impacts the VAT Treatment determination.

Copy Criteria

The fields that appear in the Copy Criteria group box depend on the value that you select in the Copy From field. The lines retrieved and available for selection on the Select lines to copy page depend on your selections here.

Exclude Auto Source Item	Select to exclude lines that contain items marked for automatic sourcing.
Include Inventory Items	Select to include only lines that contain inventory items.
Stockless Item	Select to retrieve only stockless items, which are items from par replenishment.
Include Reqs With No Vendor (include requisitions with no vendor)	Select to include requisitions with no vendors.
Copy all Req/RFQ lines	Select to have the system copy all the requisition or RFQ lines to the new RFQ. If you select this option, you must specify a requisition or RFQ ID in the Copy Criteria group box. If you leave this box clear, you can select the lines that you want from the Select Lines to Copy page.
OK	If you do not select the Copy all Req/RFQ lines option, select to access the Select lines to copy page, where you can view and select lines to copy to your RFQ.

See Also

[Chapter 11, “Using Commitment Control,” page 143](#)

Adding Item Vendors to the Dispatch Vendor List

Access the Item Supply Vendor List page.

Vendors

Select the item vendors that you want to add to the vendors available on the Dispatch Vendor List page. The vendors that appear are vendors for which item vendor relationships have been established on the Purchasing Attributes - Item Vendor page.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 70](#)

Selecting Vendors for RFQ Dispatch

Access the RFQ Dispatch Vendor List page.

Vendor Group**Quote Group ID**

Select a vendor quote group ID to make the group the dispatch vendor list for the RFQ. You can add or delete vendors from the list on this page without affecting the original group from which you loaded them. Alternatively, you can create a vendor list by adding vendors directly to the Vendors group box.

Vendors**Sel (select)**

Select the vendor for which you want to view information on the pages accessible from this page.

To Dispatch

Select for the vendor to which you want to dispatch the RFQ. You can select this option to dispatch to one vendor at a time.

Method

Select the RFQ dispatch method. Values are:

EDX: Select to dispatch by using any EDX method.

Email: Select to dispatch by email. You must have a valid email address set up for the vendor to use this option. Set the vendor email address on the Vendor Information - Address page.

Note. When PeopleSoft eSupplier Connection is installed, the email includes a uniform resource locator (URL) that enables suppliers to review and respond to the RFQ by using a standard web browser.

Fax: Select to dispatch by fax.

Phone: Select to dispatch by phone.

Print: Select to dispatch by print.

See Also

Chapter 23, “Managing Requests for Quotes,” Dispatching RFQs, page 355

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Addresses

Dispatching from the RFQ Component

Access the Dispatch Options page.

Test Dispatch	Select to test the dispatch but not actually dispatch the RFQ to the vendor.
Print Copy	Select to print a copy of the dispatch. Use this option if your dispatch method is something other than print and you need a hard copy for your files.
Print Duplicate	Select to print the word “Duplicate” in the header section of the RFQ printout.
Fax Cover Page	If the dispatch method is fax, enter the location of the fax cover page file.
Server Name	Enter the name of the server on which you want this print request to be queued and processed.
Output Destination Type	Specify the destination to which you want the RFQ dispatched. Select from printer, web, or file.
Output Destination Format	Select the format of the dispatch file. Select the appropriate format based on how you want to send the file to the vendor. Values are: <i>CSV:</i> Comma delimited (*.csv). <i>PDF:</i> Acrobat (*.pdf). <i>HP:</i> HP format (*.lis). <i>HTML:</i> HTML documents (*.htm). <i>LP:</i> Line printer format (*.lis). <i>Other:</i> Other (*.lis). <i>PS:</i> Postscript (*.lis). <i>SPF:</i> SQRiBE Portable Format (*.scb).
OK	Click to dispatch the RFQ. The system uses the dispatch method set up on the RFQ Dispatch Vendor List page.

Viewing RFQ Dispatch History

Access the RFQ Dispatch History page.

Fax Dir (fax directory)	If the RFQ was dispatched by fax, the system displays the directory in which the fax file created by the dispatch process was saved.
File Name	Displays the file name assigned to the fax file created by the dispatch process.

Sending an Email Regarding an RFQ

Access the Email Message page.

Email Message

TO: Carny_Lighter

CC:

BCC:

Email Subject: Request for Quotes NEXT

Message: To view this Request for Quote, visit:

&ViaEmail=Y&P1=SHARE&P3=NEXT&P4=US001

or click on the link below if you are an internal PeopleSoft user:

http://sarumail052302/ps/ps/EMPLOYEE/ERP/c/MANAGE_REQUESTS_FOR_QUOTES.P O_RFQS.GBL?Action=U&BUSINESS_UNIT=US001&RFQ_ID=NEXT

OK Cancel Refresh

Email Message page

Message	Displays the text of the message, including links that can take a supplier to the Request for Quotes List page (when PeopleSoft eSupplier Connection is installed) or links that can take an email recipient to the Request Quotes page or the Maintain Responses page.
OK	Select to send the email.

Dispatching RFQs

The RFQ Dispatch/Print SQR process (PORFQ01) dispatches your RFQs one at a time or in volume in the background.

This section discusses how to run the RFQ Dispatch/Print process.

When you run the RFQ Dispatch/Print process from the Dispatch Quote Forms page, you dispatch the RFQ. For hard copy reports only, select Test Dispatch and specify the number of copies that you want. There is no separate page used to produce a report only.

When you run this process from the Dispatch Quote Forms page, on the Process Scheduler Request page you have three choices:

RFQ Dispatch \& Email job	Select to run the RFQ Dispatch/Print process and then the Email process (RFQDISP).
RFQ Dispatch/Print process	Select to run only the RFQ Dispatch/Print process.
Email process	Select to run only the Email (PO_RFQ_EMAIL) process.

When you use the email dispatch method, the RFQ Dispatch/Print process creates an output file in the location that you specify on the File Locations page. The Email process picks up the output file from the specified location and sends out an email message with the RFQ as an attachment. When the dispatch method is fax, the dispatch process creates an RFQ file and a fax control file in the locations that you specify on the File Locations page.

Dispatching RFQs by email requires that you run two processes: the RFQ Contract Dispatch/Print process and the Email process.

To dispatch by email, you first need to run the RFQ Contract Dispatch/Print process to update the RFQ email queue table. You then run the Email process.

The Email process is an Application Engine process that picks up the email output file created by the RFQ Dispatch/Print process in the location specified on the File Locations page and generates an email through the Simple Mail Transfer Protocol gateway. For ad hoc email notifications, it sends out a notification message without a file attachment; for email dispatches, it sends out a message with an RFQ document attached.

If you specify an RFQ contact on the Vendor Details page, the Email process sends the email to the address that you specify in the Email ID field on the Vendor Information - Contacts page. If you do not specify a vendor contact on the RFQ, the Email process sends the email to the address that you specify in the Email ID field on the Vendor Information - Address page:

- If PeopleSoft eSupplier Connection is installed, the email includes a URL link that directs the email recipient to the pages where they can review and respond to the RFQ.
- If PeopleSoft Enterprise Portal is installed, the PO_RFQ_EMAIL process can also generate a tasklist entry, which appears on the Integrated Task List pagelet on your organization extranet homepage.

To simplify dispatching by email you can use the RFQ Dispatch & Email job on the Process Scheduler Request page that you access from the Dispatch Quote Forms page. The RFQ Dispatch & Email job automatically runs the RFQ Contract Dispatch/Print process and then the Email process.

If the dispatch method is EDX, the RFQ Dispatch/Print process does not create an output file but updates the following EC outbound tables: RFQ_DISPHDR_EC and RFQ_DISPLN_EC.

See Also

Chapter 23, “Managing Requests for Quotes,” Running the RFQ Dispatch/Print SQR Process (PORFQ01), page 357

PeopleSoft eSupplier Connection 8.8 PeopleBook, “Maintaining RFQ Responses”

Page Used to Dispatch RFQs

Page Name	Object Name	Navigation	Usage
Dispatch Quote Forms	RUN_PORFQ01	Purchasing, Request for Quotes, Dispatch Quotes, Dispatch Quote Forms	Define selection criteria and run the RFQ Dispatch/Print process, the Email process, and the RFQ Dispatch & Email job (RFQDISP).

Running the RFQ Dispatch/Print SQR Process (PORFQ01)

Access the Dispatch Quote Forms page.

Process Request Parameters

Fax Cover Page Specify the cover sheet to use for RFQs dispatched by fax in the same run of the process.

Miscellaneous Options

Test Dispatch Select to do a test dispatch and run the RFQ Dispatch/Print process. If you select this check box, the process runs as usual, but the RFQs are not dispatched and their statuses are not updated.

Print Duplicate Select to print the word “Duplicate” in the header section of the RFQ printout.

Print Copy Select to produce a printed copy of each RFQ processed. If any of the POs processed are by phone, fax, email, or EDX, the system prints a hard copy for review.

Number of Copies If you select to print a copy, enter the number of copies that you want to print.

See Also

Chapter 23, “Managing Requests for Quotes,” Dispatching RFQs, page 355

Loading RFQ EDX Responses

This section lists the page used to run the Load Inbound RFQ Responses Application Engine process (PO_RFQLOAD).

Use this process to load RFQ responses received through EDX. RFQ responses can be received through EDI with the 843 transaction.

After running the EDI Inbound Agent, accessed through PeopleTools or Process Inbound EC Agent, the Load Inbound RFQ Responses process must be run. The Load Inbound RFQ Responses process adds the vendor responses to the PeopleSoft tables.

See Also

[Chapter 9, “Using Messaging,” page 133](#)

Page Used to Load RFQ EDX Responses

Page Name	Object Name	Navigation	Usage
Load Responses	RUN_RFQ_RESPONSE	Purchasing, Request for Quotes, Load Responses	Run the Load Inbound RFQ Responses process.

Setting Up and Publishing the Request for Quote (RFQ) EIP

The RFQ EIP publishes requests for quotation to potential sellers of goods and services. This asynchronous batch publish message also supports flat-file processing for EDI transaction X.12 840.

Use this EIP to dispatch requests for quotes to suppliers, usually using EDI.

Run the RFQ Dispatch/Print process (PORFQ01) to stage the RFQ.

Use the common Publish Outbound Message page to initiate the PO_RFQ Application Engine process that publishes the PO_REQUEST_FOR_QUOTE message.

This section discusses how to:

- Set up the RFQ EIP.
- Publish the RFQ EIP.

Pages Used to Setup and Publish the RFQ EIP

Page Name	Object Name	Navigation	Usage
Request Quote	RFQ_HDR	Purchasing, Request for Quotes, Add/Update RFQs	Create an RFQ.
Publish Outbound Message	IN_RUN_PUB_MSG	Data Exchanges, Publish Outbound Message	Initiate the outbound message publish process for outbound PeopleSoft SCM messages that use the batch publish design pattern.
RFQ Message Selection Criteria	PO_RUN_RFQ	Select Request for Quotation on the Publish Outbound Message page to enable the Request for Quotation link. Click the Request for Quotation link to launch the RFQ Message Selection Criteria page.	Launch the Request for Quotation outbound transaction.

Setting Up the RFQ EIP

Before you can publish messages with the RFQ EIP, you must:

- Activate the PO_REQUEST_FOR_QUOTE application message.
- Define a message node.
- Configure the message channel associated with the message.
- Set up chunking rules.
- Activate the associated batch publish rule.
- Address any special setup steps defined for this EIP.
- On the RFQ, specify EDX as the RFQ dispatch method.

Publishing the RFQ EIP

Access the Request for Quote Release Selection Criteria page.

Selection Type	Select <i>Select Ven</i> to deliver staged RFQs based on the vendors invited. Select <i>Select BU</i> to deliver staged RFQs based on the business units from which the RFQ originated.
BU Sel Type (business unit selection type)	Select <i>1 Bus Unit</i> to publish RFQs that originated from a specific business unit. Select <i>All BUs</i> to publish all RFQs originating from all business units. This field is available for entry only when you select <i>Select BU</i> in the Selection Type field.
Business Unit	Select a valid business unit. This field is available for entry only when you select <i>1 Bus Unit</i> in the BU Sel Type field.
Vendor Selection Type	Select <i>Select All</i> to publish all RFQs designated for deliver to all vendors. Select <i>Specific V</i> to publish RFQs designated for deliver to a specific vendor. This field is available for entry only when you select <i>Select Ven</i> in the Selection Type field.
Vendor SetID	Select a valid vendor setID. This field is available for entry only when you select <i>Specific V</i> in the Vendor field. This field is required if you select <i>Specific V</i> in the Vendor field.
Vendor ID	Select a valid vendor ID. This field is available for entry only when you select <i>Specific V</i> in the Vendor field. This field is required if you select <i>Specific V</i> in the Vendor field.
Location	Select a valid vendor location code. This field is available for entry only when you select <i>Specific V</i> in the Vendor field.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information”

Subscribing to the Request for Quote (RFQ) Response EIP

The RFQ Response EIP subscribes to a message that receives vendor responses to RFQs.

This asynchronous batch subscribe message also supports flat-file processing for EDI transaction X.12 843.

Run the Load Inbound RFQ Responses process (PO_RFQLOAD) to move the message data from staging tables to application tables.

This section discusses how to subscribe to the RFQ Response EIP.

Pages Used to Subscribe to the RFQ Response EIP

Page Name	Object Name	Navigation	Usage
Load Responses	RUN_RFQ_RESPONSE	Purchasing, Request for Quotes, Load Responses	Run the Load Inbound RFQ Responses process (PO_RFQLOAD).
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the RFQ Responses EIP

Before you can subscribe to the RFQ Responses EIP, you must:

1. Activate the PO_REQUEST_FOR_QUOTE_RESPONSE message
2. Run the Load Inbound RFQ Responses process (PO_RFQLOAD) to move the message data from staging tables to application tables.
3. Use the Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

Resolving Vendor Response Load Errors

This section discusses how to correct vendor response errors.

After you have made the necessary corrections, you can run the Load Inbound RFQ Responses process.

Pages Used to Resolve Vendor Response Load Errors

Page Name	Object Name	Navigation	Usage
Response Errors	RFQ_RESP_ERROR	Purchasing, Request for Quotes, Resolve Load Errors, Response Errors	Resolve vendor response errors and mark corrected responses for reprocessing.
Item Description	RFQ_ITEM_1_DESCR	Click the item name link on the Response Errors page. The item name link is composed of the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
Header Errors	RFQ_RESP_HDR_ERR	Click the Header Errors link on the Response Errors page.	View messages that describe header-level errors found in RFQ responses.
Line Errors	RFQ_RESP_ERR_MSG	Click the Line Errors link on the Response Errors page.	View messages that describe line-level errors found in RFQ responses.

Correcting Vendor Response Errors

Access the Response Errors page.

Reprocess RFQ Response	Select to enable the Load Inbound RFQ Responses process to reprocess the corrected RFQ responses.
RFQ ID (request for quote ID)	Select the RFQ ID number.
Vendor ID	Select the ID number of the vendor.
Terms	Select payment terms agreed upon.
Currency	Select the currency the vendor response is in.
Date Time Responded	Displays the date and time that the vendor responded. This value appears by default from the Enter Responses - RFQ Response page.

Line Info Tab

UOM (unit of measurement)	Displays the unit of measurement that the vendor plans to use.

More Details Tab

Quantity	Displays the amount that you requested.
Min Qty (minimum quantity)	Displays the minimum amount that you can order from this vendor.

RFQ Price (request for quote price)	Displays the cost that the vendor will charge for this item.
Ship Via	Displays the shipping method that the vendor plans to use.
Freight Trm (freight term)	Displays the agreed upon freight terms for this item.

Maintaining RFQ Responses

This section discusses how to:

- Maintain vendor responses.
- View vendor response header details.

As you receive vendors' responses to your RFQs, you can enter them into the database for analysis. To better evaluate and compare all responses, the system converts them to the currency established on the RFQ header. You may receive the RFQ responses through EDX format or you may enter them into the PeopleSoft system. Either way, you are able to review all responses together.

Note. If your installation includes PeopleSoft eSupplier Connection, suppliers can enter their RFQ responses directly into the PeopleSoft system (and a history of supply-side responses is maintained for each RFQ item). Furthermore, if additional collaboration is required, the buyer can clear the Responded check box on the RFQ line to reset the RFQ line status to *New* in eSupplier Connection, enabling the vendor to override previously submitted responses.

See Also

PeopleSoft eSupplier Connection 8.8 PeopleBook, "Maintaining RFQ Responses"

Pages Used to Maintain RFQ Responses

Page Name	Object Name	Navigation	Usage
Maintain Responses	RFQ_RESPONSE_LN	Purchasing, Request for Quotes, Add/Update Vendor Responses, Maintain Responses	Enter responses from vendors into the database for analysis, or if your installation includes PeopleSoft eSupplier Connection, view and edit vendor-entered responses. Once an RFQ has been awarded, the fields on this page are no longer available for entry.

Page Name	Object Name	Navigation	Usage
Item Description	RFQ_ITEM_2_DESCR	Click the Description button on the Maintain Responses page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
RFQ DOC Status	PRCR_DOCSTAT_INQ	Click the Document Status link on the Maintain Responses page.	Access and review information about procurement documents associated with an RFQ.
RFQ Currency Information	EXCH_RT_DTL_INQ	Click the Exchange Rate link on the Maintain Responses page.	View the rules used to calculate exchange rates for the transaction.
Response Header Details	RFQ_RESP_HDR_SEC	Click the Response Header Details link on the Maintain Responses page.	View vendor response method and contact information.
Address	RFQ_RESP_ADDR_SEC	Click the address options on the Response Header Details page.	View address details for the location relevant to the page from which this page is accessed.
Response Comments	RFQ_RESP_CMT_SEC	Click the Response Comments link on the Maintain Responses page.	Enter response comments for the RFQ. The comments that you enter here can also be viewed on the Response Comments page accessed from the Response by Vendor page.
Email Message	WV_PE_EMAIL_SP	Click the Send Email link on the Maintain Responses page.	Send an email to someone regarding the quote. This email includes links that can take suppliers to the Request for Quotes List page (if they are using the PeopleSoft eRFQ) or links that can take email recipients to the Request Quotes page or the Maintain Responses page.

Maintaining Vendor Responses

Access the Maintain Responses page.

Terms Displays payment terms of the vendor response.

Currency Displays currency of the vendor response.

Line Info Tab

Rspnded (responded)

Select to indicate that the vendor has responded and the RFQ is ready to be awarded. Selecting this check box enables you to enter data in most of the fields in the scroll area. This option is unavailable for selection when the RFQ is awarded.

Note. If your installation includes PeopleSoft eSupplier Connection, suppliers can enter their own RFQ responses directly into the PeopleSoft system. When a supplier submits an RFQ response, the system automatically populates this check box, and displays the Supplier History button.

You can also reopen the line for a new vendor response by clearing the Rspnded check box and clicking Save. (You can also optionally change the Quantity, Price, or Due Date values, but must clear the Rspnded check box to change the RFQ status to *New*, and make it available for further vendor response from within PeopleSoft eSupplier Connection.)

When communicating with a vendor in this scenario, it is suggested that you generate an email by using the Send Email link instead of entering comments by using the Response Comments link. The Response Comments page is intended to enable the buyer to manually enter a vendor comments received from another source, and they are displayed as vendor header comments on PeopleSoft eSupplier Connection's Request for Quote Response page, not as buyer comments.

Req Price (requisition price)

Displays the requisition price for the item. This appears only if the line item was copied from a requisition; otherwise, this field is blank.

More Details Tab

Supplier History

Click the Supplier History button to access the Request for Quote History page in PeopleSoft eSupplier Connection, where you can view the original RFQ details and supplier-entered responses by date time. This button is visible only when eSupplier Connection is installed and the supplier has submitted an RFQ response directly into the system. This history can be useful when recollecting supplier responses to specific RFQ lines at a particular point in time.

See Also

PeopleSoft eSupplier Connection 8.8 PeopleBook, "Maintaining RFQ Responses"

Viewing Vendor Response Header Details

Access the Response Header Details page.

Response Method

Select the manner in which the response was received. Values are: *Fax*, *Phone*, *Print*, and *EDX*. If the response was sent through EDX, the system automatically populates this field.

Note. The system automatically identifies supplier-entered online RFQ responses from PeopleSoft eSupplier Connection as having a *Print* response method.

Awarding RFQs to Vendors

This section discusses how to analyze and award quotes.

Pages Used to Award RFQs to Vendors

Page Name	Object Name	Navigation	Usage
Analyze Quote	RFQ_AWARDS	Purchasing, Request for Quotes, Award Quotes, Analyze Quote	View RFQ lines one at a time, analyze the vendor response, and award quotes to vendors from whom quotes have been entered.
RFQ Currency Information	EXCH_RT_DTL_INQ	Click the Exchange Rate button on the Analyze Quote page.	View the rules used to calculate exchange rates for the transaction.
RFQ DOC Status	PRCR_DOCSTAT_INQ	Click the Document Status link on the Analyze Quote page.	Access and review information about procurement documents associated with an RFQ.

Analyzing and Awarding Quotes

Access the Analyze Quote page.

When you save this page, if you have *not* already established an item vendor relationship for the selected item vendor combination, the system asks you if you want to create it. If you choose to create the relationship, the ITM_VENDOR table inserts a new row for this item vendor combination. If you choose not to create the data, you can still continue your analysis and awarding of RFQ responses.

Award List of Items to Vendor

Select a value to award the entire RFQ to one vendor.

List of Items to Award

The RFQ Lines scroll area displays the terms of your original RFQ.

List of Vendors Who Responded

Use the RFQ Award Vendor scroll area to analyze vendor responses, award quantities, and enter comments for each RFQ line.

Line Info Tab

Qty Award (quantity award) Enter quantities to award to the vendor. You can award the entire RFQ line quantity to a single vendor or share the line quantity among multiple vendors.

Total Qty Awarded (total quantity awarded) Displays the total quantity awarded to all vendors.

Order Qty (order quantity) Displays the total quantity ordered from all vendors.

More Details Tab

Minor Ind (minority indicator) Displays the minority indicator for applicable vendors. This information is supplied by the vendor.

Creating POs or Contracts from RFQs

This section discusses how to:

- Create a PO or contract from an RFQ.
- Define RFQ PO distributions.

The POs that you create here are placed in the PeopleSoft Purchasing stage tables, where they can be picked up by the sourcing processes. The contracts that you create here and the contract release defaults for the RFQ business unit are automatically generated after you save the data on this page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Using Voucher and Order Contracts”

Chapter 23, “Managing Requests for Quotes,” Maintaining RFQ Responses, page 362

Pages Used to Create POs or Contracts from RFQs

Page Name	Object Name	Navigation	Usage
Create PO/Contract	RFQ_GEN_PO	Purchasing, Request for Quotes, Award Quotes, Create PO/Contract	View the awarded vendors of a specified RFQ and create a PO or contract based on the vendor and line item response.
Item Description	RFQ_ITEM_2_DESCR	Click the Description button on the Create PO/Contract page.	View descriptions for a specific item. The item name link is composed of the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page.
RFQ PO Distribution	RFQ_DISTRIB_SEC	Click the Distribution link on the Create PO/Contract page.	Define multiple distributions for the PO schedule that you are creating from the RFQ.
Projects Information	PC_FIELDS	Click the Project option on the RFQ PO Distribution page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.
Asset Information	RFQ_DST_AM_SEC	Click the Asset Information option on the RFQ PO Distribution page.	Enter asset information for an eligible item.

Creating a PO or Contract from an RFQ

Access the Create PO/Contract page.

Create PO/Contract page

List of Vendors Who Responded

Create Form Type

Select a value to create a PO or a contract for the lines awarded to a vendor. Values are:

Contracts Response Currency: Select to create a contract in the response currency. The entry in the UOM/Pricing table on the contract will appear in the response currency.

Contracts RFQ/Resp. Currency (contracts request for quote and response currency): Select to create a contract in the response currency and to have an entry in the UOM/Pricing table on the contract for each currency. With this feature, you can select the default price and currency to be used on the contract releases and ultimately the PO.

Purchase Order: Select to create a PO in the response currency.

Create

Select to create the contract or PO.

PO Type

Select a PO type. Values are:

General: Designates a general PO.

Kanban: Designates a Kanban PO.

PO/Contracts Defaults

Dispatch Method

Select a dispatch method for either the PO or contract.

Tax Exempt Flag

Designates whether the PO is exempt from sales and use taxes.

Exempt ID	If the Tax Exempt Flag check box is selected, the tax exempt ID appears by default from the business unit if it is set up with tax exempt status. The tax exempt ID prints on the PO.
ID	Indicates the ID of the PO or contract to be created. If you have autonumbering enabled, the field value is <i>NEXT</i> , and the ID is automatically generated by the system.
Origin	Displays the origin of the PO or contract. Origin codes are established on the Origin Codes page and help identify the origins of your transactions.
Ship To	Displays the ship to information defined on the User Preferences - Procurement: Request for Quote Process page. Ship to information assigned to POs usually appears by default from the ship to value entered on the Request Quotes page and the Enter Responses - Maintain Responses page. The ship to address designated on the Maintain Responses page overrides the ship to defined on the Request Quotes page. However, if the ship to value is empty on the Maintain Responses page upon PO creation, this ship to value is used.
Location	Displays the user location defined on the User Preferences - Procurement page. Location information assigned to POs usually appears by default from the location value entered on the Request Quotes page.
Match Action	Appears by default from the vendor. If it is not defined there, the value appears by default from the business unit. Values are: <i>No Match:</i> No match is required. <i>Standard:</i> Composed of two-way, three-way, and four-way matching, or any matching rules that you have defined.
Match Rule	Select a match rule from the available options. Match rules are defined on the Match Rules page and activated on the Match Rule Control page.
List of Items to Award	
Use the RFQ Lines group box to select lines that you want to use to create the PO or contract.	
Distribute by	Select the method by which you want to allocate or charge your expense account distribution. Select <i>Amt</i> (amount) or <i>Qty</i> (quantity). Inventory items cannot be distributed by amount. You must distribute inventory items by quantity.

See Also

Chapter 28, “Dispatching and Printing Purchase Orders,” page 539

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,”
Establishing PeopleSoft Purchasing Business Units, page 22

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining
Transaction Document Autonumbering Options, page 36

Chapter 23, “Managing Requests for Quotes,” Creating RFQs, page 345

Chapter 23, “Managing Requests for Quotes,” Maintaining RFQ Responses, page 362

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement
Options,” Defining Origin Codes

Defining RFQ PO Distributions

Access the RFQ PO Distribution page.

More Details Tab

IN Unit (inventory unit)	Displays the inventory business unit for the distribution. If the PO line is for an inventory item, this field appears by default from the ship to location on the Maintain Purchase Orders - Schedule page. If the item is an inventory item and an inventory business unit is entered on the first distribution line of the schedule, the due date on the Maintain Purchase Orders - Schedule page is validated against the inventory business unit closure calendar. This is done to ensure that the inventory business unit is open to receive merchandise on that day.
Percent	Enter the item distribution percent for the line.

See Also

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise
Service Automation, and Supply Chain Management PeopleBook*, “Defining and Using
ChartFields,” Understanding PeopleSoft ChartFields

Chapter 25, “Creating Purchase Orders Online,” page 385

Inquiring and Reporting on RFQs and Vendor Responses

This section discusses how to compare request and response values.

PeopleSoft Purchasing includes several inquiries and a report that enable you to review and analyze your RFQ and vendor response data.

Pages Used to Inquire and Report on RFQs and Vendor Responses

Page Name	Object Name	Navigation	Usage
Quotes by Vendor - All Quotes (inquiry)	RFQ_BY_VNDR	Purchasing, Request for Quotes, Review RFQ Information, Quotes by Vendor, All Quotes	Inquire on all the RFQs sent to a specific vendor.
Vendor Address	RFQ_VNDR_SEND_SEC	Click the Address link on the following pages: Quotes by Vendor - All Quotes inquiry page Vendors By Quote - All Vendors inquiry page Response By Vendor inquiry page.	View vendor address details based on send to, contact, or sales contact information.
Phone	VNDR_PHONE_SEC	Click the Phone Information link on the following pages: Quotes by Vendor - All Quotes inquiry page Vendors By Quote - All Vendors inquiry page Response By Vendor inquiry page.	View the vendor phone information based on send to, contact, or sales contact information.
RFQ Dispatch History	RFQ_DISP_DSPLY	Click the Dispatch History link on the following pages: Quotes by Vendor - All Quotes inquiry page Vendors By Quote - All Vendors inquiry page	View the vendor location, date, and time that the RFQ was dispatched.
Last Updated	RFQ_LAST_UPDT_SEC	Click the Last Updated link on the following pages: Quotes by Vendor - All Quotes inquiry page Vendors By Quote - All Vendors inquiry page	View the last user to modify the RFQ and the date of the modification.
RFQ Header Comments	RFQ_INQ_COMMENTS	Click the Header Comments link on the Quotes by Vendor - All Quotes inquiry page.	View RFQ header comments.
RFQ Header Details By Vendor	RFQ_HDR_BY_VNDR	Click the Header Details link on the Quotes by Vendor - All Quotes Inquiry page.	View nonessential additional information regarding the RFQ by vendor.
RFQ Line Details By Vendor	RFQ_LINE_BY_VNDR	Click the Details link on the Quotes by Vendor - All Quotes Inquiry page.	View RFQ line information.

Page Name	Object Name	Navigation	Usage
Item Description	RFQ_ITEM_6_DESCR, RFQ_ITEM_5_DESCR	Click the item name link on the following pages: Response Line Details By Vendor page RFQ Line Details By Vendor page The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
RFQ Line Comments	RFQ_INQ_COMMENTS	Click the Line Comments link on the RFQ Line Details By Vendor page.	View RFQ line comments.
Catalog Hierarchy	CAT_PARENTAGE_SEC	Click the Hierarchy option on the RFQ Line Details By Vendor page.	View information about where a category resides in the catalog tree hierarchy.
Vendors By Quote - All Vendors (inquiry)	RFQ_VNDR_BY_RFQ	Purchasing, Request for Quotes, Review RFQ Information, Vendors by Quote, All Vendors	Inquire on all vendors for a specific RFQ that was dispatched.
Response By Vendor (inquiry)	RFQ_RESP_BYVNDR	Purchasing, Request for Quotes, Review RFQ Information, Responses by Vendor, Response By Vendor	View RFQ responses by vendor. Note. If your installation includes PeopleSoft eSupplier Connection, you can view RFQ and vendor response history by using the RFQ Response component in PeopleSoft eSupplier Connection.
Response Comments	RFQ_RESP_CMT_SEC	Click the Response Comments link on the Response By Vendor inquiry page.	View RFQ response comments.
Response Line Details By Vendor	RFQ_RESP_BYVNDR_LN	Click the Details link on the Response By Vendor inquiry page.	View vendor response line details.
Response Information	RFQ_RSP_BYVNDR_DTL	Click the Response Information link on the Response Line Details By Vendor page.	View details of the response.

Page Name	Object Name	Navigation	Usage
REQ/RFQ Cross Reference	RUN_POY6100	Purchasing, Request for Quotes, Requisition/RFQ Xref Report, REQ/RFQ Cross Reference	Generate the REQ/RFQ Cross Reference report (POY6100). This report provides a cross-reference between requisitions and the RFQs created from those requisitions.

Comparing Request and Response Values

Access the Response Information page.

Select Currency

Select the currency. Values are:

Resp Curr (response currency): Select to display the prices in the vendor response currency.

RFQ Cur (RFQ currency): Select to display the prices in the original RFQ currency. If the response currency differs from the RFQ currency, values are converted to the RFQ currency.

Requested

Use the Requested group box to view original RFQ values.

Responded

Use the Responded group box to view vendor response values.

Setting Up and Publishing the Request for Quote (RFQ) EIP

The RFQ EIP publishes requests for quotation to potential sellers of goods and services. This asynchronous batch publish message also supports flat-file processing for EDI transaction X.12 840.

Use this EIP to dispatch requests for quotes to suppliers, usually using EDI.

Run the RFQ Dispatch/Print process (PORFQ01) to stage the RFQ.

Use the common Publish Outbound Message page to initiate the PO_RFQ Application Engine process that publishes the PO_REQUEST_FOR_QUOTE message.

This section discusses how to:

- Set up the RFQ EIP.
- Publish the RFQ EIP.

Pages Used to Setup and Publish the RFQ EIP

Page Name	Object Name	Navigation	Usage
Request Quote	RFQ_HDR	Purchasing, Request for Quotes, Add/Update RFQs	Create an RFQ.
Publish Outbound Message	IN_RUN_PUB_MSG	Data Exchanges, Publish Outbound Message	Initiate the outbound message publish process for outbound PeopleSoft SCM messages that use the batch publish design pattern.
RFQ Message Selection Criteria	PO_RUN_RFQ	Select Request for Quotation on the Publish Outbound Message page to enable the Request for Quotation link. Click the Request for Quotation link to launch the RFQ Message Selection Criteria page.	Launch the Request for Quotation outbound transaction.

Setting Up the RFQ EIP

Before you can publish messages with the RFQ EIP, you must:

- Activate the PO_REQUEST_FOR_QUOTE application message.
- Define a message node.
- Configure the message channel associated with the message.
- Set up chunking rules.
- Activate the associated batch publish rule.
- Address any special setup steps defined for this EIP.
- On the RFQ, specify EDX as the RFQ dispatch method.

Publishing the RFQ EIP

Access the Request for Quote Release Selection Criteria page.

Selection Type

Select *Select Ven* to deliver staged RFQs based on the vendors invited. Select *Select BU* to deliver staged RFQs based on the business units from which the RFQ originated.

BU Sel Type (business unit selection type)

Select *1 Bus Unit* to publish RFQs that originated from a specific business unit. Select *All BUs* to publish all RFQs originating from all business units. This field is available for entry only when you select *Select BU* in the Selection Type field.

Business Unit

Select a valid business unit. This field is available for entry only when you select *1 Bus Unit* in the BU Sel Type field.

Vendor Selection Type	Select <i>Select All</i> to publish all RFQs designated for deliver to all vendors. Select <i>Specific V</i> to publish RFQs designated for deliver to a specific vendor. This field is available for entry only when you select <i>Select Ven</i> in the Selection Type field.
Vendor SetID	Select a valid vendor setID. This field is available for entry only when you select <i>Specific V</i> in the Vendor field. This field is required if you select <i>Specific V</i> in the Vendor field.
Vendor ID	Select a valid vendor ID. This field is available for entry only when you select <i>Specific V</i> in the Vendor field. This field is required if you select <i>Specific V</i> in the Vendor field.
Location	Select a valid vendor location code. This field is available for entry only when you select <i>Specific V</i> in the Vendor field.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information”

CHAPTER 24

Understanding Purchase Orders

This chapter discusses:

- Purchase order (PO) defaults.
- PO header status values.
- Sales and use tax processing on the PO.
- Value-added tax processing on the PO.
- PO consolidation.
- PO cancellation.
- PO deletion.

PO Defaults

Purchase Orders contain fields whose values and rules for processing are controlled by the information that you specify at different levels in the default hierarchy. To utilize the system of defaults available in PeopleSoft Purchasing, configure your PO business rules and defaults during your installation phase and maintain it regularly. If you use the PO online pages, you can override many of the defaults that you have defined at higher levels of the hierarchy.

When you set up your system, there are pages available that enable you to define the defaults for your typical PO. When you create a PO online, you do not need to access any other page than the Maintain Purchase Order - Purchase Order page. If you find that you need to access pages other than the Maintain Purchase Order - Purchase Order page on a regular basis, consider changing the default hierarchy that you have defined.

Define PO default values at various levels of the PO hierarchy, such as business unit, buyer, or vendor level. These values apply to PO lines, schedules, and distributions.

When you add new lines to a PO, defaults populate lines depending on the settings of the default and override options on the PO Defaults page. If *Default* is selected, data populates the line from the default hierarchy. If *Override* is selected, data populates the line from the PO Defaults page. You can override these defaults using the Purchase Order Defaults page. Changing a value on the PO Defaults page does not affect any PO detail that is already associated with a quantity, unless specified by the user. The new defaults are used on any new schedules that you add.

If you modify a value on the Purchase Order Defaults page or any pages accessed from it and there is an existing line on the PO, you are prompted with the Retrofit field changes to all existing PO lines/schedules/distributions... page. Use this page to specify that you want to apply the changes to existing lines, schedules, and distributions.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Applying Purchase Order Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 406](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Information, page 397](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Defaults, page 404](#)

[Chapter 8, “Using Default Hierarchies,” Understanding the PeopleSoft Purchasing Default Hierarchy, page 107](#)

PO Header Status Values

The PO header status, like all header values, applies to the entire PO. The PO status is the high-level indication of where the PO is in its life cycle. A typical PO does not go through every PO status.

The following table shows each status value that a PO can have with its possible receiving and matching statuses. The receiving status refers to the extent to which the PO has been received. The matching status refers to the extent to which the matching process has been completed.

PO Status	Receiving Status	Matching Status
<i>Initial</i>	<i>Not Received</i>	n/a
<i>Open</i>	<i>Not Received</i>	<i>To be Matched</i>
<i>Pending Approval</i>	<i>Not Received</i>	<i>To be Matched</i>
<i>Approved</i>	<i>Not Received/Partially Received</i>	<i>Partially Matched</i>
<i>Dispatched</i>	<i>Not Received/Partially Matched /Received</i>	<i>Partially Matched /Fully Matched</i>
<i>Canceled</i>	n/a	n/a
<i>Complete</i>	<i>Complete</i>	<i>Match status complete</i>

A PO can have a status of *Initial* when you add it to the system manually or if it is a blanket PO that you created from a contract. A manually entered PO remains in *Initial* status until you specify a buyer. Each buyer has an associated default PO status of either *Open* or *Pending Approval*. When you specify the buyer, the status of the PO changes to the buyer’s default PO status. When you create a PO using the PO Calculations process (PO_POCALC) and the Create Purchase Orders process (PO_POCREATE), the PO begins its lifecycle with the status that you defined in the buyer setup.

A PO cannot enter the approval process until it is in *Pending Approval* status. There are buttons on the Maintain Purchase Order - Purchase Order page and PO Reconciliation WorkBench page that can change the status from *Open* to *Pending Approval*. On the PO Reconciliation WorkBench page, there is also a button to reset PO statuses back to *Open*.

When the workflow approval process is complete, the PO status changes from *Pending Approval* to *Approved*. After it is approved, any change in amount or ChartFields causes the system to return the PO status to *Pending Approval*.

Approved POs are available for the PO Dispatch/Print process (POPO005). When you dispatch the PO, the status changes from *Approved* to *Dispatched*, if the PO has a valid budget header status and a valid document tolerance status.

After this point, one of three things can happen to the PO status:

- Creating a change order sets the status back to *Approved*.
- Running the Purchase Order Reconcile process (PORECON) changes the status to *Complete*.
- Canceling the entire PO changes the PO status to *Cancelled*.

This can be done using PO Reconciliation WorkBench page.

A PO does not have to be dispatched to be canceled. It can be canceled at any time during its lifecycle until it has been received or invoiced. After the quantity has been received or invoiced, it cannot be canceled.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Information, page 397](#)

[Chapter 31, “Reconciling Purchase Orders,” Understanding PO Reconciliation, page 585](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

[Chapter 30, “Using the Purchase Order Reconciliation WorkBench,” page 577](#)

Sales and Use Tax Processing on the PO

PeopleSoft Purchasing supports two different methods for assigning tax rates and amounts on to Purchase Orders. If you use a third-party tax calculation package, such as Vertex or Taxware, sales and use tax can be assigned to a PO schedule by calling the third-party application to perform the tax calculation. In addition, PeopleSoft also provides internal tables to maintain tax rates for instances where a third-party tax provider is not installed. In this case, the internal tax rate tables are used to store tax codes and calculate estimated tax amounts.

Sales and use tax (SUT) rates are usually dependent on the location where the goods are to be used or shipped. For this reason, PO SUT amounts are calculated at the schedule level. Two factors that contribute to the calculation are the tax destination and applicability. If you are using PeopleSoft’s tax tables, the tax destination and applicability, in addition to other optional factors, such as ultimate use code or category, determine the appropriate tax code, which consists of tax rates. If you use a third-party tax application, the tax destination, applicability, and tax product cross reference fields (such as ultimate use code) are passed to the application to return tax rates and tax amounts for the schedule.

The tax destination appears by default from the ship to location to the PO schedule, where you can override it. The tax destination on the PO must be a valid ship to location. Each ship to location definition can include tax exception information, such as whether the location is exempt, direct pay, or active for tax processing.

Use this tax destination to derive the tax applicability. You can establish the tax options for each vendor location on the Sales/Use Tax Options page accessed from the Vendor Information - Location page. You can set the vendor tax applicability to none, sales, or use. You can also define tax applicability information on the ShipTo Vendor Order Location page. The values that you enter here override the values that you defined for the vendor location. This tax applicability appears by default on the PO schedule, where you can modify it.

Once you determine the tax destination and applicability, you can determine the tax rates and amounts for each schedule. If you are using PeopleSoft's Sales and Use Tax tables, you will retrieve the tax code and calculate the tax rate. Establish the tax code for each ship to location on the ShipTo Sales/Use Tax Default page. These tax codes search for the entry that most closely matches your schedule line. If you use a third-party application to calculate tax rates and amounts, the tax code field is not required or defaulted on to the schedule. PeopleSoft calls the third-party tax provider to return both the rates and the amounts for the appropriate taxing jurisdictions for each schedule.

For example, you defined ship to location ABC01 with ABC tax codes. Sales tax is applicable for all of your vendors. When you have an order with a ship to location of ABC01, the system automatically calculates the ABC tax for the order. Using this functionality, you only have to set up tax codes for vendors on an exception basis.

You can define tax codes and tax authorities on the Tax Code page and Tax Authority page.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, "Calculating Sales and Use Tax in Supply Chain Management"

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Ship To Locations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Specifying Ship To Location Sales and Use Tax Defaults and Exceptions

Value-Added Tax Processing on the PO

To use value-added tax (VAT) processing, establish your VAT environment and enable your business units for VAT. You can then create POs that include tax amounts, exceptions, recoverable amounts, and rebate amounts. The General Ledger business unit associated with your purchasing business unit must be established in the VAT entity setup in order for purchase orders to be eligible for VAT processing.

The ship from country and seller's VAT registration information appears by default from the vendor. The ship to country and buyer's VAT registration information default from the ship to location on the PO, which normally appears by default from the buyer. Key components used in VAT calculations (such as the VAT entity, applicability, exception types, transaction types and treatments) are derived from your VAT setup.

You can view and modify default VAT information on the PO Header - VAT Information page. These defaults apply only to new lines. From this page, you can change either the seller's VAT registration country or the buyer's VAT registration country and then click the Reset Treatment button to retrieve relevant VAT information for the new countries.

Most of the information that the system uses to retrieve and calculate VAT information is established on the PO schedule. This may appear by default from the header in combination with your VAT setup. From the schedule, you can view or modify default VAT information. Any changes made to the schedule affect only new distributions. From the PO schedule, you can change the seller's VAT registration country, the buyer's VAT registration country, or the VAT treatment. To update the VAT default fields affected by any of these changes, click on the Adjust Affected VAT Defaults button. Click on the Reset VAT Defaults button if you want the system to reset all of the VAT defaults, including any VAT default fields you may have changed previously. The system calculates VAT at save time or upon request by clicking the Calculate button on the PO Header.

The system calculates actual VAT amounts and stores this data on the PO distribution record. The system computes the VAT amounts in both the vendor's currency and the base currency on the general ledger business unit linked to your PO. The system adds VAT amounts for both goods and services to the merchandise amount as long as these amounts are not self assessed. VAT amounts are considered part of the PO total amount to be invoiced by the vendor.

See Also

[Chapter 25, "Creating Purchase Orders Online," Creating Purchase Order Headers, page 393](#)

[Chapter 25, "Creating Purchase Orders Online," Creating Purchase Order Schedules, page 416](#)

[Chapter 4, "Defining PeopleSoft Purchasing Business Units and Processing Options," Preparing PeopleSoft Purchasing VAT Environments, page 47](#)

Defining PO Consolidation

If you have requisition lines with the same business unit, vendor, and buyer, or just the same business unit and vendor, you can consolidate these lines onto single POs. This feature is useful if you do not want to send multiple POs to the same vendor for the same business unit.

If you consolidate your requisition lines onto a single PO, the vendor receives only one PO from each business unit (or each business unit and buyer combination) each time that you create purchase orders using the PO Calculations and the Create Purchase Orders process.

On the requisition, you choose to consolidate your POs on the Sourcing Controls page. When you order by item ID on a requisition, the requisition line is eligible for consolidation by default. You can override this setting.

Based on the setting for the requisition line, the AutoSelect Requisitions process (PO_REQSORC) marks the line for consolidation when it creates the entry on the PeopleSoft Purchasing stage tables.

These other processes that load the Purchasing stage tables always set the line on the stage table to *not* be consolidated:

- PO Stage Load (PO_POSTAGE)
- Request for Quotes
- Purchase Order Contracts (PO_POCNTRCT)
- Par Location Replenishment (INPGCDMD)

You can override the consolidation method used by online requisition selection by selecting the Define PO option on the Requisition Selection - Sourcing page. Select this option to create one PO for each vendor. Each requisition line that you select appears on its own line, even if it is for the same item. If you select the Define PO option, you must define the PO here. The PO Calculations process cannot override this setting even if you select the Consolidation option.

When you select the Define PO option, the information that you view on the Requisition Selection - Sourcing page is exactly what is to appear on the PO. If you are sourcing to PeopleSoft Inventory or opt to not use the Define PO option, the system copies the requisition information to the stage table, and the PO Calculations process uses it.

The consolidation type that you select on the PO Calculations page determines whether POs are consolidated by business unit, vendor, and buyer; or by business unit and vendor only. The consolidation method applies only to staged rows marked for consolidation.

For example, if you decide to consolidate by business unit and vendor only, then all the rows marked for consolidation that go to the same vendor within the same business unit are grouped onto one PO even if they have different buyers. If you decide to consolidate by business unit, vendor, and buyer, then all rows marked for consolidation that go to the same vendor within the same business unit, and have the same buyer are grouped onto one PO.

If one of the following conditions exists on your requisition, then consolidation cannot take place:

- You did not select the Calculate Price? option on the requisition-related Line Details page.
- The vendor is specified on the requisition and you did not select the Override Suggested Vendor option on the requisition-related Sourcing Controls page.
- The contract is specified.
- The requisition item is an ad hoc item (order by description).

Schedules are not consolidated onto the PO. Therefore there is a schedule on the PO for each requisition schedule.

Staged rows that are not marked for consolidation create a new PO for each vendor used on a requisition or other staged entry. So, if two requisitions not marked for consolidation are sourced at the same time, and each requisition has two lines for two different vendors, the PO Calculations process and the Create Purchase Orders process create four POs.

See Also

[Chapter 25, "Creating Purchase Orders Online," Entering PO Line Details, page 412](#)

[Chapter 16, "Creating Requisitions Online," Creating Requisition Lines, page 254](#)

[Chapter 26, "Using Purchase Order Sourcing," Automatically Selecting Requisitions for Sourcing, page 469](#)

[Chapter 26, "Using Purchase Order Sourcing," Creating POs Using the Create Purchase Orders Application Engine Process, page 504](#)

[Chapter 26, "Using Purchase Order Sourcing," Manually Selecting Requisitions for Sourcing, page 461](#)

[Chapter 26, "Using Purchase Order Sourcing," Running the PO Calculations Application Engine Process, page 482](#)

Canceling POs

You can cancel a PO in its entirety if all of the following conditions apply:

- The PO is not on hold.
- The PO has never been dispatched.
- You are authorized to cancel POs on the User Preferences - Procurement: Purchase Order Authorizations page.
- You are authorized to cancel POs for the buyer on the User Preferences - Procurement: Purchase Order Authorizations page.
- No schedules on the PO have been matched.
- There are no receipts recorded against the PO.
- There are no open vouchers recorded against the PO.
- If you want to cancel a blanket PO and there are no open or staged receipts against it.

Once the system dispatches a PO, you can cancel all lines without canceling the entire PO.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining Purchase Order User Authorizations

Deleting POs

You can delete a PO line, schedule, or distribution by clicking the Delete Row button.

You can delete an entire PO by clicking the Purchase Order Delete button on the Purchase Order header panel. You can delete a PO in its entirety, if the following conditions are in affect:

- The PO is not on hold.
- The PO has never been successfully budget checked.
- The PO has never been dispatched.
- PO deletion is allowed within the business unit on the Purchasing Business Unit Options page.
- You are authorized to delete POs on the User Preferences - Procurement: Purchase Order Authorizations page.
- You are authorized to delete POs for the buyer on the User Preferences - Procurement: Purchase Order Authorizations page.
- The PO is not a blanket PO.
- The PO is not a recurring PO voucher.
- There are no distribution lines on the PO that are sourced from a requisition.

The system deletes records from the following tables when you delete a PO:

PO_HDR
PO_LINE
PO_LINE_SHIP
PO_LINE_DISTRIB
PO_LINE_DIST_NP
PO_COMMENTS
PO_APPROVAL
PO_VAL_ADJ
PO_DFLT_TBL
PO_ADDR_TBL
PO_LN_SHIP_MTCH
PO_FRT_SET
PO_FRT_CHRG
PO_EST_SHIP
PO_LN_SHIP_SUT
PO_LN_SHIP_SUTD
PO_LN_SHIP_EXS
PO_LN_SHIP_EXSD
PO_LN_DIST_EXS
PO_HDR_EXS

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,”
Establishing PeopleSoft Purchasing Business Units, page 22

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise
Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,”
Defining Purchase Order User Authorizations*

CHAPTER 25

Creating Purchase Orders Online

This chapter provides an overview of the purchase order business process and discusses how to:

- Use purchase order reservation.
- Create PO headers.
- Create PO lines.
- Create PO schedules.
- Create PO distributions.
- Use Express POs.
- Use PO acknowledgements received using EDX.
- Creating and viewing purchase order backorders.

Understanding the Purchase Order Business Process

With PeopleSoft Purchasing, you can create a purchase order (PO) online, in the background, or from another system that transforms purchase requests into POs.

As POs proceed from entry to dispatch, the system tracks details and collects analysis information to facilitate future purchases. In an integrated system, PeopleSoft Purchasing provides PO line information to PeopleSoft Payables for invoice payment.

A PO in PeopleSoft Purchasing has a tree structure whose key components are a header, lines, schedules, and distributions. A PO is identified by an ID that is unique within a Purchasing business unit. The system generates a default PO ID number, but you can override it.

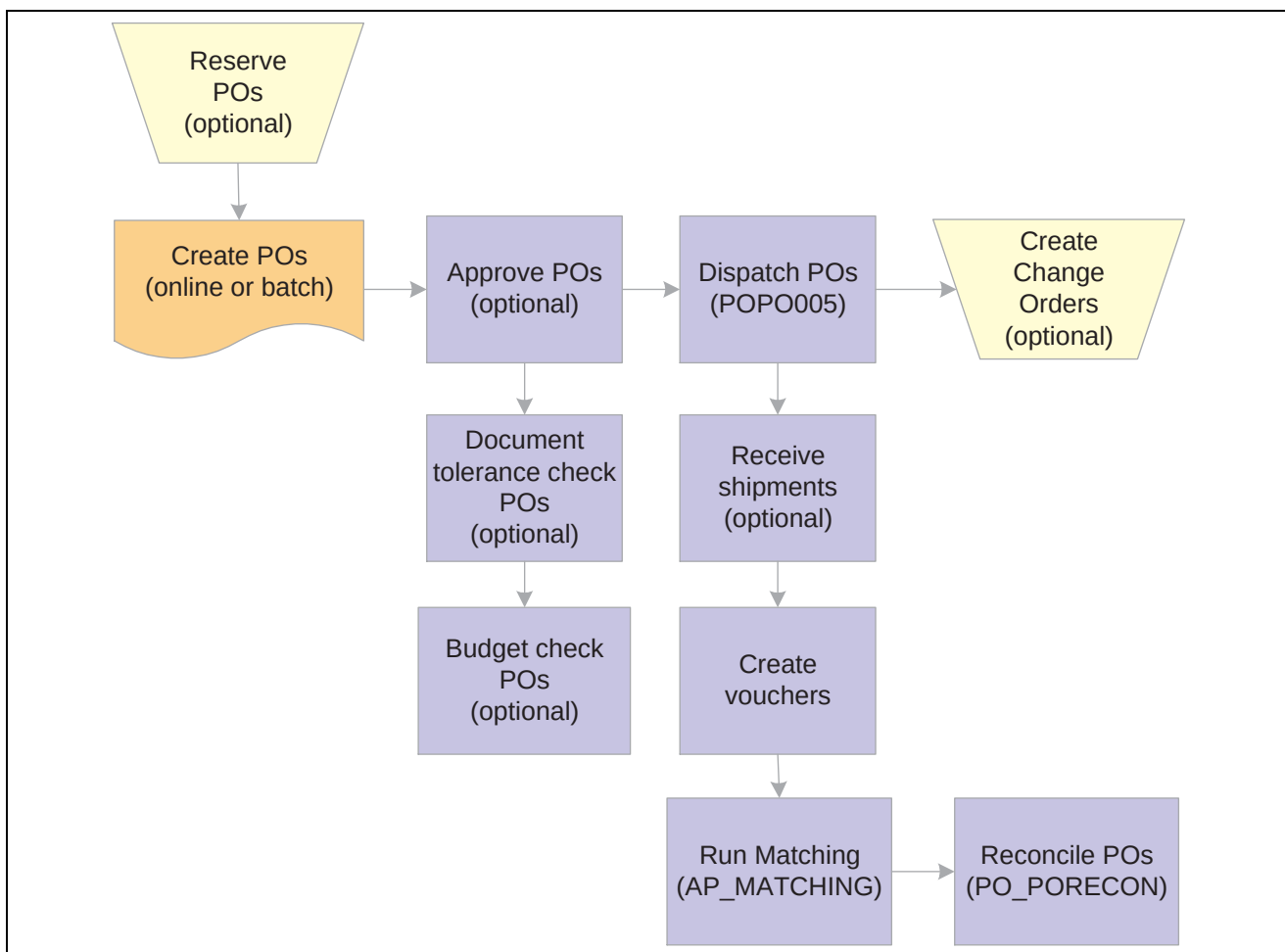
Warning! If you manually override the system assigned PO ID number with a custom PO ID, do not enter a custom PO ID that includes numbers only. If you need to create a PO ID that includes numbers only, use the “Next” feature. If you manually enter a PO ID that includes numbers only, the system may retrieve a number is already used by the batch process, thus causing it to fail.

Header	Contains information such as the PO type, tax exempt status, and vendor and buyer details. Header information pertains to the entire PO.
Lines	Contains information such as the item ID, item description, category, and quantity. Schedules and distributions are accessed through the PO line.

Schedules	Every PO line has one or more due dates and external delivery locations carried on a schedule. Create a schedule for each unique delivery address and due date.
Distributions	Contains information about how the item quantity will be charged to your organization, as well as internal delivery locations. Distributions also contain interface information for PeopleSoft Inventory, Projects, Order Management, and Asset Management. You can have more than one distribution for each schedule.

The basic flow of POs in PeopleSoft Purchasing is as follows:

1. (Optional) Reserve a PO for future use on the Reserve PO page.
2. Create the PO through one of the following:
 - Maintain Purchase Order - Purchase Order page.
 - Express PO page.
 - Requisition Selection page.
 - Purchase Order Stage Load process (PO_POSTAGE).
 - Contract releases.
 - RFQ awards.
 - Strategic Sourcing Event.
 - PO Calculations process (PO_POCALC)
 - Create Purchase Orders process (PO_POCREATE).
3. Approve PO amounts and ChartFields on the Purchase Order Approval pages (may be optional depending on your business practices).
4. Dispatch the POs from the Purchase Order Dispatch/Print process (POPO005) or the PO Reconciliation Workbench page.
5. (Optional) Create change orders using the Maintain Purchase Order - Purchase Order page or batch change order processes.
6. Receive shipments (optional, except for PO lines set up to require receiving).
7. Create PO vouchers.
8. (Optional) Run the Matching process (AP_MATCHING).
9. Reconcile and close the POs using the PO RECON (PO reconciliation) process (PO_PORECON).



Purchase Order Business Process Flow

See Also

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Information, page 397](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering Express Purchase Orders, page 442](#)

[Chapter 27, “Approving Purchase Orders,” page 533](#)

[Chapter 28, “Dispatching and Printing Purchase Orders,” Running the PO Dispatch/Print SQR Process, page 543](#)

[Chapter 31, “Reconciling Purchase Orders,” Running the PO RECON Application Engine Process \(PO_PORECON\), page 595](#)

[Chapter 30, “Using the Purchase Order Reconciliation WorkBench,” page 577](#)

[Chapter 26, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 461](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the Purchase Order Stage Load Application Engine Process, page 476](#)

Common Elements Used in This Chapter

Alloc Method/Allocation Method	Miscellaneous charge allocation method. If no value is selected, charges are allocated based on the setting for each charge on the Header - Miscellaneous Charges page. Values are: <i>Matl Value</i> (material value): Allocates charges based on the value of the items on the line. <i>Quantity</i>: Allocates charges based on the quantity of items on the line. <i>Volume</i>: Allocates charges based on the volume of the items on the line. <i>Weight</i>: Allocates charges based on the weight of the items on the line.
Amt/Amount	Total amount of the charge. You can override the default amount.
AM Unit (asset management unit)	Default PeopleSoft Asset Management business unit for which you are purchasing the items.
Asset Profile ID	If this is an asset item, enter a default asset profile ID for the item.
Budget Status	Appears only if budget checking is enabled. <i>Valid</i>: The PO has been successfully budget checked. <i>Error</i>: The PO has failed budget checking. <i>Not Checked</i>: The PO has not been budget checked.
Cancel Distribution	Click this button to cancel the distribution. If the distribution that you cancel is sourced from a requisition, the system prompts you to see if you want to increase the open requisition quantity and allow the requisition quantity to be reselected. To cancel a distribution, you must have the proper authorization defined on the User Preferences - Procurement: Purchase Order Authorizations page.
CAP # (capital acquisition planning number)	Enter a capital acquisition planning identifier. This ID is defined in PeopleSoft Asset Management. This value is carried from the PO distribution to the receipt.
Capitalize	Indicates a capitalized item.
Cost Type	Cost type for an asset 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, in combination with asset category and transaction code, determines into which accounts the costs are entered in the general ledger.
Currency	Currency of the charge amount displays by default from the vendor location default currency when the third-party vendor location is specified.
EmplID	Employee ID of the custodian of the asset item on the selected distribution sequence.

Freight Charge Method	Method by which freight is charged for the PO. This value can be overridden for the schedule on the Details for Schedule page. Values are: <i>Volume:</i> Freight is charged by the volume of the shipped item. <i>Quantity:</i> Freight is charged by the number of packages. <i>Value:</i> Freight is charged by the value of the order. <i>Weight:</i> Freight is charged by the weight of the items.
Freight Trm/Freight Terms Code	Freight terms code that applies to the schedules for this PO.
Geocode	Nine-digit code used to identify the state, county, and city as a specific jurisdiction.
IN Unit (inventory unit)	Inventory business unit for the item. At the distribution level, if the PO line is for an inventory item, this field appears by default from the ship to location on the Maintain Purchase Orders - Schedule page. If the item is an inventory item and an inventory business unit is entered on the first distribution line of the schedule, the due date on the Maintain Purchase Orders - Schedule page is validated against the inventory business unit calendar. This ensures that the inventory business unit is open to receive merchandise on that day.
Location	Third-party vendor location.
Merch Vendor (merchandise vendor)	If selected, the charges are paid to the PO vendor and the third-party Vendor link becomes unavailable. If you clear the check box, this indicates that the charges are from a third-party and will be paid on a separate voucher. For example, you would clear the check box for freight charges if the freight is billed separately by the carrier.
Miscellaneous Charge/Charge Type	Miscellaneous charges are set up on the Misc Charge/Landed Cost Defn page (miscellaneous charge/landed cost definition page).
Origin	Origin for the PO. Origin codes are established on the Origin Codes page and help identify the origins of transactions.
PO Ref	Enter any reference information. The information that you enter here appears on the PO approval pages.
Rate Date	Date of the rate used in the currency calculation.
Rate Type	Indicates the exchange rate type that the system uses to convert between the PO transaction currency and the PO business unit base currency.
Request BU (requesting business unit)	Business unit from which the PO requisition originated.
RTV Credit (return-to-vendor credit)	Select to credit this charge if a return is made to the vendor. This is available for merchandise-vendor charges only.
Sales/Use Tax Applicability	Choose the correct sales and use tax applicability rules from the following values:

Item is Exempt: Select if the item is exempt from sales and use tax.

Purchaser Is Exonerated: Select if you, as the purchaser, do not have to pay sales or use tax. Tax is not calculated on the PO and accounts payable does not pay taxes.

Sales Tax Appl (sales tax applicability): Select to calculate and apply sales tax on the PO.

Sales Tax Appl, Direct Pay (sales tax applicability direct pay): Select if you do not want sales tax calculated on the PO. The invoice is not created with sales tax, but a line is written to the general ledger for the amount that you must pay the state directly.

Use Tax Appl (use tax applicability): Select to calculate and apply use tax on the PO.

Sequence	Enter the sequence number for the capital acquisition plan.
Ship From Country	Ship from country for the transaction.
Ship From State	Ship from state for the transaction
Ship To Country	Country associated with the ship to location for the transaction
Ship To State	State associated with the ship to location for the transaction
Ship Via	Carrier or method of shipment.
Tax Code SUT (tax code sales use tax)	Tax code for the schedule. A tax code consists of a group of tax authorities. For example, if a certain locality has a city tax, trade use tax, county tax, and state tax, you can create four tax authorities and group them into a single tax code. This is used when the PeopleSoft tax tables are used to calculate sales and use tax.
Third Party Vendor	Third-party vendor billing the miscellaneous charge.
TRFT Rule (transport and freight rule)	Set the transport and freight rule code for the transaction. Can be overridden for the schedule on the Details for Schedule page.
VAT Applicability/ Applicability	Select whether VAT should be calculated for this schedule. While most purchases may be subject to VAT for any of your VAT countries, there may be some items or item categories that are exempt or outside of scope for VAT. VAT Applicability is determined by an algorithm, but you can override the default value here. Values include <i>Exempt</i>, <i>N/A</i>, <i>Outside</i>, <i>Suspended</i>, <i>Exonerated</i> and <i>Taxable</i>. The VAT applicability is set on the Schedule VAT Information page.
VAT Code	The VAT code is used to specify the tax rate associated with the transaction schedule line. The VAT code defaults from the VAT defaults table, using the Purchasing VAT defaulting hierarchy.
VAT Transaction Type	The VAT transaction type provides a way of categorizing your VAT transactions for reporting purposes.

The VAT transaction type defaults from the VAT defaults table, based on the Purchasing VAT defaulting hierarchy.

VAT Reporting Entity
(value added tax reporting entity)

This is the level in the organization at which VAT returns are filed. Purchasing business units are VAT-enabled through their relationship with the General Ledger business unit. On a purchase order, this is the entity that reports the VAT for this transaction.

VAT Treatment

VAT treatment for the VAT calculation. VAT treatment is determined by a complex set of algorithms. Values include:

Domestic Goods Purchase: If the ship from and ship to countries are the same, and the vendor is registered for VAT, the transaction is treated as domestic.

Domestic Services Purchase: If the buyer and seller are both located in the country where the VAT is liable, the transaction is treated as domestic

EU Goods Purchase: If the ship from and ship to countries are different, the system determines whether both countries are located within the European Union. If so, the system looks at the VAT registration for each trading partner to determine whether the transaction should be treated as an intra-EU purchase, domestic, or outside the scope of VAT.

EU Services Purchase: If each trading partner is located and registered in different EU countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed EU Services Purchase.

Self-Assess Goods Import: If the ship from country is different from the ship to country and either or both of the countries are located outside of the European Union, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If the flag on the entry in the VAT Country table for the VAT reporting country indicates that VAT on imports should be self-assessed, the transaction will be treated as a Self-Assess Goods Import, and both input and output VAT will be recorded.

Self-Assess Services Import: If each trading partner is located and registered in different countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed Services Import.

Zero-rated Goods Import: If the ship from country is different from the ship to country and either or both of the countries are located outside of the European Union, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If the flag on the entry in the VAT Country table for the VAT reporting country indicates that only input VAT should be recorded on imports, the transaction will be treated as a Zero-Rated Goods Import.

Outside of Scope: If the supplier is not registered for VAT, or if the VAT is liable in a country other than the VAT reporting country, the transaction is treated as outside the scope of VAT.

No VAT Processing: For transactions where the physical nature is goods, if the ship to country has not been defined as a VAT country and the VAT reporting country on the transaction is blank, no VAT information will be recorded.

VAT Use Type/Use Type Defines the percentages by which the usage of goods and services are taxable and exempt from VAT. This is used in the calculation of recoverable and rebate VAT.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Schedule Information, page 418](#)

[Chapter 25, “Creating Purchase Orders Online,” Selecting Miscellaneous Charges to Apply to PO Lines, page 416](#)

[Chapter 25, “Creating Purchase Orders Online,” Updating Schedule VAT Details, page 423](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining Purchasing Processing Options, page 40](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Preparing PeopleSoft Purchasing VAT Environments, page 47](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Up Application-Specific Installation Options

PeopleSoft Global Options and Reports 8.8 PeopleBook

Using Purchase Order Reservations

This section discusses how to reserve purchase orders.

Page Used to Reserve Purchase Orders

Page Name	Object Name	Navigation	Usage
Purchase Order Reservation	PO_RESERVE	Purchasing, Purchase Orders, Reserve PO IDs, Reserve PO	Reserve a PO number or a sequence of PO numbers without having to enter the details of the PO. This enables you to enter and process the PO later while securing a PO number now. This functionality can be useful when you must give a PO number to a vendor over the phone, but don't have time to enter a complete PO at that time.

Reserving Purchase Orders

Access the Purchase Order Reservation page.

When accessing the page, you can enter a custom PO ID in the Purchase Order field on the Purchase Order Reservation prompt page. If you attempt to reserve a PO ID that is already in use, you receive an error.

PO ID

When you save this page and are not reserving a block of POs, the single PO ID appears and is assigned to a PO containing default information based on your user ID and the information that you entered here.

If you are reserving a block of POs, the ID of the first PO in the sequence appears.

New POs are created with a status of *Open* and are immediately available for modification.

Number of PO's

Select to reserve a block of PO numbers. Enter the number of PO IDs that you want to reserve.

Creating Purchase Order Headers

This section discusses how to:

- Enter PO header information.
- Enter vendor details.
- Enter PO header details.
- Entering PO header comments.
- Enter PO defaults.
- Entering PO header VAT details.
- Apply default field value changes to existing lines, schedules, and distributions.
- Enter PO dispatch options.
- View PO dispatch history.
- Enter PO matching information.

Pages Used to Create Purchase Order Headers

Page Name	Object Name	Navigation	Usage
Maintain Purchase Order - Purchase Order	PO_LINE	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order	Enter or change PO information online.
Copy Purchase Order From Contract	PO_COPY_TMPLT	Select the <i>Contract</i> value from the Copy From dropdown.	Select this option to access the Copy Purchase Order From Contracts page, where you can copy your purchase order from an existing contract.

Page Name	Object Name	Navigation	Usage
Copy Purchase Order From Purchase Order	PO_COPY_TMPLT	Select the <i>Purchase Order</i> value from the Copy From dropdown.	Select this option to access the Copy Purchase Order From Purchase Order page, where you can copy your purchase order from an existing purchase order.
Copy Purchase Order From Requisition	PO_REQ_SOURCE	Select the <i>Requisition</i> value from the Copy From dropdown.	Select this option to access the Copy Purchase Order From Requisition page, where you can copy your purchase order from an existing requisition.
Vendor Search	VENDOR_LOOKUP_SEC	Click the Vendor Search option on the Maintain Purchase Order - Purchase Order page.	Search for vendors.
Vendor Details	PO_VENDOR	Click the Vendor Details link on the Maintain Purchase Order - Purchase Order page.	Enter exceptions to the default values for the vendor such as, vendor order location, address, contact, and salesperson.
Purchase Order Exceptions	KK_XCP_HDR_PO1	Click the Error text link on the Maintain Purchase Order - Purchase Order page. This link displays only if a purchase order Budget Status is Error.	View budget check exceptions for POs. Users with appropriate authority can override the budget exceptions on this page.
Purchase Order (NP) Exception	KK_XCP_HDR_PO1N	Click the Budget Sts NP button. This button displays only if there is a non-prorated PO with a Budget Status of Error.	View budget check exceptions for non-prorated POs. Users with appropriate authority can override the budget exceptions on this page.
PO Total Amount Details	PO_ADJ_BRKDOWN	Click the link associated with the Freight/Tax/Misc option on the Maintain Purchase Order - Purchase Order page.	View price adjustments broken down into individual amounts, such as freight, sales and use tax, miscellaneous charges, and value-added tax.
PO Header Details	PO_HDR_DTL	Click the Header Details link on the Maintain Purchase Order - Purchase Order page.	Enter PO header details, enter rules for the entire order, and hold the PO from further processing.
PO Header Details - Bill To Address	PO_ADDRESS	Click the Billing Address link on the PO Header Details page.	View address details for the location relevant to the page from which this page is accessed.

Page Name	Object Name	Navigation	Usage
Exchange Rate Detail	EXCH_RT_DTL_INQ	Click the Exchange Rate Detail option on the PO Header Details page.	View the rules used to calculate exchange rates for the transaction.
Purchase Order Defaults	PO_DEFAULTS	Click the PO Defaults link on the Maintain Purchase Order - Purchase Order page.	Override the defaults set at the business unit, buyer, or vendor level and to set defaults when none exist.
PO One Time Address Default	PO_DFLT_ADDR	Click the One Time Address option on the Purchase Order Defaults page.	Set up a one-time ship to address for the selected transaction. The address entered serves as the default one-time address for all new lines and schedules on your transaction document.
Projects Information	PC_FIELDS	Click the Project link on the Purchase Order Defaults page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.
Retrofit field changes to all existing lines/schedule/distributions...	PO_DFLT_RETROFIT	Exit the Purchase Order Defaults page after you have entered field value changes on the pages or any of the pages accessed from it, and you have a transaction line that contains item description and quantity information.	Apply default field value changes to existing lines, schedules, and distributions.
PO Header Comments	PO_COMMENTS_SEC	Click the Add Comments link on the Maintain Purchase Order - Purchase Order page.	Enter comments for a transaction. You can enter a unique comment or select from predefined standard comments.
Standard Comments	STD_COMM_SEC	Click the Standard Comments link on the PO Header Comments page.	Enter standard comments for your purchase order.
PO Header - VAT Information	PO_HDR_VAT	Click the Header VAT link on the Maintain Purchase Order - Purchase Order page.	View header VAT details.
Purchase Order Activities	PO_ACTIVITY	Click the PO Activities link on the Maintain Purchase Order - Purchase Order page.	Enter and track activities associated with a particular transaction. Keep your activity comments organized by logging the due date and by selecting the done check box.

Page Name	Object Name	Navigation	Usage
Create Backorders	PO_BACKORDER	Click the Create Backorder link on the Maintain Purchase Order - Purchase Order page.	Apply backorder status, revised quantities, and delivery due dates to dispatched PO schedule.
Activity Log	PO_MAINT_POP	Select the Activity Log option from the More dropdown list on the Maintain Purchase Order - Purchase Order page.	View basic transaction activity information.
Dispatch Options	DISPATCH_OPTIONS	Click the Dispatch button on the Maintain Purchase Order - Purchase Order page.	Enter dispatch options for the PO and to dispatch a PO to the vendor.
PO Matching	PO_MATCHING	Select the Matching option from the More dropdown list on the Maintain Purchase Order - Purchase Order page.	Enter matching information for the PO.
PO Dispatched History	PO_DISP_DSPLY	Select the PO Dispatched History option from the More dropdown list on the Maintain Purchase Order - Purchase Order page.	View the dispatch history of the PO.
Commitment Control	KK_EXCPTN_OVER_SEC	Select the Budget Status - Prorated or Budget Status - NProrated option from the More dropdown list on the Maintain Purchase Order - Purchase Order page.	View details about a Commitment Control transaction, such as the source transaction type and the amount type for the journal. You can also override budget checking for the transaction or run the Budget Processor for the transaction.
Document Tolerance Request	DOC_TOL_RUN_CNTRL	Purchasing, Purchase Orders, Verify Document Tolerance, Document Tolerance	Request that the system check the transaction for document tolerances.
Document Tolerance Exceptions	DOC_TOL_EXCPT	Select the Document Tolerance Exception option from the More dropdown list on the Maintain Purchase Order - Purchase Order page.	View and update document tolerance exceptions.
Document Tolerance Override History	DOC_TOL_OVR_LOG	Purchasing, Purchase Orders, Review PO Information, Doc Tolerance Override History, Override Log	View and update document tolerance override history.

Page Name	Object Name	Navigation	Usage
PO Document Status	PRCR_DOCSTAT_INQ	Purchasing, Purchase Orders, Review PO Information, Document Status, PO Document Status Select the Document Status Inquiry option from the More dropdown list on the Maintain Purchase Order - Purchase Order page.	Access and review information about procurement documents associated with a purchase order.

Entering PO Header Information

Access the Manage Purchase Order - Purchase Order Header page.

Maintain Purchase Order

Purchase Order

Unit: US001 PO Status: Approved
 PO ID: NEXT Budget Status: Not Chk'd 
 Copy From: ☐ Hold From Further Processing

▼ Header

*PO Date: 09/05/2003  Vendor Search
 Vendor: CREATIVE-001  Vendor Details
 *Vendor ID: USA0000014  Creative Sport
 *Buyer: VP1  Atamian,Wes
 PO Reference:

Doc Tol Status: Not Chk'd
 Receipt Status: Not Recvd
 *Dispatch Method: Print  Dispatch

Amount Summary

Merchandise: 0.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 0.00 USD

Header Details PO Activities Add ShipTo Comments
 PO Defaults
 Add Comments

Add Items From

Purchasing Kit Catalog Item Search

Lines

Customize | Find | View All |  First 1 of 1 Last

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving 

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	10000	Long Sleeve Biking	89	EA	CYCLING	349.67		Active

Maintain Purchase Order - Purchase Order page

Chng Order (change order) If applicable, displays the change order batch number for the PO.

Copy From Select from the following values:

Contract: Select this option to access the Copy Purchase Order From Contracts page, where you can copy your purchase order from an existing contract. Enter the Contract SetID, Contract ID, Vendor, Vendor ID, and Master Contract of the contract you want to copy. You can copy multiple contracts into an existing PO. You have the option of manually entering the order quantity or using the scheduled ship quantity from the contract. Blanket purchase orders are not available for selection.

Purchase Order: Select this option to access the Copy Purchase Order From Purchase Order page, where you can copy your purchase order from an existing purchase order. Enter relative information like PO ID, Vendor ID, and Buyer information from the PO you want to copy. The copy function only

enables you to copy from one PO. If you attempt to copy more than one PO, the most recently copied PO overrides the previous PO information.

Requisition: Select this option to access the Copy Purchase Order From Requisition page, where you can copy your purchase order from an existing requisition.

When you copy from a requisition, you are sourcing the requisition onto the PO. The Copy From function enables you to quickly turn a requisition into a PO without going through sourcing. If you want to partially source, split source, or consolidate requisitions, use the Requisition Selection component. If a blanket PO is specified on the requisition line, it cannot be sourced to the PO here.

You can copy multiple requisition lines into one PO because the header information on the PO is sufficient for all lines being sourced from the requisition.

Note. You must enter a Vendor ID before you can copy your purchase order from an existing requisition.

PO Status

Status of the entire PO. Values include Initial, Open, Pending Approval, Approved, Dispatched, Canceled, and Complete.

Budget Status

Appears only if budget checking is enabled. Values are:

Valid: The PO has been successfully budget checked.

Error: The PO has failed budget checking. The text is enabled as a link, which you can click to access the Purchase Order Exceptions page where you can view budget check exceptions for this PO. Users with appropriate authority can override the budget exceptions on the Purchase Order Exceptions page.

Hold From Further Processing

Select to prevent further action on a PO. If selected, the PO cannot be approved or dispatched, but it can be modified.



Select the Change Order button to create a change order revision number. When you click this button, fields within the Header group box become available for entry and the system tracks any change order information you enter. This button is available for POs in dispatched status, and if you specified fields on the Chng Ord Template (change order template) page that are header-level changes.



Click the Cancel PO button to cancel the entire PO. When you click this button, you are prompted to confirm that you want to cancel the PO.

If the PO references a request for quote (RFQ), you are prompted with a message to decrease the RFQ order quantity. If you decrease the ordered quantity, that quantity becomes available to be awarded to another vendor. If you do not decrease the award quantity, the quantity is not available to be awarded on another PO.

You are also prompted to change the requisition quantity, so that it can be sourced again.

If the PO has already been dispatched to the vendor or if you don't have the authority to cancel a PO, the Cancel PO button is not available.

If you cancel a purchase order that is associated to a recurring PO voucher contract, the system changes the status of the contract to Hold. You can then copy the contract into a new contract if necessary.

Set up the authority to cancel a PO on the User Preferences - Procurement: Purchase Order Authorizations page.

Approve PO

Click the Approve PO button to change the status of the PO to *Approved*. The PO receives an approved or pending approval status based on the PO approval rules defined for your PeopleSoft Purchasing business unit. Once the status is changed to *Approved* or *Pending Approval*, this button is no longer available. The Approve PO button is not available if you do not have the authority to approve a PO. Set up approval authority on the User Preferences - Procurement: Purchase Order Authorizations page.



Click the Delete PO button to delete the entire PO. When you click this button, you must confirm that you want to delete the PO. Once you delete a PO, the same PO ID can be reused.

You can only delete POs if you have been authorized for PO deletion on the User Preferences - Procurement: Purchase Order Authorizations page.

Budget Check

Click the Budget Check button to run budget checking for this PO. This button is available if commitment control is enabled for PeopleSoft Purchasing.

When you run budget checking, the Comm. Cntrl. Budget Processor (commitment control budget processor) process (FSPKBDP3) runs to check your budget. This process updates the budget header status to either *Valid* or *Error*.



Click the Finalize Document button to finalize all referenced requisitions for the current purchase order. The system checks all line distributions in the purchase order for the associated predecessor requisition distributions.

If multiple purchase order distribution lines are associated to the same requisition line distributions, the system only allows one line to be finalized.

The system does not display this button if commitment control is not enable, or if the purchase order is not sourced from a requisition and thus has no predecessor.



Click the Undo Finalize Entire Document button to reverse finalizing the referenced requisitions for this purchase order.

The system does not display this button if commitment control is not enabled, or if the purchase order is not sourced from a requisition and thus has no predecessor.

Note. If you mark a distribution line as final for less, you must run budget checking afterwards.



Click the Budget Sts NP button to access the Purchase Order (NP) Exceptions page where you can view budget check exceptions for non-prorated purchase orders. Users with appropriate authority can override the budget exceptions on the Purchase Order (NP) Exceptions page. This button will only display if there are non-prorated purchase orders with a Budget Status of *Error*.

Not Checked: The PO has not been budget checked.

Header

PO Date

Defaults to the current system date. You can override the PO date. This appears on the Purchase Order and is the date used for price calculation if the price date is defined as the PO date.

Vendor

A PO can have only one vendor. When you select a vendor, the vendor order location, price location, primary buyer, freight terms, payment terms, vendor currency, dispatch methods, and VAT option appear by default on the PO. You can override the defaults from the vendor on the Vendor Details page.

Buyer

A PO can only have one buyer. Buyers available to a user are defined on the User Preferences - Procurement: Purchase Order Authorizations page.

Doc Tol Status (document tolerance status)

If Document Tolerance checking is enabled, the system displays the Document Tolerance Status. The system runs the Document Tolerance process before Budget Checking when you click the Budget Check button, or you can run the process separately. Document Tolerance checks the change in percentage or a fixed dollar amount between the purchase order and requisition at the ChartField distribution level. Values are:

V: Valid. The purchase order has passed document tolerance checking.

N: Not checked. The purchase order requires document tolerance checking. If any amounts, quantities, or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked*.

E: Error. Exceptions were generated for the purchase order during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page.

Backorder Status

Backorder status. Values include:

None.

Backorder.

BO Recv (backorder received).

Receipt Status

Receipt status of the PO. Values include:

N (Not received)

P (Partially received)

R (Fully received)

Amount Summary

Merchandise	Merchandise amount according to the quantities and prices of the items on the PO. This field is not available if this PO is used with a recurring PO voucher.
PO Total Amount Details	Click link associated with the Freight/Tax/Misc.:. This page displays the total amount of adjustments made to this PO. This includes valued added tax (VAT), sales tax, miscellaneous charges, and freight.
Calculate	Select to recalculate the freight total for this PO.
Total Amount	Total amount on the PO calculated from the merchandise and adjustment amounts.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Updating Schedule VAT Details, page 423](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Line Details, page 412](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Schedule Information, page 418](#)

[Appendix D, “PeopleSoft Purchasing Reports,” POPO005 - PO Dispatch/Print, page 803](#)

[Chapter 27, “Approving Purchase Orders,” page 533](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 24](#)

[Chapter 40, “Inquiring About Document Status,” Viewing PO Document Status, page 725](#)

[Chapter 12, “Running Document Tolerances,” Understanding Document Tolerances, page 173](#)

[Chapter 24, “Understanding Purchase Orders,” PO Header Status Values, page 378](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Document Tolerances

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Creating PO Change Order Templates

Entering Vendor Details

Access the Vendor Details page.

Location	Select the vendor location, if you want to override the default.
Terms	Specify payment terms for the vendor location, if you want to override the default.

Note. The payment terms on the PO voucher in PeopleSoft Payables are the payment terms from the PO header.

Basis Dt Type (basis date type)	Defines the date the system uses as the term basis date for scheduling payment and determining early payment discounts. Values include <i>Acct Date</i> (accounting date), <i>Doc Date</i> (constructive document receipt date), <i>Inv Date</i> (invoice date), <i>Recpt Date</i> (receipt date), <i>Ship Date</i> , and <i>User Date</i> (user specified date).
Basis Date	This field is available when the basis date type is <i>User Date</i> .
Address	Address for this location. Click the Address Details link to view vendor location address details in the lower portion of the page.
Contact	Contact person for the vendor. Click the Contact Details link to view contact address details in the lower portion of the page.
Salesperson	Salesperson for the vendor. Click the Salesperson Details link to view salesperson address details in the lower portion of the page.

Entering PO Header Details

Access the PO Header Details page.

PO Details

PO Type	Establishes the type of PO that you are creating from a user-defined selection list. This value, with the exception of Kanban, is not used in PO processing, but can be used for informational purposes.
Billing Location	Location code that designates the billing address.
Tax Exempt	Select if the PO is exempt from sales and use taxes. Exemption from VAT is handled through the VAT setup. If selected, enter a tax exempt ID in the ID field. The tax exempt ID prints on the PO.
Letter of Credit ID	This value is used as a reference on the PO and defaults to the PO voucher pages. When the dispatch method is email, this field is enabled to allow entry of an override email address for the dispatch of the current purchase order.
Prefix	When the dispatch method is fax, this field is enabled to allow entry of an override fax phone number prefix for the dispatch of the current purchase order.
Telephone	When the dispatch method is fax, this field is enabled to allow entry of an override fax phone number telephone number for the dispatch of the current purchase order.
Extension	When the dispatch method is fax, this field is enabled to allow entry of an override fax phone number extension for the dispatch of the current purchase order.
Currency	
Currency Code	Currency to use on the PO. The currency code can be changed only when the business unit allows multicurrency.

Rate Date	Date of the rate used in the currency calculation.
Rate Type	Indicates the currency exchange rate the system uses to convert between the PO transaction Currency Code value and the PO business unit Base Currency value.
Exchange Rate	Rate at which the currency exchange is performed, based on the rate date and rate type.

Process Control Option

Dispatch	Selected by default so that once the status of the PO is <i>Approved</i> , the PO is a candidate for the next dispatch process. To prevent the PO from being dispatched, clear this check box.
Method	Override the default dispatch method by selecting <i>EDX</i> , <i>Fax</i> , <i>Phone</i> , <i>Email</i> , or <i>Print</i> .
Accounting Date	Used to determine the open period or allowable open date range for budget checking a purchase order when you are using commitment control. If the purchase order's accounting date falls before or after the open period date range, the system provides a message to prevent or warn you from running budget checking.
Accounting Template	Accounting template for the PO. The accounting template is used to determine ChartField values that are used to offset one-sided transactions in PeopleSoft Purchasing.

See Also

[Chapter 27, "Approving Purchase Orders," Approving POs by Using Online Pages, page 536](#)

[Chapter 28, "Dispatching and Printing Purchase Orders," page 539](#)

[Chapter 26, "Using Purchase Order Sourcing," Running the Purchase Order Stage Load Application Engine Process , page 476](#)

PeopleSoft Payables 8.8 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information"

Entering PO Header Comments

Access the PO Header Comments page.

Att ID (attachment ID)	Enter an attachment ID for your associated document.
Att Descr (attachment description)	Enter a meaningful description of your attachment.
Upload	Select this button to upload and attach your associated documents.
Go To Source	If the transaction's comments originated with another transaction, you may select this option to view the originating source transaction. This option is available only if a source transaction exists.

View Select this button to display an attachment that has already been linked to the comments.

Use the fields in this group box to attach files to your transaction. You can attach any type of file. The documents you choose to attach do not transmit with the PO to the vendor.

Entering PO Defaults

Access the Purchase Order Defaults page.

If you make changes or add values to the defaults on this page, when you exit the page, you are prompted with the Retrofit field changes to all existing line, schedule, and distribution pages.

Insert Default Ship Comments Click this button to insert the default shipping comments for this location. This button is available when there are comments for the ship to location on the Ship To Locations page. The comments are added to the PO Comments page.

Default Options

Default If you select this option, the new default value that you enter on this page is assigned to the given field if no other value is assigned from prior defaults.

Override If you select this option, the new value that you enter on this page overrides any value that is assigned from prior defaults. Only non-blank values are assigned.

Line

Category Enter a default category code for the PO. Entering a default value here can facilitate your ability to order ad hoc (description-only) items. The category entered here only applies to ad hoc (description only) lines.

UOM (unit of measure) Enter a default UOM for the PO. Entering a default value here can facilitate your ability to order ad hoc (description-only) items.

Schedule

Ship To Default ship to location, which appears on the PO schedule as the location to which the vendor ships the order. A change to the ship to location implies sales/use tax and VAT recalculations on the PO Header - VAT Information page.

Note. If you change the ship to location to a different inventory business unit that requires closure calendar validation and processing for receiving activities as defined on the Closure Calendar page, the system validates the Due Date value as a valid date for receiving. If it encounters an exception date, it uses the next valid future date as the due date.

Due Date Default due date. If you don't enter a default due date here, the due date for each schedule has the default value of the PO date plus the number of lead-time days defined for the item.

Note. If the inventory business unit associated with the ship to location requires closure calendar validation and processing for receiving activities as defined on the Closure Calendar page and the Due Date value falls on a defined closure date, the system issues a warning. You can choose to keep the invalid date, or use the next valid date on the calendar.

Ship Via

Carrier or method of shipment.

Distribute by

You can either distribute by amount or quantity.

When you select the Override option on this page, you can set up multiple distribution lines. You then enter the percentage for each distribution in the distribution details. The sum of the line distribution percentages must equal 100%.

Liquidate by

Liquidate your outstanding pre-encumbrance and encumbrance balances by amount or quantity.

Note. This field is only visible if Commitment Control is enabled, and you choose the “Liquidate by Quantity” option on the Purchasing Definition - Business Unit Options page. If Commitment Controlled is not installed, or you do not choose the option to liquidate by quantity on the PO business unit page, the budget processor balance will liquidate by amount only.

Ultimate Use Code

In most cases, sales tax is computed as a use tax based on the tax code applicable to the ship to or usage destination. However, how merchandise is ultimately used may also result in a different tax rate within the same ship to or usage destination. Enter an ultimate use code to override the default tax rate for a location.

Original Promise Date

Date on which the vendor originally committed to deliver the item.

Freight Terms Code

Freight terms code that applies to the schedules for this PO.

Distribution**Budget Date**

If you are using commitment control, the system makes this field available. The default date is the accounting date, but you can override it. When you save the purchase order, the system confirms that the budget date is within the valid open period date range for the general ledger business unit.

SpeedChart

Select a default SpeedChart. The SpeedChart feature enables you to use a code that contains preset distributions.

See Also

Chapter 25, “Creating Purchase Orders Online,” Entering Schedule Details, page 429

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Configuring ChartFields,” Completing the Standard ChartField Configuration Page

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

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Shipping Codes

PeopleSoft Asset Management 8.8 PeopleBook, “Establishing Asset Processing,” Setting Up Cost Types

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Freight Terms

PeopleSoft Inventory 8.8 PeopleBook, “Defining Your Operational Structure in PeopleSoft Inventory,” Establishing Operation Closure Dates

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Ship To Locations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining SpeedCharts

Entering PO Header VAT Details

Access the PO Header - VAT Information page.

Many of the fields on the PO Header - VAT Information page are the same fields described on the VAT Information for a Schedule page. For more information about the field definitions for this page, please see the discussion for the VAT Information for a Schedule page.

See Chapter 25, “Creating Purchase Orders Online,” Updating Schedule VAT Details, page 423.

Applying Purchase Order Default Field Value Changes to Existing Lines, Schedules, and Distributions

Access the Retrofit field changes to all existing PO lines/schedules/distributions page.

When accessed from the Purchase Order Defaults page, this page enables you to retrofit your default field value changes to lines, schedules, and distributions on a purchase order without having to manually apply them to each area. You can make your changes once and apply as many of them as you want to the transaction.

The option to apply these defaults is available whether you select the Default or Override option on the Purchase Order Defaults page.

Category and unit of measure defaults can be applied at the line level only for ad hoc (description-only) item orders.

Apply	Select to apply the default field value change to the distribution line displayed in the Distrib Line field. For example, if you select Apply for Distrib Line 3, the change will be applied to each Distrib Line 3 that appears on the PO. If the Distrib Line field is blank, this means that the default field value change does not apply at the distribution level. In this case, select the Apply option to carry your default field value change to the line or schedule level instead.
Distrib Line	Displays the distribution line affected by the field value change. If this field is blank, this means that the default field value change does not apply at the distribution level.
Apply to All Distribs	Select to apply the default field value change to all existing distribution lines on the transaction, regardless of the Distrib Line value displayed. A distribution percentage value (DISTRIB_PCT) is specific to an individual distribution line. Therefore, the Apply to All Distribs option is unavailable for this field value change

See Also

Chapter 25, “Creating Purchase Orders Online,” Entering PO Defaults, page 404

Entering PO Dispatch Options

Access the Dispatch Options page.

Fax Cover Page	Enter the location of the fax cover page file.
Server Name	Name of the server that you want to process the dispatch request.
Output Destination Type	Select the dispatch method. Values are <i>FILE</i> , <i>PRINTER</i> , and <i>WEB</i> .
Output Destination Format	Select the appropriate format for the dispatched file, based on how you want to send the file to the vendor.
Test Dispatch	Select if you want to do a test dispatch and do not want to actually dispatch to the vendor. “ <i>Unauthorized</i> ” prints at the bottom of the transaction document. The system dispatches the PO, but it doesn’t update the PO status from <i>Approved</i> to <i>Dispatched</i> .
Print BU Comments (print business unit comments)	Select to have the comments (terms and conditions) defined for the Purchasing business unit appear on the PO upon dispatch. These comments are assigned to the Purchasing business unit by selecting the Comments link on the Purchasing Definition - Business Unit Definition page.
Print Duplicate on PO	Y (yes): Select to print the word <i>duplicate</i> on the transaction document.
Print Changes Only	Select if you are dispatching a change order and want to print only the changes that were made to the PO.
Print Copy	Select if you want to print a copy of the dispatched document. If any of the POs are dispatched by phone, fax, email, or EDX, a hard copy is printed for review.

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 24

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Fax Cover Letters

Viewing PO Dispatch History

Access the PO Dispatched History page.

Fax Dir (fax directory) Directory where the fax file is located. The file is generated during the dispatch process for POs with a *Fax* dispatch method.

Entering PO Matching Information

Access the PO Matching page.

Match Status

Possible values include *To Match*, *Part Matched*, or *Fully Matched*, based on the extent to which the matching process has been completed for the PO.

Match Options

Match Action	Controls the type of match rules you can add to this match rule control. Values include: <i>No Match</i> : No match required. <i>Standard</i> : Comprises two-way (PO to voucher), two-way (receipt to voucher), three-way, four-way, or ERS (evaluated receipt settlement) matching.
ERS Action	Values include: <i>Yes</i> : Matches receipts against POs and generates vouchers without requiring an invoice. <i>No</i> .
Match Rule	Select a match rule.

See Also

PeopleSoft Payables 8.8 PeopleBook, “Running the Matching Process”

Creating Purchase Order Lines

This section discusses how to:

- Enter PO line information.

- Enter PO line details.
- Apply miscellaneous charges to PO lines.
- Select miscellaneous charges to apply to PO lines.

Pages Used to Create Purchase Order Lines

Page Name	Object Name	Navigation	Usage
Maintain Purchase Order - Purchase Order	PO_LINE	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order	Enter or change PO information online.
Enter Kit Items	PO_KIT_ITEMS	Click the Purchasing Kit link on the Maintain Purchase Order - Purchase Order page.	Order an item by kit ID. The individual items in the kit become new lines on the PO.
Order By Catalog	ORD_BY_ITEM_CAT	Click the Catalog link on the Maintain Purchase Order - Purchase Order page.	Search for and select items to order from a catalog.
Item Search Criteria	ITEM_SEARCH_SP	Click the Item Search option on the Maintain Purchase Order - Purchase Order page.	Search for items.
Line Details	PO_LINE_DTLS	 Click the Line Details button in the Line grid portion on the Maintain Purchase Order - Purchase Order page.	Enter additional information for this line, such as contract and vendor item information, item manufacturer information, price calculation parameters, and to specify whether the item requires receiving and inspection. Any changes that you make on this page apply only to the selected line.
Item Description	PO_ITEM_DESCR	Click the Description link on the Line Details page.	Enter and view descriptions for a specific item. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.
Maintain Contracts - Line	CNTRCT_LINE	Click the Contract Details link on the Line Details page.	View contract details and select contract lines to use as lines on the purchase order.
Configuration Info	PO_LINE_CP	Click the Configuration Info option on the Line Details page.	View item configuration codes for configured items. The item you are querying must be defined as a configured item and have configuration codes created for it.

Page Name	Object Name	Navigation	Usage
PO Line Comments	PO_COMMENTS_SEC	 Click the Line Comments button in the Lines grid section on the Maintain Purchase Order - Purchase Order page.	Enter comments for a transaction. You can enter a unique comment or select from predefined standard comments.
Category Search	CAT_SEARCH_SEC	Click the Category Search option from the More dropdown on the Maintain Purchase Order - Purchase Order page.	Search for and select an appropriate category ID for the item when entering an ad hoc item. The search for the category ID is done using a category hierarchy tree.
View Category Hierarchy	CAT_PARENTAGE_SEC	Click the View Category Hierarchy option from the More dropdown on the Maintain Purchase Order - Purchase Order page.	View information about where a category resides in the entire catalog tree hierarchy.
Header Misc. Charges (header miscellaneous charges)	PO_MISC_WRK	Click the Header Misc. Charges option from the More dropdown on the Maintain Purchase Order - Purchase Order page.	Apply miscellaneous charges that you add on the Header - Miscellaneous Charges page to the lines of the PO.
Header - Miscellaneous Charges	PO_HDR_MISC	Click the Miscellaneous Charges link on the Header Misc. Charges page.	Enter miscellaneous charges that you want to allocate to some or all of the lines on the PO using the Maintain Purchase Order - Purchase Order - Miscellaneous page.
Header - 3rd Party Vendor	PO_HDR_MISC_3RD	Click the Third Party Vendor link on the Header - Miscellaneous Charges page.	Select the third-party vendor the miscellaneous charge is from and specify the amount of the charge.
Exchange Rate Detail	EXCH_RT_DTL_INQ	Click the Exchange Rate Detail option on the Header - 3rd Party Vendor page.	View the rules used to calculate exchange rates for the transaction.
Item/Product Availability (inquiry)	ATP_SUMMARY_INV	Click the Item Availability link on the PO Line Details page.	View the availability of this item. PeopleSoft Inventory must be installed for this link to be active.

Entering PO Line Information

Access the Maintain Purchase Order - Purchase Order Header page.

Lines — Details Tab

Item

Depending on how you've set up PO Item Vendor Security option on the Purchasing Definition – Business Unit Options page, the items available may be limited to predefined choices that you established for the selected vendor.

When you select an item, the description, category, unit of measure, and price tolerances appear by default.

You may also choose to order by description-only when an item is not defined in your system. Enter a description of the item in the Description field, a value in the Category field, and the item price on the Maintain Purchase Orders - Schedule page.

POs can contain standard and stockless items, but you cannot mix them on the same PO.

This field is not available if the PO is used with a recurring PO voucher.

PO Qty (PO quantity)

Quantity of the item that you want to order.

If the PO line built by the PO Calculations (PO_POCALC) and Create Purchase Order (PO_POBUILD) processes references an RFQ and you change the PO quantity, the system prompts you asking if you want to increase or decrease the RFQ order quantity. For example, if you decrease the PO quantity from 10 to 5 and want to award the difference to another vendor, choose to decrease the RFQ award quantity. This makes the remaining quantity of 5 available to be awarded to another vendor.

If applicable, a similar prompt is displayed asking whether you want to increase or decrease the requisition line quantity.

This field is not available for entry for Amount Only lines.

UOM (unit of measure)

UOM that you want to use to place the order.

This field is not available if the PO is used with a recurring PO voucher.

Amount

PO quantity multiplied by the unit price. Appears in the transaction currency or the vendor preferred currency. If your line has been designated as an amount-only line on the Line Details page, you can edit this field.

This field is not available if the PO is used with a recurring PO voucher.

Status

Status of the line appears: *A* (active), *X* (canceled), *H* (hold), or *C* (closed).

Statuses Tab



Click the Cancel button to cancel the purchase order line only.

Note. When you select this option the system cancels the associated purchase order line only. This option does not cancel the entire purchase order.

See Also

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Categories, page 56](#)

[Chapter 8, “Using Default Hierarchies,” Defining the UOM Conversion Hierarchy, page 118](#)

PeopleSoft Managing Items 8.8 PeopleBook, “Defining Items”

Entering PO Line Details

Access the Line Details page.



Click the Create Line Change button to change an attribute on the PO line. This button and functionality are available only if the PO is in *Dispatched* status.

When you click this button, all fields defined on the Chng Ord Template (change order template) page become available for entry and can be changed.

When you save the PO, a change order is created. If approval is required before dispatching it to the vendor, the change order must go through the approval process.



Click the Cancel Line button to cancel the PO line. This button is available if the PO status is *Dispatched*. If you cancel a dispatched line, a change order is created.

This button is also available when the PO status is *Approved*, but only if the PO was previously dispatched and subsequently changed and approved.

If you do not have the authority to cancel a PO, the Cancel Line button is not available. Set up the authority to cancel a PO on the User Preferences - Procurement: Purchase Order Authorizations page.



Click the Undo Finalize Entire Document button to reverse finalizing the referenced requisitions for this purchase order.

The system does not display this button if commitment control is off, or if the purchase order is not sourced from a requisition and thus has no predecessor.

Note. If you mark a distribution line as final for less, you must run budget checking afterwards.



Click the Finalize Document button to finalize all referenced requisitions for the current purchase order. The system checks all line distributions in the purchase order line for the associated predecessor requisition distributions. If there are multiple POs referenced to the same requisition line distribution, all the other POs need to be budget checked successfully before you can finalize the referenced requisition.

If the associated requisition has been finalized, you must run the budget processor to liquidate the outstanding pre-encumbrance. Once the requisition is finalized, the distribution line will be locked down, the quantity, amount, ChartFields can't be modified and the open requisition quantity can't be sourced to another PO. You can go back to the purchase order to undo the finalization of a requisition that reset the requisition to its original state.

If multiple purchase order distribution lines are associated to the same requisition line distributions, the system only allows one line to be finalized.

The system does not display this button if commitment control is off, or if the purchase order is not sourced from a requisition and thus has no predecessor.

Line Details

Quantity to Receive	Quantity that has not been received and is still open on the PO.
Amount to Receive	Amount that is still open on the PO.
Line Status	The status of the line appears: <i>A</i> (active), <i>X</i> (canceled), or <i>C</i> (closed).
Backorder Status	Backorder status. Values include: <i>None</i> . <i>Backorder</i> . <i>BO Recv</i> (backorder received).
Doc. Base Amt. (Document Base Amount)	Amount of the line in the PO business unit base currency. This amount is used for amount and ChartField approvals, if required.

Item Information

UPN ID (universal product number ID)	Universal product number ID.
Replenish Code	Replenishment code set up for the line item if it is either a replenishment or stockless item. A PO can have either stockless or replenishment items only. You cannot have both types on the same PO.
Device Tracking	Indicates whether a line contains a device-tracked item.
Withholding	Indicates that the voucher line that matches this PO line may be subject to withholding. Vendor defaults determine whether this option is checked or unchecked.

Attributes

Physical Nature	Select to indicate if the object is a physical good or service.
Price Qty (price quantity)	Quantity the system uses to determine minimum order quantities and price adjustment quantities. Select <i>Line</i> or <i>Schedule</i> . If you set up an item-vendor relationship for the PO line item, there is a specific price for the item with that vendor, as well as a minimum quantity that you are required to purchase. If you have set up price adjustments for the item and vendor, they may depend on the PO quantity.
Price Date	Date the system uses to determine minimum quantity and price adjustment dates. Select <i>PO</i> (PO date) or <i>Due</i> (schedule due date). The price date works in conjunction with the value in the Price Qty field.
Amount Only	Select to designate the line as an amount-only line. If selected, the PO Qty value on the line is set to <i>1</i> and the field becomes unavailable for entry.

The Amount field on the line becomes available for entry. The line amount you enter becomes the schedule price and amount.

If you have an existing PO Qty value, line amount, schedule amount, and schedule price, and then select this option, each of these values is reset as follows:

- The PO Qty value is overridden with value of 1.
- The line amount, schedule amount, and schedule price are reset to the unit price of the item on the line, but can be overridden.

This field is not available if the PO is used with a recurring PO voucher.

RFQ

RFQ ID (request for quote ID)

Appears if the PO line originated from an RFQ.

Contract

Contract ID and Contract Line

To associate a contract with this PO line, enter a contract ID and line number (for fixed item contracts only). If the contract is an open item contract, no line number reference is applicable. This brings information into the PO from the contract.

You may enter a contract after selecting your item ID, or select a contract and line number, which copies the contract line information onto the PO line.

The Contract ID and Line number are not available if the PO is used with a recurring PO voucher.

If this PO is created for either a contract assigned to this specific PO (enhanced blanket PO) or a recurring PO voucher, the contract ID and line number are display-only.

Contracts may be used on a PO if:

- The contract is approved.
- The contract vendor matches the PO vendor.
- The contract is not expired and the begin and expire dates fall within the PO (header) date.

The minimum and maximum amounts and quantity on the contract are not exceeded.

Release

Contract release number. When you associate a contract with a PO line on this page, the PO line becomes a contract release. If the line is the first release to the contract, the release number is set to *NEXT*. When you save the PO, the system assigns the next available release number to the line and creates a contract event. This release number is calculated by simply incrementing by 1 from the last used release number.

The contract ID, contract line number, and release number are joined to give you and the system enough information to tie the contract release to one specific PO, and to view it in the Contract Events inquiry.

GPO ID (group purchasing organization ID)

Group purchasing organization identifier.

GPO Contract (group purchasing organization contract)

Group purchasing organization contract number. Appears if the item selected is associated with a GPO Contract.

Receiving

Stockless

Select if the line item is a stockless item and therefore supplied directly from the vendor based on a previously established agreement.

If a stockless item PO line cannot be fulfilled on the first receipt, the remaining quantity on the line is canceled. The Close Backorders process (PORC500) can then be run to close partially received stockless orders or orders that have not been received within a specified number of days.

Inspection Required

Select to indicate that inspection is required for the line item. If selected, enter an inspection routing ID for the item.

See Also

[Chapter 33, “Using Stockless Items,” Running the Close Backorders SQR Process, page 607](#)

[Chapter 25, “Creating Purchase Orders Online,” Creating and Viewing Purchase Order Backorders, page 449](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Information, page 397](#)

PeopleSoft Managing Items 8.8 PeopleBook, “Using Group Purchasing Organizations”

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using UPNs

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using Device Tracking

Applying Miscellaneous Charges To PO Lines

Access the Header Misc. Charges page.

All Charges

The All Charges group box displays information about the miscellaneous charges selected on the Header - Misc. Charges page.

The actions of the following three buttons apply to the single miscellaneous charge displayed in the All Charges group box.

Select All

Click the this link to select all PO lines for allocation of the miscellaneous charge displayed in the All Charges group box.

Clear All

Click this link to clear the selection of all PO lines for the allocation of the miscellaneous charge displayed in the All Charges group box.

Allocate Click this button to calculate charges to the selected PO lines for the miscellaneous charge displayed in the All Charges group box.

Current Charge

Use the Current Charge group box to allocate the selected miscellaneous charges to specific PO lines. Select the check box for lines to which you want to apply miscellaneous charges.

Amount Miscellaneous charge amount allocated to the PO line. The amount is populated based on the amounts of miscellaneous charges selected on the Header - Miscellaneous Charges page when you click the Misc Calculation buttons.

See Also

Chapter 25, “Creating Purchase Orders Online,” Applying Miscellaneous Charges To PO Lines, page 415

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Setting Up Miscellaneous Charges and Landed Costs

Selecting Miscellaneous Charges to Apply to PO Lines

Access the Header - Miscellaneous Charges page.

Template ID Template of miscellaneous charges to apply to PO lines. Set up the templates on the Misc Chg/Landed Cost Template page (miscellaneous charge/landed cost template page). If you select a template, the grid is populated with the charges from the template. You can add or delete charges.

See Also

Chapter 25, “Creating Purchase Orders Online,” Applying Miscellaneous Charges To PO Lines, page 415

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Setting Up Miscellaneous Charges and Landed Costs

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Setting Up Miscellaneous Charges and Landed Costs

Creating Purchase Order Schedules

This section discusses how to:

- Enter PO schedule information.
- Enter PO Schedule one time address information.
- Enter schedule sales and use tax (SUT) information.
- Update schedule value-added tax (VAT) details.
- View schedule drop shipment information.

- Enter schedule details.
- Enter schedule price adjustments.
- Enter schedule miscellaneous charges.
- Enter schedule third-party vendor miscellaneous charges.

Pages Used to Create Purchase Order Schedules

Page Name	Object Name	Navigation	Usage
Maintain Purchase Orders - Schedule	PO_SCHEDULE	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order  Click the Schedules button on the Maintain Purchase Order - Purchase Order page.	Specify ship to, quantities, due dates, comments, sales/use tax, miscellaneous charges, price adjustments, and multiple distributions per schedule within a PO line.
Item Description	PO_ITEM_DESCR, PO_ITEM_DESCR2	Click the Description button or item name link on the Maintain Purchase Orders - Schedule page.	Enter and view descriptions for a specific item. The item name link is composed of the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page.
PO ShipTo Comments	PO_COMMENTS_SEC	Select the Add Ship To Comments link on Maintain Purchase Orders - Schedule page.	Enter comments for a transaction. You can enter a unique comment, or you can select from predefined standard comments.
PO Ship To Address	PO_ONE_TIME_ADDR	 Select the Ship To Address button on the Maintain Purchase Orders - Schedule page.	Use the One Time Address page to set up a one-time ship to address for the selected PO schedule.
Schedule Sales/Use Tax Information	PO_SCHED_SUT	 Click the Sched Sales/Use Tax button on the Maintain Purchase Orders - Schedule page.	Enter the sales and use tax information for the schedule.
VAT Information for a Schedule	PO_SCHED_VAT	 Click the Schedule VAT button on the Maintain Purchase Orders - Schedule page.	Review and update VAT details for this schedule. This page is accessible only if the General Ledger business unit on the Purchasing business unit links to a valid VAT Entity.

Page Name	Object Name	Navigation	Usage
Drop Ship Information	PO_SCHED_OM	Click the Drop Ship Detail link on the Maintain Purchase Orders - Schedule page.	View sales order information about a drop shipment PO. The PO must have a drop shipment. Note. Drop ship orders are not eligible for receiving in PeopleSoft Purchasing because they are normally sent directly to a customer site and received there.
Details for Schedule	PO_SCHED_DTLS	 Click the Schedule Details button on the Maintain Purchase Orders - Schedule page.	Review or add schedule details to the selected schedule line.
Price Adjustments for Schedule	PO_VAL_ADJ	 Click the Value Adjustment button on the Maintain Purchase Orders - Schedule page.	Adjust the price of a schedule.
Miscellaneous Charges for Schedule	PO_SCHED_MISC	 Click the Miscellaneous Charges button on the Maintain Purchase Orders - Schedule page.	Change miscellaneous charges on this schedule.
Header - 3rd Party Vendor	PO_SCHED_MISC_3RD	Click the Third Party link on the Schedule - Miscellaneous Charges page.	Select a third-party vendor to whom to pay the miscellaneous charge.
RTV Information	RTV_LN_DISP_SEC	Select the All RTV link from the Go To dropdown.	If there is an existing RTV transaction for this PO, you can view the RTV information.

Entering PO Schedule Information

Access the Maintain Purchase Orders - Schedule page.



Click the Chng Schd (change schedule) button to change an attribute on the PO schedule. This button and functionality are available only if the PO is in *Dispatched* status.

When you click this button, all fields defined on the Chng Ord Template (change order template) page become available for entry and can be changed.

When you save the PO, a change order is created. If approval is required before dispatching it to the vendor, the change order must go through the approval process.



Click the Cancel Schedule button to cancel the PO schedule. This button is available if the PO status is *Dispatched*. If you cancel a dispatched schedule, a change order is created.

This button is also available when the PO status is *Approved*, but only if the PO was previously dispatched and subsequently changed and approved.

To cancel the schedule, you need to have the authority to cancel POs on the User Preferences - Procurement: Purchase Order Authorizations page.



Click the Finalize Document button to finalize all referenced requisitions for the current purchase order. The system checks all line distributions in the purchase order schedule for the associated predecessor requisition distributions. If the associated requisition has been finalized, the system de-associates the requisition from the purchase order before running budget checking to avoid overliquidating the pre-encumbrance.

If multiple purchase order distribution lines are associated to the same requisition line distributions, the system only allows one line to be finalized. The system does not display this button if commitment control is off or if the purchase order is not sourced from a requisition, and thus has no predecessor.



Click the Undo Finalize Entire Document button to reverse finalizing the referenced requisitions for this purchase order.

The system does not display this button if commitment control is off or if the purchase order is not sourced from a requisition, and thus has no predecessor.

Note. If you mark a distribution line as final for less, you must run budget checking afterwards.

Note. If a schedule is a PeopleSoft Order Management drop shipment, the system displays a warning when you change, delete, or cancel the schedule. Changes that you make to schedules here that are related to PeopleSoft Order Management do not update the related information in your PeopleSoft Order Management application. You can tell if you have a drop shipment, because the message *Drop Shipment* appears on the Maintain Purchase Orders - Schedule page, instead of a ship to location. In addition, an order number is displayed.

Status Current status of the entire PO. Valid status values are Initial, Open, Pending Approval, Approved, Dispatched, Canceled, and Complete.

Schedule

Use the Schedules scroll area to add schedule information to the PO line displayed in the Lines scroll area.

Due Date Default due date for the schedule. If there is no default due date, the system calculates one by adding the lead-time days to the PO date. You can override the due date for each schedule as long as it is not earlier than the PO date.

If the item is an inventory item and an Inventory business unit is entered on the first distribution line of the schedule on the Distribution Details page, the due date is validated against the Closure Calendar definition for the PeopleSoft Inventory business unit. This ensures that the business unit is open to receive merchandise on that day. If the date is not a valid date for that business unit, the system issues a warning for you to accept the date anyway or use the next available date.

If the item is not an inventory item, the shipping due date is validated against the Closure Calendar definition for the PeopleSoft Purchasing business unit.

Ship To

Ship to destination. A change to the ship to can result in a price change, a sales and use tax recalculation, or a VAT recalculation.

PO Quantity

The PO quantity for the first schedule defaults to the entire line quantity. You can override the quantity with a lower number and insert a second schedule for the difference.

The PO quantity for the second schedule defaults to the difference between the line quantity and the quantity on the first schedule.

If you update the line quantity and have only one schedule, the system updates the schedule automatically. If you have multiple schedules, you must update the schedules manually so that the total schedule quantity equals the line quantity.

Changing the schedule quantity never updates the line quantity.

This field is not available for entry for Amount Only lines.

Price

The system calculates the price for the items.

Price calculations can range from simple to complex, depending on the factors you set up.

If there is a contract associated with the line, the system uses the contract rules to determine the price. Contract rules include whether to use the contract base price or the vendor price for the unit of measure on the PO. Contract rules also determine which sets of price adjustments the system considers (contract price adjustments and/or vendor base price adjustments) and in what order.

If you are ordering items by description only, you must enter the price manually. While price is not required, if you have entered schedules without prices, you'll get a warning when you save the PO.

This field is not available if the PO is used with a recurring PO voucher.

Amount

The system calculates the extended amount as the schedule price multiplied by the schedule quantity. This is the merchandise amount of the schedule. It does not include other amounts associated with the schedule, such as freight and tax.

You can override the schedule merchandise amount here, unless the item definition or contract definition for the item on the line does not allow the price to be changed on the PO.

This field is not available if the PO is used with a recurring PO voucher.

See Also

Chapter 25, “Creating Purchase Orders Online,” Entering Distribution Information, page 435

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining Requisition User Authorizations

PeopleSoft Inventory 8.8 PeopleBook, “Defining Your Operational Structure in PeopleSoft Inventory,” Establishing Operation Closure Dates

PeopleSoft Order Management 8.8 PeopleBook, “Introduction to Sales Order Entry,” Drop Shipping Products

Entering PO Schedule One Time Address Information

Access the PO Schedule One Time Address page.

Location Type

Select an alternative location type other than the vendor location specified on the Vendor Location page.

The location type that you enter here automatically overrides the previous location defaults.

Values include:

*Order of Acceptance:*In Taxware, this is also known as the Point of Order Acceptance (POO). This indicates the location that the order was accepted. In some states, the order of acceptance identities tax applicability. For Taxware, this is the vendor location where the buyer order is approved and accepted. This is generally the order entry location.

*Point of Order:*This option applies to Taxware software only. Point of Order is the vendor location where the buyer order is generally received.

Ship From: Location from which the order was shipped.

*Ship To:*Location for which the order will ship.

Note. This option is only available when the Taxware software is installed.

If you leave this field blank, the TaxCalc process will derive the address information from Vendor Location page.

GeoCode

Click this link to select a new GeoCode.

Entering Schedule Sales and Use Tax Information

Access the Sales/Use Tax Information for Schedule page.

Tax Destination

Location code on which the sales and use tax calculation for the schedule should be based. This is also known as the tax basis.

Ultimate Use Code

In most cases, sales tax is computed as a use tax based on the tax code applicable to the ship to or usage destination. However, how merchandise is ultimately used may also result in a different tax rate

within the same ship to or usage destination. Enter an ultimate use code to override the default tax rate for a location.

Note. This option defaults from the Purchasing Item Attributes and Purchasing Item Category pages.

Exception Type SUT Excpn Cert (SUT exemption certificate)

Defaults from the ship to location for the SUT destination. SUT exception type values include *Direct Pay*, *Exempt/Exonerated*, and *None*.

Calculate SUT(calculate sales and use tax)

Click to evoke the TaxCalc API process, which calculates your sales and use tax. Use this option when Vertex or Taxware is installed.

Calculation Parameters

Include VAT (include value added tax)

This setting is especially relevant if each line has separate tax code values for SUT and VAT, in which case it is possible to have both on a given line resulting in a tax-on-tax situation. In these instances, the system calculates VAT, then SUT, either on the net-extended amount for the line or on the sum of the net-extended amount and VAT amount.

If this option is selected, it indicates that the VAT amount needs to be taxed and the system adds the VAT amount to the net-extended amount before calculating SUT.

Include Freight

If selected, indicates that the freight amount needs to be taxed and the system adds the freight amount to the net-extended amount before calculating SUT.

Include Misc Charges (include miscellaneous charges)

If selected, indicates that the miscellaneous charges need to be taxed and the system adds the miscellaneous charges to the net-extended amount before calculating SUT.

Note. The Include Vat, Include Freight, and Include Misc Charges calculation parameters default from the Ship To Location Sales/Tax setup page.

Exception Handling

The following exceptions apply to the Schedule Sales/Use Tax Information page:

- If the SUT Exception Type is Exempt or Exonerated for the ship to location, the system will not call the TaxCalc API to calculate the exception.
- If the SUT Exception Type is Direct Pay, the system updates the defaults the SUT Excpn Cert (SUT exemption certificate) with the Direct Pay Permit from the Ship to location and calls the TaxCAI API to update calculations.
- If the Sales/Use Tax Applicability is 'Sales' and the exception type is 'None,' then send the Shipto, Shipfrom, POO, and POA address and GeoCodes, along with the extended amounts, to the TaxCalc API. Sales tax amounts are updated accordingly and distributed to purchase order lines.
- If the Sales/Use Tax Applicability is 'Use' and the exception type is 'None,' then send the Shipto, Shipfrom, POO, and POA address and Geocodes, along with the extended amounts,

to the TaxCalc API. Set the transaction type to 1 - 'Sales.' Sales tax amounts are updated accordingly and distributed to purchase order lines.

See Also

[Chapter 24, “Understanding Purchase Orders,” Sales and Use Tax Processing on the PO, page 379](#)

PeopleSoft Payables 8.8 PeopleBook, “Setting Up Sales and Use Tax Transactions in PeopleSoft Payables”

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Integrating to Sales and Use Tax Applications”

Updating Schedule VAT Details

Access the VAT Information for a Schedule page.

Expanding and Collapsing Sections

To manage your VAT data more efficiently, you can expand and collapse sections to this VAT page easier to for the user manage.

Expand All Sections	Click the expand button to scroll to and access every section on the page. You can also expand one or more sections by clicking the arrow next to the section's name.
Collapse All Sections	Click to collapse all sections displaying only the header information. If you expand one or more sections, you can click the arrow next to the section's name to collapse the section.

Physical Nature

Physical Nature	Indicates whether an object is a good or a service. Many countries are required to report the sale and purchase of goods separately from services. The default comes from the customer location, customer or receivables business unit.
Change Physical Nature	Click to override the default physical nature for this item. The system resets all the VAT defaults.

VAT Locations

Location Country	For services only, displays the Purchasing business unit bill to location country.
Location State	For services only, displays the Purchasing business unit bill to location state.
Vendor Location Country	For services only, displays the Vendor's order from location country.
Vendor Location State	For services only, displays the Vendor's order from location state.
Service Performed Country	Depending on the services performed flag setting in the product defaulting hierarchy (for example on the vendor or business unit), the system sets the value for this field as follows: • If the flag specifies the ship from location, this field is set to the vendor's ship from location country

- If the flag specifies the ship to location, this field is set to the ship to location country.
- If the flag specifies the buyer's location, this field is set to the Purchasing business unit bill to location country.
- If the flag specifies the suppliers location, this field is set to the vendor's order from location country.

Service Performed State

Depending on the services performed flag setting in the Purchasing defaulting hierarchy (for example on the vendor or business unit), the system sets the value for this field as follows:

- If the flag specifies the ship from location, this field is set to the vendor's ship from location state.
- If the flag specifies the ship to location, this field is set to the ship to location state.
- If the flag specifies the buyer's location, this field is set to the Purchasing business unit bill to location state.
- If the flag specifies the suppliers location, this field is set to the vendor's order from location state.

This is displayed only if the Service Performed Country requires that VAT be tracked by state or province.

Ship From Country

Displays the vendor's ship from location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship From State

If the ship to country is defined as tracking VAT by state/province, displays the vendor's ship from location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship To Country

Displays the ship to location country. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship To State

If the ship to country is defined as tracking VAT by state/province, displays the ship to location state. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

VAT Defaults**Service Type**

If the transaction is for a service, displays the VAT service type of *Freight* or *Other*. The value in this field determines whether or not the special rules for freight transport within the European Union apply.

Place of Supply Driver

If the transaction is for a service, displays the usual place of supply (i.e. the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: *Buyer's Countries*, *Supplier's Countries*, or *Where Physically Performed*.

Reporting Country	Displays the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.
Defaulting State	If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country that is used to retrieve values from the VAT Defaults table.
Vendor Registration Country and Vendor Registration ID	Displays the registration country and ID of the vendor.
Exception Type	Displays the exception granted to the VAT entity. Options are: <i>None</i> , <i>Exonerated</i> , or <i>Suspended</i> . This value is specified on the VAT entity registration.
Certificate ID	If applicable, displays the ID of the VAT exception certificate that may have been issued to the VAT entity.
Calculate at Gross or Net	Indicates how VAT is calculated. Options are: <i>Gross</i>: The system calculates VAT before it applies any early payment discounts. <i>Net</i>: The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages. The default value comes from the VAT entity driver.
Recalculate at Payment	Select this check box to enable the recalculation of VAT at payment time to allow for any early payment discounts, if you are calculating VAT at gross. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This is set on the VAT entity driver in the VAT defaults table.
Declaration Point	For a good or a service, displays when you want VAT transaction information to be recognized for reporting purposes. Options are: <i>Invoice</i>: VAT is recognized at time of invoice. <i>Payment</i>: VAT is recognized at time of payment. <i>Delivery</i>: VAT is recognized on delivery. This value may be set at several levels in the VAT hierarchy — VAT entity registration, business unit options, vendor or vendor location.
VAT Rounding Rule	Displays the VAT rounding rule. The value comes from the VAT country, VAT Entity, vendor, or vendor location drivers. Options are: <i>Natural Round</i>: Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.

Round Down: Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46.

Round Up: Amounts are rounded up with a rounding precision to one additional decimal place. For example, for a currency defined with 2 decimal places, 157.4659 would round up to 157.47, but 157.4609 would round down to 157.46.

VAT Rounding Rule

Displays the VAT rounding rule. The default value comes from the VAT country , VAT Entity registration, vendor, or vendor location driver. Options are:

Natural Round: Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.

Round Down: Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46.

Round Up: Amounts are rounded up with a rounding precision to one additional decimal place. For example, for a currency defined with 2 decimal places, 157.4659 would round up to 157.47, but 157.4609 would round down to 157.46.

Use Type

Determines the split between recoverable (taxable) and non-recoverable (non-taxable) VAT.

For the Canadian public sector, the use type also determines the rebate of the non-recoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body.

The value comes from the VAT defaulting hierarchy, either from the item, item business unit, item category, vendor location, vendor, or Purchasing Options.

Include Freight

If selected, the system includes any freight amounts in the VAT basis by calculating VAT on the merchandise amount plus any freight amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

Include Miscellaneous

If selected, the system includes any miscellaneous charge amounts in the VAT basis by calculating VAT on the merchandise amount plus any miscellaneous charge amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

Place of Supply Country

For services, displays the country in which the VAT liable. Place of Supply Country is determined by algorithm.

Treatment

Displays the VAT treatment. VAT treatment is determined by a complex set of algorithms. Options are:

Domestic Goods Purchase: If the ship from and ship to countries are the same, and the vendor is registered for VAT, the transaction is treated as domestic.

Domestic Services Purchase: If the buyer and seller are both located in the country where the VAT is liable, the transaction is treated as domestic

EU Goods Purchase: If the ship from and ship to countries are different, the system determines whether both countries are located within the European Union. If so, the system looks at the VAT registration for each trading partner to determine whether the transaction should be treated as an intra-EU purchase, domestic, or outside the scope of VAT.

EU Services Purchase: If each trading partner is located and registered in different EU countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed EU Services Purchase.

Self-Assess Goods Import: If the ship from country is different from the ship to country and either or both of the countries are located outside of the European Union, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If the flag on the entry in the VAT Country table for the VAT reporting country indicates that VAT on imports should be self-assessed, the transaction will be treated as a Self-Assess Goods Import, and both input and output VAT will be recorded.

Self-Assess Services Import: If each trading partner is located and registered in different countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed Services Import.

Zero-rated Goods Import: If the ship from country is different from the ship to country and either or both of the countries are located outside of the European Union, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If the flag on the entry in the VAT Country table for the VAT reporting country indicates that only input VAT should be recorded on imports, the transaction will be treated as a Zero-Rated Goods Import.

Outside of Scope: If the supplier is not registered for VAT, or if the VAT is liable in a country other than the VAT reporting country, the transaction is treated as outside the scope of VAT.

No VAT Processing: For transactions where the physical nature is goods, if the ship to country has not been defined as a VAT country and the VAT reporting country on the transaction is blank, no VAT information will be recorded.

Within PeopleSoft detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines. The treatment is determined based the rules applicable to the transaction.

Applicability

Displays the VAT status. Applicability is determined by an algorithm that makes use of the Applicable field in the VAT defaults table, the value of which may be set at almost every level in the Purchasing VAT defaulting hierarchy. Options are:

Taxable

Exempt (not subject to VAT)

Outside of Scope of VAT

Suspended

Exonerated

Not Applicable (valid only when VAT Treatment is No VAT Processing)

VAT Code	Displays the VAT code that defines the rate at which VAT is calculated for this schedule. The default value comes from the VAT country, PO options, vendor, vendor location, item category, and item levels in the Purchasing VAT defaulting hierarchy.
Transaction Type	Displays the code that categorizes and classifies this transaction for VAT reporting and accounting. The default value comes from the VAT entity registration, PO options, vendor, vendor location, item category, and item levels in the Purchasing VAT defaulting hierarchy.
Record Output	Selection of this check box enables entry of vouchers where VAT is not included on the invoice but is payable to your VAT authority rather than the vendor. In this case, you will be accounting for both input and output VAT for the purchase. This will be the case for an Intra-EU Acquisition or when you must account for output VAT on a service supplied by a foreign supplier. This is also referred to as self-assessing for VAT. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable value from the PeopleSoft delivered VAT system setup data.

Adjust/Reset VAT Defaults

Any changes you make to fields on this page may affect VAT defaults on this page. For accuracy and consistency, use the following fields to adjust affected VAT defaults or to reset all VAT defaults. Adjusting or resetting VAT defaults will only affect fields within the VAT Defaults group box.

Adjust Affected VAT Defaults	Click this button to have the system adjust the VAT defaults that are affected by your changes. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained. Click the “i” button to list the fields that will be adjusted.

Note. PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.

Levels	Enables you to specify the levels to reset when you click the Reset All VAT Defaults button. Options are: <i>All lower levels:</i> Resets all VAT defaults at lower levels for this page. <i>This and all lower levels:</i> Resets all VAT defaults on this page and at any lower levels of this page. <i>This level only:</i> Resets all VAT defaults on this page.

Reset All VAT Defaults	Click to have the system reset the VAT defaults based on the Levels value you selected. Any changes you have previously made to VAT defaults will be lost. Note: Reset completely redetermines the VAT defaults. This does not necessarily mean they will be reset to their original values. For example, the user may not have changed any VAT default values, but if a VAT driver field was changed, pressing Reset will redetermine all defaults based on the new driver value.

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Preparing PeopleSoft Purchasing VAT Environments, page 47

Entering Schedule Details

Access the Details for Schedule page.

Status PO schedule status. Values are *A* (active), *X* (canceled), or *C* (closed).

Schedule Details

Original Promise Date Vendor’s original promised delivery date. Use this field to track when the vendor promised delivery against the date the goods were actually received.
Alternatively, you can use the due date on the schedule as the date against which to compare the receipt date for vendor performance tracking.

Custom Price - No Override Select to indicate that you entered a custom price on the schedule. When the system needs to recalculate a price, it prompts you for approval before automatically recalculating the price.

If you do not select this check box, but change the price on the schedule, the system selects it for you.

No Charge Select to indicate that this is a zero-priced line and is considered a no charge item.

Frozen (Planning) If selected, prevents PeopleSoft Planning from changing the schedule. The two schedule changes PeopleSoft Planning is allowed to recommend include:

- Rescheduling the due date to ensure supply is on hand for a particular demand.
- Canceling the schedule if no demand exists.

Doc. Base Amount
(document base amount) This is the Amount value converted to the base currency of the PO. The base currency is the currency of the general ledger business unit for this Purchasing business unit.

Matching Controls

Matching Matching method for the schedule. Values are *ERS*, *Full Match*, and *No Match*.

Match Status PO Match status of the schedule. Values are *To Match*, *Part Matched*, and *Fully Matched* and are set based on the extent to which the matching process has been completed for the schedule.
The system updates the match status, both from the matching process and from online PO maintenance. Online PO activity affects the match status if a schedule has already been fully matched and you increase the quantity. In that case, the system resets the match status to reflect a partial match.

Matching Tolerance

When you use matching to verify vendor charges, the system uses price tolerances to determine whether the PO and voucher prices are within your tolerances and thus whether the PO and PO voucher match.

If you leave any of the tolerance fields set to zero or blank, the system interprets this to mean a zero tolerance.

If you don't want to use the tolerance fields, set the amount fields to 9999999 and the percentage fields to 100%.

Unit Price Tolerance Over/Tolerance Under	Amount over and under the individual item price that you will allow on the voucher and still have the transaction qualify for a match.
% Unit Price Tolerance Over/Tolerance Under	Percent over and under the individual price that you will allow on the voucher and still have the transaction qualify for a match.
Ext Price (extended price) Tolerance Over/Tolerance Under	Amount over and under the extended item price (price multiplied by quantity) that you will allow on the voucher and still have the transaction qualify for a match.
% Ext Price Tolerance Over/Tolerance Under	Percent over and under the extended item price (price multiplied by quantity) that you will allow on the voucher and still have the transaction qualify for a match.

Receiving Controls

Reject Qty Over Tolerance (reject quantity over tolerance)	Select to reject an shipment at receiving time if the quantity received is over the tolerance set in the Qty Rcvd Tolerance % (quantity received tolerance %) field.
Early Ship Rjct Days (early shipment reject days)	If you want to reject goods that arrive too early, enter the number of days early a shipment needs to be to qualify for rejection. For example, enter 3 to automatically reject shipments that arrive three or more days early.

Freight Calculation Rule

Freight Charge Override	Select to override the freight charge set on the Purchase Order Defaults page with the values entered on this page.

See Also

Chapter 25, "Creating Purchase Orders Online," Entering PO Defaults, page 404

Entering Schedule Price Adjustments

Access the Price Adjustments for Schedule page.

Adjusted Price	Price on the schedule including any price adjustment amounts.
Current Price	Current price on the schedule.
Change Price	Select to set the Current Price value to the Adjusted Price value. This difference in prices may have been introduced during a price override or

if a custom price was set at on the schedule. This link is available only when the adjusted price is not equal to the current price.

If you change the price directly on the schedule line, the current price reflects this change. If this change is made in error, you can click the Change Price link to change the current price back to the adjusted price.

Sort Value Adjustments

Click to sort the value adjustments by sequence number.

Value Adjustments

Seq (sequence)

The order in which the system applies adjustments. This distinction can be important if there are percentage adjustments. The amount the percentage represents can vary depending on the order in which the adjustments are applied. You cannot change the sequence number of system-calculated adjustments for the base price of an item or vendor, nor for contract price adjustments.

Type

There are various types of adjustments available for POs.

Indicates the origin of the price adjustment amount. For example, the Type value is set to *CNT* (contract) if the PO line is associated with a contract and the contract has contract price adjustments defined.

The system calculates some of the adjustments, including the base price adjustment. You can indicate whether the adjustment should be applied for all types, except the base price type.

Base: Base price from the item's Purchasing Attributes page. This is either the item and vendor price or the standard item price. The base price is always the first adjustment and cannot be deleted. Unless the base price adjustment type is user defined, you cannot change it. User-defined base price adjustment types are possible only if you are ordering by description.

CNT: The price adjustment is from the contract.

TBL: The price adjustment (discount or surcharge) is from the item's Price Adjustments page.

FRT: The price adjustment is from a freight charge.

TAX: The price adjustment is from a sales or use tax amount.

OTH: Other miscellaneous adjustments. If selected, enter the adjustment description in the available text box.

Base Price Type

Identifies where the starting price came from when the value in the Type field is *Base*. Values are:

Contract: From the contract for the item.

Item Standard: From the standard item price on the item's Purchasing Attributes.

Vendor Std: From the standard item and vendor pricing structure on the item Purchasing Attributes-Item/Vendor page or Price Adjustments page.

Adj Meth (adjustment method)

User: When the user-defined price is used because the staged row is created without selecting the Calculate Price check box.

Pct (percent): If selected, the Pct and Price To Base Percentage On fields become available for entry. Enter the adjustment percent and indicate if you want the adjustment percentage applied to the base price (*Base*) or to the price as calculated (*Calculated*).

For example, suppose that you have a base price of 100 and two percentage adjustments of -10% each.

If you select *Base*, the system applies each adjustment to the base price and totals the adjustments for a total adjustment of -20 and an adjusted price of 80.

If you select *Calculated*, the system applies the adjustments incrementally according to the adjustment sequence number. The first adjustment of -10% is applied to the base price of 100 for an adjustment of -10 and an incremental price of 90. The second adjustment is applied to the calculated incremental price of 90 for an adjustment of -9 and an adjusted price of 81.

Amt (amount): Enter an adjustment amount.

Amount and percent adjustments can be either positive (surcharge) or negative (discount).

System Adjustment Info

If you have a contract or an item-vendor relationship on the line, there may be price adjustments associated with the item. The price adjustments associated with the item display in the System Adjustment Info group box.

Ship To	Location to which the adjustment pertains.
UOM (unit of measure)	UOM for which the adjustment should be applied.
Qty Needed (quantity needed)	Quantity needed to qualify for the adjustment.
Actual	Actual quantity on the schedule.

Entering Schedule Miscellaneous Charges

Access the Miscellaneous Charges for Schedule page.

Adjusted Price	Price on the schedule including any price adjustment amounts.
Current Price	Current price on the schedule.

Schedule - Miscellaneous Charges

Calculation Method	If the charge type has defaulted from the Miscellaneous Charges - Miscellaneous page, the calculation method associated with the default displays here. If the charge was entered on the schedule, the % <i>Value</i> method is selected and you can enter Value % and Flat Amount values.

Value % (value percent)	If the miscellaneous charge is a percentage of the unit price, this is the percentage of the charge.
Flat Amount	If the miscellaneous charge is a flat amount, this is the amount of the charge.
More Details Tab	
Actual Chrg (actual charge)	Select if this is an actual charge, rather than an estimate. The system displays the miscellaneous charge origin. Values are: <i>Allocated:</i> Charges are allocated from the header miscellaneous charges. <i>Calculated:</i> Charges are calculated from the item/vendor miscellaneous charges setup. <i>Entered.</i>
LC Comp (landed cost component)	If selected, indicates that the charge is a landed cost. This is a display-only field.

See Also

Chapter 5, “Defining Purchasing Item Information,” Assigning Miscellaneous Charges and Templates to Items and Categories, page 75

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Miscellaneous Charges and Landed Costs

Entering Schedule Third-Party Vendor Miscellaneous Charges

Access the Schedule - 3rd Party Vendor page.

Adjustment Amount	The amount of the miscellaneous charge from the Schedule - Miscellaneous Charges page appears.
Currency	Currency of the charge amount displays by default from the vendor location default currency when the third-party vendor location is specified.
Adj Base (adjustment base)	Adjustment amount expressed in the base currency.

See Also

Chapter 25, “Creating Purchase Orders Online,” Entering Schedule Miscellaneous Charges, page 432

Creating Purchase Order Distributions

This section discusses how to:

- Enter distribution information.
- View distribution SUT details.
- Enter distribution VAT details.

- Enter distribution information directly

Pages Used to Create Purchase Order Distributions

Page Name	Object Name	Navigation	Usage
Maintain Purchase Orders - Distributions for a Schedule	PO_SCHED_DISTRIB	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order Click the Distributions/ChartFields link from the Maintain Purchase Orders - Schedule page.	Define multiple distributions for each PO schedule.
Item Description	PO_ITEM_DESCR2	Click the Description button on the following pages: Distributions page Distribution Details page Asset Detail page Requisition Details page Distribution Sales/Use Tax Details page The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Multi-SpeedCharts	RUN_POSPCHARTS_OL	Click the Multi-SpeedCharts link on the Distributions for a Schedule page.	Add, append, and override SpeedCharts for your PO schedule.
PO Currency Information	PO_DIST_CURR_INFO	Click the Currency link on the Distributions for a Schedule page.	View the date, rate, and other currency information.
Currency Information	EXCH_RT_DTL_INQ	Click the Exchange Rate Detail option on the PO Currency Information page.	Display the rules used to calculate exchange rates for the transaction.
Projects Information	PC_FIELDS	Click the Projects link on the Distribution for a Schedule page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.

Page Name	Object Name	Navigation	Usage
Asset Detail	PO_DISTRIB_AM	Click the Asset Information link on the Distributions page.	Enter asset information for an eligible item.
Requisition Details	PO_DISTRIB_REQ	Click the Requisition Details link on the Maintain Purchase Orders - Distributions for a Schedule page.	View the details of the requisition from which this PO distribution originated and to clear the requisition from the distribution.
Sales/Use Tax Details for Distribution page	PO_DISTRIB_SUT	Click the Distrib Sales/Use Tax Information link from the Distributions for a Schedule page.	View sales and use tax information pertaining to this PO distribution.
VAT Details for Distribution	PO_DISTRIB_VAT	Click the Distrib VAT link from the Distributions for a Schedule page.	Review the VAT details for this distribution and change the VAT transaction type.
Maintain Distributions	PO_CF_DTLS	Purchasing, Purchase Orders, Maintain Distributions, Maintain Distributions	Access a PO distribution directly without having to access the Maintain Purchase Orders - Schedule page first.
Inventory Detail	PO_DISTRIB_IN	Click the Inventory Information link on the Maintain Distrib page.	Enter an inventory business unit, if the item on the distribution is an inventory item.

Entering Distribution Information

Access the Distributions for a Schedule page.

The settings of the Override and Default options on the PO Defaults page affect defaulting behavior on this page when you split distribution lines.

For example, if you have the Override option selected and you split 50% of distribution line 1 to distribution line 2, the system checks the PO defaults for a matching distribution line number (in this case, it is 2). If no match exists, it applies the value from distribution line 1. If no value exists on distribution line 1, the system looks to the next levels in the default hierarchy.

If you have the Default option selected and perform the same split, the system checks the default hierarchy first. If no values exist, the system checks the PO default values as described previously.

Distribute by

Enter the method by which you want to allocate or charge your expense account distribution.

Amt (amount): If selected, the sum of all distribution amounts must equal the schedule amount (merchandise amount). Inventory items cannot be distributed by amount.

Qty (quantity): If selected, the sum of all distribution quantities must equal the schedule quantity.

Liquidate by	Liquidate your outstanding pre-encumbrance and encumbrance balances by amount or quantity.
	Note. This field is only visible if Commitment Control is enabled, and you choose the “Liquidate by Quantity” option on the Purchasing Definition - Business Unit Options page. If Commitment Controlled is not installed, or you do not choose the option to liquidate by quantity on the PO business unit page, the budget processor balance will liquidate by amount only.
SpeedChart	If you charge by amount, you can define distributions using SpeedCharts. SpeedCharts are templates that contain preset distributions. Select a SpeedChart and accept or override the default values.
Status	The default distribution status is <i>Active</i> . This status is updated by the PO RECON (PO reconciliation) process (PO_PORECON), or when a line is canceled.
Doc Tol Status	If Document Tolerance checking is enabled, the system displays the Document Tolerance Status. The system runs the Document Tolerance process before Budget Checking when you click the Budget Check button, or you can run the process separately. Document Tolerance checks the change in percentage or a fixed dollar amount between the purchase order and requisition at the ChartField distribution level. The values are as follows: <i>V</i>: Valid. The purchase order has passed document tolerance checking. <i>N</i>: Not checked. The purchase order requires document tolerance checking. If any amounts, quantities or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to <i>Not Checked</i>. <i>E</i>: Error. Exceptions were generated for the purchase order during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page.

Distribution - ChartFieldTab

Percent	Enter the distribution percentage for the line. If you distribute by amount or quantity and change either of the values, the percent is adjusted. If you change the percent, the amount or quantity is adjusted. In either case, the percent total must be 100.
PO Qty (PO quantity)	If you are distributing by quantity, enter a quantity.
Amount	If you are distributing by amount, enter an amount. The transaction currency of the distribution amount displays.

Distribution - Details/Tax Tab

Base Amt (base amount)	Distribution amount expressed in the base currency. This amount is converted from the PO transaction currency to the base currency on the general ledger unit.

**Commitment Control
Close Flag**

Select this check box to indicate that the Budget Processor should fully liquidate the outstanding encumbrance when running budget checking on this purchase order.

Location

Internal destination of the item, once it is received. This can be different from the ship to location of the schedule. For instance, the ship to location of the schedule could be corporate headquarters, and the distribution location could be a particular floor's supply room.

IN Unit (inventory unit)

Inventory business unit for the item. At the distribution level, if the PO line is for an inventory item, this field appears by default from the ship to location on the Maintain Purchase Orders - Schedule page.

If the item is an inventory item and an inventory business unit is entered on the first distribution line of the schedule, the due date on the Maintain Purchase Orders - Schedule page is validated against the inventory business unit calendar. This ensures that the inventory business unit is open to receive merchandise on that day.

The presence of an Inventory business unit value in this field will cause the items to be received and putaway to the selected Inventory business unit. If you do not want the items to be received into inventory, be sure to clear this value.

Consigned

If selected, the distribution contains a consignment item. If the inventory business unit is not defined, the consigned check box is clear and cannot be overridden.

The following table illustrates the rules that determine the setting of the Consigned check box on this page.

Item designated as consigned on BU_ITEMS_INV?	Vendor designated as consignment vendor?	Consigned check box setting	Effect
Y	Y	Selected. Consigned check box is automatically selected by default, but this setting can be overridden.	Item purchased from this specific vendor can be purchased as either a consigned item or an owned item. The item can never be purchased as solely a non-owned item.

Item designated as consigned on BU_ITEMS_INV?	Vendor designated as consignment vendor?	Consigned check box setting	Effect
Y	N	Clear. Consigned check box is clear by default and the setting cannot be overridden.	When purchased from this specific vendor, item cannot be purchased as a consigned item.
N	N	Clear. Consigned check box is clear by default and this setting cannot be overridden.	Item can never be purchased as a consigned item

Distributions - Req Details Tab (requisition details tab)

Use this tab to view the details of the requisition from which this PO distribution originated. You can view the requisition business unit, line, schedule, distribution, as well as other requisition related PO distribution information.



Select the Clear Requisition Info button to clear the requisition information from the PO distribution without changing the PO quantity. Information cleared from the PO distribution line includes the requisition business unit, requisition ID, requisition line number, requisition schedule number, and requisition distribution line number. The PO distribution remains, but is no longer sourced from the requisition. If you take this action, the system asks you if you want to increase the open quantity on the requisition by the quantity on this distribution. If you increase the open quantity on the requisition, you can source the quantity to another PO.

Note. If your PO is sourced from a requisition, click the related requisition links to access the requisition component.

Distributions - Statuses Tab

Status

Distribution line status.

Complete: The distribution line is closed.

Open: The distribution line is open.

Processed: The distribution line has been processed and is unavailable for sourcing.

Canceled: The distribution line has been canceled.

Final

Select this check box to indicate that the purchase order distribution is final and thus can be liquidated. The system checks the current purchase order distributions for its predecessor requisition distribution. If the

associated requisition has been finalized, the system will disassociate the requisition from the purchase order before budget checking to avoid overliquidating the pre-encumbrance.

If multiple purchase order distribution lines are associated to the same requisition distribution line, the system will only finalize one requisition distribution line.

The system does not display this check box if commitment control is off or if the purchase order is not sourced from a requisition, and thus has no predecessor.

Note. If you mark a distribution line as final for less, you must run budget checking afterwards.

See Also

Chapter 31, “Reconciling Purchase Orders,” Running the PO RECON Application Engine Process (PO PORECON), page 595

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

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining SpeedCharts

Viewing Distribution Sales and Use Tax Details

Access the Sales/Use Tax Details for Distribution page.

Sales/Use Tax Information

SUT Code Pct (SUT code percent)

This is the sum of the percentage rates of all the tax authorities contained within the selected SUT tax code.

Entering Distribution VAT Details

Access the VAT Details for Distribution page.

VAT Controls

Use Type

Displays the Use Type entered on the schedule line, which determines the split between recoverable (taxable) and non-recoverable (non-taxable) VAT.

For the Canadian public sector, the use type also determines the rebate of the non-recoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body.

The value comes from the VAT defaulting hierarchy, either from the item, item business unit, item category, vendor location, vendor, or Purchasing Options.

VAT Apportionment Control (value added tax apportionment control)	Business unit you want to use to retrieve VAT apportionment information for the distribution line. This value defaults from the Purchasing business unit VAT driver in the VAT defaults table. <i>Distribution GL Business Unit</i> (distribution general ledger business unit) Transaction Business Unit <i>Transaction GL Business Unit</i> (transaction general ledger business unit)
Recovery Source	Select whether the VAT recovery is <i>Automatic</i> or <i>Manual</i> . This value defaults from the Purchasing business unit. If you select manual, enter a value in the VAT Recovery Percent field.
Rebate Source	Select whether the VAT rebate is <i>Automatic</i> or <i>Manual</i> . This value defaults from the Purchasing business unit. If you select manual, enter a value in the VAT Rebate Percent field.

Note. The Recovery Source and Rebate Source fields are only available when you select the Allow Override Recovery/Rebate option on the Purchasing Options VAT driver in the VAT defaults table.

VAT Treatments

Use this group box to review the VAT treatment for the distribution line.

Treatment	Displays the VAT treatment. The value is copied from the schedule line.

VAT Details

Use this group box to review and change the VAT transaction type for the distribution line.

Transaction Type	Displays the code that categorizes and classifies this transaction for VAT reporting and accounting. The value is copied from the schedule line, but you can override the default.

VAT Calculations

Use this group box to review the VAT calculations for the distribution line.

Transaction Amount	Displays the amount of the transaction in the transaction currency.
Transaction Amount Base	Displays the amount of the transaction in the base currency.
Basis Amount	Displays the amount on which the VAT is calculated in the transaction currency. If VAT is being calculated at Net, this amount is net of any discounts.
Basis Amount Base	Displays the amount on which the VAT is calculated in the base currency. If VAT is being calculated at Net, this amount is net of any discounts.
Tax Rate	Displays the applicable VAT percentage.
Recorded Amount	Displays the calculated VAT amount that is recorded for this transaction in the transaction currency.

Recorded Amount Base	Displays the calculated VAT amount that is recorded for this transaction in the base currency.
Recovery Percent	If Recovery Percent Source is set to Manual, enter the recovery percent
Rebate Percent	If Rebate Percent Source is set to Manual, enter the rebate percent
Recovery Amount	The amount of VAT that is recoverable in transaction currency
Recovery Amount Base	The amount of VAT that is recoverable in base currency
Rebate Amount	The amount of VAT that is available as a rebate in transaction currency
Rebate Amount Base	The amount of VAT that is available as a rebate in base currency.
Recalculate	Click to recalculate the VAT for the line.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining Purchase Order User Authorizations

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Preparing PeopleSoft Purchasing VAT Environments, page 47](#)

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Entering Distribution Information Directly

Access the Maintain Distrib - Distributions page.

Budget Status	If commitment control is on, the system displays whether or not this distribution has been budget checked.
Final	Select this check box to indicate that the purchase order distribution is final and thus can be liquidated. The system checks the current purchase order distributions for its predecessor requisition distribution. If the associated requisition has been finalized, the system will disassociate the requisition from the purchase order before budget checking so that the pre-encumbrance is not overliquidated. If multiple purchase order distribution lines are associated to the same requisition distribution line, the system will only finalize one requisition distribution line. The system does not display this check box if commitment control is off or if the purchase order is not sourced from a requisition, and thus has no predecessor.

Note. If you mark a distribution line as final for less, you must run budget checking afterwards.

Using Express Purchase Orders

This section discusses how to enter express purchase orders.

Page Used to Enter Express Purchase Orders

Page Name	Object Name	Navigation	Usage
Express PO	PO_EXPRESS	Purchasing, Purchase Orders, Add/Update Express POs, Express Purchase Order - Purchase Order	Enter POs using a “rapid-entry” version of the Maintain Purchase Order - Purchase Order page, where you can view line, schedule, and distribution information all on one page. However, when using the Express PO page you cannot distribute by amount, allocate header miscellaneous charges, nor copy from an existing contract, requisition, or PO.

Entering Express Purchase Orders

Access the Express PO page.

Express Purchase Order

Purchase Order

Unit: US001

PO ID: POAP-17

Copy From:

PO Status: Dispatched

Budget Status: Valid

☐ Hold From Further Processing

▼ Header

*PO Date: 03/13/2001

Vendor Search

Vendor: STEWARTTAX-001

Vendor Details

*Vendor ID: USA0000019

Stewart Tax Services

*Buyer: VP1

Atamian, Wes

PO Reference:

Header Details

PO Defaults

Add Comments

PO Activities

Document Status

Requisitions

Add ShipTo Comments

Doc Tol Status: Valid

Backorder Status: None

Receipt Status: Not Recvd

*Dispatch Method: Print

Dispatch

Amount Summary

Merchandise: 6250.00

Freight/Tax/Misc.: 0.00

Total Amount: 6250.00 USD

Calculate

Add Items From

Select Lines To Display

Purchasing Kit

Catalog

Item Search

Line:

To:

Retrieve

1 to 1 of 1

Lines

Line

Item

Description

PO Qty

*UOM

Category

Amount

Status

1

10000

Long Sleeve Biking Jersey, Men's

250.0000

EA

CYCLING

6250.00

Active

Express Purchase Order page

This page is divided into areas that are similar to the Maintain Purchase Order page.

Please refer to the Maintain Purchase Order page for the descriptions of the options and fields on the Express PO page.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 393](#)

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Lines, page 408](#)

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Schedules, page 416](#)

Using Purchase Order Acknowledgements

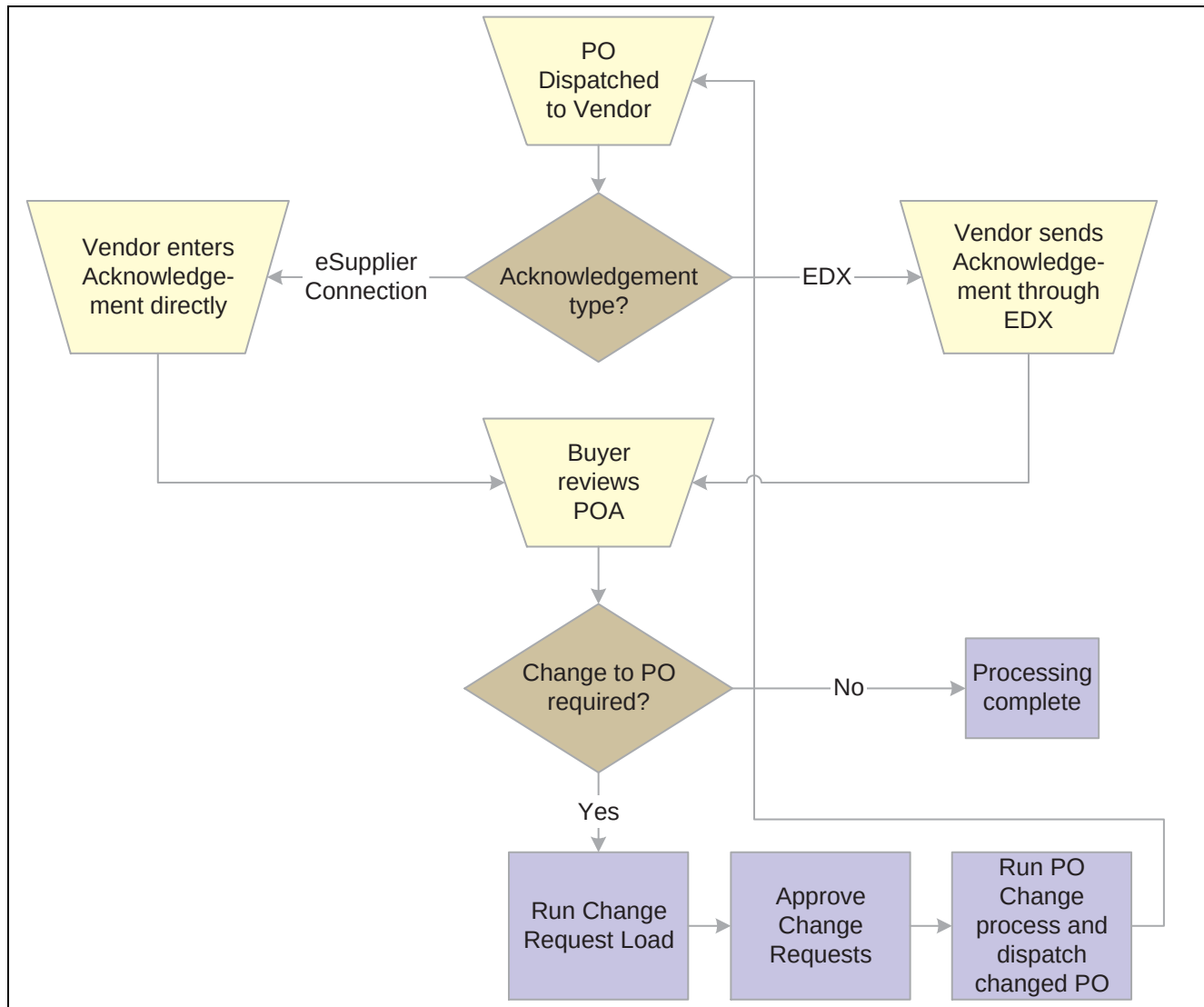
This section discusses how to:

- Review acknowledgement header information.
- Compare PO and EDX POA header details.
- Compare PO and EDX POA line details.
- Review EDX PO acknowledgement schedule information.
- Compare PO and EDX POA schedule details.

PeopleSoft enables you to view information from a PO acknowledgement (POA) that you received from a vendor using an electronic data exchange (EDX) system, and compare it to the original purchase order. You can compare the PO and POA at the header, line, and schedule levels.

The EDX Acknowledgements component enables you to move back and forth between the PO and POA to make any necessary changes and corrections to either document.

Note. If your installation includes PeopleSoft eSupplier Connection, your vendors can also enter their POAs directly into the system. The search page shows both EDX received POAs and any created by your vendors online using PeopleSoft eSupplier Connection. You view online POAs using PeopleSoft eSupplier Connection pages.



Purchase Order Acknowledgement process flow

The EDX POA business process follows these general steps:

1. The PO is dispatched to the vendor.
2. The vendor creates an EDX acknowledgement identifying any changes as appropriate.

Note. It is important if there are changes to any lines/header values that the status within the EDX file is set appropriately to a status that indicates there is a change (such as IC — Accepted with changes). This status is used to trigger the status that the EDX POA will be started in. If there are no changes to the POA, (the status for all lines and the header row are AT) the status is automatically set to *Buyer Accepted* since there is nothing for the buyer to approve. However in order to avoid processing an entire change order without any approvals, if the status is set incorrectly indicating no changes, and there were changes the change order will stop between the Load Change Request and Process Change Order step and will wait for an approval from the buyer via the Approve Change Orders transaction.

Note. A workflow option is included which sends notification to the buyer when an EDX POA specifying changes is received. To enable this workflow, activate the event Alert Buyer within activity PO_ACKNOWLEDGEMENT; this adds worklist entries for the buyer user associated to the purchase order that link to the buyer side PO Acknowledgement search page.

3. The buyer uses the Acknowledge Purchase Orders component in PeopleSoft Purchasing to view EDX POAs that need an approval, and can:
 - a. Review the changes suggested by the supplier.
 - b. Approve a POA.

The POA can be changed at any time before the Change Request Load process is run. Once the process runs, the POA is display only. Approved POA's feed suggested changes such as quantity, price, and schedule date into the Change Request Load tables, which when approved update the original purchase order.

Note. You can set up automatic approval for POA change requests on the Purchasing Definitions - Business Unit Options page. Once approved using the Purchase Order Acknowledgement pages, the changes won't need to be approved again between the Load Change Request and Process Change Orders processes. (The only exception to this, is if for some reason the EDX POA had changes but the status on the header or lines used the Accepted status (indicating no change), in order to avoid processing something that hasn't been approved, these orders will be forced to stop between the Change Request and Change Order processes in order for approval.

4. Run the Load Change Requests process (PO_CHNGLOAD) to load any POAs that are in *Buyer Accepted* status.
5. The buyer must approve any change request changes using the Approve Change Requests transaction, if the business unit option to automatically approve POA change requests is not activated.
6. The Process Change Orders process (PO_POCHNG) then loads any POAs that have been approved, either manually or because of the automatic approval option set at the business unit level, and updates the PO with the changes.

See *PeopleSoft eSupplier Connection 8.8 PeopleBook*, "Acknowledging Purchase Orders Online".

Pages Used to Review EDX Purchase Order Acknowledgements

Page Name	Object Name	Navigation	Usage
Manage PO Acknowledgements	PO_SS_POA_SEARCH	Purchasing, Purchase Orders, Acknowledgements, Manage PO Acknowledgements	Select the POAs that you want to review by using any of the selection criteria on the page. When you use the search page, only values associated with POAs display. Select a value from the search results to view the POA on the Manage PO Acknowledgements page.
Acknowledgement - Header	PO_POA_HDRERR_STG	Purchasing, Purchase Orders, Acknowledgements, Manage PO Acknowledgements Select the appropriate POA from the PO Acknowledgement group box.	View header and line detail for purchase order acknowledgements selected with criteria on the Acknowledgements Search page.
Acknowledgement Header Details	PO_POA_HDR_COMPARE	Click the Compare Header link on the Acknowledgements - Header page.	Compare the header of a purchase order acknowledgement with the header of the corresponding purchase order. You can make corrections to the acknowledgement.
Acknowledgement Line Details	PO_POA_LN_COMPARE	Click the Compare Line link on the Acknowledgments - Header page	Compare the lines of a purchase order acknowledgement with the lines of the corresponding purchase order. You can make corrections to the acknowledgement.
Acknowledgement - Schedule	PO_POA_SHPERR_STG	Click the Schedule tab on from the Acknowledgement page/Acknowledgement - Header page.	View schedule detail for purchase order acknowledgements.
Acknowledgement Schedule Details	PO_POA_SHP_COMPARE	Click the Compare Schedule link on the Acknowledgements -Schedule page.	Compare the schedules for a purchase order acknowledgement line with the schedules for the corresponding purchase order line. You can make corrections to the acknowledgement.

Searching for PO Acknowledgements

Access the Manage PO Acknowledgements page.

You select the criteria with which to filter the search. In particular:

From Date, To Date	The PO dispatch date range.
View Current Acknowledgements	POAs with a status of New/Supplier Review and Supplier Respond/Buyer Accepted.
View History	Displays the supplier responded history for past POAs.
PO Status	Displays the change order revision if the line is a change order; otherwise, it indicates that the PO is being dispatched for the first time.
Source of Acknowledgement	Online or EDX. POAs created using PeopleSoft eSupplier Connection POAs are always created with a Source of online. Within PeopleSoft Purchasing, online and EDX POAs are consolidated for review and approval on this page. Depending on the Source of the POA, click the Purchase order number to navigate the buyer to the Manage PO Acknowledgements page for online collaborative POAs or the Review POA page for EDX which is not collaborative.

Reviewing Acknowledgement Header Information

Access the Acknowledgement - Header page.

PO Header Details

EIP Control ID	Enterprise Integration Point Control identifier assigned to the acknowledgement.
AckDate (acknowledgement date)	Date on which the acknowledgement was created.
Reviewed	Select to indicate that you reviewed the acknowledgement. Your user ID and the current date display. This value is displayed within the Approve Change Requests component to help identify those POAs that have been reviewed.
Received	Date on which the acknowledgement was received.
Status	The status for the POA header information. You can override it here if needed. If the header information has changes, you must select one of the following to enable a change request: <i>Dtl/Chng</i> : (detail and change) <i>Changesr</i> : (accepted — Changes Made) <i>Excp Only</i> : (exception detail only) <i>Rej w/Dtl</i> : (reject with detail) <i>RejExDtl</i> : (reject – exception detail only) <i>Rej No Dtl</i> : (rejected – no detail) <i>RejCounter</i> : (rejected with counter offer)

Note. Line and schedule changes generate a change request based on online status, regardless of header status.

Approve

Click to approve the selected purchase order acknowledgement. This sets the status to Buyer Accepted and the Load Change Request process picks up the EDX POA for processing. If the business unit option is set to automatically approve change requests, then you don't need to use the Approve Change request page to move the POA along to the final step of Processing the change order.

Vendor Tab

UPN ID (universal product number identification) Universal product number.

Links

Edit the PO Select to access the Maintain Purchase Order page, where you can edit your original PO.

Compare Header Select to access the Acknowledgement Header Details page, where you can compare POA header information with the PO header information.

Compare Line Select to access the Acknowledgement Line Details page, where you can compare POA line information with the PO line information.

See Also

[Chapter 25, "Creating Purchase Orders Online," Entering PO Header Information, page 397](#)

[Chapter 29, "Creating Purchase Order Change Orders," Reviewing and Approving Change Order Requests, page 570](#)

PeopleSoft Managing Items 8.8 PeopleBook, "Working With Items," Using UPNs

Comparing PO and EDX POA Header Details

Access the Acknowledgement Header Details page.

Header Details

The Header group box enables you to compare PO and POA header information. Acknowledgement information can be modified on the left and original PO information displays on the right.

Comparing PO and EDX POA Line Details

Access the Acknowledgement Line Details page.

Line Details

The Line group box enables you to compare PO and POA line information. Acknowledgement information can be modified on the left and original PO information displays on the right.

Reviewing EDX PO Acknowledgement Schedule Information

Access the Acknowledgements - Schedule page.

Schedule Tab

If you want to compare an acknowledgement schedule with its corresponding PO schedule, select the schedule check box and select the Compare Schedule link to view the Acknowledgement Schedule Details page.

Comparing PO and EDX POA Schedule Details

Access the Acknowledgement Schedule Details page.

Schedule

The Schedule group box enables you to compare PO and POA schedule information. Acknowledgement information can be modified on the left and original PO information displays on the right.

Creating and Viewing Purchase Order Backorders

This section discusses how to update the purchase order backorder status.

Vendors can't always fulfill orders within the required time frames. You can now assign a backorder status, and the new quantity and delivery date information provided by the supplier to some or all of the purchase order schedules dispatched from PeopleSoft Purchasing when you know that they will not meet the specified delivery due date.

When you create a backordered line or schedule for a dispatched purchase order, the system changes the PO header Backorder Status field value from *None* to *Backorder*. The overall header, line, and schedule statuses remain the same (dispatched, active, and so on).

Backorder status appears on the following pages:

- Maintain Purchase Order - Purchase Order (PO_LINE)
- Maintain Purchase Order - Purchase Order Inquiry (PO_LINE_INQ)
- Line Details (PO_LINE_DTLS)
- Line Details Inquiry (PO_LINE_DTLS_INQ)
- Express PO (PO_EXPRESS)
- Purchase Order Reconciliation WorkBench (PO_RC_WB)

Splitting Schedules and Distribution Lines

When a schedule is split due to a partial backorder, the system creates a new schedule for the remaining amount, and identifies its original schedule number on the following pages:

- Create Backorder (PO_BACKORDER), Received and Matched tab
- Details for Schedule (PO_SCHED_DTLS_INQ)

When multiple distribution lines are associated with the split schedule, the system uses a “last in first out” (LIFO) method of associating distribution lines with the new schedule.

For example, if the original PO schedule quantity is 100 and has two distribution lines with a quantity of 50 each, entering a partial backorder of 40 against the schedule results in a new schedule with a single distribution line. This distribution line references the same ChartField and distribution values as the original schedule distribution line two, but with a quantity of 40. The original schedule still has two distribution lines, the first with a quantity of 50 and the second with an adjusted quantity of 10.

Note. Certain PO backorder changes (for example, creating a new schedule in response to a backorder or backordering the entire schedule quantity) do not automatically trigger a change order. However, depending on your change order template settings, other modifications could trigger a change order.

Receiving Backordered Schedules

When you receive the backordered line or schedule, running the PO RECON (purchase order reconciliation) process (PO_PORECON) sets the backorder status to *BO Recv* (backorder received).

Viewing Backorder Details

Run the Backorder Status SQR report (POPO012) to view backorder details for a vendor, business unit, item, or buyer within user-defined date parameters.

See Also

[Chapter 31, “Reconciling Purchase Orders,” Understanding PO Reconciliation, page 585](#)

[Chapter 24, “Understanding Purchase Orders,” PO Header Status Values, page 378](#)

PeopleSoft eSupplier Connection 8.8 PeopleBook, “Acknowledging Purchase Orders Online”

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Creating PO Change Order Templates

Pages Used to Create and View Purchase Order Backorders

Page Name	Object Name	Navigation	Usage
Create Backorder	PO_BACKORDER	Purchasing, Purchase Orders, Create Backorders, Create Backorder	Apply backorder status, revised quantities, and delivery due dates to dispatched PO schedules.
Item Description	PO_BCKORD_ITM_DESC	Click the item name link on the Create Backorder page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.

Updating Purchase Order Backorder Status

Access the Create Backorder page. Only purchase orders with a status of *Dispatched* are available for selection.

This section discusses how to:

- Populate the page with current receipt and matching information.
- Apply backorder details to open (unreceived) PO schedules.

To populate the page with current receipt and matching information (Optional):

1. Select the impacted Ln/Schd (line/schedule).
2. Click the Get Qty (get quantity) button.

The system populates the Received and Matched tab with any received and matched quantities for the selected lines and schedules.

To apply backorder details to a purchase order:

1. Select the impacted Ln/Schd (line/schedule) that your supplier has indicated will not be delivered by the due date.
2. Enter the backordered quantities for the selected line/schedules:
 - Select Backorder Open Qty (backorder open quantity) to backorder the entire unreceived quantity.
 - Alternatively, enter a Backordered Qty to backorder less than the unreceived quantity.
3. Enter due date for the selected line/schedules:
 - Backorder Due Date populates the BO Due Date (backorder due date) field for the selected schedules with the same expected arrival date. (You must first select the Backorder Open Qty option.)
 - Alternatively, enter the BO Due Date for each backordered quantity.
4. Click the Apply to selected lines button.

If you have selected the Backorder Open Qty option:

- The system calculates and populates the Backordered Qty field with the open (unreceived) quantities.
 - If you have also defined a Backorder Due Date, the system populates the BO Due Date field.
5. Click the Apply BO button to save your changes.
- For fully backordered schedules, the system:
 - Retains the originally scheduled quantity and schedule number.
 - References itself as the schedule number that generated the backorder.
 - Updates the schedule due date.
 - For partially backordered schedules, the system:
 - Creates new schedules, and where appropriate, new distribution lines.
 - References the schedule number that generated the backorder.
 - Uses BO Due Date and Backordered Qty values to calculate revised Due Date and PO Qty values.

In both scenarios the PO header status is updated to *Backorder*. The BO Due Date and Backordered Qty fields are then cleared.

CHAPTER 26

Using Purchase Order Sourcing

This chapter provides an overview of purchase order sourcing and discusses how to:

- Manually select requisitions for sourcing.
- Automatically select requisitions for sourcing.
- Source requisiteness by region.
- Load staged PO requests from PeopleSoft Supply Planning and Manufacturing.
- Build Inventory demand transactions.
- Run the PO Calculations Application Engine process.
- Use the Sourcing Workbench.
- Create POs using the Create Purchase Orders Application Engine process.
- Use the Automatic Purchasing Sourcing Application Engine process.
- Update vendor history dates and amounts for cumulative sourcing.
- Purge Purchasing staging tables.
- Manually construct the Purchasing staging tables.
- Source error messages.

See Also

Chapter 23, “Managing Requests for Quotes,” page 343

PeopleSoft Inventory 8.8 PeopleBook, “Managing Par Inventory,” Replenishing Par Locations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Using Voucher and Order Contracts,” Staging PO Contracts

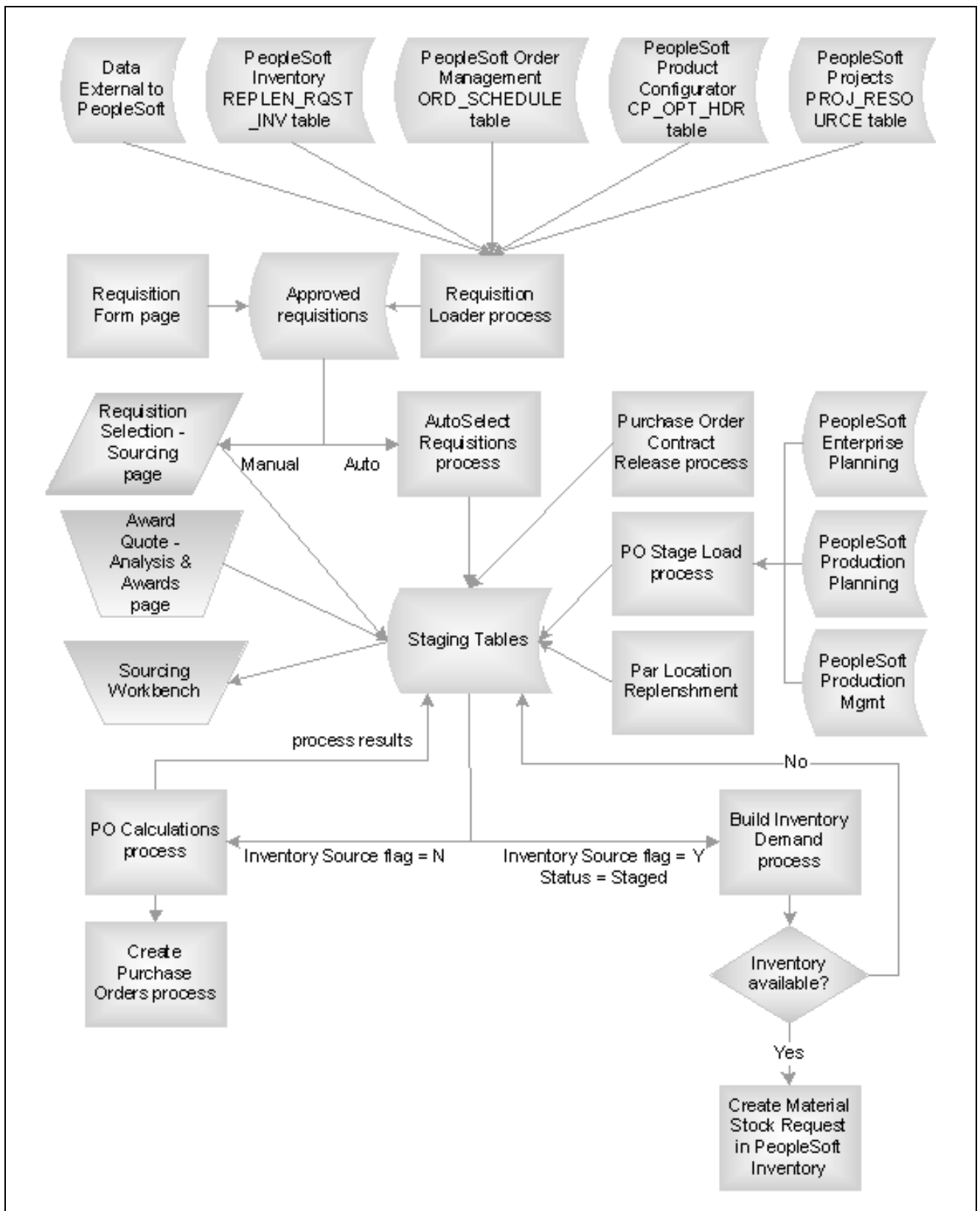
Understanding the Purchase Order Sourcing Business Process

The preceding bullets provide the order in which you would normally perform these sourcing processes. You will not necessarily run all the processes every time.

The following business processes also feed into the Sourcing processes and are covered in other sections of this book.

- Awarding requests for quotes (RFQs). Awarded RFQs are loaded to the Purchasing staging tables for PO creation.
- Staging contract releases for PO creation.
- Staging par location (cart) replenishment requests for PO creation.

The purchase order sourcing business process creates purchase orders (POs) from item requests loaded to the PeopleSoft Purchasing staging tables from various sources. The following diagram provides an overview of the Sourcing business process flow:



Defining the Primary Sourcing Staging Tables

The primary Purchasing sourcing staging tables are as follows:

PO_ITM_STG

This core staging table provides line and schedule level information destined for the PO. The information in the table may be derived from the requisition, requests for quotes, Supply Planning, Manufacturing, par replenishment, or contracts. Many fields on this table are work fields and should be ignored.

The following fields in the PO_ITM_STG table are particularly important:

PO_STG_TYPE: *R* (requisition) is used for the AutoSelect Requisitions process (PO_REQSORC) or for online requisition selection when the Define PO option is NOT selected. *O* (other) is used for any other process.

PO_STG_ID: This is the same as the requisition ID when the PO Stage Type is *R*. This field is derived from INSTALLATION_PO.LAST_PO_STG_ID, when the PO Stage Type is *O*.

PO_PROCESS_ID: Indicates the process that placed the row into the staging table.

CONSOLIDATE_FLG: Indicates whether similar rows (same item and vendor) can be consolidated onto a PO during the PO Calculations process (PO_POCALC).

OVERRIDE_SUGG_VNDR: Indicates whether or not the PO Calculations process can override the suggested vendor with the preferred vendor.

INVENTORY_SRC_FLG: Indicates whether a given row is destined for inventory demand or for a PO.

PO_ITM_STG_UD

The PO Calculations process takes the information from PO_ITM_STG and copies it, along with each possible vendor from whom the item can be sourced, to PO_ITM_STG_UD. Due to the addition of vendors, PO_ITM_STG_UD may contain multiple rows for each row in PO_ITM_STG. As the PO Calculations process performs its calculations, it stores the updated information in PO_ITM_STG_UD, leaving the original request information in PO_ITM_STG untouched. Once the Sourcing process is complete, the Vendor and PO ID results will update PO_ITM_STG.

PO_DISTRIB_STG

This table provides distribution information. One row is placed here for each distribution destined for the PO. For requisitions, the information in this table comes directly from the requisition.

Note. RFQ, Supply Planning, Manufacturing, par replenishment, and contract requests also populate this table. Information in this table is copied to the PO_LINE_DISTRIB table.

PO_HDR_STG

This is an optional table built by online requisition selection, RFQs, and contract releases. It is used for manually consolidated requisitions to specify information destined for the Purchase Order Header table, PO_HDR.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 469](#)

[Chapter 26, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 461](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

Defining Stage Statuses

The following table illustrates the possible stage statuses (STAGE_STATUS) in the PO_ITM_STG and PO_ITM_STG_UD tables:

STAGE_STATUS	Description	Explanation of Status
B	Ready to Create	Set by the Sourcing Workbench pages once the selected vendor is approved, or by the PO Calculations process if the auto approve option is selected. Can be changed to R (recycle) or, for some sources, to X (reset and purge).
C	Completed	Set by the Create Purchase Orders process once a PO has been created successfully and processing is complete. No changes are allowed.
D	Inv Demand (inventory demand in process)	Indicates that the Build Inventory Demand process is running. Set by the Build Inventory Demand process once started and while processing. No changes allowed.
E	Error	Set by the PO Calculations process if any errors are found. Can be changed to R (recycle) or, for some sources, to X (reset and purge).
I	In Process	Set by the AutoSelect Requisitions process and other processes—such as the PO Stage Load process while building the rows in PO_ITM_STG. No changes are allowed.
N	Pending (needs approval)	Set by the PO Calculations process once there are no errors and the PO is ready for building but still needs the vendor to be approved in the Sourcing Workbench pages. Can be changed to B (build), R (recycle) or, for some sources, to X (reset and purge).
P	POCREATE In Process	Indicates that the Create Purchase Orders process is running. Set by the Create Purchase Orders process once started and while processing. No changes are allowed.

STAGE_STATUS	Description	Explanation of Status
R	Recycle (error recycle)	Set in the Sourcing Workbench pages once an error is reviewed and the user indicates that it should be recycled by the PO Calculations process. Can be changed for some sources to X (reset and purge).
S	Staged	Set by the AutoSelect Requisitions process, online requisition selection, and processes such as the PO Stage Load process once the process completes and the staged row is ready to be sourced. Can be changed for some sources to X (reset and purge).
V	POCALC In Process	Indicates that the PO Calculations process is running. Set by the PO Calculations process once started and while processing. Can be changed to R (recycle) or, for some sources, to X (reset and purge).
W	Warning Issued	Set by the Create Purchase Orders process once a PO has been created but contains a warning, and processing is complete. No changes are allowed.
X	Reset and Purge	Entered on the Sourcing Workbench - Selected Items page. This action is possible for some sources when the stage status is S, V, N, E, R, or B. Once the status is X (reset and purge), no changes are allowed. Note. Only transactions built by certain processes can be set to the X (reset and purge) stage status. To set the stage status to X, the row must have one of the following process codes: SRC (reqsrc), OLS (online source), PLL (planning load), SFL (shop floor load), or CON (contract release). If the row was built by the Par Location Replenishment process (INPGCDMD) or the RFQ Load process, you cannot use the X stage status.

See Also

Chapter 23, “Managing Requests for Quotes,” Loading RFQ EDX Responses, page 357

PeopleSoft Inventory 8.8 PeopleBook, “Managing Par Inventory,” Understanding Par Location Management

Reviewing Qualifying Criteria for Requisition Selection

When selecting requisitions for sourcing either manually using the Requisition Selection - Sourcing pages or automatically using the AutoSelect Requisitions process, consider that a requisition must meet the following conditions before it can be eligible for selection.

Record	Field	Value
REQ_HDR	IN_PROCESS_FLG	N (no)
REQ_HDR	HOLD_STATUS	N (no)
REQ_HDR	BUDGET_HDR_STATUS	V (valid)
REQ_LINE	IN_PROCESS_FLG	N (no)
REQ_LINE	SOURCE_STATUS	A (approved)
REQ_LINE	CURR_STATUS	A (approved)
REQ_LINE	RFQ_IND	N (no)
REQ_LINE_SHIP	BAL_STATUS	I (in balance)
REQ_LINE_DISTRIB	QTY_OPEN	> 0 (greater than 0)
REQ_LINE_DISTRIB	AMT_OPEN	> 0 (greater than 0)

Note. If the AMT_OPEN field value is > 0, QTY_OPEN can have a value other than > 0. If the QTY_OPEN field value is > 0, AMT_OPEN can have a value other than > 0. Only one of these two REQ_LINE_DISTRIB field values must be > 0.

If no requisitions appear on the Requisition Selection - Sourcing page, consider reviewing the selection criteria entered on the Requisition Selection page. The requisition must meet the following conditions before it can be selected:

- The requisition line current status must be approved.
- The RFQ indicator on the requisition line must be N (no).
- The In Process flag on the requisition line must be N. When one line on a requisition is selected for sourcing, the In Process flag on the requisition line is set to Y (yes), indicating that the line cannot be touched until sourcing is complete. Once sourcing is complete, the In Process flag is turned off (set to N) and can be changed.
- The Hold Status on the requisition header must be N.
- The Budget Header Status on the requisition header must be V (valid).
- The Source Status on the requisition line must be A (approved).
- The Balance Status on the requisition schedule must be I (in balance).
- The Open Quantity or Open Amount on the requisition distribution must be greater than zero.

If you have frequent problems with unselected requisitions, build a query that displays all fields used in the selection process to see why your requisition is not eligible for selection.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 461](#)

PeopleSoft PeopleTools PeopleBook: PeopleSoft Query

Common Elements Used in This Chapter

Business Unit	Select rows to be processed/selected based on the business unit that staged them.
Date	Specify the exact date that you want to use in your date selection criteria. This field is required if you use the date selection Option <i>S</i> ; otherwise, it is unavailable for entry.
Nbr Days (number of days)	Number of days for the before, equal to, or after selections in the Operand field. Applicable when you use Option field values <i>P</i> and <i>M</i> .
Operand	Use this field to indicate whether date selection range should include dates that are before, equal to, or after the selection date. For example, suppose that you want to include requisitions with source dates up to today and for the next 3 days, select Date Selection Option <i>P</i> , date selection Operand $\leq$, and Nbr Days (number of days) 3.
Option	For the AutoSelect Requisitions process, use to specify the source date selection criteria for the requisition lines you want to process or select. For the Purchase Order Stage Load process, use to specify release date selection criteria for planned POs you want to process or select. For the Purge Stage Tables process, use to specify the release date selection criteria for requests that you want to process or select. Values are: <i>C</i>: Use current date. <i>M</i>: Current date minus number of days. <i>N</i>: No date selection criteria. <i>P</i>: Current date plus number of days. <i>S</i>: Use a specified date. Enter a date in the Date field.
PO Process that built row	Select rows to be processed based on the process that staged them. <i>CON</i> (contract POs) <i>CRT</i> (Par location replenishment) <i>OLS</i> (online source) <i>PLL</i> (Planning load)

	<i>RFQ</i> (request for quotation)
	<i>SFL</i> (Manufacturing load)
	<i>SRC</i> (AutoSelect)
Process Instance	Select rows to be processed/selected based on the process instance that staged them.
System Source	Select rows to be processed/selected based on their system source.

Manually Selecting Requisitions for Sourcing

This section discusses how to:

- Manually source requisitions to POs.
- Change requisition vendors.
- Review PO staging details.
- Review PO staging item receiving details.
- Review PO header staging information.

Manually selecting requisitions for sourcing enables you to maintain a finer degree of control than available using batch requisition selection and PO creation. Manual selection provides you with the following options:

- Source all items that are *not* marked for the AutoSelect Requisitions process.

This is not available using batch processing. Items that are not marked for automatic selection cannot be processed by the AutoSelect Requisitions process.

- Source individual items that you have ordered by description.

This is available using batch processing.

- Source inventory demand.

This is available using batch processing.

- Assign or change a vendor.

This is not available using batch processing.

- Add to an existing PO.

This is also available using batch process if associated blanket POs are used or found.

- Define a PO header row.

This is not available using batch processing.

See Also

Chapter 26, “Using Purchase Order Sourcing .” Reviewing Qualifying Criteria for Requisition Selection, page 458

Pages Used to Manually Select Requisitions for Sourcing

Page Name	Object Name	Navigation	Usage
Requisition Selection - Sourcing	PO_REQ_SOURCE	Purchasing, Purchase Orders, Stage/Source Requests, Requisition Selection, Requisition Selection - Sourcing	Enter search criteria and source requisitions to POs or inventory demand.
Item Description	PO_REQ_DESCR254	Click the item name link on the Requisition Selection -Sourcing page	Enter and view descriptions for a specific item. The item name link is comprised of the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page.
Requisition Details	PO_REQ_DTLS	Click the Req ID (requisition identification) link on the Requisition Selection - Sourcing page.	View information about the requisition selected on the Requisition Selection - Sourcing page. The fields on this page appear on the Maintain Requisitions - Form page.
Header Comments	PO_REQ_COMMNTS_SEC	Click the Header Comments link on the Requisition Details page.	Enter header comments. You can enter a unique comment, or you can select from predefined standard comments.
Line Comments	PO_REQ_COMMNTS_SEC	Click the Line Comments button on the Requisition Details page.	Enter line comments. You can enter a unique comment, or you can select from predefined standard comments.
Override Selected Requisition Vendor	PO_REQ_VENDOR	Click the Change Vendor link on the Requisition Selection - Sourcing page.	Update the vendor ID for all selected requisition lines on the Requisition Selection page.
Requisition Selection - Staging Information	PO_REQ_CREATE	Click the Staging Information link on the Requisition Selection - Sourcing page.	View or modify a requisition before sourcing.
Projects Information	PC_FIELDS	Click the Projects link on the Requisition Selection - Staging Information page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.

Page Name	Object Name	Navigation	Usage
PO Item Staging	PO_STG_RECV_INSPEC	Click the Receiving/Inspection Information link on the Requisition Selection - Staging Information page.	View or change information about the receiving process for an item selected on the Requisition Selection - Staging page.
PO Header Staging	PO_HDR_STG_DTLS	Click the Header Details link on the Requisition Selection - Staging page.	View or change information about the requisition header selected on the Requisition Selection - Staging Information page.

Manually Sourcing Requisitions to Purchase Orders

Access the Requisition Selection - Sourcing page.

Search Criteria

Vendor ID	Select a vendor. When you select a vendor, the Include Reqs With No Vendor check box becomes unavailable for entry.
Contract ID	Select a contract ID. Only requisitions that specify the contract ID are returned.
Include Reqs With No Vendor (include requisitions with no vendor)	Select to review requisitions with or without a suggested vendor.
Include Inventory Items	Select to include requisition lines that would normally be sourced from Inventory.
Stockless Item	Select to retrieve requisition lines for stockless items.
Exclude Auto Source Item (exclude automatic source item)	Select to exclude items defined as automatic sourcing items. Items are flagged for autosourcing on the Purchasing Attributes — Purchasing Controls page by selecting the Auto Select field.

Selection Options

Define PO	Select to define POs using the structure of requisitions as they appear on this page, instead of letting the system create it using your predefined rules. The PO Calculations process will not overwrite these PO configurations, even if the Consolidate option on the requisition is selected. In addition, you must specify the vendor for the PO, as PO Calculations process does not select a vendor for you. If selected, the information you view on the Requisition Selection - Sourcing page is exactly what will be on the PO and each requisition line you source will be on its own PO line, even if others exist for the same item. If you want to use the Define PO option, you must select this check box before selecting requisitions for sourcing. Similarly, if you don't

want to use the Define PO option, you must clear the check box before selecting requisitions for sourcing.

If you are sourcing to PeopleSoft Inventory or do not select this option, the information you see on this page is either used for creating inventory demand in the Build Inventory Demand process (PO_REQINVS) or is updated in the PO Calculations process.

Note. If a line you have selected for sourcing on this page has been sourced to a blanket PO contract you will not be able to select Define PO. Instead, you will receive a message that this option is not valid for the selected line. This option is only applies to lines that are selected in the Inc field after Define PO is selected.

The Define PO option works in conjunction with the Override Preferred Vendor option set on the User Preferences - Procurement: Requisition Authorizations page and the Override Suggested vendor option set on the Sourcing Controls page to determine when a purchase order is built using the priority (preferred) or suggested vendor.

Priority (preferred) vendors are defined on the Purchasing Attributes - Item Vendor page.

Suggested vendors are those entered manually on the requisition line or selected by the PO Calculations process.

When the Define PO option is selected, you can create POs in whatever form you choose. The Override Suggested Vendor and Consolidate options are clear when the requisition lines are staged.

The following table illustrates the different scenarios available when the Define PO option is clear.

Define PO	Override Preferred Vendor	Override Suggested Vendor	Vendor Used on PO
No	No	Yes In this scenario, this value can never be set to No.	Priority
No	Yes	Yes	Priority
No	Yes	No	Suggested

Check Item Available

Select if you want to be informed that there is available stock for this item and that you have the option to source the selected requisition line from PeopleSoft Inventory.

If there is enough available inventory, the system asks you whether you want to source this request from Inventory. If you select Yes, the Inventory source option will be set accordingly.

All Lines From Req (all lines from requisition)

Select to indicate all requisition lines on the page for sourcing.

All Lines From Req (all lines from requisition)	Select to select all lines in this group that belong to the same requisition.
PO Item Vendor	This value defaults from the PO Item Vendor Security Option setup on Purchasing Definition - Business Unit Options page for the Purchasing business entered on the Requisition Selection page. <i>No Edit Required:</i> The system does not verify whether selected items are defined for the current vendor on the item-vendor table. You can select a more restrictive rule, if necessary. <i>Edit Required When Use Item ID:</i> The system verifies the item-vendor combination only for items with item IDs and not for those ordered by description-only. This value cannot be changed. <i>Edit Required Must Use Item ID:</i> The system requires item IDs and verifies item-vendor combinations. This value cannot be changed.
Sourcing Tab	
Inc (include)	Select to include the requisition line for sourcing. Once you select a requisition line, it becomes unavailable for entry. To make any further changes to the requisition line, clear the check box, make your change, then select it again.
Vendor ID	Vendor you want to use on the PO. The system stores the last vendor ID, whether entered or loaded from a requisition line. If you include a line without specifying a vendor ID, the system uses the last entered vendor ID as the default. If you include a line without specifying a vendor ID and the stored vendor ID is blank, the system issues an error message. You cannot change the vendor when a contract is specified.
Vendor Location	Vendor location used for ordering and determining the pricing location.
PO Qty (PO quantity)	The PO quantity defaults from the requisition line. You can enter a PO quantity that exceeds the original requisition open quantity (oversourcing). You can also enter a quantity that is below the original requisition open quantity (partial sourcing), but only when all the requisition schedules for the line are charged by quantity. Partial sourcing and oversourcing are allowed only when the Define PO check box is selected.
PO UOM (PO unit of measure)	UOM that you want to use on the PO. The UOM defaults from the requisition line. If you are working with an ad hoc item, you can enter any UOM. If there is an item ID on the line, available UOMs are those in the INV_ITEM_UOM table.
Item	Item ID from the requisition line.
Line # (line number)	Originating requisition line number.
Calc Price (calculate price)	Indicates whether the PO Calculations process should recalculate the price or use the price from the requisition. If set to Y (yes), the PO Calculations process recalculates the price. If set to N (no), the PO Calculations process

uses the price from the requisition. This option is set to *Y* and cannot be changed when using an item ID and a contract is specified.

Note. If set to *N*, the PO Calculations process will not search for an available contract.

Requisitions Tab

Qty Req St (quantity requested standard)

Quantity ordered expressed in the item standard unit of measure.

% Prc Tol Under (percent price tolerance under) and **Price Tol Under** (price tolerance under)

The under-percentage and under-amount price tolerance per unit. This indicates the acceptable range within which the price can fall below that on the created PO. The tolerance appears by default from the Sourcing Controls page for the requisition.

Change Vendor Tab

Change Vendor

Select to activate the Change Vendor link to access the Override Selected Requisition Vendor page, where you can change the vendor on all selected lines simultaneously.

Location

Vendor location used for ordering.

Item

Item ID from the requisition line.

When you order an item that has a valid outstanding contract and the contract vendor is not selected for the line, the system displays a warning. You can decide to continue the transaction using the non-contract vendor.

Select All

Click this link to select all lines on the page for sourcing.

Clear All

Click this link to clear the selection for all lines on the page.

Split Line

This button becomes available after you change the quantity on a line that you want partially sourced. Click to insert a new line with the unsourced requisition quantity. You can source the remaining requisition quantity to different vendors.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Changing Requisition Vendors , page 467](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22](#)

[Chapter 8, “Using Default Hierarchies,” Defining the UOM Conversion Hierarchy, page 118](#)

[Chapter 24, “Understanding Purchase Orders,” Defining PO Consolidation, page 381](#)

Changing Requisition Vendors

Access the Override Selected Requisition Vendor page.

Select a vendor to use on the selected requisition lines on the Change Vendor tab of the Requisition Selection - Sourcing page.

When you click the OK button, the system updates the selected requisition lines with the vendor ID and location entered here and validates the item-vendor relationship. Once saved, the selected vendor is then staged into the PO staging tables.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 461](#)

Reviewing Purchase Order Staging Details

Access the Requisition Selection - Staging Information page.

Header

Header information is available for modification only if you selected the Define PO option on the Requisition Selection – Sourcing page. This page is only accessible if the Define PO option was selected on the Requisition Selection - Sourcing page. You will not be able to access this page if the line has been sourced to a blanket purchase order.

User Assign ID

Select to source the requisition lines to the PO ID that you enter in the PO field. The PO must be an existing or reserved PO for the same vendor. If selecting an existing PO, only those in *Initial*, *Pending Approval*, or *Approved* status that have never been dispatched are available for selection.

PO Date

Identifies the date to be used on the PO. This value can be changed if the system will be assigning the PO Date. If you are adding to an existing PO, the PO Date defaults from that PO.

Line/Schedule

The line and schedule information appears by default from the requisition. If you selected the Define PO option, this information will be on your PO. If you did not select the Define PO option, the information listed here is passed to the appropriate sourcing process -- PO Calculations or Build Inventory Demand.

Line and Sched (schedule)

If you selected the Define PO check box, this is the PO line and schedule number. If you did not select Define PO, this is the line and schedule number from the requisition.

Item ID

This field is available for entry when the requisition line contains an ad hoc item (description only). This enables the buyer to enter an item ID, when appropriate, based on the ad hoc item description entered by the requester.

When the requisition line contains an item ID, this field is unavailable for entry. The buyer may use the Substitute Items functionality to enter a substitute item.

Price

The unit price for this requisition line appears by default from the requisition and is used on the PO if the Define PO check box is selected.

If the requisition has the Calculate Price? check box selected, the PO Calculations process recalculates the price.

Note. If you change the Price value for an ad hoc item and the new price exceeds tolerances defined for the requisition on the Sourcing Controls page, the ad hoc row is not rejected. Instead, the system recognizes that the price exceeds your defined tolerances, issues a warning, and gives you the option to accept the newly entered price or reset it to the price defined on the original requisition.

Freight Terms	This field identifies the freight terms code associated with the PO's schedules.
Amount	Total line amount in the currency displayed.
Distribute by	The distribution method by which you allocate your expense account distribution appears by default from the requisition. Values include <i>Amt</i> (amount) or <i>Qty</i> (quantity). If you choose quantity, the sum of all distribution quantities must equal the schedule quantity. Inventory items must be distributed using the quantity distribution method. If you choose amount, the sum of all distribution amounts must equal the schedule amount (merchandise amount). Both options enable you to distribute by percent.

Distributions

The distribution information appears by default from the requisition. If you selected the Define PO check box, this information will be on the PO. If you did not select the Define PO check box, this information is passed to the appropriate sourcing processes.

PO Qty (PO quantity)	Identifies the quantity on the distribution. You can change the default distribution quantity. If your distribution method is <i>Amt</i> (amount), the purchase order quantity is not available for entry.
Amount	Identifies the distribution amount. You can change the default distribution amount here. If your distribution method is <i>Qty</i> (quantity), the amount is not available for entry.
Percent	Identifies the distribution percent. You can enter the distribution percent if your distribution method was either <i>Qty</i> or <i>Amount</i> . If you change the amount or quantity, the percent is adjusted. If you change the percent, the amount or quantity is adjusted. In either case, the total must equal 100 percent.
Location	Represents the internal destination of the distribution, which can differ from the ship to location for the schedule. For example, the ship to location for the schedule might be corporate headquarters, and the distribution location might be a particular floor's supply room.

Click the Save button to copy this information into the Purchasing stage tables, where it can be picked up by the PO Calculations process and then by the Create Purchase Orders process.

See Also

Chapter 26, “Using Purchase Order Sourcing,” Creating POs Using the Create Purchase Orders Application Engine Process, page 504

Chapter 26, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 461

Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482

Reviewing Purchase Order Item Staging Information

Access the PO Item Staging page.

Receiving Required	Select if receiving is required before the vendor can be paid.
Inspect	Select if inspection is required, and specify any inspection instructions for this item using the Inspection Routing ID.

Reviewing Purchase Order Header Staging Details

Access the PO Header Staging page.

Dispatch	Select to indicate that the PO should be dispatched upon creation.
Method	Select a dispatch method. Values are <i>Print</i> , <i>Fax</i> , <i>Email</i> , <i>EDX</i> , or <i>Phone</i> .
Tax Exempt Flag	Select if sales tax does not apply to this transaction.
Match Action	Indicate whether you want PeopleSoft Payables to perform matching before payment of the voucher.
Match Rule	Select a match rule from the available options. Match rules are defined on the Match Rules page and activated on the Match Rule Control page.
Payment Terms Basis Date Type	Specify the date that should be used to calculate the voucher payment terms in PeopleSoft Payables.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Establishing Matching Options

Automatically Selecting Requisitions for Sourcing

This section discusses how to automatically select requisitions for sourcing using the AutoSelect Requisitions process. The AutoSelect Requisitions process, also referred to as AutoSelect, loads 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.

AutoSelect loads the PO_ITM_STG and PO_DISTRIB_STG tables, creating one row on the PO_ITM_STG table for every line and schedule combination and one row on the PO_DISTRIB_STG table for every requisition distribution. When AutoSelect has completed, it locks the requisition lines so that no further activity can take place while the actual sourcing is in process.

For AutoSelect to select your requisitions, the requisition line must be in Approved status and items with item IDs must have the AutoSelect check box selected on the Purchasing Attributes - Purchasing Controls page. Items ordered by description are also selected, as long as the Item ID Required check box on the AutoSelect Req page is clear.

After running the AutoSelect Requisition process, access the Sourcing Workbench page to verify that your intended requisition lines are in the staging tables by searching by your requisition ID or the process instance. If your requisition does not appear on the page, it was not selected.

The AutoSelect process should result in the following:

- The requisition line In Process setting is selected.
- The requisition line SOURCE_STATUS is set to *Sourcing In Process*.
- The requisition line Process Instance is loaded with the current process instance.
- The requisition header Process Instance is loaded with the current process instance.

Note. Other applications and business processes, such as online requisition selection, requests for quotes, subcontracts from PeopleSoft Manufacturing, PeopleSoft Supply Planning, and purchasing contracts populate the same staging tables used by the subsequent steps in the sourcing process.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 461](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

Page Used to Automatically Select Requisitions for Sourcing

Page Name	Object Name	Navigation	Usage
AutoSelect Req (autoselect requisitions)	RUN_PO_REQSORC	Purchasing, Purchase Orders, Stage/Source Requests, Auto Requisition Selection, AutoSelect Req	Enter the selection criteria for the AutoSelect Requisitions process and run the process.

Running the AutoSelect Requisitions Application Engine Process

Access the AutoSelect Req page.

Request Type

Select from the following values:

Inventory: Only those requisition lines for which the Inventory Source option is selected are selected.

Purch Ord (purchase order): Only those requisition lines for which the Inventory Source option is clear are selected.

Both: Requisition lines are selected for sourcing whether or not the Inventory Source option is selected.

Business Unit	Use to limit your selection of requisition lines to a single Purchasing business unit.
Vendor Set ID and Vendor	Select a vendor setID and vendor ID to limit your selection of requisition lines to those for a specific vendor.
Contract Set ID and Contract	Select a contract setID and contract number to limit your selection of requisition lines to those for a specific contract.
Set ID and Category	Select a setID and item category to limit your selection of requisition lines to those with items within a specific item category.
Buyer	Use to limit your selection of requisition lines to those associated with a specific buyer.
Item ID Required	Select to load only those requisitions containing a valid item ID marked for AutoSelect. If this check box is clear, requisitions with item IDs and ad hoc items are both eligible for selection.
Origin	Use to limit your selection of requisition lines to those with a specific origin.

Sourcing by Region

This section discusses how to:

- Setup region codes.
- Associate regions to ship to locations.
- Define vendor priority and vendor location by region.
- Define vendor order location.
- Review region level sourcing methods.

Understanding Regional Sourcing

For large multi-national organizations, purchases are often distributed across multiple purchasing locations. These purchasing locations are sometimes geographically dispersed, and may require that different vendors or vendor locations (e.g. distribution centers or manufacturing plants) ship goods to different parts of the world. With the Regional Sourcing functionality, you can now define specific sourcing regions, group multiple vendor ship to locations into that region, prioritize vendors and vendor locations, and source your requests to the preferred vendor within that region.

Understanding the Regional Sourcing Process Flow

To setup PeopleSoft Purchasing to leverage regional vendors during the sourcing process:

1. Set up Region Codes (for example North-CAL).

Use the Region Codes page to establish specific regions that are used to group vendors and vendor locations.

2. Access the Ship To Locations page (these are the Ship To Locations where the vendor will ship the merchandise).

Use this page to link the Ship To Location to the appropriate region.

3. Access the Item Region Vendor page.

Use the Item Region Vendor page to define vendor priority and vendor location by region.

Select the item, and then assign a preferred vendor by region. Use this page to select preferred vendors that can supply particular items throughout that region.

4. Access the Procurement Region Vendor Order Location page.

Use the Procurement Region Vendor Order Location page to identify the location of the vendor.

This page enables you to specify what vendor locations are relevant for the region.

Pages Used to Source Requisitions by Region

Page Name	Object Name	Navigation	Usage
Region Codes	REGION_CD	Setup Financials/Supply Chain , Common Definitions, Locations, Region Codes	Define your geographical sourcing region and establish vendor priority and vendor locations.
Region Codes Address	REGION_CD_ADDR	Setup Financials/Supply Chain, Common Definitions, Locations, Region Codes Click the Region Codes Address tab.	Define description and address information for your region code.
Ship To Locations	SHIPTO_HDR	Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Ship To Locations	Associate the sourcing region to the appropriate ship to location.
Item Region Vendor (item region vendor)	ITM_REGION_VNDR	Items, Define Items and Attributes, Item Vendor by Region	Define vendor priority and vendor location by region.
Procurement Region Vendor Order Location	REGION_VNDR_LOC	- Click the Vendor Order Location link on the Region Codes page. - Vendor, Vendor Information, Add/Update, Vendor Select the Locations tab, and then click the Procurement link.	Select an appropriate vendor SETID, vendor ID, and vendor location for a specific region.

Setting Up Region Codes

Access the Region Codes page.

Region Codes

Region Codes Address

SetID: SHARE

Region Category ID: Procurement

Region Code: ALBERTA

Region Code Information

Find | View All

First 1 of 1 Last

*Effective Date: 01/01/1900

*Status: Active

Description: Alberta

Vendor Order Location

Region Codes page

- Description

Create a unique description for your region code.
- Vendor Order Location

Click this link to access the Procurement Region Vendor Order Location, where you can select an appropriate vendor SETID, vendor ID, and vendor location for a specific region.

Note. When you first navigate to the Region Codes page, the system prompts you for a Regional Category ID. Use the “Procurement” Regional Category ID. If you wish to set up alternative region types for the region codes, use the Region Types page to setup your new region type. You may consider this option when creating separate regions for multiple applications like Purchasing and Services Procurement.

Associating Regions to Ship To Locations

Access the Ship To Locations page.

- Region Code

Select a region code to associate to this ship to location.

Defining Vendor Priority and Vendor Location by Region

Access the Itm Region Vndr (Item Region Vendor) page.

Item Region Vndr

SetID: SHARE **Item:** 10000 Long Sleeve Biking Jersey, Men

Sourcing Region Locations Find | View All First 1 of 2 Last

***Region SetID:** SHARE ***Region Code:** BAY AREA **Description:** San Francisco Bay Area

List of Vendors Customize | Find | View All First 1-2 of 2 Last

*Vendor SetID	*Item Vendor Priority	*Vendor ID		*Vendor Location		
SHARE	1	CAN0000001	Tandem Computers	MAIN	+	-
SHARE	2	SCM0000004	ERNIE'S BIKE SHOP	MAIN	+	-

Item Region Vndr (Item Region Vendor) page.

- Region Code** Select a region code to associate with this regional vendor.
- Item Vendor Priority** Choose the priority order for which a vendor will be selected for regional sourcing.
- Vendor ID** Select the vendor you wish to associate with this vendor region.
- Vendor Location** Select the location for the vendor.

Defining Vendor Order Locations

Access the Procurement Region Vendor Order Location page.

Procurement Region Vendor Order Location

SetID: SHARE **Region Code:** ALBERTA

Description: Alberta

Vendor Order Location Customize | Find | View All First 1 of 1 Last

*Vendor SetID	*Vendor ID	*Vendor Location		
SHARE	AUS0000001	MAIN	+	-

Procurement Region Vendor Order Location page

- Vendor Set ID** Select the vendor setID for the vendor you want to associate with the sourcing region.
- Vendor ID** Select the vendor you want to associate with the sourcing region.
- Vendor Location** Select the location for the vendor.

Reviewing Regional Level Sourcing Methods

To use the regional hierarchy as part of the background sourcing process, you must select the Override Suggested Vendor option on the Sourcing Controls page. If this option is clear, the system will use the vendor provided on the transaction. The regional sourcing hierarchy is used only when the Basic Sourcing method is selected.

Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Production Management

The PO Stage Load process looks for PO requests in PeopleSoft Supply Planning and Production Management tables and loads them into the PeopleSoft Purchasing staging tables.

The PO Stage Load process accepts new requests from PeopleSoft Supply Planning and Production Management. The Change Purchase Order process (PO_POCHNG) handles change requests from PeopleSoft Supply Planning.

- The interface between PeopleSoft Supply Planning and PeopleSoft Purchasing uses the PL_PO_PLAN_ORD table.

The PO Stage Load process only processes rows with an approval status set to Y (yes) and a processed status set to N (no).

- The interface between PeopleSoft Supply Planning and PeopleSoft Purchasing uses the SF_OP_LIST table.

The PO Stage Load process only processes rows with a SUBPO_STATUS of 20 and a subcontracted setting of Y.

Before running the PO Stage Load process, establish defaults and a relationship between the PeopleSoft Inventory business unit from which the PO requests are coming and the PeopleSoft Purchasing business unit to which they are going. These defaults are set up on the PO Loader Defaults page.

This section discusses how to:

- Review, approve, and apply planning messages.
- Run the Purchase Order Stage Load Application Engine Process.

See Also

Chapter 29, “Creating Purchase Order Change Orders,” Running the Change Purchase Order Process, page 573

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Using PO Loader Defaults and Overrides

Page Used to Load Staged Purchase Order Requests from PeopleSoft Supply Planning and Production Management

Page Name	Object Name	Navigation	Usage
PO Stage Load	RUN_PO_POSTAGE	Purchasing, Purchase Orders, Stage/Source Requests, PO Stage Load	Enter the selection criteria for the PO Stage Load process and to run the process.

Reviewing, Approving, and Applying Planning Messages

PeopleSoft Supply Planning can generate purchasing messages containing recommendations for adding or rescheduling POs. Once a plan has been created and recommendations are made, the Receive Planning Messages process (PLS2000) brings these planning messages back into the transactional system.

After the messages are received, you can:

- Review and approve the purchasing messages using the Purchasing Messages component.

This component contains pages from which you select the messages you want to review, view the PO details, quantity and status details, and configuration code information, and select which messages you want to approve.

- Review any exception messages generated when the inventory messages are applied using the Purchasing Exceptions component.

This component contains pages from which you select the exceptions that you want to review. Then look at the exception details, PO dates, and configuration code information.

- Load the purchasing messages to PeopleSoft Purchasing using the PO Stage Load process and Change Purchase Order process, which start the process of implementing the suggestions made by the Planning engine.

See Also

[Chapter 29, “Creating Purchase Order Change Orders,” Running the Change Purchase Order Process, page 573](#)

[Chapter 26, “Using Purchase Order Sourcing ,” Running the Purchase Order Stage Load Application Engine Process , page 476](#)

Running the Purchase Order Stage Load Application Engine Process

Access the PO Stage Load page.

Inventory Business Unit	If you specify an Inventory business unit, only items from PeopleSoft Supply Planning associated with that business unit are selected. If you leave this field blank, all Inventory business units are considered.
PO Business Unit (Purchasing business unit)	If you specify a Purchasing business unit, only items destined for this business unit are selected. If you leave this field blank, all Purchasing business units are considered.
Process Planning Requests	Select to process purchase requests from PeopleSoft Supply Planning. If this check box is clear, any purchase requests from these sources are ignored.

Group POs by Item - Planning	Select to break down the POs into one PO per vendor, per item. This can be desirable if your POs are very large. If this check box is clear, you can generate POs with multiple lines for the same vendor. To use this option, you must select the Process Planning Requests option.
Purchase Order Type	Select to indicate the type of requests you want to load. To use this option, you must select the Process Planning Requests option. <i>Existing Orders:</i> change to an existing PO. <i>Planned Order:</i> new planned order.
Planner Code	If you select a planner code, only items from PeopleSoft Supply Planning with this value are selected. If you do not specify a code, all values are considered. To use this option, you must select the Process Planning Requests option.
Process Production Requests	Select to process purchase requests from PeopleSoft Production Management. If this check box is clear, purchase requests from Production Management are ignored.
Group POs by Item - Production	Select to break down the POs into one PO per vendor, per item. This can be desirable if your POs are very large. If this check box is clear, you can generate POs with multiple lines for the same vendor. To use this option, you must select the Process Production Requests option.

See Also

PeopleSoft PeopleTools PeopleBook: PeopleSoft Process Scheduler

Building Inventory Demand Transactions

This section discusses how to build inventory demand transactions from PeopleSoft Purchasing staging tables rows using the Build Inventory Demand process (PO_REQINVS).

At the start of processing, the Build Inventory Demand process 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.

The process then builds the demand table, DEMAND_INF_INV, which is built at the distribution level, so there is generally one row in the demand table for every selected, staged distribution. If partial quantities are allowed and the quantity on the distribution must be satisfied by more than one warehouse, there can be several rows on the demand table for one staged distribution.

Note. Partial sourcing is not allowed in the Build Inventory Demand process when the distribution is distributed by amount.

Because some distributions may be sourced entirely from inventory demand and others from a PO, distributions are renumbered by the Create Purchase Orders process, when necessary.

Most of the information for the demand table comes directly from the staging tables. All requisition keys are provided in the demand table for referencing back to the requisition.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Creating POs Using the Create Purchase Orders Application Engine Process , page 504](#)

Page Used to Build Inventory Demand Transactions

Page Name	Object Name	Navigation	Usage
Build Inventory Demand	RUN_PO_REQINVS	Purchasing, Purchase Orders, Stage/ Source Requests, Inventory Demand, Build Inventory Demand	Enter the selection criteria for the Build Inventory Demand process and to run the process.

Reviewing How Inventory Demand Is Sourced

The Build Inventory Demand process determines which warehouse (Inventory business unit) to use to fill demand by accessing the Distribution Network specified for the ship to location and evaluates the warehouses included in the network.

Note. The Build Inventory Demand process never sources demand from the Inventory business unit that creates the request.

The Inventory Demand Process also calculates available quantity.

To calculate available quantity, the Build Inventory Demand process takes the available quantity in BU_ITEMS_INV, then subtracts the sum of QTY_REQUESTED from all rows in DEMAND_INF_INV with the same BUSINESS_UNIT and INV_ITEM_ID. If the demand is an interunit transfer, the interunit par quantity is also subtracted from the available quantity.

Transfer yield is calculated after the Inventory business unit is selected and the available quantity is checked. The requisition quantity is increased by the transfer yield percentage.

To see the requested quantity satisfied by inventory demand, check the *Qty Demand* field on the Selected Item Details page. You can also view the inventory demand created by the Build Inventory Demand process using the Unfulfilled Stock Requests page.

The Build Inventory Demand process uses the following logic to determine the method by which inventory demand should be sourced, as well as which warehouse(s) to utilize.

1. The process first verifies that the requested item exists in the BU_ITEM_INV table for the inventory business unit(s) in the assigned Distribution Network.
If the item does exist and the process finds at least one Inventory business unit eligible for inventory demand sourcing, the process moves on to step 3.
2. If the item does not exist in the Inventory business unit(s) in the Distribution Network, the process continues with the following logic using the settings of the When Item Not Stocked in INBU option on the Purchasing Options - Purchasing Processing Options page.
 - If the Source to PO option is selected, the process sets the inventory source status for the request to *N* so that the PO Calculation process can source it to a PO.
 - If the Error Out option is selected, the process sets the stage status to *Error* in PO Stage tables.

3. If the item does exist in the Inventory business unit(s) in the Distribution Network, the process continues with the following logic using the settings of the Check Inv Available Qty and Partial Qtys Can Ship options on the Purchasing Options - Purchasing Processing Options page. These settings work together to create any of the following processing scenarios when you run the Build Inventory Demand process.
 - Check Inv Available Qty and Partial Qtys Can Ship are both clear.
 If the process finds one eligible Inventory business unit, the entire requested quantity is sourced to the business unit regardless of the available quantity.
 If the process finds multiple eligible Inventory business units, the entire requested quantity is sourced to the business unit with the highest priority ranking, regardless of the available quantity.
 - Check Inv Available Qty is selected and Partial Qtys Can Ship is clear.
 If the process finds one eligible Inventory business unit and it contains enough quantity, the entire requested quantity is sourced to the business unit.
 If the process finds one eligible Inventory business unit, but it does not contain enough quantity, the entire requested quantity is sourced to a PO. The process sets the inventory source flag for the request to *N* so that the PO Calculations process (PO_POCALC) can source it to a PO.
 If the process finds multiple eligible Inventory business units with enough quantity, the entire requested quantity is sourced to the business unit with the highest priority ranking.
 If the process finds multiple eligible Inventory business units, but none contain enough quantity, the entire requested quantity is sourced to a PO. The process sets the inventory source flag for the request to *N* so that the PO Calculations process (PO_POCALC) can source it to a PO.
 - Check Inv Available Qty and Partial Qtys Can Ship are both selected.
 If the process finds one eligible Inventory business unit, the requested quantity is sourced from the Inventory business unit, with any outstanding quantity being sourced to a PO. The process sets the inventory source flag for the request to *N* so that the PO Calculations process (PO_POCALC) can source it to a PO.
 If the process finds multiple eligible Inventory business units, the requested quantity is sourced from each Inventory business unit in order of priority. Any outstanding quantity is sourced to a PO. The process sets the inventory flag status for the request to *N* so that the PO Calculations process (PO_POCALC) can source it to a PO.

Example

You have two requisitions, both with the Check Inv Available Qty and Partial Qtys Can Ship options selected:

- Requisition 100 for 80 units of item 10000.
- Requisition 200 for 40 units of item 10000.

Warehouse A and warehouse B are in the Distribution Network for the ship to location on the requisition and stock item 10000, as defined in BU_ITEMS_INV.

Warehouse A has 60 units and warehouse B has 40 units in inventory. The inventory quantity, unreserved demand, and available quantity before the Build Inventory Demand process runs are shown in the following table:

Warehouse	Inventory Quantity	Unreserved Demand	Available Quantity
Warehouse A	60	0	60
Warehouse B	40	0	40

When the Build Inventory Demand process performs quantity checking for requisition 100 for 80 units, it sources 60 from warehouse A and 20 from warehouse B.

When the Build Inventory Demand process performs quantity checking for requisition 200 for 40 units, it calculates that there is unreserved demand in warehouse A from the first requisition and that there is no available quantity in warehouse A. It calculates that the available quantity in warehouse B is 20 units.

The quantities now look like this:

Warehouse	Inventory Quantity	Unreserved Demand	Available Quantity
Warehouse A	60	60	0
Warehouse B	40	20	20

There is not enough available quantity in the warehouses to fill the entire demand for requisition 200, so the Build Inventory Demand process sources 20 units from warehouse B and marks the balance of 20 units to be sourced to a PO. The PO is created in the next run the PO Calculations and Create Purchase Orders processes.

The end result is that requisition 100 for 80 units, gets 60 units from warehouse A and 20 units from warehouse B. Requisition 200 for 40 units, gets 20 units from warehouse B and 20 units from a PO.

Once the Build Inventory Demand process runs successfully, the following updates are made for rows fully converted, partially converted, and not converted to inventory demand transactions:

IN Demand Created	PO_ITM_STG Stage status	Req Line Source status	IN Source option	Req Line In Process status	PO_ITM_STG Demand Qty
Full	C (completed)	C (completed)	Y (yes)	N (no). Releases requisition line for updates by online and batch processes.	Quantity sourced to inventory demand, displayed in requisition UOM.

IN Demand Created	PO_ITM_STG Stage status	Req Line Source status	IN Source option	Req Line In Process status	PO_ITM_STG Demand Qty
Partial	S (staged). PO_POCALC and PO_ POCREATE source the balance to a PO.	No update to the requisition.	N (no)	No update to the requisition.	Quantity sourced to inventory demand, displayed in requisition UOM.
None	S (staged). PO_POCALC and PO_ POCREATE source the balance to a PO.	No update to the requisition.	N (no)	No update to the requisition.	0

Backorders and the Build Inventory Demand Process

When the Check Inv Available Qty option is clear, the Partial Qtys Can Ship option is selected, and the target Inventory business unit is set up for fulfillment, the Build Inventory Demand process sources unfulfilled quantities to a backorder, rather than to purchase orders.

For example, you have the previously described setup in place and you have a requisition quantity of 10. The Distribution Network Inventory business unit has an available quantity of 6. When you run the AutoSelect Requisitions process and the Build Inventory Demand process, all 10 units are sourced from the Distribution Network Inventory business unit, where the 6 available units will be used to partially fulfill the resulting demand and the remaining 4 units are backordered until the Inventory Business Unit has a quantity available to fulfill the rest of the request.

See Also

Chapter 26, “Using Purchase Order Sourcing ,” Creating POs Using the Create Purchase Orders Application Engine Process , page 504

Chapter 26, “Using Purchase Order Sourcing ,” Running the PO Calculations Application Engine Process, page 482

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Establishing Distribution Networks

PeopleSoft Inventory 8.8 PeopleBook, “Promising and Reserving Inventory”

PeopleSoft Inventory 8.8 PeopleBook, “Setting Up Fulfillment Operations for the Business Unit,” Defining Business Unit Fulfillment Options

Running the PO Calculations Application Engine Process

The PO Calculations process performs most of the processing necessary to create a PO. After running the PO Calculations 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.

If you select the Pre-Approve Vendor option on the PO Calculations page, the system will automatically approve the vendor recommended by the PO Calculations process so that you can run the PO Calculations process and the Create Purchase Order process without interruption. If you do not select the Pre-Approve Vendor option, you must approve the vendor manually in the Sourcing Workbench.

You can review the results of the PO Calculations process on the Selected Item Details page and change the recommended vendor. If you change a vendor through the Sourcing Workbench, you need to run the PO Calculations process again for the staged row to be recalculated.

Ten Functions of the PO Calculations Process

The PO Calculation process performs ten functions:

1. Selects a vendor using one of the four different sourcing methods.

When you elect to override the suggested vendor, the PO Calculations process recommends and selects the vendor for POs based on the sourcing method and the sourcing method settings for each item. There are four methods of vendor selection from which you can choose: basic, flexible, schedule split, or cumulative split sourcing. All of these sourcing methods are available at the category level, and basic, flexible, and schedule split sourcing can be overridden at the item level. When a new item is created, the sourcing option appears by default from the category, but a different value can be specified at the item level. There is also an option at the item level to indicate whether the item or the category sourcing method should be used. The sourcing method to be used for each requisition is set based on the information at the item or category level at the time the requisition is sourced, either online through the Requisition Selection - Sourcing page or through the AutoSelect Requisitions process.

2. Defaults PO values from the business unit, vendor, item, or contract, based on the PeopleSoft Purchasing default hierarchy.
3. Consolidates requisitions onto POs when the Consolidate Flag is Y.

Note. The PO Calculations process does not combine multiple requisition lines onto one PO line. All requisition lines are maintained as separate lines.

4. Calculates a due date if one is not provided.

The PO Calculations process calculates the due date based on the item vendor lead time, if it is indicated; otherwise, it calculates the due date based on the item lead time. The PO Calculations process also validates the due date against the Closure Calendar, and if necessary, adjusts the due date based on the Closure Calendar.

5. Determines the PO currency.

When you add to an existing PO, or when header level information is specified in the stage table, the PO Calculations process uses the currency from the headers. If no currency is specified, the PO Calculations process uses the currency from the vendor location that is specified during online requisition selection when using Define PO. All prices, amounts, and price tolerances are converted to the PO currency. The PO Calculations process does not convert to the contract currency if it is different; the process does, however, convert to the contract currency when it updates contract release amounts.

6. Converts to the vendor unit of measure if necessary.

The PO Calculations process uses the transaction unit of measure whenever possible, but if you have elected to consolidate purchase requests, the process converts to the vendor default unit of measure. The PO Calculations process also converts to the vendor default unit of measure if you have chosen not to consolidate, but the vendor location does not accept all units of measure and the transaction unit of measure is not a valid unit of measure for the vendor. If the PO Calculations process finds a contract that indicates that the contract base price should be used, and that price is in a different unit of measure, the PO Calculations process converts the contract price to the transaction unit of measure.

7. Rounds to whole numbers, if indicated, on the item or item vendor.

If you specify whole number rounding at the item or item vendor level for the transaction or standard unit of measure, the PO Calculations process rounds the quantity to whole numbers. If both units of measure require whole numbers, and the transaction quantity has decimals after the PO Calculations process has rounded the standard quantity, then the transaction is rejected. If the rounded transactions have been split sourced, the PO Calculations process ensures that the sum of the split-sourced quantities still adds up to the schedule quantity. If the sum of the split-sourced quantities does not add up to the schedule quantity, the transaction is rejected. The PO Calculations process does not adjust source documents (such as requisitions) for changes in quantity due to rounding.

8. Finds a contract.

If no contract is specified on the transaction and the transaction source is a requisition or Par Location Replenishment, the PO Calculations process attempts to find the most recent effective contract for the already determined vendor. If the contract does not meet minimum or maximum requirements, the PO Calculations process goes to the next most recent effective contract.

The system looks for a contract that is assigned to a specific purchase order if:

- a. The transaction does not contain a PO_HDR_STG row. This ensures that the system does not override your selection of a purchase order header.
- b. The contract price and UOM match the transaction price and UOM. If the transaction does not meet these requirements, the PO Calculations process goes to the next most recent effective contract.

Because the PO Calculations process has not calculated the price at this point, it uses the item or vendor base price when editing against minimum or maximum requirements. The contract maximums are checked at the line level. If you have multiple lines on a PO with the same item ID, the sum of those line quantities and amounts is checked against the contract line maximums.

The contracts that the PO Calculations process reviews are restricted to the specified business unit when the contracts are set up in the system by business unit.

If a contract is specified on the stage table row (through online requisition or a contract release), the PO Calculations process ensures that the contract is still effective, and that the maximum amounts and quantities have not been exceeded. If the contract is not still effective or the maximum amount or quantity is exceeded, the PO Calculations process rejects the transaction. If a contract ID is specified, the PO Calculations process will not search for a different contract.

The PO Calculations process updates the contract release amounts. If you make a change in the Sourcing Workbench, run the PO Calculations process again before you run the Create Purchase Orders process. When you run the PO Calculations process again, the related contract updates are reversed.

Note. The PO Calculations process does not search for contract lines for items ordered by description. However, the PO Calculations process will use a contract that allows open items for both description-only and item ID lines.

When the PO Calculations process runs for a requisition and the process finds a blanket PO to use to fulfill the request, the PO Calculations process reserves the blanket PO. If you run the PO Calculations process again before running the Create Purchase Orders process, and the process finds a request for which the same blanket PO applies, the request line is assigned an Error status. This is because the blanket PO is reserved by the previous run of PO Calculations process and cannot be accessed for sourcing the current request. To resolve the error, run the Create Purchase Order process to release the reserved blanket PO and recycle the row in *Error* status through the PO Calculations process.

9. Calculates the price.

If you select the calculate price option, the PO Calculations process recalculates the price. The process begins with the price from the item. If it finds a contract or if a contract is specified, and the contract indicates to use the contract base price, the PO Calculations process uses the contract base price as the starting price instead of the item price. If there is no contract, or if the contract does not indicate to use the contract base price, and PO Calculations process finds an item vendor price, it uses the item vendor price as the starting price instead of the item price.

When finding an item vendor price, the PO Calculations process searches the item vendor prices in the following order, and stops at the first place that it finds a price:

- Item vendor price for the transaction unit of measure and transaction currency.
- Item vendor price for the transaction unit of measure and vendor location currency (the PO Calculations process converts it to the transaction currency).
- Item vendor price for the default unit of measure and transaction currency (the PO Calculations process converts it to the transaction unit of measure).
- Item vendor price for the default unit of measure, and vendor location currency (the PO Calculations process converts it to transaction unit of measure and transaction currency).
- The item price.

Once the PO Calculations process has the starting price, it then applies contract and vendor price adjustments as indicated by the pricing rules. The process also creates value adjustments to show the starting price and each price adjustment.

The sourcing price tolerances are set at the business unit level on the Purchasing Definition - Business Unit Options page and follow the PeopleSoft Purchasing defaults hierarchy.

10. Calculates miscellaneous charges, freight, sales and use tax, and VAT.

This section discusses how to:

- Review sourcing methods.
- Describe technical details of the PO Calculations Process.

- Enter PO Calculations Process run control criteria.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Creating POs Using the Create Purchase Orders Application Engine Process, page 504](#)

[Chapter 26, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 461](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the AutoSelect Requisitions Application Engine Process, page 470](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22](#)

[Chapter 24, “Understanding Purchase Orders,” Defining PO Consolidation, page 381](#)

[Chapter 24, “Understanding Purchase Orders,” Value-Added Tax Processing on the PO, page 380](#)

[Chapter 24, “Understanding Purchase Orders,” Sales and Use Tax Processing on the PO, page 379](#)

PeopleSoft Inventory 8.8 PeopleBook, “Defining Your Operational Structure in PeopleSoft Inventory,” Specifying Business Unit Closure Dates

Pages Used to Run the PO Calculations Process

Page Name	Object Name	Navigation	Usage
PO Calculations - Run Controls	RUN_PO_POCALC1	Purchasing, Purchase Orders, Stage/Source Requests, PO Calculations, Run Controls	Enter the selection criteria for the PO Calculations process. Enter the run control criteria for the PO Calculations process and to run the process.

Reviewing Sourcing Methods

To use these sourcing methods, you must select the Override Suggested Vendor option on the Sourcing Controls page. If this option is clear, the system will use the vendor provided on the transaction.

Basic Sourcing

Basic sourcing, also referred to as sourcing method B, can be set at the category level and overridden at the item level.

The vendor order location is determined as follows:

- If a priority item ship to vendor exists, the PO Calculations process uses this value for the vendor ID and order location.
- If a priority item ship to vendor does not exist, the PO Calculations process identifies the best vendor by using the Item Region Vendor (ITM_REGION_VNDR), while getting the region from the Ship To Location (SHIPTO_TBL).

- If the Item Region Vendor does not exist, the system finds the best vendor by using the priority vendor from Item Vendor definition (ITM_VENDOR).
- Once a vendor is determined and if the vendor was not selected from the Item Ship To Vendor or the Item Region Vendor tables, the system will need to determine the appropriate Vendor Location to associate with the staged line. The vendor location is first defaulted by looking to the Ship To order location.
- If the Vendor location is not in the Ship To order location table, the system will check the Region Order Location table (REGION_VNDR_LOC) to default the vendor location associated with the ship to location's region.
- If a priority item vendor exists, but neither the ship to order location or region order location exist for that vendor, the PO Calculations process uses the priority item vendor, with its default order location.
- If a vendor still isn't found, the vendor and vendor order location are obtained from the category priority vendor for the category.

In basic sourcing, the pricing location comes from the vendor pricing location indicated by the order location.

Flexible Sourcing

Flexible vendor sourcing, also referred to as sourcing method F, can be set at the category level, and overridden at the item level. With flexible sourcing, the PO Calculations process selects a vendor based on best price, lead time, item vendor, and ship to priority vendor.

With flexible sourcing, the PO Calculations process calculates due dates, prices, item ship to, and item vendor priority, and then determines the best vendor for the item based on the weight that you give each criteria. The eligible vendors come from the item vendor.

The PO Calculations process bases the vendor selection on the following available criteria:

Lead Time	The PO Calculations process assigns a percentage rank value to each vendor based on the number of lead days. The percentage rank is calculated as this vendor lead days divided by the total lead days for all eligible vendors.
Price	The PO Calculations process assigns a percentage rank value to each vendor in the order of price. The percentage rank is calculated as this vendor price divided by the total price for all eligible vendors.
Item Ship To Vendor Priority	The PO Calculations process assigns a percentage rank value to each vendor in the order of item ship to vendor priority. The percentage rank is calculated as this vendor item ship to priority divided by the total item ship to priority for all eligible vendors.
Item Vendor Priority	The PO Calculations process assigns a percentage rank value to each vendor in the order of item vendor priority. The percentage rank is calculated as the vendor item vendor priority divided by the total item vendor priority for all eligible vendors.

The weight of the criteria is set by percentage. You can select how much weight to give to lead time, price, ship to, and vendor at the category level, at the item level, and on the PO Calculations page. The higher the percentage that you give to one of the criterion, the more weight that criterion has. For example, suppose that you want to select the vendor based only on lead time, you can give lead time a percentage weight of 100% and the vendor with the best lead time, regardless of price, ship to, or vendor priority, is selected.

Once the PO Calculations process ranks the vendors on each of the four criteria, it applies your ranking of each of these criteria to determine the best vendor. In the case of a tie between vendors, the process uses the item vendor priority ranking as a tiebreaker.

The mathematical formula that the process uses is:

$$((\text{Lead Time} / \text{Sum of lead times}) * \text{Lead time User rank}) + ((\text{Price} / \text{Sum of prices}) * \text{Price User Rank}) + ((\text{Shipto Priority} / \text{Sum of Shipto Priorities}) * \text{User rank}) + ((\text{Vendor Priority} / \text{Sum of Vendor Priorities}) * \text{User rank}).$$

Note. When you use flexible sourcing, method F, pricing is always done at the schedule level, never at the line level.

Schedule Split Sourcing

Schedule split sourcing, also known as sourcing method S, can be set at the category level and overridden at the item level. With schedule split sourcing, you can split orders to multiple vendors at the schedule level, based on predefined percentages. For example, suppose that you want to source 60% of all orders for an item or category to Vendor A and 40% to Vendor B. Set the sourcing rules to define which vendors supply this item or category and the percentage that goes to each vendor.

The PO Calculations process selects vendors for schedule split sourcing based on where the source method is set.

- If you specify the source method on the item, then the item vendors are used along with their percentage allocation.
- If you specify the source method on the category, then the category vendors are used with their percentage allocation. You must select the Use Category Source Controls option at the item category level for the system to use category sourcing controls.

The other sourcing methods source 100% of the quantity to the selected vendor. With schedule split sourcing, each schedule is split so that a portion of the quantity is sourced to each item vendor.

If the vendor minimum order quantity is not met, the transaction is rejected.

Note. If you are using the schedule split sourcing method, all established item vendor relationships must be defined with an allocation value greater than zero and a cumulative total of 100. Schedule split sourcing splits orders among multiple vendors, not among multiple vendor locations. Schedule split sourcing cannot split orders among multiple locations for the same vendor.

Cumulative Split Sourcing

Cumulative split sourcing, also referred to as historic split sourcing and sourcing method H, like schedule split sourcing, enables you to split orders to multiple vendors based on predefined percentages. Unlike schedule split sourcing, this method sources the PO line to the first vendor in the priority list until the vendor's order percentage for the item category is met. Over time, the percentage sourced to each vendor should be close to the percentage that you define on the Item Vendor Priority page.

Based on your setting in the Accumulate Level field on the Item Categories - Category Definition 3 page, the percentage that you define on the Item Vendor Priority page is accumulated based on each run of the PO Calculations process or based on each schedule. You can override this setting using the Accumulate Level field on the PO Calculations - Select Criteria page.

If you select R (run), all schedules for the item category being processed in the process run are grouped together when finding a vendor. All schedules for the category are sourced from the same vendor

If you select S (schedule), the process examines each schedule individually when finding a vendor and accumulates the percentage for each vendor based on each schedule. The schedules are assigned to the same vendor until that vendor's predefined percentage is met, then they are assigned to the next vendor until the second vendor's predefined percentage is met and so forth through all the available vendors. It then cycles back to the first vendor. Each schedule could have a different vendor.

The schedule level option offers greater and more accurate control, while the run level option offers better performance.

PeopleSoft Purchasing maintains records on historical order amounts to determine to which vendor the PO line should be sourced. This is the only source method that is available only at the category level. The vendors are selected from the category vendors.

When you dispatch the PO, the total order amount is updated on the category vendor and on the category to maintain the historical information. The Cumulative Sourcing Update process (PO_POHISTUD) maintains the historical information when you modify category or category vendor level information.

See Also

[Chapter 26, "Using Purchase Order Sourcing," Running the PO Calculations Application Engine Process, page 482](#)

[Chapter 5, "Defining Purchasing Item Information," Defining Purchasing Item Categories, page 56](#)

[Chapter 5, "Defining Purchasing Item Information," Defining Purchasing Item Attributes, page 62](#)

[Chapter 5, "Defining Purchasing Item Information," Capturing Item Miscellaneous Charges, page 75](#)

Describing Technical Details of the PO Calculations Process

The PO Calculations process acts on the PO_ITM_STG table and creates PO_ITM_STG_UD and PO_ITM_STG_VND.

The PO_ITM_STG_UD table contains the recommended vendor, any other eligible vendors (for flexible sourcing), and the results of all the calculations (due date, price, UOM conversion, currency conversion, and so on). You can view the PO_ITM_STG_UD table data on the Selected Item Details page and change the recommended vendor. If a vendor is changed using the Sourcing Workbench, you must run the PO Calculations process on the staged row to recalculate values.

The PO_ITM_STG_VND table contains the details for the flexible sourcing method and can be viewed using the Flexible Sourcing page.

If the PO Calculations process has not run, PO_ITM_STG_UD and PO_ITM_STG_VNDR do not exist. If the PO Calculations process has run, but an error was encountered for a staged row, there may or may not be a row in PO_ITM_STG_UD and PO_ITM_STG_VND.

- For basic and cumulative split sourcing, if the PO_POCALC process runs and there are no errors for the staged row, there is 1 row in PO_ITM_STG_UD for each row in PO_ITM_STG. There is also 1 row in PO_ITM_STG_VND.
- For flexible sourcing, if the PO_POCALC process runs and there are no errors for the staged row, there could be multiple rows in PO_ITM_STG_UD for one row in PO_ITM_STG, one row for each possible vendor. Each row is for the full quantity in PO_ITM_STG. There is also a corresponding row in PO_ITM_STG_VND for each vendor.

- For schedule split sourcing, if the PO_POCALC process runs and there are no errors for the staged row, there could be multiple rows in PO_ITM_STG_UD for one row in PO_ITM_STG. Together they add up to the full quantity in PO_ITM_STG, or possibly more than the full quantity due to UOM rounding.

If the PO Calculations process does not return the expected results, confirm that you have set the Define PO option, Inventory Source option, and the price tolerances appropriately.

You can review requested prices and tolerances on the Selected Item Details page. Sourcing price tolerances are set at the business unit level on the Purchasing Definition - Business Unit Options page, and can be overridden on the requisition.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Sourcing Error Messages, page 524](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22](#)

[Chapter 8, “Using Default Hierarchies,” Defining the UOM Conversion Hierarchy, page 118](#)

Entering PO Calculations Process Run Control Criteria

Access the PO Calculations - Run Controls page.

PO Calculation Selection Criteria

Selecting field values in this group box limits your selection of staged rows to those that meet the criteria selected. Usage of all of these fields is optional.

Sourcing Method

All sourcing methods are selected by default. The selected methods are included when you run the PO Calculations process. If you do not want to include a particular sourcing method, clear the option.

If you do not select any of the sourcing methods, only staged rows with a vendor provided and the Override Suggested Vendor option cleared are included when you run the PO Calculations process.

Accumulate Level

This is not a selection criteria for the process, but rather is used in conjunction with the cumulative sourcing method. Select a value to determine how to accumulate the percentages for cumulative split sourcing.

Select *S* (schedule) level if you want each schedule to be examined individually when finding a vendor. With this option the schedules are assigned to the same vendor until that vendor’s predefined percentage is met, then they are assigned to the next vendor until the second vendor’s predefined percentage is met and so forth through all the available vendors. Then it cycles back to the first vendor. Each schedule could have a different vendor.

Select *R* (run level) if you want all schedules for that category being processed during the run to be grouped together when finding a vendor. With the run level option all schedules for the category will be sourced from the same vendor. The schedule level option offers greater and more accurate control, but the run level option offers better performance.

PO Calculate Process Options

Buyer

Select the buyer to be used on the PO header in the event that the PO Calculations process cannot determine the buyer. This is a required field.

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.
- If the staged lines that belong on the PO have different buyer names, or the process that created the staged entry did not specify a buyer name (you can force a buyer name in online requisition selection), then the vendor buyer name is used.
- If the vendor buyer name is blank, then the buyer name entered here is used on the PO header.

Consolidation Method

Determines whether POs are consolidated by business unit, vendor, and buyer; or by business unit and vendor only. The consolidation method applies only to staged rows marked for consolidation.

For example, suppose that you choose to consolidate by business unit and vendor, then all rows with the same vendor and business unit are grouped onto one PO.

Alternately, if you add buyer to the consolidation criteria, all rows that have the same buyer, vendor, and business unit are grouped onto one PO.

Origin

(Optional) Enter an origin to be used on the POs.

Purchase Order Date

Enter a date to be used on the POs, for POs that do not already have a date assigned. If you leave this field blank, the PO Calculations process uses the current system date.

Purchase Order Reference

(Optional) Enter a PO reference to be used on the POs. This is a free-form field.

Pre-Approve Vendor

Select to automatically approve the vendor that the PO_POCALC process selects.

If selected, the system automatically approves the vendor recommended by the PO Calculations process, so that you can run the PO Calculations process and the Create Purchase Order process without interruption. If you do not select the Pre-Approve Vendor check box, you must approve the vendor manually using the Sourcing Workbench.

If you change a vendor using the Sourcing Workbench, you must run the PO Calculations process again for the staged row to be recalculated.

Build POs 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 are met, the status is set to *Approved*. If the auto approval criteria are not met, the status is set to *Pending Approval*, and the PO enters the

Workflow Approval business process. If you do not select this check box, the PO is created with a status of *Open*.

Flexible Sourcing Controls

Lead Time Factor %, Ship to Priority Factor %, Price Factor %, and Vendor Priority Factor %

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 lead time, ship to, price, and vendor factors when the application process is evaluating vendors for flexible sourcing. The sum of all four factor fields must add up to 100%.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Creating POs Using the Create Purchase Orders Application Engine Process, page 504](#)

[Chapter 26, “Using Purchase Order Sourcing,” Using the Sourcing Workbench, page 491](#)

[Chapter 24, “Understanding Purchase Orders,” Defining PO Consolidation, page 381](#)

[Chapter 7, “Using Workflow,” Approving Requisitions and Purchase Orders Using Workflow, page 95](#)

Using the Sourcing Workbench

The Sourcing Workbench component provides you with a view of the results of each of the sourcing steps. The Sourcing Workbench enables you to view staged rows, along with any errors accompanying them. You can use the component 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.

This section discusses how to:

- View and modify staged row details.
- View eligible vendors for staged rows.
- View item requisition pricing details.
- View PO sales and use tax information.
- View PO value adjustments.
- View PO value-added tax (VAT) information.
- View flexible sourcing vendor selection results.
- View planned PO information.

You may want to review the contents of the staging tables before and after each step in the sourcing process. For example, you may use the Sourcing Workbench as follows:

1. Run the AutoSelect Requisitions process (PO_REQSORC) and access the Sourcing Workbench to verify that your requisitions have been selected for sourcing. You can determine whether the result of your requisition is an inventory demand transaction or a PO.

If the system creates a PO, you can define whether you want the PO Calculations process (PO_POCALC) to calculate a new price or select a vendor for you.

2. Run the PO Stage Load process (PO_POSTAGE) and access the Sourcing Workbench to review the staging tables again to see whether rows were added.
3. Run the Build Inventory Demand process (PO_REQINVS) and access the Sourcing Workbench to review the staging tables to see whether your requisition was fully or partially sourced using inventory demand.
4. Run the PO Calculations process and access the Sourcing Workbench to review the staging tables to see which rows are ready for PO creation, which require vendor approval, and which have errors.

You can also review the vendor, price, value adjustments, currency, unit of measure, and other information destined for the PO.

5. Run the Create Purchase Orders process (PO_POCREATE) and access the Sourcing Workbench to review the staging tables to see which rows were sourced to POs and to determine the PO IDs for those rows.

Correcting Errors

Select rows that are in error from previous process runs by setting the stage status in the selection criteria to *Error*. The error code and a plain text error message appear on the Selected Item Details page and the Eligible Vendors page.

In many cases, the error is a result of the vendor defaults. For example, suppose that the vendor does not ship to the requested ship to location. If the error is vendor-related, change the vendor or location on the Selected Item Details page and update the status to *R* (recycle) so that the PO Calculations process can re-process the row.

Another common error is due to exceeded price tolerances. Use the Selected Item Details page to view the requested price, calculated price, value adjustments, and the tolerances that were used. Based on this information, you can take the appropriate actions to bring the transaction within tolerances.

You can also fix errors that are not a result of the choice of vendor and reset the rows for re-staging. On the Selected Item Details page update the status to *X* (reset/purge) to release the original requisition or contract release so that you can make changes to it. After you change the status to *X*, and purge the staged transaction, you can click the Source Document link to you can access the source requisition or contract so you can make changes. You must re-stage the source document through its normal staging process.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

[Chapter 26, “Using Purchase Order Sourcing,” Viewing Eligible Vendors for Staged Rows, page 498](#)

Common Elements Used in this Section

% Price Tol Over and %Under

Tolerance percent applied to the suggested price on the requisition and used in the PO Calculations process. If the PO price is outside of the tolerance, the PO Calculations process rejects the staged row.

Amount Only

If selected, the receipt is based on an amount, not a quantity. In an amount-only transaction, the price is set to 0 and the quantity is 1.

Base Price

Price expressed in the base currency.

Calculate Price?	If selected, the PO Calculations process calculates a price. If this option is clear, the staged row price is used on the PO.
Due Date	The due date for the PO. This is the date the items are due at the ship to location.
Instance	The process instance of the PO Calculations process that last updated this row.
Location	The vendor location.
LT Days (lead time days)	Lead time period between submitting the PO to the receipt of goods.
PO Stg ID/PO Stage ID	This is the same as the requisition ID when the PO Stage Type is <i>R</i> . It is taken from <code>INSTALLATION_PO.LAST_PO_STG_ID</code> when the PO Stage Type is <i>O</i> .
PO Stg Type/PO Stage Record Type	<i>R</i> (requisition) for the AutoSelect Requisitions process or online requisition selection when the Define PO option is not selected. The system uses <i>O</i> (other) for any other process.
Price	Requisition price for the item.
Price Tol (price tolerance) Over and Under	Tolerance amount applied to the suggested price on the requisition and used in the PO Calculations process. The PO Calculations process calculates the correct price for a PO based on the item prices plus or minus any price adjustments. The sourcing Unit Price Tolerance is applied to the suggested price on the staged row and is compared with the calculated PO price. If the PO price is outside of the tolerance, the PO Calculations process rejects the staged row.
Qty Req St (quantity requisition standard)	Requisition quantity expressed in the standard unit of measure for this item.
Req Qty (requisition quantity)	Quantity being sourced to the selected vendor.
Requisition ID	If this row came from a requisition, the ID of the requisition appears.
Schedule Number	The schedule number on the original request.
Ship To	The location where the items are being shipped.
Src Method (sourcing method)	The sourcing method for this row. It determines how the vendor is selected for this line. Sourcing method appears by default from the item category or item ID. Values are <i>Basic</i> , <i>Flexible</i> , <i>Sched Split</i> (schedule split), and <i>Cumulative Split</i> .
Stg Status (stage status)	The status of the staged row.
Sys Source (system source)	The source of the purchase request. Values include <i>PeopleSoft Planning</i> or <i>PO Online</i> (purchase order online).
Unit	The business unit of the purchase request.
Use This Vendor	Select the vendor to use for this order. When there are multiple eligible vendors, select the corresponding check box for the vendor of your choice. When you change the vendor, the Let PO Calc Override Vendor? check box on the Selected Item Details page is set to <i>N</i> (no) to ensure that

the PO Calculations process does not choose a different vendor. If you change the vendor on the Eligible Vendors page or Flexible Sourcing page, you must rerun the PO Calculations process.

Vendor

The vendor to whom the row has been sourced.

Zero Price Ind (zero price indicator)

If selected, indicates that the price for this item is zero.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 469](#)

[Chapter 26, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 461](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

Pages Used to Use the Sourcing Workbench

Page Name	Object Name	Navigation	Usage
Sourcing Workbench - Selected Items	PO_SRC_ANALYSIS	Purchasing, Purchase Orders, Stage/Source Requests, Sourcing Workbench, Sourcing Workbench - Sourcing	Select sourcing criteria and view the rows of data on the PO_ITM_STG table. Access pages to change the recommended vendor, quantities sourced to each vendor, or correct errors.
Vendor Information - Identifying Information	VNDR_ID1	Click the Vendor ID link on the Sourcing Workbench - Sourcing page.	Access vendor information for the staged row.
Item Definition - General: Common	INV_ITEMS_DEFIN1	Click the Item ID link on the Sourcing Workbench - Sourcing page.	Access inventory item information at the setID level for the staged row.
Item Description	PO_SRC_ITEM_DESCR	Click the Description link on the Sourcing Workbench - Sourcing page. The item name link is comprised of the first 30 characters of the item’s description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
Requisition Inquiry - Requisitions	REQ_INQ_LOOKUP	Click the Requisition ID link on the Sourcing Workbench - Sourcing page.	Review requisition information for the staged row.
Maintain Purchase Order - Purchase Order	PO_LINE	Click the Purchase Order link on the Sourcing Workbench - Selected Items page.	Access a PO created for the staged row.

Page Name	Object Name	Navigation	Usage
Sourcing Workbench — Sourcing Details	PO_SRC_ANLSYS_DTL	Click the Sourcing Details button on the Sourcing Workbench - Selected Items page.	View further details about a staged row and to change the vendor and stage status.
Eligible Vendors	PO_SRC_VNDR_DTL	Click the Eligible Vendors link on the Sourcing Workbench — Sourcing Details page.	Select the vendor to use for the order. View details about each of the vendors for this item.
Pricing Information	PO_SRC_PRICING	Click the Pricing Info link on the Sourcing Workbench — Sourcing Details page.	View details about the pricing of the item from the requisition.
Sales/ Use Tax	PO_ITM_STG_TAX_INQ	Click the Sales/Use Tax link on the Pricing Information page.	View the sales and use tax information from the PO.
Value Adjustments	PO_VAL_ADJ_STG_INQ	Click the Value Adjustment link on the Pricing Information page.	View the value adjustments (discounts and surcharges) added to the base price of the item on the PO.
VAT (value added tax)	PO_ITM_STG_VAT_INQ	Click the VAT link on the Pricing Information page.	View the VAT information for the PO schedules.
Flexible Sourcing	PO_SRC_ANLSYS_VNDR	Click the Flex Sourcing link on the Sourcing Workbench — Sourcing Details page.	View how a vendor was chosen using the Flexible Sourcing method during the PO Calculations process. The Vendor Score section shows how the system rated each criteria.
PO Information (purchase order information)	PO_STG_SCHED_DTLS	Click the PO Information link on the Sourcing Workbench — Sourcing Details page.	View details about the PO that is going to be created.

Viewing and Modifying Staged Row Details

Access the Sourcing Workbench - Sourcing Details page.

Sourcing Workbench			
Sourcing Details			
Return to Sourcing Page			
Process Instance:	3244	Item ID:	10030
Business Unit:	US001		Folding Child Trailer
Line:	1	PO Stg Type:	Requisitn
Schedule:	1	PO Stage ID:	SPLIT_AMT
▼ Staging Information			
*Stage Status:	Completed	PO Process:	AutoSelect
Staged Vendor:	MULTIPLE	System Source:	PO Online
Vendor Loc:	MULTIF	Sourcing Method:	Sched Split
☒ Let POCalc Override Vendor?		Eligible Vendors	Pricing Information
PO ID:	MULTIPLE	PO Information	
▼ Source Transaction Information			
Req ID:	SPLIT_AMT	Source Document	☐ Inventory Source Flag
Req Line:	1	Qty Demand:	
Req Sched:	1	Physical Nature:	Goods
☒ Consolidate with other Reqs			
► Requested Price			

Sourcing Workbench - Sourcing Details page

Staging Information

Stage Status

You can change the stage status from *Error* to *Recycle* or to *Reset/Purge* after you have corrected the error on this row so that the PO Calculations process can reprocess the staged row.

If the PO Calculations process fails, change the status from *POCALC* to *Recycle* as long as the process is no longer running.

Vendor Loc (vendor location)

You can enter a different vendor location under the same circumstances that you can change the vendor for this staged row.

Vendor ID

Select a different vendor. This field is available for entry when the Stage Status is *Staged*, *Pending* (pending approval), *Error*, or *Recycle*. An item vendor relationship must exist if the Accept Any Vendor option is *N* (no) at the business unit or item level.

If you are using the *Flexible* sourcing method and have run the PO Calculations process, all eligible vendors appear on the *Eligible Vendors* page. Choose a vendor on the *Eligible Vendors* page by selecting the *Use This Vendor* option.

To make an informed decision about the vendor selection, use the *Flexible Sourcing* page to view all factors involved in the selection of the recommended vendor by the PO Calculations process.

If you change the vendor for a schedule, there are other schedules on the same PO line, and the line is priced at the line quantity, the system issues a warning that all schedules must be priced again. If you choose to reprice the schedules, the stage status on each one is changed to *Recycle*.

When you change the vendor, the Let POCalc Override Vendor? check box is clear and set to *N*, to ensure that the PO Calculations process does not choose a different vendor.

Let POCalc Override Vendor?	Select to allow the PO Calculations process to override the vendor for this line. To use the vendor that you select for this line, ensure that this check box is clear.
PO ID (purchase order ID)	The ID for the PO to which this line was sourced. If the line is split sourced and multiple POs are created, the word <i>Multiple</i> appears.
PO Process	Process that placed the row in the staging tables.

Source Transaction Information

IN Unit (inventory unit)	Appears if this transaction is created through the PO Stage Load process. This is the Inventory business unit from PeopleSoft Planning or Production.
Source Document	Select to access the transaction from which this line originated. If this line is sourced from a requisition, selecting the link accesses the requisition.
Consolidate with other Reqs (consolidate with other requisitions)	This check box is selected if the row originated from a requisition configured to allow the row to be consolidated onto the same PO with other rows meeting select criteria, such as having the same item or vendor. The consolidation takes place during the PO Calculations process.
Inventory Source Flag	If this row is to be sourced from PeopleSoft Inventory rather than onto a PO, this check box is selected.
Qty Demand (quantity demand)	Quantity sourced from inventory demand through the Build Inventory Demand process. This quantity is always in the item's standard unit of measure.

Requested Price

Message	A plain text warning or error message appears if the Stage Status is either <i>Error</i> or <i>Warning</i> .

See Also

[Chapter 26, "Using Purchase Order Sourcing," Building Inventory Demand Transactions, page 477](#)

[Chapter 26, "Using Purchase Order Sourcing," Running the PO Calculations Application Engine Process, page 482](#)

[Chapter 26, "Using Purchase Order Sourcing," Viewing Eligible Vendors for Staged Rows, page 498](#)

[Chapter 26, "Using Purchase Order Sourcing," Viewing Flexible Sourcing Vendor Selection Results, page 502](#)

[Chapter 24, "Understanding Purchase Orders," Defining PO Consolidation, page 381](#)

Viewing Eligible Vendors for Staged Rows

Access the Eligible Vendors page.

Vendors

Vendor	Displays all vendors that are eligible for this transaction.
Recommended Vendor	This check box is selected for the preferred vendor for this item based on the vendor selection method in use.
Use This Vendor	Enables you to select the vendor to use for this order. When there are multiple eligible vendors, you can select a vendor by selecting this option for that vendor. When you change the vendor, the Let POCalc Override Vendor? Option on the Selected Item Details page is set to <i>N</i> (no) to ensure that the PO Calculations process does not choose a different vendor.

Note. If you change the setting of the Use This Vendor option, you must rerun the PO Calculations process.

PO Line The PO line for the request, if the PO has already been created.

See Also

[Chapter 26, “Using Purchase Order Sourcing .” Viewing and Modifying Staged Row Details, page 495](#)

Viewing Item Requisition Pricing Details

Access the Pricing Info page.

Price Tab

The Price tab displays one row for each eligible vendor.

Price	The calculated unit price plus any price adjustments.
Amount	The extended price for the item being purchased (unit price times the quantity).

The currency in which the price is expressed also displays. The currency code is from the item Vendor’s UOM & Pricing Info page. This currency is based on the combination of item ID, vendor ID, vendor location, and unit of measure.

Base/Std Info Tab

Qty Std UOM (quantity standard unit of measure)	Quantity ordered expressed in the standard UOM for this item.
Price Base	Unit price expressed in the currency of the Purchasing business unit (base currency).
Base Amt (base amount)	Monetary value of the line. This is the quantity multiplied by the unit price, expressed in the base currency for the business unit.

Contract Tab

Contract ID/Line/Release If the item falls under a contract, displays the contract elements that set the item price.

Milestone Line Milestone number associated with the selected contract line and release.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Viewing Item Requisition Pricing Details, page 498](#)

[Chapter 8, “Using Default Hierarchies,” Describing Multicurrency Conversions, page 130](#)

[Chapter 8, “Using Default Hierarchies,” Describing the Vendor Location Hierarchy, page 122](#)

Viewing Purchase Order Sales and Use Tax Information

Access the Sales/Use Tax page.

Sales/Use Tax Info

Sale/Use Tax Applicability Sales and use tax applicability rules. This indicates whether sales and use tax is applicable for the specific vendor location and how sales tax is applied. Values are:

E (item is exempt)

X (purchaser is exonerated)

S (sales tax applicable)

D (sales tax applicable - direct pay)

U (use tax applicable)

Tax Code SUT (tax code sales and use tax) SUT code that contains the various taxing authority information for this ship to location.

SUT Excpn Type (SUT exception type) The SUT exception type defaults from the ship to location for the SUT destination code. Values are *Direct Pay*, *Exempt*, or *None*.

SUT Excpn Cert (SUT exception certificate) The SUT exception certificate ID displays by default from the ship to location for this SUT destination code.

Include VAT (include value added tax) Indicates that VAT should be included in the amount total before the SUT amount is calculated.

Include Freight Indicates that freight costs should be included in the amount total before the tax is calculated.

Include Misc Charges (include miscellaneous charges) Indicates that miscellaneous charges should be included in the amount total before the tax is calculated.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Entering Schedule Sales and Use Tax Information , page 421](#)

Viewing Purchase Order Value Adjustments

Access the Value Adjustments page.

Value Adjustments

Type	The type of adjustment. The following types will display: <i>Base</i>: The base price from the item's Purchasing Attributes page. This is either the item/vendor price or the standard item price. <i>CNT</i>: The price is from a contract. <i>TBL</i>: A price adjustment (discount or surcharge) from the item's Price Adjustments page. <i>FRT</i>: Freight costs. <i>TAX</i>: Sales or Use tax. <i>OTH</i>: Other miscellaneous adjustments.
Base Price Type	Identifies the origin of the starting price when the value in the Type field is Base. The possible base price types are the following: <i>Contract</i>: Originated from the contract for the item. <i>Item Standard</i>: Originated from the standard item price on the item's Purchasing Attributes. <i>Vendor Std</i>: Originated from the standard item/vendor pricing structure on the item's Purchasing Attributes-Item/Vendor page or Price Adjustments page. <i>User</i>: Originated when the user-defined price was used because the staged row was created with the Calculate Price? option clear.
Adj Meth (adjustment method)	Whether the price adjustment is expressed in amount or percentage.
Pct (percentage)	If the adjustment is by percentage, the percentage of the adjustment.
Amt (amount)	If the price adjustment is by amount, the amount of the adjustment.
Ship To	If this discount or surcharge is from the item's Price Adjustment page, this check box indicates whether the adjustment is based on the Ship To used.
UOM (unit of measure)	If this discount or surcharge is from the item Price Adjustment page, this check box indicates whether the adjustment is based on the UOM used.
Min Qty (minimum quantity)	The minimum quantity needed for this adjustment to be applied to this line. This value defaults from the item Price Adjustment page. If there is a contract associated with the PO, this value could appear by default from the PO Line Price Adjustments page.

See Also

Chapter 25, “Creating Purchase Orders Online,” Entering Schedule Price Adjustments, page 430

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Using Voucher and Order Contracts,” Entering Contract PO Line Price Adjustments

Viewing Purchase Order Value Added Tax Information

Access the VAT page.

Value Added Tax Info

Applicability	Indicates whether VAT should be calculated for this schedule. This appears by default from the Procurement VAT Defaults. While most purchases may be subject to VAT for any of your VAT countries, there may be some items or item categories that are VAT exempt or out of the scope for VAT. You can override the value on the requisition or PO. Values are: <i>Exempt</i> <i>N/A:</i> (not applicable) <i>Outside:</i> (outside scope of VAT) <i>Suspend:</i> (suspended) <i>Taxable:</i> <i>VAT Only:</i>
Code (VAT code)	Defines the VAT percentage and is used to retrieve VAT accounting ChartFields. This code determines how the VAT amount is calculated on a transaction and how that amount is accounted and reported.
Use Type	Indicates which VAT use type is to be used for this PO Schedule. This code indicates which portion in terms of percent is taxable and which portion may be exempt. It appears by default from the Purchasing Attributes for the item or from the Purchasing processing options.
VAT Tran Type (value - added tax transaction type)	Provides a way of categorizing your VAT transactions for reporting purposes.
Description	Displays a description of the VAT transaction type.
VAT	The amount of VAT calculated for the schedule in the transaction currency.
VAT Basis	Indicates the amount on which the VAT was calculated, expressed in the transaction currency.
VAT Recvry (value - added tax recovery)	Indicates how much VAT you expect to recover.
VAT Rebate	Indicates the percentage of VAT that is not normally recoverable, but which may be refunded in the form of a tax rebate.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Updating Schedule VAT Details, page 423](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 62](#)

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

Viewing Flexible Sourcing Vendor Selection Results

Access the Flexible Sourcing page.

If you change the vendor on the Flexible Sourcing page, you must rerun the PO Calculations process.

Lead Time/Price Tab

Vendor Score	Ranking given to this vendor by the PO Calculations process using flexible sourcing.
Recommended Vndr (recommended vendor)	The vendor chosen by the PO Calculations process (PO_POCALC). Ratings for four criteria (lead time, price, ship to, and vendor priority) are added and the lowest scoring vendor is chosen as the recommended vendor.
Use This Vendor	Enables you to manually override and choose the vendor that you will use.
LT Days (lead time days)	The lead time days value is the time period from submitting the PO to receipt of the goods. This defaults from the item or item category and can be overridden on the requisition. This is one of the four criteria that can be used in flexible sourcing.
LT Factor % (lead time factor percent)	The LT Factor % is the percentage entered on the item or item category and reflects the value you have given the Lead Time Days criteria in relation to the other three criteria (price, ship to, and vendor priority) for this item.
Lead Time Rank	Calculated (by item) using the vendor’s lead time days divided by the lead time days for all eligible vendors. This ranks the eligible vendors based on lead time.
Lead Time Rating	Calculated using the LT Factor % value multiplied by the Lead Time Rank value.
Base Price in Std UOM (base price in standard unit of measure)	The vendor price (before any price adjustments) appears in the vendor standard UOM, along with the base currency code.
Pr Factor % (price factor percentage)	The Pr Factor % is the percentage that was entered on the item or item category and reflects the value you have given the best price criteria in relation to the other three criteria (lead time days, ship to, and vendor priority) for this item.
Price Rank	Calculated (by item) using the vendor’s base price divided by the base price for all eligible vendors. This ranks the vendors for this item based on price.
Price Rating	Calculated using the Price Factor % value multiplied by the Price Rank value.

Shipto/Vendor Priority Tab

Shipto Vendor Priority	Priority given to a vendor for an item for a ship to location. This is assigned by item on the Ship To Locations page.
Shipto Factor %	The Ship To Factor % is the percentage that you entered on the item or item category and reflects the value you have give the Ship To Vendor priority criteria in relation to the other three criteria (lead time days, price, and vendor priority) for this item.
Shipto Priority Rank	Calculated (by item) using the ship to vendor priority divided by the ship to vendor priorities for all eligible vendors. This ranks the vendors for this item based on ship to vendor priority.
Shipto Priority Rating	Calculated using the Ship To Factor % values multiplied by the Ship To Priority Rank value.
Item Vendor Priority	Number ranking of each vendor who supplies this item. This defaults from the item or item category and can be overridden on the requisition. This is one of the four criteria that can be used in flexible sourcing.
Vndr Factor % (vendor factor percent)	Reflects the value that you have given to the item vendor priority in relation to the other three criteria (lead time, price, and ship to vendor priority) for this item.
Vendor Priority Rank	Calculated (by item) using the vendor's priority divided by the vendor priorities for all eligible vendors. This ranks the vendors for this item based on price based on vendor priority.
Vendor Priority Rating	Calculated using the Vndr Factor % value multiplied by the Vendor Priority Rank value.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Ship To Locations

Viewing Purchase Order Information

Planned PO Information page.

GPO Info Tab

GPO ID	Group purchasing organization ID.
GPO Contract Number	Group purchasing organization contract number.

Distribution Tab

Freight Trm (freight terms)	Identifies the freight terms code that applies to the schedules for the PO.
Terms	Identifies the payment terms that display on the PO header.
Replenish Code	Displays the Inventory replenishment code for this distribution.

Inspect If selected, indicates that inspection is required for the line.

PO Info 3 Tab

Unit Price Tolerance and % Unit Price Tolerance Indicates the amount and percentage variation allowed in the unit price of this item when matching the PO, voucher, and receipt.

Ext Price Tolerance (extended price tolerance) and % Ext Price Tolerance Indicates the amount and percentage variation allowed in the extended price of this line when matching the PO, voucher and receipt. Extended price is the quantity ordered multiplied by the item unit price or the item vendor UOM price.

Rjct Ovr % (reject over percent) Receiving cannot accept a shipment from the vendor that exceeds this percentage of quantity over shipped.

Receiving Required If selected, indicates that receiving is required for this PO line before PeopleSoft Payables is able to match the voucher.

Early Ship Rjct Days Receiving cannot accept a shipment that is received early by the number of days indicated by this value.

PO Info 4 Tab

Template The configuration code template ID appears if the item is a configured item.

Config Code (configuration code) If this is a configured item, the configuration code appears.

Creating POs Using the Create Purchase Orders Application Engine Process

This section discusses how to 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 for staged rows in the PO_ITM_STG_UD table that meet selection criteria and are in a *B* (Ready) status. When the Create Purchase Orders process completes, PO_ITM_STG and PO_ITM_STG_UD are updated with a stage status of *C* and also reflect the assigned PO keys and vendor.

If you run the PO Dispatch/Print process (POPO005) after this process, the system dispatches POs that were configured on the run control page to be created in *Approved* status.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Creating POs Using the Create Purchase Orders Application Engine Process , page 504](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

[Chapter 28, “Dispatching and Printing Purchase Orders,” Running the PO Dispatch/Print SQR Process, page 543](#)

Page Used to Run the Create Purchase Orders Process

Page Name	Object Name	Navigation	Usage
Create PO	RUN_PO_POCREATE	Purchasing, Purchase Orders, Stage/Source Requests, PO Creation, Create PO	Enter the selection criteria for the Create Purchase Orders process and run the process.

Running the Create Purchase Orders Process

Access the Create PO page.

PO Creation Selection Criteria

Process Instance Limits your selection of staged requisitions to those that were put onto the PeopleSoft Purchasing stage table by a specified process instance. The process instance displays on the page when you run processes, displays on the Process Monitor, and prints on your process run outputs.

PO Creation Options

Calculate PO Line Numbers Select to ignore staged entry line numbers when the Create Purchase Orders process creates new POs and assigns sequential line numbers, beginning with one. If you do not select this check box, system performance may be better, but you may have POs with nonsequential line numbers that do not begin with one.

Hold from Further Processing Select to place the resulting POs on hold and prevent further processing of the POs.

Allow Dispatch When Appr (allow dispatch when approved) Select to make the resulting POs eligible for dispatch when you run the PO Dispatch/Print SQR process. If you do not select this option, POs are created in *Open* status.

Using the Automatic Purchasing Sourcing Application Engine Process

The Automatic Purchasing Sourcing process (PO_AUTO_SRC) 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. Use the PO Auto Source process to run the following processes:

- AutoSelect Requisitions process
- PO Stage Load process
- Purchase Order Contracts process
- Build Inventory Demand process
- PO Change Process
- PO Calculations process
- Create Purchase Order process

You have two options for configuring the PO Auto Sourcing process: you can select sources and allow the system to identify the parameters that must be defined or you can choose to select the individual processes and the criteria manually. Either method will result in the execution of the PO_AUTO_SRC process, running all of the individual sourcing processes you configure.

Use the Auto Source Objectives page (RUN_PO_AUTOSRC1) to select the sources from which you want to build Purchase Orders. This option reduces the need to understand each of the technical processes involved in the PO_AUTO_SRC process and automatically displays the additional criteria and options necessary to generate Purchase Orders or Change orders for the selected sources.

To select each job by process name, click on the Select Individual Processes link to access the Processes page (RUN_PO_AUTOSRC). This page enables the user to select specific processes and then access the criteria or options tab for each process selected. This option is available for users who are more familiar with the technical aspects of the PO Auto Sourcing processes. As an example, suppose that you select to run the AutoSelect Requisition, Build Inventory Demand, PO Calculations, and the Create Purchase Order processes. The selection criteria for the last three processes becomes unavailable for entry on the pages and the Automatic Purchasing Sourcing process uses the process instance from the AutoSelect Requisition process as the selection criteria.

Once you select the processes to run, enter available selection criteria and processing options for your processes on the appropriate tab from the PO Auto Source - Process page. Click the Run button on any tab to run the Automatic Purchasing Sourcing process.

This section discusses how to run the Automatic Purchasing Sourcing process.

See Also

[Chapter 26, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 469](#)

[Chapter 26, “Using Purchase Order Sourcing,” Building Inventory Demand Transactions, page 477](#)

[Chapter 26, “Using Purchase Order Sourcing,” Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Production Management, page 475](#)

[Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482](#)

Page Used to Run the Automatic Purchasing Sourcing Process

Page Name	Object Name	Navigation	Usage
PO Auto Sourcing - Objectives	RUN_PO_AUTOSRC1	Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Objectives	Select the sources for generating Purchase Orders in order to configure the Auto Source process to run multiple jobs in sequence for the same set of staging records.
Processes	RUN_PO_AUTOSRC	Click the Select Individual Processes link on the PO Auto Sourcing - Objectives page.	Optional configuration page for the PO Auto Source process to select individual purchasing processes to run multiple jobs in sequence for the same set of staging records.

Running the Automatic Purchasing Sourcing Process

Access the Processes page.

Select Processes to Run

Based on the processes that you select, fields on each of the available process tabs become available and unavailable for entry.

AutoSelect Reqs (ReqSorc) (autoselect requisitions)	Select to run the AutoSelect Requisitions process.
PO Stage Load (POStage)	Select to run the PO Stage Load process.
PO Contracts (POCtrct)	Select to run the Purchase Order Contracts Process.
Build Inv Demand (ReqInvs) (build inventory demand)	Select to run the Build Inventory Demand process.
PO Change (POCHANGE)	Select to run the PO Change process.
PO Calculations (POCalc)	Select to run the PO Calculations process.
Create PO (POCreate)	Select to run the Create Purchase Order process.

Updating Vendor History Dates and Amounts for Cumulative Sourcing

This section discusses how to run the Cumulative Sourcing Update process to:

- Update vendor history dates.

Verifies whether the current date is equal to or greater than the vendor history end date specified on the Item Categories - Category Definition 3 page. If the current date is greater than the vendor history end date, then the vendor history start and end dates are recalculated for the new period. The history end date becomes the history start date, and the new history end date is calculated by adding the number of history months to the new history start date. The month to start field is also updated to the history start date month.

- Recalculate amounts for cumulative split sourcing.

You can choose to force a recalculation of amounts, however amounts are recalculated when you or the Cumulative Sourcing Update process change vendor history start and end dates.

The Cumulative Sourcing Update process calculates the total dispatched order amount for orders dated after the history start date (HIST_START_DT) for the selected vendors and categories and stores the result on ITM_CAT_TBL.MERCH_AMT_CAT_TOT. All items within the category are included in the calculation, even if they have a different sourcing method. Only category vendors are included in the calculation total.

This process should be scheduled at the start of each month to look for expired history periods, however it is automatically triggered by the following events:

- A sourcing method is changed to *H* for a category.
- A category vendor is added.
- A category vendor is deleted.
- The vendor history start month is changed.
- The vendor history number of months is changed.

See Also

Chapter 5, “Defining Purchasing Item Information,” Defining Item Category Control Options , page 60

Page Used to Update Vendor History Dates and Amounts for Cumulative Sourcing

Page Name	Object Name	Navigation	Usage
Cumulative Source	RUN_PO_POHISTUD	Purchasing, Purchase Orders, Stage/Source Requests, Cumulative Sourcing, Cumulative Source	Enter the selection criteria for the Cumulative Sourcing Update process and to run the process.

Running the Cumulative Sourcing Update Application Engine Process

Access the Cumulative Source page.

Process Request Parameters

All Categories	Select to run the Cumulative Sourcing Update process for all categories that are set to use the cumulative split sourcing method. When selected, the SetID and Category fields are unavailable for entry.
SetID	Select the setID of the category on which you want to run the Cumulative Sourcing Update process.
Category	Select the category on which you want to run the Cumulative Sourcing Update process.
All Vendors	Select to run the Cumulative Sourcing Update process for all the vendors that are set to use the cumulative split sourcing method. When selected, the Vendor SetID and Vendor ID fields are unavailable for entry.
Vendor Set ID	Select the setID of the vendor for which you want to run the Cumulative Sourcing Update process.
Vendor ID	Select the vendor for which you want to run the Cumulative Sourcing Update process.

Run Controls

Check Cumulative Period	Select to look for categories that have entered a new period, update history dates, and recalculate amounts for those categories. The Selection Criteria fields do not apply to this check box.
Force Amount Recalculation	Select to force amount recalculation for the categories and vendors that meet your selection criteria.

Purging Purchasing Staging Tables

This section discusses how to 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.

For rows in an *E* (error) status, the Purge Stage Tables process only purges those that it can reset. This includes staged rows from requisitions, PeopleSoft Purchasing contract releases, PeopleSoft Supply Planning and PeopleSoft Production Management. It cannot purge staged rows in error from RFQs or cart (par) replenishment.

The tables purged by the Purge Stage Tables process are:

- PO_ITM_STG
- PO_HDR_STG
- PO_DISTRIB_STG
- PO_ITM_STG_UD
- PO_ITM_STG_VND

- PO_VAL_ADJ_STG
- PO_SRC_TMP_BU
- PO_SRC_TMP_FRT
- PO_SRC_TMP_HDR
- PO_SRC_TMP_IVND
- PO_SRC_TMP_TAX
- PO_SRC_TMP_VNDR

PeopleSoft recommends that you run this process at least weekly. In very busy installations, you should consider running the Purge Stage Tables process daily. If you do not run the Purge Stage Tables process regularly, your staging tables will retain old data, which negatively affects performance of processes that act on the tables.

Before purging error rows, the Purge Stage Tables process removes the In Process status on the requisition line, and sets the Source status on the requisition line to A (available).

Requisitions in error status are marked as In Process while they are in the staging tables. In Process requisitions cannot be updated. Running the Purge Stage Tables process on error rows frees up requisitions for error correction.

If you run purge on a requisition in *Error* status on the Selected Item Details page, it frees the requisition, and sets the stage status on the stage tables to X, so it can be purged in this process. If you recycle an error, it has no effect on the requisition, but it sets the stage status on the stage tables to R, so the row can be picked up and processed again.

After you run the Purge Stage Tables process, rows in error status that have requisitions associated with them have the following results:

- If the requisition was staged by the AutoSelect Requisitions process, the open quantity is reset to the requisition quantity.
- The In Process setting is cleared from the requisition.
- Source status on the requisition line is returned to A.
- For PeopleSoft Purchasing contracts, it sets the Release Status back to O (open) so the contract can be re-released.
- For PeopleSoft Supply Planning, it sets the SubPO Status to 20 so it can be re-selected by the PO Stage Load process.

See Also

Chapter 26, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 469

Chapter 26, “Using Purchase Order Sourcing,” Building Inventory Demand Transactions, page 477

Chapter 26, “Using Purchase Order Sourcing,” Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Production Management, page 475

Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482

Page Used to Run the Purge Stage Tables Process

Page Name	Object Name	Navigation	Usage
Purge Stage Table	RUN_PO_POSTGPRG	Purchasing, Purchase Orders, Stage/Source Requests, Purge Stage Tables, Purge Stage Table	Enter the selection criteria for the Purge Stage Tables process and run the process.

Running the Purge Stage Tables Application Engine Process

Access the Purge Stage Table page.

Purge Staged Rows in Error	Select to purge rows in error whose stage status is <i>E</i> (error). This also releases associated requisitions.
Purge Completed Stage Rows	Select to purge completed stage rows and rows ready for purge whose stage status is <i>C</i> (completed), <i>W</i> (warning), or <i>X</i> (ready to purge).
PO Stage Record Type (purchase order stage record type)	Used in combination with PO Build Stage ID to limit the purging of the stage tables to rows originating from a particular staged entry.
PO Stage ID (purchase order stage ID)	Used in combination with PO Stage Record Type to limit the purging of the stage tables to rows originating from a particular staged entry.

Manually Constructing the Purchasing Staging Tables

This section discusses how to manually load the PeopleSoft Purchasing staging tables. However, PeopleSoft does not support this approach and is not able to offer further assistance beyond the information that is contained in this section. Application Designer can provide more information about which fields are required.

The following processes populate the PeopleSoft Purchasing stage tables:

- online requisition selection
- AutoSelect Requisitions process
- PO Stage Load process
- Requests for quotes
- Purchase Order Contracts process.
- Par Location Replenishment process.

Insert a row into PO_ITM_STG for each item and ship to combination as follows:

Field Name	Field Value or Description
PROCESS_INSTANCE	<i>O</i>
BUSINESS_UNIT	PO business unit.
PO_STG_TYPE	<i>O</i>
PO_STG_ID	INSTALLATION_PO.LAST_PO_STG_ID (<i>Next</i>).
LINE_NBR	Incoming line.
AMT_ONLY_FLG	<i>Y</i> if no quantity is provided. Default is <i>N</i> .
BAL_STATUS	<i>I</i>
BUSINESS_UNIT_IN	(Optional) Normally only used by Shop Floor SubContracts in PeopleSoft Supply Planning.
BUYER_ID	Desired buyer ID. Can be blank, but must be a valid buyer ID if entered.
CALC_PRICE_FLG	<i>Y</i> - if price calculation is requested. Must be <i>Y</i> if CONSOLIDATE_FLG is <i>Y</i>. The PO Calculations process expects all staged rows to be in the base currency whenever the CALC_PRICE_FLG or the CONSOLIDATE_FLG are set to <i>Y</i>. When CALC_PRICE_FLG is set to <i>Y</i>, base currency, base price, and base merchandise amount are required fields; and Transaction currency, price, and merchandise amount fields are ignored. <i>N</i> - if no price calculation is requested. No tolerance checking is performed because the requisition and PO prices will be identical.
CARRIER_ID	(Optional)
CATEGORY_ID	Incoming category ID, required.
CNTRCT_ERR_FLG	<i>N</i>
CNTRCT_ID	Incoming contract ID if specified; otherwise, it's blank. Must be blank if CONSOLIDATE_FLG is <i>Y</i> .

Field Name	Field Value or Description
CNTRCT_LINE_NBR	Incoming contract line number if specified; otherwise, it's blank. Must be zero if CONSOLIDATE_FLG is Y.
CNTRCT_RATE_DIV	Incoming contract rate divisor. Normally, used only by contract release process. Default is 1, never 0.
CNTRCT_RATE_MULT	Incoming contract rate multiplier. Normally, used only by Contract Release process. Default is 1, never 0.
CNTRCT_SETID	Incoming contract setID if a contract is specified; otherwise, leave blank.
CNTRCT_SPEC_FLG	Y - if a contract is specified.
CONFIG_CODE	(Optional) Configurator Code. Normally, used only by PeopleSoft Product Configurator.
CONFIG_CODE	(Optional) Configuration Code. Normally, used only by PeopleSoft Product Configurator.
CONSOLIDATE_FLG	Y - if this PO_ITM_STG line can be merged with similar items on a PO. N - if this PO_ITM_STG line must be on its own PO.
CONVERSION_RATE	1 - used in the PO Calculations process for unit of measure conversion.
CONVERT_UOM_FLG	Y - if you want the system to convert to the Vendor UOM. Must be Y if CONSOLIDATE_FLG is Y.
CP_TEMPLATE_ID	(Optional) Configurator Product Template ID. Normally used only by PeopleSoft Product Configurator.
CURRENCY_CD	Transaction currency code.
CURRENCY_CD_BASE	Purchasing business unit base currency. This is required.
DATA_ERR_FLG	N
DATETIME_MODIFIED	Current DATETIMESTAMP.

Field Name	Field Value or Description
DESCR254_MIXED	Incoming item description. This is required.
DISTRIB_MTHD_FLG	A or Q from requisition lines, indicating whether distributions are by amount or quantity.
DOC_BUILT_FLG	N
DUE_DATE	Incoming due date if provided or null.
DUE_TIME	Incoming due time if provided or null.
FREIGHT_TERMS	(Optional) Appears by default if not specified.
FROZEN_FLG	Appears by default as N. .
GPO_CNTRCT_NBR	A unique alphanumeric code assigned to each group purchasing organization.
GPO_ID	A unique alphanumeric code assigned to each contract from a group purchasing organization.
INSPECT_CD	(Optional) Incoming inspection code.
INTERFACE_ID	(Optional) Intended to be used as the external system key.
INV_ITEM_ID	Incoming inventory item ID. Blank if ordered by description; otherwise, it is required.
INVENTORY_SRC_FLG	Directly from REQ_LINE. Y if an inventory item, otherwise, N.
ITM_ID_VNDR	(Optional) Incoming item ID vendor.
ITM_SETID	Incoming item SetID. This is required.
LEAD_TIME	0
MERCH_AMT_BSE	Merchandise amount in base currency. Required if CONSOLIDATE_FLG is N.

Field Name	Field Value or Description
MERCHANDISE_AMT	Schedule merchandise amount (PRICE_PO * QTY_REQ) in transaction currency.
MESSAGE_NBR	0
MESSAGE_SET_NBR	0
MFG_ID	(Optional) Incoming manufacturer ID.
MFG_ITM_ID	(Optional) Incoming manufacturer item ID.
MILESTONE_NBR	Incoming milestone number. Default is 0.
OP_SEQUENCE	(Optional) Normally, used only by Shop Floor SubContracts in PeopleSoft Supply Planning.
OPRID	From REQ_HDR.OPRID_ENTERED_BY.
OTHER_ERR_FLG	N
OVERRIDE_SUGG_VNDR	This is required. Y - if VENDOR_ID can be overridden by AutoSourcing. Must be Y if CONSOLIDATE_FLG is Y. N - if the specified vendor must be used.
PCT_UNIT_PRC_TOL	Incoming tolerance. Ceiling for the unit price tolerance. 0 means no variance is allowed.
PCT_UNIT_PRC_TOL_L	Incoming tolerance. Floor for the unit price tolerance. 0 means no variance is allowed.
PO_BUILT_FLG	Y - if PO is specified. N - if PO is unassigned or blank.
PO_ID	Normally, UNASSIGNED appears by default. Can use an existing PO_ID, if PO_HDR_STG is also provided.
PO_LINE_NBR	Work field. Leave zero.

Field Name	Field Value or Description
PO_PROCESS_ID	See translate values. If you add a value, look for places in the Application Engine code where processing is governed by this value.
PRICE_COMPL_FLG	Y if the price is provided, otherwise, N.
PRICE_PO	Specified price is required. PRICE_REQ appears by default. Stated in transaction currency.
PRICE_PO_BSE	Specified price in base currency is required. PRICE_REQ_BSE appears by default.
PRICE_REQ	Requested price. Required when ZERO_PRICE_FLG is N. Stated in transaction currency.
PRICE_REQ_BSE	Specified price in base currency is required. This field is also used for tolerance checking.
PRICING_ERR_FLG	N
PRODUCTION_ID	(Optional) Normally, used only by Shop Floor SubContracts in PeopleSoft Supply Planning.
PUR_USR_LIN_SBR	User-definable field.
PUR_USR_SHP_SBR	User-definable field.
QTY_DEMAND	Quantity sourced from demand. This should always be 0.
QTY_REQ	Incoming quantity requested.
QTY_REQ_STD	Same as QTY_REQ, but in standard unit of measure. It is required.
RECV_REQ	Receiving required.
RELEASE_NBR	Incoming contract release number. Default is 0.
REPLEN_OPT	(Optional) Incoming replenishment code.

Field Name	Field Value or Description
REQ_ID	Incoming requisition ID if sourced directly from a requisition (not through an RFQ).
REQ_LINE_NBR	Incoming requisition ID if sourced directly from a requisition (not through an RFQ).
REQ_SCHED_NBR	Incoming requisition ID if sourced directly from a requisition (not through an RFQ).
REVISION	Revisions.
RFQ_ID	Incoming RFQ ID.
RFQ_LINE_NBR	Incoming RFQ line number.
ROUTING_ID	(Optional) Appears by default if not specified.
SCHED_NBR	Incoming schedule sequence.
SEQ_NUM	Used for contracts. Default is 0.
SHIP_TYPE_ID	(Optional) Appears by default if not specified.
SHIPTO_ID	Incoming ship to ID.
SHIPTO_SETID	Incoming ship to SetID.
SOURCE_DATE	Date to be used for sourcing selection. Current date appears by default.
SRC_METHOD	Method to use to find vendor. Default is B for Basic.
STAGE_STATUS	S
SUT_BASE_ID	Incoming sales/use tax base ID, usually the same as the ship to ID. This is required.
SYSTEM_SOURCE	See translate values.
TOL_ERR_FLG	N

Field Name	Field Value or Description
ULTIMATE_USE_CD	(Optional) Incoming ultimate use code.
UNIT_MEASURE_STD	Standard unit of measure for item. UNIT_OF_MEASURE appears by default.
UNIT_OF_MEASURE	If non-standard, conversion rate must exist for the preferred vendor or the inventory item.
UNIT_PRC_TOL	Incoming tolerance. Ceiling for the unit price percent tolerance. <i>0</i> means no variance allowed. Must be expressed in base currency. Tolerance checking takes place after transaction price and base price have been calculated, and then the converted base price is compared against the original requisition price.
UNIT_PRC_TOL_L	Incoming tolerance. Floor for the unit price percent tolerance. <i>0</i> means no variance allowed. Must be expressed in base currency.
VENDOR_ID	Incoming vendor ID required if OVERRIDE_SUGG_VNDR is <i>N</i> ; otherwise, it can be blank.
VENDOR_SETID	Incoming vendor setID, required.
VNDR_CATALOG_ID	(Optional) Incoming vendor catalog ID.
VNDR_ERR_FLG	<i>N</i>
VNDR_LOC	Vendor order location. Required if VENDOR_ID is specified.
ZERO_PRICE_IND	Must be <i>Y</i> if PRICE_PO on created PO must be <i>0</i> . If this is <i>Y</i> , set CALC_PRICE_FLG to <i>N</i> .

Optionally, insert a row into PO_HDR_STG for rows on PO_ITM_STG with the same PO_STG_TYPE and PO_STG_ID, and where CONSOLIDATE_FLG is equal to *N*. If PO_HDR_STG exists, all header information comes from this table; otherwise, it comes from the defaults or the PO assigned to transaction during the PO Calculations process (for blanket POs), if applicable. This table is optional because it is only used to force information onto the PO header.

Field Name	Field Value or Description
PROCESS_INSTANCE	Can be 0 or actual value.
BUSINESS_UNIT	Purchasing business unit is required.
PO_STG_TYPE	Same as PO_ITM_STG is required.
PO_STG_ID	Same as PO_ITM_STG is required.
PO_DT	Desired PO date is required.
PO_REF	Desired PO reference.
PYMNT_TERMS_CD	Desired payment terms code is required.
BUYER_ID	Desired buyer ID.
ORIGIN	Desired origin.
ADDRESS_SEQ_NUM	Desired vendor order address sequence is required.
CNTCT_SEQ_NUM	Desired contact sequence. (Optional)
SALES_CNTCT_SEQ_N	Desired sales contact sequence. (Optional)
BILL_LOCATION	Desired bill to location is required.
TAX_EXEMPT	Desired tax status, Y or N is required.
TAX_EXEMPT_ID	Desired tax exempt ID, if applicable.
CURRENCY_CD	Desired currency code. Must be same as on PO_ITM_STG.
RT_TYPE	Desired currency rate type.
RATE_DATE	Used by the Contract Release process. All other processes should set it to PO date

Field Name	Field Value or Description
VENDOR_SETID	Specified vendor SetID (must match vendor SetID on PO_ITM_STG).
VENDOR_ID	Specified vendor SetID (must match vendor SetID on PO_ITM_STG).
VNDR_LOC	Specified vendor location (must match vendor location on PO_ITM_STG).
PO_ID	UNASSIGNED, blank, or actual PO ID.
PO_BUILT_FLG	Y if PO specified. N if PO unassigned or blank.
PO_PROCESS_ID	See translate values. If you add a value, be sure to look for places in the Application Engine code where processing is governed by this value. Must match PO_PROCESS_ID on PO_ITM_STG.
DISP_ACTION	Desired dispatch action.
DISP_METHOD	Desired dispatch method.
PO_TYPE	Incoming PO type.
MATCH_ACTION	Controls what type of match rules you can add to this match rule control. (Optional)
MATCH_CNTRL_ID	Controls the way matching operates for voucher, purchase order, receipt, and inspection information. (Optional)
PAY_TRM_BSE_DT_OPT	Defines which date the system uses as the terms basis date for scheduling payment and determining early payment discounts. (Optional)
PUR_USR_HDR_SBR	User-definable field.
TERM_BASIS_DT	Defines the basis date for scheduling payment and determining early payment discounts. (Optional)

Insert a row into PO_DISTRIB_STG for each distribution for items on PO_ITM_STG. At least one row on PO_DISTRIB_STG must exist for each row on PO_ITM_STG.

Field Name	Field Value or Description
PROCESS_INSTANCE	Can be 0 or actual value.
BUSINESS_UNIT	Purchasing business unit.
PO_STG_TYPE	Same as on PO_ITM_STG.
PO_STG_ID	Same as on PO_ITM_STG.
LINE_NBR	Incoming line.
SCHED_NBR	Incoming schedule sequence.
DISTRIB_LINE_NUM	Incoming distribution sequence.
STAGE_STATUS	S
DISTRIB_PCT	Percent of schedule quantity.
QTY_PO	Incoming distribution quantity.
QTY_REQ	Incoming requisition quantity.
CURRENCY_CD	Transaction currency. Must be same as on PO_ITM_STG.
CURRENCY_CD_BASE	Incoming currency code for the PeopleSoft General Ledger business unit on this distribution. This can be different from the PO base currency.
RT_TYPE	Desired currency rate type.
RATE_MULT	Incoming rate multiplier for conversion to PeopleSoft General Ledger business unit base currency for this distribution. Default is 1, never 0.
RATE_DIV	Incoming rate divisor for conversion to PeopleSoft General Ledger business unit base currency for this distribution. Default is 1, never 0.

Field Name	Field Value or Description
MERCHANDISE_AMT	Incoming merchandise amount.
MERCH_AMT_BSE	Incoming merchandise amount in PeopleSoft General Ledger business unit base currency.
LOCATION	Incoming location.
ACCOUNT	Incoming account.
ALTACCT	Incoming alternate account.
CF16_AN_SBR	Should already be configured to your ChartFields.
CHARTFIELD_STATUS	Incoming ChartField status.
BUSINESS_UNIT_GL	PeopleSoft General Ledger business unit.
BUSINESS_UNIT_REQ	Requisition business unit (if applicable).
BUSINESS_UNIT_PC	PeopleSoft Projects business unit (if applicable).
BUSINESS_UNIT_IN	PeopleSoft Inventory business unit (if applicable).
ACTIVITY_ID	Incoming activity ID.
ANALYSIS_TYPE	Incoming analysis type.
RESOURCE_TYPE	Incoming resource type.
RESOURCE_CATEGORY	Incoming resource category.
RESOURCE_SUB_CAT	Incoming resource subcategory.
REQ_ID	Requisition ID for cross-reference if cross-referencing from the PO is required
REQ_LINE_NBR	Requisition line for cross-reference if cross-referencing from the PO is required.

Field Name	Field Value or Description
REQ_SCHED_NBR	Requisition schedule number for cross-reference if cross-referencing from the PO is required.
REQ_DISTRIB_NBR	Requisition distribution number for cross-reference if cross-referencing from the PO is required.
PROFILE_ID	Incoming asset profile ID.
TAG_NUMBER	Incoming tag number.
BUSINESS_UNIT_AM	Incoming PeopleSoft Asset Management business unit.
STATISTICS_CODE	Incoming statistics code.
DISTRIB_TYPE	From requisition line.
FINANCIAL_ASSET_SW	(Optional)
CAP_NUM	(Optional)
CAP_SEQUENCE	(Optional)
EMPLID	(Optional)
COST_TYPE	Incoming cost type.
QTY_PO_STD	PO quantity in standard unit of measure.
QTY_DEMAND	Quantity sourced from demand. This should be set to 0.
BUDGET_DT	Incoming budget date.
DEPTID	Department code.
ENTRY_EVENT	Entry Event code
PROJECT_ID	Project ID code.
PUR_USR_DST_SBR	User-definable field.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Managing Par Inventory,” Replenishing Par Locations

[Chapter 3, “Using User-Definable Fields,” page 17](#)

[Chapter 26, “Using Purchase Order Sourcing .” Manually Selecting Requisitions for Sourcing, page 461](#)

[Chapter 26, “Using Purchase Order Sourcing .” Automatically Selecting Requisitions for Sourcing, page 469](#)

[Chapter 26, “Using Purchase Order Sourcing .” Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Production Management, page 475](#)

PeopleSoft Tools: PeopleTools Application Designer

Sourcing Error Messages

This section describes the error messages that you receive from the processes included in sourcing, the causes of the error messages, and their most common resolutions.

Error	Cause	Resolution
1 You must enter Run Control parameters before running this process.	The Application Engine can't find your Run Control data for this process.	Enter your run control data on the page that corresponds to the process that you are trying to run, save the page, and click the Run button.
2 Selection days are required when the Date Selection Option is <i>Plus</i> or <i>Minus</i> .	You have chosen the Date Selection Option, indicating that you want to add or subtract days from the current date.	Specify the number of days in the Nbr Days field (number days field).
3 Date Selection operand is required when a Date Selection Option is selected.	You have not indicated whether the number of days in your range is plus or minus the PO Source date, although you have requested the Source date option.	Your Date Selection Option indicates that you want to select based on some version of current date. Specify whether the source document date should be equal to, greater than, or less than the Selection Date on your Run Control.
4 Vendor not found or specified vendor is inactive.	Either no vendor was found for this item, or the given or found vendor is inactive.	Change the vendor on the Sourcing Analysis page.

Error	Cause	Resolution
5 Unit of Measure not accepted by vendor.	Vendor does not accept all units of measure, and this UOM (unit of measure) has not been flagged as the Vendor's default UOM, or it is not defined as an acceptable Vendor UOM.	Select the Accept any UOM flag on the Item Vendor page or change the UOM on the input record to match the UOM specified on the Item Vendor table. You could also change the vendor on the Sourcing Analysis page.
6 Ship To ID not accepted by Vendor.	The vendor does not ship to all ship to Ids, and the Vendor does not allow this ship to ID.	Select the Accept any Ship To ID option on the Item Vendor page or change the Ship To ID on the input record to match the Ship To ID specified on the Item Vendor table. You could also change the vendor on this table.
7 Consolidation specified, yet the option prohibiting consolidation is also specified.	Row indicates that it is to be consolidated, yet one of the following conditions exists, prohibiting consolidation: price specified, UOM specified, contract specified, item is order by description, or header level information is provided.	Correct the setting of the appropriate options on the staging table.
8 Item is order by description, yet a price calculation is requested.	Pricing calculations cannot be requested for order by description items, because there is no pricing information recorded for these items.	Set the calculate price flag to <i>N</i> on the staging table.
9 PO ID calculation option is selected, yet PO ID is specified, and so forth.	The PO Built flag indicates that no PO exists, yet a PO ID is specified, or the PO Built flag indicates that a PO does exist, and either the specified PO does not exist, or there is no PO_HDR_STG table for it.	Remove the PO ID or the PO Built flag on the staging table.
10 No PO ID could be calculated.	This error is usually caused by a missing Business Unit Options table.	When setting up the PeopleSoft Purchasing business unit, you must specify an option ID. Business unit options must exist for this option ID. See the Define Business Rules, Establish Business Units, Use N-Z, Purchasing Definition and Purchasing Options pages.

Error	Cause	Resolution
11 Unit Price Tolerance exceeded.	The calculated PO price is outside the tolerance allowed for the requested price plus or minus the unit price tolerance. Tolerance checking is done using base prices.	Either change the tolerances, requested price, or item price.
12 Percent unit price tolerance exceeded.	The calculated PO price is outside the tolerance allowed for the requested price plus or minus the percentage unit price tolerance. Tolerance checking is done using base prices.	Change the unit price on the staged row, the tolerance, or the item price.
13 Price calculation requested, yet no price found.	Price calculation was requested, but no price was found, or the minimum quantity was not met. After searching the vendor item tables and item tables, the price was still zero.	Specify a standard price for the item on the Purchasing Attributes page.
14 Selection date is required when the Date Selection Option is <i>Specify</i> .	You have specified that you want to select input with a certain source date, yet you have not specified which source date to use.	Enter a source date on the selection criteria page.
15 Vendor Item relationship missing.	The Business Unit table indicates that a vendor item relationship must exist for your vendor and item ID.	You can establish the relationship using the Item Vendor page.
16 PO_HDR_STG_WRK table is missing.	The Create Purchase Order process could not build the PO_HDR_STG_WRK table. Typically, this is due to a missing Vendor Invoice table.	Normally the Vendor Invoice table is automatically built when you add a vendor, so the probable cause is an incorrectly converted vendor.
17 CART Replenishment and RFQ sourced items cannot be reset.	You have requested that input transactions be reset for processing, but open quantities and amounts can only be backed out for requisition-related stage rows.	Do not attempt this option.
21 PO Price is zero.	No Price calculation was requested, and the PO price is zero.	Enter a price on the staged row or the item price.
22 PO schedules are out of balance.	PO schedule quantity or amount does not equal the sum of the distribution quantities or amounts.	You can change this imbalance in your PO page of choice.

Error	Cause	Resolution
23 Contract Maximum Exceeded.	Contract pricing was not used because contract maximums would be exceeded.	This is an information only message. No action is required.
24 Item indicates that a contract is required.	Item attributes indicate that a contract is required for this item, yet no contract could be found.	Either remove that requirement from the item, or establish an effective contract.
25 PO Calculations calculated different price than Contract Release. Contract Release price used.	PO Calculations calculated a different price than was used to update the contract amounts during the contract release process.	The vendor pricing was probably adjusted after the contract was released, but before the PO Calculations process completed. The contract price was used on the PO, but PO value adjustments show the PO calculated price. This is an information-only message. No action is required.
26 RFQ is Required.	This cannot be sourced to a PO because the item indicates that an RFQ is required, and no RFQ is specified.	Perform the RFQ first.
27 Vendor Invoice Table is Missing.	Vendor Invoice table does not exist for the vendor specified on the staged row.	This could only happen for vendors converted from another system. Be sure your conversion process creates this table.
28 Inventory Demand not created due to insufficient quantity. A PO will be created instead.	No IBU existed within the distribution network (other than the originating IBU) with sufficient available quantity to satisfy the requested quantity.	A PO will be created instead.
29 Item does not exist on Purchasing System.	The Item ID isn't in the Item tables.	Add the item into the Item tables.

Error	Cause	Resolution
30 Vendor Minimum OR Maximum Quantity not met.	An item vendor option indicates whether quantity checking should be done at the line or schedule level. Based on this option, either the PO line or the PO schedule quantity is below the vendor minimum quantity or above the vendor maximum quantity. The vendor minimum and maximum quantities are specified at the item vendor unit of measure level.	Reset the requisition and increase the quantity to the vendor minimum, or lower the vendor minimum quantity.
31 Cannot convert currency from Item to Vendor.	Item price is being used, but a conversion rate does not exist from the item currency to the vendor currency.	Add a conversion rate.
32 Cannot convert currency from Vendor to Base.	A conversion rate does not exist from the vendor currency to the PO base currency.	Add a conversion rate.
34 GL Base Currency info not set up correctly.	Currency information is not set up for the PeopleSoft General Ledger business unit and default ledger group.	Set up currency information for the PeopleSoft General Ledger business unit and default ledger group.
35 Vendor does not support Stockless Inventory.	The PO indicates cart replenishment, but the vendor does not support stockless inventory.	Remove the cart replenishment option from the PO.
36 Sales/Use Tax Default Information is Missing.	There should be an entry in the Sales/Use Tax Defaults table for each ship to ID does not exist. This information is required in order to proceed with building this PO item. This error also appears if there was a serious error in trying to obtain VAT information.	Add sales and use tax defaults for the ship to ID that you are using. Add these defaults to the Ship To Locations - Sales/Use Tax Defaults page. In the Structure Procurement Options window.
37 Error in setting up for VAT processing.	An error was found in trying to determine VAT entity information, Bill to VAT Country, or Bill From VAT Country.	Check your VAT set up information on the VAT Entity page.
38 Error in VAT Calculation Module.	Vat calculation module (FSPVCRAE) was unable to calculate taxes for this item.	Review your VAT set up, and if no problems are found, contact your account representative.

Error	Cause	Resolution
39 Error in VAT Bill to defaulting.	Error in VAT module FSPBFPVT, which provides the default value for the bill to country.	Review your VAT set up, and if no problems are found, contact your account representative.
40 Error in VAT exception, treatment, and transaction defaults.	Error in VAT exception, treatment, and transaction defaults. An error was returned from one of the following VAT programs: FSPVEPVT, FSPVTPVT, or FSPTXVVT.	Review your VAT set up, and if no problems are found, contact your account representative.
41 Error in VAT suspension or applicability defaults.	Error in VAT suspension or applicability defaults. An error was returned from one of the following VAT programs: FSPNSPVT or FSPVCPVT.	Review your VAT set up, and if no problems are found, contact your account representative.
42 Error in Business Unit Setup.	There is an error in the Business Unit Setup. The most common problem is that the Process Options do not exist for the Process Option ID specified on the Business Unit page, and for the appropriate SetID. Another possible problem is that the Business Unit specifies a currency that does not exist.	Correct your business unit setup.
43 No data selected for processing.	Nothing met the selection criteria; therefore, no data was found for processing.	Please review the selection criteria, and try again.
44 Category or Item specified but no SetID provided.	Category or Item ID was specified as a selection criterion. When either of these fields are specified, the SetID must also be specified.	Specify the SetID.
45 Unit of Measure requires whole numbers yet transaction quantity has decimals.	The unit of measure for this transaction requires whole numbers. The transaction quantity has decimals and cannot be rounded to a whole number because the difference exceeds the rounding tolerance.	Either adjust the quantity or the tolerance.

Error	Cause	Resolution
46 Error found in Schedule Split Sourced Vendor.	When split sourcing a schedule, if one of the split sourced transactions is rejected, they all must be rejected. This transaction has been rejected because an error was found in another schedule split sourced transaction for the same schedule.	Correct the error on the other transaction that was split sourced.
47 Due to UOM Rounding, split sourced quantities do not add up to schedule quantity.	Split sourced transaction quantities must add up to the schedule quantity. This is a split-sourced transaction that has been UOM rounded. When you add up the UOM rounded quantities for all transactions for this schedule, they do not add up to the schedule quantity.	Adjust at least one of the split-sourced quantities, so the summed quantities match the schedule quantity.
48 Contract SetID specified but contract was not entered.	The contract SetID was specified, but the contract was not entered. This may cause a problem when processing continues.	Enter the contract ID.
49 Invalid VAT Registration ID.	VAT Registration ID is blank.	Correct the VAT Registration ID for this country and VAT entity.
50 Cannot round transaction and standard quantities.	Both the transaction and standard quantities require whole numbers. When the standard quantity is rounded to a whole number, then reconverted back to the transaction quantity, the transaction quantity has decimals. Yet the transaction quantity also requires whole numbers.	Adjust your unit of measure rounding rules; reset this requisition and change the quantities so they can be rounded to whole numbers; or change the unit of measure so unit of measure conversion is not required.
51 Category setID specified, but the category was not entered, and so forth.	If category is entered, category SetID must also be entered. If category is blank, category SetID must also be blank.	Enter both category SetID and category ID, or neither field.
52 Error in VAT Bill from defaulting.	Error in VAT module FSPVFPVT, which provides the default value for the bill from country.	Review your VAT set up, and if no problems are found, contact your account representative.
53 Error in VAT treatment defaulting.	VAT defaulting routine returned an error value when trying to get VAT Treatment.	Review your VAT set up, and if no problems are found, contact your account representative.

Error	Cause	Resolution
54 Error in VAT defaulting routine for recovery/rebate.	VAT defaulting routine returned an error value when trying to get VAT recovery and rebate defaults.	Review your VAT set up, and if no problems are found, contact your account representative.
55 Error in obtaining VAT bill to or bill from information.	There is a problem in the vat setup as VAT bill to or bill from information could not be obtained.	Review your VAT set up, and if no problems are found, contact your account representative.
56 Revision is invalid.	Item revision does not exist.	Cancel the transaction and correct the revision code on the source document.
57 (Warning) Ship to country does not have VAT.	Ship to country does not have VAT; therefore, no registration entry was found for the VAT entity.	This message is only a warning. No action is required.
66 Only a process that isn't running can be Recycled.	You are trying to recycle a row on the stage table that is in process.	Wait until the process completes before trying to make this change.
67 Lower Unit Price Tolerance exceeded.	Calculated PO Price is less than the requested price minus the lower unit price tolerance.	Either change the tolerances, requested price, or item price.
68 Lower Percent Unit Price Tolerance exceeded.	Calculated PO Price is less than the requested price minus the lower percentage of unit price tolerance.	Either change the tolerances, requested price, or item price.
74 Enter a conversion rate for this item and unit of measure to the standard unit of measure.	Unit of Measure conversion indicated, yet no conversion rate exists.	Enter a conversion rate for this item and unit of measure to the standard unit of measure.
75 Multiple vendors were considered for this transaction and more than 1 had an error. Please see Eligible Vendors page for each error message.	Errors were found for multiple vendors.	Please see Eligible Vendors page for each error message.

Error	Cause	Resolution
76 Buyer ID is a required field. This value is used as a default when creating the purchase order header.	Buyer ID is required.	Enter a Buyer ID.
77 Contract is specified but is not effective during transaction due date. Modify due date, or modify contract effective dates.	Contract not effective.	Modify due date, or modify contract effective dates.

See Also

Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 62

CHAPTER 27

Approving Purchase Orders

This chapter provides an overview of purchase order (PO) approvals and discusses how to:

- Set up PO approvals.
- Approve POs by using workflow.
- Approve POs by using online pages.

Understanding PO Approvals

PeopleSoft Purchasing enables you to set up PO approval requirements at the business-unit level. All approval requirements must be met before a PO is eligible for dispatch.

PO approvals are available in two areas. You can require approval of one or both of the following:

- PO amounts
- PO ChartFields

There are two types of approval methods:

- Automatic approvals
- Workflow approvals

You can prevent approved POs from dispatching by doing one of the following:

- Selecting the Hold from Further Processing option on the PO Header Details page.
- Clearing the Dispatch When Approved option on the PO Header Details page.
- Manually changing the status of the PO to *Open*.

See Also

[Chapter 27, “Approving Purchase Orders,” Using Automatic Approvals, page 534](#)

[Chapter 27, “Approving Purchase Orders,” Using Workflow Approvals, page 535](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Details, page 402](#)

Common Elements Used in This Chapter

Appr Act (approval action)	Select one of the following actions. If you don't have the authority to complete the approval or if you deny or recycle the PO, the approval status remains <i>In Process</i> and routes to the next role user in the approval definition. <i>Approve</i>: Select to approve the PO amount or ChartField. If requirements are met, the approval status changes to <i>Complete</i> when you save this page, and the PO is made available for dispatch. If workflow is implemented, the system sends an email to the buyer telling him or her that the PO has been approved. <i>Deny</i>: Select to deny the amount or ChartField for this PO and deny dispatch. If this value is selected and workflow is enabled, the system generates a worklist entry and an email message to the buyer. <i>Recycle</i>: Select to send the PO back to the buyer or previous approver. If this value is selected and workflow is enabled, the system generates a worklist entry to the last user who approved the PO amount.
Approval Status	Displays the overall status of the PO.
Base Amt (base amount)	Displays the amount of the PO in the business unit base currency.
Chng Order (change order)	Displays the change order number when you are approving a PO with a change order.
Comment	Enter comments pertinent to your approval action. These comments are saved with the PO and are visible only on the originating page, either the Approve Amounts - Approval page or Approve ChartFields - Approval page.
View Printable PO	Click this button to review the purchase order printout on your screen. This option does not print the purchase order directly to your printer, however, you can use the print feature from the browser to send the output to the printer.

See Also

[Chapter 27, "Approving Purchase Orders," Approving PO ChartFields, page 538](#)

[Chapter 27, "Approving Purchase Orders," Approving PO Amounts, page 537](#)

Using Automatic Approvals

When you use the automatic approval method, the system automatically approves POs when they are saved by a user with proper authorizations. If a PO is saved by a user without proper authorizations, the status is changed to the user's default PO save status, either *Open* or *Pending*. The PO must be manually accessed and approved by a qualified user by using the Approve Amounts and Approve ChartFields components.

If you choose to use automatic approvals, you still need to use the Workflow component to assign approval roles to buyers and requesters. This involves determining if you need a system of multilevel approvals or just specific users who have the authority to approve everything. If you later decide to use workflow-based approvals, the basic infrastructure is already in place.

See Also

[Chapter 27, “Approving Purchase Orders,” Setting Up PO Approvals, page 535](#)

PeopleTools 8.44 PeopleBook: Workflow Technology

Using Workflow Approvals

When you use the workflow approval method, POs are approved by using workflow roles, rules, and routings. To implement workflow approvals, you need to define the roles, rules, and routings by using the Workflow component. Your system is delivered with basic approval rules already established.

When you save a PO and are set up so that the PO status has the default value set to *Pending/Approved*, or when you select the Approve option on the Maintain Purchase Order - Purchase Order page, workflow verifies that you have the authority to approve the PO.

If you do not have the authority to approve the PO, workflow notifies the approver at the next level in the approval hierarchy that a PO needs approval, and adds the PO to that approver’s worklist. Workflow routes the PO until it reaches an approver with proper approval authorizations.

You can set up workflow to automatically search for POs that require approval and to move those POs to the appropriate users for approval.

Even if you have chosen to use workflow approvals, you still have the option not to invoke workflow and the online pages to manually approve POs instead.

See Also

[Chapter 27, “Approving Purchase Orders,” Approving POs by Using Online Pages, page 536](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Information, page 397](#)

[Chapter 7, “Using Workflow,” Approving Requisitions and Purchase Orders Using Workflow, page 95](#)

PeopleTools 8.44 PeopleBook: Workflow Technology

Setting Up PO Approvals

To set up PO approvals:

1. Access the User Preferences - Procurement: Purchase Order Authorizations page.

To authorize a user to approve POs, select the Approval check box.

2. Access the Purchasing Definition - PO Approval Options page.

- a. To use automatic approvals for the selected business unit, do not define any approval requirements on this page.
By leaving these options blank, you have chosen to use automatic approvals.
 - b. To use workflow approvals for the selected business unit, define your amount and ChartField approval options.
3. Access the Buyer Setup - Buyer Table page.
- In the Default PO Status group box, select either Open or Pending Approval/Approved to determine the default status of POs once they are saved by the selected buyer.

This table lists the PO save statuses resulting from all possible setup configurations:

Approval Method	Buyer with Approval Authority	Buyer's PO Status Setting	PO Save Status
Automatic	Yes	Pending	Approved
Automatic	Yes	Open (not recommended)	Open
Automatic	No	Pending	Pending
Automatic	No	Open	Open
Workflow	Yes	Pending	Pending
Workflow	Yes	Open (not recommended)	Open
Workflow	No	Pending	Pending
Workflow	No	Open	Open

See Also

PeopleTools 8.44 PeopleBook: Workflow Technology

Chapter 4, "Defining PeopleSoft Purchasing Business Units and Processing Options,"
Defining PO Approval Requirements, page 37

Approving POs by Using Online Pages

This section discusses how to:

- Approve PO amounts.

- Approve PO ChartFields.

Whether you are using workflow or automatic approvals, you can use the PeopleSoft Purchasing online approval pages to approve qualified POs.

If you are using automatic approvals, you always use these pages to approve POs requiring approvals.

If you are using workflow approvals, you can bypass the workflow processes and use these pages to directly approve qualified POs.

You can also use the Reconcile POs - Reconciliation WorkBench page or Maintain Purchase Order - Purchase Order page to perform online PO approvals.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Information, page 397](#)

[Chapter 20, “Using the Requisition Reconciliation WorkBench,” Understanding the Requisition Reconciliation Workbench , page 311](#)

Pages Used to Approve POs by Using Online Pages

Page Name	Object Name	Navigation	Usage
Purchase Order Amount Approval	PO_APPROVAL_AMT	Purchasing, Purchase Orders, Approve Amounts, Purchase Order Amount Approval	Approve PO amounts for POs that require approval and view details. If you have a PO approval role in workflow, you can access this page when you select a PO from your worklist.
Purchase Order Chartfield Approval	PO_APPROVAL_CHRT	Purchasing, Purchase Orders, Approve ChartFields, Purchase Order Chartfield Approval	Approve PO ChartFields for POs that require approval and view details. If you have a PO approval role in workflow, you can access this page when you select a PO from your worklist.

Approving PO Amounts

Access the Purchase Order Amount Approval page.

The amounts that appear are the amounts that you are approving. You can change these values on the Maintain Purchase Order - Purchase Order page and Maintain Purchase Orders - Schedule page.

PO Amount

PO Reference Displays free-form text that appears by default from the PO Header Details page.

Merchandise Total Amount Displays the quantity of items multiplied by the unit price in the PO currency.

Merchandise Total Base	Displays the quantity of items multiplied by the unit price in the base currency for the business unit.
PO Total Value	Displays the merchandise total amount plus taxes, freight, and miscellaneous charges in the PO currency.
PO Total Base	Displays the merchandise total amount plus taxes, freight, and miscellaneous charges in the base currency for the business unit.

See Also

Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Details, page 402

Approving PO ChartFields

Access the Purchase Order Chartfield Approval page.

This page displays the ChartField values that you are approving. You can change these values on the Maintain Purchase Order - Purchase Order page and purchase order Distributions page.

See Also

Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Details, page 402

Chapter 25, “Creating Purchase Orders Online,” Entering Distribution Information, page 435

CHAPTER 28

Dispatching and Printing Purchase Orders

This section provides an overview of purchase order (PO) dispatch and discusses how to:

- Dispatch POs.
- Set up and publish the Purchase Order Dispatch/Purchase Order Change Request EIP.

Understanding Purchase Order Dispatch

With PeopleSoft Purchasing, you can dispatch and print your POs individually or in volume. You can dispatch POs by printing, fax, phone, email, or electronic data exchange (EDX). You can also dispatch them from the online pages or through a run control page.

A PO must have a status of *Approved* or *Dispatched* and have passed the Commitment Control budget check to be eligible for dispatch.

Dispatching POs Using Online Pages

Use one of these pages to dispatch POs individually:

- Maintain Purchase Order - Purchase Order page.
- Express PO page.
- PO Reconciliation WorkBench page.

Here are the basic steps to dispatch POs from an online page:

1. Access one of the online pages.
2. Select the Dispatch option on the page.

The Dispatch Options page appears.

3. Enter dispatch options for the PO.
4. Click OK.

The system dispatches the PO using the method set up on the PO Header Details page.

Warning! If a PO is on hold, dispatching that PO from the Maintain Purchase Order - Purchase Order page, Express PO page, or PO Reconciliation WorkBench page automatically removes the PO from hold and dispatches it. If a PO is on hold, and you dispatch that PO through the PO Dispatch/Print process, the PO is not dispatched and remains on hold.

Note. You can only print out a limited number of pages when dispatching comments.

Dispatching POs Using A Run Control Page

Use the Dispatch Purchase Orders run control page to schedule a background batch job that dispatches a single PO or multiple POs that meet your selection criteria. After POs have been successfully dispatched, their statuses are updated to *Dispatched*.

Note. The PO Dispatch/Print process dispatches POs associated with recurring PO vouchers, however the PO_STATUS values on the POs are never set to *D* (dispatched).

When you run the PO Dispatch/Print process from the Dispatch Purchase Orders page, the PeopleSoft Process Scheduler Request page offers you three options:

PO Dispatch & Email job	Select to run the PO Dispatch/Print process and then the Email process (PODISP).
PO Dispatch/Print process	Select to run only the PO Dispatch/Print process (POPO005).
Email process	Select to run only the Email (PO_PO_EMAIL) process.

When you use the email dispatch method, the PO Dispatch/Print process creates an output file in the location you specify on the File Locations page. The Email process picks up the output file from the specified location and sends out an email message with the PO as an attachment. When the dispatch method is fax, the dispatch process creates a PO file and a fax control file in the locations you specify on the File Locations page.

The PO Dispatch/Print process contains business process logic and is responsible for retrieving data from the database, constructing POs, and sending the output files to the proper locations. To actually deliver purchase orders to your recipients through designated channels, a separate process is required.

To dispatch by email, you first need to run the PO Dispatch/Print process to create the output files and to update the PO Email queue table. You then run the Email process (PO_PO_EMAIL).

The Email process is a PeopleSoft Application Engine process that picks up the email output file created by the PO Dispatch/Print process in the location specified on the File Locations page and generates an email message through the SMTP gateway to be delivered to your recipient through the internet. If you specify a vendor contact on the Vendor Details page on the PO, the Email process sends the email to the address that you specify in the Email ID field on the Vendor Information - Contacts page. If you do not specify a vendor contact on the PO, the Email process sends the email to the address you specify in the Email ID field on the Vendor Information - Address page. When a message is sent successfully, it is removed from the email queue table; however, the PO output files are not deleted.

To simplify dispatching by email you can use the PO Dispatch & Email job on the PeopleSoft Process Scheduler Request page that you access from the Dispatch Purchase Orders page. The PO Dispatch & Email job automatically runs the PO Dispatch/Print process and then the Email process. For online dispatches, the system always schedules the PO Dispatch & Email job.

If you are using the fax dispatch method, you must use a third-party fax software to handle the output files.

If the dispatch method is EDX, the PO Dispatch/Print process does not create an output file, but updates a series of EC outbound tables. These are the tables that are updated: PS_PO_HDR_OUT_EC, PS_PO_LINE_OUT_EC, PS_PO_SHIP_OUT_EC, and PS_PO_SHIP_OUT_EC.

When you dispatch a PO by telephone, *Phone* must be selected as the dispatch method. This ensures that when you dispatch a PO either from one of the pages or using the PO Dispatch/Print process, the status of the PO updates to *Dispatched*.

An important factor to consider when you select an appropriate output format is your recipient. When you dispatch by email, you may want to select a dispatch output format of PDF or HTM, because these formats employ readers that are commonly found on user systems. When you dispatch by fax, you may want to consider that most fax software applications are compatible with Postscript- (PS) or PCL- (HP) encoded files.

When you run the PO Dispatch/Print report (POPO005) from the Purchase Orders Print page, a hard copy of the PO prints, but the POs are not dispatched. When you print the PO using the Purchase Orders Print page the word *Unauthorized* prints on the PO to differentiate it from an actual dispatched PO.

Tips on Dispatching and Printing Transactions

- The entry in your SQRDIR set in the PSSQR.INI (Microsoft Windows environment) or PSSQR.UNX (UNIX environment) file must be correctly defined and pointed to the correct BINW where the SQR executables are installed. PeopleSoft delivers an undefined (dummy) SQRDIR to enable you to install your SQRs in a location that best suits your configuration. If the SQRDIR is not pointing to the correct BINW directory, certain features do not work as designed. For example, CSV, enhanced HTM, and Postscript files are not produced correctly.
- The email dispatch method is designed to work with a SMTP gateway.

The settings for the SMTP gateway must be entered when you set up a PeopleSoft Process Scheduler Server.

See Also

[Chapter 27, “Approving Purchase Orders,” page 533](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering Express Purchase Orders, page 442](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Dispatch Options , page 407](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Details, page 402](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Information, page 397](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,”
Defining Image Locations, page 28](#)

[Chapter 22, “Reviewing Requisition Information,” Viewing Requisition Information, page 330](#)

[Chapter 11, “Using Commitment Control,” page 143](#)

[Chapter 30, “Using the Purchase Order Reconciliation WorkBench,” page 577](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining File Locations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Preparing to Dispatch by Fax and Email

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Contact Information

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Addresses

PeopleSoft PeopleTools 8.8: Process Scheduler, “Introduction to the Process Scheduler”

Dispatching POs

This section discusses how to:

- Run the PO Dispatch/Print SQR Process
- Select POs for Dispatch.

Pages Used to Dispatch POs

Page Name	Object Name	Navigation	Usage
Dispatch Purchase Orders	RUN_DISP_POPO005	Purchasing, Purchase Orders, Dispatch POs, Dispatch Purchase Orders	Run the PO Dispatch/Print process and dispatch POs, run the Email process, or run the PO Dispatch & Email multiprocess job.
Select Purchase Order	PO_PICK_ORD2	Click the Select Purchase Order link on the Dispatch Purchase Orders page.	Select a PO for processing.
Vendor Search	VENDOR_LOOKUP_SEC	Click the Vendor Lookup option on the Pick Purchase Order page.	Search for vendors.

Running the PO Dispatch/Print SQR Process

Access the Dispatch Purchase Orders page.

Dispatch Purchase Orders

Run Control ID: gd
Report Manager
Process Monitor
Run

Language: English
Specified
Recipient's

Process Request Parameters
Business Unit: AUS01 To: BLG01
PO ID:
Contract SetID: AUS10
Contract ID:
Release:
From Date: 10/01/2003
Through Date: 10/31/2003
Vendor ID: AUS0000099
Buyer: CHRISBAKER Chris Baker
Fax Cover Page: Normal

Statuses to Include
☐ Approved
☐ Dispatched
☐ Pending Cancel

Dispatch Methods to Include
☒ Print
☒ FAX
☒ EDX
☒ E-Mail
☒ Phone

Miscellaneous Options
*Chartfields: Valid Chartfields
Change Orders: UnChanged Orders
☐ Print Changes Only
☒ Print PO Item Description
☐ Test Dispatch
☐ Print Duplicate
☐ Print Copy
☐ Print BU Comments
Sort By: Line No.

Dispatch Purchase Order page

Process Request Parameters

Contract SetID	Select a contract setID, if the POs that you are to dispatch are associated with a contract.
Contract ID	Select a contract number, if the POs that you are to dispatch are associated with a contract.
Release	Enter the release number of the contract.
From Date/Thru Date	To dispatch POs based on PO date values.

Fax Cover Page

Select a fax cover page if some of the POs that you are dispatching are to be sent by fax. Define fax cover letters in your system on the Fax Cover Letters page.

The PO Dispatch/Print process writes to the fax control file the file name associated with the selected cover letter combined with the cover letter file extension that you defined on the Dispatch Configuration page.

Note. Support for fax cover pages is purely a function of the fax software that you use. Please consult your fax software vendor to identify the limitations and capabilities of your software fax cover page support.

PO Statuses to Include

In the Statuses to Include group box, select whether to include POs with approved or dispatched statuses in this run of the dispatch. When a specific PO ID is not entered, you must select at least one option.

Dispatched

Select to redispach a dispatched PO or to print copies of dispatched POs.

PO Dispatch Methods to Include

Select which dispatch methods to include in this run of the process. Selected values are only used as a part of the data selection criteria. To change the method by which the PO is to be dispatched, you must modify the dispatch method on the Maintain Purchase Order - Purchase Order page.

FAX

The default output format from the PeopleSoft Process Scheduler Request page is PDF. If your fax software does not support the PDF file format, then select an output format that your fax software can handle.

If your fax software does not support PDF files, PeopleSoft recommends that you process all of the POs that are to be dispatched through fax together, and that you do not print a hard copy at the same time. In the Dispatch Methods to Include group box, select the FAX method only and do not select the Print Copy option. Then on the Process Scheduler Request page, select the appropriate output format supported by your fax software.

Miscellaneous Options**ChartFields**

Select *Recycled ChartFields* to process only POs with distribution lines whose ChartFields are marked as *Recycled*. (PO_LINE_DISTRIB.CHARTFIELD_STATUS = 'R').

Select *Valid ChartFields* to process only POs with distribution lines whose ChartFields are marked *Valid*. (PO_LINE_DISTRIB.CHARTFIELD_STATUS = 'V').

Select *Recycled AND Valid ChartFields* to process POs regardless of whether the ChartFields are *Valid* or *Recycled*.

Change Orders

Select *Changed Orders* to process only POs that have been changed.

Select *Unchanged Orders* to process only POs that have never been changed.

Select *Changed and Unchanged Orders* to process changed and unchanged POs.

Print Changes Only	If you select to dispatch changed orders in the Change Orders field, the Print Changes Only option becomes available. Select to dispatch only the changes to the PO, rather than the entire PO. If you create your PO from a contract with the Release To Single PO Only option selected, use this option to send only the latest changes to the supplier.
Test Dispatch	Select to perform a test run of the dispatch. When you select this option, the process runs, but the POs processed do not appear in <i>Dispatched</i> status, and the POs are printed with the word <i>Unauthorized</i> at the bottom. This enables you to test your EDX, email, or fax setup without updating the system.
Print Copy	Select to produce a printed copy of each processed PO. If any of the processed POs are by phone, fax, email, or EDX, the system prints a hard copy for review.
Print BU Comments (print business unit comments)	Select to print comments (terms and conditions) defined for the PeopleSoft Purchasing business unit on the PO upon dispatch. Assign comments to the PeopleSoft Purchasing business unit by clicking the Comments link on the Purchasing Definition - Business Unit Definition page.
Print PO Item Description	Select to print the item description from the Maintain Purchase Order - Purchase Order page, instead of from the Purchasing Attributes page. The item description stored on the PO is in the base language and may have been modified on the PO.
Print Duplicate	Select to print the word <i>Duplicate</i> on each PO.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Fax Cover Letters

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Dispatch Configurations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Preparing to Dispatch by Fax and Email

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Using Voucher and Order Contracts,” Using Recurring PO Vouchers

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Header Information, page 397](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 24](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 62](#)

Selecting POs for Dispatch

Access the Select Purchase Order page.

You can access the PO Reconciliation WorkBench page to select multiple POs for dispatch.

PO Unit	Select a business unit.

ID	Select a PO ID.
Start Date and End Date	Used as a comparison against the PO date to determine which schedules are retrieved. These values appear by default to the current date plus or minus the value in the Days +/- Today field.
Search	Click to display the PO lines and schedules that match the criteria that you entered.

In the Retrieved Rows scroll area, select a check box to work with a particular line.

Note. After you dispatch your PO, the vendors last activity date (VENDOR.LAST_ACTIVITY_DT) is automatically updated to reflect the current date. You can use the vendor last activity date to deactivate vendors that have had no activity in the previous fiscal year.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information”

Setting Up and Publishing the Purchase Order Dispatch/Purchase Order Change Request EIP

The Purchase Order Dispatch/ Purchase Order Change Request EIP publishes purchase orders (POs) and purchase order change requests (change orders) to vendors. This asynchronous batch publish message also supports flat-file processing for EDI transaction X.12 850.

Use this EIP to process change order request to your vendors. You typically use EDI to process these transactions.

Run the PO Dispatch/Print process (POPO005) to stage the PO.

Use the common Publish Outbound Message page to initiate the PO_POD Application Engine process that publishes the PURCHASE_ORDER_DISPATCH message.

This section discusses how to:

- Set up the Purchase Order Dispatch/ Purchase Order Change Order EIP.
- Publish the Purchase Order Dispatch/ Purchase Order Change Order EIP.

Pages Used to Setup and Publish the Purchase Order Dispatch/Purchase Order Change Request EIP

Page Name	Object Name	Navigation	Usage
Dispatch Purchase Orders	RUN_DISP_POPO005	Purchasing, Purchase Orders, Dispatch POs	Run the PO Dispatch/Print process and dispatch POs, run the Email process, or run the PO Dispatch & Email multiprocess job.
Publish Outbound Message	IN_RUN_PUB_MSG	Data Exchanges, Publish Outbound Message	Initiate the outbound message publish process for outbound PeopleSoft SCM messages that use the batch publish design pattern.
PO Dispatch Message Selection Criteria	PO_RUN_POD	Select Purchase Order Dispatch on the Publish Outbound Message page to enable the Purchase Order Dispatch link. Click the Purchase Order Dispatch link to launch the PO Dispatch Message Selection Criteria page.	Launch the Purchase Order Dispatch Outbound Transaction.

Setting Up the Purchase Order Dispatch/Purchase Order Change Request EIP

Before you can publish messages with the Purchase Order Dispatch/Purchase Order Change Request EIP, you must:

- Activate the PURCHASE_ORDER_DISPATCH application message.
- Define a message node.
- Configure the message channel associated with the message.
- Set up chunking rules.
- Activate the associated batch publish rule.
- Address any special setup steps defined for this EIP.
- On the PO, specify EDX as the dispatch method.

Publishing the Purchase Order Dispatch/Purchase Order Change Request EIP

Access the PO Dispatch Method Selection Criteria page.

The field values on this page are the same fields that appear on the Request for Quote Release Selection Criteria page.

Refer to the section on Request for Quote Release Selection Criteria for more information.

CHAPTER 29

Creating Purchase Order Change Orders

This chapter provides an overview of change orders and discusses how to:

- Set up purchase order change order templates.
- Identify purchase order change order fields.
- Review process rules for purchase order change order.
- Generate purchase order change orders online.
- Load change requests using data received from electronic data exchange (EDX) or supplier-facing online acknowledgements (eSupplier Connection).
- Subscribe to the Purchase Order and PO Change Order Acknowledgement EIP.
- Review and approve change order requests in the Change Request tables.
- Create change orders from approved change requests.
- Purge change requests tables.
- View change order history.

Understanding the Purchase Order Change Order Business Process

When you update a purchase order (PO) that has been dispatched, you create or append to a change order. With PeopleSoft Purchasing, you can create change orders online using the PO pages, or you can load and process change requests using the Change Load (PO_CHNGLOAD) and Change Purchase Order (PO_POCHNG) processes.

The Change Load process loads data from the PO_HDR_EC, PO_LINE_EC, and PO_LINE_SHIP_EC tables. These tables store vendor acknowledgements that arrived into the system using electronic data exchanges (EDX) or supplier-facing online acknowledgements. These acknowledgements may contain information that requires you to change your POs.

Based on the Change Map template, the Change Load process compares staged source record fields and field values (PO_HDR_EC, PO_LINE_EC, PO_LINE_SHIP_EC) with target system record fields and field values (PO_HDR, PO_LINE, PO_LINE_SHIP). If a difference exists, the Change Load process creates change requests (CHNG_RSQT, CHNG_RQST_DTL).

Based on the Change Order template, the Change Purchase Order process (PO_POCHNG) creates the necessary change orders from these change request tables. The Change Purchase Order process takes the change order information and creates change history records (PO_CHNG_HDR, PO_CHNG_LINE, PO_CHNG_SHIP) and updates target system records with the changes.

Note. Backorders entered through the supplier-facing online acknowledgements are also processed through the Change Load and PO Change processes.

Note. The Purchase Order Change Order process updates most changed values on the PO, regardless of whether the fields exist on the PO Change Order template. The PO Change Order template is used to determine fields that are tracked and recorded in change order history records, and does not determine the fields that can actually be changed on the PO.

Note. Batch changes to non-dispatched POs are stored in the Change Request tables. These requests are used by the Change Purchase Order process to update original POs. However, these changes, as well as changes made directly to non-dispatched POs, are not stored in the Change Order tables and the change order batch number on the PO header is not incremented by 1.

Change requests can come from a variety of sources. If the change request is from a phone call, the best way to make the change is through the online PO pages. If the request is from another source, you can make the change online or run a batch process.

Note. If your installation includes PeopleSoft eSupplier Connection, your suppliers can enter their own PO acknowledgement changes directly into your PeopleSoft system. Upon buyer acceptance (online or automatic according to the business unit options flag), the Load Change Requests processes these online POAs similar to EDX transactions.

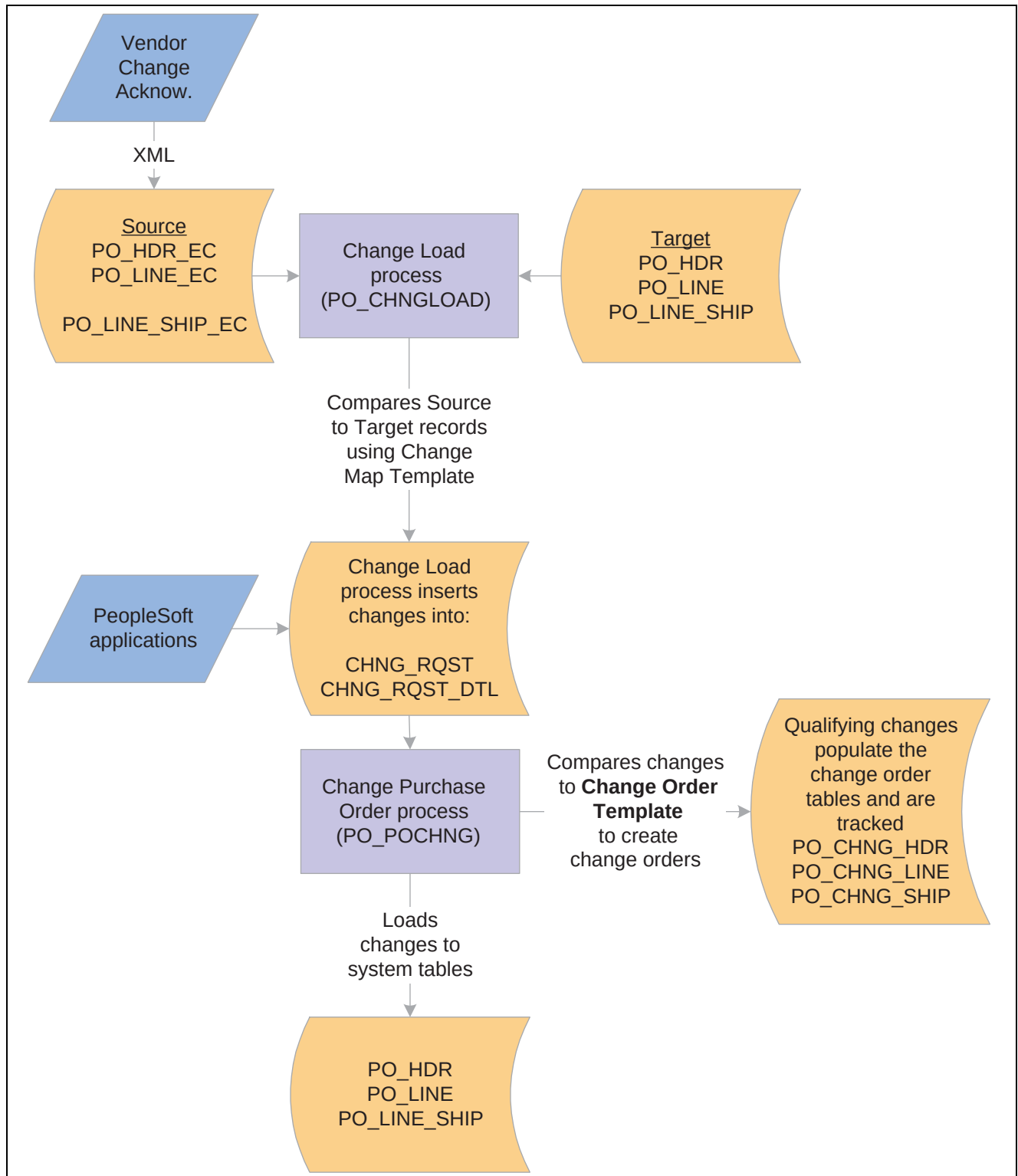
Functions that generate change order requests that can be handled by batch processes include:

- Electronic data exchange (EDX) purchase order acknowledgments.
- Requisition - assign to PO
- PeopleSoft eSupplier Connection online purchase order acknowledgements with a status of *Buyer Accepted*.
- PeopleSoft Order Management drop-shipped order changes.
- PeopleSoft Production Management subcontract changes.
- PeopleSoft Production Planning planned order changes.
- Par location replenishment.
- Close Backorders process (PORC500).
- PeopleSoft eProcurement change requests and change orders.

Change requests received using EDX or eSupplier Connection online acknowledgements are loaded into the Change Request table by the Change Load process (PO_CHNGLOAD). The other functions write directly to the Change Request table.

You can review EDX change requests or change requests from other functions in the system on the Approve Change Requests page. You approve the requests that you want processed by the Change Purchase Order process.

The following diagram illustrates the Change Order process flow:



Purchase Order Change Order process flow

When you use online pages or when you run the Change Purchase Order process to update previously dispatched POs, two events take place:

1. The actual PO is updated.

You manually make the change to the online PO or the Change Purchase Order process updates the PO when the change is not done manually.

2. The change order tracking tables are updated with the change to the PO.

When you change the PO online, the system automatically updates the change order tracking tables. When the change is not done online, the Change Purchase Order process inserts the change into the change order tracking tables.

Defining Change Order and Sequence Numbers

A change order number identifies the batch of changes that you submit to the vendor for a PO after its initial dispatch. The first time that you update a dispatched PO, the system displays *Change Order 1* next to the PO number in the PO header. Each time you update the PO after dispatching a batch of changes to the vendor, the change order number is increased by one.

A change sequence number tracks the sequence of changes made within each PO at the header, line, and schedule levels. After the initial dispatch of a PO, a change sequence number is assigned to each change. These sequence numbers don't display on the PO, but appear in the PO history.

Example

Here is an example of batch changes.

1. You dispatch a PO containing three lines.
2. You create a change on line 1.

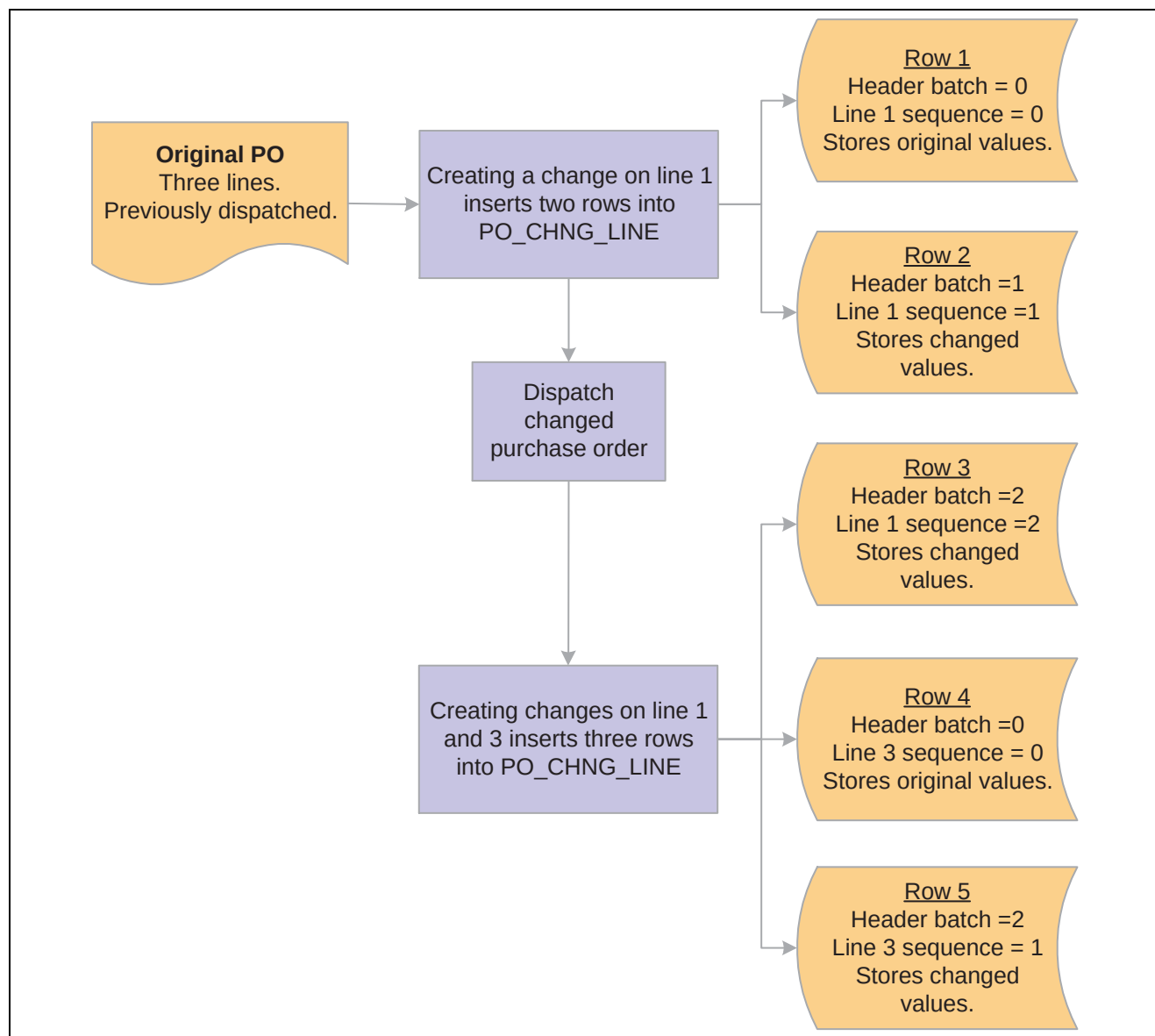
The header change order batch number is set to 1; the change sequence number for the first line is also 1.

Note. A historical row is created to store original values for line 1. The header change order batch number is 0 and change sequence number for the first line is 0.

3. After you dispatch the first batch of changes (change order batch number 1), you change lines 1 and 3.
 - The change order batch number is 2, because you are making changes after dispatching change order number 1.
 - Because this is the second time that you have changed line 1, its change sequence is 2.
 - Because you have changed line 3 for the first time, its change sequence is 1.

Note. A historical row is created to store original values for line 3. The header change order batch number is 0 and change sequence number for the first line is 0.

The following diagram illustrates how the PO_CHNG_LINE table is used to track the batch and sequence changes discussed in the example.



Purchase Order Change Order Batch and Sequence Tracking in `PO_CHNG_LINE`

Similar changes are stored in `PO_CHNG_HDR` and `PO_CHNG_SHIP` tables when changes are made to header and schedule fields eligible for change order tracking.

See Also

[Chapter 29, “Creating Purchase Order Change Orders,” Reviewing and Approving Change Order Requests, page 570](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Creating PO Change Order Templates

[Chapter 29, “Creating Purchase Order Change Orders,” Loading Change Orders Received Using Electronic Data Exchanges or Supplier-Facing Online Acknowledgements \(eSupplier Connection\), page 568](#)

Common Elements Used in This Chapter

Change Order Source/Source

Source of the change requests.

CRT (Cart Replenishment): Par location replenishment.

DRP (Order Management Drop Ships): PeopleSoft Order Management drop-shipped order changes.

EDX (EDX Change Order): Electronic data exchange or supplier-facing online change order acknowledgements.

EPR (User Change Request): PeopleSoft eProcurement change requests and change orders.

PLN (Planning System): PeopleSoft Production Planning planned order changes.

POC (PO Change Batch process): Used internally by the Change Purchase Order process (PO_POCHNG) to distinguish rows picked up by the process from those created by the process.

BPA (blanket order): Used internally by the Change Purchase Order process for blanket POs.

PRD (Production/Shop Floor): PeopleSoft Production Management subcontract changes.

UPN ID

Universal product number identifier assigned to a unique combination of Item ID, Manufacturer ID, and unit of measure.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using UPNs

Setting Up Purchase Order Change Order Templates

You use the Change Order template to define which fields, if modified on a previously dispatched PO, will trigger a change order. When you configure your Change Order template, you are defining which fields you allow to be tracked at the various change order levels.

When triggering a change order online, the PO considers all fields defined on the Change Order template.

The Change Purchase Order process looks at a subset of the fields on the Change Order template. The fields that are considered by the Change Purchase Order process are listed in Overview of the Change Purchase Order Process.

Note. The Purchase Order Change Order process updates changed values on the PO, regardless of whether the fields exist on the PO Change Order template. The PO Change Order template is used to determine fields that are tracked and recorded in change order history tables, and does not determine the fields that can actually be changed on the PO.

See Also

Chapter 29, “Creating Purchase Order Change Orders,” Understanding the Purchase Order Change Order Business Process, page 549

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Creating PO Change Order Templates

PeopleTools 8.44 PeopleBook: PeopleSoft Application Designer

Identifying Purchase Order Change Order Fields

Following is a list of all fields eligible for change order tracking that can be processed by the Change Purchase Order process. You can modify this list by updating your PO Change Order template.

Table	Field
PO_HDR	BILL_LOCATION
PO_HDR	BUYER_ID
PO_HDR	PO_REF
PO_HDR	PO_STATUS
PO_HDR	PYMNT_TERMS_CD
PO_HDR	TAX_EXEMPT
PO_HDR	TAX_EXEMPT_ID
PO_HDR	CNTCT_SEQ_NUM
PO_HDR	CURRENCY_CD
PO_HDR	ACCOUNTING_DT
PO_HDR	ACCRUE_USE_TAX
PO_HDR	ADDRESS_SEQ_NUM
PO_HDR	BACKORDER_STATUS

Table	Field
PO_HDR	CHNG_ORD_BATCH
PO_HDR	CURRENCY_CD_BASE
PO_HDR	DISP_ACTION
PO_HDR	DISP_METHOD
PO_HDR	DOC_TOL_HDR_STATUS
PO_HDR	DST_CNTRL_ID
PO_HDR	ERS_ACTION
PO_HDR	HOLD_STATUS
PO_HDR	LC_ID
PO_HDR	MATCH_ACTION
PO_HDR	MATCH_CNTRL_ID
PO_HDR	MATCH_STATUS_PO
PO_HDR	ORIGIN
PO_HDR	PAY_TRM_BSE_DT_OPT
PO_HDR	PO_DT
PO_HDR	PO_TYPE
PO_HDR	POST_DOC
PO_HDR	PREPAID_AMT
PO_HDR	PREPAID_AUTH_STAT

Table	Field
PO_HDR	PREPAID_PO_FLG
PO_HDR	PREPAID_STATUS_PO
PO_HDR	BUDGET_HDR_STATUS
PO_HDR	BUDGET_HDR_STS_NP
PO_HDR	RATE_DATE
PO_HDR	RECV_STATUS
PO_HDR	RT_TYPE
PO_HDR	SALES_CNTCT_SEQ_N
PO_HDR	TERMS_BASIS_DT
PO_HDR	VENDOR_ID
PO_HDR	VNDR_LOC
PO_LINE	AMT_ONLY_FLG
PO_LINE	CANCEL_STATUS
PO_LINE	CATEGORY_ID
PO_LINE	CNTRCT_SETID
PO_LINE	CONFIG_CODE
PO_LINE	DESCR254_MIXED
PO_LINE	GPO_CNTRCT_NBR
PO_LINE	GPO_ID

Table	Field
PO_LINE	INSPECT_CD
PO_LINE	INV_ITEM_ID
PO_LINE	ITM_ID_VNDR
PO_LINE	MFG_ID, MFG_ITM_ID
PO_LINE	UNIT_MEASURE_VOL
PO_LINE	UNIT_MEASURE_WT
PO_LINE	UNIT_OF_MEASURE
PO_LINE	PACKING_VOLUME
PO_LINE	PACKING_WEIGHT
PO_LINE	PRICE_DT_TYPE
PO_LINE	QTY_TYPE
PO_LINE	RECV_REQ
PO_LINE	REPLEN_OPT
PO_LINE	ROUTING_ID
PO_LINE	MILESTONE_NBR
PO_LINE	PHYSICAL_NATURE
PO_LINE	WTHD_SW, WTHD_CD
PO_LINE	BENEFIT_ID
PO_LINE	USER_LINE_CHAR1

Table	Field
PO_LINE	VNDR_CATALOG_ID
PO_LINE	CNTRCT_ID
PO_LINE	CNTRCT_LINE_NBR
PO_LINE	RELEASE_NBR
PO_LINE	RFQ_ID
PO_LINE	RFQ_LINE_NBR
PO_LINE_SHIP	CANCEL_STATUS
PO_LINE_SHIP	DUE_DT
PO_LINE_SHIP	FREIGHT_TERMS
PO_LINE_SHIP	PRICE_PO
PO_LINE_SHIP	QTY_PO
PO_LINE_SHIP	SHIPTO_ID
PO_LINE_SHIP	SHIP_TYPE_ID
PO_LINE_SHIP	MERCHANDISE_AMT
PO_LINE_SHIP	CURRENCY_CD
PO_LINE_SHIP	REVISION
PO_LINE_SHIP	BCKORD_ORD_SCHED
PO_LINE_SHIP	BUSINESS_UNIT_OM
PO_LINE_SHIP	BUSINESS_UNIT_RTV

Table	Field
PO_LINE_SHIP	CARRIER_ID
PO_LINE_SHIP	COUNTRY_SHIP_FROM
PO_LINE_SHIP	COUNTRY_SHIP_TO
PO_LINE_SHIP	COUNTRY_VAT_BILLFR
PO_LINE_SHIP	COUNTRY_VAT_BILLTO
PO_LINE_SHIP	COUNTRY_VAT_SHIPTO
PO_LINE_SHIP	CURRENCY_CD_BASE
PO_LINE_SHIP	CUSTOM_PRICE
PO_LINE_SHIP	DISTRIB_MTHD_FLG
PO_LINE_SHIP	DUE_TIME
PO_LINE_SHIP	EXT_PRC_TOL
PO_LINE_SHIP	RXT_PRC_TOL_L
PO_LINE_SHIP	FROZEN_FLG
PO_LINE_SHIP	FRT_CHRG_METHOD
PO_LINE_SHIP	FRT_CHRG_OVERRIDE
PO_LINE_SHIP	LIQUIDATE_METHOD
PO_LINE_SHIP	SCHED_LINE_NBR
PO_LINE_SHIP	STATE_VAT_PERFRM
PO_LINE_SHIP	WORK_ORDER_ID

Table	Field
PO_LINE_SHIP	IST_TXN_FLG
PO_LINE_SHIP	MATCH_LINE_OPT
PO_LINE_SHIP	MATCH_STATUS_LN_PO
PO_LINE_SHIP	MERCH_AMT_BSE
PO_LINE_SHIP	ORDER_INT_LINE_NO
PO_LINE_SHIP	ORDER_NO
PO_LINE_SHIP	ORIG_PROM_DT
PO_LINE_SHIP	PCT_EXT_PRC_TOL
PO_LINE_SHIP	PCT_EXT_PRC_TOL_L
PO_LINE_SHIP	PCT_UNIT_PRC_TOL
PO_LINE_SHIP	PCT_UNIT_PRC_TOL_L
PO_LINE_SHIP	QTY_RECV_TOL_PCT
PO_LINE_SHIP	QTY_RFQ
PO_LINE_SHIP	REJECT_DAYS
PO_LINE_SHIP	RJCT_OVER_TOL_FLAG
PO_LINE_SHIP	RTV_ID
PO_LINE_SHIP	RTV_LN_NBR
PO_LINE_SHIP	SHIP_DATE
PO_LINE_SHIP	SHIP_TO_CUST_ID

Table	Field
PO_LINE_SHIP	SUT_APPLICABILITY
PO_LINE_SHIP	SUT_BASE_ID
PO_LINE_SHIP	SUT_EXCPTN_CERTIF
PO_LINE_SHIP	SUT_EXCPTN_TYPE
PO_LINE_SHIP	TAX_CD_SUT
PO_LINE_SHIP	TAX_CD_VAT
PO_LINE_SHIP	TAX_FRGHT_FLG
PO_LINE_SHIP	TAX_MISC_FLG
PO_LINE_SHIP	TAX_VAT_FLG
PO_LINE_SHIP	TRFT_RULE_CD
PO_LINE_SHIP	ULTIMATE_USE_CD
PO_LINE_SHIP	UNIT_PRC_TOL
PO_LINE_SHIP	UNIT_PRC_TOL_L
PO_LINE_SHIP	VAT_APPLICABILITY
PO_LINE_SHIP	VAT_CALC_FRGHT_FLG
PO_LINE_SHIP	VAT_CALC_GROSS_NET
PO_LINE_SHIP	VAT_CALC_MISC_FLG
PO_LINE_SHIP	VAT_CALC_TYPE
PO_LINE_SHIP	VAT_DCLRTN_POINT

Table	Field
PO_LINE_SHIP	VAT_EXCPTN_CERTIF
PO_LINE_SHIP	VAT_EXCPTN_TYPE
PO_LINE_SHIP	VAT_RCRD_INPT_FLG
PO_LINE_SHIP	VAT_RCRD_OUTPT_FLG
PO_LINE_SHIP	VAT_RECALC_FLG
PO_LINE_SHIP	VAT_RGSTRN_SELLER
PO_LINE_SHIP	VAT_ROUND_RULE
PO_LINE_SHIP	VAT_TXN_TYPE_CD
PO_LINE_SHIP	VAT_USE_ID
PO_LINE_SHIP	ZERO_PRICE_IND

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Creating PO Change Order Templates

Reviewing Processing Rules for the Change Purchase Order Process

In addition to ensuring that the changed fields are valid change order fields, the Change Purchase Order process follows these rules when generating change orders.

Status-Related Rules

These are the status-related rules for the Change Purchase Order process:

- Purchase orders in initial, pending, cancel, or canceled status are not eligible for change requests.
- You can only request that the PO status be changed to *X* (canceled). You cannot request that the PO status change to approved, completed, or dispatched. However, the process may change it to approved, pending approval, or open.
- The only change allowed against a schedule that is associated with a work order is “Cancel.”

- A change request cannot activate or close a line or schedule.
- The affected PO is set to *In Process* (PO_HDR.IN_PROCESS_FLG = Y), so no online activity can take place while the background change process is running.
- PO status is set according to the rules that are defined on the PO Change run control page. The PO_APPROVAL table is primarily used for workflow approvals.
 - APPROVAL_STATUS on the PO_APPROVAL table is set to 'A' if PO_STATUS is 'A'.
 - APPROVAL_STATUS on the PO_APPROVAL table is set to 'I' if PO_STATUS is 'O' or 'PA'.

Validation Rules

These are the validation rules for the Change Purchase Order process:

- The change request process assumes that a valid date is passed to it.
- Fields are edited against the prompt or translate values that are specified in the record layout. Where a %edit table is specified in the record layout, the field is edited against the entire table.
- Validation against the Vendor and Item tables, to ensure that the UOM and ship to location are valid for that vendor or item, does *not* occur.

Cancellation Rules

These are the cancellation rules for the Change Purchase Order process:

- If a PO is canceled, all lines and schedules are canceled, with change records created for each line and schedule. If a PO line is canceled, all schedules are canceled, with change records created for each schedule.
- If you try to create a change order to cancel a line or a schedule that has already been partially or fully received, the transaction is rejected.
- The only active schedule for a line cannot be canceled.
- The only active line for a PO cannot be canceled.

Price Change Rules

These are the price change rules for the Change Purchase Order process:

- A price cannot be changed to 0 unless the zero price indicator is set to Y.
- If the price is changed, no price calculation is performed.
- If the item ID, UOM, due date, PO quantity, or ship to location is changed, the price is recalculated and, if necessary, the currency is converted.
- Only changed schedules are repriced. For example, if pricing is done at the line quantity level and a schedule quantity change affects the price break, only that schedule receives the new price. The system does not force change requests for other schedules on the line.

Quantity Change Rules

These are the quantity change rules for the Change Purchase Order process:

- The change order quantity is what will become the updated quantity on the PO. The change order quantity is not the quantity by which the prior quantity will be increased or decreased.

- If a unit of measure (UOM) is changed with the change request, the quantity is adjusted appropriately.

Distribution and Schedule Adjustment Rules

These are the distribution and schedule adjustment rules for the Change Purchase Order process:

- If the schedule quantity or amount changes, the distributions are updated by prorating the revised schedule quantity or amount across all distributions, using the distribution percent. This is true regardless of whether the distributions have been received.
- If a distribution quantity or merchandise amount is updated, the distributions are rebalanced to ensure that they add up to the schedules.

Conversion Rate Rules

These are the conversion rate change rules for the Change Purchase Order process:

Once a PO is created, this field will be updated if the conversion rate changes under the following conditions:

- Unit of measure or Item ID is changed.
- Inventory is not installed and a change is made to the PO price or quantity.
- Inventory is installed, a change is made to the PO price or quantity, and the run control option *Use Current UOM Conv Rate* indicates to use the new conversion rate.

Contract-Related Rules

If a contract is specified on the PO, and a quantity is changed, the contract release amounts and quantities are updated. If a vendor minimum or maximum is not met or a currency conversion fails when pricing, the system issues an error.

Tax-Related Rules

These are the tax-related rules for the Change Purchase Order process:

- The value-added tax (VAT) amounts and sales and use tax amounts are updated as appropriate.
- A change to ship to ID doesn't cause a change to the sales and use tax base ID.

BackOrder Rules

If a backorder is created for the PO through the supplier-facing acknowledgement component, the Change Order process automatically inserts the backorder schedule onto the PO and assigns the original schedule number to the BCKORD_ORG_SCHED field.

Also, for backorders created through the Supplier Portal, the system populates PO_LINE_SHIP_EC.BCKORD_ORG_SCHED with the original backorder schedule number.

See Also

[Chapter 29, "Creating Purchase Order Change Orders," Creating Change Orders From Approved Change Requests, page 573](#)

[Chapter 8, "Using Default Hierarchies," Defining the UOM Conversion Hierarchy, page 118](#)

Generating Purchase Order Change Orders Online

To create a change order online, you use the same pages that you use to update a PO, except that you'll be updating a dispatched PO. Fields that are eligible for change order tracking according to the Change Order template are not available for entry on a dispatched PO. If you want to edit these fields, do the following:

- To make a header level change, access the Purchase Order page and click the Change Order button next to the PO Status field. The fields that trigger change order generation become available for entry.
- To make a line level change, access the Statuses tab on Lines grid and click the Change Order button. Alternatively, access the line Details page and click the Change Order button. The fields that trigger line level change order generation become available for entry.
- To make a schedule level change, click the Change Order button from the Maintain Purchase Orders - Schedules page. To access this page, click the Schedule button from the Details tab of the Lines grid on the Purchase Order page. The fields that trigger change order generation become available for entry.
- If you add a line, this automatically creates a change order for the line and all new schedules added.
- If you change the quantity on a PO line, and only one schedule exists, this automatically creates a change order for the schedule.

You do not have to click the Change Order button to make changes to the PO line quantity. The line quantity serves as a work field on the PO, so changes to its value are not tracked as changes. However, the system creates a schedule-level change order.

Once you create a change order online, you dispatch it as you would a regular PO.

When creating change orders using the online purchase order pages, if you attempt to cancel a line or a schedule that was been received (even partially), the system adjusts the quantity of the line or schedule and creates a change order.

For example, if your line quantity is 5, and 2 have been received, the line quantity becomes the received quantity, or 2 in this example. When the change order is transmitted to the vendor, the vendor sees that the quantity on the cancellation equals the quantity that they have already shipped, and they can cancel the remainder.

See Also

[Chapter 25, "Creating Purchase Orders Online," Creating Purchase Order Headers, page 393](#)

[Chapter 25, "Creating Purchase Orders Online," Creating Purchase Order Lines, page 408](#)

[Chapter 25, "Creating Purchase Orders Online," Creating Purchase Order Schedules, page 416](#)

[Chapter 28, "Dispatching and Printing Purchase Orders," page 539](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Creating PO Change Order Templates

Loading Change Orders Received Using Electronic Data Exchanges or Supplier-Facing Online Acknowledgements (eSupplier Connection)

This section discusses how to run the Change Load process.

The Change Load process loads changes to purchase orders received using electronic data exchange (EDX) or online acknowledgements into the Change Request table. You can review and approve these change requests on the Approve Change Requests page (the page is labeled Change Order Requests).

See Also

[Chapter 29, “Creating Purchase Order Change Orders,” Identifying Purchase Order Change Order Fields, page 556](#)

[Chapter 29, “Creating Purchase Order Change Orders,” Reviewing and Approving Change Order Requests, page 570](#)

Page Used to Run the Change Load Process

Page Name	Object Name	Navigation	Usage
Load Change Requests - Change Load	RUN_CHNG_LOAD	Purchasing, Purchase Orders, Manage Change Orders, Load Change Requests, Change Load	Run the Change Load process.

Running the Change Load Process

Access the Load Change Requests - Change Load page.

Change Order Map Template

Select the template to use for this process. *EDX* is the delivered option. You can create other templates on the Change Map Template page.

Note. For online acknowledgements, the process looks at the Auto Approve Buyer Accepted Online POAs business unit options flag. If this check box is selected, the change requests are created and automatically set as approved. This flag applies to 1) buyer-approved online acknowledgements, and 2) EDX acknowledgements that have been “Reviewed.” Auto Approve Change Orders from “All Other Sources” applies to Drop Ship and Planning. This enables users to bypass the Approve Change Request function.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Creating Change Map Templates

Subscribing to the Purchase Order and PO Change Order Acknowledgement EIP

The Purchase Order Acknowledgement and Purchase Order Change Order Acknowledgement EIP subscribes to a message that contains PO acknowledgements and change order acknowledgements from your vendors.

This asynchronous batch subscribe message also supports flat-file processing for EDI transactions X.12 855 and 860.

Run the PO_CHNGLOAD process (PO_CHNGLOAD) to move the data from staging tables to application tables.

This section discusses how to subscribe to the Purchase Order and PO Change Order Acknowledgement EIP.

Pages Used to Subscribe to the Purchase Order and PO Change Order Acknowledgement EIP

Page Name	Object Name	Navigation	Usage
Change Load	RUN_CHNG_LOAD	Purchasing, Purchase Orders, Manage Change Orders, Load Change Requests, Change Load	Run the Change Load process.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the Purchase Order and PO Change Order Acknowledgement EIP

Before you can subscribe to the Purchase Order and PO Change Order Acknowledgement EIP, you must:

1. Activate the PURCHASE_ORDER_ACKNOWLEDGEMENT message.
2. Run the PO_CHNGLOAD process (PO_CHNGLOAD) to move the data from staging tables to application tables.
3. Use the Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

Reviewing and Approving Change Order Requests

This section discusses how to:

- Select change order requests to review and approve.
- Review and approve change order requests in the Change Request tables.
- Review and approve change order request details.

The Change Request tables are used for background processing. To load data into these tables, you use one of the following business processes:

- EDX change order acknowledgments loaded by the Change Load process.
- PeopleSoft Order Management drop-shipped order changes.
- PeopleSoft Production Management subcontract changes.
- PeopleSoft Production Planning planned order changes.
- Par location replenishment.
- Close Backorders process.
- PeopleSoft eProcurement change requests and change orders.
- PeopleSoft eSupplier Connection online POA changes loaded by the Change Load process.

The Change Request is divided into two tables:

- Change Request.

The key fields on the Change Request table are Process Instance, Business Unit, Purchase Order ID, Change Source, and Date/Time.

- Change Request Detail.

This is a child to the Change Request table and contains additional key fields such as Line Number, Schedule Number, and Fieldname to be changed.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Managing Par Inventory,” Replenishing Par Locations

Chapter 9, “Using Messaging,” page 133

Chapter 17, “Using the Requisition Loader,” Updating Drop Shipment Information, page 297

PeopleSoft eProcurement 8.8 PeopleBook, “Using Change Requests and Change Orders”

Pages Used to Review and Approve Change Order Requests

Page Name	Object Name	Navigation	Usage
Change Order Requests -Selection Criteria	CHNG_RQST_SELECT	Click the Search link on the Change Ord Rqsts page.	Enter the selection criteria for the change orders that you want to view on the Change Ord Rqsts page.
Change Ord Rqsts (change order requests)	CHNG_ORD_LOOKUP	Purchasing, Purchase Orders, Manage Change Orders, Approve Change Requests, Change Ord Rqsts	Review and approve change requests.
Change Requests	CHANGE_REQUEST	Click the Show Detail Entry link on the Change Ord Rqsts page.	Review details of the change request.
Change Requests -Message	CHANGE_RQST_MSG, CHANGE_REQUEST	Click the Comments link on the Change Requests page.	View change request error messages received during the Change Purchase Order process.
Purchase Order Inquiry - Purchase Order	PO_LINE_INQ	Click the Purchase Order Inquiry link on the Change Ord Rqsts page.	Review PO information such as the item, pricing, account code, vendor name, and comments.

Selecting Change Order Requests to Review

Access the Change Order Requests - Selection Criteria page.

Name	Vendor name for the vendor for whom you want to view change order requests.
Purchase Order Reference	Reference text entered on the PO for the change requests you want to access.
Review Complete	Select Y to access reviewed change requests. Select N to access change request that have not been reviewed.
Update	Select Y to access change requests that have been updated by the Change Purchase Order process. Select N to access change requests that have not been updated.

Reviewing and Approving Change Order Requests

Access the Change Ord Rqsts page.

Date/Time	Date and time when the change request was created in the Change Request tables.
Reviewed	Select after reviewing the change request. The current system date populates the Reviewed On field.
Modified By	User who reviewed or approved the change request. The system updates this field when the page is changed.

Approved	Select to approve the change request. Once approved, the Change Purchase Order process (PO_POCHNG) can process the line.
Note. If the change request is created from online POAs or EDX, the Change Load process looks at the Auto Approve Buyer Accepted Online POAs business unit options flag. If this check box is selected, the change request is created and automatically set as approved.	

See Also

- [Chapter 29, “Creating Purchase Order Change Orders,” Creating Change Orders From Approved Change Requests, page 573](#)
- [Chapter 29, “Creating Purchase Order Change Orders,” Defining Change Order and Sequence Numbers, page 553](#)

Reviewing and Approving Change Request Details

Access the Change Requests page.

This page displays all change requests for a PO with the same source and change time.

Change Details

	Select to approve all lines.
Approved	Select to approve the change order.Once approved, the Change Purchase Order process (PO_POCHNG) can process the line.
Process Status	Displays the change request line status for the Purchase Order Change process. Values are: <i>Initialize:</i> Change request has not been processed. <i>Complete:</i> Change request has been processed successfully. <i>Errors:</i> Change request has been processed, but errors were found. <i>In Process:</i> Change request is being processed. <i>Recycle:</i> When the status is “Error,” the user may change it to “Recycle” and rerun the process.
Proposed Change	Description of the field affected by the change request.
Current Value	Current value on PO
New Value	Value of the proposed field change.
Message	Displays any error messages received during the PO Change process.

Creating Change Orders From Approved Change Requests

This section discusses how run the Change Purchase Order process.

The Change Purchase Order process creates change orders from approved change requests in the Change Request tables.

Page Used to Run the Change Purchase Order Process

Page Name	Object Name	Navigation	Usage
PO Changes	RUN_PO_POCHNG	Purchasing, Purchase Orders, Manage Change Orders, Process Change Orders, PO Changes	Select parameters for and run the Change Purchase Order process.

Running the Change Purchase Order Process

Access the PO Changes page.

Chg Request Selection Criteria

Source Select to identify a specific change request selection criteria. Values include:

Cart Replenishment:

EDX Change Order: (From EDX or supplier-facing online acknowledgements)

Order Management Drop Ships:

Planning System:

Production/Shop Floor:

User Change Request:

eProcurement:

Business Units/ Business Unit To Select to run the process for one or a range of business units.

PO ID/ PO ID To Select to run this process for one or a range of PO IDs.

PO Update Options

Override Dflt Buyer's PO Sts (override default buyer's PO status) After a change order is created, the associated PO will usually be set to the buyer's default PO status. Select this check box to override the default status with the PO status you specify in the PO Status field, if the current PO status is *D* (dispatched). Valid values are *Approved*, *Open*, and *Pending Approval*.

Use Current UOM Conv Rate (use current unit of measure conversion rate) Select to use the current unit of measure conversion rate. When selected, the current conversion rate is used to calculate expected standard quantity. If you do not select this option, the system will calculate the expected standard quantity using the PO conversion rate.

Note. This option is only available when PeopleSoft Inventory is installed. If Inventory is not installed, the current conversion rate is always used to calculate expected standard quantity

Purging Change Request Tables

This section discusses how to run the PO_POCHGPRG process.

The PO_POCHGPRG process (PO_POCHGPRG) enables you to purge completed and error rows from the following Change Request tables:

- PS_CHNG_RQST_DTL
- PS_CHNG_RQST
- PS_CHNG_RQST_MSGLG

Page Used to Purge Change Request Tables

Page Name	Object Name	Navigation	Usage
Purge Change Requests	RUN_PO_POCHGPRG	Purchasing, Purchase Orders, Manage Change Orders, Purge Change Requests	Select parameters for the PO_POCHGPRG process.

Running the PO_POCHGPRG Process

Access the Purge Change Requests page.

Process Instance Enter to purge staged rows processed by a specific process instance of the Change Purchase Order process.

Viewing Change Order History

This section discusses the pages used to view the history of purchase order change orders.

Pages Used to Review Change Order History and Changes By Batch

Page Name	Object Name	Navigation	Usage
Review Change History - Header Changes	PO_CHANGE_HDR	Purchasing, Purchase Orders, Manage Change Orders, Review Change History, Batch Click the Header Changes tab.	Review PO header change information stored in the PO_CHNG_HDR table. Use the scroll area to view original values for values that have changed, as well as the changed values.
Review Change History - Line Changes	PO_CHANGE_LINE	Purchasing, Purchase Orders, Manage Change Orders, Review Change History, Batch Click the Line Changes tab.	Review PO line change information stored in the PO_CHNG_LINE table. Use the scroll area to view original values for values that have changed, as well as the changed values.
Review Change History - Ship Changes	PO_CHANGE_SHIP	Purchasing, Purchase Orders, Manage Change Orders, Review Change History, Batch Click the Ship Changes tab.	Review PO schedule change information stored in the PO_CHNG_SHIP table. Use the scroll area to view original values for values that have changed, as well as the changed values.
Review Changes History - Batch	PO_CHANGE_BATCH	Purchasing, Purchase Orders, Manage Change Orders, Batch	Review PO batch changes.

CHAPTER 30

Using the Purchase Order Reconciliation WorkBench

This chapter provides an overview of the Purchase Order Reconciliation WorkBench (PO Reconciliation Workbench) in PeopleSoft Purchasing and discusses how to manage POs using the PO Reconciliation Workbench.

Understanding the PO Reconciliation Workbench

Use the PO Reconciliation WorkBench for the following activities:

- Update a PO.
- Maintain the distributions on a PO.
- Reset the approval status of a PO.
- Approve a PO.
- Dispatch a PO.
- Cancel a PO.
- Close a PO.
- View a PO draft.
- Inquire about a PO.
- Review PO summary activity.

You must have the authority to perform the particular activity that you select.

Access the Filter Options page prior to accessing the PO Reconciliation Workbench. Use the Filter Options page to enter selection criteria for the POs that you want to display on the PO Reconciliation Workbench page. To save time and resources, enter some selection criteria to reduce the number of records retrieved, especially in a high-volume environment.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Lines, page 408](#)

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Schedules, page 416](#)

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Distributions, page 433](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining Purchase Order User Authorizations

Managing POs Using the PO Reconciliation Workbench

This section discusses how to:

- Select POs.
- Use the PO Reconciliation Workbench.
- View PO lines.
- View PO schedules.
- View processing results.

Pages Used to Manage POs Using the PO Reconciliation Workbench

Page Name	Object Name	Navigation	Usage
Reconciliation Workbench - Filter Options	PO_RC_WB_SRCH	Purchasing, Purchase Orders, Reconcile POs, Reconciliation Workbench	Select attributes to search for POs.
Reconciliation Workbench	PO_RC_WB	Purchasing, Purchase Orders, Reconcile POs, Reconciliation Workbench, Reconciliation WorkBench	Analyze, approve, dispatch, unapprove, cancel, close, and print preview POs.
Document Status Inquiry	PRCR_DOCSTAT_INQ	• Purchasing, Purchase Orders, Review PO Information, Document Status, PO Document Status • Click the Doc Status button on the Reconciliation Workbench page.	View your document status.
Reconciliation Workbench - Purchase Order Lines	PO_RC_WB_LN	Click the Lines button for a PO on the Reconciliation Workbench page.	View the lines associated with the selected PO.

Page Name	Object Name	Navigation	Usage
Reconciliation Workbench - Purchase Order Schedules	PO_RC_WB_SCHD	Click a line number on the Reconciliation Workbench - Purchase Order Lines page.	View the schedules associated with the selected PO.
Reconciliation Workbench - Purchase Order Distributions	PO_RC_WB_DISTRIB	Click a schedule number on the Reconciliation Workbench - Purchase Order Schedules page.	View the distribution associated with the selected PO.
Reconciliation Workbench - Purchase Order Receipts	PO_RC_WB_RECV	Click the Receiving button on the Reconciliation Workbench - Purchase Order Schedules page.	View receipts against the selected PO.
Maintain Distributions	PO_CF_DTLS	- Purchasing, Purchase Orders, Maintain Distributions, Maintain Distributions - Click the Maintain Distributions button on the Reconciliation Workbench - Purchase Order Schedules page.	See “Creating Purchase Orders Online,” Defining Distributions.
Activity Summary	ACTIVITY_SUMMARY	Purchasing, Purchase Orders, Review PO Information, Activity Summary	View the activity summary for the reconciliation workbench.
Maintain Purchase Orders - Purchase Order	PO_LINE	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order	See “Creating Purchase Orders Online,” Creating Purchase Order Headers.
Reconciliation Workbench - Processing Results	PO_RC_WB_RSLT	Perform an action on the Reconciliation Workbench and the system displays the processing results.	Review the results after taking action on selected POs.
Reconciliation Workbench - Processing Log	PO_RC_WB_MSG	Click the Log button for an unqualified PO on the Processing Results page.	View the message text stating why the PO was not qualified for processing.

Selecting POs

Access the Reconciliation Workbench - Filter Options page.

Search Criteria

GPO ID (group purchasing organization identification) Group purchasing organization ID.

GPO Contract Group purchasing organization contract number.

Encumbrances

Open Encumbrances If you are using commitment control, you can search for POs with open encumbrances.

ChartFields

You can enter multiple ChartField combinations as search criteria. For example, you can search for POs in GL Unit (general ledger) US001 and Account 50000, as well as US005 and Account 1200.

Click Search, and the system retrieves the selected information on the PO Reconciliation Workbench page.

See Also

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

Using the PO Reconciliation Workbench

Access the Reconciliation Workbench page.

Reconciliation WorkBench
Business Unit: US001 **WorkBench ID:** S
***Description:**

Select POs for Further Processing

List of Purchase Orders												
Customize Find View 100 Download First 1-10 of 168 Last												
Detail Other												
	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
☒	0000000001		Dispatched	N	07/10/2000	10/11/2000	SCM0000004	Kenneth Schumacher	Standard			
☒	0000000002		Dispatched	N	07/10/2000	10/11/2000	SCM0000004	Blake,Scott	Standard			
☒	0000000003		Dispatched	N	07/10/2000	10/11/2000	SCM0000002	Kenneth Schumacher	Standard			
☒	0000000004		Dispatched	N	07/10/2000	10/11/2000	SCM0000003	Kenneth Schumacher	Standard			
☒	0000000006		Dispatched	N	07/10/2000	10/11/2000	SCM0000004	Kenneth Schumacher	Standard			
☒	0000000007		Open	N	07/10/2000	10/11/2000	SCM0000004	Becker,Christine	Standard			
☒	0000000008		Dispatched	N	07/10/2000	10/11/2000	SCM0000003	Kenneth Schumacher	Standard			
☒	0000000009		Dispatched	N	07/12/2000	07/12/2000	USA0000011	Kenneth Schumacher	No Match			
☒	0000000010		Dispatched	N	07/12/2000	04/24/2003	USA0000011	Kenneth Schumacher	Standard	1		
☒	0000000011		Dispatched	N	07/12/2000	10/11/2000	SCM0000004	Kenneth Schumacher	Standard			

Reconciliation Workbench page

Details Tab

Purchase Order Click the purchase order number to access the PO inquiry for that PO number.

Document Status Click this button for the selected PO to access the PO Document Status page for the PO in a new window.

Lines	Click this button for the selected PO to access the Purchase Order Lines page.
Other Tab	
Summary	Click this button for the selected PO to access the Activity Summary inquiry page in a new window.
Edit PO	Click this button to access the Maintain Purchase Orders component in a new window, so that you can edit the PO.
Approve	Click this button to change the status of the selected POs to <i>Approved</i> .
Unapprove	Click this button to change the status of the selected POs to <i>Open</i> .
Cancel	Cancels the selected POs. When you cancel a PO that is in a Dispatched status, the status changes to “Pend Cncl” (Pending cancel).
Note. When canceling POs, the system does not create change orders.	
Close	Closes the selected POs to further processing. You can override unqualified POs and make them available for closing by selecting the PO IDs and clicking the Continue button.
Dispatch	Dispatches the selected POs, including all lines on the PO. Only POs with approved or pending cancel statuses can be dispatched. If commitment control is enabled, the PO must also have a valid budget check status before it can be dispatched.
Preview	Previews the selected POs.
Set Filter Options	Click to access the Reconciliation Workbench - Filter Options page, and enter selection criteria for a new subset of POs to review, modify, or take action on.
Process Request Options	Click to access the Process Request Options page, where you can initiate a process request. The system uses your user-defined run control ID and any fields defined on your run control ID by default.
Process Monitor	Click to access the Process Monitor page, where you can view the status of POs that you submitted to dispatch or preview.
View Processing Results	Click to access the Processing Results page, where you can view the results of the actions that you have performed.
Save	Saves the search criteria that generated the list of POs on the Reconciliation Workbench page.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 393](#)

[Chapter 25, “Creating Purchase Orders Online,” Creating and Viewing Purchase Order Backorders, page 449](#)

[Chapter 40, “Inquiring About Document Status,” page 721](#)

[Chapter 32, “Reviewing Purchase Order Information,” Viewing PO Activity Summaries, page 600](#)

Viewing PO Lines

Access the Reconciliation Workbench - Purchase Order Lines page.

Reconciliation WorkBench

Purchase Order Lines

Business Unit: US001 **WorkBench ID:** 8
Description:
PO Number: 0000000001
 Select POs for Further Processing

List of Purchase Order Lines
Customize | Find | View All |  First  1 of 1  Last

Details
Contract Info


	Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
☒	1	Active	BR4400	Yoke, Brake Subassembly	00009	Y		

Reconciliation Workbench - Purchase Order Lines page

You can select or clear PO lines, then click Return to Reconciliation Workbench to select POs for further processing.

Details

Line Click the line number to access the schedule for the line.

Contract Info (contract information)

GPO ID Group purchasing organization ID.

GPO Contract Number Group purchasing organization contract number.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Using Group Purchasing Organizations”

Viewing PO Schedules

Access the Reconciliation Workbench - Purchase Order Schedules page.

Reconciliation WorkBench

Purchase Order Schedules

Business Unit: US001 **WorkBench ID:** S
Description:
PO Number: 0000000001
Line: 1

Select POs for Further Processing

List of Purchase Order Schedules
Customize | Find | View All |
First 1-4 of 4 Last

Schedules

	Sched	Status	Due Date	PO Qty	Close PO Under Percent Tol	Receiving	Amount	Currency	Maintain Distributions
☒	1	Active	07/26/2000	100.0000			2374.00	USD	
☒	2	Active	07/27/2000	100.0000			2374.00	USD	
☒	3	Active	07/27/2000	70.0000			1661.80	USD	
☒	4	Active	07/27/2000	600.0000			14244.00	USD	

Reconciliation Workbench - Purchase Order Schedules page

Sched (schedule) Click a schedule line number to access the associated distribution.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Distributions, page 433](#)

Viewing Processing Results

Access the Reconciliation Workbench - Processing Results page.

The system reviews the documents for the action taken on the Reconciliation Workbench page and determines whether the POs are qualified for that action.

If some of the selected POs are not qualified for the action, you can select the POs to override their status and qualify them for the action.

When closing the PO, the system displays a button that you can click to override the edits on selected not qualified lines. This makes the lines available for closing and moves the lines to the qualified side.

Re-source Requisition? When canceling POs that are sourced from requisitions, select this check box to transfer the PO quantities to the original requisition. This enables you to source the original requisition again.

Accounting Date for Action This date is used to determine the open period or allowable open date range for budget checking a PO when you are using commitment control. The system updates the accounting dates with this date for the POs being closed or canceled using the PO Reconciliation Workbench.

Log Click this button to access the log for the selected nonqualified PO. This usually states why the PO was not qualified for the previous processing action.

- Yes** Click to proceed with the processing on the qualified POs. The system prompts you to confirm this selection.
- No** Click to cancel the processing.

CHAPTER 31

Reconciling Purchase Orders

This chapter provides an overview of purchase order (PO) reconciliation and discusses how to:

- Reconcile POs.
- Reverse PO reconciliation.

Understanding PO Reconciliation

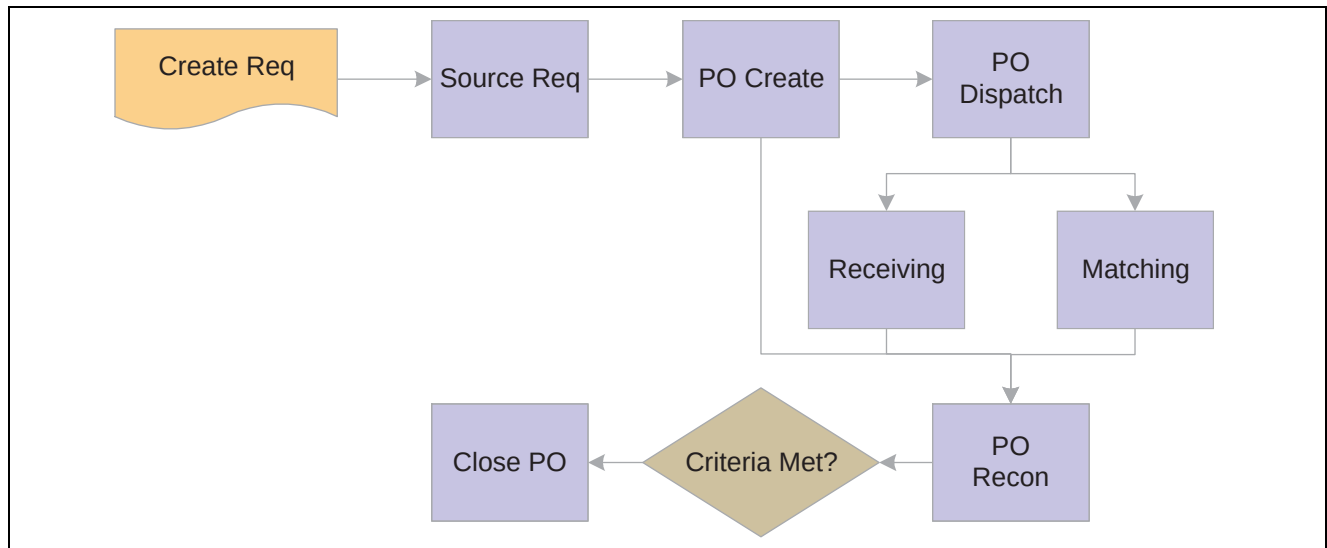
Use the PO RECON (purchase order reconciliation) Application Engine process (PO_PORECON) to close qualifying POs that you no longer need to modify. When the PO RECON process runs, it reconciles various PO-related settings and statuses to change the status of applicable POs to *C* (completed).

The benefit of this status change is that completed POs no longer show up in your list of available POs when you access PO pages in update and display mode. These completed POs are also removed from the view in many of the other situations in which the available options have been set to exclude completed or canceled POs. Removing these POs improves system performance and decreases the time required to find POs that you need to modify.

If Commitment Control is enabled, the PO RECON process sets the budget header and line statuses, `KK_CLOSE_FLAG`, and `PROCESS_MANUAL_CLOSE` accordingly so that the Comm. Cntrl. Budget Processor (commitment control budget processor) process (FSPKBDP3) can cancel encumbrance budget amounts for outstanding POs.

Although the PO RECON process is optional and you can set it to run at any time, running the process at the end of each month helps improve the efficiency of your PO process. Schedule this process by using PeopleSoft Process Scheduler or initiate it manually by using the Reconcile PO page.

The PO RECON process occurs at the end of the PeopleSoft Purchasing transaction life cycle. To understand the PO RECON process, it is important to know where the process fits in the PeopleSoft Purchasing transaction life cycle. This diagram illustrates the transaction flow around the PO RECON process:



Transaction flow leading to the PO RECON process

When you run the PO RECON process from the Close PO page, you have three processing options on the Process Scheduler Request page:

- Select Close Purchase Order Report (POPO008) to produce the Close Purchase Order report.
- Select Close Purchase Orders (PO_PORECON) to run the PO RECON process.
- Select Close Purchase Orders (PO_POREP) to run the PO RECON process and produce the Close Purchase Order report.

If necessary, you can run the Purchase Order Reopen process (PO_POREOPEN) to undo the changes made by the PO RECON process.

See Also

[Chapter 31, “Reconciling Purchase Orders,” Reversing PO Reconciliation, page 595](#)

[Chapter 11, “Using Commitment Control,” page 143](#)

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Describing PO Reconciliation Criteria

To understand how the PO RECON process functions, you must know the criteria that the process uses to close a PO. The process checks the settings and statuses of several criteria to determine that a PO is ready to be closed and that it does not need to be accessed for modifications in the future.

The following tables detail the business-related criteria checked by the PO RECON process and the settings and statuses that must be met to qualify for closure. Each of the criteria discussed must be met for the PO RECON process to close a PO:

Business-Related Criteria	Qualifying Setting or Status
Close Days The Close Days field on the Purchasing Definition - Business Unit Definition page specifies the number of days beyond a PO's last activity date during which the PO can't be closed. The Close Days setting creates a grace period during which you can change the PO before the PO closes. If you leave the Close Days field blank, the system uses zero close days.	The PO RECON process verifies that the number of close days defined for the PO's purchasing business unit has elapsed. The system adds the Close Days value to the last activity date to determine if the required number of grace period days has passed. For example, for a PO RECON process run date of August 31, 2000, suppose that the last activity date for the PO is August 25, 2000 and the Close Days value is set to five days. In this example, the process would close the PO. You can view the Close Days value by writing a Structured Query Language (SQL) statement against PS_BUS_UNIT_TBL_PM.

Business-Related Criteria	Qualifying Setting or Status
Cancel Days The Cancel Days field on the Purchasing Definition - Business Unit Definition page specifies the number of days beyond a PO last activity date during which the canceled PO can't be closed. The Cancel Days setting creates a grace period during which a canceled PO cannot be closed. If you leave the field blank, the system uses zero cancel days. Cancel Days is a business unit attribute; therefore, the system omits the Cancel Days calculation when the Reconcile PO page specifies a specific PO ID.	The Cancel Days setting works the same way in which the Close Days setting does, but for canceled POs. The PO RECON process verifies that the number of cancel days defined for the PO Purchasing business unit has elapsed. The system adds the Cancel Days value to the last activity date to determine whether the required number of grace period days has passed. You can view the Cancel Days value by writing an SQL statement against PS_BUS_UNIT_TBL_PM. Note. The PO RECON process does not change the line status from <i>Canceled</i> to <i>Complete</i>. However, it does change the header status to <i>Complete</i>. The PO line status remains <i>Canceled</i> so that you can distinguish canceled lines from closed lines.
Close PO Under Quantity Percent Tolerance The Close PO Under Quantity Percent Tolerance value defines the acceptable percentage of the total PO quantity that can be outstanding while still allowing the PO to be closed. This setting enables the PO RECON process to close a PO even if the received and matched quantities are less than the PO quantity. This value is set at the following levels: • The business unit specific attributes level on the Purchasing Attributes - Purchasing Controls page. • The purchasing attributes level on the Data Definition Maintenance - PO Attributes - Purchasing Attributes page. • The item categories level on the Item Categories - Category Definition 2 page. Note. These system levels are ordered from specific to generic. The percent tolerance value set at a more specific level in the hierarchy overrides the setting at the more generic level.	The PO RECON process uses the following calculation to verify that the Close PO Under Quantity Percent Tolerance value has been met so that the process can close the PO: $(\text{Quantity Received}) \geq (\text{Quantity Ordered}) - ((\text{Quantity Ordered}) \times (\text{Percent Tolerance}))$

This table details the record-level criteria that must be met for a PO to qualify for closure:

Record-Level Criteria	Qualifying Setting or Status
PO Status	The PO RECON process verifies that the PO has a status of <i>D</i> (dispatched) or <i>X</i> (canceled). Statuses of <i>O</i> (open) and <i>A</i> (approved) enable the process to close a PO when other applicable criteria are met. Statuses of <i>I</i> (initial), <i>P</i> (pending approval), <i>C</i> (completed), and <i>H</i> (hold) do not enable the process to close the PO. You can view the PO status by writing an SQL statement against PS_PO_HDR.
Activity Date The system updates this date on the PO when you create a change order and save your work, and also when you cancel a PO through the PO Workbench page.	The PO RECON process uses the following calculations to determine whether the PO's last activity date enables the process to close the PO: • (Activity Date) $\leq$ (Current Date) - (Close Days). • (Activity Date) $\leq$ (Current Date) - (Cancel Days). You can view the Activity Date value by writing an SQL statement against the PS_PO_HDR record and looking at the ACTIVITY_DATE field.

Record-Level Criteria	Qualifying Setting or Status
Match Status	The PO RECON process verifies that, if matching is required for the PO, the match status of the PO is <i>M</i> (matched), <i>O</i> (overwritten match), or <i>N</i> (no match required). In cases where the <code>MATCH_STATUS_PO</code> and <code>MATCH_STATUS_LN_PO</code> will never reach a status of <i>M</i> (matched), the PO RECON process checks the PO schedule (<code>PO_LN_SHIP_MTCH</code>) for quantity matched. A matching status of <i>T</i> (to match) or <i>P</i> (partially matched) does not qualify the PO for closure. When matching is required on a PO, there can be several vouchers against a PO. One of the vouchers might be matched, but the status (<code>MATCH_STATUS_PO</code>) on the PO remains <i>P</i> (partially match) until the final voucher is matched. The PO status then changes to <i>M</i> (matched). The PO RECON process considers a PO fully matched and available for closure when the following criteria are met: • The quantity ordered for each line on the PO is less than or equal to the total quantity received and matched. • The quantity ordered is within the specified Close PO Under Quantity Percent Tolerance value. You can view the Match Status value by writing an SQL statement against the <code>PS_PO_HDR</code> table and viewing the value in the <code>MATCH_STATUS_PO</code> field.
Distribution Line Status	The PO RECON process verifies that the distribution line statuses for the PO are <i>O</i> (open), <i>P</i> (processed), or <i>X</i> (canceled).
Amount Only	The PO RECON process checks to see whether the Amount Only check box (<code>AMT_ONLY_FLG</code>) is selected for the PO line. If the PO line is to be received by amount only, the PO RECON process sums up the merchandise amounts in vendor currency recorded in receipt transactions and compares the total to the merchandise amount on the PO to determine whether the PO has been fully received.

Record-Level Criteria	Qualifying Setting or Status
Receiving Required setting	The PO RECON process verifies whether the Receiving Required check box is selected for the PO line on the Line Details page. The process uses this setting in conjunction with the Due Date value at the record level to determine whether it can close the PO. You can view the Receiving Required value by writing an SQL statement against the PS_PO_LINE.RECV_REQ field.
Due Date	The PO RECON process uses the following calculation to verify that the due date on the PO schedule line (PO_LINE_SHIP.DUE_DT) is less than or equal to the calculated close date: $(\text{Due Date}) \leq (\text{Current Date}) - (\text{Close Days})$ The PO RECON process checks the Due Date value for POs when the Receiving Required check box is <i>not</i> selected. This includes PeopleSoft Order Management Drop Shipments.
Voucher Status	The PO RECON process verifies that associated vouchers have been posted, deleted, or closed.
Entry Event Status	If Commitment Control is enabled, the PO RECON process verifies that you have Entry Event checked the row.

Additionally, you can view PO schedule information (PS_PO_LINE_SHIP), PO distribution information (PS_PO_LINE_DISTRIB), and PO receiving information (PS_RECV_LN_DISTRIB) by writing an SQL statement against the mentioned tables.

See Also

[Chapter 31, “Reconciling Purchase Orders,” Running the PO RECON Application Engine Process \(PO_PORECON\), page 595](#)

[Chapter 31, “Reconciling Purchase Orders,” Understanding PO Reconciliation, page 585](#)

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Line Details, page 412](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 62](#)

Describing PO Reconciliation Changes to PO Statuses

The PO RECON process can close a PO distribution lines, schedules, lines, and header in intervals. Distribution lines close first, followed by the schedules, lines, and finally the header. Therefore, it is possible to have a distribution line close before the rest of the PO.

For example, suppose that a PO contains 20 lines, each with two schedules. When the necessary distributions close, the schedule qualifies for closure. Once the two schedules close for a line, the line closes. When the 20 lines close, the PO closes.

If a PO meets the criteria described in the previous tables, the PO RECON process updates PO statuses as shown in the following tables:

PO Distribution Line (PO_LN_DISTRIB)	Updated Status
BUDGET_LINE_STATUS (if commitment control is used)	<i>N</i> (not budget checked)
KK_CLOSE_FLAG (if commitment control is used)	<i>Y</i> (yes)
PROCESS_MANUAL_CLOSE	<i>Y</i> (yes)
DISTRIB_LN_STATUS	<i>C</i> (completed)
PC_DISTRIB_STATUS	<i>N</i> (no)
KK_TRAN_OVER_FLAG	<i>N</i> (no)

PO Distribution Line (PO_LN_DIST_NP)	Updated Status
BUDGET_LINE_STATUS (if commitment control is used)	<i>N</i> (not budget checked)
KK_CLOSE_FLAG (if commitment control is used)	<i>Y</i> (yes)
PROCESS_MANUAL_CLOSE	<i>Y</i> (yes)
DISTRIB_LN_STATUS	<i>C</i> (completed)
PC_DISTRIB_STATUS	<i>N</i> (no)
KK_TRAN_OVER_FLAG	<i>N</i> (no)

PO Schedule	Updated Status
CANCEL_STATUS	C (completed)

PO Line	Updated Status
CANCEL_STATUS	C (completed)

PO Header	Updated Status
PO_STATUS	C (completed)
ACTIVITY_DATE	<i>Run Date</i>
BUDGET_HDR_STATUS (if commitment control is used)	N (not budget checked)
BUDGET_HDR_STATUS_NP (if commitment control is used)	N (not budget checked)
RECV_STATUS	R (fully received)

PO Reconciliation and the Fully Received Status

When you receive goods against a dispatched PO, the received status changes to *P* (partially received). The PO RECON process changes the PO line item *O* (open) status to *R* (fully received) if any of the following sets of criteria are met for a PO:

- Matching is not required.
- The line item status is *Open*.
- (Quantity Matched) $\geq$ (Quantity Ordered).

or

- Matching is required.
- The line item status is *Open*.
- (Quantity Matched on PO_LN_SHIP_MTCH) $\geq$ (Quantity Ordered) $\times$ (Under Quantity Percent Tolerance).

or

- Receiving is not required.
- The line item status is *Open*.
- (Scheduled Due Date) $\leq$ (Current Date) - (Close Days).

or

- Receiving is required and:
- The line item status is *Open*.
- $(\text{Last Activity Date}) \leq (\text{Current Date}) - (\text{Close Days})$.
- $(\text{Scheduled Due Date}) \leq (\text{Current Date})$.

PO Reconciliation and the Complete Status

The PO RECON process closes a dispatched PO and sets its status to *Complete* if any of the following sets of criteria are met for a PO:

- The PO is dispatched.
- The PO matched status is either *Matched*, *Not Required*, or *Override Match*.
- Receiving is required.
- All line items are fully received.
- $(\text{Last Activity Date}) \leq (\text{Current Date}) - (\text{Close Days})$.

or

- The PO is dispatched.
- The PO matched status is either *Matched*, *Not Required*, or *Override Match*.
- Receiving is not required.
- $(\text{Shipment Due Date}) \leq (\text{Current Date})$.
- $(\text{Last Activity Date}) \leq (\text{Current Date}) - (\text{Close Days})$.

Reconciling POs

This section discusses how to run the PO RECON process.

You can use the Purchase Order Reconciliation Workbench to preview the results of the PO RECON process on selected transactions. Once you have confirmed that the process will produce the results that you want, you can run the PO RECON process from the Workbench.

See Also

Chapter 30, “Using the Purchase Order Reconciliation WorkBench,” page 577

Page Used to Reconcile POs

Page Name	Object Name	Navigation	Usage
Close PO	RUN_PORECON	Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders, Close PO	Run the PO RECON process and produce the Purchase Order Reconciliation report (POPO008).

Running the PO RECON Application Engine Process (PO_PORECON)

Access the Close PO page.

Process Request Parameters

PO Post Run Option Determines which POs are selected for the PO RECON process. Values are:

1 Bus Unit (one business unit): Reconciles all POs within a single business unit. If you select this value, you may enter business unit and ChartField criteria.

1 Document: Reconciles a single PO within a single business unit. If you select this value, you may enter business unit, PO, and ChartField criteria.

All BUs (all business units): Reconciles all POs within all business units. If you select this value, all other fields on the page are unavailable for entry.

ChartField Criteria

Use the ChartField Criteria group box to select POs for processing based on ChartField values. This option is useful if you are using Commitment Control and want to process POs based on ChartField values.

Accounting Date for Action Displays the accounting date for action, which is used to determine the open period or allowable open date range for budget checking a PO when you are using commitment control. The system updates the accounting date with this date for the POs closed by the reconciliation process.

See Also

[Appendix D, “PeopleSoft Purchasing Reports,” POPO008 - Purchase Order Reconciliation, page 804](#)

Reversing PO Reconciliation

This section lists the page used to reverse PO reconciliation.

PeopleSoft Purchasing provides the Purchase Order Reopen process to undo changes made by the PO RECON process. The process reverses the effects of the PO RECON process on the most recently processed group of POs.

Run this process to return each PO status to its status prior to the last run of the PO RECON process. This does not necessarily mean that running the Purchase Order Reopen process reopens each PO. If a PO status prior to being closed by the PO RECON process was canceled, running the Purchase Order Reopen process on the PO returns the PO's status to canceled. If the PO status was open prior to the PO RECON process, running the Purchase Order Reopen process returns the PO's status to open.

Page Used to Reverse PO Reconciliation

Page Name	Object Name	Navigation	Usage
Reopen Closed POs	RUN_PO_REOPEN	Purchasing, Purchase Orders, Reconcile POs, Reopen POs, Reopen Closed POs	Run the Purchase Order Reopen process.

CHAPTER 32

Reviewing Purchase Order Information

This chapter provides an overview of purchase order (PO) inquiries and discusses how to:

- Inquire about POs.
- View PO activity summaries.
- View PO document tolerance information.
- Review PO accounting line entries.

Understanding PO Inquiries

PeopleSoft Purchasing provides several options for viewing information about POs.

Inquiring About POs

This section lists the pages used to inquire about POs.

Pages Used to Inquire About POs

Page Name	Object Name	Navigation	Usage
Purchase Order Inquiry - Purchase Orders	PO_LINE_INQ	Purchasing, Purchase Orders, Review PO Information, Purchase Orders Inquiry - Purchase Order	View PO information. This is an inquiry version of the Maintain Purchase Order - Purchase Order page.
Vendor Detail	VENDOR_LOOKUP_DTL	Click the Vendor Detail option on the Purchase Order Inquiry - Purchase Orders page.	View vendor details.

Page Name	Object Name	Navigation	Usage
Item Description	PO_ITEM_DESCR_INQ	Click the Item Description link on the Purchase Order Inquiry - Purchase Orders page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
PO Header Details	PO_HDR_DTL_INQ	Click the Header Details link on the Purchase Order Inquiry - Purchase Orders page.	View PO header details.
PO Header Details - Bill To Address	PO_ADDRESS	Click the Billing Address link on the PO Header Details inquiry page.	View address details for the location relevant to the page from which this page is accessed.
Currency Information	EXCH_RT_DTL_INQ	Click the Exchange Rate Detail link on the PO Header Details inquiry page.	View the rules used to calculate exchange rates for the transaction.
PO Matching	PO_MATCHING_INQ	Click the Matching link on the Purchase Order Inquiry - Purchase Orders page.	View PO-matching information.
PO Header - VAT Information (purchase order header - value-added tax information)	PO_HDR_VAT_INQ	Click the Header VAT link on the Purchase Order Inquiry - Purchase Orders page.	View PO value-added tax (VAT) information.
RTV Information	RTV_LN_DISP_SEC	Click the All RTV link on the Purchase Order Inquiry - Purchase Orders page.	View details about any RTV transactions associated with the selected PO.
PO Header Comments	PO_COMMENTS_IN_SEC	Click the Header Comments link on the Purchase Order Inquiry - Purchase Orders page.	View comments for a transaction.
PO Line Comments	PO_COMMENTS_IN_SEC	Click the Line Comments button on the Purchase Order Inquiry - Purchase Orders page.	View line comments for a transaction.
Purchase Order Inquiry - Schedules	PO_SCHED_INQ	Click the Schedules button on the Purchase Order Inquiry - Purchase Orders page.	View information about the PO schedule. This is an inquiry version of the Maintain Purchase Orders - Schedule page.

Page Name	Object Name	Navigation	Usage
Details for Schedule	PO_SCHED_DTLS_INQ	Click the Schedule Details link on the Purchase Order Inquiry- Schedule page.	View PO schedule details.
PO ShipTo Comments	PO_COMMENTS_IN_SEC	Click the ShipTo Comments link on the Purchase Orders Inquiry- Schedule page.	View ship to comments for a transaction.
Line Details	PO_LINE_DTLS_INQ	Click the Line Details link on the Purchase Order Inquiry - Purchase Orders page.	View PO line details.
Maintain Contracts - Line	CNTRCT_LINE	Click the Contract Details link on the Line Details inquiry page.	View contract details and select contract lines to use as lines on the PO.
PO Document Status	PRCR_DOCSTAT_INQ	- Click the Document Status Inquiry link on the Purchase Orders - Form inquiry page. - Purchasing, Purchase Orders, Review PO Information, Document Status	Access and review information about procurement documents associated with a PO.
PO ShipTo Address	PO_INQ_ADDR	Click the Ship To Address button on the Purchase Order Inquiry- Schedule page.	View address details for the location relevant to the page from which this page is accessed.
Price Adjustments for Schedule	PO_VAL_ADJ_INQ	Click the Value Adjustment button on the Purchase Order Inquiry- Schedule page.	View schedule price adjustment information.
Schedule Sales/Use Tax Information	PO_SCHED_SUT_INQ	Click the Sched Sales/Use Tax button on the Purchase Order Inquiry- Schedule page.	View schedule sales and use tax information.
Miscellaneous Charges for a Schedule	PO_SCHED_MISC_INQ	Click the Miscellaneous Charges button on the Purchase Order Inquiry- Schedule page.	View schedule miscellaneous charge information.
Schedule Freight Information	PO_SCHED_FRT_INQ	Click the Schedule Freight link on the Purchase Order Inquiry- Schedule page.	View schedule freight information.
Schedule VAT Information	PO_SCHED_VAT_INQ	Click the Schedule VAT link on the Purchase Order Inquiry- Schedule page.	View schedule VAT information.
Distributions	PO_SCHED_DIST_INQ	Click the Distributions button on the Purchase Order Inquiry- Schedule page.	View PO distribution information.

Page Name	Object Name	Navigation	Usage
Distribution Details	PO_DIST_DTLS_INQ	Click the Distribution Details link on the Distributions page.	View distribution details.
Asset Detail	PO_DISTRIB_AM_INQ	Click the Asset Information link on the Distributions page.	View distribution asset details.
Distribution Sales/Use Tax Details	PO_DISTRIB_SUT_INQ	Click the Sales/Use Tax Information link on the Distributions page.	View distribution sales and use tax details.
Distribution VAT Details	PO_DISTRIB_VAT_INQ	Click the Distrib VAT link on the Distributions page.	View distribution VAT details.
Requisition Details	PO_DISTRIB_REQ_INQ	Click the Req Detail link on the Distributions page.	View details about a requisition associated with the selected PO distribution.
Requisitions - Req Inquiry (requisitions – requisition inquiry)	REQ_INQ_LOOKUP	Click the Requisition Form link on the Distributions page.	View requisition information.

Viewing PO Activity Summaries

The Purchase Order Activity Summary pages are used to view the receiving, invoicing, matching, and returning activities that were performed on the selected POs to date.

Note. The quantity received on the Activity Summary pages reflect the PO quantity. For example, if you order an item in one unit of measure, the received quantity will also reflect that same unit of measure.

This section lists the pages used to view PO activity summaries.

Pages Used to View PO Activity Summaries

Page Name	Object Name	Navigation	Usage
Activity Summary	ACTIVITY_SUMMARY	Purchasing, Purchase Orders, Review PO Information, Activity Summary	View the receiving, invoicing, matching, and returning activities that have been performed on the selected POs to date.
Receipt (inquiry)	PO_ACT_RECEIPT	Click the Receipt link on the Activity Summary page.	View details about the receipt for the selected PO.
Receiving - Receipts Inquiry	RECV_INQ	Purchasing, Receipts, Review Receipt Information, Receipts	View additional information about the receipt document.
Invoice (inquiry)	PO_ACT_INVOICE	Click the Invoice link on the Activity Summary page.	View details about the voucher and invoice for the selected PO.
Voucher Inquiry	AP_VOUCHER_INQUIRY	Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher Inquiry	View additional information about the voucher document.
Matching (inquiry)	PO_ACT_MATCH	Click the Matching link on the Activity Summary page.	View details about the matching status of the selected PO.
Return to Vendor (inquiry)	PO_ACT_RTV	Click on the RTV link on the Activity Summary page.	View details about the RTV for the selected PO.
Review RTVs	RTV_INQ	Purchasing, Return to Vendor, Review RTVs	View additional information about the return to vendor document.

Viewing PO Document Tolerance Information

This section lists the pages used to view PO document tolerance information.

Pages Used to View PO Document Tolerance Information

Page Name	Object Name	Navigation	Usage
Document Tolerance Exceptions	DOC_TOL_EXCPT	Purchasing, Purchase Orders, Review PO Information, Document Tolerance Exceptions, Doc Tol Exception	View and update document tolerance exceptions.
Document Tolerance Override History	DOC_TOL_OVR_LOG	Purchasing, Purchase Orders, Review PO Information, Doc Tolerance Override History, Override Log	View and update document tolerance override history.

Reviewing PO Accounting Line Entries

You can review both standard entries and supplemental (Entry Event) entries when Commitment Control is enabled on the Installation Options - Products page.

This section discusses how to review accounting line entries for POs.

Pages Used to Review PO Accounting Line Entries

Page Name	Object Name	Navigation	Usage
Selection Criteria (for PO accounting line entries)	PO_ACCTG_LN_SELECT	Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries	Select the criteria that you want to view on the Purchase Order Accounting Entries page. Filter criteria by PO range, business unit, fiscal year range, PO status, and ChartField combinations.
PO Accounting Entries	PO_ACCTG_LN_LOOKUP	Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries	Review accounting line entries.

Reviewing Accounting Line Entries for POs

Access the PO Accounting Entries page.

This inquiry displays standard or supplemental (Entry Event) entries. You can also choose to view both types.

To properly generate entry event accounting entries, the Entry Event Generator should be run each time that the budget check process is run. When the Entry Event Generator is run more than once, it does not replace the existing entries. Instead, it creates a new set of entries for that transaction by increasing the Unpost Sequence Number instead. The entire entry event history for a transaction appears on the Requisition Accounting Entries page. The values in the Unpost Seq (unpost sequence) field display every entry event post process.

Standard accounting entries are created by the budget check process. When the budget check process is run again, it deletes the existing entries for that transaction and re-creates a new set of entries for that transaction, so the value in the Unpost Seq field is always 0 (zero) for the standard entries.

Accounting Line View Option

Select from these types of views:

Standard: Select to view standard accounting entries.

Supplemental (Entry Event): Select to view Entry Event accounting entries.

View Both: Select to view both standard and supplemental accounting entries.

Note. If Entry Events are disabled, the options in this box are not available; however, you are still able to inquire on standard accounting entries.

Ledger Group

Select the ledger group for which you want to view accounting lines. The available options are defined at the business unit level. If a Commitment Detail Ledger has been selected for that Commitment Control Ledger Group

on the Ledgers For A Unit - Commitment Control Options page, the selected Commitment Control Ledger Group appears as the default ledger group here.

Accounting Entries

Purchase Order ID	Click to access the Purchase Order Inquiry page, where you can view the vendor ID and other PO details.
Trans Type (transaction type)	Displays either a journal template or a source transaction. If it is a standard accounting entry, a source transaction appears. If it is an Entry Event accounting entry, a journal template appears.
Unpost Seq (unpost sequence)	Indicates the number of times that the Entry Event Generator has been run. For standard entries, the value is always 0. For supplemental entries, the value is 0 the first time that the Entry Event Generator is run, 1 the second time, and so on.
Monetary Amount	Click to access the Activity Log page, where you can view basic activity information.
Closed Value	Indicates whether the transaction has been closed. Values are: Y: Closed. N: Open. When a transaction is closed, the Budget Processor liquidates all of its remaining unliquidated Commitment Control ledger amounts.
Journal ID	For standard entries, displays the journal ID. For supplemental entries, displays the Commitment Control ID.
Reference Reversal ID	Displays the voucher ID associated with the reversal accounting entry lines.

See Also

Chapter 13, “Using Entry Events,” page 179

Chapter 27, “Approving Purchase Orders,” Approving PO ChartFields, page 538

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Accounting Calendars”

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

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Inquiring on Budgets and Transaction Activities,” Viewing the Activity Log

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Commitment Control Source Transaction Types”

CHAPTER 33

Using Stockless Items

This chapter provides an overview of stockless items in PeopleSoft Purchasing and discusses how to close backorders for stockless items.

Understanding Stockless Items

Items supplied as stockless are typically provided by a primary distributor in an expedited manner. These arrangements are negotiated with the vendor to provide rapid delivery of goods upon the vendor's receipt of the dispatched purchase order. The vendor does not manage backorders for unfulfilled quantities. In order to receive stockless items in this expedited manner, these types of purchase orders are automatically approved and immediately dispatched to the vendor. In turn, the items are delivered to the buying organization within the negotiated delivery window. You can create requests for stockless items through the PeopleSoft Purchasing online pages and background processes.

The item is considered stockless in PeopleSoft Purchasing transactions if you select the stockless option on the Purchasing Attributes - Purchasing Controls or the Item Vendor page. The replenishment code for stockless items is 02. For standard replenishment items, the replenishment code is 01.

If you have PeopleSoft Inventory installed, you can use stockless items to replenish par locations. When the quantity for a stockless item in a par location falls below the optimal level, the PeopleSoft Inventory Par Location Replenishment process (INPGCDMD) automatically stages a purchase order (PO) in PeopleSoft Purchasing from PeopleSoft Inventory. This PO requires no approval processing.

Requisition requests are created in multiple places in PeopleSoft Inventory and picked up by the Purchasing Requisition Loader process (PO_REQLOAD). The Requisition Loader process marks the distribution lines that it creates based on whether the item is stockless or standard. For ad hoc replenishment requests, the replenishment code is standard (01) by default and needs to be validated. In PeopleSoft Purchasing, you cannot have standard and stockless items on the same PO. Therefore, when the distribution lines loaded by the Requisition Loader are processed from the stage tables by the PO Calculations process (PO_POCALC), standard items and stockless items are not placed on the same PO. Stockless item POs that you create by using the PO Calculations process and Create Purchase Orders process (PO_POCREATE) are created in *Approved* status, and thus do not require approval processing.

When you enter a PO using online pages, you cannot enter standard and stockless items on the same PO.

The PO Dispatch/Print process (POPO0500) includes information about whether the replenishment option for the item is stockless or standard.

See Also

Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Distributions, page 433

Chapter 16, “Creating Requisitions Online,” Creating Requisition Lines, page 254

Chapter 5, “Defining Purchasing Item Information,” Capturing Item Miscellaneous Charges, page 75

Chapter 26, “Using Purchase Order Sourcing,” Running the PO Calculations Application Engine Process, page 482

Chapter 26, “Using Purchase Order Sourcing,” Creating POs Using the Create Purchase Orders Application Engine Process, page 504

Chapter 17, “Using the Requisition Loader,” Running the Purchasing Requisition Loader Application Engine Process, page 289

PeopleSoft Inventory 8.8 PeopleBook

Closing Stockless Item Backorders

This section discusses how to run the Close Backorders SQR process (PORC500).

Use this process to cancel backordered quantities of stockless items that the vendor cannot supply with the first receipt.

The Close Backorders SQR process does three things:

- Examines all of the POs with stockless items.
- Builds change requests that reduce the quantity of the PO to the amount received.
- Cancels any open lines.

For POs that do not have receipts within the close days specified, the Close Backorders process produces a change request to cancel them.

After running the Close Backorders process, run the Change Purchase Order process (PO_POCHNG) to build change orders from change requests built by the Close Backorder process. Change orders do not affect vendor performance measurement.

See Also

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Chapter 33, “Using Stockless Items,” Running the Close Backorders SQR Process, page 607

Chapter 29, “Creating Purchase Order Change Orders,” page 549

Page Used to Close Stockless Item Backorders

Page Name	Object Name	Navigation	Usage
Close Backorders Process	RUN_RECV_CLOSE_BO	Purchasing, Receipts, Close Backorders	Cancel stockless item backorders using the SQR-type process: PORC500.

Running the Close Backorders SQR Process

Access the Close Backorders Process page.

Process Request Parameters

Use the Process Request Parameters group box to enter values by which you want to select stockless item backorders for cancelation.

Close Days

Enter the number of close days. Close days are the number of days that a stockless PO can remain open without receipts. A stockless PO that is still open with no quantity received after the number of days specified will be canceled. This is a required field.

CHAPTER 34

Receiving Shipments

This chapter provides an overview of the receiving business process and discusses how to:

- Set up user receiving authorizations.
- Receive purchase order items.
- Receive non-purchase order items.
- Receive items by amount.
- Manage receipts.
- Modify receipt ChartFields.
- Track receipt activity.
- Use advanced shipment receipts.
- Receive using electronic data collection.
- Subscribe to the Advanced Shipping Receipt (ASR) EIP.
- Subscribe to the Purchase Order Receipt EIP.
- Subscribe to the Purchase Order Requisition EIP.
- Set up and publish the Purchase Order Expected Receipts EIP.
- Set up and publish the Purchase Order Receipt Notification EIP.
- Load receipts received using enterprise integration points and electronic data collection.
- Process receipts.
- Work with landed costs on receipts.
- Close receipts.
- Generate receiving labels.

Understanding the Receiving Business Process

PeopleSoft Purchasing provides components that enable you to receive goods, create receipts, and enter receiving details. These components facilitate the tracking of receipt information such as distributions and asset and serial IDs.

Receiving goods using PeopleSoft Purchasing can also help make the transfer of receipt information to PeopleSoft Inventory, Asset Management, and Production Management virtually seamless.

The PeopleSoft Purchasing receiving business process enables you to receive, inspect, return, and put away received goods. Receiving rules are defined in the business processes leading up to actual receipt. These processes include setting up items and creating requisitions and purchase orders.

When stock arrives at your receiving location, you receive it using the PeopleSoft Purchasing Receiving component. You can receive inventory or non-inventory items, with or without associated POs. Drop ship orders are not eligible for receiving in PeopleSoft Purchasing, because they are normally sent directly to a customer site and received there.

The basic flow of the receiving business process is as follows:

1. Create receipts using online pages or batch processing.
 - Use the online Receiving page to receive, accept, and reject shipment quantities. You can use this page to receive items with associated POs or without associated POs, as well as maintaining existing receipts.
 - Use the Receive Load process (PO_RECVLOAD) to load batches of purchase order receipt information gathered using electronic data collection (EDC) and Advanced Shipment Receipt (ASR) EIPs, and, if your installation includes PeopleSoft eSupplier Connection, supplier-entered ASNs.
2. If the stock will be tracked as an asset, enter asset information, including serial, asset IDs, and asset tag information, using the Asset Management Information page.
3. Enter override putaway information for the stock using the Inventory Putaway Information page.

You can also use this page to enter Serial ID and Lot ID information.

4. If inspections are performed as a separate business process in your organization, use the Inspection page to inspect the stock. In this case, the Insp Qty field on the Receiving page is unavailable for entry during the receiving transaction, and received stock is putaway to an inspection location where the inspection is performed. If your organization performs inspections as a separate business process, you can enter override putaway information using the Inspection & Putaway Information page.

Note. If this is how you want your receiving agents to process shipments and receipts, you must select the Separate Inspection check box when setting up your purchasing definitions on the Purchasing Definition - Business Unit Options page.

5. Use the Delivery component to view and enter delivery details about the receipt.
6. Use the Receipt ChartFields - ChartFields page to view and enter distribution detail overrides for the receipt.
7. Use the Return to Vendor - RTV page to create and enter details for an RTV. If you are already using the Inspection page, you may use the RTV Setup page to create your RTV without having to leave the component. However, to modify RTV detail information you must be on the Return to Vendor - RTV page.
8. Use the Receive Interface Push process (PO_RECVPUSH) to transfer receipt information to the staging interface tables for use by the inventory putaway process, asset load process, and production management routing process. The creation of receipt landed cost transactions is another important function performed by PO_RECVPUSH.
9. Use the Close Receipts process (PO_RECV_COM) to close receipt schedules that have been interfaced to assets, inventory, or production management (if required) and matched (if required).

See Also

[Chapter 34, “Receiving Shipments,” Closing Receipts, page 664](#)

[Chapter 34, “Receiving Shipments,” Entering Asset Information, page 627](#)

[Chapter 34, “Receiving Shipments,” Entering Override Inventory Putaway Information, page 631](#)

[Chapter 34, “Receiving Shipments,” Entering Receipts, page 620](#)

[Chapter 34, “Receiving Shipments,” Running the Receive Load Application Engine Process \(PO_RECVLOAD\), page 658](#)

[Chapter 34, “Receiving Shipments,” Receiving Using Electronic Data Collection, page 649](#)

[Chapter 34, “Receiving Shipments,” Using the Receiver Interface Push Application Engine Process, page 660](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22](#)

[Chapter 36, “Inspecting Received Items,” Entering RTV Setup Information, page 677](#)

[Chapter 36, “Inspecting Received Items,” Inspecting Receipt Items, page 672](#)

[Chapter 36, “Inspecting Received Items,” Specifying Putaway Location Overrides, page 675](#)

[Chapter 37, “Managing Vendor Returns,” Entering RTV Transactions, page 688](#)

[Chapter 34, “Receiving Shipments,” Modifying Receipt ChartField Values, page 643](#)

[Chapter 35, “Working with Delivery Information,” page 667](#)

[Chapter 9, “Using Messaging,” Processing Inbound Messages, page 136](#)

Defining Receipt Statuses

Receipt statuses are maintained at the receipt header, line, and distribution levels. After you’ve entered your receipt header information, selected the PO lines and schedules to be received, entered your quantities, updated pertinent asset information, input putaway information, and saved your receipt; the save time editing on the receipt adjusts the appropriate receipt statuses.

Receipt Header Status Values	Status Definition
<i>Open</i>	Not all edits have passed. One or more receipt lines are in Open status.
<i>Received</i>	All edits have passed. All lines are in Received or Canceled status.
<i>Hold</i>	Receipt is on hold until released by user.

Receipt Header Status Values	Status Definition
<i>Moved</i>	Item has been interfaced to PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Production Management.
<i>Closed</i>	All receipt lines have been moved and matched (when required). All interface requirements have been fulfilled and no further processing is required.
<i>Canceled</i>	All lines are canceled. Canceling cannot be reversed.

Receipt Line Status Values

At the line level, the status changes to *Received* only when all exceptions for the line have been addressed. This means that serializations have been completed and lot-control information has been provided. If the exceptions have not been addressed, the affected lines remain in *Open* status.

Only when all lines on the receipt have a status of *Received* will the receipt header have a status of *Received*. If any receipt lines have a status of *Open*, the receipt header will have a status of *Open*.

Using Quantity Tolerances

When you save the Receiving page, the system checks for overshipments of items for which the Reject Quantity Over Tolerance check box is selected on the Purchasing Attributes - Purchasing Controls page.

PeopleSoft Purchasing takes into consideration the PO line quantity, the current receipt quantity, and any quantity previously received for the PO line. When the quantity previously received plus the current receipt quantity is greater than the PO quantity, the difference is compared to the value in the Qty Rcvd Tolerance % (quantity received tolerance percent) field, also specified on the Purchasing Attributes - Purchasing Controls page.

When the tolerance percent is exceeded, the Qty Status (quantity status) field on the Line Status Details page is set to Over Shipment, and the system displays a message indicating a quantity not within tolerance. The tolerance check uses the accepted quantity, which is derived by subtracting the reject quantity from the received quantity.

The system performs this kind of edit for dates, serialization, and lot control as well. You can save the receipt even if the appropriate action has not been taken. The line status remains *Open* until the serial and lot statuses have been completed and any other necessary adjustments have been made.

See Also

[Chapter 34, "Receiving Shipments," Entering Receipts, page 620](#)

[Chapter 34, "Receiving Shipments," Viewing Receipt Line Details, page 637](#)

Using Shipment Date Edits

On the Purchasing Attributes - Purchasing Controls page, you can specify, at the item level, the number of days a receipt can vary from the scheduled due date indicated on the PO. If the receipt date is prior to the due date of the PO schedule minus this tolerance value, then the receipt line is marked as early. If the receipt date is past the due date of the PO schedule plus this tolerance value, then the receipt line is marked as late.

Using Partial Receipt Edits

Use the Partial Qty field on the Purchasing Attributes - Purchasing Controls page to specify your preference for how partial shipments are handled by PeopleSoft Purchasing. You can specify that you want to be able to accept partial shipments when receiving items. Valid options, as well as how they are handled by the system during receipt, are explained in the following table.

Partial Receipt Flag Value	Result when partial quantity is received
<i>Recvd</i> (received)	No error and no warning are issued. Line status is set to <i>Received</i> .
<i>Recvd/Warn</i> (received/warning)	Warning message is issued. Line status is set to <i>Received</i> .
<i>Open</i>	No error and no warning are issued. Line status set to <i>Open</i> .
<i>Open/Warn</i> (open/warning)	Warning message is issued. Line status set to <i>Open</i> .
<i>Error</i>	Shipment cannot be received. Error message is issued. Line status set to <i>Open</i> .

Using Directed Putaway

Directed putaway is a method of putting away stock that helps optimize available storage space. Directed putaway can also be implemented to create more logical putaway plans. In designating stock for directed putaway, you can select very specific rules about the way in which stock should be put away, such as according to volume and weight constraints. In addition, you can specify that similar items be stored together or that certain materials always be stored in the same area of the warehouse.

In PeopleSoft Receiving, you use the Directed Putaway Locations page to confirm default directed putaway information for an item or override the existing default rules.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Receiving and Putting Away Stock,” Calling Directed Putaway

Common Elements Used in This Chapter

Area/Storage Area	Identifies the segment of the warehouse in which this item will be stored. If the item being received requires inspection, the chosen area must be associated with an inspection location. The available values that display in the override storage location fields (Area/Storage Area and Lev 1 - 4) vary depending on the distribution's consigned and non-owned item values. • If the item is owned, only owned storage locations appear. • If the item is non-owned and not consigned, both owned and non-owned storage locations appear. • If the item is received as non-owned and consigned, only non-owned storage locations appear.
Distribute by	Value by which the line is to be distributed. If the material is being received by amount only, the default distribution method is <i>Amt</i>. <i>Qty</i> (quantity): Designates that the line is to be distributed by quantity. <i>Amt</i> (amount): Designates that the line is to be distributed by amount.
Dist Seq (distribution sequence)	Distribution sequence number associated with the selected asset or putaway row. These numbers are assigned to detail rows on the putaway, asset, and device tracking pages. These values can be greater than 1 if multiple lot numbers, serial IDs, or tag numbers exist.
IN Unit (inventory business unit)	Inventory business unit for the distribution. For non-PO receipts, this value defaults from the ship to location. For PO receipts, this value defaults from the PO distribution.
Lev 1 - 4 (level 1 - 4)	Identifies the next levels of storage within the storage area location.
PO Receipt	This check box is selected and unavailable when the receipt is PO-related. The check box is clear and unavailable when the receipt is non-PO-related.
Recv UOM (receiving unit of measure)	The receiving unit of measure.
Std UOM/Standard Unit of Measure	Unit of measure that reflects the most common unit of management for the item.
Stock UOM (stocking unit of measure)	Unit of measure used to put away stock. The stocking UOM is used to stock quantities in a UOM other than the standard UOM. You cannot change the stocking UOM for an item once the stock has been put away in PeopleSoft Inventory.

Note. If you change the stock UOM, and the UOM conversion option selected for the item on the Business Unit Item Definition - Inventory: Shipping/Handling page is set to any value other than *Use Entered UOM*, continuing with the change limits the ability of certain batch functions to process the transaction. This includes functions such as the auto move of goods from inspection location to non-inspection location.

Vndr UOM (vendor unit of measure)

Item unit of measure assigned by the vendor and used on the purchase order line.

Setting Up User Receiving Authorizations

Before you receive items on PeopleSoft Purchasing pages, you must:

- Provide users with the authority to enter receipt and inspection information.
- Define any necessary business rules and default values related to the receiving process.
- Establish your Interface Receipts defaults.

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,”
Establishing PeopleSoft Purchasing Business Units, page 22

Receiving Purchase Order Items

To take advantage of the purchasing authorizations established during the requisition and purchasing process, goods and services received need to be referenced against a PO.

Steps in receiving a shipment against a PO might include:

- Selecting the PO.
- Receiving and rejecting shipment quantities.
- Viewing PO comments on receipt lines and schedules.
- Viewing receipt lines.
- Entering receipt header and line comments.
- Entering asset information.
- Entering receipt activities.
- Entering inventory putaway information.
- Entering serial, lot, and tag information.
- Entering device-tracking information.

Not all of these actions are required for every PO receipt, depending on the items received and the method of receiving.

Receiving Non-Purchase Order Items

A non-PO receipt can be interfaced to the same products as a PO receipt, with the exception of PeopleSoft Manufacturing subcontracts, which must be received with a PO. Some information that would be copied from the PO for a PO receipt must be entered or selected when entering a non-PO receipt, while other information appears by default.

You add a non-PO receipt line on the Receiving page in Add mode. You must complete the Vendor and Ship To fields on the Header Details before entering other non-PO receipt information on the Receiving page. An item ID is required for non PO receipt lines.

After you establish this part of the receipt, apply the expense portion of the receipt to the appropriate account by selecting the general ledger unit, account, department number, and distribution quantity on the Receipt Distributions page.

Receipt lines with associated POs cannot be added to non-PO receipts.

See Also

[Chapter 34, "Receiving Shipments," Entering Receipts, page 620](#)

[Chapter 34, "Receiving Shipments," Entering Receipt Header Information, page 635](#)

[Chapter 34, "Receiving Shipments," Viewing Receipt Distribution Information, page 641](#)

Receiving Items by Amount

You can receive items by amount rather than quantity. In some cases, receipt quantities for services may be difficult to calculate, whereas receipt amounts for services may be more easily calculated over the life of a PO or contract. As phases of the job are completed, you can receive and pay for services in partial amounts, rather than in quantities. This functionality also allows partial receipts, which accommodates the possibility that it may take several receipts to complete a service or project worth 100,000 USD.

When the Amount Only check box is selected on the associated contract or PO, the quantity field for the transaction is set to 1 and made unavailable for entry. The amount of the transaction row is entered in the price field. For Amount Only transaction lines, the open amount and prior received amount are calculated instead of the open quantity and prior received quantity.

The distribution method for Amount Only transactions is always by amount.

Amount Only transactions are always associated with a PO and cannot be an inventory-related transaction (targeted for an inventory business unit). The Amount Only functionality is not available for non-purchase-order transactions, barcode receiving, inspections, and returns to vendor.

Managing Receipts

This section discusses how to:

- Enter receipts.
- Enter asset information.
- Enter override inventory putaway information.
- View inventory item storage details.
- Search for available storage locations.
- Enter receipt header information.
- Enter receipt header and line comments.
- Enter receipt activity information.
- View purchase order comments.
- View return-to-vendor details.
- View receipt line details.
- View receipt distribution information.
- Accrue the receipt.

Pages Used to Create Receipts

Page Name	Object Name	Navigation	Usage
Receiving	RECV_WPO	Purchasing, Receipts, Add/Update Receipts, Maintain Receipts - Receiving	Create receipts for non-PO and PO line items.
Item Description	RECV_ITEM_DESCR, RTV_ITEM_DESCR_FS, PO_PICK_IT_DESCR	Click the item name link on the Maintain Receipts - Receiving page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Select Purchase Order	PO_PICK_ORDERS	Click the Select Purchase Order link on the Receiving page.	Search for and retrieve PO schedules against which to create receipts.

Page Name	Object Name	Navigation	Usage
Asset Management Information	RECV_WPO_AM	Click the AM Status Pending or Moved link on the Maintain Receipts - Receiving page.	View and enter information about asset purchases. This information is passed on to PeopleSoft Asset Management. This page is available for entry only if the selected receipt is targeted for PeopleSoft Asset Management. One of more of the distributions must have an AM business unit and AM profile designated, and optionally, other AM data.
Activities	RECV_ACTIVITY_SEC	Click the Activities link on the Maintain Receipts - Receiving page.	Enter information that pertains to your receipt activity. You can use this page to record comments, due dates, and activity status.
Inventory Putaway Information for Line	RECV_WPO_PUTAWAY	Click the INV Stat Pending or Moved link in the grid section of the Receiving page. If available, this option appears in the Inventory Status column in the grid section of the Receiving page.	View and enter overriding information used to put items away in inventory business unit storage locations. This page is available only if the receipt line is targeted for inventory (one or more of the distributions must have an inventory business unit assigned). This is applicable to PO and non-PO receipts.
Inventory Item Information	RECV_INV_ITEMS_SP	Click the Item Details link on the Inventory Putaway Information page.	View detailed inventory information entered for an inventory-related item.
Storage Location Search	RECV_STOR_LOC_SRCH	Click the Storage Location Search button in the grid section of the Inventory Putaway Information for Line page.	Search available storage locations for the material that you are receiving.
Putaway Locations	IN_PTWY_LOC_SP	Click the Putaway Locations button in the grid of the Inventory Putaway Information page.	Define directed putaway information for receipt items. This link is active only if you have enabled Directed Putaway for the business unit and defined putaway rules on the Putaway Rules page.

Page Name	Object Name	Navigation	Usage
Device Tracking	RECV_WPO_DEVICE	Click the DT Details link on an item row on the Receiving page.	View and enter serial/component and lot/batch information. This page is only accessible for items that have been flagged for device tracking. This option is only available if you select device tracking for the receipt line. The device tracking value defaults from the Item Master Table.
Header Details	RECV_WPO_HDR	Click the Header Details link on the Maintain Receipts - Receiving page	View and enter receipt header information.
Receipt Header Comments	RECV_COMMENTS_SEC	Click the Add Comments link on the Receiving page.	View and enter comments for the receipt header level.
Receipt Line Comment	RECV_COMMENTS_SEC	Click the Receipt Line Comment button in the grid section of the Maintain Receipts - Receiving page.	View and enter comments for the receipt line.
PO Comment	RECV_PO_LN_COMMENT	Click the PO Comment button in the grid section of the Maintain Receipts - Receiving page.	View PO header, line, and ship to comments for the associated PO line or PO schedule levels.
RTV Information	RTV_LN_DISP_SEC	Click the Return To Vendor Data link on the Receiving page.	View details about any RTV transactions created for the selected receipt.
Receipt Line Details for Line	RECV_WPO_DETAILS	Click the details button in the grid section of the Maintain Receipts - Receiving page.	View receipt line item details.
Receipt Distributions for Line	RECV_WPO_DIST	Click the distribution button in the grid section of the Maintain Receipts - Receiving page.	View distribution information for the selected receipt.
Projects Information	PC_FIELDS	Click the Project button on the Receipt Distributions for Line page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.
PO Distribution Details	RECV_WPO_PO_DIST	Click the PO Distribution Details link on the Receipt Distributions for Line page.	View PO distribution information.

Page Name	Object Name	Navigation	Usage
Receipt DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Receipts , Review Receipt Information, Document Status, Receipt DOC Status Click the Document Status Inquiry link on the Maintain Receipts - Receiving page.	Access and review information about procurement documents associated with a receipt.
Pre - AM 1	INTFC_PRE_AM_01	Click the Interface Assets Information link on the Maintain Receipts - Receiving page.	Preview data in the Pre-Interface Pre - AM 1 table. You can correct information in the fields that are available for data entry.
Accrue Receipt	RUN_RECVACCR_OL	Click the Run PO Receipt Accrual button on the Maintain Receipts - Receiving page. The button is only available if the receipt has been saved and is eligible for accrual.	Run the Receipt Accrual process, the Miscellaneous Charges process, or both.

Entering Receipts

Access the Maintain Receipts - Receiving page.

Maintain Receipts

Receiving

Business Unit: US001 **Receipt Status:** Moved 

Receipt ID: 0000000027 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

Header

[Select Purchase Order](#)

Receipt Lines [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Receipt Lines | [More Details](#) | [Links and Status](#) | [Item / Mfg Data](#) | [Optional Input](#) | [Source Information](#)

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	INV Status
1	 CREAM	Cream	1.18000	2200.0000	 GAL	2200.0000	Received	☐	☐	GAL	Moved
2	 STABILIZER	Stabilizer	0.11000	100.0000	 LBS	100.0000	Received	☐	☐	LBS	Moved
3	 MILK	Milk	0.80000	8000.0000	 GAL	8000.0000	Received	☐	☐	GAL	Moved
4	 FRUCTOSE	Fructose	0.12000	100.0000	 LBS	100.0000	Received	☐	☐	LBS	Moved

☒ **Interface Receipt** [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Return to Vendor](#) [Interface Asset Information](#)

Maintain Receipts - Receiving page

If a vendor sent you Advanced Shipment Receipt information using electronic data exchange and the receipts have already been created by the Receive Load process (PO_RECVLOAD), the receipt information appears in the scroll area for your review in Update/Display mode.

Receipt Status

Status of the receipt header. Values are:

Closed (closed receipt)

Hold (hold receipt)

Moved (moved to destination)

Open (open)

Received (fully received)

Canceled (canceled)



Click the Cancel Receipt button to cancel the entire receipt. Canceling the transaction cannot be reversed.

Print Delivery Report

Click the Print Delivery Report button to save the currently entered receipt information and initiate the Receipt Delivery report process (POY5030) in the same business event.

Run PO Receipt Accrual

Click the Run PO Receipt Accrual button to access the Accrue Receipt page where you can run the Receipt Accrual process, the Miscellaneous Charges process, or both. The button is only available if the receipt has been saved and is eligible for accrual. An error will display if *Do Not Generate Reversal* is not selected as the Reversal code on the Journal Generator Template.

Receipt lines Tab



Click to access the Receipt Line Details page, where you can view details about your receipt.

Copy Quantity Down

Click this button to copy the Receipt Qty (received quantity) value on the selected line to all Receipt Qty fields below it.

Receipt Qty (receipt quantity)/**Recv UOM** (received unit of measure)

Enter the quantity delivered and the UOM in which it was received. When you enter the receipt quantity for a line, the Accept Qty value is calculated by subtracting the rejected quantity from the receipt quantity.

Accept Qty (accepted quantity)

Quantity of items accepted. When you enter a Receipt Qty value for a line, the accepted quantity is calculated by subtracting the rejected quantity from the receipt quantity. This field is display-only.

Status

Status of the receipt line.

C (closed schedule)

H (hold schedule)

O (open schedule)

R (received schedule)

X (canceled schedule)

Serial

Identifies if the receipt line is serial controlled. If you are receiving a description-only PO line (no item ID) and the line is asset-related, the serial option can be selected. For serial-controlled items, you must enter the serial ID at the time of receipt or the receipt line status will stay in the Open status and not be eligible for interfacing to inventory or assets.

Device Track	Indicates whether a receipt line is device tracked. Default value is selected and unavailable for device tracked items unless they are description-only (no Item ID). Field is available for items that are description-only.
AM Status (asset management status)	Displays the status of the item data in relation to PeopleSoft Asset Management. Values are: <i>Pending:</i> Indicates that the receipt line is asset-related and is pending interface with PeopleSoft Asset Management. <i>Moved:</i> Indicates that the receipt line has been interfaced to PeopleSoft Asset Management. <i>N/A</i> (not applicable): The receipt line is not asset-related.
INV Status (inventory move status)	Displays the item status in relation to PeopleSoft Inventory. Values are: <i>Pending:</i> Indicates that the receipt line is inventory-related and is pending interface with PeopleSoft Inventory. <i>Moved:</i> Indicates that the receipt line has been interfaced to PeopleSoft Inventory. <i>N/A</i> (not applicable): The receipt line is not inventory-related.

More Details Tab

Inspection processing may be performed as a separate business process for your organization. This involves receiving all goods, moving them to an inventory holding area, and then performing the inspection process. To have your receiving agents process shipments and receipts in this manner, select the Separate Inspection option when setting up your purchasing definitions on the Purchasing Definition - Business Unit Options page. This makes the Inspect Qty field unavailable for entry during the receiving transaction. Inspections are performed in a separate inspection transaction using the Inspection page. If you want your receivers to be able to inspect items and enter inspection quantity at time of receipt, do not select the Separate Inspection option.

Inspect	If selected, this check box indicates that the receipt line requires inspection.
Reject Qty (rejected quantity)	Quantity of items rejected. The values in the Net Receipt Quantity (net received) and Accept Qty (accepted quantity) fields are calculated by subtracting the reject quantity from the receipt quantity.
Reject Action	Action for the rejects. Values are: <i>C</i> (return for credit) <i>R</i> (return for replacement) When you enter or modify a rejection against a PeopleSoft Production Management receipt line, and the receipt has already been moved to Production Management, the following adjustments apply when updating the Production Management interface table: • If the reject action is for credit, the production receipt accepted quantity is decreased as long as the resulting quantity is greater than or equal to the Production Accept Quantity in QTY_UPD_ACCPT_SUOM. The production receipt rejected quantity is increased as long as the

	resulting quantity is less than or equal to the Production Reject Quantity in QTY_UPD_REJCT_SUOM. • If the reject action is return for replacement, the production receipt accepted quantity is decreased as long as the resulting quantity is greater than or equal to the Production Accept Quantity in QTY_UPD_ACCPT_SUOM. The production receipt rejected quantity remains the same.
RMA Number (return material authorization number)/ RMA Line	If available, enter the RMA number the vendor assigned to the rejected item. Supplying this information helps you and the vendor associate your rejected goods to the original PO. RMA information from any return-to-vendor transactions (RTVs) associated with the receipt line does not update the receipt RMA information.
Net Receipt Quantity	Number of items received. This is the received quantity less the quantity of items rejected and returned. The quantity returned is included in this calculation if the RTV return action is return for replacement and the RTV Source Adjust option is selected at the business unit level.
Allocation Type	Values are: <i>FIFO</i> (first-in-first-out): Allocations to the receipt distributions are fulfilled based on the sequence in which they are added to the PO schedule for PO receipts or the receipt line for non-PO receipts. <i>Prorate</i>: Allocate the receipt amount across the distributions for the schedule based on what percentage the PO distribution amount is of the PO schedule amount for PO receipts.
Ship To	Location to which the vendor delivered the items.
Optional Input Tab	
Hold	Select to put the receipt line on hold. When selected, the receipt line status is set to <i>H</i> (hold).
Invoice Number	The invoice ID assigned by the vendor. The invoice ID from the receipt header defaults to the receipt lines. An invoice ID is required for ERS processing of the receipt.
PK Slip No (packing slip number)	The packing slip ID for the received merchandise. The packing slip defaults from the receipt header.
Pro Number (progressive number)	Tracking number assigned to the shipment in which the material arrived. This appears by default from the receipt header.
Origin Country	Country from which the received items were shipped. This value is used for Intrastat reporting.
Replacement	Indicate that a shipment is a replacement for a prior return. This is used for Intrastat reporting. <i>NA</i> (not applicable)

RN (replaced goods not returned): Indicates that this shipment is a replacement for goods that were not returned to the vendor.

RR (replacement of returned goods): Indicates that this shipment is a replacement for goods that were returned to the vendor.

See Also

[Chapter 34, “Receiving Shipments,” Accruing a Receipt, page 642](#)

[Chapter 34, “Receiving Shipments,” Accruing a Receipt, page 642](#)

[Appendix D, “PeopleSoft Purchasing Reports,” POY5030 - Receiver Delivery, page 812](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 62](#)

[Chapter 36, “Inspecting Received Items,” page 669](#)

[Chapter 9, “Using Messaging,” page 133](#)

[Chapter 38, “Using Receipt Accrual,” page 707](#)

[Chapter 37, “Managing Vendor Returns,” Item Rejection Versus Item Returns, page 680](#)

PeopleSoft Managing Items 8.8 PeopleBook, “Defining Items,” Establishing Item Shipping and Handling Attributes

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using Device Tracking

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using UPNs

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using Item Quantity UOM

PeopleSoft Asset Management 8.8 PeopleBook, “Integrating with Other Products”

Selecting Purchase Orders

Access the Select Purchase Order page.

Select Purchase Order

Search Criteria

PO Unit:US001

Days +/- Today:30

ID:

Start Date:10/07/2003

Line/Sched Num:

End Date:12/06/2003

Release:

Vendor Name:FARMERS-001Vendor Lookup

Item ID:

Vendor Item ID:

Ship To:US014

Manufacturer ID:

Ship Via:

Manufacturer's Item ID:

☒ Retrieve Open PO Schedules

Receipt Qty Options

Search

☐ No Order Qty☒ Ordered Qty☐ PO Remaining Qty

Retrieved Rows

CustomizeFindView AllFirst1 of 1Last

Selected RowsShipping RelatedMore Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☒	US001	0000000061								Description

OKCancelRefresh

Select Purchase Order page

The search functionality of this page enables you to perform a broad or narrow search based on a variety of search criteria. You can use one or all of the available fields. After your search retrieves a list of items, you can mark your selections and have the system place them on your transaction document.

- PO Unit

Enter the business unit.
- ID

Enter the PO number or purchasing contract number. Entering a contract ID retrieves all of the PO schedules associated with the contract.
- Line and /Sched Num(schedule number)

Enter the PO line and / or schedule numbers.
- Release

Enter the release number of the contract associated with the item, if applicable.
- Retrieve Open PO Schedules

Select to only retrieve PO schedules that haven't been fully received. If you do not select this option, POs that have been fully received will display in your search, as well as PO schedules that haven't been fully received.
- Days +/- Today

Enter a value to further restrict or expand the number of PO schedules displayed within the start date and end date values. This value is added or subtracted from the current date to calculate the start date and end date values. The default value appears from the User Preferences - Procurement: Receiver Setup page. You may also enter the start date and end date.
- Start Date and End Date

Used as a comparison against the PO due date to determine which schedules are retrieved. These values display by default to the current date plus or minus the value in the Days +/- Today field.

Receipt Qty Options

Select No Order Qty (no order quantity), Ordered Qty (ordered quantity), or PO Remaining Qty (purchase order remaining quantity) to determine the receipt quantity to be displayed. These fields specify quantities to transfer to the receipt. Accessibility to these fields is determined by the user's blind receipt authorization set on the User Preferences - Procurement: Receiver Setup page.

No Order Qty (no order quantity)	Select to signify that the receipt must specify the actual quantity received. This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer order quantities to the receipt. All receipt quantities need to be entered manually.
Ordered Qty (ordered quantity)	Select to automatically make the received quantity the PO quantity. This selection defaults in the PO quantity regardless of any prior receipt quantity.
PO Remaining Qty (purchase order remaining quantity)	Select to have the receipt display the numeric difference between the quantity ordered and the current quantity received. Selecting this option replaces the received quantity with the quantity that has not yet been received.
Search	Click to display PO lines and schedules that match the entered criteria. In the Retrieved Rows scroll area, select a check box to work with a particular line. You can select multiple schedules at once when this page is accessed from Receiving and Return To Vendor pages.

Selected Rows Tab

Prior Receipt	Number of items already received.

Shipping Related Tab

Orig Prom (original promise date)	This values defaults from the PO schedule and contains the PO schedule original due date.

More Details Tab

PO Amount (purchase order amount)	Monetary value of the merchandise on the selected PO line.
Recv Reqd (receiving required)	Select if receiving is required for this item. If selected, the item is subject to any receiving tolerances defined for the item.
Rcv Tol % (receiving tolerance percentage)	If tolerance is activated for the receipt of this item, the tolerance percentage appears. This percentage determines how much of an overshipment is allowed without having to reject items.
Price	Unit price of the item on the selected PO line.

See Also

[Chapter 34, “Receiving Shipments,” Using Advanced Shipment Receipts, page 645](#)

[Chapter 34, “Receiving Shipments,” Entering Receipts, page 620](#)

[Chapter 34, “Receiving Shipments,” Running the Receive Load Application Engine Process \(PO_RECVLOAD\), page 658](#)

[Chapter 37, “Managing Vendor Returns,” Entering RTV Transactions, page 688](#)

Entering Asset Information

Access the Asset Management Information page.

Note. If the defaults for your asset purchases are setup in such a way that you do not need to override them during the receiving process, it is not necessary to access the Assets pages. These rows are generated and populated with defaults at save time. However, if the receipt line is serial-controlled, you must supply the appropriate required information.

If the PO distribution has a PeopleSoft Asset Management business unit and asset profile ID specified, the Asset field on the Line Status Details page is set to Y. When receipt items are identified as asset purchases, use this page to enter or override default asset information to be sent to PeopleSoft Asset Management.

- If the item being received requires serialization, the number of rows generated is equal to the distribution quantity converted to the standard unit of measure.
- If the item does not require serialization, then one row is generated with a quantity equal to the distribution quantity.
- The asset rows will populate automatically when the receiving agent accesses the receipt asset management information page.

Use this page to accommodate split-funded assets. For example, if you purchased a vehicle to be shared by three departments, use this page to split-fund the vehicle between the departments. This works as designed only if the purchased vehicle is an asset and is not inventory-related, meaning there is no inventory business unit specified for it on the PO distribution. In this scenario, a single asset tag number is assigned to the vehicle and associated with each of the three department distributions.

In addition, if the receipt line is serial-controlled, the system verifies the following for the selected receipt line:

- The sum of interface record quantities for any given serial ID is 1.
- Only one asset ID is assigned to any given serial ID on the receipt line.
- Only one tag number is assigned to any given serial ID on the receipt line.

Cancel Row

Click this button to cancel this asset row information. This row is a child of the distribution line. If the receipt has not been interfaced, this asset row will not be interfaced and will be deleted during receipt interface processing. If the receipt has been interfaced, then a retire asset transaction is passed to PeopleSoft Asset Management.

Assign Next Asset ID Click this button to temporarily assign a value of *AUTO-ASSIGN* as the line item asset ID value. This value is replaced with the next available asset ID value upon saving the receipt.

Use One Asset ID Click this button to group multiple receipt distribution lines into a single asset identification.

Note.

This option is not available if your receipt line has a single distribution only.

When you use this option, the system combines split asset distribution lines into a single asset ID. This is accomplished by assigning a value of 1 to the Seq Nbr (sequence number) field on each of the receipt asset row for each distribution row of the receipt line that appears.

Distribution Information

AM Unit (Asset Management business unit) PeopleSoft Asset Management business unit associated with the selected distribution line. The PeopleSoft Asset Management unit can be entered for new non-PO receipts, but cannot be changed once the receipt has been saved.

Profile ID Identifier for the receipt item product profile defined in PeopleSoft Asset Management.

Capitalize Designates whether or not the receipt item is capitalized. Values are:
Non Cap(not a capitalized asset)
Capitalize (capitalized asset)

CAP # (capital acquisition planning number) Capital acquisition plan identifier. Defined in PeopleSoft Asset Management.

CAP Sequence (capital acquisition planning sequence) Sequence number for the capital acquisition plan.

Cost Type 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, in combination with asset category and transaction code, determines into which accounts the costs are entered in the general ledger.

Apply to Details

Assign Tag IDs or Assign Serial IDs If the receipt line is serial controlled, both Assign Serial IDs and Assign Tag IDs option are available. If the receipt line is not serial controlled, only Assign Tag IDs are available.

Enter Starting Number If you assign serial IDs, this represents the starting serial ID, which is assigned to the first detail row and is indicated by field Start Row. If you

assign tag IDs, this represents the starting tag ID, which is assigned to the first detail row and is indicated by field Start Row.

Start Row	This is a required field and defaults to a value of “1.” Indicate the detail row to use as the starting point for assigning values that are determined by the Starting Number and Multiplier.
Overwrite existing numbers	Select to override existing values in the detail grid rows for either Tag ID or Serial ID, depending on which action is selected (Assign Tag IDs or Assign Serial IDs).
Apply	Click to assign values to the detail rows in the grid. When you click this button, the system uses the Assign Tag ID (or Assign Serial ID), the Starting Number, the Multiplier, and the Start Row values to determine how values are assigned to the grid.

Asset Information Tab

AM Business Unit	The Asset business unit value.
Status	Receipt asset row status. Identifies whether or not this specific asset row has been passed to the PeopleSoft Asset Management system. One asset row can have a status of <i>Moved</i> and another row on the same distribution can have a status of <i>Open</i> .
Quantity	The quantity assigned to the asset row. If the receipt line is Serial Controlled, the quantity is not available for change.
Note. The sum of the quantities on the asset rows must equal the distributed quantity on the receipt.	
Tag Number	The asset tag number for the asset row. If you enter the tag number value on the PO distribution, those values default from the PO distribution.
Serial ID	Serial ID for the distribution sequence. This field is available for entry only when the Serial option is selected for the selected line on the Receiving page.
Asset ID	Asset ID for the asset row. The default value is <i>NEXT</i> . If you do not override this value, <i>NEXT</i> is passed to PeopleSoft Asset Management, where the next asset ID is assigned. You may choose to override the <i>NEXT</i> value and manually enter an asset ID or assign one by using the Assign Next Asset ID button.
Seq Nbr (sequence number)	Seq Nbr field is a work field that is linked with the Asset ID default value of ‘NEXT’ upon exiting the secondary page. Leave this field blank if the Asset ID has any value other than the default value of ‘NEXT.’ See Validation Edits below for more information on the usage of Seq Nbr.
Profile ID	Identifier for the receipt item product profile. This value is not available for change by the receiving agent and is populated by the value on the receipt distribution.

More Details Tab

Custodian	Recipient of the asset item on the selected distribution sequence. If the Asset ID value is anything other than 'NEXT' and the same Asset ID value is assigned to multiple asset rows for the selected receipt line, then this value will have to be the same on those same asset rows.
Location	Delivery location for the distribution sequence. If the Asset ID value is anything other than 'NEXT' and the same Asset ID value is assigned to multiple asset rows for the selected receipt line, this value must be the same on the asset rows.
Model	The Model of the product. If the Asset ID value is anything other than 'NEXT' and the same Asset ID value is assigned to multiple asset rows for the selected receipt line, this value must be the same on the asset rows.
Manufacturer	Identifies the Manufacturer of the product. If the Asset ID value is anything other than 'NEXT' and the same Asset ID value is assigned to multiple asset rows for the selected receipt line, this value must be the same on the asset rows.
Capitalize	The Asset Capitalize and designates whether or not the receipt item is capitalized. Defaults from the value of the parent distribution row, but can be overridden by Validation Edits (see below).

PO Comment

Displays the PO line comments for the selected item. Information such as the asset tag numbers may have been entered upon creation of the order.

Validations Edits

Edits and validations are performed when you select OK on the Asset Management Information page. Capitalization to Asset ID cross edits will ensure that the Capitalization flag is either On or Off for all asset rows for a given Asset ID. Rows with an Asset ID of 'AUTO-ASSIGN' or 'NEXT' will not be included in the edit. However, the row with an Asset ID of 'NEXT' and a Seq Nbr value ('NEXT1', 'NEXT2', etc) will be included in the edit. If a combination of On and Off Capitalization flags are detected for one Asset ID, a message will display requiring an action to be selected.

If you select Yes on the message prompt, the Capitalization flag for all asset rows with the same Asset ID are turned on.

If you select No on the message prompt, the Capitalization flag for all asset rows with the same Asset ID are turned off.

The original Capitalization flag value copied from the PO distribution will remain on the Receipt Distribution. Only the receipt line asset row will be changed.

The system performs edits on the Tag Number, Custodian, Location, Model, and Manufacturer fields to ensure that these fields contain consistent values for the same Asset ID within the receipt line.

Additional edits and validations are performed at Receipt Save time to ensure that a specific Asset ID assignment has only one Profile ID, Serial ID, and Tag Number value.

See Also

[Chapter 34, “Receiving Shipments,” Viewing Receipt Line Details, page 637](#)

PeopleSoft Asset Management 8.8 PeopleBook, “Establishing Asset Processing”

Entering Override Inventory Putaway Information

Access the Inventory Putaway Information Line page.

Note. If the defaults for your inventory purchases are setup in such a way that you do not need to override them during the receiving process, it is not necessary to access the Putaway pages. These rows are generated and populated with defaults at save time. However, if the receipt line is serial- or lot-controlled, you must supply the appropriate required information.

Companies typically accept items through receiving and then route them to a staging area. In PeopleSoft Purchasing, items are “staged” until you initiate material putaway. The putaway process assigns the items to appropriate inventory business unit storage locations.

If PO distributions have an inventory business unit specified, the Inventory field on the Line Status Details page is set to Y. When receiving items are identified as inventory purchases, you can override the default information for the putaway process on this page.

Distribution Information

Consigned	If selected, indicates that the distribution items are consignment items.
Non-Owned Item	If selected, indicates that the distribution items are non-owned.
Distributed Quantity	Number of items being distributed for this distribution line. This value is dependent on the value entered in the Quantity field.
Merchandise Amt (merchandise amount)	Merchandise amount allocated to this distribution, expressed in the transaction currency. This value is dependent on the value entered in the Quantity field.
Base Amt (base amount)	Distribution merchandise amount in the PeopleSoft General Ledger business unit currency. This value is dependent on the value entered in the Quantity field.
Default Location	Location designated as the default putaway location for this item. This is not required on the receipt. You can enter an override location on the receipt or assign a default location in inventory before running the Putaway process after the Receiver Interface Push process (PO_RECVPUSH).

Apply to Details

This group box is only available when the receipt is Serial Controlled or Lot Controlled.

Putaway Information Tab

Status	Receipt putaway row status. Identifies if the specific putaway row passed to the PeopleSoft Inventory system. One putaway row can have a status of <i>Moved</i> while another row on the same distribution can have a status of <i>Open</i> .

Quantity	Number of items being received for the distribution sequence. The value in this field determines the values that appear in the Distributed Quantity, Merchandise Amt, and Base Amt fields. If the receipt line is Serial Controlled, the quantity is not available for change. Note. The sum of the quantities on the putaway rows must equal the distributed quantity on the receipt distribution.
Serial ID	Serial ID for the distribution sequence. This field is only available for entry the <i>Serial</i> option is selected for a selected line on the Receiving page.
Lot ID	Lot ID for the distribution sequence. This field is only available when Lot Control is <i>Yes</i> for the selected line on the Receiving page.
Vendor Lot	Identifier assigned to the item's lot by the vendor. This field is only available when the Lot Control status is <i>Yes</i> for a selected line on the Receiving page. Note. The Vendor Lot value defaults to the value that you enter for the Lot ID.
Expiration Date	Expiration date for a lot-controlled item. If the item is a non-inventory receipt line (subcontract, expense only, or an asset-only interface receipt), then this field is left blank. If the item lot ID has been assigned an expiration date, this value cannot be changed. If the item lot ID doesn't have an assigned expiration date, the item shelf life value (if greater than zero) is added to the receipt date to calculate the expiration date. You can override this value. You must enter a value if the item's shelf life is zero.
	Click the Cancel Row button to cancel the putaway row of the distribution line. If the receipt has not been interfaced, this putaway row will not be interfaced and will be deleted during receipt interface processing. If the receipt has been interfaced, the putaway rows are removed from inventory at receipt save time.

Putaway Location Tab

IN Unit (inventory business unit)	Identifies the inventory business unit for the distribution. For non-PO receipts, this value defaults from the ship to location. For PO receipts, this value defaults from the PO distribution.
Container ID	Container with which the received item is associated.
Kanban ID	Identification code assigned to the Kanban card associated with the putaway of this item. This code defaults from the kanban details.

Using the Receiving Putaway Integration

These conditions control the receiving putaway integration after PO_RECVPUSH has processed the receipt transaction and set the status to moved:

- If the receipt has not started the putaway process, then all putaway fields on the PeopleSoft Purchasing Receiving Inventory Putaway Information page (quantity, serial ID, lot ID, container, and putaway location) are available for entry, and any changes are immediately propagated to the appropriate STAGED_INF_INV row.

- If the receipt has gone through the Load Staged Items process, but an error was found, all putaway fields on this page are available for entry, and any change is immediately propagated to the STAGED_ITEM_INV row. An example of such an error is when information in STAGED_ITEM_INV/STAGED_COST_INV has a putaway status of 3. No data validation is necessary because the Load Staged Errors process validates the information.
- If the receipt has gone through the Load Staged Items process without errors, then the only fields available for entry on the PeopleSoft Purchasing Receiving Inventory Putaway Information page are the Quantity field and the Cancel button. All other fields are unavailable for entry. This is necessary because the original putaway information has already gone through validation and cannot be validated again.
- If you made a mistake entering the lot ID, serial ID, container, or putaway location on the PeopleSoft Purchasing Receiving Inventory Putaway Information page, cancel the original putaway row by clicking the Cancel button for the row and then inserting a new row with the correct information. This row will go through the Process Receipts process that writes the information to STAGED_INF_INV. The canceled row is deleted from STAGED_ITEM_INV.
- If there are multiple staging rows in STAGED_ITEM_INV for a given receipt line/distribution sequence number, you see a warning before the quantity change is propagated to the staging table. This may happen if a user on the putaway side splits a receipt quantity over multiple storage locations. For a quantity increase, the change is made to the original STAGED_ITEM_INV row; that is, the row with the smallest STAGED_NUM. For a quantity decrease, the change is made starting with the original row (smallest STAGED_NUM) and continuing with each subsequent STAGED_NUM row until the total quantity decrease has been applied. If a row's quantity becomes 0, it is deleted from the table.
- If a receipt is on a putaway plan (that is, if it has been assigned a putaway plan ID and line) or if it has already been flagged for putaway, a warning appears when a quantity change is made or when the Cancel button is clicked.
- If the receipt has gone through the full putaway process, the only putaway fields that are available for entry on the PeopleSoft Purchasing Receiving Inventory Putaway Information page are the Quantity field and Cancel button. All other fields are unavailable for entry. If you need to change other fields, cancel or decrease the quantity of the original row and insert a new one. The new rows will go through the regular Process Receipts process, which then writes the information to STAGED_INF_INV.
- If the quantity is increased, the appropriate PHYSICAL_INV, PO_RECEIVED_INV, LOT_CONTROL_INV (if the item is lot-controlled), and BU_ITEMS_INV rows are updated to reflect this change. A row is written to the transaction history table (TRANSACTION_INV) with the quantity increase and a transaction group 010 or 020, depending on whether or not the item requires inspection. If the item is standard-costed, the PPV (purchase price variance) should be calculated and a row written to TRANSACTION_INV. If the item is average-costed, the average cost should be recalculated. If the quantity increase should go through the putaway process, insert a new row on the Receiving page. This enables you to decide for yourself how you want quantity increases to be handled.
- If the quantity is decreased, the appropriate inventory tables are searched to determine whether the change is allowed. If the quantity decrease is allowed, the corresponding tables are updated to reflect this change. A row is written to the transaction history table with the quantity decrease.
- If there are multiple rows in PHYSICAL_INV corresponding to the receipt line/distribution sequence number, then a warning appears before the quantity change is propagated to PHYSICAL_INV. For a quantity increase, the change is made to the PHYSICAL_INV row corresponding to the smallest STAGED_NUM. For a quantity decrease, the change is made starting with the original row (smallest STAGED_NUM) and continuing with each subsequent STAGED_NUM row until the total quantity decrease has been applied.

- If part of the receipt quantity is still in STAGED_ITEM_INV while the rest has been put away, then the STAGED_ITEM_INV rows reflect this change. If the changes cannot be fully transferred to the staging table, then the quantity that has already been put away should be updated. For quantity increases, only the first STAGED_ITEM_INV row is updated. For quantity decreases, STAGED_ITEM_INV is updated first, then if there is an additional quantity to decrease, the putaway quantity is updated.

Related Questions

Question	Answer
How does the Asset Management Information page work with the Peoplesoft Purchasing Receiving Inventory Putaway Information page? If a serial ID is changed, will it affect what gets written to the staging tables?	The serial and lot ID fields are identical on the Inventory Putaway Information page and the Asset Management Information page. Changes on one page result in updates to the other page. Additional changes are not required.
If the quantity is changed on either the Receiving page, Review Plan page, or Stockroom Feedback page, are there UOM issues?	The receipt quantity displayed on the Inventory Putaway Information page converts to the standard UOM. The quantity may need to be converted to the stocking UOM if the UOM is modified during the putaway process.

See Also

[Chapter 34, “Receiving Shipments,” Entering Receipts, page 620](#)

[Chapter 34, “Receiving Shipments,” Entering Asset Information, page 627](#)

[Chapter 34, “Receiving Shipments,” Processing Receipts, page 659](#)

[Chapter 34, “Receiving Shipments,” Using the Receiver Interface Push Application Engine Process, page 660](#)

PeopleSoft Inventory 8.8 PeopleBook, “Managing Consigned Inventory,” Receiving Consigned Stock

PeopleSoft Inventory 8.8 PeopleBook, “Receiving and Putting Away Stock”

PeopleSoft Managing Items 8.8 PeopleBook, “Defining Items,” Establishing Item Tracking and Lot-Control Attributes

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using Item Quantity UOM

Viewing Inventory Item Storage Details

Access the Inventory Item Information page.

Shlf Life (shelf life)	Item shelf life expressed in days. PeopleSoft Inventory calculates the lot-expiration date by adding the value of the shelf life to the creation date of the lot. The shelf life value defaults from the value defined on the Business Unit Item Definition - Inventory: Shipping/Handling page.
MSDS ID (material safety data sheet ID)	If this item requires an MSDS, the appropriate MSDS ID appears.
Hazard Code	As required for your business needs, the appropriate code appears. This field is informational only.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Defining Items,” Establishing Item Shipping and Handling Attributes

PeopleSoft Managing Items 8.8 PeopleBook, “Defining Items,” Defining Additional Item Attributes

Searching for Available Storage Locations

Access the Storage Location Search page.

Stor Loc (storage location)	Select storage location areas and levels to search.
Search	Click the Additional Search Criteria button to search on the storage location values that you entered in the Stor Loc fields. Your search results appear in the scroll area.

Entering Receipt Header Information

Access the Header Details page.

Receipt Date	Indicates the date when you physically received the material.
Receipt Time	Indicates the time that you physically received the material.
User ID	Identifies the operator who entered, or is entering the transaction.
Receive Source	Identifies the method used to create the receipt.
Last Change Date	Date and time of the last change to the receipt.
Last User to Modify	Last user to modify the receipt.

Shipping Information

Carrier ID	Identifies the carrier who delivered the shipment.
Vehicle ID	Identifies the Vehicle that delivered the shipment.
Driver ID	Identifies the driver who delivered the shipment.
Bill of Lading	The bill of lading that you enter here defaults onto the receipt lines.
Pack Slip	The Pack Slip value that you enter here defaults to the Packing Slip on the receipt line. The field becomes unavailable when the match status on the receipt is <i>Matched</i> or <i>Partially Matched</i> .
Shipment Number	The shipment number assigned to the shipment.
Pro Number (progressive number)	Carrier’s tracking number for this delivery of materials. The Pro Nbr that you enter here defaults to the Pro Number on the receipt line.
Container ID	Identifies the Container in which the goods were shipped.

Nbr Cartons (number of cartons)	Number of cartons received.
Pallets In	Number of pallets delivered.
Pallets Out	Number of empty pallets returned in exchange.
Port of Unloading	For international shipments when Intrastat reporting is required, identify the port of unloading. This is the actual shipping port where the goods were first unloaded when arriving in the destination country.
Ship From Country	The country from which the goods were shipped.
Ship From Location	Identifies the location from which the goods were shipped.
Match Options	
Invoice	The vendor assigned invoice ID for the shipment. The value that you enter here defaults to the Invoice Number on the receipt line.
Invoice Dt Op (invoice date options)	This value is used in PeopleSoft Payables voucher processing to determine the invoice date for ERS vouchers. Values are: <i>Frt Terms</i> (freight terms): Use freight terms to determine the invoice date. <i>Recv Date</i> (receipt date): Use the receipt date to determine the invoice date.
Freight Terms	Receipt freight terms, if applicable. The freight terms reflect who holds legal responsibility for the material until ownership has passed.
Allow ERS (allow evaluated receipt settlement)	If selected, the receipt can be used by PeopleSoft Payables for ERS (evaluated receipt settlement).
Match Status	Displays the receipt's matching status. <i>Matched</i> (fully matched) <i>No Match</i> (no match) <i>Partial</i> (partially matched) <i>To Match</i> (to be matched)
Match Rule	The match rule assigned to the receipt, if applicable.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Match Rule Controls

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Viewing and Updating Match Rules

PeopleSoft Payables 8.8 PeopleBook, “Running the Matching Process”

Viewing Purchase Order Comments

Access the receipt PO Comments page. The PO header, line, and shipto comments that are related to the receipt line appear.

Send to Vendor If selected, designates that these comments were sent to the vendor as a part of the PO dispatch.

Viewing Return-To-Vendor Details

Access the RTV Information page. All RTV lines associated with the receipt ID appears.

Status	The status of the RTV line.
Action	Return action designated for the returned item.
Disposition	Method of disposal designated for the returned item.
Reason Code	The return reason code for the returned item.
Rev (revision)	Displays the item's revision number, if applicable.
Return Qty (return quantity)	Number of items being returned in the vendor unit of measure. This does not include any quantities rejected before receipt.
Ship Qty (ship quantity)	Number of items being shipped back to the vendor in the vendor unit of measure. This does not include any quantities rejected before receipt.
Price	The per vendor unit of measure price.
Vndr UOM	The vendor unit of measure used on the receipt.

See Also

[Chapter 37, “Managing Vendor Returns,” Item Rejection Versus Item Returns, page 680](#)

[Chapter 37, “Managing Vendor Returns,” Entering RTV Information, page 692](#)

Viewing Receipt Line Details

Access the Receipt Line Details for Line page.

Receipt Quantity

Receipt Qty (receipt quantity)	Quantity received on the receipt line.
Reject Qty (reject quantity)	Quantity rejected on the receipt line.
Accept Qty (accept quantity)	Quantity accepted on the receipt line.
Return Qty (return quantity)	Quantity returned on the receipt line.
Inspect Qty (inspected quantity)	Quantity inspected on the receipt line.

Recv UOM (receiving unit of measure)	Unit of measure in which the items were received.
Vndr UOM (vendor or ordering unit of measure)	Unit of measure in which the items were ordered from the vendor.
Std UOM (standard unit of measure)	The standard unit of measure for the item.
Stock UOM (stocking unit of measure)	Unit of measure in which the items will be stocked in inventory.

Conversion Rate

Convert to PO	Conversion rate applied to the receipt UOM quantity to determine the PO UOM quantity.
Convert to Stock	Conversion rate applied to the receipt UOM quantity to determine the stocking UOM quantity to put away the item.
Vendor to Std Rate	Conversion rate applied to the vendor / PO UOM quantity to determine the standard UOM quantity for the receipt line.
Convert Stock to Standard	Conversion rate applied to the stocking UOM quantity to determine the standard UOM quantity for the receipt line.

Receipt Status

Asset Applicable	Designates whether the receipt line is an asset related line, along with its status. Values are: <i>Moved</i> : The receipt line has been interfaced to PeopleSoft Asset Management. <i>N/A</i> (not applicable): The receipt line is not asset-related. <i>Pending</i> : The receipt line is an asset item that has not been moved to the assets staging area and is pending interface with PeopleSoft Asset Management.
Mfg Applicable (manufacturing)	Designates whether the receipt line is a PeopleSoft Production Management related line, along with its status. Values are: <i>Moved</i> : The receipt line has been interfaced to PeopleSoft Production Management. <i>N/A</i> (not applicable): The receipt line is not production management-related. <i>Pending</i> : The receipt line is production management related and is pending interface with PeopleSoft Production Management.
Inventory	Designates whether the receipt line is an inventory related line, along with its status. <i>Moved</i> : The receipt line has been interfaced to PeopleSoft Inventory. <i>N/A</i> (not applicable): The receipt line is not inventory-related.

	<i>Pending</i> : The receipt line is inventory-related and is pending interface with PeopleSoft Inventory.
Inspect	Designates whether the receipt line item requires inspection, along with one of the following statuses: <i>Complete</i> or <i>Incomplete</i> .
Serial Control	Designates whether the receipt line is serial-controlled, along with one of the following statuses: <i>Complete</i> or <i>Incomplete</i> .
Lot Control	Designates whether the receipt line item is lot-controlled, along with one of the following statuses: <i>Complete</i> or <i>Incomplete</i> .
Due Date	Displays the requested due date and due time of the receipt line.
Ship Date Status	The status of the ship date. <i>Date OK</i> (passes date check): Shipment date passed the ship date tolerance check. <i>Early Ship</i> (early shipment): Shipment date was too early to pass the ship date tolerance check. <i>Late Ship</i> (late shipment): Shipment date was too late to pass the ship date tolerance check.
Qty Status (quantity status)	Displays the tolerance status of the receipt line item's received quantity. <i>Qty OK</i> (passes quantity check): Received quantity passed the quantity tolerance check. <i>Over Ship</i> (over shipment): Received quantity was greater than the quantity tolerance. <i>Under Ship</i> (under shipment): Received quantity was less than the quantity tolerance.
Ship Days	The number of days the shipment was late.
Matching	Indicates if matching is required for the receipt line.
Ship Qty Pct	The percentage of items that were overshipped.
Match Status	Displays the receipt line matching status. <i>Matched</i> (fully matched) <i>No Match</i> (no match) <i>Partial</i> (partially matched)
Intrastat Distribution Status	Used for Intrastat reporting and indicates whether this receipt has been processed by the Intrastat reporting process. <i>Distribute</i> (distributed) <i>Ignore</i> (ignored) <i>Archive</i> (archival entry) <i>Reversal</i> (reversal entry)

Undefined (undefined)

Process Complete Selected if the Receiver Interface Push process has completed for the receipt line. This includes the creation of receipt landed cost transactions and receipt notification transactions.

Manufacturer Information

IN Unit Inventory business unit value used for PeopleSoft Production Management related transaction.

Operation Sequence The operation sequence of the PeopleSoft Production Management related transaction.

Production ID The production ID of the PeopleSoft Production Management related transaction.

Revision The revision number of the item if applicable.

Manufacturer ID The item's manufacturer ID.

Manufacturer The name of the manufacturer.

Model The Model of the item.

Mfg Itm ID The manufacturer item ID for the item.

Configuration Code If applicable, identification code assigned to specific configuration details for the items.

Optional Data

Hold The line hold status. Contains a Y if on hold and a N if not.

Bill of Lading The bill of lading for the receipt line.

Replacement Identifies if the receipt line is for goods returned for replacement. Possible values are "Replacement of Returned Goods", "Replace Goods Not Returned, and Not Applicable.

Pro Number The Pro number of the receipt line.

Origin Country The country from which the receipt line item originated.

Invoice ID The vendor assigned invoice ID assigned to the shipment for the receipt line.

Packing Slip The shipment packing slip for the receipt line.

Source Information

PO Unit The purchase order business unit of the PO schedule associated with the receipt line.

PO Amount The merchandise amount of the PO schedule associated with the receipt line.

PO ID The purchase order ID of the PO schedule associated with the receipt line.

PO Type (purchase order type)	Type of PO from which the receipt line was created. This is a user-defined value. Types are not used in PO processing, with the exception of <i>Kanban</i> ; however, you can use them for tracking and reporting purposes.
PO Line	The purchase order line number of the PO schedule associated with the receipt line.
PO Schedule	The purchase order schedule number of the PO schedule associated with the receipt line.
Amount Only	If 'Y', indicates that the receipt line is to be received by amount only.
Distribute by	The distribution method used for the receipt line. By Quantity or by Amount.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Working With Items,” Using Item Quantity UOM

Viewing Receipt Distribution Information

Access the Receipt Distributions for Line page.

Receipts Lines Tab

Line	The distribution line number.
Status	The status of the distribution row.
Location	The location to where the goods are to be delivered.
Qty Std UOM (quantity in the standard unit of measure)	Quantity of items being distributed, expressed in the standard UOM.
Qty VND UOM (quantity in the vendor's unit of measure)	Quantity of items being distributed, expressed in the vendor UOM.
Amount	The merchandise amount for the distribution row in the transaction currency.
Currency	The transaction currency code.
Base Amt	The merchandise amount for the distribution row in the base currency code.
Currency	The base currency code which is used by GL, Inventory, and asset integration.
IN Unit (inventory business unit)	If the item is an inventory item, displays the inventory business unit associated with the item.
Consigned	Designates whether the item is consigned or not. You may override the setting on this page for non-PO items only. This setting can only be overridden if it defaults from the item as consigned. If the setting defaults as not consigned, this setting cannot be overridden.
Non-Owned	Designates whether an item is owned or non-owned. This value is set at the item level. An item is non-owned if it is maintained in inventory but is not owned by the associated business unit.

Asset Details Tab

AM Business Unit (Asset Management business unit)	PeopleSoft Asset Management business unit assigned to the PO for the selected receipt items by the originating PeopleSoft Purchasing business unit.
Profile ID	Identifier of the item's asset management profile.
Capitalize	Capitalize asset indicator. Possible values are Capitalize or Non Cap.
Cap #	The asset's capital acquisition plan number.
Cap Sequence	The asset's capital sequence number.
Employee ID	The employee ID associated with the asset.

Accruing a Receipt

The following list provides eligibility requirements for accrual:

1. For both PO and non-PO receipts:
 - a. The receipt must not be fully matched and matching must be required.
 - b. The receipt status must be *Moved*, *Not Recv'd* (not received), *Open*, or *Received*.
 - c. If the receipt line is PO related then the PO line must have Receiving Required selected.
 - d. If the receipt distribution line must be non inventory related for the distribution to be accrued. The inventory related distribution rows are still eligible for receipt accrual reporting.
2. For PO Receipts, the Accrual PO Receipt Flag in the associated Purchasing business unit must be selected.
3. For Non PO Receipts, the Accrual Non/PO Receipt Flag in the associated Purchasing Business Unit must be selected.

Access the Accrue Receipt page.

Accounting Date	Mandatory. The default value is the current date. An error will display when you click OK if the date used is not in an open period.
Default Entry Event Code	Displays only if Entry Events are enabled on the Installation Options – Entry Event page, and cannot be left blank if Entry Events are required. The values available are set at the business unit level. A warning will display when you click OK if this is not a purchase order receipt and entry events are optional and the field is blank. For PO receipts with no Entry Event Code on the PO distribution line, the value selected here will populate the expense and accrual accounting lines. The encumbrance line will be blank. If there is already an Entry Event Code on the PO distribution line, it will not be replaced by the value selected on this page and the Entry Event Code will populate expense, accrual, and encumbrance accounting lines. For non-PO receipts, the value selected here will populate the expense and accrual accounting lines.

Run Receipt Accrual Option

Both	This will be selected by default if there are miscellaneous charges for this receipt. Select to run the Receiver Interface Push process to update miscellaneous charges and also run the Receipt Accrual process.
Misc. Charges Process	Select to run the Receiver Interface Push process to update miscellaneous charges.
Receipt Accrual Process	Select to run the Receipt Accrual process.

Modifying Receipt ChartFields

This section discusses how to modify receipt ChartFields.

While it is unusual for the receiving department to change distribution information copied directly from the PO, PeopleSoft Purchasing has built this flexibility into the system should your business practices require this functionality.

Page Used to Modify Receipt ChartFields

Page Name	Object Name	Navigation	Usage
ChartFields	RECV_ACCOUNT	Purchasing, Receipts, Maintain ChartFields, Chartfields	Modify ChartField values for receipt distribution lines.
Item Description	RECV_ITEM_DESCR_FS	Click the item name link on the ChartFields page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Projects Information	PC_FIELDS	Click the Project button on the Receipt ChartFields - ChartFields page.	Enter information relevant to the project with which this item is associated. The values displayed on this page are defined on pages accessed from the Maintain Projects menu.

Modifying Receipt ChartField Values

Access the ChartFields page.

Receipt Lines

Vndr Rcpt Qty (vendor receipt quantity)/**Vndr Accept Qty** (vendor accept quantity) Received and accepted quantities expressed in the vendor UOM.

Dist Qty (distribution quantity) Distribution quantity to be charged to the ChartField combination.

See Also

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

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

Chapter 34, “Receiving Shipments,” Receiving Items by Amount, page 616

Tracking Receipt Activity

This section lists the pages that are used to track receipt activities.

Pages Used to Track Receipt Activity

Page Name	Object Name	Navigation	Usage
Receipt Activity and Comments - Activity	RECV_ACTIVITY	Purchasing, Receipts, Maintain Activity and Comments, Activity	Enter and track activities associated with a receipt. You can set up reminders for receiving activities and activities that should be done after the goods are received. Enter as many activities as necessary.
Receipt Header Comments	RECV_COMMENTS_SEC	Click the Header Comment link on the Maintain Activity and Comments page.	View and enter header-level comments for the selected receipt.
Receipt Line Comments	RECV_COMMENTS_SEC	Click the Line Comment link on the Maintain Activity and Comments page.	View and enter line-level comments for the selected receipt. To access this page, enter the appropriate receipt line in the Receipt Line field.

Using Advanced Shipment Receipts

This section discusses how to:

- Access advanced shipment receipt (ASR) information.
- Access ASR PO header details.
- View ASR shipment details.
- View ASR shipping address details.
- Enter ASR lot and serial ID information.

Note. If your installation includes PeopleSoft eSupplier Connection, your suppliers can enter advance shipment notifications directly into the PeopleSoft system. Once a supplier ASN is submitted, it becomes an advance shipment receipt in PeopleSoft Purchasing.

See Also

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

[Chapter 9, “Using Messaging,” page 133](#)

[Chapter 10, “Using Electronic Data Interchange Messaging,” page 141](#)

Common Elements Used in This Section

ASR Item	If the ASR uses a different item ID, such as the vendor item ID, that item ID appears.
ASR Seq (ASR sequence)	If multiple ASRs were sent in the same transmission, designates the sequence in which they were inserted.
ASR Stat (ASR status)	Values are: <i>Error</i> (ASR error): Indicates that there was an error in processing the transaction. Click the Error Message Text link to access details about the error. <i>New</i> (ASR new): Designates a new transaction that has not been processed by the Receive Load process. <i>Processed</i> (ASR processed): Indicates that the transaction has been processed by the Receive Load process and a receipt has been created. <i>Ready</i> (ready for processing): Indicates that the transaction has been reset from <i>Error</i> status after corrections were performed. <i>Validated</i> (ASR validated): The ASR is being processed by the Receive Load process. This is the only time at which the ASR will have this status. <i>Canceled</i> (ASR canceled): Indicates that the transaction has been canceled.

Msg (message)/Message Number	If the ASR Stat is set to <i>Error</i> , displays the message number that identifies the type of error that occurred.
Order No (order number)	Order number assigned by the vendor that sent the ASR.
Pro Number (progressive number)	Tracking number assigned to the package in which the material was delivered.

Pages Used to Maintain Advanced Shipment Receipts

Page Name	Object Name	Navigation	Usage
ASR Review	RECV_AOLN_EC	Purchasing, Receipts, Review Receipt Information, Advanced Shipment Receipts, ASR Review	Access information about receipts received using the ASR enterprise integration point (EIP) or created by supplier-entered ASNs.
Item Description	RECV_AOLN_IT_DESCR	Click the item name link on the ASR Review page. The item name link is composed of the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Header Details	RECV_AOHD_EC	Click the Header Details link on the ASR Review page.	Access PO header details for the selected ASR.
Shipment Header	RECV_ASHD_EC	Click the Shipment Header link on the ASR Review page.	View shipment details for the selected ASR.
Address	RECV_ADDR_EC	Click the Address link on the ASR Review page.	View shipping address details for the selected advanced shipment receipt.
Lot/Serial	RECV_AOLS_EC	Click the Lot/Serial link on the ASR Review page.	Enter lot and serial ID information for lot- and serial-controlled items.
Select Purchase Order	PO_PICK_ORDERS	Click the Select Purchase Order link on the ASR Review page.	Select PO items and attributes that you want to reconcile with a receipt received by ASR (advanced shipment receipt).

Accessing Advanced Shipment Receipt Information

Access the ASR Review page.

EIP Control ID (enterprise integration point control ID)	Identifier assigned to the message that imported the selected batch of ASRs.
	Note. If your installation includes PeopleSoft eSupplier Connection, the system assigns an EIP control ID when a vendor submits a supplier ASN using the Advance Shipment Notification component.
Reset Error Status	Click the Cancel button to cancel the ASR. Canceling an ASR cannot be reversed.
ASR Lines Tab	
PO Unit (Purchasing business unit)	Click the Reset Error Status button to reset the status from Error to New after data correction has been made. This would be used to reset the status after a missing PO line was added.
Purchase Order	Purchasing business unit associated with the ASR. You can override the PO unit by changing the PO Business Unit value on the Header Details page. You can change the value for one PO line on this page or change the information on the Header Details page to populate the change to all PO lines at once.
Line	Enter the PO number associated with the ASR. You can use this field to correct PO key information. You can change the value for one PO line on this page or change the information on the Header Details page to populate the change to all PO lines at once.
Sched Num (schedule number)	Enter the PO line number associated with the advanced shipment receipt. You can use this field to correct PO key information.
More Line Data Tab	Enter the PO schedule number associated with the advanced shipment receipt. You can use this field to correct PO key information.
Shipment Unit of Measure	The unit of measure used for the shipment.
Unit of Measure	Item unit of measure used on the PO.
Qty Shipped (quantity shipped)	Quantity shipped expressed in the shipment unit of measure.
Rev Override (revision override)	Enter a value if the revision on the ASR is different from the revision value on the PO.
Revision	Revision number associated with the item ID, if applicable.
Invoice ID	Enter the invoice identification number that is assigned to the PO, if applicable.
	Note. When you enter an Invoice ID value in this field, ASR processing loads that information into the PO Receipt line transaction.
Vendor Contract ID	If applicable, enter the identification code assigned to any associated vendor contract.

See Also

[Chapter 34, “Receiving Shipments,” Entering Receipt Header Information, page 635](#)

Accessing Advanced Shipment Receipt Purchase Order Header Details

Access the Header Details page.

Shipment Number	The shipment number assigned by the vendor or supplier to the ASR shipment.
PO Business Unit (PeopleSoft Purchasing business unit)/ Purchase Order	PeopleSoft Purchasing business unit and PO associated with the ASR. Changes that you make to the values in these fields are reflected on the Advanced Shipment Receipt - ASR Review page.

See Also

PeopleSoft eSupplier Connection 8.8 PeopleBook, “Creating Advanced Shipping Notices”

[Chapter 34, “Receiving Shipments,” Viewing Advanced Shipment Receipt Shipment Details, page 648](#)

Viewing Advanced Shipment Receipt Shipment Details

Access the Shipment Header page.

Shipment Header

EC Primary Event Code (electronic collection primary event code)	EDC primary event code generated by the system when the message is processed.
EC Secondary Event Code (electronic collection secondary event code)	EDC secondary event code. This is an internally assigned value.
OM Unit (order management business unit)	Order management business unit associated with the ASR, if applicable.
Customer ID	Identification code assigned to your organization by the vendor.
Inventory Business Unit	Inventory business unit associated with the ASR, if applicable.
Process Instance	Identification code assigned to the process instance that loaded the ASR.
ShipTo Set	Ship to address setID assigned to the shipment.
Ship To	Ship to address assigned to the shipment.
Location	Vendor location code.
Device ID	Identification code assigned to the device that generated the ASR. This is an information-only field value that can be supplied on the input transmission.
DtTime (date and time)	Date and time at which the ASR was received.

Cancel ASR Select to cancel the entire ASR. Canceling a receipt cannot be reversed.

Viewing Shipping Address Details

Access the Address page.

Demand Line No (demand line number) Displays the demand line number from the vendor shipping system. This value is informational only.

Customer Address Type Indicates the type of customer address that appears on the page. Values are *H* (ship to customer) and *S* (sold to customer).

Entering Lot and Serial ID Information

Access the Lot/Serial page.

Lot Seq No (lot sequence number) Number assigned to give a record a unique identifier for processing purposes.

Shipping Unit of measure used to ship the ASR items.

Lot ID If the item is lot-controlled, enter the lot ID assigned to the item.

Serial ID If the item is serial-controlled, enter the serial ID for the item.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, “Defining Items,” Establishing Item Tracking and Lot-Control Attributes

Receiving Using Electronic Data Collection

This section discusses how to:

- Initiate receiving using EDC.
- Update ASRs staged by the Receive Load process using EDC.
- Receive an entire PO using EDC.
- Receive a PO line using EDC.
- Receive a PO schedule using EDC.
- End an EDC receiving transaction.

You can use EDC to enter receipts in PeopleSoft Purchasing. Use the Purchasing Receiving - Receiving page to complete five receiving-specific transactions using an EDC system. You may also choose to manually enter data on this page to create receiving data that could have been automatically entered using an EDC device.

When you save an EDC transaction page, the page clears so that you can enter another transaction immediately. These transactions are saved in the transaction log until they are picked up by background processes. These background processes can be set up to continually scan the transaction log.

When you enter the transaction data using these data collection pages, selected pieces of information on the page trigger edits that validate the data entered. In addition, the background processes validate all information before any updates are performed.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Integrating to Electronic Data Collection Systems”

Common Elements Used in This Section

Area	Identify the segment of the warehouse in which this item will be stored. If the item being received requires inspection, the area chosen must be associated with an inspection location.
Device ID	Identification code assigned to the device that scanned the transaction.
End Trans (end of transaction)	Set to Y to signal the end of the transaction.
Lev 1 - 4 (level 1-4)	Identify the next levels of storage within the Area location in which you want the items stored.
Number	Identifies the number of records scanned during the transaction.
Tag Number	If this is an item that is tracked as an asset, the asset tag number is required.
Trans Nbr (transaction number)	The last number assigned to the last record that was inserted in the transaction log.
Vendor Lot	For a lot-controlled item, identifies the vendor-assigned lot ID associated with the item.

Pages Used to Receive Items Using Electronic Data Collection

Page Name	Object Name	Navigation	Usage
Purchasing Receiving - Receiving	BCT_PO_RECEIVING	Data Exchanges, Create Transactions, Receiving, Purchasing Receiving, Receiving	Complete five receiving-specific electronic data collection transactions.
Transaction Maintenance	BCT_CTL_UPD	Data Exchanges, Transaction Error Handling, Maintain Transactions, Transaction Maintenance	View EDC receiving transactions in the transaction log. The transaction log provides access to transaction detail pages that enable you to correct transaction errors.

Initiating Receipt Using Electronic Data Collection

Access the Purchasing Receiving - Receiving page.

Select one of the following options in the Trans Code (transaction code) field to access the associated page function:

0101	Enter transaction code 0101 to update an ASR staged by the Receive Load process.
0102	Enter transaction code 0102 to receive an entire PO.
0103	Enter transaction code 0103 to receive a PO line.
0104	Enter transaction code 0104 to receive a PO schedule.
0105	Enter transaction code 0105 to end the receiving transaction.

Note. Fields on this page hide and appear depending on the electronic data collection transaction code that you enter in the Trans Code field.

Updating Advanced Shipment Receipts Using Electronic Data Collection

Access the Purchasing Receiving - Receiving page and enter transaction code *0101* in the Trans Code field. Use this version of the page to update an ASR previously staged by the Receive Load process.

Container ID	Container that holds the items being received.
Ship No (ship number)	Shipment number assigned to the ASR shipment. This is a required field on this page.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Integrating to Electronic Data Collection Systems”

Receiving Entire Purchase Orders Using Electronic Data Collection

Access the Purchasing Receiving - Receiving page and enter transaction code *0102* in the Trans Code field. Use this version of the page to receive all lines of the specified PO.

Receiving a Purchase Order Line Using Electronic Data Collection

Access the Purchasing Receiving - Receiving page and enter transaction code *0103* in the Trans Code field. Use this version of the page to receive a specific PO line.

Receiving a Purchase Order Schedule Using Electronic Data Collection

Access the Purchasing Receiving - Receiving page and enter transaction code *0104* in the Trans Code field.

Use this version of the page to receive a specific PO schedule.

Ending an Electronic Data Collection Receiving Transaction

Access the Purchasing Receiving - Receiving page and enter transaction code *0105* in the Trans Code field.

Use this version of the page to end the transaction when you have finished receiving a shipment.

Subscribing to the Advanced Shipping Receipt (ASR) EIP

The Advanced Shipping Receipt EIP enables you to upload a vendor's Advanced Shipment Notice. This asynchronous batch subscribe message also supports flat-file processing for EDI transaction X.12 856.

Run the Receive Load process (PO_RECVLOAD) to move the ASR message data from the staging tables to application tables.

This section discusses how to subscribe to the ASR EIP.

Pages Used to Subscribe to the ASR EIP

Page Name	Object Name	Navigation	Usage
Receiver Load	RUN_RECVLOAD	Purchasing, Receipts, Load Receipts, Receipt Load	Run the Receive Load process.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the ASR EIP

Before you can subscribe to the ASR EIP, you must:

1. Activate the ADVANCED_SHIPPING_RECEIPT message.
2. Run the Receive Load process (PO_RECVLOAD) to move the ASR message data from the staging tables to application tables.
3. Use the Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

Subscribing to the Purchase Order Receipt EIP

The Purchase Order Receipt EIP subscribes to a message that contains receipt information from your Warehouse Management System partners and PeopleSoft CRM. This asynchronous batch subscribe EIP updates the status of purchase order receipts in PeopleSoft to indicate whether the quantity on the receipt has been received in the WMS system.

Run the Receive Load process (PO_RECVLOAD) to move the data from staging tables to application tables.

This section discusses how to subscribe to the Purchase Order Receipt EIP.

Pages Used to Subscribe to the Purchase Order Receipt EIP

Page Name	Object Name	Navigation	Usage
Receiver Load	RUN_RECVLOAD	Purchasing, Receipts, Load Receipts, Receipt Load	Run the Receive Load process.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Transfer Maintenance	BCT_CTL_UPD	Data Exchanges, Transaction Error Handling, Maintain Transactions, Transaction Maintenance	View all electronic transactions in the transaction log and access the detail pages that enable you to correct transaction errors.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the Purchase Order Receipt EIP

Before you can subscribe to the Purchase Order Receipt EIP, you must:

1. Activate the PURCHASE_ORDER_RECEIPT message.
2. Run the Receive Load process (PO_RECVLOAD) to move the data from staging tables to application tables.
3. Use the common Transaction Maintenance or Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

Subscribing to the Purchase Order Requisition EIP

The Purchase Order Requisition EIP imports requisition data using an asynchronous batch subscribe message from PeopleSoft CRM or external surgical resource software application.

This data is loaded to the PO_REQLOAD_RQST and PO_REQLOAD_CMT staging tables.

Run the Purchasing Requisition Loader process (PO_REQLOAD) to create requisitions from the staged data.

This section discusses how to subscribe to the Purchase Order Requisition EIP.

Pages Used to Subscribe to the Purchase Order Requisition EIP

Page Name	Object Name	Navigation	Usage
Requisition Loader	RUN_POC1210	Purchasing, Requisitions, Load Requisitions, Requisition Loader	Set parameters for running the Purchasing Requisition Loader process.
Data Collection Setup	BCT_SETUP_FS	Data Exchange, Setup, Data Collections, Data Collection Setup	Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix.
Data Def Maint (Data Definition Maintenance)	EO_EIP_CTL_MAINT	Data Exchanges, Transaction Error Handling, Maintain Data Definitions, Data Def Maint (data definition maintenance)	View data detail or correct errors for subscribe messages that contain data rather than transactions

Subscribing to the Purchase Order Requisition EIP

Before you can subscribe to the Purchase Order Requisition EIP, you must:

1. Activate the PURCHASE_REQUISITION_LOAD or PURCHASE_REQUISITION_LOAD_CRM message.
2. Run the Purchasing Requisition Loader process (PO_REQLOAD) to create requisitions from the staged data.
3. Use the Data Definition Maintenance pages to view message data and correct error messages that are picked up in the subscription process.

Setting Up and Publishing the Purchase Order Expected Receipts EIP

The Purchase Order Expected Receipt EIP publishes expected receipts against a dispatched or changed PO to Warehouse Management System applications.

This asynchronous batch publish message provides the Warehouse Management System with a list of expected receipts that have not been received for a dispatched PO.

Use the common Publish Outbound Message page to initiate the PO_POEROUT_AE Application Engine process that publishes the PO_EXPECTED_RECEIPT_BUS_UNIT and PO_EXPECTED_RECEIPT_SHIPTO messages.

This section discusses how to:

- Set up the Purchase Order Expected Receipts EIP.
- Publish the Purchase Order Expected Receipt EIP.

Pages Used to Setup and Publish the Purchase Order Expected Receipts EIP

Page Name	Object Name	Navigation	Usage
Receiving	RECV_WPO	Purchasing, Receipts, Add/Update Receipts	Create receipts for non-PO and PO line items.
Publish Outbound Message	IN_RUN_PUB_MSG	Data Exchanges, Publish Outbound Message	Initiate the outbound message publish process for outbound PeopleSoft SCM messages that use the batch publish design pattern.
PO Expected Receipts Selection Criteria	PO_RUN_POER	Select PO Expected Receipts on the Publish Outbound Message page to enable the PO Expected Receipts link. Click the PO Expected Receipts link to launch the PO Expected Receipts Selection Criteria page.	Launch the PO Expected Receipts Outbound Transaction.

Setting Up the Purchase Order Expected Receipt EIP

Before you can publish messages with the Purchase Order Expected Receipt EIP, you must:

- Activate the PO_EXPECTED_RECEIPT_BUS_UNIT and PO_EXPECTED_RECEIPT_SHIPTO application messages.
- Define a message node.
- Configure the message channel associated with the message.
- Set up chunking rules.
- Activate the associated batch publish rule for both application messages.
- Select the PO Expected Receipts option for the Inventory business unit or the ShipTo Location.
- Establish the item and vendor relationship for the item and vendor for the purchase order.
- Address any special setup steps defined for this EIP.

Creating or changing a purchase order by way of the following elements stages the PO for publication by the Purchase Order Expected Receipt EIP:

- Create POs.
- PO RECON process (PO_PORECON).
- Change Purchase Order process (PO_POCHNG).
- PO Workbench.

Publishing the Purchase Order Expected Receipt EIP

Access the PO Expected Receipts Selection Criteria page.

Refer to the section on Request for Quote Release Selection Criteria for more information.

Setting Up and Publishing the Purchase Order Receipt Notification EIP

The Purchase Order Receipt Notification EIP publishes PO receipt information to external systems such as surgical resource software applications.

Use this EIP to notify vendors about PO receipt information. For example, receiving material against a purchase order in the PeopleSoft Purchasing Receiving component triggers the publication of the Purchase Order Receipt Notification EIP to the POU supplier. This message identifies all direct-purchase items and quantities that have been received and are being delivered to specified locations.

Run the Receiver Interface Push process (PO_RECVPUSH) to stage the PO_RECEIPT_NOTIFICATION message data.

This section discusses how to:

- Set up the Purchase Order Receipt Notification EIP.
- Publish the Purchase Order Receipt Notification EIP.

Pages Used to Set up and Publish the Purchase Order Receipt Notification EIP

Page Name	Object Name	Navigation	Usage
Process Receipts	RUN_PO_RECEIPT	Purchasing, Receipts, Process Receipts	Define parameters to run the Receiver Interface Push process (PO_RECVPUSH) and the PS/Receipt Assets & Putaway process (RECEIPTS).

Setting Up the Purchase Order Receipt Notification EIP

Before you can publish messages with the Purchase Order Receipt Notification EIP, you must:

- Activate the PO_RECEIPT_NOTIFICATION application message.
- Activate the associated batch publish rule.

Publishing the Purchase Order Receipt Notification EIP

Run the PO_RECVPUSH process to publish the Purchase Order Receipt Notification EIP.

Receiving material against a purchase order in the PeopleSoft Purchasing Receiving component triggers the publication of an application message to the POU supplier using the Purchase Order Receipt Notification EIP. This message identifies all direct-purchase items and quantities that have been received and are being delivered to specified locations. The Receipt Push process (RECVPUSH) loads the stage table (RECV_PUSH_NTFY). If a chunking rule for the message name and publish rule exists on the publish rule definition table (EO_MSGPUBDEFN), then the system creates staging records for only those par location receipt transactions where the par location is defined on the par location chunking table (IN_BU_PAR_EOC). If the chunking rule does not exist, then staging records will be created for all par location receipt transactions. Once the stage table is loaded, it calls the program that in turn publishes the receipt notification message.

Loading Receipts Received Using Enterprise Integration Points and Electronic Data Collection

This section discusses how to run the Receive Load process (PO_RECVLOAD).

Use this process to load transactions into the PeopleSoft Purchasing tables. Receipts can be received through the following methods:

- Advanced Shipment Receipt (ASR) enterprise integration point (EIP).
- PO Receipts EIP.
- Electronic data collection (EDC) system.
- Supplier-entered advance shipping notifications (PeopleSoft eSupplier Connection is required).

These transactions enable you to bypass manual receipt entry using the Receiving page.

The Receive Load process requires that a PO exist before a receipt can be created. Therefore, it is only able to create PO-related receipts. The process does not load non-PO receipts.

Loading ASR Transactions

When you load ASR transactions, the Receive Load process uses the PO line number and line quantity to allocate or cascade quantities to all open or unreceived schedules. Allocations are done on a sequential basis.

If the PO line quantity is 100:

- Schedule 1 quantity is 20, status is open.
- Schedule 2 quantity is 30, status is closed or already received.
- Schedule 3 for a quantity of 20, status is open.
- Schedule 4 for a quantity of 30, status is open.

If the ASR is for a quantity of 100:

- 20 will be allocated to schedule 1.
- 20 will be allocated to schedule 3.
- 60 will be allocated to schedule 4, which will result in an overshipment.

Note. ASR transactions can include supplier-created ASNs from PeopleSoft eSupplier Connection.

Loading EDC Transactions

If you are using an EDC system to load receiving transactions, load the receipt data to the data collection transaction log.

Loading WMS Transactions Using the PO Receipts EIP

If you use a warehouse management system (WMS) application, the transactions are loaded from the WMS application like the EDC transactions. However, in the receipt confirmation transaction from the WMS application, the inventory business unit can be included to associate receipts to the appropriate distribution line. If the inventory business unit is included, the receipt quantity is applied to that business unit distribution line. If you have selected the Allow Receipt Load Cascade option on the Purchasing Definition - Business Unit Options page, the receipt quantity is applied against the next schedule. This applies only to WMS 0103 transactions.

If the receipt confirmation transaction from the WMS application includes a storage location, the storage location sent from the WMS application overrides the default storage location for the putaway of the item.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Integrating to Warehouse Management Systems”

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Integrating to Electronic Data Collection Systems”

Pages Used to Load Receipts Received by Enterprise Integration Points and Electronic Data Collection

Page Name	Object Name	Navigation	Usage
Receiver Load	RUN_RECVLOAD	- Purchasing, Receipt, Load Receipts, Receiver Load - Data Exchanges, Process Transactions, Load Purchase Order Receipts, Receiver Load	Run the Receive Load process.
Select Purchase Order	PO_PICK_ORD2	Click the Select Purchase Order link on the Receiver Load page.	Select PO items and attributes that you want to put through the Receipt Load process.

Running the Receive Load Application Engine Process (PO_RECVLOAD)

Access the Receipt Load - Receiver Load process page

Receiver Load Options

Fields on this page hide and appear depending on the value that you enter in the Receiver Load Options field. Select one of the following options in the Receiver Load Options field to access the associated page function.

Load Data Collect Trans (load data collection transactions): Select to process data collection transactions that are in the transaction log. This includes transaction data received using EDC and WMS systems.

Load ASR Transactions (load advanced shipment receipt transactions): Select to load Advanced Shipment Receipt transactions, also known as ASN transactions, into the Purchasing tables.

Use Current UOM Conv Rate (use current unit of measure conversion rate)

Select to use the current unit of measure conversion rate. If you do not select this option, the system will calculate the standard quantity using the PO conversion rate.

Note. This option is only available when PeopleSoft Inventory is installed. When Inventory is not installed, the system will always calculate the standard quantity using the current conversion rate.

Loading Electronic Data Collection Transactions Using the Receive Load Process

Access the Receipt Load - Receiver Load page and select *Load Data Collect Trans* in the Receiver Load Option field.

Use this version of the page to process data collection transactions in the transaction log.

The Load Data Collection Transactions process, like the other data collection processes, is set up to continuously scan the transaction log as long as there are transactions in the log. If no transactions are in the log when a process scans the log, the process shuts down and can be restarted by the Process Scheduler. Use of the Process Scheduler with this background process ensures that it runs continuously.

Loading ASR Transactions Using the Receive Load Process

Access the Receipt Load - Receiver Load page and select *Load ASR Transactions* in the Receiver Load Option field.

Use this version of the page to load ASR transactions into the Purchasing tables.

Processing Receipts

This section discusses how to:

- Use the Receiver Interface Push process (PO_RECVPUSH).
- Use the Receipt Push Inventory process (RECV_01) PSJob.
- Use the Receipt Push Assets process (RECV_02) PSJob..
- Use the Receipt to Inventory & AM process (RECV_03) PSJob..

Working together, these processes load receipt information into PeopleSoft application tables managed by the PeopleSoft Inventory putaway process, PeopleSoft Asset Management asset load process, and PeopleSoft Production Management routing process.

Depending on individual receipt characteristics, each receipt transaction should be processed by at least one of these processes. A receipt's status changes from *Received* to *Moved* once it has been successfully processed.

Note. These processes also generate receipt landed cost transactions and any applicable receipt notification messages. For this reason, it is important to run these processes on all receipts.

Page Used to Process Receipts

Page Name	Object Name	Navigation	Usage
Process Receipts	RUN_PO_RECEIPT	Purchasing, Receipts, Process Receipts	Define parameters to run the Receiver Interface Push processes.

Using the Receiver Interface Push Application Engine Process

The Receiver Interface Push process moves data to the PeopleSoft Asset Management interface table, where it is picked up by the asset batch process. This process can be executed in one of two ways:

- If you know the receipt being processed contains inventory-related lines, asset-related lines, or lines that contain both, run the Receipt to Inventory & AM process (RECV_03).
- If you know the receipt being processed has no inventory-related lines, run the Receipt Push Assets process (RECV_02).

Before a receipt can be a candidate for the independently run Receiver Interface Push process, the following criteria must be true:

- The Flag Items for Auto-Putaway check box on the User Preferences - Inventory page must be selected. If this check box is not selected, the item will be staged for inventory.
- The receipt's status must be *Received*.
- The Hold Receipt check box on the Receipt Defaults page must be clear.
- The Interface Receipt check box on the User Preferences - Procurement: Receiver Setup page must be selected. If the user's option for Interface Receipt is set to Y, then the value on the receipt defaults to Y, and unless overridden on the receipt, the Receiver Interface Push process is invoked when the receipt is saved.

You can also run the Receiver Interface Push processes from the Process Receipts page.

Using the Receipt to Inventory & AM Multiprocess Job

The Receipt to Inventory & AM process processes receipts that contain inventory-related lines, asset-related lines, or lines that contain both.

The Receipt to Inventory & AM (RECV_03) process runs the following processes automatically:

- Receiver Interface Push process
- PeopleSoft Inventory Load Staged Items process (INPSSTGE)
- PeopleSoft Inventory Putaway process (INPPPTWY)
- PeopleSoft Inventory Putaway Plan report (INS3500)
- PeopleSoft PO/AP/AM Interface process (AMPS1000)

- PeopleSoft Asset Transaction Loader (AMIF1000)

Before a receipt can be a candidate for the Receipt to Inventory & AM (RECV_03) process, the following criteria must be true:

- Criteria discussed in “Processing Receipts” and “Using the Receiver Interface Push Application Engine Process” must be met.
- The Hold Inventory check box on the Receipt Defaults page must be clear to enable to process to move received items to PeopleSoft Inventory.
- The Hold Asset check box on the Receipt Defaults page must be clear to enable the process to move received items to PeopleSoft Asset Management.

The Receipt to Inventory & AM (RECV_03) process inserts any applicable putaway rows from the receipt and loads them into the Putaway staging table for the inventory putaway segment of the process.

When a receipt requires corrections to asset-applicable lines, assets previously interfaced can have their quantities both increased or decreased. In addition, if an asset row is canceled on the receipt, a retirement transaction is created and sent to PeopleSoft Asset Management.

Notifications of the receipt of subcontracted purchases are routed to PeopleSoft Production Management through the Receipt to Inventory & AM (RECV_03) process. The identifying keys of the work order from the original request, along with details about the receipt are passed to the Production Management receipt process. When a subcontracted receipt is updated, the Production Management receipt process is notified of any changes to the accepted and rejected quantities.

When processing a receipt for a subcontract that has a data collection receipt source, transaction log entries are created that are later processed by PeopleSoft Production Management batch processing. When processing a last operation receipt, Subcontract Receipt to Stock (0112) transactions are created. Otherwise, Subcontract Receipt Operation (0113) transactions are created.

The successful completion of this process generates landed cost transactions. After these transactions are generated, the process complete status on the receipt line is set to *Yes*. In addition, receipt notification messages are generated for applicable PeopleSoft Inventory par locations for non-inventory receipt.

You can run the PS/Receipt Assets & Putaway process from the Process Receipts page.

Using Additional Receipt Processes

Use additional receipt processes to process receipts that contain inventory-related lines, asset-related lines, or lines that contain both. Use the Process Scheduler to run one or more of the following additional receipt process jobs:

- Asset Interface Process (RECV_AM)
- Inventory Putaway Process (RECV_INV)
- Receipt Push Assets (RECV_01)
- Receipt Push Inventory (RECV_02)
- Receipt to Inventory and Assst Management (RECV_03)
- Recv Push + Accrual (RECV_GL)
- Recv Push + Accrual to Assst Management (RECV_01G)

- Recv Push + Accrual to Inventory (RECV_02G)
- Recv Push + Accrual to Inventory and Asset Management (RECV_03G)

Processing Receipts

Access the Process Receipts page.

Autogenerate Labels Select to generate labels for the receipt using the PO Receipt Labels report page.

Working with Landed Costs on Receipts

This section discusses how to:

- Access receipt and voucher landed cost information.
- View landed cost voucher details.

Landed costs are miscellaneous charges that you can add to a PO in addition to sales and use tax and VAT. If PeopleSoft Cost Management is installed, you can use the landed cost charges that are used by PeopleSoft Cost Management to calculate the actual cost of an item.

If PeopleSoft Cost Management is not installed, you can still define a landed cost miscellaneous charge on the Misc Charge/Landed Cost Defn page. You can then set up PeopleSoft Purchasing to automatically calculate the landed cost based on items and item vendors using the Miscellaneous Charges - Miscellaneous page, or you can manually add landed costs charges on the PO. Receipt lines generated at receiving push time are assigned these estimated landed costs from their associated PO schedules.

PeopleSoft provides landed cost reports, such as the Estimate vs. Actual Landed Cost report (CMS3000), Total Purchase Variance report (CMS3010), and Standard Purchase Variance report (CMS3020) to assist you in landed cost analysis.

See Also

Chapter 6, “Defining Miscellaneous Charges and Landed Costs,” page 87

Pages Used to Work With Landed Costs on Receipts

Page Name	Object Name	Navigation	Usage
LC Manual Close (landed cost manual close)	CM_LC_MANU_CLOSE	Purchasing, Receipts, Close Landed Costs, LC Manual Close	View and enter details about landed costs applied to a receipt and the vouchers created to pay for them. Perform manual overrides, closing individual or all landed cost lines associated with the selected receipt line.
Voucher Details	CM_LC_MANU_CLS_VC	Click the link in the Misc Chg column on the LC Manual Close page.	View voucher details for the selected landed cost applied to the receipt line.

Accessing Receipt and Voucher Landed Cost Information.

Access the LC Manual Close page.

Receiver Line Charges

Close	Select at the header level to close all landed cost lines for the selected receipt. Select at the line level to close an individual landed cost line.
LC Status (landed cost status)	Landed cost status of the selected receipt line. Values are: <i>Open</i> : The landed cost status for the receipt line remains in an <i>Open</i> status until all landed cost voucher lines have a <i>Closed</i> status. <i>Closed</i> : The landed cost status for the receipt line changes to <i>Closed</i> when all of the landed cost voucher lines have a <i>Closed</i> status.
Misc Chg (miscellaneous charge)	Miscellaneous charge code assigned to the landed cost charged to the receipt line. Click the link to access the Voucher Details page.
Charge Amount	Estimated landed costs from the PO schedule.
Voucher Amt (voucher amount)	Actual amount paid on the voucher for the landed cost. This value appears by default from your accounts payable system.
Voucher Qty (voucher quantity)	Actual landed cost item quantity accounted for on the voucher. This value appears by default from your accounts payable system.
Amount Variance %	Percentage by which the landed cost Charge Amount value varies from the landed cost Voucher Amt value.
Quantity Variance %	Percentage by which the landed cost Accept Qty value varies from the landed cost Voucher Qty value.
Amount Tolerance %	Displays the percentage by which the actual landed cost (Voucher Amt value) can be more or less than the estimated landed cost (Charge Amount value). This value allows the charge to be automatically closed for landed costs when the voucher amount is within tolerance of the charge (PO) amount.

Quantity Tolerance % Displays the percentage by which the actual landed cost quantity (Voucher Qty value) can be more or less than the estimated landed cost quantity (Accept Qty value).

Note. A receipt cannot be reconciled unless the amount and quantity variances are within the amount and quantity tolerances.

Viewing Voucher Details for Landed Costs

Access the Voucher Details page.

Matching Vouchers

Voucher Qty Converted (voucher quantity converted)	Original quantity of items received on this receipt line.
Charge Amount Converted	Original estimated landed cost charge from the PO schedule.
Charge Amount	Actual landed cost charge paid on the voucher converted from the estimated landed cost on the PO schedule using the voucher currency and UOM (unit of measure).
UOM Vchr (unit of measure voucher)	Unit of measure assigned to the landed cost quantity on the voucher.
Quantity Vouchered	Landed cost quantity vouchered after conversion to the UOM of the voucher.

Closing Receipts

This section lists the page used to run the Close Receipts process (PO_RECV_COM).

Use this process to closes and assign a *Closed* status to receipt schedules that have been interfaced to assets, inventory, or production management (if required) and matched (if required).

Closing a receipt prevents maintenance from being performed on the receipt because the receipt is no longer visible in the receipt update option. You can use the Receiving - Receipts Inquiry page to view closed receipts.

The receipt line has a *Closed* status when all the receipt schedules have been marked *Closed*. The receipt header has a *Closed* status when all line items have been marked *Closed*. A receipt can have some schedules and lines in an *Open* status and other schedules and lines that have been *Closed*. Canceled lines and schedules are ignored in determining the status of the receipt.

Page Used to Run the Close Receipts Application Engine Process

Page Name	Object Name	Navigation	Usage
Close Receipts	RUN_PO_RECV_COM	Purchasing, Receipts, Close Receipts	Run the Close Receipts process (PO_RECV_COM).

Generating Receiving Labels

This section lists the page used to generate receiving labels.

Use this page to provide for barcode scanning in the warehouse, on the manufacturing floor, or later in the supply chain, you can print barcode labels from PeopleSoft through an in-house or third-party barcode label product.

To generate barcode labels:

1. Set up the attributes for each label type on the Data Collection Label Setup page.
2. Generate a flat file containing the label data by running a PeopleSoft Process Scheduler SQR program from the label-specific run control page.
3. Pass the flat file to an in-house or a third-party barcode label product to print the labels.

In PeopleSoft Purchasing, you can use the PO Receipt Labels page to create a flat file to produce receipt labels that are used to track received items. Receiving labels may be generated for each item on a receipt.

Use the PO Receipt Item Usage Labels page to create a flat file to produce item usage labels for items that will be delivered to point-of-use locations directly upon receiving.

Page Used to Generate PO Receipt Item Usage Labels

Page Name	Object Name	Navigation	Usage
PO Receipt Item Usage Labels	RUN_PORC_USG_LBL	Purchasing, Receipts, Reports, Receipt Item Usage Labels, PO Receipt Item Usage Labels	Define parameters for the PO Receipt Item Usage Labels flat file that you want to produce.

CHAPTER 35

Working with Delivery Information

This chapter provides an overview of delivery information and discusses how to access delivery information.

Understanding Delivery Information

The pages in the PeopleSoft Purchasing Delivery component enable you to identify the final destination for received goods, as well as view location and ship to information relevant to the delivery of the received goods. The information maintained on these pages exists at the receipt distribution level and originated from either the requisition or the purchase order. Delivery information becomes available only after the item has been received.

Accessing Delivery Information

This section lists the pages used to access delivery information.

Pages Used to Access Delivery Information

Page Name	Object Name	Navigation	Usage
Delivery Location	RECV_DELIVERY1	Purchasing, Receipts, Maintain Delivery Information, Delivery Location	Designate material as being delivered. You can also enter the delivery date and name of the person to whom the delivery was made.
Item Description	RECV_ITEM_DESCR_FS	Click the item name link on the Delivery Location page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
Delivery Location- Location Comments	RECV_DELIVERY2	Purchasing, Receipts, Maintain Delivery Information, Delivery Location Click the Location Comments tab.	View comments entered for the delivery location of the material. This may include standard routing instructions for delivery.
Delivery Location- Ship To Comments	RECV_DELIVERY3	Purchasing, Receipts, Maintain Delivery Information, Delivery Location Click the Ship To Comments link.	View ship to comments entered for the internal delivery location of the material, which is the final destination to which the item should be routed. For example, if the ship to is Company Headquarters Building B, but the delivery location is the fourth floor mailroom of Building E, the comments could be instructions on which mail slot to use in the fourth floor mailroom, receiving dates and times, or special delivery instructions.

CHAPTER 36

Inspecting Received Items

This chapter provides an overview of inspections and discusses how to perform inspections.

Understanding Inspections

PeopleSoft Purchasing offers an inspection component that provides detailed inspection instructions that have been established by your item administrator. One set of inspection instructions can be used for multiple items. When you use the Inspection page, these instructions are pulled into the receipt for your reference.

To be eligible for inspection, an item on the receipt line must be defined as requiring inspection. You can select the Inspection Required check box on the following pages:

- Item Categories - Category Definition 2 page.
- Purchasing Attributes - Purchasing Controls page.
- Receiving Controls page for the item business unit.
- Requisition Line Details page.
- PO Line Details (purchase order line details) page.

The item receipt does not have to be related to purchase orders (POs) to be eligible for inspection.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Entering PO Line Details, page 412](#)

[Chapter 16, “Creating Requisitions Online,” Entering Requisition Line Defaults, page 259](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining Matching Options, page 28](#)

Using Separate Inspections

Performing inspections by using the PeopleSoft Purchasing Inspection component maps closely to a business process where receiving is done in one stage, followed by a separate inspection process. Implementing a separate inspection process by using the Inspection component in conjunction with PeopleSoft Inventory enables you to track the receipt of inventoried items in an inspection location.

To indicate that your organization is using a two-step “receive-then-inspect” business process, select the Separate Inspection check box on the Purchasing Definition - Business Unit Options page.

When this check box is selected, the Insp Qty (inspect quantity) field on the Receiving page is unavailable for entry, and inspection must be done by using the Inspection component.

If the Separate Inspection check box is clear, the Insp Qty field on the Receiving page is available for entry. Inspection is done and verified at that point, but it can still be performed by using the Inspection component.

The default inspection location identified for an item is used as the putaway location at the time of receipt, unless an overriding inspection location is specified on the Inventory Putaway Information page.

The quantity accepted upon receipt appears by default as the received quantity, and the accepted quantity in the stocking unit of measurement (UOM) is moved to the designated inspection location by using the Process Receipts process (RECEIPTS). If the goods are moved to an inspection location other than their original inspection destination, the inspection location can be updated in the system to reflect the true location to which the goods were moved.

The separate inspection process is then used to inspect the items that are now in the inspection location. Any goods that pass inspection are moved from the original inspection location to the default final putaway location. This default final putaway location can be changed to another non-inspection location. The move from inspection to final putaway location is described in more detail in a following section.

If items are rejected during inspection at the inspection location, there is a tight integration with the Return to Vendor process, and return transactions are generated automatically.

Inspecting and Moving Goods to Their Final Putaway Locations

To perform separate inspections and move goods to their final putaway locations:

1. Create a receipt by using the Receiving page.
2. Run the Process Receipts process.

This step is necessary if the receipt is inventory-related. This process moves goods into the default inspection location, unless you defined different default locations when you created the receipt.

3. Perform inspections by using the Inspection component.

Access the Inspection & Putaway Information page to change (if necessary) the default final putaway location.

4. To perform manual bin-to-bin transfers, click the Manual Bin to Bin Transfer link on the Inspection page.

This provides access to the Transfers page, where you can choose to manually move the item from the inspection location to its final putaway location.

5. To perform Auto Bin to Bin transfers (a batch process), ensure that the Auto Bin to Bin option is selected for the Inventory putaway locations.

This process stages the item information into the Data Collection tables (BCT_DTL). To verify that the information has populated the table and is ready to be picked up by the batch process, access the Transaction Maintenance page. The final step of the Auto Bin to Bin process is to run the Inventory Transfer process (INPTTRFR). This process moves your inventory from the inspection location to the final putaway location.

Note. To run the Inventory Transfer process, you must define values for the following fields on the Data Collection Setup page, even if bar coding is not being used: Transaction Number and History Options. If barcode processing is not used, there is no need to provide a value for the File Suffix field.

See Also

[Chapter 36, “Inspecting Received Items,” Specifying Putaway Location Overrides, page 675](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22](#)

[Chapter 37, “Managing Vendor Returns,” page 679](#)

[Chapter 34, “Receiving Shipments,” Entering Receipts, page 620](#)

[Chapter 34, “Receiving Shipments,” Entering Override Inventory Putaway Information, page 631](#)

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Integrating to Electronic Data Collection Systems”

Performing Inspections

This section discusses how to:

- Inspect receipt items.
- Select receipt lines for inspection.
- View receipt details.
- Use inspection instructions.
- Specify putaway location overrides.
- View receipt item details.
- Enter return to vendor (RTV) setup information.

Pages Used to Perform Inspections

Page Name	Object Name	Navigation	Usage
Inspection	RECV_INSPECT	Purchasing, Receipts, Inspect Receipts, Inspection	Put receipt line items through the inspection process. The Inspection Required check box must be selected for the item on the receipt line.
Item Description	RECV_INSP_IT_DESCR	Click the item name link on the Inspection page.	Enter and view descriptions for a specific item.
Select Receipt (search criteria)	PO_PICK_ORDERS	Click the Select Receipt option on the Inspection page.	Select receipt lines to put through the inspection process.
Vendor Lookup	VENDOR_LOOKUP_SEC	Click the Vendor Lookup option on the Select Receipt page.	Search for vendors.

Page Name	Object Name	Navigation	Usage
Item Description	PO_PICK_IT_DESCR	Click the item name link on the Select Receipt page. The item name link is composed of the first 30 characters of the item description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Inspect Instructions	RECV_INSP_INSTRUCT	Click the Inspect Instructions link on the Inspection page.	View inspection instructions associated with the item on the receipt line and enter batch sequence, runtime, and inspect ID information.
Inspection & Putaway Information	RECV_INSP_PUTAWAY	Click the Inspection Putaway Information link on the Inspection page.	Specify a putaway location override for an item. This page is available only if the receipt line is targeted for inventory.
Storage Location Search	RECV_STOR_LOC_SRCH	Click the Storage Location Search link on the Inspection & Putaway Information page.	Perform a search on available storage locations for the material that you are receiving.
Directed Putaway Locations	IN_PTWY_LOC_SP	Click the Directed Putaway link on the Inspection & Putaway Information page.	Define directed putaway values for receipt items.
Line Details	RECV_INSP_DETAILS	Click the View Detail link on the Inspection page.	View details about the item at the receipt line level.
RTV Setup	RECV_INSPECT_RTV	Click the RTV Setup link on the Inspection page.	Enter RTV details for inspected items. This information is used to automatically generate an RTV transaction.

Inspecting Receipt Items

Access the Inspection page.



Click the RTV Create button to create an RTV transaction, and update the Return Qty field with RTV data that you entered on the RTV Setup page. The RTV transaction is now accessible on the Return to Vendor - RTV page, where you can view and modify detailed information for the RTV transaction.



Click the Automatic Bin to Bin Transfer button to move items from their inspection locations to their putaway locations. The transaction to move items from inspection to putaway locations is written to the electronic data collection log files, where it is picked up by a background process, enabling the move to be completed automatically. This function is available only if

you are using an electronic data collection batch update process. The Auto Bin to Bin check box on the Inspection & Putaway Information page is selected for items that are available for use with this function.

Receipt Lines

Insp Qty (inspected quantity)

Enter the quantity of items inspected. The status of the inspection process appears. Values are *Complete* and *Incomplete*.

More Line Data

IN Unit (inventory unit)

Displays the inventory unit. If the item is an inventory item, this is the inventory business unit associated with the item. If the receipt line is targeted for Production Management (subcontract), this is the inventory business unit associated with the production ID and operation sequence displayed.

Production ID

If the item is associated with a PeopleSoft Production Management production kit, this field displays the item associated production ID.

Operation Sequence

Displays the number designating the order in which this material is used in the production sequence.

INV Stat (inventory status)

Designates if the receipt line item is an inventory item, along with its status. Values are:

Moved: Indicates that the receipt line has interacted with PeopleSoft Inventory.

N/A (not applicable).

Pending: Indicates that the receipt line has been staged and is pending interaction with PeopleSoft Inventory.

Transfer to Quality

Click to create a quality data entry session and transfer to the PeopleSoft Quality Data Entry - Subgroup Method page or Data Entry - Sample Method page, depending on the data entry method that you specified when you created the Quality Control Plan. Use this page to pass applicable receipt items on to PeopleSoft Quality for in-depth inspection.

Prior to transferring to PeopleSoft Quality, the receipt inspection function updates the hierarchy and trace field values that are passed to Quality, as well as the inspection quantity, which is passed on to Quality as SGRP Size. The inspection quantity to be passed on to Quality is determined by multiplying the receipt quantity for the line by the sample inspection percent for the item, less the current inspection quantity.

Upon returning to receipt inspection on the Inspection page, if the SGRP Size was updated by PeopleSoft Quality, it is retrieved and added to the current inspection quantity field value. If the inspection quantity is large enough to satisfy the inspection sample percent for the item, the inspection status is set to *Complete*.

Upon returning to receipt inspection on the Inspection page, if the PeopleSoft Quality fail count is greater than zero, the count is moved to the receipt

inspection's return quantity. The reject action is set to *Replacement* and the reject reason is set to *Failed Inspection* by default.

At save time, you have the option to automatically generate an RTV transaction for the returned quantity.

See Also

[Chapter 36, "Inspecting Received Items," Entering RTV Setup Information, page 677](#)

[Chapter 36, "Inspecting Received Items," Specifying Putaway Location Overrides, page 675](#)

[Chapter 37, "Managing Vendor Returns," Entering RTV Information, page 692](#)

[Chapter 37, "Managing Vendor Returns," Item Rejection Versus Item Returns, page 680](#)

PeopleSoft Quality 8.8 PeopleBook, "Collecting Quality Data," Using Subgroup and Sample Methods to Enter Data

PeopleSoft Quality 8.8 PeopleBook, "Integrating With Third-Party Applications"

Selecting Receipt Lines for Inspection

Access the Select Receipt page.

Search

Click to retrieve information to the lower portion of the page based on your selection criteria.

More Details

Price

Displays the unit price of the item on the PO line.

Using Inspection Instructions

Access the Inspect Instructions page.

You define inspection instructions at the item level on the Inspection Routing page. This inspection instruction information is captured upon receipt and can be modified or overridden at the time of inspection.

Batch Seq (batch sequence)	Designates when in the inspection routing sequence this inspection occurs. This field is set to <i>1</i> by default for the first inspection operation defined, and it increments with each subsequent operation added for the inspection routing.
Inspect ID (inspection ID)	Displays the inspection ID for the items that you are inspecting.
Run Time	Displays the estimated time required for each inspection.
Time Type	Select the type of inspection on which the runtime is based. Values are: <i>Per Batch</i> : Designates that the inspection operation should be performed on a batch of items, perhaps on a representative sample from an entire shipment. <i>Per Unit</i> : Designates that the inspection operation should be performed on single items.

Total Std (total standard)	Displays the estimated time required for the inspection of all items, based on the Run Time value and the number of items that are being inspected.
Total Act (total actual)	Enter the actual time required for the inspection of all items.
Instructions	Contains detailed instructions for the inspection of the items.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Inspection Procedures

Specifying Putaway Location Overrides

Access the Inspection & Putaway Information page.

After the receiving department receives items, the system moves them to the inspection department to be inspected, if required. At this time, the item has been put away to an inspection location. Once the items pass inspection, they need to be transferred from the inspection location to a location where they can be used for order fulfillment.

If the item original inspection location was used, and if the item’s default putaway location will be used, then entering data on this page is optional. The purpose of this page is to specify an override putaway location.

Serial	Indicates whether or not the item is serial-controlled. The item serial-controlled status also appears. Values are: <i>Complete</i> : Serial numbers have been assigned. This is the default value for a non-serial-controlled item. <i>Incomplete</i> : Serial numbers have not been assigned.
Std UOM (standard unit of measurement)	Displays the UOM assigned to the item that reflects the most common unit of management for the item.

Putaway Location

Area	Identifies the segment of the warehouse in which to store this item. This location depends on the inspection status of the receipt line. If the inspection status is <i>Incomplete</i> , this location must be an inspection location. If the inspection status is <i>Complete</i> , then it must be a non-inspection location.
Lev 1 - 4 (levels 1–4)	Identifies the next levels of storage within the area location. This level number may represent aisles, shelves, bins, and so on. Enter as much or as little information that is needed depending on the different storage configurations available.
Status	Displays the receipt status. Values are: <i>C</i> (closed receipt): Item has been moved and matched, when required. No further processing is required. <i>H</i> (hold receipt): Receipt on hold until released by user.

M (moved to interface): Item has interacted with PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Production Management.

O (open receipt): Not all edits have passed. One or more receipt lines are in an Open status.

R (received): All edits have passed. All lines are in a Received or Canceled status.

X (canceled receipt): All lines and schedules are canceled. A Cancel status action cannot be reversed.

Auto Bin to Bin (automatic bin to bin)

If you are using an automated electronic data collection system and this check box is selected, the *move from inspection to putaway* transaction can be moved by using the electronic data collection log files, where it is picked up by a background process. The move is completed automatically. If this field is selected and you clear it, the check box becomes unavailable for entry and the line is not eligible for automove. After clicking the Automatic Bin to Bin Transfer button on the Inspection page, this check box is cleared and no longer available for entry.

Putaway Information

Serial ID

Displays the serial number for the material being received. This is required for a serial-controlled item.

Lot ID

Displays the lot ID number for the material being received. This is required for a lot-controlled item.

Cntr ID (container ID)

Displays the container ID associated with the item.

Consigned

If selected, designates that items being put away are consignment items.

Non-Owned

If selected, the item has been designated as a non-owned item.

Line Inv Qty (line inventory quantity)

Inventory quantity of the item on the original receipt line. Displays the quantity originally passed to inventory.

Total Inv Qty (total inventory quantity)

Displays the total inventory item quantity on the receipt. This is a sum of all the current distribution quantities for the receipt line. The value reflects any adjustments that have been made to the receipt distributions, such as RTVs. If the item has an associated RTV transaction, your business unit options are set to adjust for RTV, and the RTV action is return for replacement, this field displays the inventory item quantity less the return quantity.

Viewing Receipt Item Details

Access the Line Details page.

Status

Displays the status of the selected receipt line.

Inventory

Indicates whether the item has already been passed on to PeopleSoft Inventory. Values are:

Moved: Item has interacted with PeopleSoft Inventory.

N/A (not applicable): Item does not have any interface requirements.

Pending: Item has not yet interacted with PeopleSoft Inventory.

Insp DTTM (inspection date and time)

Indicates the date and time of the item's inspection.

See Also

Chapter 34, "Receiving Shipments," Defining Receipt Statuses, page 611

Entering RTV Setup Information

Access the RTV Setup page.

You cannot create an RTV transaction for a receipt that has inventory or asset management interface requirements until it has a moved status.

When you enter RTV information on this page, you must create your RTV before saving your inspection transaction on the Inspection page. To create an RTV, click the RTV Create button on the Inspection page.

If you do not create your RTV before saving your inspection transaction, the system prompts you to create the RTV. Select Yes to automatically create the RTV and return to the Inspection page. The Return Qty field on the Inspection page is now populated with the RTV quantity.

If you select No, the system returns you to the Inspection page to enable you to modify your RTV information. RTV data that you enter is lost if you do not create the RTV *before* exiting the Inspection page.

Vndr Returned Qty (vendor returned quantity)

Displays the quantity returned based on the UOM assigned to the item by the vendor.

Std Returned Qty (standard returned quantity)

Displays the quantity returned based on the standard UOM for the item.

Vndr UOM (vendor unit of measurement)

Displays the UOM assigned to the item by the vendor.

Std UOM (standard unit of measurement)

Displays the UOM assigned to the item that reflects the most common unit of management for the item.

Reason Code

Select a reason for returning the product to the vendor. These values are defined on the Rtn/Rej Reasons (return and reject reasons) page.

Rej Action (rejection action)

Select one of the following return action values for the rejected item:

C (return for credit): You return the items to the vendor and do not request replacement of these returned goods.

R (return for replacement): The vendor ships replacement goods, and you receive them against the original PO.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Assigning Codes to Reject and Return Reasons

CHAPTER 37

Managing Vendor Returns

This chapter provides an overview of the return-to-vendor (RTV) business process and discusses how to:

- Set up RTV processing options.
- Create RTV transactions without purchase orders (POs).
- Create RTV transactions against closed POs.
- Enter RTV transactions.
- Dispatch and print RTV transactions.
- Set up and Publish the Return to Vendor (RTV) EIP.
- Reconcile RTV transactions.
- Inquire about RTVs.

Understanding RTV Transactions

There are a variety of business reasons for initiating a vendor return. You may receive defective materials, too many items, items shipped in error, or items that you no longer require. When you return goods or services purchased from a vendor, you enter an RTV transaction in PeopleSoft Purchasing. Typically, this RTV transaction specifies the PO from which the materials were acquired; however, returns can be processed in PeopleSoft Purchasing without referencing the original PO if this detail is no longer available.

To initiate the RTV process, identify the items being returned to the vendor by entering descriptive information such as the vendor ID and vendor RMA (return material authorization) number in the RTV component. These pages provide various selection criteria that enable you to locate the correct PO or receipt line and other information to process the return. An RTV transaction can impact other areas such as inventory levels, payables credits, assets, and vendor performance statistics.

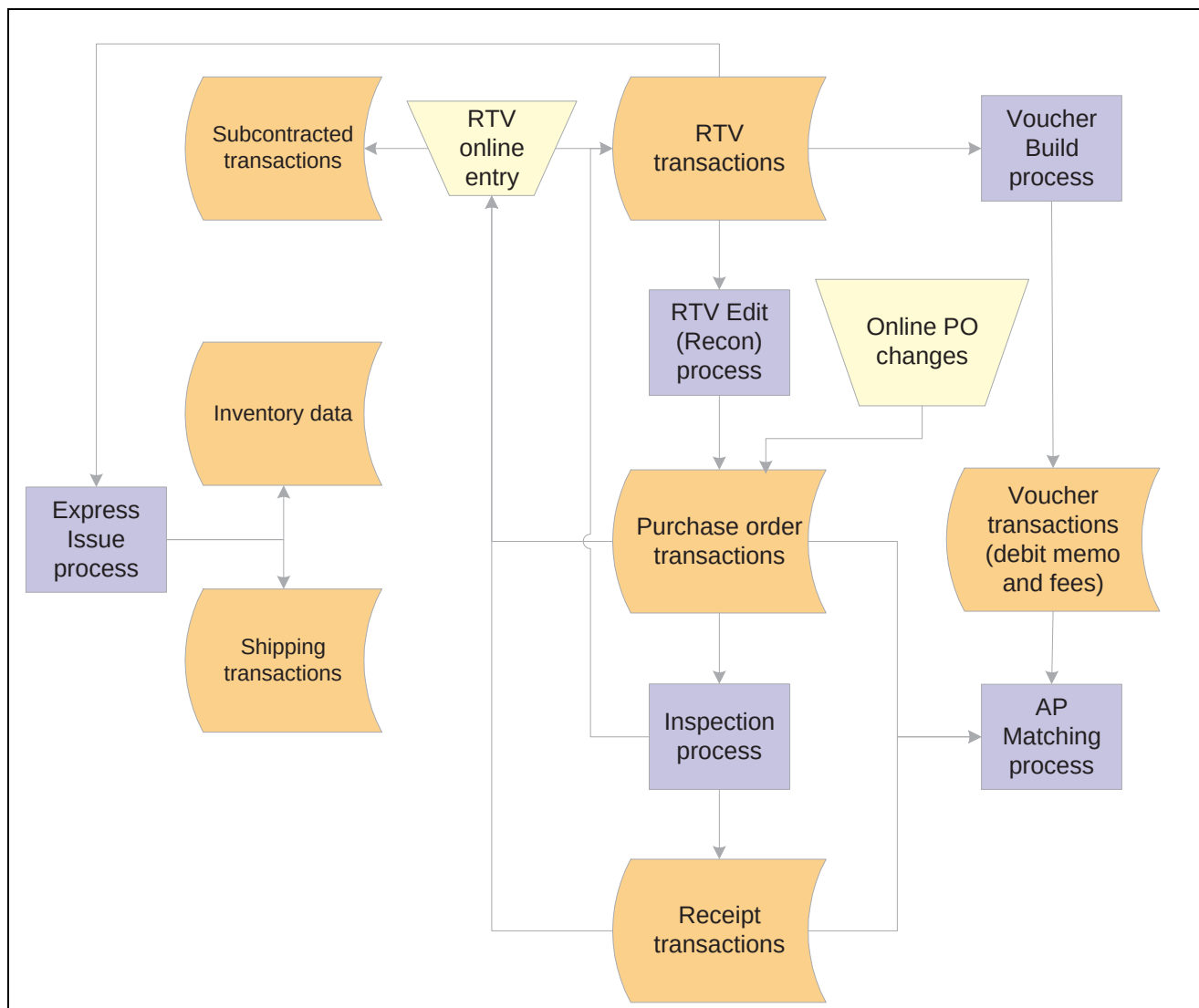
These are the basic steps in RTV transaction processing:

1. If available, determine the source PO and receipt to associate with the RTV.
2. Create the RTV using the RTV page and related pages.
3. Ship the return to the vendor.

Close the RTV transaction using the RTV Reconciliation process (PO_RTVRECON). This prepares the RTV for PeopleSoft Payables processing.

4. Run the Voucher Build process (APVCHRBLD) to stage the adjustment voucher.
5. Create the adjustment voucher in PeopleSoft Payables.

This diagram illustrates a more detailed view of the process:



RTV process overview

See Also

[Chapter 37, “Managing Vendor Returns,” Entering RTV Information, page 692](#)

[Chapter 37, “Managing Vendor Returns,” Reconciling RTV Transactions , page 704](#)

Item Rejection Versus Item Returns

In PeopleSoft Purchasing, rejecting an item is different than returning an item using a RTV transaction.

When you reject an item during receiving, the item is never recognized as a part of the accepted quantity in the system. For example, suppose that one of the items delivered to your shipping dock has been crushed beyond recognition, you reject the item, and have the carrier take it back. This item quantity is entered into the system as a rejected quantity and is not included in the accepted quantity.

When you return an item using an RTV transaction, the item has already been entered into the system as a part of the accepted quantity. As an example, suppose that you received, accepted, and moved an item to an inspection location. If this item fails inspection, return it to the vendor by creating an RTV transaction.

There are two reject actions in PeopleSoft Purchasing: credit and replace. When you enter a rejected quantity, the receipt remains open in anticipation of receiving the replacement items for the rejected quantity. Both the credit and replace reject actions result in the same action to the receipt (receipt quantity minus the reject quantity equals the accepted quantity). No further processing is associated with the action. As a result, neither RTV transactions nor debit memos are generated for receipts where the items are *rejected* on the receipt.

There are three return actions in PeopleSoft Purchasing used by RTV transactions: credit, exchange, and replace. You can create a debit memo for the returned item during the RTV process. You can set the option to create an RTV debit memo on the RTV Options page at the vendor location and at the PeopleSoft Payables business unit level on the Payables Definition - Voucher Build page. To view the default options, see the RTV Defaults page. Based on these settings, the payment process either creates a separate debit memo or adds the debit to the vendor balance and lists the debit on the remittance advice.

The RTV Debit Memo option does not impact the creation of the adjustment voucher in PeopleSoft Payables. You create the RTV transaction based upon the setting for the Vchr Adj Option (voucher adjustment option) on the Payable Definition - Voucher Build page, where you can specify the voucher build criteria for the business unit.

Values are:

- *No Adj*: The Voucher Build process does not select or create an adjustment voucher from the RTV transaction.
- *Create*: The Voucher Build process selects and creates an adjustment voucher from the RTV transaction.
- *Stage*: The Voucher Build process selects and stages an adjustment voucher from the RTV transaction.

The adjustment voucher is staged or held in the Quick Invoice Entry component until you update the adjustment vouchers build status to *Build Voucher* on the Quick Invoice Entry - Status page.

Note. If you reject items and also return the same items originating from the same source PO, the net receipt quantity is reduced twice. The reject quantity that you enter at receiving is deducted from receipt accept quantity and the net receipt quantity. The return quantity is updated for RTV transactions during inspection, or the RTV process updates the receipt return quantity and may be deducted from the net received quantity on the receipt depending on the return action and the RTV Adjust Source option selection. Because the reject has already been accounted for in its own transaction, do not include it in your RTV transaction.

See Also

Chapter 37, “Managing Vendor Returns,” Entering RTV Defaults, page 696

PeopleSoft Payables 8.8 PeopleBook, “Setting Up PeopleSoft Payables Business Units”

PeopleSoft Payables 8.8 PeopleBook, “Processing Batch Vouchers,” Running the Voucher Build Process and Reviewing Messages

Return Actions Review for RTV Transactions

The PeopleSoft Purchasing RTV business process supports three types of return actions: return for credit, return for exchange, and return for replacement. You can make these types of returns against closed POs.

To enter adjustment fees for your RTV transactions, select the RTV Adjust Fees option on the Purchasing Definition - Business Unit Options page.

If you select the RTV Adjust Source or RTV Adjust Fees option, this is reflected on the RTV Defaults page.

Return for Credit

A return for credit involves returning the items to the vendor without requesting replacements. When you designate a vendor return as a return for credit, you can elect to have the system automatically create a debit memo, eliminating the need for manual intervention.

Return for Exchange

This type of return indicates that a different item is being substituted in exchange for the original item ordered. This enables you to exchange item A for item B from the same vendor or exchange item A for the same item from a different vendor. When you return an item for exchange, the return portion of the exchange is handled like a return for credit. If you want, the return can be made against a closed PO. Then, manually enter the order portion of the exchange on a PO. You can order the item on a new PO or on a new line of an existing PO. The return for exchange remains open in the system until it is matched with the new PO or new PO line.

Return for Replacement

This type of return indicates that the vendor is shipping the same items to replace the original returned goods. You receive these replacements against the original PO. For replacement returns, select the RTV Reopen PO option on the Purchasing Definition - Business Unit Options page to reopen the affected PO.

For replacement returns, select the RTV Adjust Source option on the Purchasing Definition - Business Unit Options page to automatically adjust the net received quantity on the receipt. You can also select the RTV Adjustment Voucher option on the Purchasing Definition - Business Unit Options page, as well as on the RTV Defaults page.

Note. If you process either a Return for Credit or a Return for Exchange action for a contract line item, and your original PO (either the PO selected or the PO associated with the receipt selected on the RTV document) references that contract, the RTV Recon process updates the line amount and quantity to reflect the return.

If you process either a Return for Credit or a Return for Exchange action for a contract with open references, and your original PO (either the PO selected or the PO associated with the receipt selected on the RTV document) references those open references, the RTV Recon process updates the open item reference amount.

The RTV Recon process updates the contract total amount once the RTV line status changes to shipped.

See Also

[Chapter 37, “Managing Vendor Returns,” Entering RTV Defaults, page 696](#)

[Chapter 37, “Managing Vendor Returns,” Inquiring About RTVs, page 705](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22](#)

RTV Data Change Review

When you save an RTV record, the system performs several edits and updates:

- An RTV ID is assigned to the return.

The RTV ID along with the PeopleSoft Purchasing business unit is used to identify the return transaction uniquely to PeopleSoft Purchasing and to retrieve information within the system.

- If the return is for replacement, the net quantity received on the receipt for each item associated with the return is updated if you selected the RTV Adjust Source option on the Purchasing Definition - Business Unit Options page.

The quantity returned on the receipt is adjusted by the quantity returned, and the original receipt quantity is retained in the Quantity Received field for audit and analysis purposes. The receipt accept quantity remains unchanged, as it is used by PeopleSoft Payables matching.

This table lists the system actions that are invoked by saving an RTV transaction with various combinations of return actions and adjustment defaults. Adjustment defaults appear on the RTV Defaults page.

RTV Adjust Source	RTV Adjustment Voucher	Return Action	System Action
Y	Y	Credit or Exchange	The return quantity on the receipt record increases according to the quantity returned. An adjustment voucher is created.
N	N	Credit or Exchange	The return quantity on the receipt record increases according to the quantity returned.
Y	N	Credit or Exchange	The return quantity on the receipt record increases according to the quantity returned.
N	Y	Credit or Exchange	The return quantity on the receipt record increases according to the quantity returned. An adjustment voucher is created.
Y	Y	Replacement	• The net received quantity on the receipt record decreases according to the quantity returned. • The return quantity on the receipt record increases according to the quantity returned. • If you select the RTV Reopen PO option on the Purchasing Definition - Business Unit Options page and the PO is closed, the header status changes to <i>Pending Approval</i>. The line, schedule, and distribution statuses change to <i>Open</i>. • An adjustment voucher is created.

RTV Adjust Source	RTV Adjustment Voucher	Return Action	System Action
N	N	Replacement	The return quantity on the receipt record increases according to the quantity returned. If you select the RTV Reopen PO option on the Purchasing Definition - Business Unit Options page and the PO is closed, the header status changes to <i>Pending Approval</i>. The line, schedule, and distribution statuses change to <i>Open</i>.
Y	N	Replacement	• The net received quantity on the receipt record decreases according to the quantity returned. • The return quantity on the receipt record increases according to the quantity returned. • If you selected the RTV Reopen PO option on the Purchasing Definition - Business Unit Options page and the PO is closed, the header status changes to <i>Pending Approval</i>. The line, schedule, and distribution statuses change to <i>Open</i>.
N	Y	Replacement	• The return quantity on the receipt record increases according to the quantity returned. • If you select the RTV Reopen PO option on the Purchasing Definition - Business Unit Options page and the PO is closed, the header status changes to <i>Pending Approval</i>. The line, schedule, and distribution statuses change to <i>Open</i>. • An adjustment voucher is created.

Inventory Return Records

If you installed PeopleSoft Inventory and the items to be returned to the vendor are in PeopleSoft Inventory, an inventory issue transaction is required to ship the items back to the vendor. When the RTV line disposition is *Ship*, inventory personnel use the Express Issue page to specify and record the exact inventory being returned, including the current material storage location. If the RTV line value is *Destroy*, the goods are removed from inventory using the Inventory Adjustment function instead of an Express Issue.

Items designated for vendor returns may be physically stored separately from other stock. These materials may have been determined to be defective or inadequate after inspection, and subsequently stored in quarantined or return staging areas until the vendor grants authorization to return the goods.

When goods are returned from PeopleSoft Inventory, an RTV transaction is recorded in the Inventory Transaction table. Running the Transaction Costing process creates a costed transaction line, and if appropriate, creates a Purchase Price Variance transaction.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Creating Orders for Fulfillment,” Creating Express Issue Stock Requests

PeopleSoft Inventory 8.8 PeopleBook, “Making Stock Quantity Adjustments and Transfers Within the Business Unit”

Asset Return Records

If you have installed PeopleSoft Asset Management, and the item that you are returning is designated as an asset, information about this return must be communicated to PeopleSoft Asset Management.

The RTV Reconciliation process produces this notification when it closes the asset-related RTV transaction and creates a retirement transaction that is sent to the interface table in PeopleSoft Asset Management, if the original asset receipt transaction in the interface table has already been processed. If it has not yet been processed, then the unprocessed asset receipt information in the table is adjusted to reflect the returned goods, and a retirement transaction is not required.

The RTV Reconciliation process recognizes a return as an asset item if the source receipt has a PeopleSoft Asset Management business unit and a profile ID assigned.

See Also

PeopleSoft Asset Management 8.8 PeopleBook, “Retiring Assets”

Common Elements Used in This Chapter

IN Unit (inventory unit)	If the item is an inventory item, the inventory business unit that applies to the item.
Lot ID	If the item is lot-controlled, the lot ID assigned to the item.
PO/Purchase Order	PO associated with the receipt against which you are creating the vendor return.
PO Unit (Purchasing unit)	Purchasing business unit associated with the PO.
Receipt Line	Receipt line associated with the items that you want to return.
Receipt No (receipt number)	Receipt number associated with the items that you want to return.
Receipt Unit/BU Recv (receipt unit/business unit receiving)	Receiving business unit associated with the receipt against which you are creating the vendor return.
Recv Date/Received Date	Date on which the item was received.
Rev/Revision	Revision number associated with the item ID, if applicable.

Serial ID	If the item is serial-controlled, the serial ID assigned to the item.
Vendor/Vendor ID	Vendor that supplied the item being returned.
Vndr UOM/Vendor Unit of Measure	Unit of measure assigned to the item by the vendor.

Setting Up RTV Processing Options

Here is how to set up RTV processing options:

1. Define RTV processing options for the Purchasing business unit on the Purchasing Definition - Business Unit Options page.

Relevant fields are RTV Adjust Source, RTV Adjust Fees, and RTV Reopen PO.

2. Define RTV voucher build options for the PeopleSoft Payables business unit on the Payables Definition - Voucher Build page.

Relevant fields are RTV Debit Memo and Vchr Adj Option.

PeopleSoft provides the ability to create adjustment vouchers automatically in the PeopleSoft Payables system from vendor returns. These adjustment vouchers can be either processed automatically or staged for review and approval. Set up the default options for each PeopleSoft Payables business unit that processes an adjustment voucher from vendor returns.

Note. You can override these options at the vendor level.

3. Define RTV miscellaneous charges and fees that apply to vendor returns on the Misc Charge/Landed Cost Defn page.

Once you define miscellaneous charge codes, set up your vendor-specific RTV fee information. You can set up RTV fee information for all of the vendors on the Vendor's RTV Fees page or for specific item-vendor relationships on the Vendor Item Return Fees page.

4. Define RTV processing options for each vendor, if required.

PeopleSoft provides the ability to override default options that were defined for the PeopleSoft Payables business unit by setting up RTV processing options at the vendor level. You can complete this setup on the RTV Options page.

See Also

Chapter 4, "Defining PeopleSoft Purchasing Business Units and Processing Options," page 19

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

Creating RTV Transactions Without POs

PeopleSoft Purchasing enables you to perform free-form RTV entry. You can return items by creating RTVs without source POs or receipts. Acceptable return actions for RTVs without POs are return for credit and return for exchange.

This return method enables items to be returned to a vendor other than the original vendor of the order. You can use this method to return goods that were received using a customer RMA where the vendor is willing to accept the goods.

Accomplish the return by entering detailed RTV information, such as serial IDs and the department and account that should be credited for the return.

To enter free-form vendor returns:

1. Access the RTV page in *Add* mode.

Do not select a PO or receipt against which to apply the vendor return.

2. Enter the appropriate RTV header information, such as vendor, buyer, and so forth.
3. Enter the items and quantities that you want to return.

The price used to cost the return is the last PO price paid for the item.

4. If necessary, enter the appropriate distribution ChartField values to be credited for the return. If the item is an inventory item, enter the Inventory Business Unit from where inventory items are to be shipped or destroyed.

See Also

Chapter 37, “Managing Vendor Returns,” Entering RTV Information, page 692

Creating RTV Transactions Against Closed POs

The PeopleSoft Purchasing RTV process enables you to return items against closed POs.

If the return action is return for credit or return for exchange, the PO does not reopen, but you are able to continue with the return.

In the case of returns for replacement, if Commitment Control is disabled, you can reopen the affected POs automatically. To do this, select the RTV Reopen PO option on the Purchasing Definition - Business Unit Options page.

When you enter a return for replacement with this option selected, you receive a warning message notifying you that the PO is to be reopened. If you approve, the PO header status changes to *Pending Approval*. The PO line, schedule, and distribution statuses change to *Open*.

See Also

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” page 19

Selecting RTV Source Details

Use the Select Source Details pages to retrieve and choose the distribution information against which you are returning a product. The appropriate distribution selection page opens to display the distribution line information that corresponds to the current PO or receipt line. This enables the RTV process to accurately credit the appropriate distributions.

If the receipt has already been moved to PeopleSoft Inventory or Asset Management, the appropriate source selection page displays lot, serial, and asset information to help you identify the correct receipt. If you are returning against a serialized receipt, select the serial ID being returned.

The returned quantity can be split across multiple PO or receiving distribution lines. If there is only one distribution, you do not need to access this page. The distribution is automatically selected from your originating transaction and you can click the RTV Details link to access the Distribution Details page.

To access the appropriate Select Source Details page, click the Select Source Details link on the RTV page.

- If you are returning against a PO distribution, the Select Purchase Order Distribution page appears.
- If you are returning against a receipt that is a noninventory receipt, the Select Receipt Distribution page appears.
- If you are returning against an inventory-related receipt, the Select Receipt Assets page appears.

Once the appropriate PO or receipt distribution records are selected, you can enter the return quantity on the Distribution Details page.

See Also

[Chapter 37, “Managing Vendor Returns,” Entering RTV Information, page 692](#)

[Chapter 37, “Managing Vendor Returns,” Selecting Asset Return Details, page 698](#)

[Chapter 37, “Managing Vendor Returns,” Selecting Receipt Distribution Return Details, page 698](#)

Entering RTV Transactions

This section discusses how to:

- Enter RTV information.
- Select receipt lines for item returns.
- View item receipt details.
- Enter RTV defaults.
- Override the vendor RTV ship to address.
- Select PO distribution return details.
- Select receipt distribution return details.
- Select asset return details.

- Enter distribution return details.
- Access RTV fees.
- Enter RTV header details.
- Access RTV progressive numbers.

These rules are enforced during the selection process to select the appropriate PO or receipt lines on the RTV page:

- A return against a one-time vendor is not allowed. To process the return, the vendor type must be changed to regular or permanent in the Vendor Information component.
- If the PO line is designated as receipt required, the return must be specified against the receipt document. If only the PO number is known, you can select the receipt line by PO number using the Select Receipt page.

Pages Used to Enter RTV Transactions

Page Name	Object Name	Navigation	Usage
RTV	RTV	Purchasing, Return To Vendor, Add/Update RTV, RTV	Enter information related to the entire RTV transaction.
Item Description	RTV_ITEM_DESCR, RTV_RECV_IT_DESCR	Click the Description button or item name link on the RTV and Select Receipt pages. The item name link includes the first 30 characters of the items description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Select Receipt	RTV_PICK_RECV_WRK	Click the Select Receipt link on the RTV page.	Enter search parameters to retrieve receipt lines that you want to transfer to the RTV page. If receiving is required, use the Select Receipt page accessed from the RTV page. Use the Pick Purchase Order page only if receiving is not required for the PO.
Receipt Details	RTV_RECV_QTY	Click the Details link on the Select Receipt page.	View details of the RTV transaction at the PO-schedule level.

Page Name	Object Name	Navigation	Usage
Select Purchase Order	PO_PICK_ORDERS	Click the Select PO link on the RTV page.	Search for and retrieve PO schedules against which to create RTVs. Only POs that do not require receipts are available for selection. If the PO that you are returning against requires receiving, use the use the Select Receipt page to retrieve receipt lines against which to create your vendor returns.
RTV Defaults	RTV_DEFAULTLS	Click the RTV Defaults link on the RTV page.	View details regarding how your RTV adjustments are to be handled. View the method by which the vendor is to be notified of the RTV transaction.
Override Vendor Address	RTV_ADDR_DTL	Click the Override Vendor Address link on the RTV page.	Override the vendor's ship to address for this return. You may want to do this if the vendor has a return address that is different than the ordering address. You can enter an address for an entirely different vendor. You may want to do this if you have ordered an item from one vendor and can exchange it with a different vendor.
Select Purchase Order Distribution	RTV_PICK_PO_DIST	Click the Select Source Details link on the RTV page.	If you are returning against a PO distribution, the Select Purchase Order Distribution page appears. Retrieve and select the distribution information against which you are returning a product.
Projects Information	PC_FIELDS	Click the Projects option on the Select Purchase Order Distribution and Distribution Details pages.	Enter information relevant to the project with which this item is associated. The values that appear on this page are defined on pages accessed from the Maintain Projects menu.

Page Name	Object Name	Navigation	Usage
Select Receipt Distribution	RTV_PICK_ASSET	Click the Select Source Details link on the RTV page.	If you are returning against a receipt that is a noninventory receipt, the Select Receipt Distribution page appears. Retrieve and select the distribution information against which you are returning a product.
Select Receipt Assets	RTV_PICK_ASSET	Click the Select Source Details link on the RTV page.	If you are returning against an inventory-related receipt, the Select Receipt Assets page appears. Retrieve and select the distribution information against which you are returning a product.
Distribution Details	RTV_LN_DISTRIB	Click the RTV Details button on the RTV page.	Enter distribution information for the item that you want to return. If there is only one distribution for the selected PO or receipt line; the distribution is automatically selected. If you are returning a serialized item, the quantity is set to 1 and the quantity field is unavailable for entry.
Detail Information	RTV_SOURCE_DTL	Click the Source Details link on the Distribution Details page.	View source PO and receipt information for the selected RTV distribution line.
RTV Fees	RTV_LN_FEE	Click the RTV Fees link on the RTV page.	View the fees that appear by default onto the RTV transaction from the vendor, vendor-item, and the receipt. If you select the RTV Adjust Fees option, you can enter additional fees. You can charge vendors a restocking fee for defective items using this same functionality.
Header Detail Information	RTV_HDR_DTLS	Click the Header Details link on the RTV page.	Enter RTV header details, including shipping information.
RTV Header Comments	RTV_COMMENTS_SEC	Click the Header Comments option on the RTV page.	Enter comments at the RTV header level. You can enter a unique comment, or you can select from predefined standard comments.

Page Name	Object Name	Navigation	Usage
RTV Line Comments	RTV_COMMENTS_SEC	 Click the Line Comment button on the RTV page.	Enter comments at the RTV line level. You can enter a unique comment, or you can select from predefined standard comments.
RTV Pro Numbers	RTV_LN_SHP_DSP_SEC	Click the RTV Pro Numbers link on the RTV page.	Update or insert multiple progressive numbers for noninventory RTV lines.
RTV DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Return To Vendor, Document Status, RTV DOC Status Click the Document Status link on the RTV page.	Review information about procurement documents associated with this vendor return.

Entering RTV Information

Access the RTV page.

Status

Status of the RTV header.

Open: The default value is set to *Open* when the vendor return is initiated. Designates that one or more RTV lines are open.

Shipped: Once all of the distributions for a line are in *Shipped* status, the line status changes to *Shipped*. A line is considered shipped when the line's shipped quantity equals the returned quantity. When all of the lines are in *Shipped* status, this header status changes to *Shipped*. Once the header is in *Shipped* status, you can no longer select the RTV for this function.

Closed: All of the RTV lines have been closed by the RTV Reconciliation process.

Cancelled: All RTV lines have been canceled.

ShortName

Shortened name of the vendor to whom you are returning the goods.

Vendor

Vendor ID of the vendor to whom you are returning the goods.

Location

Location code to which you are returning the goods.

Buyer

Buyer responsible for the return.

Cancel RTV

Click to cancel all of the RTV lines and associated distributions. The RTV header status is set to *Cancelled*. You can only cancel an RTV with a status of *Open*. Canceling an RTV cannot be reversed.



Click the Ship RTV button to designate that all of the noninventory RTV merchandise for the selected line and associated distributions has been shipped. This sets the shipped quantity on the RTV transaction and distribution lines to a value equal to the return quantity. The RTV line and distribution statuses are then set to *Shipped*. Set the shipped quantity for inventory RTV lines on the Express Issue page.

Cancel Line	Click to cancel the selected RTV line and associated distributions. Canceling an RTV line cannot be reversed.
RTV Lines	
Action	Return action for the returned merchandise. Your selection determines valid selections for the other options on the page.
Disposition	Disposition for the returned merchandise. The default setting is <i>Ship</i> . <i>Ship</i> : Indicates that the RTV goods are to be shipped back to the vendor. Use the Express Issue page function to process inventory-related transactions. <i>Destroy</i> : Indicates that the RTV goods are to be destroyed. Use the inventory adjustment function to remove the goods from inventory, if the transaction is inventory-related.
Reason	Reason for returning the product to the vendor. These values are defined on the Return Reasons page.
RMA Number	Return Material Authorization number typically provided by the vendor.
RMA Line	RMA Line number provided by the vendor if multiple items are being returned against a single RMA number.
Optional Input Tab	
Rev (revision)	Revision associated with the item ID, if applicable.
Status	Status of the RTV line. <i>Open</i> : The default setting is <i>Open</i> when the vendor return is initiated. <i>Shipped</i> : The line has been shipped. A line is considered shipped when the line's Ship Qty equals the Return Qty. <i>Closed</i> : The line has been closed. <i>Cancelled</i> : The line has been canceled.
Return Quantities Tab	
Ship Qty (shipped quantity)	Quantity shipped back to the vendor. This value appears by default from the value that you entered in the Ship Qty field on the Distribution Details page.
Return Qty (returned quantity)	Quantity to be returned to the vendor. This value appears by default from the value that you entered in the Return Qty field on the Distribution Details page.
Vndr UOM (vendor unit of measure)	UOM assigned to the item by the vendor. This value appears by default from the vendor UOM defined for the item on the Vendor's UOM & Pricing Info page when the vendor return is created without a source PO or receipt. If the vendor return is created with a source PO or receipt line, the vendor UOM appears by default from the appropriate document.

Std UOM (standard UOM)	UOM that reflects the most common UOM for the item. This value appears by default from the standard UOM defined for the item on the Purchasing Attributes page.
Price	Unit price of the item. This value appears by default from the Last PO Price defined for the item on the Purchasing Attributes page if the vendor return is created without a source PO or receipt. If the vendor return is created with a source PO or receipt line, the price appears by default from the appropriate document.
Amount	Total price of the items being returned, along with the currency in which it is expressed.

Source Information Tab

Production ID	If the item is associated with a production kit, this field displays the item associated production ID.
Operation Sequence	Number designating the sequence in which this material is used by production.
Inventory	Indicates whether the item is an inventory-related item. The RTV line is associated with an inventory business unit if it has one or more distributions with an associated inventory business unit value.

See Also

[Chapter 37, “Managing Vendor Returns,” Dispatching and Printing RTV Transactions, page 701](#)

[Chapter 37, “Managing Vendor Returns,” Entering Distribution Return Details, page 698](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 62](#)

[Chapter 5, “Defining Purchasing Item Information,” Setting Up Item Vendor Price Adjustment Rules, page 77](#)

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Assigning Codes to Reject and Return Reasons

Selecting Receipt Lines for Item Returns

Access the Select Receipt page.

Enter criteria that retrieves the receipt lines that contain the items for which you are creating a vendor return.

If you are unable to retrieve data with assorted fields populated, clear all of the criteria with the exception of the information in the PO, Vendor ID, ShortName, or Receipt No. fields.

Select the check box next to the appropriate line to select a receipt line against which to process the vendor return. You can select multiple lines.

Mfg ID (manufacturer ID)	Manufacturer of the item that you are returning.
Today +/-	This value is added and subtracted from the current date to calculate the Start Date and End Date values. This value appears by default from the User Preferences - Procurement: Receiver Setup page. You may also manually enter the start date and end date.

Search	Click to retrieve information to the lower portion of the page.
Select All	Click the Select All option to select all of the receipt lines retrieved.
Clear All	Click the Clear All option to clear the check box for all of the lines currently selected.
ShortName	Shortened name of the vendor that supplied the item being returned.

Receipt Lines Tab

Seq (sequence)	Identifies where multiple records per receipt line exist in prior release upgraded data.
Vndr Rcpt Qty (vendor received quantity)	Quantity of items received expressed in the vendor UOM.
Vndr Accept Qty (vendor accepted quantity)	Quantity of items accepted expressed in the vendor UOM.

Additional Receipt Information Tab

Vndr Reject Qty (vendor reject quantity)	Quantity of items rejected expressed in the Vndr UOM value.
Rej Reason (reject reason)	Reject reason entered on the receipt, if part of the receipt quantity was rejected at receiving time.
Rej Action (reject action)	Reject action from the receipt, if part of the receipt quantity was rejected at receiving time.
Status	Status of the associated receipt.

See Also

[Chapter 37, “Managing Vendor Returns,” Item Rejection Versus Item Returns, page 680](#)

[Chapter 34, “Receiving Shipments,” Understanding the Receiving Business Process, page 609](#)

Viewing Item Receipt Details

Access the Receipt Details page.

Received Quantity	Quantity of items delivered.
Accepted Qty (accepted quantity)	Quantity of items accepted.
Rejected Qty (rejected quantity)	Quantity of items rejected at receiving time.
Reject Reason Code	Reject reason entered on the receipt, if part of the receipt quantity was rejected at receiving time.

Action On Rejection Reject action on the receipt, if part of the receipt quantity was rejected at receiving time.

See Also

Chapter 37, “Managing Vendor Returns,” Item Rejection Versus Item Returns, page 680

Entering RTV Defaults

Access the RTV Defaults page.

RTV Adjust Source	Provides information about how receipt adjustments are handled. If selected, the receipt’s net received quantity is adjusted if the return action is return for replacement. If this check box is clear, the net received quantity on the receipt is not adjusted. The return quantity is always adjusted. This option’s setting appears by default from the setting on the Purchasing Definition - Business Unit Options page.
RTV Adjust Fees	Provides information about how RTV adjustment fees are handled. If selected, you can enter adjustment fees for the RTV transaction using the RTV Fees page. If this check box is clear, adjustment fees cannot be entered on the RTV transaction and only appear on the RTV transaction if there is a default value on the vendor or item-vendor relationship or if there are RTV-reversible miscellaneous charges on the receipt. The fees appear on the RTV Fees page but cannot be changed.
RTV Debit Memo	If selected, an adjustment voucher or debit memo is created for all return actions according to the RTV Adjustment Voucher status setting.
RTV Adjustment Voucher	Indicates the adjustment voucher option setting for the RTV transaction. This value appears by default from the Vchr Adj Option setting on the Payables Definition - Voucher Build page and can be overridden on the RTV. Values are: <i>Create</i> (create adjustment): The Voucher Build process selects and creates an adjustment voucher from the RTV transaction. <i>No Adj</i> (no adjustment): The Voucher Build process does not select or create an adjustment voucher from the RTV transaction. <i>Pending</i> (pending adjustment): The Voucher Build process creates a pending voucher adjustment. <i>Stage Voucher</i> (stage to pending file): The Voucher Build process selects and stages an adjustment voucher from the RTV transaction. The adjustment voucher is staged or held in the Quick Invoice Entry component until you update the adjustment voucher build status to <i>Build Voucher</i> on the Quick Invoice Entry - Status page.
RTV Dispatch Method	Select the method by which you want to dispatch your vendor returns. The default dispatch method that appears is defined on the Procurement Options page. Values are <i>EDX</i> (electronic data exchange), <i>Email</i>, <i>Fax</i>, <i>Phone</i>, and <i>Print</i>.

RTV Notification Method Select the method by which you want to notify your vendor of an RTV transaction that is to be dispatched. Values are *Email* and *Phone*.

Note. There are several combinations of RTV default options that cannot be used. The system issues an invalid combination warning message if you select RTV Debit Memo and *No Adj* (no adjustment) as the RTV Adjustment Voucher value. If you select RTV Debit Memo, the RTV adjustment voucher must have a value other than *No Adj*. The system issues an invalid combination warning message if you do not select RTV Debit Memo and instead select *Create* or *Stage* as the RTV adjustment voucher. The system issues an invalid combination warning message if you do not select RTV Debit Memo and instead select *Create* or *Stage* as the RTV adjustment voucher.

See Also

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” page 19](#)

PeopleSoft Payables 8.8 PeopleBook, “Setting Up PeopleSoft Payables Business Units,” Setting Voucher Build Options

PeopleSoft Payables 8.8 PeopleBook, “Basic Voucher and Payment Processing”

Overriding the RTV Ship To Address

Access the Override Vendor Address page.

The vendor address information on this page appears by default from the Vendor Information - Address page.

Address Sequence Number A designated location associated with the vendor, such as corporate office or sales center. Override the default address sequence by entering a value here. This value appears by default from the RTV page.

Contact Sequence Number A designated contact at the address given, such as a persons name or position. Override the default contact sequence by entering a value here.

Address Overrides

Enter contact and address information to override existing default values.

Selecting PO Distribution Return Details

Access the Select Purchase Order Distribution page.

Select the check box to retrieve and choose a PO distribution against which you want to perform an RTV transaction.

PO Qty (PO quantity) Number of items in the selected PO distribution.

PO Amount Merchandise amount for the selected PO distribution.

See Also

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

Selecting Receipt Distribution Return Details

Access the Select Receipt Distribution page.

Select the check box to retrieve and choose a receipt distribution against which you want to perform an RTV transaction.

Dist Qty (distribution quantity)	Number of items in the selected receipt distribution.
Amount	Merchandise amount for the selected receipt distribution.

Selecting Asset Return Details

Access the Select Receipt Assets page.

Select the check box next to the asset-receipt distribution source against which you want to perform an RTV transaction.

AM Unit (asset management unit)	Asset Management business unit assigned to the PO for the selected receipt items by the originating PeopleSoft Purchasing business unit, if applicable.
Quantity	Number of items on the asset distribution line.

See Also

Chapter 37, “Managing Vendor Returns,” Selecting Asset Return Details, page 698

Entering Distribution Return Details

Access the Distribution Details page.

Line	RTV line number associated with this distribution.
Cancel Distribution	Click the Cancel Distribution button to cancel the selected distribution row from the RTV transaction. Canceling an RTV distribution cannot be reversed.
Return Qty Vndr (returned quantity to vendor)	Quantity of items returned to the vendor.
Amount	Monetary value of the items returned, along with the currency in which it is expressed.

Distributions Tab

Return Qty (returned quantity)	Quantity returned on the distribution line. The value in this field appears by default on the RTV page and determines the value that appears in the Amount field.
Req Date (request date)	Date on which you are requesting the RTV transaction. This identifies the date on which you are requesting to have the merchandise shipped or destroyed.
Ship Qty (shipped quantity)	Quantity shipped back to the vendor. The value in this field appears by default in the Ship Qty field on the RTV page.

If the selected receipt is not a PeopleSoft Inventory receipt, the Ship Qty and Ship Date fields are available for entry. Update these fields when the items are physically shipped back to the vendor. When the quantity in Ship Qty equals the quantity in Return Qty Vndr and you save the page, the status of the distribution line on the vendor return changes to *Shipped*.

If the selected receipt is a PeopleSoft Inventory receipt, the Ship Qty and Ship Date fields are not available for entry. This information is updated when the inventory is shipped out of the inventory business unit through the Express Issue page or scrapped on the Inventory Adjustment page.

Ship Date

Date on which the RTV items were shipped to the vendor. This appears by default as the current date and is informational only.

Status

Distribution status of the RTV transaction. Values are:

Open: This appears by default as *Open* when the vendor return is initiated.

Shipped: When the shipped quantity value equals the return quantity vendor value and you save the page, the distribution line status changes to *Shipped*.

Closed: The distribution line has been closed by the RTV Reconciliation process.

Cancelled: The distribution line has been canceled. You can change the RTV status to *Cancelled* until a distribution on the RTV transaction has been shipped.

Amount

Value of the items returned on the distribution line, along with the currency in which it is expressed.

See Also

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

PeopleSoft Inventory 8.8 PeopleBook, “Creating Orders for Fulfillment,” Creating Express Issue Stock Requests
[Chapter 37, “Managing Vendor Returns,” Entering RTV Transactions, page 688](#)

Accessing RTV Fees

Access the RTV Fees page.

The setting of the RTV Adjust Fees option on the RTV Defaults page, which appears by default from the RTV Adjust Fees setting on the Purchasing Definition - Business Unit Options page, controls whether fees, such as restocking or processing fees, can be entered or changed on the RTV transaction.

If you select the option, adjustment fees can be entered here.

If you clear the option, adjustment fees cannot be entered and appear only if there is a default value defined on the Vendor’s RTV Fees page or the Vendor Item Return Fees page, or if there are RTV reversible fees on the receipt. The fees appear but cannot be changed.

Misc Chg (miscellaneous charge code)

Identification code assigned to the applicable miscellaneous charge.

Reason Code	Reason for the return. This value appears by default from the RTV line. Reasons are defined on the Rtn/Rej Reasons (return/reject reasons) page.
Action	Type of fee action. Values are <i>C</i> (credit) and <i>D</i> (debit).
Percent	Fee percentage associated with the return reason.
Fee	Calculated amount of the fee.
Accounting Entry Type	Identifies the type of accounting entry associated with this fee.
Cost Element	Identifies the cost element code associated with the RTV item.
Accrue Charge	Designates whether or not the RTV fees are accrued. If the charge is a landed cost charge copied from the receipt, this setting appears by default from the receipt.
LC Comp (landed cost component)	Designates whether or not you want the RTV fees marked as landed costs. If the RTV fee is copied from the receipt, this setting appears by default from the receipt.
Process Flag	Indicates whether or not the RTV fees have been processed. Values are <i>Y</i> (yes) and <i>N</i> (no).

See Also

[Chapter 37, “Managing Vendor Returns,” Entering RTV Defaults, page 696](#)

[Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” page 19](#)

[Chapter 37, “Managing Vendor Returns,” Item Rejection Versus Item Returns, page 680](#)

Entering RTV Header Details

Access the Header Detail Information page.

Voucher Adjust Status	If selected, the Batch Voucher Build process has processed the RTV transaction.
Freight Terms	Freight terms that apply to this vendor return for shipping the goods back to the vendor, not for what was ordered. Freight terms reflect who holds legal responsibility for the material until ownership has passed. Freight terms are defined on the Freight Terms page.

Accessing RTV Pro Numbers

Access the RTV Pro Numbers page.

For Inventory-Related RTV lines, the fields in the scroll area are unavailable for entry. If some pro numbers have been entered using Express Issue page, they appear here.

Seq (sequence)	RTV ship sequence number.
Pro Number	Pro number associated with this RTV line.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Creating Orders for Fulfillment,” Creating Express Issue Stock Requests

Dispatching and Printing RTV Transactions

This section discusses how to dispatch and print vendor returns. The RTV Dispatch/Print process (PORT001) dispatches vendor returns based on the select criteria that you enter on the Dispatch RTVs page and uses the dispatch method that you set on the RTV Defaults page.

When you run this process from the Dispatch RTVs page, on the PeopleSoft Process Scheduler Request page you have three choices:

RTV Dispatch & Email job	Select to run the RTV Dispatch/Print process and then the Email process (RTVDISP).
RTV Dispatch/Print process	Select to run only the RTV Dispatch/Print process.
Email process	Select to run only the Email (PO_RTV_EMAIL) process.

Dispatching vendor returns by email requires that you run two processes: the RTV Dispatch/Print process and the Email process. The RTV Dispatch/Print process updates the RTV Email queue table and creates an output file in the location that you specify on the File Locations page. The Email process picks up the output file from the specified location and sends out an email message with the vendor return as an attachment through the SMTP gateway. The Email process sends the email to the address that you specify on the Vendor Information - Address page.

For email notifications, the Email process sends out a notification message without a file attachment. Set the notification method for RTV dispatches on the RTV Defaults page. For email dispatches, the Email process sends out a message with an RTV document attached.

To simplify dispatching by email, you can use the RTV Dispatch & Email job on the PeopleSoft Process Scheduler Request page that you access from the Dispatch RTVs page. The RTV Dispatch & Email job automatically runs the RTV Dispatch/Print process and then the Email process.

When the dispatch method is by fax, the dispatch process creates an RTV file and a fax control file in the locations that you specify on the File Locations page.

When the dispatch method is EDX, the RTV Dispatch/Print process does not create an output file, but updates a series of EC outbound tables. These tables are updated: PS_RTV_DISPHDR_EC, PS_RTV_DISPLN_EC, PS_RTV_DISPDIST_EC, PS_RTV_DISPFEED_EC, and PS_RTV_DISPSHIP_EC.

To print a vendor return only, you can select the Print Only option on the Dispatch RTVs page and specify the number of copies that you want.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Entering Vendor Addresses

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Preparing to Dispatch by Fax and Email

Page Used to Dispatch and Print RTV Transactions

Page Name	Object Name	Navigation	Usage
Dispatch RTVs	RUN_PO_RTVDISP	Purchasing, Return To Vendor, Dispatch RTVs	Set the parameters for and run these three processes: RTV Dispatch/Print, Email, RTV Dispatch & Email multi-process job. Also produce the RTV Dispatch/Print report (PORT001), which provides a printout of selected RTVs.

Running the RTV Dispatch/Print SQR Process

Access the Dispatch RTVs page.

Process Request Parameters

Business Unit	Enter a business unit as part of the selection criteria.
RTV ID	Enter an RTV ID as part of the selection criteria. You must specify a business unit before you can enter an RTV ID. When you enter a specific RTV ID, only the business unit and RTV ID are used as the selection criteria.
Vendor ID	Enter a vendor ID as part of the selection criteria.
Buyer	Enter a buyer as part of the selection criteria.
Fax Cover Page	Select a fax cover page, if some of the vendor returns that you are dispatching are to be sent by fax. Your fax cover letters are defined on the Fax Cover Letters page. The RTV Dispatch/Print process writes (to the fax control file) the file name associated with the selected cover page combined with the cover page file extension that you defined on the Dispatch Configuration page.

Statuses to Include

Dispatched	Select to include previously dispatched vendor returns. Records with RTV_HDR.DISPATCH_FLAG = Y are included.
Not Dispatched	Select to include vendor returns that have never been dispatched. Records with RTV_HDR.DISPATCH_FLAG = N are included.

Open, Closed, Shipped, and Canceled

Select to include vendor returns with the selected statuses.

Dispatch Methods to Include**Print, Fax, EDX** (electronic data exchange), **Email, and Phone**

Select to include vendor returns with the selected dispatch methods.

Miscellaneous Options**Print Only**

Select to print only and not dispatch the RTV transaction.

Print Duplicate

Select to print only and not dispatch the vendor return with the word *Duplicate* printed on it. The RTV transaction must have been previously dispatched.

Test Dispatch

Select to perform a test run of the dispatch. When you select this option, the process runs, but the vendor returns are not dispatched and are not set to a dispatched status. The printed RTV document has the word *Unauthorized* printed on it. This enables you to test your EDX, email, or fax setup without actually dispatching or updating the system.

Number of Copies

Enter the number of copies that you want the process to print.

Setting Up and Publishing the Return to Vendor (RTV) EIP

The RTV EIP publishes returns to vendors. This asynchronous batch publish message also supports flat-file processing for EDI transaction X.12 180.

Use this EIP to return items to vendors. You typically use EDI to process these transactions.

Run the RTV Dispatch/Print process (PORT001) to stage the RTV.

Use the common Publish Outbound Message page to initiate the PO_RTV Application Engine process that publishes the RETURN_TO_VENDOR message.

This section discusses how to:

- Set up the RTV EIP.
- Publish the RTV EIP.

Pages Used to Setup and Publish the RTV EIP

Page Name	Object Name	Navigation	Usage
RTV	RTV	Purchasing, Return To Vendor, Add/Update, RTV	Enter information related to the entire RTV transaction.
Publish Outbound Message	IN_RUN_PUB_MSG	Data Exchanges, Publish Outbound Message	Initiate the outbound message publish process for outbound PeopleSoft SCM messages that use the batch publish design pattern.
Return to Vendor Message Selection Criteria	PO_RUN_RTV	Select Return to Vendor on the Publish Outbound Message page to enable the Return to Vendor link. Click the Return to Vendor link to launch the Return to Vendor Message Selection Criteria page.	Launch the Return to Vendor outbound transaction.

Setting Up the RTV EIP

Before you can publish messages with the Return to Vendor EIP, you must:

- Activate the RETURN_TO_VENDOR application message.
- Define a message node.
- Configure the message channel associated with the message.
- Set up chunking rules.
- Activate the associated batch publish rule.
- Address any special setup steps defined for this EIP.
- On the RTV, specify EDX as the RTV dispatch method.

Publishing the RTV EIP

Access the Return to Vendor Selection Criteria page.

The field values on this page are the same fields that appear on the Request for Quote Release Selection Criteria page.

Refer to the section on Request for Quote Release Selection Criteria for more information.

Reconciling RTV Transactions

This section discusses how to reconcile vendor returns.

The RTV Reconciliation process reviews the status of RTV line records to evaluate and update the RTV header record status. The process compares the shipped quantities for the RTV line records to determine whether all of the returned quantities for all of the lines have been shipped. If the shipped quantity equals the return quantity on every line, the process changes the header status to *Shipped*.

Note. If you process either a Return for Credit or a Return for Exchange action for a contract line item, and your PO or PO receipt references that contract, the RTV Recon process updates the line amount and quantity to reflect the return.

If you process either a Return for Credit or a Return for Exchange action for a contract with open references, and your PO or PO receipt references those open contract references, the RTV Recon process updates the open item reference amount.

The RTV Recon process updates the contract total amount once the RTV line status changes to shipped.

If the return action on the RTV line is *Exchange*, an attempt is made to find the PO line schedule that contains the exchanged goods. If it is found and the goods have been shipped, the RTV line is eligible for closing. If the PO line schedule is not found, the RTV line is not closed.

After the RTV header status changes to *Shipped*, the process changes the header, line, and schedule statuses to *Closed*. If the vendor return was against an asset receipt, an asset retirement transaction is written to the interface table in PeopleSoft Asset Management. In the event the original asset receipt transaction in the interface table has not been processed by PeopleSoft Asset Management, the return quantity is deducted from the original receipt quantity instead of creating a retirement transaction.

Once the RTV IDs status changes to *Closed*, the RTV record is no longer available to update. The return can still be viewed using the Return to Vendor inquiry pages.

Page Used to Reconcile RTV Transactions

Page Name	Object Name	Navigation	Usage
RTV Reconcile	RUN_POC5000	Purchasing, Return To Vendor, Reconcile RTVs, RTV Reconcile	Set parameters to run the RTV Reconciliation process, which evaluates and updates RTV header record statuses.

Inquiring About RTVs

This section discusses the pages used to inquire about detailed RTV information.

Pages Used to Inquire About RTVs

Page Name	Object Name	Navigation	Usage
RTV Inquiry	RTV_INQ	Purchasing, Return To Vendor, Review RTVs, RTV Inquiry	View detailed RTV information.
RTV Defaults inquiry	RTV_DEFAULTS_INQ	Click the RTV Defaults link on the RTV Inquiry page.	View detailed RTV default information.
Header Detail Information inquiry	RTV_HDR_DTLS_INQ	Click the Header Details link on the RTV Inquiry page.	View detailed RTV header-level information.
Vendor Address inquiry	RTV_ADDR_DTL_INQ	Click the Address link on the RTV Inquiry page.	View vendor address details.
Distribution Details inquiry	RTV_LN_DISTRIB_INQ	Click the RTV Details link on the RTV Inquiry page.	View distribution information for the item that you are returning.
Detail Information inquiry	RTV_SOURCE_DTL_INQ	Click the Source Details link on the Distribution Details Inquiry page.	View source PO and receipt information for the select RTV distribution line.
RTV Fees inquiry	RTV_LN_FEE_DSP	Click the RTV Fees link on the RTV Inquiry page.	View the fees that appeared by default on the RTV transaction from the vendor, vendor-item, and the receipt.
RTV Pro Numbers inquiry	RTV_LN_SHIP_DISP	Click the RTV Pro Numbers link on the RTV Inquiry page.	View progressive numbers for noninventory RTV lines.
Comments inquiry	RTV_INQ_COMMNT_SEC	Click the Header Comment or Line Comment link on the RTV Inquiry page.	View RTV comments entered at the header and line level.
RTV DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Return to Vendor, Document Status. Click the Document Status link on the RTV page. Click the Document Status link on the RTV Inquiry page.	Access and review information about procurement documents associated with a vendor return.

CHAPTER 38

Using Receipt Accrual

This chapter provides an overview of receipt accrual and discusses how to:

- Accrue receipts.
- Perform budget checking for receipt accruals.
- View receipt accrual accounting line entries.
- View receipt accrual journal entries.

Understanding Receipt Accrual

PeopleSoft Purchasing receipt accrual can be run on demand and multiple times in the same accounting period. This aspect of the process involves backing out previous transactions before new transactions can be generated, so that you can create reversal transactions for the current and next periods.

Note. For the Receipt Accrual process (PO_RECVACCR) to work as designed, both PeopleSoft Payables and PeopleSoft Purchasing must be installed, and you must use PeopleSoft Payables Matching to validate vouchers.

When you run the Receipt Accrual process, the receipt accrual liability account accrues, or in other words, is credited for the amount of unbilled receipts. Any associated expense accounts are debited for the amount of unbilled receipts. The encumbrance reclassifications are generated and thereby provide a more accurate picture of the operating budget. The Receipt Accrual process also generates reversal transactions for the next period. PeopleSoft Purchasing retrieves the expense account information from the associated purchase orders (POs) or non-PO receipts to give you an accurate forecast of your expense account balance, even if several receipts have not been billed yet.

For example, suppose that you received 20,000 USD in materials in a month, but were billed for only 5,000 USD. The Receipt Accrual process ensures that your expense accounts reflect the remaining 15,000 USD in upcoming debits. This helps reduce the impact of unexpected debits to your expense accounts. Without the Receipt Accrual process, this 15,000 USD is hidden until the debits bill and post to your expense accounts.

When you run the Receipt Accrual process, it reverses the entries of both the receipt accrual liability account and the expense accounts. This keeps you current with all your unbilled receipts, enabling you to manage your expense accounts closely.

If receipts remain unbilled when the Receipt Accrual process runs in the new period, the same process begins anew with credits to the receipt accrual liability account and debits to the expense.

Receipt accrual supports:

- Expensed items where you have received the goods from the vendor, but the vendor has not yet invoiced your organization.
- Expensed items where a non-PO receipt has been entered.

You can set up receipt accrual for one scenario, both scenarios, or neither.

Here is a more detailed description of the way in which the Receipt Accrual process works:

1. Before creating the accounting entries for accrual, the process creates reversal transactions to back out all accrued receipts in the staging record (RECV_LN_ACCTG) in the current period.

The accrued receipts must first have successfully had one of the following three processes run: the Entry Event Generator, the Budget Checking process, or the Journal Generator process.

2. The original transactions for which reversals have just been created are flagged as canceled.
3. Next, the process generates new transactions for receipts that qualify for accrual and creates the following six transactions in the staging record for each receipt line:

- a. An expense in the current period and an expense reversal in the next period.

ChartFields are inherited from the receipt distribution line. These transactions are budget checked if Commitment Control is enabled. Entry events are generated if they are required on the Installation Options - Entry Event page. Journal generator also processes the transactions.

- b. An accrual in the current period and an accrual reversal in the next period.

This account uses ChartField inheritance defined by the user. The ChartFields are inherited according to user selections of inheritance options on the Chartfield Inheritance page as follows:

Always Inherit: Value comes from the receipt line distribution table RECV_LN_DISTRIB.

Do Not Inherit: Value comes from Accounting Entry Template table DST_DFTL_CNTRL.

Inherit Within Unit: Value comes from Accounting Entry Template table DST_DFTL_CNTRL.

Use Unit Default: Value comes from Accounting Entry Template table DST_DFTL_CNTRL.

These transactions are not budget checked but are processed by Journal Generator, and the entry events are generated if they are required on the Installation Options - Entry Event Entry page.

- c. Encumbrance transactions are generated for the current period and reversal transactions are generated for the next period.

ChartFields are inherited from the receipt distribution line. These transactions are budget checked, and entry events are generated if they are required on the Entry Events page.

Distributed appears by default as the General Ledger Distribution status, so that the Journal Generator process does not process them. *N* appears by default as the Budget Header status and Budget Line status. Accrual and encumbrance transactions look exactly the same in the staging record except for the account type (RAC or ENR), General Ledger Distribution status, and the ChartFields. Encumbrance transactions are not created if Commitment Control is not installed or for receipts that are not associated with POs.

4. Separate transactions are created to record miscellaneous charges that are derived from receipt landed cost transactions (RECV_LN_DIST_LC).

See Also

Chapter 38, “Using Receipt Accrual,” Accruing Receipts, page 712

Chapter 13, “Using Entry Events,” Understanding Entry Events in PeopleSoft Purchasing, page 179

Chapter 13, “Using Entry Events,” Generating PeopleSoft Purchasing Entry Events, page 184

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Journal Generator,” Running Journal Generator Processing

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Understanding PeopleSoft Commitment Control,” Budget Checking Process

Describing Receipt Accrual Criteria

The Receipt Accrual process does not accrue receipt amounts that have been paid or matched by PeopleSoft Payables. This section describes criteria that the Receipt Accrual process uses to determine which receipts should be billed in various situations.

Accruing Inventory-Related Purchasing Transactions

The Receipt Accrual process is not designed for receipts that you acquire through inventory-related purchasing transactions. Receipt accrual for these receipts occurs in PeopleSoft Inventory and in PeopleSoft Cost Management.

The inventory business unit assignment on the requisition, PO, or receipt distribution determines whether the purchasing transaction is inventory-related. To ensure that the Receipt Accrual process works, verify that no inventory business unit appears by default on the requisition, PO, or receipt distribution for the receipt.

The Receipt Accrual process does accrue receipts for the purchase of items set up as inventory items, if the item is purchased in a non-inventory-related purchasing transaction, such as an expense transaction.

Multiple Currencies

If you use multiple currencies, the accounting entries post in both the transaction currency and the base currency. PeopleSoft Purchasing uses the conversion rate defined on the PO to calculate the base amount to accrue.

VAT and Miscellaneous Charges

If there are miscellaneous charges or landed cost charges associated with the PO, these charges accrue only if you select the Accrue Charge option on the Misc Charge/Landed Cost Defn page and the Accrue PO Receipts option on the Purchasing Definition - Business Unit Options page. In addition, only miscellaneous charge and landed cost transactions with the following Accounting Entry Type definitions are eligible for accrual:

- FRG (freight expense).
- MISC (miscellaneous charge expense).
- STX (sales tax expense).
- UTX (use tax expense).

- VIN (value-added tax input nonrecoverable).

The Receipt Accrual process accrues the nonrecoverable portion of the value-added tax (VAT) on noninventory receipt lines if the Landed Cost accrual option (RECV_LN_DIST_LC) is selected for the corresponding miscellaneous charge code on the PO. This value flows from the PO to the receipt through the Process Receipts process. This is a VAT accrual for goods received but not invoiced.

These miscellaneous charges accrue along with the merchandise amounts only if the charges are to be paid to the same vendor designated on the PO.

See Also

Chapter 6, “Defining Miscellaneous Charges and Landed Costs,” page 87

Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22

PeopleSoft Payables 8.8 PeopleBook, “Running the Matching Process”

Setting Up Receipt Accrual

To set up receipt accrual for a business unit:

1. Select the Accrue PO Receipts check box or the Accrue Non/PO Receipts check box on the Purchasing Definition - Business Unit Options page.

See Chapter 4, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 22.

2. Select the Accrue Charge option on the Misc Charge/Landed Cost Defn (miscellaneous charge or landed cost definition) page to accrue miscellaneous charges or landed cost charges.

You cannot override this value on the PO; it flows to the receipt through the PO value adjustment.

See Chapter 6, “Defining Miscellaneous Charges and Landed Costs,” page 87.

3. Select a journal template for receipt accrual on the Procurement Acctg Control - GL Templates page.

Select the template that you want to use in the Receipt Accrual field. The standard template for receipt accrual is REC_ACCRUE.

See *PeopleSoft Payables 8.8 PeopleBook*, “Setting Up PeopleSoft Payables Business Units,” Defining Procurement Controls for General Ledger Business Units.

4. Select the journal source and journal date on the Journal Generator Template - Defaults page.

When you set the journal source and date, you are ensuring that the accounting entries are reversed at the beginning of each subsequent period.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Journal Generator,” Defining Journal Generator Template Defaults.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Journal Generator,” Running Journal Generator Processing.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Journal Generator,” Understanding Journal Generator.

5. Define the liability account for receipt accrual in the Expenses Accrual field on the Accounting Entry Template page.

PeopleSoft Purchasing debits accrued receipt charges from the expense account designated on PO distributions. The alternate account designated on the Accounting Entry Template page applies only to the liability account defined here.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates.

6. Select *Do Not Generate Reversal* as the reversal code on the Journal Generator Template REC_ACCRUE.

The upgrade process should accomplish this step; you should not need to complete it independently of your upgrade.

7. Open the Purchasing Definition on the Accounting Entry Definition page, and change the Record from RECV_LN_ACCTG to RECV_LNACCTG_VW.

This record includes all receipt accruals that are budget checked and ready to be journal generated. It excludes any receipt accrual with transactions that failed the budget process.

The upgrade process should accomplish this step; you should not need to complete it independently of your upgrade.

8. If any ChartFields are designated on the Detail Ledger Group - Chartfield page as *Balanced*, you need to select the *Always Inherit* rule for those ChartFields on the Chartfield Inheritance page.
9. Set up ChartFields in the General Ledger Definition.
10. Set up ChartFields for the Accounting Entry Definition.

Implementing Receipt Accrual

Use the following process flow to use the Receipt Accrual process, the Entry Event Generator, and the Journal Generator process (FSPGJGEN) to implement the receipt accrual business process:

1. Run the Receipt Accrual process from the Accrue Receipts - Receipt Accrual page.
The Receipt Accrual process populates the RECV_LN_ACCTG table.
2. If Commitment Control is enabled, budget check the receipt accruals from the Budget Check Request page.
3. Use the Receipt Accrual Accounting Entries to review Budget Exceptions and override them as necessary.
4. If you are using Entry Events, run the Entry Event Generator on the Entry Event Run Request page.
5. Run the Journal Generator process from the Journal Generator Request Process page:
 - a. On the Journal Generator Request Process page, select the REC_ACCRUE option in the Template field.

The template that you select controls the accounting lines source and journal date.

Note. Reversal entries are not generated because *Do Not Generate Reversal* was selected as the reversal code on the Journal Generator template REC_ACCRUE as part of the setup process.

- b. The Journal Generator process uses Receipt Accrual process entries in the RECV_LN_ACCTG_VW view as input to populate the PeopleSoft Journal Entry tables used by PeopleSoft General Ledger.
6. Once you've created the journal entries for PeopleSoft General Ledger with the Journal Generator process, use the Journal Drill Down inquiry page to view and navigate to the accounting entries or to navigate PeopleSoft General Ledger.
7. Run the Receipt Accrual report (PORC700) to review the totals for each expense account and your total accrued liability.

See Also

[Chapter 38, "Using Receipt Accrual," Accessing Receipt Accrual Journal Entries, page 717](#)

[Chapter 38, "Using Receipt Accrual," Budget Checking Receipt Accruals, page 714](#)

[Chapter 38, "Using Receipt Accrual," Running the Receipt Accrual Process, page 713](#)

[Chapter 38, "Using Receipt Accrual," Setting Up Receipt Accrual, page 710](#)

[Appendix D, "PeopleSoft Purchasing Reports," PORC700 - Receipt Accrual, page 806](#)

[Chapter 13, "Using Entry Events," page 179](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator," Running Journal Generator Processing

Accruing Receipts

This section discusses how to run the Receipt Accrual process.

Pages Used to Accrue Receipts

Page Name	Object Name	Navigation	Usage
Receipt Accrual	RCPT_RUN_CNTRL	Purchasing, Receipts, Accrue Receipts, Receipt Accrual	The reversal code of the Journal Generator template REC_ACCRUE must first be set to <i>Do Not Generate Reversal</i> . Set parameters and run the Receipt Accrual process.
Accrue Receipt	RUN_RECVACCR_OL	Click the Run PO Receipt Accrual button on the Receiving page.	Run the Receipt Accrual process, the Miscellaneous Charges process, or both.

Running the Receipt Accrual Process

Access the Receipt Accrual page.

Note. The reversal code of the Journal Generator template REC_ACCRUE must first be set to *Do Not Generate Reversal* on the Journal Generator Template - Defaults page.

If any ChartFields are designated on the Detail Ledger Group - Chartfield page as *Balanced*, you need to select the *Always Inherit* rule for those ChartFields on the Chartfield Inheritance page.

As of Date

Acctg Date (accounting date) Enter an accounting date to use for the period ending date. The system enters the current date as the default value. The system checks the accounting date against the open period date range specified on the Open Period Update page. Receipts dated after this accounting date do not accrue.

Process

All Business Units Select to accrue qualifying receipts for all business units. If you select the All Business Units processing option, the system validates that the accounting date is in an open period for all business units. If the validation fails for a business unit, the system creates an error message. You have to either correct the error before continuing the process or use the single business unit option.

Business Units Select to accrue qualifying receipts for a specific business unit. If selected, enter a business unit in the Values group box.

Receiver Select to accrue qualifying amounts for received items on a specific receipt. If selected, enter a business unit and receipt number in the Values group box.

Default Entry Event Code Select a default entry event.

For PO receipts with no Entry Event Code on the PO distribution line, the value selected here populates the expense and accrual accounting lines, and the encumbrance line is blank.

If there is already an Entry Event Code on the PO distribution line, it is not replaced by the value selected on this page, and the Entry Event Code populates expense, accrual, and encumbrance accounting lines.

For non-PO receipts, the value selected here populates the expense and accrual accounting lines.

See Also

Chapter 13, “Using Entry Events,” page 179

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Journal Generator,” Running Journal Generator Processing

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

Performing Budget Checking for Receipt Accruals

This section discusses how to budget check receipt accruals.

This process is used to budget check the expense and encumbrance reclassification transactions. You can choose to budget check either type.

Page Used to Perform Budget Checking for Receipt Accruals

Page Name	Object Name	Navigation	Usage
Budget Check Request	PO_KK_RACCHECK_REQ	Purchasing, Receipts, Budget Check, Budget Check Request	Perform budget-checking for receipt accruals by using the Budget Processor (FSPKBDP3).

Budget Checking Receipt Accruals

Access the Budget Check Request page.

Budget Check Request

Tran Type(transaction type) Select from these source transactions:

PO_RAEXP: Budget-check expense transactions and miscellaneous charges.

PO_RAENC: Budget-check encumbrance reclassifications and miscellaneous charges.

Process Option

Unit Option The Receiver ID Option and Acctg Dt Optn criteria apply only to receipts that first meet the criteria defined here. Values are:

All: Budget checks transaction type for all business units.

Value: Select to display the Unit field. Budget checks transaction type for the business unit specified in the Unit field.

Receipt Option

Displays a receipt ID option. Values are:

All: Budget checks all receipts.

Some: Select to display the From/To fields. Budget checks all receipts that match the range specified in the From/To fields.

Value: Select to display the Receiver ID field. Budget checks the receipt that matches the ID specified in the Receiver ID field.

Acctg Dt Optn (accounting date option)

Displays the accounting date option. Values are:

All: Budget checks all receipt accruals.

Some: Displays the From/To fields. Budget checks all receipt accruals for which budget dates fall within the dates specified in the From/To fields.

Value: Displays the Accounting Date field. Budget checks receipt accruals for which budget dates match the date specified in the Accounting Date field.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Understanding PeopleSoft Commitment Control,” Budget Checking Process

Viewing Receipt Accrual Accounting Line Entries

This section discusses how to access receipt accrual accounting line entries. If Commitment Control is enabled on the Installation Options - Products page, you can also view budget information and access the Commitment Control page. There you can view details about transactions, such as the source transaction type and the amount type for the journal, and override budget checking for the transaction or run the Budget Processor for the transaction.

Pages Used to View Receipt Accrual Accounting Line Entries

Page Name	Object Name	Navigation	Usage
Receipt Acctg Line (receipt accounting line)	RECV_LN_ACCTG_INQ	Purchasing, Receipts, Review Receipt Information, Accrual Accounting Entry, Receipt Acctg Line	Review accounting line entries for receipts.
Commitment Control	KK_EXCPTN_OVER_SEC	 Click the Budget Options button on the Receipt Acctg Line page.	View details about a Commitment Control transaction, such as the budget-checking status, the Commitment Control amount type, and Commitment Control transaction ID. You can also override budget checking for the transaction or run the Budget Processor COBOL process (FSPKBDP1) for the transaction.

Accessing Receipt Accrual Accounting Line Entries

Access the Receipt Acctg Line page.

Receipt Acctg Line

Search Criteria

*Business Unit:BLGE1

*Fiscal Year:

*Period:

Budget Status:Valid

From Receipt No:

To Receipt No:

Type:BK Trn Chg

Search

Line Details

Distribution Information

More Distribution Details

Customize

Find

View All

First

1 of 1

Last

Receipt No	Line	Sched #	Dist	Type	Merchandise Amt	Currency	Budget Date	Valid	Budget Options	GL Unit	Dist Qty
								Valid	i		

Receipt Acctg Line page (receipt accounting line page)

Use the controls in the Search Criteria region to filter transactions, and click the Search button to display your selections.

Distribution Information

The following fields appear only if Commitment Control is enabled for Purchasing on the Installation Options - Products page:

- Budget Date

Displays the budget date, which is the same as the accounting date for receipt accruals.
- Budget Status

Displays the budget status. Values are: *Error*, *Not Chk'd* (not checked), or *Valid*.
- i

Click the Budget Options button to access the Commitment Control page, where you can review transaction details and override budget checking.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications”

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

Viewing Receipt Accrual Journal Entries

The Receipt Accrual process loads receipt accrual data into staging tables for the Journal Generator process, which then creates journal entries based on the data.

This section discusses how to access receipt accrual journal entries.

Page Used to View Receipt Accrual Journal Entries

Page Name	Object Name	Navigation	Usage
Journal Drill Down	PO_GL_DRILL	Purchasing, Receipts, Review Receipt Information, Journal Entries, Journal Drill Down	View the PeopleSoft General Ledger or navigate to the PeopleSoft General Ledger accounting entries created by the Journal Generator process.

Accessing Receipt Accrual Journal Entries

Access the Journal Drill Down page.

GL Journal (go to general ledger journal)

Select to access the Journal General Ledger inquiry page.

Base Amount DR (base amount debit)

Displays the base debit amount for the journal, which is the amount expressed in the base currency. The base currency code also appears.

Base Amount CR (base amount credit)

Displays the base credit amount for the journal, which is the amount expressed in the base currency. The base currency code also appears.

Account Lines Tab

Acctg Date (accounting date)

Displays the journal accounting date, which designates the period ending date.

Other Amounts Tab

Foreign DR Amt (foreign debit amount)

Displays the foreign debit amount for the associated receipt line, which is the amount expressed in the transaction currency. The transaction currency code also appears.

Foreign CR Amt (foreign credit amount)

Displays the foreign credit amount for the associated receipt line, which is the amount expressed in the transaction currency. The transaction currency code also appears.

Accounting Period Tab

Distribution Line Number

Displays the distribution line number associated with the journal entry accounting period.

CHAPTER 39

Reviewing Receipt Information

This chapter provides an overview of receipt inquiries and discusses how to inquire about receipts.

Understanding Receipt Inquiries

PeopleSoft Purchasing provides several options for viewing information about your receipts online.

Inquiring About Receipts

This section discusses how to view receipt comments.

Pages Used to Inquire About Receipts

Page Name	Object Name	Navigation	Usage
Receipts	RECV_INQ	Purchasing, Receipts, Review Receipt Information, Receipts	View detailed receipt information. This page and the pages accessible from it enable you to inquire on the same information available through the Receiving page and the pages accessible from it.
Header Details	RECV_INQ_HDR	Click the Header Details link on the Receipts inquiry page.	View receipt header details.
Line Details	RECV_INQ_LN_DTL	Click the Line Details link on the Receipts inquiry page.	View receipt line details.
Line Status Details	RECV_INQ_LN_STATUS	Click the Line Status link on the Receipts inquiry page.	View details about a receipt line's status.
Manufacturing Information	RECV_INQ_MFG	Click the Manufacturer Info link on the Receipts inquiry page.	View manufacturing details about a receipt line.
Receipt Distributions	RECV_INQ_DIST	Click the Distribution link on the Receipts inquiry page.	View distribution information for a receipt line.

Page Name	Object Name	Navigation	Usage
PO Distribution Details (purchase order distribution details)	RECV_INQ_PO_DIST	Click the PO Distribution Details link on the Receipt Distributions inquiry page.	View purchase order distribution information for a selected receipt line.
Asset Management Information	RECV_INQ_AM	Click the Asset Information link on the Receipts inquiry page.	View information about asset purchases.
Inventory Putaway Information	RECV_INQ_PUTAWAY	Select the Putaway Information link on the Receipts inquiry page.	View overriding information used to put away items to inventory business unit storage locations.
Comments	RECV_INQ_COMMENT	Click either the Header Comments or Line Comments link on the Receipts inquiry page.	View either receipt header or line comments entered on the Receipt Header Comments page or Receipt Line Comments page accessed from the Receipt Activity and Comment - Activity page.
Receipt By Loc (receipt by location)	RECV_LOC_INQ	Purchasing, Receipts, Review Receipt Information, Receipts by Location, Receipt By Loc	Inquire about non-inventory receipt location information.
Receipt DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Receipts, Review Receipt Information, Document Status, Receipt DOC Status Click the Document Status Inquiry link on the Receiving page.	Access and review information about procurement documents associated with a receipt.

Viewing Receipt Comments

Access the Comments page.

Show at Voucher

Select to enable the voucher process to copy the comments to the voucher.

CHAPTER 40

Inquiring About Document Status

This chapter provides an overview of document status inquiries and discusses how to use document status inquiries.

Understanding Document Status Inquiries

PeopleSoft Purchasing enables you to quickly cross-reference documents within a business process stream using a single known value in the stream.

For example, you may want to see the requisitions, request for quotations (RFQs), returns to vendors (RTVs), and receipts associated with a purchase order (PO).

From the menus for these transactions, you can view all of the procure-to-pay documents associated with their respective sources:

- Requisitions.
- RFQs.
- POs.
- Receipts.
- RTVs.
- Contracts.
- Associated vouchers and payments (if you are using PeopleSoft Payables).
- Strategic sourcing events (if your using PeopleSoft Strategic Sourcing).
- Workflow routings (if you're using PeopleSoft Workflow).

You can also access the document status inquiry from within each individual transaction.

Common Elements Used in This Chapter

Budget Status

Budget checking status. Values are:

Error: Error in budget check.

Not Chk'd (not checked): Not budget checked.

	<i>Valid:</i> Valid budget check.
Carrier ID	Freight Carrier
Document Type	Requisition, Purchase Order (or PO), Return to Vendor (or RTV), Request for Quote (or RFQ), Receipt.
Currency	Currency code.
Bill of Lading	Bill of lading identifier.
DOC ID (document ID)	Click to open a new browser window that displays the inquiry page for the associated document. Inquiry pages that appear include: Requisitions - Req Inquiry page See Chapter 22, “Reviewing Requisition Information,” Viewing Requisition Information, page 330. All Vendors inquiry page See Chapter 23, “Managing Requests for Quotes,” Inquiring and Reporting on RFQs and Vendor Responses, page 370. Purchase Order - Form inquiry page See Chapter 32, “Reviewing Purchase Order Information,” Inquiring About POs, page 597. Receipts (inquiry) page See Chapter 39, “Reviewing Receipt Information,” Inquiring About Receipts, page 719. RTV Inquiry page See Chapter 37, “Managing Vendor Returns,” Inquiring About RTVs, page 705. Events Inquiry page See Chapter 13, “Using Entry Events,” Drilling Down to the General Ledger to View Entry Event Journal Entries, page 185. If you are using PeopleSoft Inventory, click the DOC ID for a MSR or interunit receipt to display the Stock Requests Inquiry page for the associated document. See <i>PeopleSoft Inventory 8.8 PeopleBook</i>, “Creating Orders for Fulfillment,” Reviewing the Status of a Particular Order. If you are using PeopleSoft Payables, click the DOC ID to display the Voucher Inquiry page or the Payment Inquiry page for the associated document. See <i>PeopleSoft Payables 8.8 PeopleBook</i>, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Viewing Voucher Summary Information. If you are using PeopleSoft Strategic Sourcing, click the DOC ID to display the Strategic Sourcing Inquiry page for the associated document.

See *PeopleSoft Strategic Sourcing 8.8 PeopleBook*, “Managing Events,” Using the Sourcing Document Status Inquiry.

If you are using PeopleSoft Workflow, click the DOC ID to display the Workflow Inquiry page for the associated document.

See *PeopleTools 8.44 PeopleBook: Workflow Administration*

Document Type

Document type for the associated document: Requisition, PO, RTV, RFQ, Receipt, or Contract.

If you are using PeopleSoft Inventory, *MSR* or *Inter Unit Receipt* may appear.

If you are using PeopleSoft Payables, *Voucher* or *Payment* may appear.

Status

Status of the Associated Document.

Location

Vendor Location



Click the Document Status button to open a new browser window that displays the document status inquiry for the associated document.

Match Manager

Click the link in this column to access the Match Manager query page for the associated voucher. This column appears only if you are using PeopleSoft Payables and there is an associated voucher that requires matching. This column appears only if *Voucher* is the document type for at least one row.

Accounting Entries

Click the link in this column to access the accounting entries for the associated document where it is a requisition, PO, payment, or voucher. If the associated document is a payment, you can access the accounting entries for the voucher associated with the payment. This link appears only if the associated document has been posted, and if accounting entries exist for at least one of the associated documents that appear. If the document is posted and then unposted, the link does not appear.

Using Document Status Inquiries

This section discusses how to:

- View requisition document status.
- View RFQ document status.
- View PO document status.
- View receipt document status.
- View RTV document status.
- View contract document status.

Pages Used to View Document Status

Page Name	Object Name	Navigation	Usage
Req DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Requisitions, Review Requisition Information, Document Status, Req DOC Status Click the Document Status Inquiry link on the Maintain Requisitions - Requisitions page.	Access and review information about procurement documents associated with a requisition.
RFQ DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Requests for Quotes, Review RFQ Information, Document Status, RFQ DOC Status Click the Document Status Inquiry link on the Request for Quotes page.	Access and review information about procurement documents associated with a request for quote.
PO Document Status	PRCR_DOCSTAT_INQ	Purchasing, Purchase Orders, Review PO Information, Document Status, PO Document Status Click the Document Status Inquiry link on the Maintain Purchase Order - Purchase Order page.	Access and review information about procurement documents associated with a PO.
Receipt DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Receipts, Review Receipt Information, Document Status, Receipt DOC Status Click the Document Status Inquiry link on the Receiving page.	Access and review information about procurement documents associated with a receipt.
RTV DOC Status	PRCR_DOCSTAT_INQ	Purchasing, Return to Vendor, Document Status, RTV DOC Status Click the Document Status link on the RTV page.	Access and review information about procurement documents associated with a vendor return.
Cntrct Doc Status (contract document status)	PRCR_DOCSTAT_INQ	Purchasing, Analyze Procurement, Review Procurement Information, Document Status	Note. Access and review information about procurement documents associated with a contract.

Viewing Requisition Document Status

Access the Req DOC Status page.

Req ID (requisition ID)

Click the link to open a new browser window that displays the Requisition Inquiry - Requisitions page for the requisition.

Status	Requisition status. Values are: <i>Approved:</i> Requisition has been approved. <i>Complete:</i> Requisition has been processed through to completion. <i>Open:</i> This status appears by default from the requester setup. The requisition is not eligible to enter the approval process until an authorized user changes its status to <i>Pending Approval</i>. <i>Pending approval:</i> Requisition is eligible to enter the approval process. <i>Canceled:</i> Requisition has been canceled.

Viewing RFQ Document Status

Access the RFQ DOC Status page.

RFQ ID (request for quote identification)	Click the link to open a new browser window that displays the Vendor By Quote - All Vendors inquiry page.
Status	RFQ status. Values are: <i>Approved:</i> RFQ is ready to be sent to vendors. <i>Closed:</i> RFQ is no longer open. <i>On hold:</i> RFQ is pending. <i>Canceled:</i> RFQ is rejected. <i>Open:</i> RFQ is not ready to be sent to vendors.

Viewing PO Document Status

Access the PO Document Status page.

PO ID	Click the link to open a new browser window that displays the Purchase Order - Form Inquiry page.
Status	PO status. Values are: <i>Approved:</i> RFQ is ready to be sent to vendors. <i>Closed:</i> RFQ is no longer open. <i>On hold:</i> RFQ is pending. <i>Canceled:</i> RFQ is rejected. <i>Open:</i> RFQ is not ready to be sent to vendors.
Doc ID (document ID)	Click this link to access associated documents that are related to this inquiry. For example, suppose that you have a strategic sourcing event ID that is associated with this PO inquiry, click this link to access the strategic sourcing event.

Viewing Receipt Document Status

Access the Receipt DOC Status page.

Receiver ID	Click the link to open a new browser window that displays the Receipts inquiry page where you can view detailed receipt information.
Status	Receipt status. Values are: <i>Open:</i> Not all of the edits have passed. One or more receipt lines are in an <i>Open</i> status. <i>Received:</i> All of the edits have passed. All of the lines are in a <i>Received</i> or <i>Canceled</i> status. <i>Hold::</i> Receipt is on hold until released by user. <i>Moved:</i> Item has been interfaced to PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Production Management. <i>Closed:</i> All of the receipt lines have been moved and matched (when required). All of the interface requirements have been fulfilled and no further processing is required. <i>Canceled:</i> All of the lines are canceled. Canceling cannot be reversed.

Viewing Return to Vendor Document Status

Access the RTV DOC Status page.

ID	Click to open a new browser window that displays the RTV Inquiry page where you can view detailed RTV information.
Status	Values are: <i>Closed:</i> The line has been closed. <i>Open:</i> Appears by default when the vendor return is initiated. <i>Shipped:</i> The line has been shipped. A line is considered shipped when the line's shipped quantity equals the returned quantity. <i>Cancelled:</i> The line has been canceled.

Viewing Contract Document Status

Access the Cntrct Doc Status page.

Contract	Click this link to open a new browser window that displays the Events Inquiry page.
Doc ID	Click this link to access associated documents that are related to this inquiry. For example, suppose that you have a strategic sourcing event ID that is associated with this contract inquiry, click this link to access the strategic sourcing event.

CHAPTER 41

Analyzing Procurement History

This chapter provides an overview of procurement history analysis and discusses how to:

- Configure procurement analysis inquiries.
- Generate procurement history.
- Generate vendor analysis data.
- View procurement analysis data.

Understanding Procurement History Analysis

Analyzing procurement data provides you with information about procurement trends and can assist you in managing vendor relationships. PeopleSoft Purchasing enables you to accumulate and analyze summaries of purchasing, invoicing, and receiving transactions.

Configuring Procurement Analysis Inquiries

To configure procurement analysis inquiries, use the Procurement Analysis Entity (PRCR_ENTITY_CNTL), Field Candidate Setup (PRCR_FLDCAN_TBL), Inquiry Profile Setup (PRCR_PRF_OPR), and View Candidate Setup (PRCR_VIEW_CAN) components.

You configure your procurement analysis inquiries based on reporting entities and user IDs. For every user ID, you can configure seven procurement analysis inquiry profile IDs. Each profile ID corresponds to an inquiry type. When you configure a profile ID, you define defaults for the kinds of data that are in the inquiry, as well as how the data appears.

PeopleSoft delivers seven default inquiry types:

- Purchase order (PO) history inquiry.
- Receipt history inquiry.
- Voucher history inquiry.
- Purchase order list.
- Receipt list.
- Voucher list.
- Requisition list.

This section discusses how to:

- Define reporting entities.
- Setup candidate fields.
- Createa procurement analysis view.
- Setup candidate views.
- Setup inquiry profiles.

See Also

[Chapter 41, “Analyzing Procurement History,” Defining Reporting Entities, page 728](#)

[Chapter 41, “Analyzing Procurement History,” Setting Up Candidate Fields, page 729](#)

[Chapter 41, “Analyzing Procurement History,” Setting Up Candidate Views, page 730](#)

[Chapter 41, “Analyzing Procurement History,” Setting Up Inquiry Profiles, page 730](#)

Pages Used to Configure Procurement Analysis Inquiries

Page Name	Object Name	Navigation	Usage
Define Procurement Controls	PRCR_ENTITY_TBL	Purchasing, Analyze Procurement, Setup Profiles, Define Procurement Controls	Set up reporting entities, which function as high-level groupings for your inquiries.
Field Candidate Setup	PRCR_FLDCAN_TBL	Purchasing, Analyze Procurement, Setup Profiles, Field Candidates, Field Candidate Setup	Select fields that you want to be eligible for selection for an inquiry type.
View Candidate Setup	PRCR_VIEW_CAN	Purchasing, Analyze Procurement, Setup Profiles, Views, View Candidate Setup	Create views of procurement data to use in inquiry functions.
Inquiry Profile Setup	PRCR_PRF_OPR	Purchasing, Analyze Procurement, Setup Profiles, Profile Inquiries, Inquiry Profile Setup	Define up to seven inquiry profiles per user ID to be used as filters for viewing either history files or current data in procurement tables (called lists).

Defining Reporting Entities

Access the Define Procurement Controls page.

Chunk Size

The number of rows to retrieve at one time. To help improve performance, PeopleSoft recommends that you indicate a specific number of rows of data to retrieve (for example, 10 rows.)

Calendar ID

The ID for a predefined calendar, which you set up on the Business Calendar page. Procurement analysis uses it to determine which data to retrieve and process based on dates.

Data Selection Criteria

Use the Data Selection Criteria group box to define high-level reporting entity data selection criteria.

Include PO Data	Select if you want the inquiries for the reporting entity to include purchase order data.
Include all PO units	Select if you want to include all purchasing business units in this reporting entity.
Include Receiver Data	Select if you want the inquiries for the reporting entity to include receipt data.
Include all Receiving units	Select if you want to include all receiving business units in this reporting entity.
Include AP Data (include accounts payable data)	Select if you want the inquiries for the reporting entity to include voucher data.
Include all AP units	Select if you want to include all AP business units in this reporting entity.

Setting Up Candidate Fields

Access the Field Candidate Setup page.

Inquiry Type	Displays the applicable view name. Values include: <i>PO Schedule List</i> (PRCR_LST_APO_VW). <i>Procurement History List</i> (PRCR_HST_AAA_VW). <i>Receiver Schedule List</i> (PRCR_LST_ARC_VW). <i>Requisition List</i> (PRCR_LST_ARQ_VW). <i>Voucher List</i> (PRCR_LST_AAP_VW).
Field Heading	User-defined field heading name that you use to identify the candidate field that you select in the Field Name field. When you define profile IDs, you define the field data that you want to retrieve by selecting from these field headings.
Field Name	Select the candidate field that you want to retrieve. The field must exist in the selected Inquiry Type view to be available for selection.
Field Type	Field data type, such as numeric or character.

Creating a Procurement Analysis View

To create a view that is eligible for use in procurement analysis:

1. Define the new Structured Query Language view by using PeopleTools Data Designer.
The fields in this view should be based on fields in a view that is available in the View ID field on the View Candidate Setup Page.
2. Modify the view text of the procurement analysis valid candidate view (PRCR_VALID_VIEW) to include the new view by using PeopleTools Data Designer.
3. Create the new view as well as the valid candidate view (PRCR_VALID_VIEW) by using PeopleTools Data Designer.

This step creates the view in the database by using the PeopleTools definition.

4. Access the View Candidate Setup page to set up the new view, associate it with an inquiry type, and make the view eligible for selection in the inquiry profile setup.

See Also

PeopleTools 8.44 PeopleBook: Data Administration Tools

Setting Up Candidate Views

Access the View Candidate Setup page.

View By	User-defined name of the view.
View ID	View used to create the view by.
Inquiry Type	Inquiry type for which the view by value can be used.

Setting Up Inquiry Profiles

Access the Inquiry Profile Setup page.

User ID	User ID that uses the inquiry profile.
Profile ID	Seven profile IDs exist for each user ID: <i>PO History Items.</i> <i>PO Schedule Lists.</i> <i>Receipt History Items.</i> <i>Receipt Schedule Lists.</i> <i>Requisition List.</i> <i>Voucher History Items.</i> <i>Voucher Lists.</i>
RPT Entity (reporting entity)	Data selection criteria that are defined for the selected reporting entity apply to the inquiry profile.
Inquiry Type	Inquiry type with which the inquiry profile is associated. The profile can be used only by this corresponding procurement analysis inquiry.
View By	Select a view by which to display the inquiry. System-delivered views include By Vendor, By Ship To, or By Ship to by Vendor, but your organization can configure views and set them up by using the View Candidate Setup page.

Field Sequencing

Use the Field Sequencing group box to specify the inquiry fields and the sequence in which they're displayed. To change the sequence of the fields, use the arrows that are adjacent to the field heading.

You can override defaults that you configure here on the inquiry display pages.

Generating Procurement History

This section discusses how to run the Procurement History Update process (FS_PRCRUPD) to populate history tables. This process selectively accumulates procurement history for the following transactions:

- PO schedules
- Receipt lines
- Voucher lines
- Payments

Run this process as frequently as needed to refresh procurement history periods with current data. That might be once a day or once a week, depending on transaction volume.

The history that this process builds from these data sources can be viewed by using the online procurement history analysis pages. The views appear according to the inquiry profiles that you configure.

Page Used to Generate Procurement History

Page Name	Object Name	Navigation	Usage
Update Procurement History	RUN_CNTL_PRCR_UPD	Purchasing, Analyze Procurement, Update Procurement Info, Update Procurement History	Set up run-control information for and run the Procurement History Update process (FS_PRCRUPD). This process accumulates procurement history from the transaction tables.

Running the Procurement History Update Application Engine Process

Access the Update Procurement History page.

Reporting Entity ID	The reporting entity ID that you select determines the business units for which procurement history data is generated, as well as what kinds of data is selected.
Relative	Select to run this process on a range of periods that are relative to the current period. The Start - Current Period Minus and End - Current Period Minus fields are available for entry when you select this option. This option is useful if you choose to schedule history updates. After you enter relative period information and save it here, the process runs with these parameters each time that the Process Scheduler submits the process.
Start - Current Period Minus	Enter the number of periods before the start of the current periods at which you want to begin procurement history accumulation.
End - Current Period Minus	Enter the number of periods before the start of the current period at which you want to end procurement history accumulation.

Specify

Select to define a specific period range for which you want to generate procurement history data. The Start Period, Start Year, End Period, and End Year fields become available for entry when you select this option.

See Also

[Chapter 41, “Analyzing Procurement History,” Defining Reporting Entities, page 728](#)

Generating Vendor Analysis Data

This section discusses how to run the Vendor Performance Analysis Build Cube process (POVENDOR).

Use this process to extract data from the Procurement History table (PRCR_ITEM_HST) by using a predefined standard query of PO, receipt, and voucher history.

The process builds a vendor analysis cube from the data that the Procurement History Update process creates in PRCR_ITEM_HST table. The cube is used with the PeopleSoft Cube Manager, which integrates with Cognos PowerPlay.

After you run the Vendor Performance Analysis process, you are transferred to the Cognos PowerPlay tool in the Windows client. Using the PeopleSoft interface to PowerPlay, you can review summarized historical information and also manipulate the data in many ways. The interface to PowerPlay starts with the definition of a query that uses the PeopleSoft PS/Query tool.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Query

Page Used to Generate Vendor Analysis Data

Page Name	Object Name	Navigation	Usage
Build Vendor Analysis Cube	PO_OLAP_VND_REQ	Purchasing, Analyze Procurement, Build Vendor Analysis Cube	Set up run-control information for and run the Vendor Performance Analysis process (POVENDOR). This process extracts the data from Procurement History (PRCR_ITEM_HST), and generates the cube for PowerPlay.

Running the Vendor Performance Analysis Build Cube Process

Access the Build Vendor Analysis Cube page.

Cube Instance ID

Select the VENDOR_ANALYSIS - Vendor Performance Analysis cube instance ID for the query.

Open Cube Instance Definition	Click to access the Cube Inst Def (open cube instance definition) page.
Meta-Data Action	Select <i>Create</i> , <i>Update</i> , or <i>None</i> .
Reporting Entity ID	The reporting entity ID that you select determines the business units for which vendor procurement data is generated, as well as what kinds of data is selected.
As of Date	The As of Date value does not have to correspond to an actual transaction date. This date is passed on to the cube for reporting purposes only.
Post-Build Script	The Post-Build Script refers to an MDL file for PowerPlay or any command line for Windows. This feature enables you to extend the capabilities of the Cube Manager. For example, you can use this feature to specify an Esscmnd script that sets up security. Rather than manually configuring security each time a cube is built, you can write a script once and use the Post-Build Script field to execute it for each build.
Data Action	Select <i>Create</i> , <i>Update</i> , or <i>None</i> .
Currency	Currency that is to be applied to all retrieved data.
See Also	

PeopleTools 8.44 PeopleBook: PeopleSoft Cube Manager

Viewing Procurement Analysis Data

This section discusses how to:

- View purchase order data.
- View receipt data.
- View voucher data.
- View requisition data.

View accumulated and summarized procurement history data in one of the seven inquiries:

- PO history inquiry.
- Receipt history inquiry.
- Voucher history inquiry.
- Purchase order list.
- Receipt list.
- Voucher list.
- Requisition list.

The data that appears in these inquiries varies depending on the user ID and the configuration of the associated inquiry profile IDs.

Common Elements Used in This Section

%CAN (percent canceled)	Percentage of the order that is canceled.
%RCV (percent received)	Percentage of the order that is received.
%REJ (percent rejected)	Percentage of the order that is rejected.
%RTN (percent returned)	Percentage of the order that is returned.
Amt Ordered (amount ordered)	Amount that is listed on the PO.
Bank Code	Code that is assigned to the bank from which the item invoice is to be paid.
CUR/Currency	PO transaction currency.
Days Vary	Number of days by which the item may arrive early or late without being rejected and returned.
Early Ship	Number of days by which an item may arrive early without being rejected.
Gross Paid	Gross amount that is paid, not taking into account any discounts or adjustments.
Inquiry Results	Displays field values according to criteria that is defined for the user ID and associated inquiry profile IDs. These values are chosen to produce procurement analysis inquiries that are relevant to the user ID. Inquiries initially retrieve only fields that are predefined. However, you may use the selection criteria page for each inquiry to alter the current view by selecting new search parameters to retrieve exactly the amount and type of information for which you are looking.
LT MAD (lead time mean absolute deviation)	Lead-time mean absolute deviation.
Late Ship	Number of days by which an item may arrive late without being rejected.
Num Receipts (number of receipts)	Number of receipts that are generated for the item.
Over Ship (over shipped)	Number of items by which the order may be overshipped without being rejected.
PO Count	Number of POs that are associated with the receipt line.
Paid Amount	Amount that is paid on the PO, less any discounts or adjustments.
Pay Currency (payment currency)	Payment currency.
Receipt WT (receipt weight)	Weight of items that are received.
Receiver	Receipt ID.
Unit PO (Purchasing unit)	Purchasing business unit.
Under Ships	Number of items by which the order may be undershipped without being rejected.

UOM WT (unit of measure weight) Unit of measure for the weight of the item.

Vendor Cat ID (vendor catalog ID) Vendor catalog ID.

Pages Used to View Procurement Analysis Data

Page Name	Object Name	Navigation	Usage
PO History Inquiry	PRCR_HST_INQ	Purchasing, Analyze Procurement, Review Procurement Information, Purchase Order History, PO History Inquiry	View purchase order data in the procurement history table.
History selection criteria	PRCR_HST_SELECT	Click the Select button on the PO History, Receipt History inquiry, or Voucher History inquiry pages.	Retrieve data to the inquiry page. The data retrieved is based on the selection criteria that you define in the inquiry profile for the user ID. Any defaults that you establish there appear on the inquiry page. You can override these defaults and define additional selection criteria on this page.
Receipt History Inquiry	PRCR_HST_INQ	Purchasing, Analyze Procurement, Review Procurement Information, Receipt History, Receipt History Inquiry	View receipt data in the procurement history table.
Voucher History Inquiry	PRCR_HST_INQ	Purchasing, Analyze Procurement, Review Procurement Information, Voucher History, Voucher History Inquiry	View voucher data in the procurement history table.
Purchase Order List	PRCR_PO_LIST	Purchasing, Analyze Procurement, Review Procurement Information, Purchase Order Lists, Purchase Order List	View data in the current purchase order tables.
PO Inquiry selection criteria	PRCR_PO_SELECT	Click the Select button on the Purchase Order List inquiry page.	Retrieve data to the inquiry page. The data that is retrieved is based on the selection criteria that you define in the inquiry profile for the user ID. Any defaults that you establish there appear on the inquiry page. You can override these defaults and define additional selection criteria on this page.

Page Name	Object Name	Navigation	Usage
Receipt List	PRCR_RC_LIST	Purchasing, Analyze Procurement, Review Procurement Information, Receiver Lists, Receipt List	View data in the current receipt tables.
Receipt Inquiry selection criteria	PRCR_RC_SELECT	Click the Select button on the Receipt List inquiry page.	Retrieve data to the inquiry page. The data that is retrieved is based on the selection criteria that you define in the inquiry profile for your the ID. Any defaults that you establish there appear on the inquiry page. You can override these defaults and define additional selection criteria on this page.
Voucher List	PRCR_VC_LIST	Purchasing, Analyze Procurement, Review Procurement Information, Voucher Lists, Voucher List	View data in the current voucher tables.
Voucher Inquiry selection criteria	PRCR_VC_SELECT	Click the Select button on the Voucher List inquiry page.	Retrieve data to the inquiry page. The data that is retrieved is based on the selection criteria that you define in the inquiry profile for the user ID. Any defaults that you establish there appear on the inquiry page. You can override these defaults and define additional selection criteria on this page.
Requisition List	PRCR_REQ_LIST	Purchasing, Analyze Procurement, Review Procurement Information, Requisition Lists, Requisition List	View data in the current requisition tables.
Requisition Inquiry selection criteria	PRCR_REQ_SELECT	Click the Select button on the Requisition List inquiry page.	Retrieve data to the inquiry page. The data that is retrieved is based on the selection criteria that you define in the inquiry profile for the user ID. Any defaults that you establish there appear on the inquiry page. You can override these defaults and define additional selection criteria on this page.

Page Name	Object Name	Navigation	Usage
Vendor Information - Identifying Information	VNDR_ID1	Click the Vendor link on the following pages: PO History Inquiry page. Receipt History Inquiry page. Voucher History Inquiry page. Purchase Order List inquiry page. Receipt List inquiry page. Voucher List inquiry page. Requisition List inquiry page.	Enter vendor identifying information.
Conversations	VNDR_CNVRSTN	Click the Vendor Conversations link on the following pages: PO History Inquiry page. Receipt History Inquiry page. Voucher History Inquiry page. Purchase Order List inquiry page. Receipt List inquiry page. Voucher List inquiry page.	Track ongoing discussions and conversations with vendor contacts. You must enter the vendor and contact before you record conversations.
Purchasing Attributes	ITM_TBL_PUR	Click the Item link on the following pages: PO History Inquiry page. Receipt History Inquiry page. Voucher History Inquiry page. Purchase Order List inquiry page. Receipt List inquiry page. Voucher List inquiry page.	Enter basic purchasing information for an item.

Viewing Purchase Order Data

Access the Purchase Order List inquiry page.

Amount

Total line cost.

PO Date

PO creation date.

Price	PO item unit cost.
Status	PO status.
VND Item (vendor item)	Vendor item code.

Viewing Receipt Data

Access the Receipt List inquiry page.

Origin	Source of the receipt.
PO Price	PO item unit price.
PO Ship Amt (PO shipped amount)	Cost of the PO items that are shipped.
PO Ship Qty (PO shipped quantity)	Number of PO items shipped.
Status	PO status.
Unit	Receiving business unit.

Viewing Voucher Data

Access the Voucher List inquiry page.

Amount	Total line cost.
Inv Date (invoice date)	Invoice issue date.
Recv Ship (receiving ship to)	Ship to location where the items are received.

Viewing Requisition Data

Access the Requisition List inquiry page.

Business Unit	Business unit that generates the requisition.
Merchandise Amt (merchandise amount)	Cost of the total number of the items requested.
Name 1	Item vendor full business name.
Order Line	Order Management order line number for drop shipments.
Order Management BU (order management business unit)	Order Management business unit for drop shipment orders.
Order No (order number)	Order Management order number.
Requisition Date	Requisition creation date.
Requisition Price	Unit price of the requisition item.

Ship Via Code	Code for the shipping method designated for the item.
ShipTo SetID	SetID to which the item is to be shipped.
Status	Requisition status.

APPENDIX A

(USF) Using Federal Spending Regions

This chapter discusses how to:

- Define spending regions.
- Use spending regions.

Understanding Federal Spending Regions

The Federal Government uses spending regions to track procure-to-pay activities by area or region. Spending regions are typically established by the procurement manager or accounts payable manager who is responsible for monitoring the procure-to-pay activities of the organization. Use the Spending regions functionality to capture the appropriate region for both purchase order and voucher transactions. Spending regions are identified with a ChartField and its values are associated with a vendor's remit-to address State.

Note. To use spending regions, you must first enable this feature on the Installations Options page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Up Application-Specific Installation Options

Defining Federal Spending Regions

This section discusses how to define spending regions.

Page Used to Define Federal Spending Regions

Page Name	Object Name	Navigation	Usage
Federal Spending Region Installation	SPNDNG_REG_INST	Set Up Financials/ Supply Chain, Product Related, Procurement Options, Federal Spending Regions, Spending Region Installation	Establish the ChartField that is used to identify spending regions.

Defining Federal Spending Regions

Access the Federal Spending Region Install Options page.

Spending Regions Install Options page

Spending Region Select a valid ChartField as the spending region element.

Purchasing/Acct. Payable Edit (purchasing and accounts payable edits)

Determine how the system responds in the event that a transaction uses a spending region value that is not associated with a given vendor. When edits and transactions are not valid, you receive a warning message.

No Edit Select when an edit is not required. If you do not select a purchasing or accounts payable edit, the system uses this as the default value.

Required Select if required to enter and match a Spending Region ChartField on the transaction.

Optional Select to edit the spending region when the Spending Region ChartField is entered on a transaction.

Prohibited Select if the Spending Region ChartField cannot be entered on a transaction.

Using Spending Regions

This section discusses how to use spending regions.

Pages Used to Use Spending Regions

Page Name	Object Name	Navigation	Usage
Federal Spending Regions page	SPNDNG_REG_DEF	Set Up Financials/ Supply Chain, Product Related, Procurement Options, Federal Spending Regions, Spending Region Definition	Capture spending by region for PeopleSoft Payables transactions.

Using Spending Regions

Access the Federal Spending Regions page. Select the country and state for your spending region.

SetID Select one setID or multiple setID's to establish a ChartField relationship for the given state.

Chartfield Values Select a ChartField value that was previously defined on the Federal Spending Regions Installation Options page.

APPENDIX B

Processing Taxes for India

This chapter discusses how to:

- Process custom duty, excise duty, and sales taxes in the sourcing business process.
- Process excise duty and sales taxes for online purchase orders (POs).
- Process custom duty for online purchase orders.
- Dispatch and print excise duty and sales tax information on POs.
- Process custom duty, excise duty, and sales taxes in PO change orders.
- Process excise duty and sales taxes in the PO Receipt Push process.
- Use the return-to-vendor (RTV) excise adjustment business process.
- Use Bills of Entry (BOE).
- Receive against BOE.
- Run the Receiver Interface Push Process with custom duty.
- Create internal vendor excise invoices against BOE.
- View India localization reports.

Processing Custom Duty, Excise Duty, and Sales Taxes in the Sourcing Business Process

This section discusses how to:

- Process custom duty, excise duty, and sales taxes in the PO Calculations process (PO_POCALC).
- View PO excise duty and sales tax information in the Sourcing Workbench.
- Process custom duties, excise duties, and sales taxes in the Create Purchase Orders process (PO_POCREATE).
- Purge excise duties and sales taxes in the Purchasing staging tables using the Purge Stage Tables process (PO_POSTGPRG).

Pages Used to Process Custom Duty, Excise Duty, and Sales Taxes in the Sourcing Business Process

Page Name	Object Name	Navigation	Usage
PO Calculations	RUN_PO_POCALC1	Purchasing, Purchase Orders, Stage/Source Requests, PO Calculations, Run Controls	Enter run control criteria for the PO Calculations process and run the process.
Create PO	RUN_PO_POCREATE	Purchasing, Purchase Orders, Stage/Source Requests, PO Creation, Create PO	Enter run control criteria for the Create Purchase Orders process and run the process.
Sourcing Workbench - Sourcing	PO_SRC_ANALYSIS	Purchasing, Purchase Orders, Stage/Source Requests, Sourcing Workbench - Sourcing	View, correct, and recycle transactions in the Purchasing staging tables.
Sourcing Workbench - Sourcing Details	PO_SRC_ANLSYS_DTL	Select the Selected Item Details link on the Sourcing Workbench - Sourcing page.	View further details about a staged row and to change the vendor and stage status
Pricing Info	PO_SRC_PRICING	Select the Pricing Information link on the Sourcing Workbench - Sourcing Details page.	Enter pricing information.
PO Stage Excise Duty/Sales Tax Details	EXS_PO_STG_TAX	Select the Excise/Sales Tax link on the Sourcing Workbench - Pricing Info page.	View staged PO excise duty and sales tax information. If information is incorrect, the page provides source document details to help you determine where corrections may need to be made.
Purge Stage	RUN_PO_POSTGPRG	Purchasing, Purchase Orders, Stage/Source Requests, Purge Stage Tables	Enter run control criteria for the Purge Stage Table process and run the process.

Processing Custom Duty, Excise Duty, and Sales Taxes in the PO Calculations Process

Access the PO Calculations - Run Controls page.

The PO Calculations process acts on the Purchasing staging table (PO_ITM_STG) and creates rows in PO_ITM_STG_UD and PO_ITM_STG_VND. The PO Calculations process calculates miscellaneous charges, freight, sales and use tax, and value-added taxes (VAT). In addition, it invokes the Tax Determination Application Engine process (FS_EXSLIB), which performs tax determination and calculates all applicable excise duties and sales taxes for the PO.

Details relevant to tax determination, such as inventory business unit, purchasing business unit, item, and vendor are available in the Purchasing staging tables. However no tax parameters, such as tax rate code, tax rate, calculated tax base, tax amounts, and so forth are available.

Based on the details relevant to tax determination, the Tax Determination and PO Calculations processes run for the purchase order calculate and store tax information in the Tax staging tables (PO_STG_TAX_EXD and PO_STG_TAXD_EXS).

The PO_CMFRMISC section of the PO Calculations process executes the customs duty tax determination and calculation common process.

See Also

Chapter 26, “Using Purchase Order Sourcing .” Running the PO Calculations Application Engine Process, page 482

Viewing PO Excise Duty and Sales Tax Information in the Sourcing Workbench

Access the PO Stage Excise Duty/Sales Tax Details page.

Tax Transaction Type	Tax transaction type assigned to the transaction. Valid values for purchases are: <i>DIMP</i> (direct import) <i>DOM</i> (domestic) <i>LIMP</i> (local import)

Amount	Total merchandise amount on the schedule.

Excise Duty

Excise Applicable	Indicates if excise duties are applicable to the transaction.
Excise Use Av Flag (excise use assessable value flag)	Indicates if the assessable value entered for the item is being used in the tax calculation.
Excise Item Category Code	Default excise tax category code defined for the item.
Assessable Value	Assessable value entered for the item. The excise reporting currency defined for the tax location displays. The tax location for the transaction is based on the inventory or purchasing business unit for the ship to location. Excise registers are maintained in a selected currency based on the periodic reports and statements that are submitted to excise authorities. Excise transactions that update excise registers need to be converted to an excise reporting currency.
UOM (unit of measure)	Item excise unit of measure.
Excise Tax Rate Code	Excise tax rate code for the transaction derived using the Tax Determination process and tax rate code default hierarchy.

Sales Tax

Sales Tax Applicable	Indicates if sales taxes are applicable to the transaction.

Ship From State	Ship from state for the item.
Ship to State	Ship to state for the item.
Sales Tax Authority Rate	Sales tax authority rate derived using the Tax Determination process and assigned to the transaction.
Reporting Authority	Sales tax reporting authority derived using the Tax Determination process and assigned to the transaction.
Sales Item Category Code	Default sales tax category code defined for the item.
Sales Tax Form Code	Sales tax form code associated with the derived sales tax rate code.
Sales Tax Rate Code	Sales tax rate code derived using the Tax Determination process and assigned to the transaction.
Total Freight Amt (total freight amount)	Total freight charge amount for the schedule.
Total Misc. Amt (total miscellaneous amount)	Total miscellaneous charge amount for the schedule.
Total Item Cost	Total cost of items on the schedule. This value includes the merchandise amount, total freight amount, total miscellaneous charge amount, and total tax amount.
Total Tax Amount	Total tax amount on the schedule.
Total Rcvry Amt (total recovery amount)	Total recoverable tax amount on the schedule.
Total NonRcvry (total non-recovery)	Total non-recoverable tax amount on the schedule.

Excise/Sales Tax Details

Tax Type	Tax type associated with the tax component code on the transaction. Values are: <i>E</i> (excise duty) <i>S</i> (sales tax)
Sequence Number	Indicates the order in which tax component codes in the tax rate code should be calculated.
Tax Component Code	Tax component code assigned to the transaction.
Calculation Scheme	Displays the default calculation scheme associated with the selected tax component code. Values are: <i>Amount</i> : Ad hoc amount-based tax calculation. <i>Percentage</i> : Percentage-based tax calculation. This is the default value. <i>Quantity</i> : Quantity-based tax calculation

Tax Rate UOM (tax rate unit of measure)	If the Calculation Scheme is set to <i>Quantity</i> , the unit of measure against which the tax rate amount will be applied.
	Note. Note. If the transaction unit of measure is different from the tax rate code unit of measure, the system performs the conversion using the PeopleSoft-delivered unit of measure conversion feature.
Tax Rate Pct (tax rate percentage)	If the Calculation Scheme field value is set to <i>Percentage</i> , the percentage to be applied against the taxable amount.
Tax Rate Amount	If the Calculation Scheme field value is set to <i>Quantity</i> , amount to be applied against the transaction quantity, according to the transaction quantity in the Tax Rate UOM value.
	Note. Note. If the transaction unit of measure is different from the tax rate code unit of measure, the system performs the conversion using the PeopleSoft-delivered unit of measure conversion feature.
	If the Calculation Scheme is set to <i>Amount</i> , this is the tax amount.
Basis Amount	Base amount on which tax is calculated.
Tax Amount	Tax amount for the tax rate sequence.
Recovery Amount	Recoverable tax amount for the tax rate sequence.
Non Recovery Amount	Non-recoverable tax amount for the tax rate sequence.
Recovery Percentage	The system uses this value to split taxes into recoverable and non-recoverable components. If the Tax Type field value is set to <i>Excise</i>, this is the CENVAT percentage that can be recovered. For example, a field value of <i>100</i> indicates that the full amount of tax is eligible for CENVAT credit. If you set the Tax Type field value to <i>Sales Tax</i>, this is the setoff percentage for the tax rate code. For example, a field value of <i>60</i> indicates that 60% of the tax amount is recoverable and eligible for set-off. The balance is added to the inventory cost or expensed depending on the treatment defined for the item.
Tax Dependency Code	Tax dependency code assigned to the tax rate code. Tax dependency codes indicate the basis for calculating tax, as well as the precedence of taxes of the same tax type that must be included.
Include Base	If selected, indicates the inclusion of the base value in the tax calculation. If this option is clear, the base value is excluded from the tax calculation. For example, this option may be clear for a surcharge tax component, which is calculated based on a preceding tax component rather than on a base value. However, this option would generally be selected for basic excise duties and local sales taxes.
Include Freight	Indicates the inclusion of freight as a part of the base value in tax calculation.

Include Miscellaneous Charges

Indicates the inclusion of miscellaneous charge expenses as a part of the base value for tax calculation.

See Also

Chapter 26, “Using Purchase Order Sourcing,” Using the Sourcing Workbench, page 491

Processing Excise Duty and Sales Taxes in the Create Purchase Orders Process

Access the Create PO page.

Based on tax determination parameters such as inventory business unit, purchasing business unit, vendor ID, and item ID, the Tax Determination process calculates and stages applicable tax data. The Create Purchase Orders process creates POs from data in the Purchasing staging tables and populates data to the Purchase Order tables. The Create Purchase Orders process also works to transfer the tax information populated to the Tax staging tables by the Tax Determination and PO Calculations processes to the Purchase Order Tax tables.

Both the Create Purchase Order and PO Change processes use the Build Distribution process (PO_CMBLDDST) to create the distribution and non-prorated distribution temporary tables.

When creating distributions for excise duties and sales taxes, the process prorates customs duties among distributions based on amounts in the customs duty staging table as populated by the Customs Duty Calculation process (PO_CMCSDLIB).

See Also

Chapter 25, “Creating Purchase Orders Online,” page 385

Chapter 26, “Using Purchase Order Sourcing,” Creating POs Using the Create Purchase Orders Application Engine Process, page 504

Purging Excise Duty and Sales Tax Data using the Purge Stage Tables Process

Access the Purge Stage Table page.

Once POs are created, you run the Purge Stage Tables process to purge the Purchasing staging tables. This process also purges the PO_HDR_STG_ESX, PO_STG_TAX_EXS, and PO_STG_TAXD_EXS staging tables, which carry excise duty and sales tax data. This tax data was originally populated to these tables by the Tax Determination process (FS_EXSLIB) that was invoked as a part of the PO Calculations process.

See Also

Chapter 26, “Using Purchase Order Sourcing,” Purging Purchasing Staging Tables, page 509

Processing Excise Duty and Sales Taxes for Online POs

In PeopleSoft Purchasing, estimated excise duties and sales taxes are determined at the schedule level and are prorated down to the distribution lines. These excise duties and sales taxes are defaulted to POs based on the Tax Rate Code default hierarchy using parameters such as tax component code, tax rate code, tax rate, and tax determination structure.

This section discuss how to:

- Enter PO header and line excise duty and sales tax information.
- Access PO schedule excise duty and sales tax details.

Pages Used to Process Online POs With Excise Duty and Sales Taxes

Page Name	Object Name	Navigation	Usage
Maintain Purchase Order - Purchase Order page	PO_LINE	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order	Enter or change PO header and line information online.
Copy Purchase Order	PO_COPY_TEMPLATE	Access the Copy Fromfield on the Maintain Purchase Order - Purchase Order. The Copy From field is available only in add mode.	Create a PO by copying an existing contract, requisition, or PO. This feature includes the ability to copy PO_HDR_EXS, PO_LN_SHIP, EXS_PO_SHIP_TAX, and EXS_PO_LN_DIST information to the new PO. The Tax Determination and Tax Calculation processes are triggered upon completion of the copy.

Page Name	Object Name	Navigation	Usage
Purchase Order - Schedule	PO_SCHEDULE	 Click the Schedule button on the Maintain Purchase Order - Purchase Order page.	Specify ship to, quantities, due dates, comments, sales/use tax, miscellaneous charges, price adjustments, and multiple distributions per schedule within a PO line. Excise duty and sales tax applicability determination is triggered as a part of the Tax Determination process when you enter a ship to location on the PO schedule after entering field values such as the purchasing business unit, vendor, and item on the PO header and line.
Express PO	PO_EXPRESS	Purchasing, Purchase Orders, Add/Update Express POs, Express Purchase Order - Purchase Order	Enter POs using a rapid-entry version of the Purchase Order - Form page, where you can view line, schedule, and distribution information all on one page. However, when using the Express PO page you cannot distribute by amount, allocate header miscellaneous charges, or copy from an existing contract, requisition, or PO.
PO Schedule Excise Duty/Sales Details	PO_LN_SHIP_TAX_EXS	Click the Excise/Sales Tax link on the Purchase Order - Schedule page. Click the Schedule Excise/Sales Tax link on the Express PO page.	Access excise and sales tax rate codes, corresponding tax component codes, and calculated results. Access the total excise duty amount, sales tax amount, excise duty recovery amount, and sales tax recovery amount at the schedule level.
Distributions	PO_SCHED_DISTRI	 Click the Distribution button on the Purchase Order - Schedule page.	Define multiple distributions for each PO schedule.

Page Name	Object Name	Navigation	Usage
PO Distribution Excise Duty /Sales Details	EXS_PO_DISTRIB_TAX	Select the Excise/Sales/Custom link on the Distributions page. Select the Excise/Sales/Custom link on the Express PO page. Select the Excise/Sales/Custom link on the Maintain Distrib (maintain distributions) page.	View excise duties, sales taxes, and customs duties calculated on the PO schedule, prorated across the schedule's distribution lines. Excise duty, sales tax, customs duty amounts are displayed in the transaction currency and the general ledger base currency. Total excise duty, sales tax, and customs duty amounts are displayed for each distribution line.
Purchase Order - Schedule (inquiry)	PO_SCHED_INQ	Purchasing, Purchase Orders, Review PO Information, Purchase Orders, Schedule	View information about the PO schedule
PO Schedule Excise/Sales Details (inquiry)	EXS_PO_LN_SHIP_INQ	Select the Excise/Sales Tax link on the Purchase Order - Schedule inquiry page.	Inquire on PO excise duty and sales tax details.

Entering PO Excise Duty and Sales Tax Information

Access the Maintain Purchase Order - Purchase Order page.

Entering field values such as the purchasing business unit, vendor, and item on the PO header and line provides processing parameters for excise duty and sales tax applicability determination, which is triggered as a part of the Tax Determination process when you enter a ship to location on the PO schedule.

If you change the ship to location on the schedule and a schedule quantity exists, tax determination and calculation are performed again.

Note. If the PO Status header field is set to *Complete* or *Cancelled*, you cannot modify tax information on the PO.

The following tables store excise duty and sales tax data for online PO entry:

- PO_HDR_EXS
- PO_HDR_WRK_EXS
- PO_LN_SHIP_EXS
- PO_SHIP_TAX_EXS
- PO_LN_DIST_EXS

Adj Amt (adjustment amount)

Total amount of adjustments made to the PO. This value includes sales tax, excise duty, valued-added tax (VAT), miscellaneous charge, and freight amounts.

Accessing PO Schedule Excise Duty and Sales Tax Details

Access the PO Schedule Excise Duty/Sales Tax Details page.

PO Schedule Excise Duty/Sales Tax Details

Excise/Sales Tax Schedule Dtls

Unit: IND01 PO: 0000000001 Line: 1 Sched: 1 Ship To: IND01 IN Unit: IND01 [Calculate](#)

Item: INDRM002 Qty: 10.0000 EA Price: 250.00000 Amount: 2500.00 INR

Tax Transaction Type: Domestic ☒ Excise Applicable ☒ Sales Tax Applicable ☐ Custom Duty Applicable

▶ Excise Applicable

▶ Sales Tax Applicable

Excise/Sales Tax and Customs Duty Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Tax Type	Tax Rate Sequence	Tax Component Code	Calculation Scheme	Tax Rate UOM	Tax Rate Pct	Tax Rate Amount	Basis Amount	Tax Amount	Recovery Amount	Non Recovery Amount
Excise	1	BED	Percentage		16.0000		INR 3000.00	480.00	480.00	
Excise	2	AED	Percentage		5.0000		INR 3480.00	174.00	139.20	34.80
Excise	3	SED	Quantity	EA		100.000	INR	1000.00		1000.00
Sales Tax	1	LST	Percentage		8.0000		INR 4154.00	332.32	265.86	66.46

Tax Summary

Total Freight Amount	0.00	Total Tax Amount	1986.32
Total Misc Charge Amount	0.00	Total Recovery Amt	885.06
Total Item Cost	2500.00	Total Non-Recovery Amt	1101.26

PO Schedule Excise/Sales Dtls page

Following PO excise duty and sales tax calculations, you can access tax information on the PO Schedule Excise/Sales Dtls page. The system displays monetary amounts on this page in the transaction currency.

If you change the tax transaction type, the system clears the excise and sales tax rate codes and reruns the Tax Determination process to determine the tax rate code values appropriate for the new tax transaction type. The system repopulates the tax components and all related tax details to the page.

You have the option to change the values displayed in the Assessable Value and excise and sales tax rate code fields. The tax rate code value populates the transaction using the tax determination hierarchy. You can alter these values to see the impact on the tax amount in an alternate scenario.

Note. The Assessable Value and Tax Rate Code fields are unavailable for entry when the PO status is *Dispatched*, *Complete*, or *Cancelled*.

If you change any of these values, the following actions occur:

- The Tax Calculation process is triggered and the recovery and non-recovery tax amounts are recalculated and displayed.
- When you click the OK button, the system prorates the total excise tax amount, excise non-recovery amount, excise recovery amount, sales tax amount, sales tax recovery amount, and sales tax non-recovery amount in the transaction currency to the distribution and the general ledger base currency to the EXS_PO_LN_DIST table.

Unit Displays purchasing business unit entered on the PO header.

Ship To Displays ship to location entered on the PO schedule.

IN Unit (inventory business unit)	Displays inventory business unit derived from the ship to location.
Qty (quantity)	Displays quantity of units ordered.
Price	Displays unit price of the raw materials expressed in the transaction currency.
Tax Transaction Type	Tax transaction type assigned to the transaction. Valid values for purchases are: <i>DIMP</i> (direct import) <i>DOM</i> (domestic) <i>LIMP</i> (local import)
Amount	Displays total price of the raw materials expressed in the transaction currency.
Calculate	If you change field values that impact tax derivation or calculation, such as the tax rate code or assessable value, click to trigger the Tax Calculation process to recalculate and redisplay taxes. Note. You can click the save or refresh button to initiate the Tax Calculation process. The system recalculates and redisplay the taxes.
Custom Duty Applicable	Indicates if custom duties are applicable to the transaction. Note. If you select this check box, the Custom Duty Applicable group box will appear.

Custom Duty Applicable

Tax Rate Code	Custom duty tax rate code for the transaction derived using the Tax Determination process and tax rate code default hierarchy.

Excise Duty

Excise Applicable	Indicates if excise duties are applicable to the transaction.
Excise Use Av Flag (excise use assessable value flag)	Indicates if the assessable value entered for the item is being used in the tax calculation.
Excise Item Category Code	Default excise tax category code defined for the item.
Assessable Value	If the Excise Use Av Flag option is selected, the assessable value defined for the item defaults to this field, and can be overridden. The system calculates excise duties using this assessable value as the base amount. If the Excise Use Av Flag option is clear, the system uses the schedule merchandise amount as the base amount for tax calculation.
UOM (unit of measure)	Item excise unit of measure.
Excise Tax Rate Code	Excise tax rate code for the transaction derived using the Tax Determination process and tax rate code default hierarchy.

Sales Tax

Sales Tax Applicable	Indicates if sales taxes are applicable to the transaction.
Ship From State	Displays the state from which materials are being shipped derived from the vendor location.
Ship to State	Displays the state to which materials are being shipped derived from the ship to location.
Sales Tax Authority Rate	Sales tax authority rate derived using the Tax Determination process and assigned to the transaction.
Reporting Authority	Sales tax reporting authority derived using the Tax Determination process and assigned to the transaction.
Sales Item Category Code	Default sales tax category code defined for the item.
Sales Tax Rate Code	Sales tax rate code derived using the Tax Determination process and assigned to the transaction.
Total Freight Amt (total freight amount)	Total freight charge amount for the schedule.
Total Misc. Amt (total miscellaneous amount)	Total miscellaneous charge amount for the schedule.
Total Item Cost	Total cost of items on the schedule. This value includes the merchandise amount, total freight amount, total miscellaneous charge amount, and total tax amount.
Total Tax Amount	Total tax amount on the schedule.
Total Rcvry Amt (total recovery amount)	Total recoverable tax amount on the schedule.
Total NonRcvry (total non-recovery)	Total non-recoverable tax amount on the schedule.

Excise/Sales Tax Details

Tax Type	Tax type associated with the tax component code on the transaction. Values are: <i>E</i> (excise duty) <i>S</i> (sales tax)
Seq (sequence)	Indicates the order in which tax component codes in the tax rate code should be calculated.
Tax Cmpnt (tax component code)	Displays tax component codes in the selected tax rate code.
Calc Scheme (calculation scheme)	Displays the default calculation scheme associated with the selected tax component code. Values are: <i>Amount</i> : Ad hoc amount-based tax calculation.

	<i>Percentage</i>: Percentage-based tax calculation. This is the default value. <i>Quantity</i>: Quantity-based tax calculation
UOM (unit of measure)	If the Calculation Scheme is set to <i>Quantity</i>, the unit of measure against which the tax rate amount is applied. Note. Note. If the transaction unit of measure is different from the tax rate code unit of measure, the system performs the conversion using the PeopleSoft-delivered unit of measure conversion feature.
Tax Rate Pct (tax rate percentage)	If the Calculation Scheme field value is set to <i>Percentage</i>, displays the percentage to be applied against the taxable amount value in the Basis Amount field.
Tax Rate Amt (tax rate amount)	If the Calculation Scheme field value is set to <i>Quantity</i>, amount to be applied against the transaction quantity, according to the transaction quantity in the Tax Rate UOM value. Note. Note. If the transaction unit of measure is different from the tax rate code unit of measure, the system performs the conversion using the PeopleSoft-delivered unit of measure conversion feature.
Basis Amount	If the Calculation Scheme is set to <i>Amount</i>, this is the tax amount. Base amount on which tax is calculated.
Tax Amount	Tax amount for the tax rate sequence.
Rcvry Amt (recovery amount)	Amount of tax that can be recovered based on the Tax Amount and Rcvry Percent values.
NRcvry Amt (non-recovery amount)	Amount of tax that is non-recoverable based on the Tax Amount and Rcvry Percent values.
Rcvry Percent (recovery percentage)	The system uses this value to split taxes into recoverable and non-recoverable components. If the Tax Type field value is set to <i>Excise</i>, this is the CENVAT percentage that can be recovered. For example, a field value of <i>100</i> indicates that the full amount of tax is eligible for CENVAT credit. If the Tax Type field value is set to <i>Sales Tax</i>, this is the setoff percentage for the tax rate code. For example, a field value of <i>60</i> indicates that 60% of the tax amount is recoverable and eligible for set-off. The balance is added to the inventory cost or expensed depending on the treatment defined for the item.
Tax Dep (tax dependency code)	Tax dependency code assigned to the tax rate code. Tax dependency codes indicate the basis for calculating tax, as well as the precedence of taxes of the same tax type that must be included.
Incl Base (include base)	If selected, indicates the inclusion of the base value in the tax calculation. If this option is clear, the base value is excluded from the tax calculation. For example, this option may be clear for a surcharge tax component,

which is calculated based on a preceding tax component rather than on a base value. However, this option would generally be selected for basic excise duties and local sales taxes.

Incl Frgt (include freight)

If selected, indicates the inclusion of freight as a part of the base value in tax calculation.

Incl Misc (include miscellaneous charges)

If selected, indicates the inclusion of miscellaneous charge expenses as a part of the base value for tax calculation.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

Chapter 25, “Creating Purchase Orders Online,” page 385

Chapter 25, “Creating Purchase Orders Online,” Using Express Purchase Orders, page 441

Processing Customs Duty in Online Purchase Orders

This section discusses how to:

- Enter PO line customs duty details.
- Enter PO schedule customs duty details.
- Access PO schedule customs-related miscellaneous charge details.
- Enter PO distribution customs duty details.
- Enter Express PO customs duty details.

Understanding Purchase Order Customs Duty Processing

Customs duty processing applies to import purchase orders with associated customs duty-related miscellaneous charges. You cannot manually add customs duty-related miscellaneous charges to POs. Customs duties are defaulted to PO schedules according to the default hierarchy described in this document.

Pages Used to Process Customs Duty on Online Purchase Orders

Page Name	Object Name	Navigation	Usage
Maintain Purchase Orders - Purchase Orders	PO_LINE	Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Orders - Purchase Orders	Enter or modify PO information online.

Page Name	Object Name	Navigation	Usage
Purchase Order - Schedule	PO_SCHEDULE	 Click the Schedule button on the Maintain Purchase Order - Purchase Order page.	Specify ship to, quantities, due dates, comments, sales/use tax, miscellaneous charges, price adjustments, and multiple distributions per schedule within a PO line.
Schedule - Miscellaneous Charges	PO_SCHED_MISC	Select the Misc. Charges link on the Purchase Order - Schedule page.	Access schedule-level miscellaneous charge information.
Distributions	PO_SCHED_DISTRIB	Select the Distributions button on the Purchase Order - Schedule page.	Define multiple distributions for each PO schedule.
Distribution Excise/ Sales Tax Details	EXS_PO_DISTRIB_TAX	Select the Excise/Sales/Custom link on the Distributions page. Select the Excise/Sales/Custom link on the Express PO page. Select the Excise/Sales/Custom link on the Maintain Distrib (maintain distributions) page.	View excise duties, sales taxes, and customs duties calculated on the PO schedule, prorated across the schedule's distribution lines. Excise duty, sales tax, and customs duty amounts appear in the transaction currency and the general ledger base currency. Total excise duty, sales tax, and customs duty amounts appear for each distribution line.
Express PO	PO_EXPRESS	Purchasing, Purchase Orders, Express POs	Enter POs using a version of the Purchase Order - Form page, where you can view line, schedule, and distribution information all on one page. However, when using the Express PO page you cannot distribute by amount, allocate header miscellaneous charges, nor copy from an existing contract, requisition, or PO.
PO Schedule Misc. Charges (inquiry)	PO_SCHED_MISC_INQ	Purchasing, Purchase Orders, Review PO Information, Purchase Orders, Schedule Click the Miscellaneous Charges link on the Schedules page.	View information about miscellaneous charges on the PO schedule.

Entering PO Line Customs Duty Details

Access the Maintain Purchase Order - Purchase Order page.

Maintain Purchase Order

Purchase Order

Unit:US001

PO ID:NEXT

Copy From:

PO Status:Approved

Budget Status:Not Chk'd

☐ Hold From Further Processing

▼ Header

*PO Date:09/05/2003

Vendor Search

*Vendor:CREATIVE-001

Vendor Details

*Vendor ID:USA0000014

Creative Sport

*Buyer:VP1

Atamian,Wes

PO Reference:

Header Details

PO Activities

Add ShipTo Comments

PO Defaults

Add Comments

Add Items From

Purchasing Kit

Catalog

Item Search

Doc Tol Status:Not Chk'd

Receipt Status:Not Recvd

*Dispatch Method:Print

Dispatch

Amount Summary

Merchandise:0.00

Freight/Tax/Misc.:0.00

Total Amount:0.00 USD

Calculate

Lines

Details

Ship To/Due Date

Statuses

Item Information

Attributes

RFQ

Contract

Receiving

Customize

Find

View All

First

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Last

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1	10000	Long Sleeve Biking	89	EA	CYCLING	349.67		Active

Maintain Purchase Order - Purchase Order page

Item

Entering an item with associated customs duty miscellaneous charges on an import purchase order triggers miscellaneous charge determination and calculation.

PO Qty (PO quantity)

Entering or modifying the PO quantity for an item with associated customs duty miscellaneous charges on an import purchase order triggers the determination and calculation of applicable miscellaneous charges.

See Also

Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 393

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

Entering PO Schedule Customs Duty Details

Access the Purchase Order - Schedule page.

Ship To

Entering or modifying the ship to location for an item with associated customs duty miscellaneous charges on an import purchase order triggers the determination and calculation of applicable miscellaneous charges.

See Also

Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Schedules, page 416

Accessing PO Schedule Miscellaneous Charges

Access the Schedule - Miscellaneous Charges page.

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Schedule - Miscellaneous Charges

PO: 0000000001 **Line:** 1 **Sched:** 1 **Item:** INDRM002 Oil Filter

Adjusted Price: 250.00000 **Current Price:** 250.00000

PO Qty: 10.0000 **Merchandise Amt:** 2500.00 INR

Seq	Charge Type	Description	Calc Method	UOM	Unit Price	Value %	Flat Amount	Amt	Curr		
1	MISCPR	Miscellaneous Charge Prorated	Flat Amt				1000.00	1000.00	INR	+	-
2	TRUCK	Truck Freight	% Value			1.00		25.00	INR	+	-

Schedule - Miscellaneous Charges: Misc. Charges page

Misc. Charges

Dependency Code

Dependency code associated with customs duty-related miscellaneous charges.

Merch Vendor (merchandise vendor)

The setting of this option defaults from the Misc Charge/Landed Cost Defn page. If selected, you pay the miscellaneous charge the PO vendor. If clear, you pay the miscellaneous charges to a third-party vendor.

For customs duty-related miscellaneous charges, ensure that this option is clear. This enables you to select the Indian customs authority as the third-party vendor to whom you will pay customs duty amounts on the Schedule - 3rd Party Vendor page accessed using the Third Party link.

Third Party

Click to access the Schedule - 3rd Party Vendor page, where you can select the third-party vendor to whom you want to pay the miscellaneous charge. This link is available when the Merch Vendor option is clear.

Custom Duty

Select the Custom Duty tab.

The Custom Duty tab provides customs duty-related miscellaneous charge details.

Seq (sequence)

Sequence in which the miscellaneous charges are calculated.

Charge Type

Miscellaneous charge type.

Calc Method (calculation method)

Method by which the miscellaneous charge is calculated. For customs duty-related miscellaneous charges, the following values apply:

Flat Amt (flat amount): Charge is a flat amount. You can enter this amount on the Miscellaneous Charges - Miscellaneous page.

Unit Amt (per unit amount): Used to calculate the charge based on a unit price multiplied by the number of units. You can enter the unit price on the Miscellaneous Charges - Miscellaneous page.

% Value (percentage of value): Used to calculate the charge based on a percentage of the assessable value on the PO schedule. This percentage

is defined on the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) page, but can be overridden on the Miscellaneous Charges - Miscellaneous page.

UOM (unit of measure)	If the calculation method is set to <i>Unit Amt</i> , displays the unit of measure of the goods on the schedule.
Unit Price	If the calculation method is set to <i>Unit Amt</i> , displays the unit price for the item's miscellaneous charge
Value %	If the calculation method is set to <i>% Value</i> , displays the percentage defined on the Misc Charge/Landed Cost Defn page, which can be overridden on the Miscellaneous Charges - Miscellaneous page. This percentage is applied to the assessable value of the item.
Flat Amount	If the calculation method is set to <i>Flat Amt</i> , displays the flat amount of the charge entered on the Miscellaneous Charges - Miscellaneous page.
Basis Amount	If the calculation method is set to <i>% Value</i> , displays the assessable value against which the % Value value is applied to calculate the charge amount.
Amt (amount)	Miscellaneous charge amount based on the calculation method and applicable values.
Rec Tax Pct (recoverable tax percentage)	Displays the recoverable percentage of the customs duty amount. This percentage is defined on the Misc Charge/Landed Cost Defn page, but can be overridden on the Miscellaneous Charges - Miscellaneous page.
CSD Rcvry Amt (customs duty recovery amount)	Displays the recoverable customs duty amount based on the Rec Tax Pct value.
CSD NRcvry Amt (customs duty non-recovery amount)	Displays the non-recoverable customs duty amount based on the Rec Tax Pct value.

See Also

Chapter 25, "Creating Purchase Orders Online," Entering Schedule Miscellaneous Charges, page 432

Entering PO Distribution Custom Duty Details

Access the Distributions page.

PO Qty (PO quantity)	Entering or modifying the PO quantity for an item with associated customs duty miscellaneous charges on an import purchase order triggers the calculation of customs duty amounts (recoverable and non-recoverable) and other related base amounts.
Pct (percent)	Entering or modifying the distribution percent for an item with associated customs duty miscellaneous charges on an import purchase order triggers the calculation of customs duty amounts (recoverable and non-recoverable) and other related base amounts.

Amount

Entering or modifying the merchandise amount for an item with associated customs duty miscellaneous charges on an import purchase order triggers the redistribution of customs duty (recoverable and non-recoverable) amounts.

GL Unit (general ledger business unit)

Entering or modifying the GL unit for an item with associated customs duty miscellaneous charges on an import purchase order triggers the recalculation of the base amount for all customs duty (recoverable and non-recoverable) amounts.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Distributions, page 433](#)

Entering Express PO Customs Duty Details

Access the Express PO page.

Express Purchase Order

Unit: IND01 PO No.: 0000000001 *PO Date: 03/26/2003

Vendor: IND0000001-001 *ID: IND0000001 [Lookup](#) [Details](#) *Buyer: VP1 Atamian,Wes

PO Status: Approved Receipt: Not Recvd Doc Tol Status: Valid

Lines [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

Details	More Details							
Sel	Line	Item	Description	PO Qty	UOM	Category	Amount	
☒	1	INDRM002	Oil Filter	10.0000	EA	IND-RAWMATERIAL	2500.00	

Schedules [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Curr	Revision	Status	*Distribute by	Work Order ID	
☒	1	03/31/2003	IND01	10.0000	250.00000	2500.00	INR		Active	Quantity	

Distributions [Details](#) [More Details](#)

Sel	Dist	PO Qty	Percent	Amount	Curr	*GL Unit	Entry Event	*Account	Alt Acct	Oper Unit	Fund	Dept
☒	1	3.0000	30.0000	750.00	INR	IND01		131000				11000
☐	2	7.0000	70.0000	1750.00	INR	IND01		131000				11000

Merchandise: 2500.00 Adj Amt: 1025.00 Total Amount: 3525.00 INR Backorder Status: None

Go to: [Header Details](#) [Defaults](#) [Catalog](#) [Kit](#) [Header Comments](#)
[Line Details](#) [Line Comments](#) [Schedule Details](#) [ShipTo Comments](#)

Express PO Page

Benefit ID

You must enter a benefit ID for each item on an import purchase order. This information defaults onto BOEs and other reporting.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Using Express Purchase Orders, page 441](#)

Dispatching and Printing Excise Duty and Sales Tax Information on POs

The PO Dispatch/Print process (POPO005) prints and dispatches POs to vendors and updates PO statuses to *Dispatched*. The process prints and dispatches the following excise duty and sales tax details.

Dispatch Field Description	Display Level	Details
Excise Registration Number	Header or schedule	If the excise tax registration number is the same for all schedules, the number is provided at the header level. If the numbers are different, the individual numbers are provided at the schedule level.
Sales Tax Registration Number	Header or schedule	For ship-to sales tax registration numbers, if the ship-from and ship-to combination is the same for all schedules, registration number information is provided at the header level. If the ship-from and ship-to combination is different for any schedules, registration number information is provided at the schedule level. For ship-to sales tax registration numbers, if the ship-from and ship-to country and state are not the same, the central sales tax (CST) registration number is provided. If the ship-from and ship-to country and state are the same, the local sales tax (LST) registration number is provided. Vendor sales tax registration numbers (CST and LST) are also provided.
Form Code	Header or schedule	n/a
Total Tax Value	Displays for each tax type	n/a

Dispatch Field Description	Display Level	Details
Excise Duty Tax Code	Schedule	Excise tax component code, tax rate, and tax amount are provided.
Sales Tax Code	Schedule	Sales tax component code, tax rate, and tax amount are provided.

Page Used to Dispatch Excise Duty and Sales Tax Information on POs

Page Name	Object Name	Navigation	Usage
Purchase Orders Print	RUN_PRN_POPO005	Purchasing, Purchase Orders, Review PO Information, Print POs, Purchase Orders Print	Run the PO Dispatch/Print process.

See Also

[Chapter 28, “Dispatching and Printing Purchase Orders,” page 539](#)

Processing Custom Duty, Excise Duty, and Sales Taxes in PO Change Orders

When you make changes to a PO that affect tax determination, online change order processing and the batch Change Purchase Order (PO_POCHNG) process provide for the re-determination and recalculation of taxes. For example, if you change the ship to location, quantity, or pricing on the schedule, once the changes are validated, tax determination and calculation are triggered, and the process updates excise duty and sales tax information on PO schedules and distributions.

The following bullets detail how the Change Purchase Order process handles changes related to excise duties and sales taxes:

- If the ship to location or item ID changes, new defaults are retrieved and excise duties and sales taxes are recalculated using the Tax Determination process (FS_EXSLIB).
- If the quantity or price changes, excise duties and sales taxes are recalculated using the Tax Calculation process.
- If there are any other valid changes to the schedule, the Change Purchase Order process handles them using the original VAT information.
- If there are no qualifying changes to the schedule, no changes are processed. The PO_SHIP_WRK and PO_DIST_WRK tables are purged to reduce unnecessary processing, as there are no valid changes against them.
- If any errors are encountered, the process issues errors and writes those errors to the message log.

The following bullets detail how the Change Purchase Order process handles changes related to custom duties taxes:

- The Change Purchase Order process calls PO_CMFRMTMSC and PO_CMBLDDST. The PO_CMFRMTMSC section of the Change Purchase Order process executes the customs duty tax determination and calculation common process.
- Customs duty processing for online purchase order change orders function similarly; when a quantity, item, or ship to location is changed, a change order is triggered, along with customs duty processing.

See Also

Chapter 29, “Creating Purchase Order Change Orders,” page 549

Page Used to Process Custom Duty, Excise Duty, and Sales Taxes in PO Change Orders

Page Name	Object Name	Navigation	Usage
PO Changes	RUN_PO_POCHNG	Purchasing, Purchase Orders, Manage Change Orders, Process Change Orders, PO Changes	Run the Change Purchase Order process (PO_POCHNG).

Processing Excise Duty and Sales Taxes in the PO Receipt Push Process

The Receipt Push process (PO_RECVPUSH) takes receipt lines and distributions and joins in PO schedule excise duty and sales tax details to create receipt landed cost transactions. Receipt landed cost data is passed on to inventory using the Staged Cost table.

Once landed cost transactions are created for receipt lines, any online changes to the quantities accepted on the receipt are applied to the landed cost transactions upon saving the receipt.

See Also

Chapter 34, “Receiving Shipments,” Using the Receiver Interface Push Application Engine Process, page 660

Page Used to Process Excise Duty and Sales Taxes in the PO Receipt Push Process

Page Name	Object Name	Navigation	Usage
Process Receipts	RUN_PO_RECEIPT	Purchasing, Receipts, Process Receipts	Define parameters to run the Receiver Interface Push process (PO_RECVPUSH) and the PS/Receipt Assets & Putaway process (RECEIPTS).

Using the Return-To-Vendor (RTV) Adjustment Business Process

This section discusses the RTV Adjustment Business Process.

Note. No taxes are defaulted, calculated, or displayed on the actual RTV.

See [Chapter 37, “Managing Vendor Returns,” page 679](#).

Using Bills of Entry

This section discusses how to:

- Create BOEs.
- Select BOE source transactions.
- Enter BOE header details.
- Print BOE worksheets.
- Update BOEs.

Understanding Bills of Entry

There are two ways in which BOEs are used in customs processing:

- With bonding

When using BOEs with bonding, you begin tracking customs-applicable goods using BOEs when the supplier delivers the goods to customs. Although the goods are not physically in your organization’s possession, you receive the goods into a business unit you have created to represent the customs warehouse, or a bonded warehouse.

- Without bonding

When using BOEs without bonding, you begin tracking customs-applicable goods after the goods are released from customs and are delivered to you. You receive the goods for putaway to an inventory business unit, or inventory warehouse.

The bonded scenario is designed for use when the legal responsibility for the goods transfers from the supplier to your organization upon delivery to customs. Use the non-bonded scenario if the transfer of responsibility occurs upon delivery to you after customs assessment.

The following list provides the basic process flows for the non-bonded BOE scenario.

Non-Bonded Bills of Entry

You must submit a BOE worksheet to customs authorities when a supplier delivers your goods to customs. In addition, customs uses original shipping documents for assessment and confirmation of customs duties.

To create non-bonded BOEs:

1. Create a BOE with a type of *Home Consumption* using a PO with a tax transaction type of *Import*.
Use the pro forma invoice from the supplier to provide details needed on the BOE.
2. Set the BOE status to *Ready*.
This designates that the BOE is ready for printing and submission to customs.
3. Save the BOE.
Upon saving, customs duties are determined and calculated.
4. Print the BOE worksheet and submit to customs.
Customs authorities assess the BOE and related goods and return an updated BOE to you.
5. Apply the updates from customs and set the BOE status to *Assessed*.
6. Use PeopleSoft Payables to pay customs duties using a third-party voucher.
7. Receive and put goods away to the appropriate inventory warehouse. Receipt lines must be associated with an assessed BOE line.
8. Reopen the third-party voucher and enter the receipt ID associated with each voucher line. This enables the system to calculate and apply any variance between the estimated and actual non-recoverable customs duties. This variance is applied to the item in PeopleSoft Inventory.
9. Change the BOE line and header statuses to *Closed*.
10. Create an internal vendor excise invoice for the goods using the BOE.
11. Run the Register Update process to update Indian tax registers and record accounting entries.

Understanding Bill of Entry Processing Rules

Bill of entry processing rules are as follows:

- The system does not apply receiving tolerance percentages when creating BOEs; therefore the total PO schedule BOE quantity cannot be greater than the PO quantity.
- You cannot create BOEs based on amount-only PO lines.
- You can add purchase order schedules from multiple POs and vendors to one BOE.
- When you select a warehousing BOE to copy to an ex-bonded BOE, you can copy lines from any number of warehousing BOEs to one ex-bonded BOE. However, you can only select lines from warehousing BOEs for copying.
- Consignment orders do not require special handling for BOE or receiving processing. Consignment orders are processed in the same way as non-consignment orders.
- The system uses default values, such as those on the BOE_HDR, only when inserting child rows and are not used for overriding values on existing rows.

For example, if you change the rate value (RT_RATE) on the BOE_HDR record and there are existing BOE_LN records, the rate values on those BOE_LN records are not overridden. However, new BOE_LN records added after the change to the rate value on the BOE_HDR record receive the new rate value.

Understanding Bill of Entry Statutes

The following table provides details about available BOE header and line statuses.

Header Statuses	Possible Line Statuses	Details
<i>Open</i>	<i>Hold, Ready, Assessed, or Closed</i>	When BOE headers and lines are initially added, the BOE status is set to <i>Open</i>. After all lines have reached a status of <i>Ready, Assessed, or Closed</i>, you can change the BOE header status to <i>Ready</i> and print the BOE worksheet.
<i>Ready</i>	<i>Ready, Assessed, or Closed</i>	You can print BOE worksheets only for BOEs in <i>Ready</i> status.
<i>Assessed</i>	<i>Assessed or Closed</i>	Only BOE lines in <i>Assessed</i> status can be associated with receipt lines. After all lines have reached a status of <i>Assessed or Closed</i>, you can change the BOE header status to <i>Assessed</i>. You can apply updates to the BOE worksheet until the header status is changed to <i>Assessed</i>.
<i>Closed</i>	<i>Closed</i>	After receiving BOE goods, you can manually change the BOE line status to <i>Closed</i>. After a BOE line has reached a status of <i>Closed</i>, no information on the BOE line can be modified, including the line duty. After all lines have reached a status of <i>Closed</i>, you can change the BOE header status to <i>Closed</i>. After a BOE header has reached a status of <i>Closed</i>, no information on the BOE can be modified. Only BOE lines in <i>Closed</i> status are picked up when creating an internal vendor excise invoice with a type of <i>BOE</i>. After information has been copied from the BOE transactions to the internal vendor excise invoice, the CENVAT Posting process will then creates the CENVAT entries.

Understanding Bill of Entry Customs Duty Determination and Calculation

When source transaction lines (PO schedules or BOE lines) are copied to a BOE, the common Customs Duty Determination process (CSD_TAX_DETERM) and Customs Duty Calculation (CSD_TAX_CALC) process are triggered. These processes are also triggered when you change BOE field values that affect tax calculations.

Before calling the Customs Duty Determination process (CSD_TAX_DETERM), the line tax defaults (CSD_TAXDF_LN_RS) must be populated. After the customs duty determination is complete, the process populates the line tax default rows with default values to be transferred to the BOE_LN_DUTY record.

The Customs Duty Calculation process (CSD_TAX_CALC) is then triggered to calculate duty amounts using the line tax defaults populated by the Customs Duty Determination process. After customs duty calculations are complete, the system uses the line tax calculation detail rows to update corresponding fields on the BOE_LN_DUTY record. Corresponding amounts in BOE_LN_DUTY are also updated to reflect amounts in both base and reporting currencies.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

Pages Used to Use Bills of Entry

Page Name	Object Name	Navigation	Usage
Bill of Entry	BILL_OF_ENTRY	Purchasing, Receipts, Maintain Bill of Entry IN	Enter BOEs.
Bill of Entry - Select Lines	BOE_SELECT	Select the Add Lines link on the Bill of Entry page.	Select source rows to add to a BOE.
Bill of Entry - Header Details	BOE_HDR	Select the Header Details/ Line Defaults link on the Bill of Entry page.	Access BOE header details.
BOE Worksheet	RUN_POY5070	Purchasing, Receipts, Reports, Bill of Entry Worksheet	Enter parameters for the Bill of Entry Worksheet process (POY5070) and run the process.

Creating Bills of Entry

Access the Bill of Entry page.

Bill of Entry page

You can create a BOE for a single PO, multiple POs, or a portion of a PO. Bills of entry are associated with a purchasing business unit.

Import Export Code

The default value is the import export code defined for the organization assigned to the selected tax location.

BOE Status

Bill of entry header status. Values are: *Hold*, *Closed*, and the values below.

Open: This is the default value.

Ready: Indicates that the BOE worksheet is ready for printing.

Assessed: Indicates that all BOE worksheet details are final and goods can be received by the importer.

Bill of Lading, BOL Date (bill of lading date)

Enter a bill of lading and bill of lading date.

Bill of Entry Lines

Use the Bill of Entry Lines scroll area to access and enter BOE line details.

Line/Quantity

See the previous exhibit for a view of this page.

Select

Select the BOE line for which you want to display details in the Line Duties scroll area.

BOE Status

Bill of entry line status. Values are: *Hold*, *Closed*, and the values below.

Open: This is the default value.

Ready: Indicates that the BOE line is ready for printing.

Assessed: Indicates that all BOE line details are final and goods can be received by the importer.

Quantity Available

Quantity available to be assigned to the BOE. If the PO schedule is associated with another BOE, this quantity is the PO schedule quantity less the quantity associated with the other BOE

BOE Quantity Quantity assigned to the BOE. The default value is the PO quantity. You can modify this quantity; however, the quantity can never exceed the PO quantity available to be associated with a BOE. This PO quantity is expressed in the BOE unit of measure, which may be different from the PO unit of measure.

UOM (unit of measure) The default value is the value entered on the Bill of Entry - Header Details page. If you do not enter a value on that page, this value is set to the PO quantity unit of measure. You can modify this value.

Amounts

Select the Amounts tab.

Amount The default value is the PO merchandise amount expressed in the reporting currency defined for the line. This value changes according to the value you enter in the BOE Quantity field.

Currency The default value is the reporting currency defined on the Bill of Entry - Header Details page. If you do not enter a value on that page, this value is set to the PO currency.

Rate Type The default value is derived from the BOE header.

Rate (RPT => PO)
(exchange rate from reporting to PO currency) This is the exchange rate applied between the reporting and PO currencies using the rate type defined at the BOE header. You can modify this value.

Freight Enter any applicable freight costs.

Insurance Enter any applicable insurance costs.

Other Cost Enter any other costs.

CIF Amount (charge-in-full amount) This is the sum of the merchandise amount expressed in the reporting currency, and the amounts in the Freight, Insurance, and Other Cost fields, also expressed in the reporting currency.

Landing Charges Generally, this is one-percent of the CIF amount, expressed in the reporting currency. You can modify this value.

If the value in the CIF Amount field changes at any point due to a modified quantity or changes to the Freight, Insurance, and Other Cost field values, the existing landing charge based on the one-percent of the CIF amount is overridden and the overriding value is used.

Assess Value This is the sum of the CIF and landing charges amounts and is used to calculate customs duties.

Duty Totals

Custom Duty Total customs duty amount for the BOE line. The amount reflects the sum of corresponding amounts in the Line Duties scroll area.

Custom Rcvry (custom recovery) Total recoverable customs duty amount for the BOE line. The amount reflects the sum of corresponding amounts in the Line Duties scroll area.

Custom NRcvry (custom non-recovery) Total non-recoverable customs duty amount for the BOE line. The amount reflects the sum of corresponding amounts in the Line Duties scroll area.

Details

Benefit ID The default is the PO benefit scheme ID.

Exempt ID Enter an applicable customs duty exemption ID.

PO Qty/Price Details

The PO Qty/Price Details (PO quantity/price details) tab displays PO details for each BOE line.

Unit Price The default value is the PO unit price.

Line Duties

Seq Nbr (sequence number) The sequence defaults from the Schedule - Miscellaneous Charges page.

Misc Chg (miscellaneous charge) All customs duty-related miscellaneous charge codes associated with each line item default to the page.

Calc Method (calculation method) Method by which the miscellaneous charge is calculated. For customs duty-related miscellaneous charges, the following values apply:

Flat Amt (flat amount): Charge is a flat amount. This amount can be entered on the Miscellaneous Charges - Miscellaneous page.

Unit Amt (per unit amount): Used to calculate the charge based on a unit price multiplied by the number of units. You can enter the unit price on the Miscellaneous Charges - Miscellaneous page.

% Value (percentage of value): Used to calculate the charge based on a percentage of the assessable value on the PO schedule. This percentage is defined on the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) page, but can be overridden on the Miscellaneous Charges - Miscellaneous page.

Value % (value percent) If the calculation method is set to *% Value*, displays the percentage defined on the Misc Charge/Landed Cost Defn page to be applied to the assessable value of the item. You can modify this value.

Flat Amount If the calculation method is *Flat Amt*, displays the flat amount of the charge entered on the Miscellaneous Charges - Miscellaneous page. You can modify this value.

Dependency Code Dependency code associated with the customs duty-related miscellaneous charge.

Unit Price If the calculation method is *Unit Amt*, displays the unit price for the item's miscellaneous charge

Custom Duty Miscellaneous charge amount based on the calculation method and applicable values.

Custom Rcvry (custom recovery)	Displays the recoverable customs duty amount based on the recoverable tax percent.
Custom NRcvry (custom non-recovery)	Displays the non-recoverable customs duty amount based on the recoverable tax percent.
Add Lines	Select to access the Select Lines page, where you can select PO schedules to add to the BOE.
Header Details/Line Defaults	Select to access the Header Details page, where you can access BOE header details.
Recalculate	Click to recalculate customs duties based on any changes made to BOE worksheet. The system recalculates all lines on the BOE. When calculations are complete, the BOE worksheet is ready for printing. Set the header status to <i>Ready</i>. Saving the BOE also triggers recalculation.

Selecting Bill of Entry Source Transactions

Access the Select Lines page.

Select Lines

Business Unit: IND05

Bill of Entry: NEXT

BOE Type: Home Consumption

PO Unit: IND01

PO No.: 0000000001

Item SetID: IND05

Item ID: 45265465

Search

Lines Available for Selection

Customize | Find | View All | First 1 of 1 Last

Line/Quantity	Details								
Sel	PO Unit	PO No.	PO Line	PO Sched	Item ID	Description	BOE Quantity	UOM	Currency
☒									

Select Lines page

Note. Available fields on this page appear based on the BOE Type field value.

Business Unit	Purchasing business unit for the BOE. This is the business unit that initiated the purchase of the customs duty-applicable goods for which you are creating the BOE.
Bill of Entry	System-generated BOE reference number.
BOE Type	Values are: <i>Home Consumption:</i> Select to designate that the goods are to be transferred from customs authorities directly to your inventory warehouse for consumption. <i>Warehousing:</i> Select to designate that the goods are to be transferred from customs authorities to a bonded customs warehouse for storage until you need to consume them. These goods are to be received in your system using an inventory business unit representing the bonded warehouse. When you are ready to consume the goods, you create an ex-bonded

BOE worksheet and do an interunit transfer to move the goods from the customs bonded warehouse to your inventory warehouse.

If *Home Consumption* or *Warehousing* is selected, the system populates the Lines Available for Selection scroll area with PO schedules that meet your selection criteria and the following requirements when you select the Search button:

- PO schedule direct import tax transaction type: *DIMP*
- PO schedule: The schedule is not already fulfilled on a BOE.

The BOE quantity displayed is the PO schedule quantity less the sum of the BOE quantities for all BOEs for the PO schedule that have a BOE type of *Home Consumption* or *Warehousing*.

You can select one or more rows to copy to the BOE. After you select your source rows and select OK, information from the source PO schedules is copied to the new BOE line and BOE line duty records.

The Customs Duty calculation routine is triggered to calculate duties based on the quantity defaulted to the BOE lines.

Ex-Bond: Select to designate that goods are being moved from a bonded customs warehouse to your inventory warehouse for consumption.

If selected, the system populates the Lines Available for Selection scroll area with BOE lines that meet your selection criteria and the following requirements when you select the Search button:

- BOE type: *Warehousing*
- Exemption ID: clear
- BOE status: *Closed*
- BOE quantity: The BOE quantity has not been fulfilled by another BOE with a BOE type of *Ex-Bond*. The BOE quantity displayed for the row is the BOE quantity from the warehousing BOE line less the sum of the BOE quantity for any existing ex-bond BOE lines for the corresponding warehousing BOE line.

You can select one or more rows to copy to the ex-bond BOE.

After you select your source rows and select OK, information from the source warehousing BOE is copied to the new ex-bond BOE line and BOE line duty records.

The Customs Duty calculation routine is triggered to calculate duties based on the quantity defaulted to the ex-bonded lines.

Bill of Lading

This field appears when the BOE Type field is set to *Ex-Bond*.

BU From (from business unit)

This field appears when the BOE Type field is set to *Ex-Bond*. This is the business unit representing the bonded customs warehouse from which the goods are being transferred to the ex-bonded warehouse.

BOE Ref ID (BOE reference ID)

This field appears when the BOE Type field is set to *Ex-Bond*. This is the warehousing BOE used as the source transaction for the ex-bonded BOE.

License	This field appears when the BOE Type field is set to <i>Ex-Bond</i> . This is the license assigned to the bonded customs warehouse that stored the ex-bonded goods.
Item SetID	Enter the item setID for which you want to return applicable transaction lines.
Item	Enter the item for which you want to return applicable transaction lines.
Exempt ID	This field appears when the BOE Type field is set to <i>Ex-Bond</i> . This is the exemption ID on the source BOE line.
Search	Select to display qualifying BOE source lines in the Lines Available for Selection scroll area.
Line/Quantity	
BU From (from business unit)	This field appears when the BOE Type field is set to <i>Ex-Bond</i> . This is the business unit representing the bonded customs warehouse from which the goods are being transferred to the ex-bonded warehouse.
BOE Ref ID (BOE reference ID)	This field appears when the BOE Type field is set to <i>Ex-Bond</i> . This is the warehousing BOE used as the source transaction for the ex-bonded BOE.
BOE Ref Line	This field appears when the BOE Type field is set to <i>Ex-Bond</i> . This is the warehousing BOE line used as the source transaction for the ex-bonded BOE.
BOE Quantity	Quantity to assign to the BOE expressed in unit of measure entered in the UOM field. This is the PO quantity, which may have been converted if the UOM field value is different from the PO unit of measure. You can modify this quantity on the BOE; however, the quantity can never exceed the PO quantity available to be associated with a BOE.
UOM (unit of measure)	The default value is the value entered on the Bill of Entry - Header Details page. If you do not enter a value on that page, this value is set to the PO quantity unit of measure. You can modify this value on the BOE.
Amount	This field appears when the BOE Type field is set to <i>Ex-Bond</i> . This is the merchandise amount from the source BOE line.
Currency	The default value is the reporting currency defined on the Bill of Entry - Header Details page. If you do not enter a value on that page, this value is set to the PO currency. This currency must be the same currency defined in the miscellaneous charge setup for the selected item. The system issues an error for rows for which the currency codes do not match because it is unable to calculate customs duty amounts. Use the currency override on the Bill of Entry - Header Details page to set the reporting currency to the correct value.
OK	Click to copy selected lines to the BOE worksheet.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

PeopleSoft Billing 8.8 PeopleBook, “Calculating India Excise and Sales Tax in PeopleSoft Billing”

Entering Bill of Entry Header Details

Access the Header Details page.

Header Details			
Business Unit:	IND01	Bill of Entry:	NEXT Consume
BOE Status:	Open		
Bonded Warehouse License:	A54345DFEG3	Validity Date:	03/25/2003
Port Code:	F45	Ship Mode:	Air
Gross Weight:	25.0000	No. of Packages:	2
Customs House Agent Code:	45345	Customs House Number:	
Customs BOE ID:	034545	Customs BOE Date:	03/29/2003
Custom Duty:		Custom Rcvry:	
		Custom NRCvry:	

Line Defaults			
Unit of Measure:	BOX	Override Rate	
Currency Code - Reporting:	INR	Currency Code:	INR
		Rate Type:	CRRNT
		Rate (RPT => PO):	
		Calculate Exchange Rate	

OK Cancel Refresh

Header Details page

Default values, such as those available for entry on this page are used only when inserting new rows and are not used for overriding values on existing rows. For example, if you change the rate value (RT_RATE) on this page and there are existing BOE_LN records, the rate values on those existing BOE_LN records are not overridden. However, new BOE_LN records inserted after you change the rate value receive the new rate value.

Amount fields appear in the reporting, or local, currency.

Bill of Entry	Displays the BOE ID and type.
BOE Status	BOE header status.
Bonded Warehouse License	This field is available for entry for warehousing BOEs.
Validity Date	This field is available for entry for warehousing BOEs.
Port Code	Enter an applicable port code. This value is stored for informational purposes.

Ship Mode	Select the applicable mode of shipment. This value is stored for informational purposes. Values are: Air Land Sea
Gross Weight	Enter the gross weight of the shipment. This value is stored for informational purposes.
No. of Packages (number of packages)	Enter the number of packages included in the shipment of goods on the BOE. This value is stored for informational purposes.
Customs House Agent Code	Following BOE assessment, enter the code for the customs agent responsible for the BOE assessment.
Customs House Number	Following BOE assessment, enter the number for the customs house responsible for the BOE assessment.
Customs BOE ID	Following BOE assessment, enter a BOE reference number issued by customs authorities.
Customs BOE Date	Following BOE assessment, enter a BOE assessment date issued by customs authorities.
Custom Duty	Reflects the sum of corresponding amounts on BOE lines.
Custom Rcvry (customs recovery)	Reflects the sum of corresponding amounts on BOE lines.
Custom NRcvry (customs non-recovery)	Reflects the sum of corresponding amounts on BOE lines.

Line Defaults

The Line Defaults group box does not appear for ex-bonded BOEs. In this case, you can perform necessary overrides at the line level.

Unit of Measure	Enter a unit of measure to be used as a line default line value for new rows you insert. This value does not override the default unit of measure for existing lines.
Currency Code - Reporting	The default value comes from the currency code assigned to the selected tax location.

Override Rate

Currency Code	Enter a currency code to override the default reporting currency code on new rows you insert.
Rate (RPT => PO))	Exchange rate between the default reporting currency code and the override currency code you enter using the selected rate type. Click the Calculate Exchange Rate button to have the system calculate the rate for you.

This rate is to be used as a line default line value for new rows you insert. This value does not override the default rate for existing lines.

Rate Type

Rate type to use to calculate the exchange rate between the default reporting currency code and the override currency code that you have entered.

This rate type is to be used as a line default line value for new rows you insert. This value does not override the default rate type on existing lines.

Calculate Exchange Rate

Click to calculate the exchange rate between the default reporting currency code and the override currency code that you have entered.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

PeopleSoft Billing 8.8 PeopleBook, “Calculating India Excise and Sales Tax in PeopleSoft Billing”

Printing Bill of Entry Worksheets

Access the BOE Worksheet page.

BOE Worksheet

Run Control ID: BOE [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

Business Unit: IND01

Bill of Entry Type: Home Consumption

Bill of Entry: To:

BOE Date: 03/17/2003 To: 03/25/2003

BOE Worksheet page

Business Unit

Enter the purchasing business unit for which you want to print BOE worksheets. To print BOE worksheets for all business units, do not enter a value.

Bill of Entry Type

Select the type of BOE worksheets you want to print. To print BOE worksheets for all types, do not select a value. Values are:

Ex-Bond

Home Consumption

Warehousing

Bill of Entry/To

Enter the range of BOE numbers that you want to print. Only BOEs in *Ready* status are available for selection.

BOE Date/To

Enter the date range for the BOEs you want to print. The system prints BOEs in *Ready* status that have BOE dates that meet the date range criteria.

Updating Bills of Entry

Access the Bill of Entry page.

You update a BOE worksheet in your system after it has been assessed by customs authorities. The custom authorities for the imported goods return the BOE to you (the importer) for confirmation of the assessable value and customs duty amounts assigned.

You make updates to BOEs in *Ready* status according to the assessment by customs authorities with the intention of changing the status to *Assessed*. As you update each BOE line, you change the line status to *Assessed*, which indicates that information on the BOE line is correct and final. You can change the BOE header status to *Assessed* after each line is in *Assessed* status.

Common updates resulting from customs authority assessment of BOEs include the application of the following:

- A different exchange rate, which affects the assessable value of goods.
- A different customs duty rate.
- An additional customs duty.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

PeopleSoft Billing 8.8 PeopleBook, “Calculating India Excise and Sales Tax in PeopleSoft Billing”

Receiving Against Bills of Entry

This section discusses how to:

- Select assessed BOE lines to associate with receipts.
- Receiving BOE lines.

Understanding the Bill of Entry Receipts

You can receive imported goods only after you have updated the BOE worksheet for the goods according to the customs authority assessment and have set the BOE status to *Assessed*. Generally, a factory location can receive goods only when they are associated with an assessed BOE.

When receiving imported goods, you must associate each receipt line must with a BOE. This association affects the timing of customs duty credit recorded in the CENVAT Value-Raw Material register and CENVAT Value - Capital Goods register.

See Also

Chapter 34, “Receiving Shipments,” page 609

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

PeopleSoft Billing 8.8 PeopleBook, “Calculating India Excise and Sales Tax in PeopleSoft Billing”

Pages Used to Receive Against Bills of Entry

Page Name	Object Name	Navigation	Usage
Select Purchase Order - Search Criteria	PO_PICK_ORDERS	Purchasing, Receipts, Add/Update Receipts Maintain Receipts - Receiving Click the Select Purchase Order link on the Maintain Receipts - Receiving page. Access the Receiving page in Add mode.	Search for and retrieve BOE-related PO schedules to add to a receipt.
Receiving	RECV_WPO	Purchasing, Receipts, Add/Update Receipts Maintain Receipts - Receiving	Create receipts for non-PO and PO line items
Receipt Line Details	RECV_WPO_DETAILS	Select the Details button on the Maintain Receipts - Receiving page.	View receipt line details, including information about any associated BOEs. The page displays the originating BOE business unit, BOE ID, BOE type, and BOE line.

Selecting Bill of Entry Lines for Receipt

Access the Select Purchase Order - Search Criteria page.

When receiving a PO schedule with a tax transaction type of *Import* (EXS_TAX_TXN_TYPE = *DIMP*), you are required to enter a BOE line for each receipt line. The quantity open for receipt is the quantity on the BOE line (BOE_LN.QTY_PO) selected for the PO schedule less the sum of the receipt line quantities (QTY_SH_NETRCV_VUOM) for the BOE line.

PO Unit

Enter the purchasing business unit associated with the BOE you want to receive against.

ID

Enter the BOE number for a BOE line you want to associate with a receipt. BOEs available for selection meet the following criteria:

- BOE type set to *Home Consumption* or *Warehousing*. Ex-bonded BOEs are not available for selection because ex-bonded goods will have already been received using a warehousing BOE. Ex-bonded BOEs are used to move goods from a bonded customs warehouse to an inventory business unit by way of an interunit transfer.

- BOE header status set to *Ready* or *Assessed*.

The search criteria you enter in the ID field are interpreted by the system using the following hierarchy. Data is retrieved to the Retrieved Rows scroll area in an order that corresponds to the hierarchy.

1. The ID you enter is a PO ID for a non-direct-import PO. If applicable, PO lines and schedules on this PO are included in the first possible set of rows in the scroll area.
2. The ID you enter is a contract ID. If applicable, PO lines and schedules associated with this contract ID are included in the second possible set of rows in the scroll area.
3. The ID you enter is interpreted as either the BOE ID or the PO ID referenced on the BOE line. If applicable, PO lines and schedules associated with this BOE ID are included in the third possible set of rows in the scroll area.

Retrieved Rows

PO Qty (PO quantity)

For PO schedules with associated BOE lines, the PO quantity reflects the BOE quantity.

See Also

Chapter 34, "Receiving Shipments," Managing Receipts, page 617

Receiving Bill of Entry Lines

Access the Maintain Receipts - Receiving page.

After you have received goods for a BOE line using the Receiving page, you manually update the BOE line and set its status to *Closed*. Upon closing the BOE line, the system validates that the received quantity is equal to the BOE line quantity. You update the BOE header status to *Closed* when all BOE lines are in *Closed* status.

Receipt lines

Receipt Qty (receipt quantity)

When receiving PO schedules with associated BOE lines, the default receipt quantity is the BOE quantity if you selected the Ordered Quantity option on the Pick Purchase Order page. The receipt quantity is the BOE open quantity if you selected the PO Remaining Qty option on the Pick Purchase Order page.

Existing receiving tolerances are overridden and the system validates that the receipt quantity does not exceed the BOE quantity.

Accept Qty (accepted quantity)

When receiving PO schedules with associated BOE lines, the default accept quantity is the BOE quantity if you selected the Ordered Quantity option on the Pick Purchase Order page. The accept quantity is the BOE open quantity if you selected the PO Remaining Qty option on the Pick Purchase Order page.

Existing receiving tolerances are overridden and the system validates that the accepted quantity does not exceed the BOE quantity.

See Also

[Chapter 34, “Receiving Shipments,” page 609](#)

Running the Receiver Interface Push Process with Customs Duty

The Receipt Push process (PO_RECVPUSH) creates landed cost transactions for non-recoverable customs duty amounts. The non-recoverable customs duty amount is derived from the PO Value Adjustment record for the corresponding receipt line. This information is passed on to inventory and cost management along with other landed cost transactions.

If the PO schedule associated with the receipt line contains customs duties and has a tax transaction type of import (EXS_TAX_TXN_TYPE = DIMP) and the miscellaneous charge on the schedule is for customs duty (DST_ACCT_TYPE = CSDN), the Receipt Push process creates receipt landed cost transactions for the non-recoverable customs duties. If the tax transaction type is not set to Import, the process does not create receipt landed cost transactions.

See Also

[Chapter 34, “Receiving Shipments,” Using the Receiver Interface Push Application Engine Process, page 660](#)

Creating Internal Vendor Excise Invoices Against Bills of Entry

This section discuss how to:

- Select BOE lines to associate with internal vendor excise invoices.
- Create internal vendor excise invoices for BOE transactions.

Pages Used to Process Internal Vendor Excise Invoices with Customs Duty

Page Name	Object Name	Navigation	Usage
Excise Invoice Receipt Search	EXD_VND_INV_SRCH	Access the Exd Vnd Invoice page in Add mode. Click the Select Receipt link on the Exd Vnd Invoice page.	Select receipt lines for internal vendor excise invoice creation.
Exd Vnd Invoice (excise duty vendor invoice)s	EXD_VND_INVOICE	Purchasing, Receipts, Maintain Vndr Excise Invc IND	Create and modify internal vendor excise invoices. Note. Note. Internal vendor excise invoices in <i>Ready</i> and <i>Posted</i> statuses cannot be modified.

Selecting BOE Lines to Associate with Internal Vendor Excise Invoices

Access the Excise Invoice Receipt Search page.

Exc Doc Num Sr (excise document number series)	Enter an appropriate excise document number series for BOEs on the prompt page.
Excise Tx Type (excise transaction type)	<i>BOE</i> (bill of entry): As a result of selecting an excise document number series for BOEs, the BOE excise transaction type displays. When displayed, the Vendor Excise Invoice Search page provides for the search and selection of BOE transactions instead of receipt transactions.
BU From	Enter the business unit associated with the BOE for which you want to create an internal vendor excise invoice.
Bill of Entry	Enter the BOE for which you want to create an internal vendor excise invoice.
Bill of Lading	Enter the bill of lading associated with the BOE for which you want to create an internal vendor excise invoice.
PO Unit	Enter the purchasing business unit associated with the BOE for which you want to create an internal vendor excise invoice.
PO ID	Enter the PO associated with the BOE for which you want to create an internal vendor excise invoice.

Receipt Lines

Lines returned in the Receipt Lines scroll area are BOE lines in *Closed* status that have not already been assigned to an internal vendor excise invoice line.

See Also

Chapter 34, "Receiving Shipments," Managing Receipts, page 617

Creating Internal Vendor Excise Invoices for BOE Transactions

Access the Exd Vnd Invoice page.

Note. All tax amounts displayed on this page reflect customs duty amounts.

Information on the BOE lines that you selected on the search page is copied to the internal vendor excise invoice. The common Customs Duty Determination and Calculation routines are not triggered for internal vendor excise invoices for which the excise transaction type is set to *BOE*. In addition, the Excise Duty and Sales Tax Determination and Calculation routines are not triggered. You cannot modify invoice line or tax details and the Calculate button is unavailable.

You create an internal vendor excise invoice for a BOE to enable the Register Update process to pick up the recoverable portion of the customs duty on the BOE. The non-recoverable portion of the customs duty is passed to PeopleSoft Cost Management by the Receiver Interface process (PO_RECVPUSH). For this reason, when the excise transaction type is set to *BOE*, the non-recoverable customs duty amount is always set to 0, and therefore the customs duty amount may not be the sum of the recoverable and non-recoverable customs duty amounts. If the non-recoverable amount were included on the BOE internal vendor excise invoice, the amount would be posted to the general ledger twice -- once through PeopleSoft Cost Management and again through the Register Update process.

Excise Tx Type (excise transaction type)	<i>BOE</i> (bill of entry): As a result of selecting an excise document number series for BOEs, the BOE excise transaction type displays.
Value Register Update Flag	This option is selected once the value register has been updated for the selected internal vendor excise invoice.
Total Amount	Total merchandise amount for goods on the internal vendor excise invoice.
Total Tax Amount	Total customs duty amount for goods on the internal vendor excise invoice.
Recovery Amt (recovery amount)	Total recoverable customs duty amount for goods on the internal vendor excise invoice.
Non Recovery	Total non-recoverable customs duty amount for goods on the internal vendor excise invoice.

Invoice Line

Item ID	Item associated with the BOE line, along with its description.
Price	Unit price for the goods on the BOE line.
Accept Qty (accepted quantity)	PO quantity from the BOE line converted to the standard unit of measure.
UOM (unit of measure)	Standard unit of measure for the selected item.
Assessable Value	Assessable value for the BOE line.
Assess Value	Assessable value of the goods from the BOE line.

Note. Note. When the Excise Tx Type field is set to *BOE*, the Assessable Value and Assess Value field values are always equal.

Excise Amt (excise amount)	Total customs duty amount for the invoice line.

More

EXD-NonRcvry Amt (excise duty - non-recovery amount)	Recoverable customs duty amount for goods on the internal vendor excise invoice line.
EXD-Recov Amt (excise duty - recovery amount)	Non-recoverable customs duty amount for goods on the internal vendor excise invoice line.

Currency	Transaction currency for the internal vendor excise invoice.
Source Information	
PO Unit	Purchasing business unit on the BOE line.
PO/PO Line/PO Sched (PO/PO line/PO schedule)	Purchase order details associated with the BOE line.
BU From	Business unit associated with the BOE line.
BOE Type	Displays the source BOE type. Values are: Consume Warehouse Ex-Bond
Bill of Entry	Bill of entry you are associating with the internal vendor excise invoice.
BOE Line	Bill of entry line you are associating with the internal vendor excise invoice.
Bill of Lading	Bill of lading associated with the BOE.
Excise Tax Details	
UOM (unit of measure)	Unit of measure for the BOE line.
Tax Type	When the excise transaction type is set to <i>BOE</i> , this field displays the <i>Excise</i> tax type. However, tax amounts displays on this page reflect customs duty amounts.
Tax Pct (tax percent)	When the excise transaction type is set to <i>BOE</i> and the calculation method from the BOE is set to <i>% Value</i> , displays the percentage to be applied to the assessable value of the item to derive the customs duty amount.
Tax Amount	Customs duty amount for the rate sequence based on BOE.
NRcvry Amt (non-recovery amount)	Non-recoverable customs duty amount for the rate sequence.
Recovery Amount	Recoverable customs duty amount for the rate sequence.

Viewing Indian Localization Reports

This table list the Purchasing report provided for Indian localization.

Report ID and Name	Description	Navigation	Run Control Page
POY5070, BOE Worksheet	Provides a printout of bill of entry worksheets for submission to customs authorities.	Purchasing, Shipments, Reports, Bill of Entry Worksheet	RUN_POY5070

See Also

PeopleTools 8.44 PeopleBook: Process Scheduler

APPENDIX C

Delivered Workflows for PeopleSoft Purchasing

This appendix discusses delivered workflows for PeopleSoft Purchasing.

Delivered Workflows for PeopleSoft Purchasing

This section discusses PeopleSoft Purchasing workflows. The workflows are listed alphabetically by workflow name.

Bank Statement Arrived

The section discusses the Bank Statement Arrived workflow.

Description

Event Description	A bank statement arrived.
Action Description	Notifies appropriate users that a procurement card statement has arrived and is ready for reconciliation.
Notification Method	Email

Workflow Objects

Approval Rule Set	Procurement Card Approval
Business Process	PROCARD_BANK_SMENT_ARRIVED
Activity	Bank Statement Arrived
Role	Employee

Contract Expiration Alert

The section discusses the Contract Alert workflow.

Description

Event Description	A contract expires.
Action Description	Notifies the buyer when a contract expired or reached the maximum monetary amount.

Notification Method	Worklist

Workflow Objects

Approval Rule Set	Contract Expire Alert
Business Process	CONTRACT_EXPIRY_ALERT
Activity	CONTRACT_EXPIRY_ALERT
Role	Buyer

Procurement Card Grace Period Expired

The section discusses the Procurement Card Grace Period Expired workflow.

Description

Event Description	A procurement card grace period expires.
Action Description	Notifies appropriate users that the reconciliation of a procurement card bank statement was not finished within a preset time frame.
Notification Method	Email

Workflow Objects

Approval Rule Set	Procurement Card Grace Period Expire Alert
Business Process	PROCARD_GRACE_PERIOD_EXPIRED
Activity	ProCard Grace Period Expired
Role	Employee

Purchase Order Approval - ChartField Approval

This section discusses the Purchase Order Approval - ChartField Approval workflow. This workflow indicates that further approval is required from the supervisor.

Description

Event Description	Further approval is required.
Action Description	Notifies approver when a PO needs approval.
Notification Method	Worklist

Workflow Objects

Approval Rule Set	PO ChartField Approval
Business Process	Purchase Order Approvals
Activity	Review PO ChartFields

Role	Supervisor

Purchase Order Approval - ChartField Approval

This section discusses the Purchase Order Approval - ChartField Approval workflow. This workflow indicates that further ChartField approval is required from the previous reviewer.

Description

Event Description	Recycle ChartField.
Action Description	Notifies previous reviewer when a PO needs further review.
Notification Method	Worklist

Workflow Objects

Approval Rule Set	PO ChartField Approval
Business Process	Purchase Order Approvals
Activity	Review PO ChartFields
Role	Previous reviewer

Purchase Order Approval - ChartField Approval

This section discusses the Purchase Order Approval - ChartField Approval workflow. This workflow indicates that the ChartField is denied.

Description

Event Description	Deny ChartField.
Action Description	Notifies buyer that the PO has been denied.
Notification Method	Email and Worklist

Workflow Objects

Approval Rule Set	PO ChartField Approval
Business Process	Purchase Order Approvals
Activity	Review PO ChartFields
Role	Buyer

Purchase Order Approval - Amount Approval

This section discusses the Purchase Order Approval - Amount Approval workflow. This workflow indicates that further approval is required from the supervisor.

Description

Event Description	Further approval required.
Action Description	Notifies approver when a PO needs approval.
Notification Method	Worklist

Workflow Objects

Approval Rule Set	PO Amount Approval
Business Process	Purchase Order Approvals
Activity	Review PO amount.
Role	Supervisor

Purchase Order Approval - Amount Approval

This section discusses the Purchase Order Approval - Amount Approval workflow. This workflow indicates that further approval is required from the previous reviewer.

Description

Event Description	Recycle amount.
Action Description	Notifies previous reviewer when a PO needs further review.
Notification Method	Worklist

Workflow Objects

Approval Rule Set	PO Amount Approval
Business Process	Purchase Order Approvals
Activity	Review PO Amount
Role	Previous reviewer

Purchase Order Approval - Amount Approval

This section discusses the Purchase Order Approval - Amount Approval workflow. This workflow indicates that the purchase order amount was denied.

Description

Event Description	Deny amount.
Action Description	Notifies buyer that the PO has been denied.
Notification Method	Email and Worklist

Workflow Objects

Approval Rule Set	PO Amount Approval
Business Process	Purchase Order Approvals
Activity	Review PO Amount
Role	Buyer

Purchase Order Canceled

This section discusses the Purchase Order Canceled workflow.

Description

Event Description	A PO associated with a requisition is canceled.
Action Description	Notifies the requester when the PO for the requisition has been canceled.
Notification Method	Email

Workflow Objects

Approval Rule Set	Purchase Order Cancel Alert
Business Process	PO_CANCELED
Activity	PO Canceled
Role	Requester

Requisition Sourced

This section discusses the Requisition Sourced workflow.

Description

Event Description	A requisition was sourced through the Create PO process.
Action Description	Notifies the requester when a requisition line has been sourced to a PO line through the Create PO process.
Notification Method	Email

Workflow Objects

Approval Rule Set	Requisition Source Alert
Business Process	REQ_SOURCED
Activity	Req Sourced
Role	Requester
Email Template	Requisition Review

Request for Quote (RFQ) Notification

This section discusses the RFQ Notification workflow.

Description

Event Description	A requisition line requires an RFQ.
Action Description	Notifies the buyer when a requisition line requires an RFQ
Notification Method	Worklist

Workflow Objects

Approval Rule Set	RFQ Notification Alert
Business Process	RFQ_NOTIFICATION
Activity	REQ Notification
Role	Buyer

APPENDIX D

PeopleSoft Purchasing Reports

This appendix provides an overview of PeopleSoft Purchasing reports and enables you to:

- View a summary table with general descriptions of PeopleSoft Purchasing standard reports.
- View report details.

See Also

PeopleTools 8.44 PeopleBook: Crystal Reports for PeopleSoft

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “PeopleSoft Application Fundamentals for FIN, ESA, and SCM Reports”

PeopleSoft Purchasing Reports: General Description

For samples of these PeopleSoft Purchasing reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

In addition to the standard reports that PeopleSoft delivers, PeopleSoft also provides reporting tools that you can use to create new reports.

This table lists the PeopleSoft Purchasing reports, sorted alphanumerical by report ID. These reports listed are all Structured Query Reports (SQRs). If you need more information about a report, refer to the report details at the end of this appendix.

This section discusses:

- PeopleSoft Purchasing Reports
- PeopleSoft Purchasing Cost Reports

PeopleSoft Purchasing Reports

Report ID and Report Name	Description	Navigation	Run Control Page
POPO005 PO Dispatch/Print	Prints a hard copy of the purchase order (PO). (SQR)	Purchasing, Purchase Orders, Review PO Information, Print POs, Purchase Orders Print	RUN_PRN_POPO005

Report ID and Report Name	Description	Navigation	Run Control Page
POPO008 Purchase Order Reconciliation	Provides information about POs that have been closed by the last run of the PO RECON process. (SQR)	Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders, Close PO	RUN_PORECON
POPO009 PO Activity	Lists PO activity for the PO business unit, GL business unit, department, and dates you select. Reviewing this report enables that you to perform comparisons and resolve discrepancies proactively. (SQR)	Purchasing, Purchase Orders, Reports, Activity, PO Activity	RUN_POPO009
POPO010 PO Acknowledgement	Lists specified PO acknowledgments sorted by either vendor name or buyer name. (SQR)	Purchasing, Purchase Orders, Reports, Acknowledgements, PO Acknowledgement	RUN_POPO010
POPO011 Non-Owned Purchasing History	Lists utilization information for non-stock items for business units and departments listed in the item master. Analysis of this information can help you to evaluate vendor contracts, establish new vendor relationships, consolidate purchasing transactions, establish and maintain budgets, and anticipate supply needs. (SQR)	Purchasing, Purchase Orders, Reports, Non-Owned History	RUN_POPO011
POPO012 Backorder Status	Part of the Backorder Status process displays backorder details for a vendor, business unit, item, or buyer within user-defined date parameters. If you do not select the Include Backorders Received check box, the system only includes open (unreceived) backorder details. (SQR)	Purchasing, Purchase Orders, Reports, Backorder Status, Backorder Status	RUN_POPO012
PORC100 ASR	Provides information about staged receipts that have been created from ASR documents received by electronic data exchange. (SQR)	Purchasing, Receipts, Reports, Advanced Shipment Receipts, ASR Report	RUN_PORCV100
PORC200 Planned Receipt	Provides information about receipts generated from PO information to be used for electronic data collection transactions. (SQR)	Purchasing, Receipts, Reports, Planned Receipts, Planned Receipt Report	RUN_PORCV200

Report ID and Report Name	Description	Navigation	Run Control Page
PORC500 Close Backorders	Creates change orders to reduce the PO quantity for stockless POs that are backordered. It also cancels lines that have not been received. (SQR)	Purchasing, Receipts, Reports, Close Backorders	RUN_RECV_CLOSE_BO
PORC700 Receipt Accrual	Lists all received items (sorted by ChartFields) that have been posted but not fully invoiced. It can help with monitoring and maintaining monthly budgets. You can run this report for inventory items, expense items, or both. It might also include landed costs. (SQR)	Purchasing, Receipts, Reports, Receipt Accrual	RUN_PORC700
PORC910 Receiving Bar-code Labels	Create a flat file to produce receipt labels used to track received items. Receiving labels may be generated for each item on a receipt. (SQR)	Purchasing, Receipts, Reports, Receipt Labels, Receiving Bar-code Labels	RUN_PORC910
PORC920 PO Receipt Item Usage Labels	Prints item usage labels for point-of-use locations against PO receipts. When items are delivered to a receiving dock, they are either put away in inventory storage or delivered to a point-of-use location. (SQR)	Purchasing, Receipts, Reports, Receipt Item Usage Labels, PO Receipt Item Usage Labels	RUN_PORC_USG_LBL
PORC930 PO Receipt Device Tracking	Displays device-tracked items that have been received. (SQR)	Purchasing, Receipts, Reports, PO/Receipt Device Tracking, PO/Receipt Dev Trk	RUN_PORC930
PORFQ01 RFQ Dispatch/Print	Provides a hard copy of the request for quote. (SQR).	Purchasing, Requests for Quotes, Dispatch Quotes, Dispatch Quote Forms	RUN_PORFQ01
POROL001 Open Purchase Order	Review open POs for the budget year-end process. The information for the PO distribution lines appear in this report if their encumbrances still remain on the KK_LIQUIDATION table.	Purchasing, Purchase Orders, Budget Year End Processing, Open Purchase Order Report, Open Purchase Order	RUN_POREPORT
POROL002 PO Rollover	Review the four different roll statuses (Pre Roll, Rolled, Mid Roll, and Error) of the POs during the budget year-end process.	Purchasing, Purchase Orders, Budget Year End Processing, PO Rollover Activity Report, PO Rollover	RUN_PORO0011

Report ID and Report Name	Description	Navigation	Run Control Page
PORQ009 Req Recon	Provides information about requisitions that have been closed by the last run of the Requisition Reconciliation process (PO_REQRCON). (SQR)	Purchasing, Requisitions, Close Requisitions	RUN_REQRECON
PORQ010 Requisition Print SQR	Provides a hard copy of your requisitions sorted by requisition ID. You can print a single requisition or multiple requisitions. (SQR)	Purchasing, Requisitions, Reports, Print Requisition, Requisition Print	RUN_POY100
PORQ011 Requisition Template	Provides a listing of the items most commonly ordered, along with vendor and manufacturer information. It is used to facilitate data entry of commonly ordered items. (SQR)	Purchasing, Requisitions, Reports, Requisition Template	RUN_PORQ011
PORT001 RTV Dispatch/Print	Provides a hard copy of the selected return to vendor transactions. (SQR)	Purchasing, Return To Vendor, Dispatch RTVs	RUN_PO_RTVDISP
POS8001 Req-PO Budgetary Activity (requisition-purchase order budgetary activity)	Generate the Requisition Budgetary Activity report, Procurement Budgetary Activity report, or both. These reports provide budgetary amount information for requisitions and purchase orders (POs) according to report request parameters.	Purchasing, Purchase Orders, Reports, Req and PO Budgetary Activity	RUN_POS8000
POY1100 Requisition to PO XREF	Provides information about selected requisitions and the POs that have been created from them. (Crystal)	Purchasing, Requisitions, Reports, PO/Requisition Xref, Requisition to PO XREF	RUN_POY1100
POY3031 Contract Activities	Displays line level information about procurement documents associated with a contract.	Purchasing, Procurement Contracts, Reports, Activities Report, Contract Activities Report	RUN_POY3030
POY4006 Expediting Report by Buyer	Provides PO details such as late days and due date sorted by buyer. Use it to help determine which POs may require expediting. (Crystal)	Purchasing, Purchase Orders, Reports, Expediting, Expediting Report	RUN_POY4005
POY4007 Expediting Report by Vendor	Provides PO details such as late days and due date sorted by vendor. Use it to help determine which POs may require expediting. (Crystal)	Purchasing, Purchase Orders, Reports, Expediting, Expediting Report	RUN_POY4005

Report ID and Report Name	Description	Navigation	Run Control Page
POY4008 Expediting Report by Due Date	Provides PO details such as late days and due date sorted by due date. Use it to help determine which POs may require expediting. (Crystal)	Purchasing, Purchase Orders, Reports, Expediting, Expediting Report	RUN_POY4005
POY4010 PO Listing by PO Date	Provides PO information sorted by PO date. (Crystal)	Purchasing, Purchase Orders, Reports, Listings, PO Listings	RUN_POY4010
POY4011 PO Listing By Vendor	Provides PO information sorted by vendor. (Crystal)	Purchasing, Purchase Orders, Reports, Listings, PO Listings	RUN_POY4010
POY4012 PO Listing By Buyer	Provides PO information sorted by buyer. (Crystal)	Purchasing, Purchase Orders, Reports, Listings, PO Listings	RUN_POY4010
POY4013 PO Listing By Status	Provides PO information sorted by status. (Crystal)	Purchasing, Purchase Orders, Reports, Listings, PO Listings	RUN_POY4010
POY4020 Order Status By Vendor	Provides PO status information sorted by vendor. (Crystal)	Purchasing, Purchase Orders, Reports, Status Listings, PO Status Listings	RUN_POY4020
POY4021 Order Status by Item	Provides PO status information sorted by item. (Crystal)	Purchasing, Purchase Orders, Reports, Status Listings, PO Status Listings	RUN_POY4020
POY4030 PO Detail Listing By PO Date	Provides detailed PO information sorted by PO date. (Crystal)	Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings	RUN_POY4030
POY4031 PO Detail Listing By Vendor	Provides detailed PO information sorted by vendor. (Crystal)	Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings	RUN_POY4030
POY4032 PO Detail Listing By Buyer	Provides detailed PO information sorted by buyer. (Crystal)	Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings	RUN_POY4030
POY4040 PO Schedule Listing By PO Date	Provides PO schedule information such as ship to and due date sorted by PO date. (Crystal)	Purchasing, Purchase Orders, Reports, Schedule Listings, PO Schedule Listings	RUN_POY4040
POY4041 PO Schedule Listing By Vendor	Provides PO schedule information such as ship to and due date sorted by vendor. (Crystal)	Purchasing, Purchase Orders, Reports, Schedule Listings, PO Schedule Listings	RUN_POY4040
POY4042 PO Schedule Listing By Buyer	Provides PO schedule information such as ship to and due date sorted by buyer. (Crystal)	Purchasing, Purchase Orders, Reports, Schedule Listings, PO Schedule Listings	RUN_POY4040
POY4100 PO To Requisition XREF	Provides a cross-reference between requisitions and the POs created from those requisitions. (Crystal)	Purchasing, Purchase Orders, Reports, Requisition/PO Xref, PO To Requisition Xref	RUN_POY4100

Report ID and Report Name	Description	Navigation	Run Control Page
POY5001 Receiver Summary	Provides a summary listing of receipts within a specified date range. (Crystal)	Purchasing, Receipts, Reports, Receipt Summary, Receiver Summary	RUN_POY5000
POY5010 Receiver Ship to Detail	Provides a summary listing of receipts shipments within a specified date range. (Crystal)	Purchasing, Receipts, Reports, Receipt Ship To Details, Receiver Shipto Detail	RUN_POY5010
POY5020 Receiver Account Detail	Provides a summary listing of receipts with account distribution. (Crystal)	Purchasing, Receipts, Reports, Receipt Account Details, Receiver Account Detail	RUN_POY5020
POY5030 Receiver Delivery	Provides a detailed list of shipments by receiver ID. (Crystal)	Purchasing, Receipts, Reports, Receipt Delivery	RUN_POY5030
POY5035 Shop Floor Receipt Delivery	Provides a detailed list of shop floor receipts. (Crystal)	Purchasing, Receipts, Reports, Receipt Delivery	RUN_POY5030
POY5050 Return To Vendor Detail	Provides the vendor's return address, shipping method, and line item return information. This report is available anytime after you enter and save the vendor return in PeopleSoft Purchasing. (Crystal)	Purchasing, Return To Vendor, Details Report, RTV Details	RUN_POY5050
POY5060 RTV Credits	Provides details of return to vendor transactions, sorted by vendor and return to vendor ID, and lists the buyer, line details, and the distribution information selected on the return. Totals are provided for each return to vendor ID and vendor. This report is available at any time after you enter and save the vendor return in PeopleSoft Purchasing. (Crystal)	Purchasing, Return To Vendor, Credits Report, RTV Credits	RUN_POY5060
POY6100 REQ/RFQ Cross Reference	Provides a cross-reference between requests for quotes and the requisitions created from those requests for quotes. (Crystal)	Purchasing, Requests for Quotes, Requisition/RFQ Xref Report, REQ/RFQ Cross Reference	RUN_POY6100

Report ID and Report Name	Description	Navigation	Run Control Page
POY8000 Cardholder Information	Provides information relating to each cardholder and the cardholder's assigned procurement card. The information printed in the report includes card number, transaction and monthly limits, and authorized purchasing categories. (Crystal)	Purchasing, Procurement Cards, Reports, Cardholder Information	RUN_POY8000
POY8010 Amount Limit per Transaction	Provides information about employee procurement card expenditure amount limits per transaction. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8011 Amount Limit per Month	Provides information about employee procurement card expenditure amount limits per month. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8012 Number of Transactions per Day	Provides information about employee number of procurement card transactions per day limits. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8013 Number of Transactions/ Month	Provides information about employee number of procurement card transactions per month limits. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8014 Unauthorized Commodity Codes	Provides information about employee procurement card purchases involving unauthorized commodity codes. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8020 Expected Credits	Provides a list of disputed procurement card transactions. Statement lines listed on the Expected Credits report are those for prior periods where a dispute amount has been entered, and the credit collected indicator has not been selected. (Crystal)	Purchasing, Procurement Cards, Reports, Expected Credits	RUN_POY8020
POY8030 Purchase Detail by Vendor	Provides procurement card expenditures made using a particular credit card provider. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Details, ProCard Purchase Detail	RUN_POY8030
POY8031 Purchase Detail by Merchant	Provides procurement card expenditures for a specific merchant. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Details, ProCard Purchase Detail	RUN_POY8030

Report ID and Report Name	Description	Navigation	Run Control Page
POY8032 Purchase Detail by Employee	Provides procurement card expenditures of a single cardholder or all of the cardholders. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Details, ProCard Purchase Detail	RUN_POY8030
POY8050 Purchase Summary by Vendor	Provides a summary of all procurement card purchases sorted by vendor. (Crystal)	Purchasing, Procurement Cards, Reports, Account Summary	RUN_POY8050
POY8051 Purchase Summary by Merchant	Provides a summary of all procurement card purchases sorted by merchant. (Crystal)	Purchasing, Procurement Cards, Reports, Account Summary	RUN_POY8050
POY8052 Purchase Summary by Employee	Provides a summary of all procurement card purchases sorted by employee. (Crystal)	Purchasing, Procurement Cards, Reports, Account Summary	RUN_POY8050
POY8060 Credit Detail by MCG	Provides information about cardholders credit activity and summarizes the transaction amount for each account number. Lists all credit transactions grouped by MCG. (Crystal)	Purchasing, Procurement Cards, Reports, Credit Detail By MCG	RUN_POY8060
POY8061 Non-Preferred Supplier	Identifies all purchases involving non-preferred suppliers within an MCC. Indicates whether cardholders are adhering to organizational policy in the use of preferred suppliers. (Crystal)	Purchasing, Procurement Cards, Reports, Non-Preferred Supplier	RUN_POY8061
POY8062 Top Supplier Chains	Lists the supplier chains based on the volume during the reporting period for the selected MCGs. (Crystal)	Purchasing, Procurement Cards, Reports, Top Supplier Chains	RUN_POY8062
POY8063 Top Merchant Category	Lists the merchant categories based on the volume during the reporting period for the selected MCGs. (Crystal)	Purchasing, Procurement Cards, Reports, Top Merchant Category	RUN_POY8063
POY8064 MCC Exceptions	Provides Merchant Category Code Exceptions. (Crystal)	Purchasing, Procurement Cards, Reports, MCC Exceptions	RUN_POY8064

PeopleSoft Purchasing Cost Reports

Report ID and Report Name	Description	Navigation	Run Control Page
CMS3000 Estimate vs. Actual Landed Cost	Provides purchase price variance for landed cost elements. (SQR)	Purchasing, Receipts, Reports, Estimate/Actual Landed Cost, Estimate vs Actual Landed Cost	RUN_CMS3000
CMS3010 Total Purchase Variance	Provides purchase price variance and exchange rate variance for landed cost elements. (SQR)	Purchasing, Receipts, Reports, Total Purchase Variance, Total Purchase Variance	RUN_CMS3010
CMS3020 Standard Purchase Variance	Provides purchase price variance at receipt of landed cost elements for standard costed items only. (SQR)	Purchasing, Receipts, Reports, Standard Purchase Variance, Standard Purchase Variance	RUN_CMS3020

PeopleSoft Purchasing Report Details

This section lists common elements and provides detailed information about individual reports including important fields and tables accessed. The reports are listed alphanumerically by report ID.

Common Elements Used in PeopleSoft Purchasing Reports

Rel (release)	If the PO is tied to a contract, the contract release number appears.
PO Status (purchase order status)	Displays the status of the PO: <i>Approved</i> , <i>Canceled</i> , <i>Completed</i> , <i>Dispatched</i> , <i>Initial</i> , <i>Open</i> , or <i>Pending Approval</i> .
EmplID (employee ID)	Displays the procurement card user's name along with the user's ID.
Credit Card	Select the vendor responsible for issuing the card. Typically, this vendor is a bank.
CC Account (credit card account)	Enter the credit card account number.
Currency Code	Select the currency code. The report contains transactions with the selected currency code.
Date From	Select the start point of the transaction date range.
To	Select the end point of the transaction date range.

POPO005 - PO Dispatch/Print

Print your POs by running the PO Dispatch/Print report (POPO005) from the Purchase Orders Print page. This process does not dispatch the PO. The word *Unauthorized* prints on the PO to differentiate it from an actual dispatched PO.

Note. When you click the Run button and access the Process Scheduler Request page, you have three choices. Select the PO Dispatch Print option to run only the PO Dispatch/Print process. Select the PO Dispatch & Email multiprocess job to run the PO Dispatch/Print and then the Email processes. Select the PO_PO_EMAIL option to run only the Email process.

You must select at least one option in the PO Statuses to Include group box. To print POs with any status, select all the options.

PO ID (purchase order ID)	Enter or select the PO ID to print a specific PO.
Select Purchase Order	Click to access the Pick Purchase Order page, where you can search for a PO. You can only select one PO on the Pick Purchase Order page.
Print PO Item Description (print purchase order item description)	Select to print the item description from the Maintain Purchase Order - Purchase Order page instead of from the Purchasing Attributes page. The item description stored on the PO is in the base language and can be modified.
Print Duplicate	Select to print the word <i>Duplicate</i> on each PO.
Replenishment Option	Displays whether the items on the PO are standard or stockless. Each PO contains either all standard or all stockless items.
Extended Amt (extended amount)	The schedule price multiplied by the schedule quantity. This is the merchandise amount of the schedule. It does not include other amounts associated with the schedule, such as freight and tax. This is in the transaction currency on the PO that you send to the vendor.
Total Amount	The total amount that can be ordered against the contract line.
Total Quantity	The total (maximum) quantity that can be ordered against the contract line.

See Also

[Chapter 25, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 393](#)

[Chapter 5, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 62](#)

[Chapter 28, “Dispatching and Printing Purchase Orders,” Selecting POs for Dispatch, page 545](#)

POPO008 - Purchase Order Reconciliation

PO Status	Status of the PO after you run the process.
Budget Status	Status of the budget check that you performed on the PO.
Budget Ln Status (budget line status)	Status of the budget check performed on the PO line.

See Also

[Chapter 16, “Creating Requisitions Online,” Creating Requisition Header Information, page 239](#)

[Chapter 31, “Reconciling Purchase Orders,” Reconciling POs, page 594](#)

[Chapter 24, “Understanding Purchase Orders,” PO Header Status Values, page 378](#)

POPO009 - PO Activity

Include Cancelled POs?	Check to include canceled POs on the report.
Include Open/Pending Appr POs?	Check to include POs that are still open or pending approval. The line amounts will be zero for canceled, open, and pending approval purchase orders.
Option	Select beginning and ending dates. Values are: <i>C</i> (current date): Report PO activity beginning and ending with the current date. <i>M</i> (current date minus days): Report PO activity beginning and ending with the date that is a specified number of days before the current date. Specify that number in the Nbr Days field. <i>N</i> (no selection by date): Date criteria not used to report PO activity. <i>P</i> (current date plus days): Report PO activity beginning and ending with the date that is a specified number of days after the current date. Specify the number in the Nbr Days field. <i>S</i> (specified date): Report PO activity beginning and ending with the date that you select in the Date field.

POPO010 - PO Acknowledgement

To Be Reviewed Only	Select to report only on acknowledgments not yet marked <i>Reviewed</i> .
Exceptions Only	Select to report only on acknowledgments for which the status indicates that the vendor has changed the PO.
Options	Select the beginning and ending dates for which you want to report acknowledgments. Values are: <i>C</i> (current date): Report received acknowledgments beginning and ending with the current date. <i>M</i> (current date minus days): Report received acknowledgments beginning and ending with the date that is a specified number of days before the current date. Specify that number in the Nbr Days field. <i>N</i> (no selection by date): Date criteria not used to report acknowledgments. <i>S</i> (Specified Date): Report received acknowledgments beginning and ending with the date that you select in the Date field.
POA Status	Acknowledgment status for the PO.

Line Status Acknowledgment status for the line.

PORC100 - Advanced Shipment Receipt (ASR)

Vendor ID Enter the vendor setID in the first field and the vendor ID in the second.

Print Schedules Select to have the report generate detail to the schedule level.

Note. SQR does not currently support the printing of bar codes from processes that run on IBM OS400 or MVS servers. For these environments, the system supports bar codes by running processes using an application server or on the client.

Note. Define ship to locations for all purchasing transactions at the schedule level.

Production ID If the item is associated with a PeopleSoft Production Management production kit, this field displays the item's associated production identification number.

Op Seq (operation sequence) The order number in which this material is used in the production sequence.

PORC200 - Planned Receipt

Vendor ID Enter the vendor setID in the first field and the vendor ID in the second.

Print Schedules Select to generate detail that includes the schedule level on the report.

Note. SQR does not currently support the printing of bar codes from processes that run on IBM OS400 or MVS servers. For these environments, the system supports bar codes by running processes using an application server or on the client.

Note. Define ship to locations for all purchasing transactions at the schedule level.

Open Quantity Quantity of the PO line (or schedule) that has not been received. This is the PO quantity minus the receipt quantities.

Production ID If the item is associated with a PeopleSoft Production Management production kit, this is the item's associated production ID.

Op Seq (operation sequence) The order number in which this material is used in the production sequence.

PORC700 - Receipt Accrual

Before you run the Receipt Accrual report:

- Put away all inventory receipts.
- Run the AP/PO Matching process in PeopleSoft Payables.
- To ensure correspondence with amounts in the general ledger, run inventory costing, accounting line creation, and journal generation for inventory.

Also run Posting in PeopleSoft Payables.

- Run the accrual process for non-inventory items.

If you are including landed costs in this report, match and post the vouchers, and run the landed cost extract.

GL Business Unit	Select this option and enter a business unit to report on receipts for a specific business unit. If you do not enter a specific business unit, you will report on all GL business units.
Recv BU	Select this option and enter a business unit to report on receipts for a specific receiving unit. If you do not enter a specific business unit, you will report on all receiving business units.
ChartField	Enter the ChartField by which to sort the report. The default is by account.
ChartField Value 1 and ChartField Value 2	Then enter ChartField values in order to limit the report to a specific range for that ChartField. To report on all values, leave the range fields blank. You can sort by more than one ChartField.

PORC920 - PO Receipt Item Usage Labels

All Unprocessed Receipts	Select to produce a flat file including items on all unprocessed receipts. The system retrieves all lines in the RECV_LN_DISTRIB table that have not been processed (LOC_RECV_LBL_FLG = N) for usage label generation.
Reprint	Select to reprint a report including items on a specific flat file. In addition, you may reprint labels according to values that you entered in the Receipt ID and Receipt Line fields, or according to entries in the RECV_LN_DISTRIB table with a LOC_RECV_LBL_FLG = Y.
Receipt ID	If you selected the Reprint option, enter the receipt number for which to reprint labels.
Receipt Line	If you selected the Reprint option and have entered a receipt ID, enter the receipt line number associated with the item for which to reprint labels.
Item Usage Label Format	Select a label format ID from the available options. You define this value on the Data Collection Label Setup page.
Number of Copies	Enter the number of sets of labels to print.
Override File	Select to designate that this report file is to override an existing flat file.
File Directory	Enter the file directory that contains the file to override with the current flat file.
File Name	Enter the name of the file to override with the current flat file.

When items are delivered to a receiving dock, they are either put away in inventory storage or delivered to a point-of-use location. This process enables you to create a flat file to print item usage labels for items that are delivered to point-of-use locations directly upon receiving.

Only items that are defined at the par location level or setID item level as being usage tracked with a method code of *track for billing* or *track for costing* cause labels to be printed. The labels are created in the item's standard unit of measure.

The fields on this report are the same as those found on the Item Usage Label report.

PORC930 - PO Receipt Device Tracking

Include Inactive Items Select to include items that are restricted to warehouse movement transactions, adjustments, RMA and RTV transactions, and receiving transactions.

See Also

PeopleSoft Managing Items 8.8 PeopleBook, "Working With Items," Using Device Tracking

PeopleSoft Managing Items 8.8 PeopleBook, "Working With Items," Managing Inventory by Item Status

POROL001 - Open Purchase Order

Refresh Click to display multiple rows for each column in the ChartField Selection area and default Sequence field values. When you click Refresh, the button name changes to Restore, and you can click it to restore the default view of ChartField Selection area.

Sequence The sequence in which ChartFields appear on the report.

Select Select to generate a report on the ChartField and values that you selected in this row.

POROL002 - PO Rollover

Pre-Roll Select to report on POs that are pending.

Mid Roll Select to report on POs for which you have run the PO Roll1 process.

Rolled Select to report on POs for which you have run the PO Roll1 process and the PO Roll2 process. As a result, new distributions are ready to be budget checked.

Error Select to report on POs that are in roll error.

PORQ010 - Requisition Print SQR

When you run this report, the system searches for the requisitions that match all of the criteria that you enter.

Business Unit If you leave this field blank, requisitions from all business units are printed.

Requisition ID Select a single requisition number. If you leave this field blank, all requisitions from the selected business unit with statuses that match the values that you specified in the Req Statuses to Include group box are printed.

From Date/Through Date If you select a single requisition in the Requisition ID field, this information is ignored.

If you do not select a requisition status, requisitions will not be included on your report.

You can include requisitions that are *On Hold*, *On Hold and NOT On Hold*, or *NOT On Hold*. If you select *On Hold and NOT On Hold*, the on hold flag is not considered when selecting the requisitions to print.

On the report, the status of the requisition appears next to the business unit:

- *Open*: The requisition has been saved, but an authorized user must change its status to Pending Approval for the process to continue.
- *Pending Approval*
- *Approved*
- *Canceled*
- *Completed*

Requester Signature

The person who submitted the requisition can sign here for purposes of accountability.

Extended Amt (extended amount)

The merchandise amount of the schedule is the schedule price multiplied by the schedule quantity. It does not include other amounts associated with the schedule, such as freight and tax. This is in the transaction currency on the PO that you send to the vendor.

PORT001 - RTV Dispatch/Print

Freight Terms

If freight terms apply to this return to vendor, this field shows the applicable terms according to the schedules of the PO for the received material. The freight terms reflect who holds legal responsibility for the material until ownership has passed.

UM (unit of measure)

Unit of measure of the quantity being returned.

Action

Return action for the item.

Dispose

Disposition assigned to the item being returned.

Reason

Return reason for the item.

Ship Via

Route or mode of transportation of the shipment assigned to the returned material.

See Also

[Chapter 37, "Managing Vendor Returns," page 679](#)

POS8001 - Requisition Budgetary Activity

Amounts are reported in the base currency of the general ledger business unit associated with the selected purchasing business unit.

ChartField types and values are reported based on your selections on the Req-PO Budgetary Activity page and on data stored in the REQ_LN_DISTRIB table.

Business Unit	Purchasing business unit for which the report was run.
Budget Date From/To	Budget dates for which the report was run. The budget dates do not necessarily correspond to a budget period.
Remaining Amount (at the report header level)	Distribution remaining amount criteria against which the report was run.
REQ ID (requisition ID)	Requisition for which information is reported.
Line/Sched/Dist (line/schedule/distribution)	Report processing checks the Requisition Line Distribution tables and selects lines, schedules, and distributions for which the following criteria are met: The business unit and budget date on the line meet report request parameters. The report provides information for distribution lines with budget line statuses of V (valid) or W (warning). The line meets defined ChartField criteria, if any.
Original REQ Amount Original REQ Amount	Original requisition distribution amount.
Liquidated Amount	The liquidated amount is calculated from the original requisition amount less the remaining amount.
Note. We recommend that you define a default commitment control ledger group on the Ledgers for a Unit - Commitment Control Options page. The liquidated amount on the report is derived from the KK_LIQUIDATION table using the distribution's general ledger business unit and its default commitment control ledger group. The liquidated amount on the report is set to zero if you have not selected a default commitment control ledger group.	
PO Amount	Sum of the MONETARY_AMT_BSE field values from the PO distribution lines associated with the requisition distribution line.
Remaining Amount (at the report line level)	The remaining amount is calculated using the default Commitment Control Ledger Group associated with the general ledger business unit on the requisition distribution line, the ledger group in the BU_LED_GRP_TBL table, and the setting of the Commitment Detail Ledger option on the Ledgers for a Unit - Commitment Control Options page. If the Commitment Detail Ledger option is selected, the remaining amount is derived from KK_LIQUIDATION.MONETARY_AMT. If no Commitment Detail Ledger option is selected, the remaining amount is derived from REQ_LN_DISTRIB.MONETARY_AMT_BSE.
Totals	The report provides totals for original requisition amount, liquidated amount, PO amount, and remaining amount values.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up Ledgers," Defining Ledgers for a Business Unit

POY1100 - Requisition to PO XREF

When you run this report, a business unit is required. If you leave the Business Unit field blank, the report will be blank.

If you leave the From Date and Through Date fields blank, all requisitions are included.

POY3031 - Contract Activities

Max Amount(maximum amount)

The maximum amount of the contract.

Note. The contract must not exceed the contract maximum amount.

POY5001 - Receiver Summary

Note. Define ship to locations for all purchasing transactions at the schedule level.

Rcv Date (receiving date) The date on which you physically received the shipment.

Rcv Status (receiving status) The status of the shipment.

Match Status The matching status of the receipt line item. Values are:

Matched: Fully matched.

No Match: No match found.

Partial: Partially matched.

To Match: To be matched.

Bill Of Lading The shipper's proof of identification of the material in transit.

Hold Asset Indicates whether the system is currently processing asset information for this receipt or holding until you clear Hold Asset on the Receipt Defaults page.

Y (yes) indicates that Hold Asset is selected for this receipt. N (no) indicates that Hold Asset is not selected for this receipt.

Hold Inventory Indicates whether the system is currently processing inventory and putaway information for this receipt or holding until you clear Hold Inventory on the Receipt Defaults page.

Y (yes) indicates that Hold Inventory is selected for this receipt. N (no) indicates that Hold Inventory is not selected for this receipt.

Note. You can no longer select Hold Inventory for a receipt after that receipt has a status of *Moved*.

See Also

[Chapter 34, "Receiving Shipments," Entering Asset Information, page 627](#)

[Chapter 34, "Receiving Shipments," Defining Receipt Statuses, page 611](#)

POY5020 - Receiver Account Detail

Rcv Status (receiving status)	The status of the shipment.
GL BU (general ledger business unit)	The PeopleSoft General Ledger business unit associated with the selected distribution.
Product	The identification number of the product group to which the selected distribution line item belongs.

See Also

Chapter 34, "Receiving Shipments," Defining Receipt Statuses, page 611

POY5030 - Receiver Delivery

Bill of Lading	The shipper's proof of identification of the material in transit.
Recv L (receiving line)	The receipt line number.
PO HDR Comment/PO LINE Comment	Header and line comments entered on the PO with the Shown at Receipt option selected.

POY5035 - Shop Floor Receipt Delivery

Production ID	If the item is associated with a PeopleSoft Production Management production kit, the system displays the item's associated production ID in this field.
Operation Sequence	The order number in which this material is used in the production sequence.
WC Description (work center description)	Description of the selected work center.
Bill of Lading	The shipper's proof of identification of the material in transit.
Recv Ln (receiving line)	The identification number of the line on the receipt.

POY5050 - Return To Vendor Detail

RTV ID (return to vendor)	Select a return to vendor ID in combination with a business unit to run a report for an individual return.
Return Status	Select a return status to run a report for all vendor returns having a specific return status and business unit.
Freight Terms	If freight terms apply to this return to vendor, this field shows the applicable terms according to the schedules of the PO for the received material. The freight terms reflect who holds legal responsibility for the material until ownership has passed.
Disp Type (disposition type)	Disposition assigned to the item being returned.

Prod ID (production ID)	If the item is associated with a production kit, this field displays the item's associated production ID.
OP Seq (operation sequence)	Number designating the sequence in which production uses this material.
Ship Via	Route or mode of transportation for the shipment line assigned to the returned material. The ship via can differ line to line if for some reason an item requires a different method of shipping. For example, a shipment line may require a ship via for a hazard-controlled item.

POY8010, POY8011, POY8012, POY8013, POY8014 - Amount Limit per Transaction, Amount Limit per Month, Number of Transactions per Day, Number of Transactions/Month, and Unauthorized Commodity Codes

Use the Purchase Exception page to print these reports.

If the credit card provider used by your organization does not provide the point of sale restrictions, use these reports to identify where cardholders have exceeded purchasing limits or purchased from unauthorized categories. You can also use these reports to assist in spot audits.

POY8060 - Credit Detail by MCG

Credit Card Vendor	Select the credit card vendor that issues the credit card.
Billing Date	Specify the date on which a transaction was billed.

POY8061 - Non-Preferred Supplier

Billing Date From	Specify the starting date on which a transaction was billed.
To	Specify the ending date on which a transaction was billed.

POY8062 - Top Supplier Chains

MC Group	Select a group of merchant category.

POY8063 - Top Merchant Category

MC Group	Select a group of merchant category.

POY8064 - MCC Exceptions

Credit Card Vendor	Select the credit card vendor that issues the credit card.
Billing Date From	Specify the starting date on which a transaction was billed.
To	Specify the ending date on which a transaction was billed.

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 <i>receivables specialist</i> . 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 <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> 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 <i>Enterprise Incentive Management ledger</i> . 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.
KPI	In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment. An abbreviation for <i>key performance indicator</i> . 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 <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . 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 <i>rates</i>) 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 <i>1</i> —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 <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> 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	Metastings are special expressions included in SQL string literals. The metastings, 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 <i>compensation object</i> .
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 <i>record input value-added tax flag</i> . 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 <i>record output value-added tax flag</i>. See <i>record input VAT flag</i>.
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 <i>real-time event notification server</i> 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 <i>basis</i> 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 <i>value-added tax exception</i> . 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 <i>value-added tax exempt</i> . 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 <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . 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 <i>zero-rated value-added tax</i> . 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.

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PeopleSoft Purchasing 8.8 Reports

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

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CHAPTER 1

PeopleSoft Purchasing Reports

This appendix provides an overview of PeopleSoft Purchasing reports and enables you to:

- View a summary table with general descriptions of PeopleSoft Purchasing standard reports.
- View report details.

PeopleSoft Purchasing Reports: General Description

For samples of these PeopleSoft Purchasing reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

In addition to the standard reports that PeopleSoft delivers, PeopleSoft also provides reporting tools that you can use to create new reports.

This table lists the PeopleSoft Purchasing reports, sorted alphanumerical by report ID. These reports listed are all Structured Query Reports (SQRs). If you need more information about a report, refer to the report details at the end of this appendix.

This section discusses:

- PeopleSoft Purchasing Reports
- PeopleSoft Purchasing Cost Reports

PeopleSoft Purchasing Reports

Report ID and Report Name	Description	Navigation	Run Control Page
POPO005 PO Dispatch/Print	Prints a hard copy of the purchase order (PO). (SQR)	Purchasing, Purchase Orders, Review PO Information, Print POs, Purchase Orders Print	RUN_PRN_POPO005
POPO008 Purchase Order Reconciliation	Provides information about POs that have been closed by the last run of the PO RECON process. (SQR)	Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders, Close PO	RUN_PORECON

Report ID and Report Name	Description	Navigation	Run Control Page
POPO009 PO Activity	Lists PO activity for the PO business unit, GL business unit, department, and dates you select. Reviewing this report enables that you to perform comparisons and resolve discrepancies proactively. (SQR)	Purchasing, Purchase Orders, Reports, Activity, PO Activity	RUN_POPO009
POPO010 PO Acknowledgement	Lists specified PO acknowledgments sorted by either vendor name or buyer name. (SQR)	Purchasing, Purchase Orders, Reports, Acknowledgements, PO Acknowledgement	RUN_POPO010
POPO011 Non-Owned Purchasing History	Lists utilization information for non-stock items for business units and departments listed in the item master. Analysis of this information can help you to evaluate vendor contracts, establish new vendor relationships, consolidate purchasing transactions, establish and maintain budgets, and anticipate supply needs. (SQR)	Purchasing, Purchase Orders, Reports, Non-Owned History	RUN_POPO011
POPO012 Backorder Status	Part of the Backorder Status process displays backorder details for a vendor, business unit, item, or buyer within user-defined date parameters. If you do not select the Include Backorders Received check box, the system only includes open (unreceived) backorder details. (SQR)	Purchasing, Purchase Orders, Reports, Backorder Status, Backorder Status	RUN_POPO012
PORC100 ASR	Provides information about staged receipts that have been created from ASR documents received by electronic data exchange. (SQR)	Purchasing, Receipts, Reports, Advanced Shipment Receipts, ASR Report	RUN_PORCV100
PORC200 Planned Receipt	Provides information about receipts generated from PO information to be used for electronic data collection transactions. (SQR)	Purchasing, Receipts, Reports, Planned Receipts, Planned Receipt Report	RUN_PORCV200
PORC500 Close Backorders	Creates change orders to reduce the PO quantity for stockless POs that are backordered. It also cancels lines that have not been received. (SQR)	Purchasing, Receipts, Reports, Close Backorders	RUN_RECV_CLOSE_BO

Report ID and Report Name	Description	Navigation	Run Control Page
PORC700 Receipt Accrual	Lists all received items (sorted by ChartFields) that have been posted but not fully invoiced. It can help with monitoring and maintaining monthly budgets. You can run this report for inventory items, expense items, or both. It might also include landed costs. (SQR)	Purchasing, Receipts, Reports, Receipt Accrual	RUN_PORC700
PORC910 Receiving Bar-code Labels	Create a flat file to produce receipt labels used to track received items. Receiving labels may be generated for each item on a receipt. (SQR)	Purchasing, Receipts, Reports, Receipt Labels, Receiving Bar-code Labels	RUN_PORC910
PORC920 PO Receipt Item Usage Labels	Prints item usage labels for point-of-use locations against PO receipts. When items are delivered to a receiving dock, they are either put away in inventory storage or delivered to a point-of-use location. (SQR)	Purchasing, Receipts, Reports, Receipt Item Usage Labels, PO Receipt Item Usage Labels	RUN_PORC_USG_LBL
PORC930 PO Receipt Device Tracking	Displays device-tracked items that have been received. (SQR)	Purchasing, Receipts, Reports, PO/Receipt Device Tracking, PO/Receipt Dev Trk	RUN_PORC930
PORFQ01 RFQ Dispatch/Print	Provides a hard copy of the request for quote. (SQR).	Purchasing, Requests for Quotes, Dispatch Quotes, Dispatch Quote Forms	RUN_PORFQ01
POROL001 Open Purchase Order	Review open POs for the budget year-end process. The information for the PO distribution lines appear in this report if their encumbrances still remain on the KK_LIQUIDATION table.	Purchasing, Purchase Orders, Budget Year End Processing, Open Purchase Order Report, Open Purchase Order	RUN_POREPORT
POROL002 PO Rollover	Review the four different roll statuses (Pre Roll, Rolled, Mid Roll, and Error) of the POs during the budget year-end process.	Purchasing, Purchase Orders, Budget Year End Processing, PO Rollover Activity Report, PO Rollover	RUN_PORO0011
PORQ009 Req Recon	Provides information about requisitions that have been closed by the last run of the Requisition Reconciliation process (PO_REQRCON). (SQR)	Purchasing, Requisitions, Close Requisitions	RUN_REQRECON

Report ID and Report Name	Description	Navigation	Run Control Page
PORQ010 Requisition Print SQR	Provides a hard copy of your requisitions sorted by requisition ID. You can print a single requisition or multiple requisitions. (SQR)	Purchasing, Requisitions, Reports, Print Requisition, Requisition Print	RUN_POY100
PORQ011 Requisition Template	Provides a listing of the items most commonly ordered, along with vendor and manufacturer information. It is used to facilitate data entry of commonly ordered items. (SQR)	Purchasing, Requisitions, Reports, Requisition Template	RUN_PORQ011
PORT001 RTV Dispatch/Print	Provides a hard copy of the selected return to vendor transactions. (SQR)	Purchasing, Return To Vendor, Dispatch RTVs	RUN_PO_RTVDISP
POS8001 Req-PO Budgetary Activity (requisition-purchase order budgetary activity)	Generate the Requisition Budgetary Activity report, Procurement Budgetary Activity report, or both. These reports provide budgetary amount information for requisitions and purchase orders (POs) according to report request parameters.	Purchasing, Purchase Orders, Reports, Req and PO Budgetary Activity	RUN_POS8000
POY1100 Requisition to PO XREF	Provides information about selected requisitions and the POs that have been created from them. (Crystal)	Purchasing, Requisitions, Reports, PO/Requisition Xref, Requisition to PO XREF	RUN_POY1100
POY3031 Contract Activities	Displays line level information about procurement documents associated with a contract.	Purchasing, Procurement Contracts, Reports, Activities Report, Contract Activities Report	RUN_POY3030
POY4006 Expediting Report by Buyer	Provides PO details such as late days and due date sorted by buyer. Use it to help determine which POs may require expediting. (Crystal)	Purchasing, Purchase Orders, Reports, Expediting, Expediting Report	RUN_POY4005
POY4007 Expediting Report by Vendor	Provides PO details such as late days and due date sorted by vendor. Use it to help determine which POs may require expediting. (Crystal)	Purchasing, Purchase Orders, Reports, Expediting, Expediting Report	RUN_POY4005
POY4008 Expediting Report by Due Date	Provides PO details such as late days and due date sorted by due date. Use it to help determine which POs may require expediting. (Crystal)	Purchasing, Purchase Orders, Reports, Expediting, Expediting Report	RUN_POY4005
POY4010 PO Listing by PO Date	Provides PO information sorted by PO date. (Crystal)	Purchasing, Purchase Orders, Reports, Listings, PO Listings	RUN_POY4010

Report ID and Report Name	Description	Navigation	Run Control Page
POY4011 PO Listing By Vendor	Provides PO information sorted by vendor. (Crystal)	Purchasing, Purchase Orders, Reports, Listings, PO Listings	RUN_POY4010
POY4012 PO Listing By Buyer	Provides PO information sorted by buyer. (Crystal)	Purchasing, Purchase Orders, Reports, Listings, PO Listings	RUN_POY4010
POY4013 PO Listing By Status	Provides PO information sorted by status. (Crystal)	Purchasing, Purchase Orders, Reports, Listings, PO Listings	RUN_POY4010
POY4020 Order Status By Vendor	Provides PO status information sorted by vendor. (Crystal)	Purchasing, Purchase Orders, Reports, Status Listings, PO Status Listings	RUN_POY4020
POY4021 Order Status by Item	Provides PO status information sorted by item. (Crystal)	Purchasing, Purchase Orders, Reports, Status Listings, PO Status Listings	RUN_POY4020
POY4030 PO Detail Listing By PO Date	Provides detailed PO information sorted by PO date. (Crystal)	Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings	RUN_POY4030
POY4031 PO Detail Listing By Vendor	Provides detailed PO information sorted by vendor. (Crystal)	Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings	RUN_POY4030
POY4032 PO Detail Listing By Buyer	Provides detailed PO information sorted by buyer. (Crystal)	Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings	RUN_POY4030
POY4040 PO Schedule Listing By PO Date	Provides PO schedule information such as ship to and due date sorted by PO date. (Crystal)	Purchasing, Purchase Orders, Reports, Schedule Listings, PO Schedule Listings	RUN_POY4040
POY4041 PO Schedule Listing By Vendor	Provides PO schedule information such as ship to and due date sorted by vendor. (Crystal)	Purchasing, Purchase Orders, Reports, Schedule Listings, PO Schedule Listings	RUN_POY4040
POY4042 PO Schedule Listing By Buyer	Provides PO schedule information such as ship to and due date sorted by buyer. (Crystal)	Purchasing, Purchase Orders, Reports, Schedule Listings, PO Schedule Listings	RUN_POY4040
POY4100 PO To Requisition XREF	Provides a cross-reference between requisitions and the POs created from those requisitions. (Crystal)	Purchasing, Purchase Orders, Reports, Requisition/PO Xref, PO To Requisition Xref	RUN_POY4100
POY5001 Receiver Summary	Provides a summary listing of receipts within a specified date range. (Crystal)	Purchasing, Receipts, Reports, Receipt Summary, Receiver Summary	RUN_POY5000
POY5010 Receiver Ship to Detail	Provides a summary listing of receipts shipments within a specified date range. (Crystal)	Purchasing, Receipts, Reports, Receipt Ship To Details, Receiver Shipto Detail	RUN_POY5010

Report ID and Report Name	Description	Navigation	Run Control Page
POY5020 Receiver Account Detail	Provides a summary listing of receipts with account distribution. (Crystal)	Purchasing, Receipts, Reports, Receipt Account Details, Receiver Account Detail	RUN_POY5020
POY5030 Receiver Delivery	Provides a detailed list of shipments by receiver ID. (Crystal)	Purchasing, Receipts, Reports, Receipt Delivery	RUN_POY5030
POY5035 Shop Floor Receipt Delivery	Provides a detailed list of shop floor receipts. (Crystal)	Purchasing, Receipts, Reports, Receipt Delivery	RUN_POY5030
POY5050 Return To Vendor Detail	Provides the vendor's return address, shipping method, and line item return information. This report is available anytime after you enter and save the vendor return in PeopleSoft Purchasing. (Crystal)	Purchasing, Return To Vendor, Details Report, RTV Details	RUN_POY5050
POY5060 RTV Credits	Provides details of return to vendor transactions, sorted by vendor and return to vendor ID, and lists the buyer, line details, and the distribution information selected on the return. Totals are provided for each return to vendor ID and vendor. This report is available at any time after you enter and save the vendor return in PeopleSoft Purchasing. (Crystal)	Purchasing, Return To Vendor, Credits Report, RTV Credits	RUN_POY5060
POY6100 REQ/RFQ Cross Reference	Provides a cross-reference between requests for quotes and the requisitions created from those requests for quotes. (Crystal)	Purchasing, Requests for Quotes, Requisition/RFQ Xref Report, REQ/RFQ Cross Reference	RUN_POY6100
POY8000 Cardholder Information	Provides information relating to each cardholder and the cardholder's assigned procurement card. The information printed in the report includes card number, transaction and monthly limits, and authorized purchasing categories. (Crystal)	Purchasing, Procurement Cards, Reports, Cardholder Information	RUN_POY8000
POY8010 Amount Limit per Transaction	Provides information about employee procurement card expenditure amount limits per transaction. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010

Report ID and Report Name	Description	Navigation	Run Control Page
POY8011 Amount Limit per Month	Provides information about employee procurement card expenditure amount limits per month. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8012 Number of Transactions per Day	Provides information about employee number of procurement card transactions per day limits. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8013 Number of Transactions/ Month	Provides information about employee number of procurement card transactions per month limits. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8014 Unauthorized Commodity Codes	Provides information about employee procurement card purchases involving unauthorized commodity codes. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Exceptions, Purchase Exception	RUN_POY8010
POY8020 Expected Credits	Provides a list of disputed procurement card transactions. Statement lines listed on the Expected Credits report are those for prior periods where a dispute amount has been entered, and the credit collected indicator has not been selected. (Crystal)	Purchasing, Procurement Cards, Reports, Expected Credits	RUN_POY8020
POY8030 Purchase Detail by Vendor	Provides procurement card expenditures made using a particular credit card provider. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Details, ProCard Purchase Detail	RUN_POY8030
POY8031 Purchase Detail by Merchant	Provides procurement card expenditures for a specific merchant. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Details, ProCard Purchase Detail	RUN_POY8030
POY8032 Purchase Detail by Employee	Provides procurement card expenditures of a single cardholder or all of the cardholders. (Crystal)	Purchasing, Procurement Cards, Reports, Purchase Details, ProCard Purchase Detail	RUN_POY8030
POY8050 Purchase Summary by Vendor	Provides a summary of all procurement card purchases sorted by vendor. (Crystal)	Purchasing, Procurement Cards, Reports, Account Summary	RUN_POY8050
POY8051 Purchase Summary by Merchant	Provides a summary of all procurement card purchases sorted by merchant. (Crystal)	Purchasing, Procurement Cards, Reports, Account Summary	RUN_POY8050
POY8052 Purchase Summary by Employee	Provides a summary of all procurement card purchases sorted by employee. (Crystal)	Purchasing, Procurement Cards, Reports, Account Summary	RUN_POY8050

Report ID and Report Name	Description	Navigation	Run Control Page
POY8060 Credit Detail by MCG	Provides information about cardholders credit activity and summarizes the transaction amount for each account number. Lists all credit transactions grouped by MCG. (Crystal)	Purchasing, Procurement Cards, Reports, Credit Detail By MCG	RUN_POY8060
POY8061 Non-Preferred Supplier	Identifies all purchases involving non-preferred suppliers within an MCC. Indicates whether cardholders are adhering to organizational policy in the use of preferred suppliers. (Crystal)	Purchasing, Procurement Cards, Reports, Non-Preferred Supplier	RUN_POY8061
POY8062 Top Supplier Chains	Lists the supplier chains based on the volume during the reporting period for the selected MCGs. (Crystal)	Purchasing, Procurement Cards, Reports, Top Supplier Chains	RUN_POY8062
POY8063 Top Merchant Category	Lists the merchant categories based on the volume during the reporting period for the selected MCGs. (Crystal)	Purchasing, Procurement Cards, Reports, Top Merchant Category	RUN_POY8063
POY8064 MCC Exceptions	Provides Merchant Category Code Exceptions. (Crystal)	Purchasing, Procurement Cards, Reports, MCC Exceptions	RUN_POY8064

PeopleSoft Purchasing Cost Reports

Report ID and Report Name	Description	Navigation	Run Control Page
CMS3000 Estimate vs. Actual Landed Cost	Provides purchase price variance for landed cost elements. (SQR)	Purchasing, Receipts, Reports, Estimate/Actual Landed Cost, Estimate vs Actual Landed Cost	RUN_CMS3000
CMS3010 Total Purchase Variance	Provides purchase price variance and exchange rate variance for landed cost elements. (SQR)	Purchasing, Receipts, Reports, Total Purchase Variance, Total Purchase Variance	RUN_CMS3010
CMS3020 Standard Purchase Variance	Provides purchase price variance at receipt of landed cost elements for standard cost items only. (SQR)	Purchasing, Receipts, Reports, Standard Purchase Variance, Standard Purchase Variance	RUN_CMS3020

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.

SELECTION CRITERIA			
User ID:	VP1		
Run Control ID:	CMS3010		
PO Business Unit:	US001		
Date Range:	01/01/2003	Thru	12/11/2003
Sort by:	Sorted by PO		
PO Range:	All		
View Amounts by:	Cost Component		
Vendor ID:			
Vendor Name:			
Tolerance Level:	None Specified		

<u>SELECTION CRITERIA</u>			
User ID:	VP1		
Run Control ID:	CSM3020		
Inventory Business Unit:	US010		
Date Range:	01/01/1900	Thru	12/11/2003
Item Range:	All		
Vendor ID:			
Vendor Name:			
Unit/Total Cost:	Total Cost		
Tolerance Level:	None Specified		

Purchase Order

US001 NEW YORK OPERATIONS

144 North Street
New York NY 10168
United States

Vendor: SCM0000004
ERNIE'S BIKE SHOP
8734 PARK ST.
ANY TOWN TX 76262

Dispatch via Print

Purchase Order	Date	Revision	Page
US001-0000000001	07/10/2000		1
Payment Terms	Freight Terms	Ship Via	
Net 30	Destination	Common	
Buyer	Phone	Currency	
Kenneth Schumacher	694-1001	USD	

Ship To: 56 Second Street
Denver CO 80215
United States

Bill To: 144 North Street
New York NY 10168
United States

Tax Exempt? N	Tax Exempt ID:	Replenishment Option: Standard				
Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	Yoke, Brake Subassembly		100.00 EA	23.74	2,374.00	07/26/2000 16.00.00
Schedule Total					<u>2,374.00</u>	
1- 2	Yoke, Brake Subassembly		100.00 EA	23.74	2,374.00	07/27/2000 11.20.00
Schedule Total					<u>2,374.00</u>	
1- 3	Yoke, Brake Subassembly		70.00 EA	23.74	1,661.80	07/27/2000 13.55.00
Schedule Total					<u>1,661.80</u>	
1- 4	Yoke, Brake Subassembly		600.00 EA	23.74	14,244.00	07/27/2000 16.00.00
Schedule Total					<u>14,244.00</u>	
Item Total BR4400					<u>20,653.80</u>	
Total PO Amount					<u>20,653.80</u>	

Authorized Signature

Report ID: POP0008

PeopleSoft Purchasing
PURCHASE ORDER RECONCILIATION REPORTPage No.: 1
Run Date: 12/11/2003
Run Time: 17:14:28

Business Unit: US001

PO Id	PO Date	PO Status	Budget Status	Line	Line Status	Sched	Sched Status	Dist	Dist Status	Budget Ln Status
0000000009	07/12/2000	Compl	Not Chk'd	1	Closed	1	Closed	1	Complete	Not Chk'd
0000000009	07/12/2000	Compl	Not Chk'd	2	Closed	1	Closed	1	Complete	Not Chk'd
0000000009	07/12/2000	Compl	Not Chk'd	3	Closed	1	Closed	1	Complete	Not Chk'd
0000000009	07/12/2000	Compl	Not Chk'd	4	Closed	1	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	1	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	2	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	3	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	4	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	5	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	6	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	7	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	8	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	1	Closed	9	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	1	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	2	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	3	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	4	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	5	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	6	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	7	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	8	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	9	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	10	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	2	Closed	11	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	1	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	2	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	3	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	4	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	5	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	6	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	7	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	8	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	3	Closed	9	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	1	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	2	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	3	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	4	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	5	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	6	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	7	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	8	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	4	Closed	9	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	5	Closed	1	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	5	Closed	2	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	5	Closed	3	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	5	Closed	4	Closed	1	Complete	Not Chk'd
0000000012	07/11/2000	Compl	Not Chk'd	5	Closed	5	Closed	1	Complete	Not Chk'd

PeopleSoft Financials
PURCHASE ORDER ACTIVITY REPORT

Page 1 of 5
Run Date 12/11/2003
Run Time 17:19:35

Report ID: POP0009

PO Business Unit : US001--US001 NEW YORK OPERATIONS
GL Business Unit : US005--STRAT SOURCING SETUP
Department --

PO Create Dates Included : Thru
Include Cancelled POs : Y
Include Open/Pending Approval POs : Y

Create Dt/ Status	Due Dt	Vendor/ Buyer	PO ID/ Line/Schd	Category/ Descr	Mfg Item Id/ Manufacturer	Item Id/ Descr	Order Qty	Price	UOM	Extended Price	Curr
04/24/2003 Approved	05/04/2003	BIKE SHOP VP1	0000000050 1/1	CYCLING Cycling Equipment	MFG0000001	10000 Bicycle Small Co Long Sleeve Biking Jersey, Men	10.00	20.00	EA	200.00	USD
Total for Department										<u>200.00</u>	<u>USD</u>

PeopleSoft Financials
PO ACKNOWLEDGEMENT REPORT

Report ID: POP0010

Page 1 of 4
Run Date 12/11/2003
Run Time 17:24:12

PO Business Unit: US001--US001 NEW YORK OPERATIONS
Vendor: SCM0000001 BIKE SHOP
From Date: To Date:

PO ID Line	Vendor ID Item ID	POA Status Description	Received	Review Dt Line	Reviewed By Status	Buyer Category	Source Manufacturer	Ackn Status Mfg Item ID
0000000022	SCM0000001	Accepted	01/11/2002	01/11/2002	SAMPLE	VP1	Online	Buyer Accepted
1	FR7005	Front Fork			Accepted	CYCLING		
0000000014	SCM0000001	Accepted - Changes Made	01/11/2002			VP1	Online	Supplier Review
1	10006	Supplex Shorts, Men's			Accepted - Changes Made	CYCLING		
2	10008	Switchback Mt. Biking Shorts,			Accepted	CYCLING		
3	10012	Pro5500 Road Helmet			Accepted	CYCLING		
4	10023	Steel Flex Cable			Accepted	CYCLING		
5	10024	Stainless Steel Padlock			Accepted	CYCLING		

Report ID: POP0011

PeopleSoft Purchasing
NON-OWNED PURCHASE HISTORY REPORT

Page 1 of 291
Run Date 12/11/2003
Run Time 17:26:00

As Of Date: 12/11/2003
Business Unit: AUS01 AUSTRALIA OPERATIONS

Item ID/ Item Description	Dept ID/ Dept Description	PO ID	Line	Vendor	Mfg Name	Mfg Item ID	Quantity	UOM	Price	Extended Price	CUR
FRA-01 HDD - 6Gb	13000 Finance	P0001	1.00	COMP-UNLIM-001			3.0	EA	821.52	2464.55	AUD
		Total For Department 13000 Finance					3.0			2464.55	AUD
	14000 Administration	P0001	1.00	COMP-UNLIM-001			3.0	EA	821.52	2464.55	AUD
		Total For Department 14000 Administration					3.0			2464.55	AUD
		Item Totals For Business Unit AUS01 AUSTRALIA OPERATIONS					6.0			4929.09	AUD

PeopleSoft Purchasing
BACKORDER STATUS REPORT

Page 1 of 1
Run Date 12/11/2003
Run Time 17:26:49

Report ID: POP0012
Dates Included:
Business Unit: US001
Buyer: All
Vendor: All
Item ID: All Backordered
Incl. Received Backorders: Yes

Buyer	PO Date	PO ID	Vendor ID/Name	Item ID/ Description	Line/Sched	Original Sched. Nbr	Original Due Date	Current Due Date	Total Orig PO Qty	Backorder Quantity	Recvd Qty For Sched
VP1	01/08/2002	0000000040	SCM0000004 ERNIE'S BIKE SHOP	WH1005 Wheel Spokes, Steel	2/2	1	01/18/2002	12/06/2003	100	10	0

End of Report

Report ID : PORC100
Operator ID : VP1
Run Control : PORC100

PeopleSoft Purchasing
Advanced Shipment Receipt Report

Page : 1
Run Date 12/12/2003
Run Time 08:40:31



Vendor : SCM0000004 ERNIE'S BIKE SHOP
Receiving Business Unit : US001 US001 NEW YORK OPERATIONS
Warehouse : US001 US001 NEW YORK OPERATIONS

Shipment No : SHP-4404
Ship To Id. : US001 US001
ASR transaction Id 1680501724295785000000001

<u>PO Bus</u>	<u>Purchase Order</u>	<u>PO Line</u>	<u>Item ID</u>	<u>Description</u>	<u>Quantity</u>	<u>UOM</u>	<u>Production Id</u>	<u>Op Seq</u>
US001	0000000040	1	WH1002	Wheel Rim, Box	70.00	EA		0
US001	0000000040	2	WH1005	Wheel Spokes, Steel	100.00	EA		0

Page : 1
Run Date 12/11/2003
Run Time 17:40:45

Accrual Recv	Recv	Receipt	PO ID	PO	Item ID/	Exp	PO Qty	Accepted	UOM	Purchase	Amount
<u>Year/Pd ID</u>	<u>Line/Seq/Dist</u>	<u>Date</u>		<u>Line</u>	<u>Description</u>	<u>Item</u>		<u>Qty</u>		<u>Amount</u>	<u>Not Invoiced</u>
2003 5 0000000025	1 1	1 05/01/2003	0000000055	1	10002 Long Sleeve T-Shirt, Mens	Y	25.0000	25.0000	EA	375.00	375.00
2003 5 0000000023	1 1	1 05/01/2003	0000000054	1	10000 Long Sleeve Biking Jersey	Y	100.0000	100.0000	EA	2,000.00	2,000.00
2003 5 0000000020	1 1	1 04/24/2003	0000000053	1	10004 Long Sleeve T-Shirt, Wome	Y	50.0000	50.0000	EA	850.00	850.00
2003 5 0000000019	1 1	1 04/24/2003	0000000052	1	10000 Long Sleeve Biking Jersey	Y	100.0000	100.0000	EA	2,000.00	2,000.00
2003 5 0000000018	1 1	1 04/24/2003	0000000051	1	10000 Long Sleeve Biking Jersey	Y	100.0000	100.0000	EA	2,000.00	2,000.00
2003 12 3	1 1	1 12/09/2003	3	1	10002 Long Sleeve T-Shirt, Mens	Y	10.0000	10.0000	EA	150.00	150.00
VENDOR TOTAL NOT INVOICED										7,375.00	
BU TOTAL NOT INVOICED										7,375.00	
GL BU TOTAL NOT INVOICED										7,375.00	

Report ID: INS9030

PeopleSoft Inventory
DEVICE TRACKING ITEM MASTER REPORT

Page No. 1
Run Date 06/21/2001
Run Time 14:22:45

Setid: SHR03
Category: ALL CATEGORIES
Manufacturer: ALL MANUFACTURERS
Vendor Setid: ALL VENDOR SETIDS
Vendor ID/Name: ALL VENDORS

<u>Item ID</u>	<u>Item Description</u>	<u>Category</u>	<u>Status</u>	<u>Vendor Name</u>	<u>Manufacturer</u>	<u>Manufacturer Item ID</u>
POHC1	EXAM TABLE MODEL 3000	EQPMT	Under Init	MEDICAL-001	POHC MEDIC	POHC1000000000000000
POHC2	ID BANDS	IDBND	Under Init	PAY LESS-001	POHC MEDIC	POHC1000000000000001
POHC3	3"X 3" COTTON BANDAGE	WC	Under Init	PAY LESS-001	POHC MED2	POHC2000000000000001
POHC4	SYRINGES	EQPRM	Under Init	PAY LESS-001	POHC MED3	POHC3000000000000001
POHC5	ADMISSION CHARTS	NURSE	Under Init	MEDICAL-001	POHC MED3	POHC4000000000000001
POHC6	EXAM HIGH YEILD LIGHTS	EQPMT	Under Init	MEDICAL-001	HC SUPPLY	POHC5000000000000001

Request for Quotation

US001 NEW YORK OPERATIONS

144 North Street
New York NY 10168
United States

Dispatch via Print

Request Quote ID.	Date	Buyer	Page
US001-PAGESWEEP	12/06/2003	Kenneth Schumacher	1
Payment Terms	DateTime	Quote Open	Closing
Net 30	12/06/2003	15:54:02	

Vendor: USA0000038
CompUSA
5775 Johnson Drive
Pleasanton CA 94588

Ship To: 144 North Street
New York NY 10168
United States

Bill To: 144 North Street
New York NY 10168
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1	10000	Long Sleeve Biking Jersey, Men	BICYCLESMC	BICY-10000	10.0000	EA	12/16/2003

Freight Terms: DES **Ship Via:** COMMON
TESTING RFQ HEADER COMMENTS

2 USA-03 Financial Software 10.0000 EA 12/06/2003

Freight Terms: DES **Ship Via:** COMMON
TESTING RFQ HEADER COMMENTS

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

Page : 1
Run Date 12/11/2003
Run Time 17:29:09

PeopleSoft
REQUISITION RECONCILIATION REPORT

Business Unit:US001

Req Id	Req Date	Req Status	Budget Status	Line	Line Status	Sched	Sched Status	Dist	Dist Status	Budget Ln Status
0000000004	07/10/2000	Canceled	Not Chk'd	1	Approved	1		1	Canceled	Not Chk'd
0000000005	07/10/2000	Approved	Not Chk'd	1	Approved	1		1	Open	Not Chk'd
0000000005	07/10/2000	Approved	Not Chk'd	2	Approved	1		1	Canceled	Not Chk'd
0000000005	07/10/2000	Approved	Not Chk'd	3	Approved	1		1	Open	Not Chk'd
0000000005	07/10/2000	Approved	Not Chk'd	4	Approved	1		1	Open	Not Chk'd

END-BUSINESS UNIT

Requisition

Ship To: 144 North Street
New York NY 10168

Business Unit:	US001	APPROVED
Req ID:	Date	Page
0000000001	07/10/2000	1
Requester		Currency
Kenneth Schumacher		USD
Requester Signature		

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1- 1	10040	Sierra 1 Burner Stove		50.0000	EA	35.00	1,750.00	

Buyer: Blake,Scott
Vendor: SCM0000002 CAMPER'S WAREHOUSE

Line comments

Line Total: 1,750.00

2- 1	10041	Deluxe Sports Stove, Double Burner		50.0000	EA	40.00	2,000.00	

Buyer: Blake,Scott
Vendor: SCM0000002 CAMPER'S WAREHOUSE

Line Total: 2,000.00

Total Requisition Amount: 3,750.00

Header comments

Approval Signature	Approval Signature	Approval Signature

Report ID: PORQ011

PeopleSoft Purchasing
REQUISITION TEMPLATE

Page 1 of 1
Run Date 12/11/2003
Run Time 16:29:38

Business Unit: US001 US001 NEW YORK OPERATIONS
Requisition Id: 0000000001
Dept Default (Header):
Last Update Date: 07/10/2000

Quantity	UOM	Item ID	Item Description	Primary Vendor	Vendor Item Id	Manufacturer	Manufacturer Item Id
	EA	10040	Sierra 1 Burner Stove	CAMPER'S-001			
	EA	10041	Deluxe Sports Stove, Double Bu	CAMPER'S-001			

End of Report

Return to Vendor

US001 NEW YORK OPERATIONS

144 North Street
New York NY 10168
United States

OPEN

Dispatch via Print

RTV ID	Date	Page
US001-0000000003		1
Buyer	Freight Terms	
Kilgore, Kevin	DES	

Vendor: SCM0000004

Line	Item	Description	Return Qty	UM	Action	Dispose	Reason	PO ID
1	10003	Long Sleeve Biking Jersey, Women's	3	EA	Credit	Ship	Damaged	

RMA ID R117A2 RMA Line # 1

Ship Via: COMMON

REQ ID	Line/Sched/Dist	Original REQ Amount	-	Liquidated Amount	=	Remaining Amount	PO Amount	Account
0000000135	1/1/1	150.00		150.00		0.00	156.38	600020
0000000136	1/1/1	300.00		0.00		300.00	0.00	600020
0000000149	1/1/1	300.00		0.00		300.00	0.00	600020
0000000149	2/1/1	870.00		0.00		870.00	0.00	600020
0000000149	3/1/1	250.00		0.00		250.00	0.00	600020
0000000149	4/1/1	100.00		0.00		100.00	0.00	600020
0000000149	5/1/1	150.00		0.00		150.00	0.00	600020
0000000149	6/1/1	160.00		0.00		160.00	0.00	600020
0000000150	1/1/1	300.00		0.00		300.00	0.00	600020
0000000150	2/1/1	120.00		0.00		120.00	0.00	600020
0000000150	3/1/1	870.00		0.00		870.00	0.00	600020
0000000150	4/1/1	250.00		0.00		250.00	0.00	600020
0000000150	5/1/1	100.00		0.00		100.00	0.00	600020
0000000150	6/1/1	150.00		0.00		150.00	0.00	600020
0000000156	1/1/1	300.00		0.00		300.00	0.00	600020
0000000156	2/1/1	120.00		0.00		120.00	0.00	600020
0000000156	3/1/1	870.00		0.00		870.00	0.00	600020
0000000156	4/1/1	250.00		0.00		250.00	0.00	600020
0000000156	5/1/1	100.00		0.00		100.00	0.00	600020
0000000156	6/1/1	150.00		0.00		150.00	0.00	600020
Totals:		5,860.00		150.00		5,710.00	156.38	



Report ID: POY1050

PeopleSoft Purchasing
MASTER CONTRACTS FOR RECURRING VOUCHERS

Set ID: SHARE

Master Contract	Vendor	Description	Contract ID	Contract
0000000005	BIKE SHOP		00000000000000000000000023	A
Number of Contracts for Vendor SCM0000001 :		1		

PeopleSoft Purchasing

Recurring Voucher Contracts

[illegible]

PeopleSoft Purchasing

RECURRING VOUCHERS

Total for Contract 0000000000000000

PeopleSoft Purchasing

REQUISITION TO PO XREF REPORT

Requisition								Purchase Order					
ID	Lin/Sch/Dst			Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID		Rel	Ship Date
0000000012	1	1	1	12/5/2002	10006	Supplex Shorts, Men's	200.00	EA	0000000048				4/26/2003
0000000057	1	1	1	4/23/2003	MT2000	Professional Road Bike, Woman's	2.00	EA	0000000062				11/13/200C
0000000058	1	1	1	4/23/2003	10005		15.00	EA	0000000035	00000000000000000000000000000016		2	11/13/200C
0000000061	1	1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	0000000062				11/13/200C
	2	1	1	4/23/2003	10003	Long Sleeve Biking Jersey, Women's	15.00	EA	0000000062				11/13/200C
0000000062	1	1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	0000000062				11/13/200C
0000000063	1	1	1	4/23/2003	10007	Sidepocket Short's, Women's	15.00	EA	0000000062				11/13/200C
	2	1	1	4/23/2003	10008	Switchback Mt. Biking Shorts, Women's	15.00	EA	0000000062				11/13/200C
0000000064	2	1	1	4/23/2003	10005		2.00	EA	0000000035	00000000000000000000000000000016		2	11/14/200C
0000000065	1	1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	12.00	EA	0000000062				11/14/200C
	2	1	1	4/23/2003	10002	Long Sleeve T-Shirt, Mens	12.00	EA	0000000035	00000000000000000000000000000016		1	11/14/200C
	3	1	1	4/23/2003	10003	Long Sleeve Biking Jersey, Women's	12.00	EA	0000000062				11/14/200C
0000000066	1	1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	0000000062				11/14/200C
0000000067	1	1	1	4/23/2003	10013	Vented Eclipse Road Helmet	12.00	EA	0000000063				11/14/200C
0000000069	1	1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	15.00	EA	0000000062				11/15/200C
	2	1	1	4/23/2003	10013	Vented Eclipse Road Helmet	10.00	EA	0000000063				11/15/200C
0000000078	2	1	1	4/23/2003	10013	Vented Eclipse Road Helmet	100.00	EA	0000000063				2/5/2002
0000000079	1	1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	60.00	EA	0000000062				2/5/2002
	2	1	1	4/23/2003	10019	Handlebar Mount Headlight	48.00	EA	0000000064				2/5/2002
0000000080	1	1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	200.00	EA	0000000049				4/23/2003
0000000090	2	1	1	8/5/2003	10050	Airbed, Queen	5.00	EA	0000000057				8/8/2003

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PeopleSoft Purchasing

REQUISITION TO PO XREF REPORT

Requisition										Purchase Order		
ID	Lin/Sch/Dst			Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID	Rel	Ship Date
0000000091	3	1	1	8/5/2003	10053	Aluminum Pressure Cooker	10.00	EA	0000000057			8/8/2003
	4	1	1	8/5/2003	10056	Cookie's Chow Kit Utensils	10.00	EA	0000000057			8/8/2003
0000000092	2	1	1	8/5/2003	10049	Air Mattress, Double	10.00	EA	0000000056			8/8/2003
	3	1	1	8/5/2003	10053	Aluminum Pressure Cooker	10.00	EA	0000000056			8/8/2003
0000000094	1	1	1	8/11/2003		Project Manager	1,736.00	MHR	0000000067			10/3/2003



Report ID: POY3031
Use ID: VP1
Run Control ID: TEST1

PeopleSoft Purchasing
CONTRACT ACTIVITIES REPORT

Page No.: 1
Run Date: 11/24/2003
Run Time: 1:15:18 PM

Report Selection Criteria

Vendor Set ID: SHARE Vendor ID: SCM0000001 Vendor Name: BIKE-001
Contract Set ID: SHARE Contract ID From: 0000000000000000000000024 Through: 0000000000000000000000024 Contract Status:
Date From: Through: Process Option:

Set ID: SHARE Contract ID: 0000000000000000000000024 Status: Approved Max Amount: 1,000.00 USD

Unit	Doc ID	Line	Date	Amount	Currency	Doc Status	Set ID	Contract ID	Line	Status

Voucher

US001	00000092	1	12/1/2003	100.00	USD	Postable	SHARE	0000000000000000000000024		Approved

Voucher Total: 100.00



Report ID: POY4006
 User ID: VP1
 Run Control: EXPEDITING_REPORT_1

PeopleSoft Purchasing
EXPEDITING REPORT BY BUYER

Due Dates Included: 1/1/2002 Thru: 11/21/2003
 Buyer: BOBYOUNG

Due Date	Days Late	BU	PO ID	Contract ID	Rel	Vendor ID	Vendor Name	Item ID	Item Description
10/28/2003	24	BUY03	POMP-001		0	TREATS	Treat's		Stationary Items
					0				Holiday Treats
					0				Misc Items
10/28/2003	24	BUY03	POMP-002		0	TREATS	Treat's		Stationary Items
					0				Holiday Treats
					0				Misc Items
10/28/2003	24	BUY03	POMP-003		0	TREATS	Treat's		Misc Items

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Report ID: POY4006
 User ID: VP1
 Run Control: EXPEDITING_REPORT_1

PeopleSoft Purchasing
EXPEDITING REPORT BY BUYER

Due Dates Included: 1/1/2002 Thru: 11/21/2003
 Buyer: CHRISBAKER

Due Date	Days Late	BU	PO ID	Contract ID	Rel	Vendor ID	Vendor Name	Item ID	Item Description
1/9/2002	681	BUY01	POMP-031		0	BOOKS4U	Books for You		2002 Week Planner
					0				2002 Day Planner
					0				World Wonders Wall Cal
					0				2002 Desk Calendar
1/9/2002	681	BUY01	POMP-032		0	BOOKS4U	Books for You		Note Pads
					0				Photocopy Paper
					0				Fax Paper
1/9/2002	681	BUY01	POMP-033		0	FRIDAY	Friday's Office Supplies		Ball Point Pens



Report ID: POY4007
 User ID: VP1
 Run Control: EXPEDITING_REPORT_5

PeopleSoft Purchasing
EXPEDITING REPORT BY VENDOR

Due Dates Included: 1/1/2002 Thru: 11/21/2003

Vendor ID: AUS0000001 Computers Unlimited

Days

Due Date	Late	BU	PO ID	Contract ID	Rel	Buyer	Item ID	Item Description
8/30/2003	83	US001	PO-ASSETS		0	VP1	AM1000	Laptop Computer

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Report ID: POY4007
 User ID: VP1
 Run Control: EXPEDITING_REPORT_5

PeopleSoft Purchasing
EXPEDITING REPORT BY VENDOR

Due Dates Included: 1/1/2002 Thru: 11/21/2003

Vendor ID: BOOKS4U Books for You

Days

Due Date	Late	BU	PO ID	Contract ID	Rel	Buyer	Item ID	Item Description
1/9/2002	681	BUY01	POMP-031		0	CHRISBAKER		2002 Week Planner
					0			2002 Day Planner
					0			World Wonders Wall Calendar
					0			2002 Desk Calendar
1/9/2002	681	BUY01	POMP-032		0	CHRISBAKER		Note Pads



Report ID: POY4008
 User ID: VP1
 Run Control: EXPEDITING_REPORT_9

PeopleSoft Purchasing
EXPEDITING REPORT BY DUE DATE

Due Dates Included: 1/1/2002 Thru: 11/21/2003
 Due Date: 1/7/2002 Days Late: 683

BU	PO ID	Contract ID	Rel	Buyer	Vendor ID	Vendor Name	Item ID	Item Description
BUY01	POMP-015		0	PATRICKSANCHEZ	FROMAGE	Fromage Importers		French Cheese

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Report ID: POY4008
 User ID: VP1
 Run Control: EXPEDITING_REPORT_9

PeopleSoft Purchasing
EXPEDITING REPORT BY DUE DATE

Due Dates Included: 1/1/2002 Thru: 11/21/2003
 Due Date: 1/9/2002 Days Late: 681

BU	PO ID	Contract ID	Rel	Buyer	Vendor ID	Vendor Name	Item ID	Item Description
BUY01	POMP-031		0	CHRISBAKER	BOOKS4U	Books for You		2002 Week Planner
			0					2002 Day Planner
			0					World Wonders Wall Cal
			0					2002 Desk Calendar
BUY01	POMP-032		0	CHRISBAKER	BOOKS4U	Books for You		Note Pads



Report ID: POY4010
User ID: VP1
Run Control: PO_LISTING_1

PeopleSoft Purchasing

PO LISTING BY PO DATE

PO Dates Included:
Business Unit: US001

Thru:

PO Date	PO ID	Contract ID	Rel	Change		Buyer ID	Vendor ID	Name	PO Status
				Order					
5/12/2000	APPO-001		0	0	POS1	USA0000021	Plant Decor	Dispatched	
7/10/2000	0000000001		0	0	VP1	SCM0000004	ERNIE'S BIKE SHOP	Dispatched	
7/10/2000	0000000002		0	0	POS1	SCM0000004	ERNIE'S BIKE SHOP	Dispatched	
7/10/2000	0000000003		0	0	VP1	SCM0000002	CAMPER'S WAREHOUSE	Dispatched	
7/10/2000	0000000004		0	0	VP1	SCM0000003	TRAILBLAZERS	Dispatched	
7/10/2000	0000000006		0	0	VP1	SCM0000004	ERNIE'S BIKE SHOP	Dispatched	
7/10/2000	0000000007		0	0	APA2	SCM0000004	ERNIE'S BIKE SHOP	Open	
7/10/2000	0000000008		0	0	VP1	SCM0000003	TRAILBLAZERS	Dispatched	
7/11/2000	0000000012	000000000000000000000000000013	11	0	VP1	SCM0000001	BIKE SHOP	Dispatched	
7/12/2000	0000000009		0	0	VP1	USA0000011	East Bay Office Supplies	Dispatched	
7/12/2000	0000000010		0	1	VP1	USA0000011	East Bay Office Supplies	Dispatched	
7/12/2000	0000000011		0	0	VP1	SCM0000004	ERNIE'S BIKE SHOP	Dispatched	
7/19/2000	0000000013		0	0	VP1	SCM0000004	ERNIE'S BIKE SHOP	Dispatched	
7/29/2000	0000000014	000000000000000000000000000013	16	0	VP1	SCM0000001	BIKE SHOP	Dispatched	
7/29/2000	0000000015	000000000000000000000000000011	3	0	VP1	SCM0000002	CAMPER'S WAREHOUSE	Dispatched	
7/29/2000	0000000016	000000000000000000000000000009	83	0	VP1	SCM0000003	TRAILBLAZERS	Dispatched	
7/29/2000	0000000017		0	0	VP1	SCM0000004	ERNIE'S BIKE SHOP	Dispatched	
7/30/2000	0000000022	000000000000000000000000000013	17	0	VP1	SCM0000001	BIKE SHOP	Dispatched	
7/30/2000	0000000023		0	0	VP1	SCM0000004	ERNIE'S BIKE SHOP	Dispatched	
8/1/2000	0000000018		0	0	VP1	SCM0000003	TRAILBLAZERS	Dispatched	
8/2/2000	0000000019		0	0	VP1	SCM0000004	ERNIE'S BIKE SHOP	Dispatched	
8/2/2000	0000000020		0	0	VP1	SCM0000003	TRAILBLAZERS	Dispatched	
8/2/2000	0000000021		0	0	VP1	SCM0000002	CAMPER'S WAREHOUSE	Dispatched	
8/2/2000	0000000024		0	0	VP1	SCM0000003	TRAILBLAZERS	Dispatched	
8/2/2000	0000000025		0	1	VP1	SCM0000003	TRAILBLAZERS	Dispatched	
8/4/2000	0000000026		0	0	VP1	SCM0000002	CAMPER'S WAREHOUSE	Dispatched	
8/15/2000	0000000033		0	0	VP1	SCM0000001	BIKE SHOP	Dispatched	
8/15/2000	0000000034		0	0	VP1	SCM0000001	BIKE SHOP	Dispatched	
11/13/2000	ERV1		0	0	VP1	GBR0000004	Oxford IT Industries	Dispatched	
3/13/2001	POAP-01		0	0	VP1	USA0000021	Plant Decor	Dispatched	
3/13/2001	POAP-02		0	0	VP1	USA0000021	Plant Decor	Dispatched	
3/13/2001	POAP-03		0	0	VP1	USA0000021	Plant Decor	Dispatched	
3/13/2001	POAP-04		0	0	VP1	USA0000021	Plant Decor	Dispatched	
3/13/2001	POAP-05		0	0	VP1	USA0000021	Plant Decor	Dispatched	

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Report ID: POY4010
User ID: VP1
Run Control: PO_LISTING_1

PeopleSoft Purchasing

PO LISTING BY PO DATE

PO Dates Included:
Business Unit: US001

Thru:

PO Date	PO ID	Contract ID	Change		Buyer ID	Vendor ID	Name	PO Status
			Rel	Order				
3/13/2001	POAP-06		0	0	VP1	USA0000021	Plant Decor	Dispatched
3/13/2001	POAP-07		0	0	VP1	USA0000021	Plant Decor	Dispatched
3/13/2001	POAP-08		0	0	VP1	USA0000021	Plant Decor	Dispatched
3/13/2001	POAP-09		0	0	VP1	USA0000021	Plant Decor	Dispatched
3/13/2001	POAP-10		0	0	VP1	USA0000021	Plant Decor	Dispatched
3/13/2001	POAP-11		0	0	VP1	USA0000021	Plant Decor	Dispatched
3/13/2001	POAP-12		0	0	VP1	USA0000021	Plant Decor	Dispatched
3/13/2001	POAP-13		0	0	VP1	USA0000021	Plant Decor	Dispatched
3/13/2001	POAP-14		0	0	VP1	USA0000021	Plant Decor	Dispatched



Report ID: POY4011
User ID: VP1
Run Control: PO_LISTING_7

PeopleSoft Purchasing
PO LISTING BY VENDOR

PO Dates Included: Thru:
Vendor Setid: SHARE
Vendor ID, Name: 0000000044 Mel's Diner

BU	PO ID	Contract ID	Rel	Change		PO Date	Buyer ID	Dispatch		PO Status
				Order				Act	Meth	
US001	0000000094		0	0		11/21/2003	VP1	Y	PRN	Dispatched

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Report ID: POY4011
User ID: VP1
Run Control: PO_LISTING_7

PeopleSoft Purchasing
PO LISTING BY VENDOR

PO Dates Included: Thru:
Vendor Setid: SHARE
Vendor ID, Name: AUS0000001 Computers Unlimited

BU	PO ID	Contract ID	Rel	Change		PO Date	Buyer ID	Dispatch		PO Status
				Order				Act	Meth	
US001	PO-ASSETS		0	0		8/29/2003	VP1	Y	PRN	Dispatched



Report ID: POY4012
User ID: VP1
Run Control: PO_LISTING_13

PeopleSoft Purchasing
PO LISTING BY BUYER

PO Dates Included: Thru:
Buyer: AMA2

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Vendor ID	Name	PO Status
US001	POAM1		0	0	10/31/2003	USA0000001	Bay Area Electric	Dispatched

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Report ID: POY4012
User ID: VP1
Run Control: PO_LISTING_13

PeopleSoft Purchasing
PO LISTING BY BUYER

PO Dates Included: Thru:
Buyer: APA2

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Vendor ID	Name	PO Status
US001	0000000007		0	0	7/10/2000	SCM0000004	ERNIE'S BIKE SHOP	Open



Report ID: POY4013
User ID: VP1
Run Control: PO_LISTING_19

PeopleSoft Purchasing
PO LISTING BY STATUS

PO Dates Included:
PO Status: Approved

Thru:

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Vendor ID	Name	Buyer
US001	0000000048		0	0	4/10/2003	SCM0000001	BIKE SHOP	VP1
US001	0000000050		0	0	4/24/2003	SCM0000001	BIKE SHOP	VP1

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Report ID: POY4013
User ID: VP1
Run Control: PO_LISTING_19

PeopleSoft Purchasing
PO LISTING BY STATUS

PO Dates Included:
PO Status: Canceled

Thru:

BU	PO ID	Contract ID	Rel	Change Order	PO Date	Vendor ID	Name	Buyer
US001	0000000095		0	0	11/21/2003	SCM0000004	ERNIE'S BIKE SHOP	VP1



Report ID: POY4020
 User ID: VP1
 Run Control: PO_STATUS_LISTINGS_1

PeopleSoft Purchasing
ORDER STATUS BY VENDOR

Due Dates Included: 1/1/2002 Thru: 11/21/2003

Business Unit: BUY01

	Contract ID	Rel	Item ID	Item Description	Line	Schd	Order Qty	UOM	Cur
Vendor ID: BOOKS4U	Name: Books for You								
PO ID: POMP-031	Date: 1/2/2002	PO Status: Dispatched		Buyer: CHRISBAKER					
				2002 Week Planner	1	1	10.00	BOX	US
				2002 Day Planner	2	1	20.00	BOX	US
				World Wonders Wall Calendar	3	1	5.00	BOX	US
				2002 Desk Calendar	4	1	15.00	BOX	US
PO ID: POMP-032	Date: 1/2/2002	PO Status: Dispatched		Buyer: CHRISBAKER					
				Note Pads	1	1	10.00	BOX	US
				Photocopy Paper	2	1	50.00	BOX	US
				Fax Paper	3	1	20.00	BOX	US
Vendor ID: FREEDS	Name: Freeds Furniture								
PO ID: POMP-004	Date: 11/27/2001	PO Status: Dispatched		Buyer: PATRICKSANCHEZ					
				Office Desk	1	1	3.00	EA	US
				Office Chair	2	1	3.00	EA	US
				Shelving	3	1	6.00	EA	US
PO ID: POMP-014	Date: 12/3/2001	PO Status: Dispatched		Buyer: PATRICKSANCHEZ					
				Office Desk	1	1	3.00	EA	US
				Office Chair	2	1	3.00	EA	US
				Shelving	3	1	6.00	EA	US
PO ID: POMP-024	Date: 12/7/2001	PO Status: Dispatched		Buyer: PATRICKSANCHEZ					
				Office Desk	1	1	3.00	EA	US
				Office Chair	2	1	3.00	EA	US
				Shelving	3	1	6.00	EA	US
PO ID: POMP-034	Date: 1/2/2002	PO Status: Dispatched		Buyer: PATRICKSANCHEZ					
				Office Desk	1	1	3.00	EA	US
				Office Chair	2	1	3.00	EA	US
				Shelving	3	1	6.00	EA	US
Vendor ID: FRIDAY	Name: Friday's Office Supplies								
PO ID: POMP-033	Date: 1/3/2002	PO Status: Dispatched		Buyer: CHRISBAKER					
				Ball Point Pens	1	1	6.00	BOX	US
				HB Pencils	2	1	3.00	BOX	US

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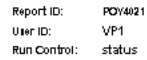
Report ID: POY4020
 User ID: VP1
 Run Control: PO_STATUS_LISTINGS_1

PeopleSoft Purchasing
ORDER STATUS BY VENDOR

Due Dates Included: 1/1/2002 Thru: 11/21/2003

Business Unit: BUY01

	Contract ID	Rel	Item ID	Item Description	Line	Schd	Order Qty	UOM	Cur
				Misc Stationary Items	3	1	2.00	BOX	US
Vendor ID: FROMAGE	Name: Fromage Importers								
PO ID: POMP-005	Date: 11/27/2001	PO Status: Dispatched		Buyer: PATRICKSANCHEZ					
				French Champagne	1	1	5.00	BOX	US
				French Cheese	2	1	10.00	KG	US
PO ID: POMP-006	Date: 1/14/2002	PO Status: Dispatched		Buyer: PATRICKSANCHEZ					
				French Treats	1	1	10.00	BOX	US
				French Cheese	2	1	5.00	KG	US
PO ID: POMP-015	Date: 12/3/2001	PO Status: Dispatched		Buyer: PATRICKSANCHEZ					



PeopleSoft Purchasing
ORDER STATUS BY ITEM

Page No.	1
Run Date	11/22/2003
Run Time	4:03:03 PM

Due Dates Included: Thru:
Business Unit: AUS01

Item ID	Item Description	Contract ID	Rel	Line	Sold	Ord Qty	UOM	Curr	Price	Ord Amt	Due Date	ShipTo ID
External Floppy Drive												
Vendor ID: AUS0000001	Name: Computers Unlimited											
PO ID: P0001	PO Dt: 8/8/2000 Dispatched Buyer: SVP1		0	2	1	3.00	EA	AUD	28.99	86.97	8/8/2000	AUS01
Mousepad												
Vendor ID: USA0000001	Name: Bay Area Electric											
PO ID: P0002	PO Dt: 8/8/2000 Dispatched Buyer: VP1		0	2	1	15.00	EA	AUD	2.00	30.00	8/8/2000	AUS01
			0	2	2	5.00	EA	AUD	2.00	10.00	8/16/2000	AUS01
FRA01	HDD - 6Gb											
Vendor ID: AUS0000001	Name: Computers Unlimited											
PO ID: P0001	PO Dt: 8/8/2000 Dispatched Buyer: SVP1		0	1	1	3.00	EA	AUD	821.52	2,464.55	8/23/2000	AUS01
FRA03	Monitor 17inch											
Vendor ID: AUS0000001	Name: Computers Unlimited											
PO ID: P0001	PO Dt: 8/8/2000 Dispatched Buyer: SVP1		0	3	1	1.00	EA	AUD	304.03	304.03	8/23/2000	AUS01
FRA07	Keyboard - Standard											
Vendor ID: USA0000001	Name: Bay Area Electric											
PO ID: P0002	PO Dt: 8/8/2000 Dispatched Buyer: VP1		0	1	1	12.00	EA	AUD	51.87	622.48	8/23/2000	AUS01
FRA15	Network Card											
Vendor ID: AUS0000002	Name: Northern Computers											
PO ID: P0003	PO Dt: 8/8/2000 Dispatched Buyer: VP1		0	1	1	13.00	EA	AUD	213.97	2,781.58	8/23/2000	AUS01



Report ID: POY4030
 User ID: VP1
 Run Control: PO_DETAIL_1

PeopleSoft Purchasing
PO DETAIL LISTING BY PO DATE

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Business Unit: BUY01

PO Date	PO ID	Vendor Id	Line/Schd	Item ID	Item Description	Vendor Item	Catgry	Order Qty	UOM	CUR
1/2/2002	POMP-031	BOOKS4U	1	1	2002 Week Planner		00001	10.00	BOX	USD
		BOOKS4U	2	1	2002 Day Planner		00001	20.00	BOX	USD
		BOOKS4U	3	1	World Wonders Wall Calendar		00001	5.00	BOX	USD
		BOOKS4U	4	1	2002 Desk Calendar		00001	15.00	BOX	USD
1/2/2002	POMP-032	BOOKS4U	1	1	Note Pads		00008	10.00	BOX	USD
		BOOKS4U	2	1	Photocopy Paper		00008	50.00	BOX	USD
		BOOKS4U	3	1	Fax Paper		00008	20.00	BOX	USD
1/2/2002	POMP-034	FREEDS	1	1	Office Desk		00001	3.00	EA	USD
		FREEDS	2	1	Office Chair		00001	3.00	EA	USD
		FREEDS	3	1	Shelving		00001	6.00	EA	USD
1/2/2002	POMP-035	FROMAGE	1	1	French Champagne		00001	5.00	BOX	USD

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Report ID: POY4030
 User ID: VP1
 Run Control: PO_DETAIL_1

PeopleSoft Purchasing
PO DETAIL LISTING BY PO DATE

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Business Unit: BUY01

PO Date	PO ID	Vendor Id	Line/Schd	Item ID	Item Description	Vendor Item	Catgry	Order Qty	UOM	CUR
1/2/2002	POMP-035	FROMAGE	2	1	French Cheese		00001	10.00	KG	USD
1/3/2002	POMP-033	FRIDAY	1	1	Ball Point Pens		00008	6.00	BOX	USD
		FRIDAY	2	1	HB Pencils		00008	3.00	BOX	USD



Report ID: POY4031
 User ID: VP1
 Run Control: PO_DETAIL_6

PeopleSoft Purchasing
PO DETAIL LISTING BY VENDOR

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Vendor Setid: SHARE
 Vendor ID: 0000000044

BU	PO ID	PO Date	Line/Sch	Item ID	Item Description	Vendor Item	Catgry	Order Qty	UOM	CUR
US001	0000000094	11/21/2003	1 1	10000	Long Sleeve Biking Jersey, Men's		00009	5.00	EA	USD
			1 2	10000	Long Sleeve Biking Jersey, Men's		00009	5.00	EA	USD

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Report ID: POY4031
 User ID: VP1
 Run Control: PO_DETAIL_6

PeopleSoft Purchasing
PO DETAIL LISTING BY VENDOR

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Vendor Setid: SHARE
 Vendor ID: AUS0000001

BU	PO ID	PO Date	Line/Sch	Item ID	Item Description	Vendor Item	Catgry	Order Qty	UOM	CUR
US001	PO-ASSETS	8/29/2003	1 1	AM1000	Laptop Computer		00009	10.00	EA	AUD



Report ID: POY4032
User ID: VP1
Run Control: PO_DETAIL_11

PeopleSoft Purchasing
PO DETAIL LISTING BY BUYER

PO Dates Included: 1/1/2002 Thru: 11/21/2003
Buyer: AMA2

BU	PO ID	PO Date	Vendor	Line	Schd	Item ID	Item Description	Vendor Item	Catgry	Order Qty	UOM	CUR
US001	POAM1	10/31/2003	USA0000001	1	1		LINE1		00019	4.00	EA	USD
				1	2		LINE1		00019	6.00	EA	USD
				2	1		LINE2		00003	10.00	EA	USD
				2	2		LINE2		00003	10.00	EA	USD

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Report ID: POY4032
User ID: VP1
Run Control: PO_DETAIL_11

PeopleSoft Purchasing
PO DETAIL LISTING BY BUYER

PO Dates Included: 1/1/2002 Thru: 11/21/2003
Buyer: BOBYOUNG

BU	PO ID	PO Date	Vendor	Line	Schd	Item ID	Item Description	Vendor Item	Catgry	Order Qty	UOM	CUR
BUY03	POMP-001	10/28/2003	TREATS	1	1		Stationary Items		00017	10.00	BOX	USD
				2	1		Holiday Treats		00002	100.00	CS	USD
				3	1		Misc Items		00014	1.00	BOX	USD
BUY03	POMP-002	10/28/2003	TREATS	1	1		Stationary Items		00017	20.00	BOX	USD
				2	1		Holiday Treats		00002	200.00	CS	USD
				3	1		Misc Items		00014	2.00	BOX	USD
BUY03	POMP-003	10/28/2003	TREATS	1	1		Misc Items		00014	100.00	BOX	USD



Report ID: POY4040
 User ID: VP1
 Run Control: PO_SCHEDULE_1

PeopleSoft Purchasing
PO SCHEDULE LISTING BY PO DATE

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Business Unit: BUY01

Contract ID	Rel	Vendor ID	Line	Item ID	Item Description	Sch	Shipto ID	Due Date	Order Qty	UOM	CUR
PO ID: POMP-031		PO Date: 1/2/2002									
			1		2002 Week Planner	1	BUY01	1/9/2002	10.00	BOX	USD
			2		2002 Day Planner	1	BUY01	1/9/2002	20.00	BOX	USD
			3		World Wonders Wall Calendar	1	BUY01	1/9/2002	5.00	BOX	USD
			4		2002 Desk Calendar	1	BUY01	1/9/2002	15.00	BOX	USD
PO ID: POMP-032		PO Date: 1/2/2002									
			1		Note Pads	1	BUY01	1/9/2002	10.00	BOX	USD
			2		Photocopy Paper	1	BUY01	1/9/2002	50.00	BOX	USD
			3		Fax Paper	1	BUY01	1/9/2002	20.00	BOX	USD
PO ID: POMP-034		PO Date: 1/2/2002									
			1		Office Desk	1	BUY01	1/9/2002	3.00	EA	USD
			2		Office Chair	1	BUY01	1/9/2002	3.00	EA	USD
			3		Shelving	1	BUY01	1/9/2002	6.00	EA	USD
PO ID: POMP-035		PO Date: 1/2/2002									
			1		French Champagne	1	BUY01	1/9/2002	5.00	BOX	USD
			2		French Cheese	1	BUY01	1/9/2002	10.00	KG	USD
PO ID: POMP-033		PO Date: 1/3/2002									
			1		Ball Point Pens	1	BUY01	1/9/2002	6.00	BOX	USD
			2		HB Pencils	1	BUY01	1/9/2002	3.00	BOX	USD
			3		Misc Stationary Items	1	BUY01	1/9/2002	2.00	BOX	USD
PO ID: POMP-006		PO Date: 1/14/2002									
			1		French Treats	1	BUY01	1/18/2002	10.00	BOX	FRF
			2		French Cheese	1	BUY01	1/18/2002	5.00	KG	FRF
PO ID: POMP-016		PO Date: 1/14/2002									
			1		French Treats	1	BUY01	1/18/2002	10.00	BOX	FRF
			2		French Cheese	1	BUY01	1/18/2002	5.00	KG	FRF
PO ID: POMP-026		PO Date: 1/14/2002									
			1		French Treats	1	BUY01	1/18/2002	10.00	BOX	FRF

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Report ID: POY4040
 User ID: VP1
 Run Control: PO_SCHEDULE_1

PeopleSoft Purchasing
PO SCHEDULE LISTING BY PO DATE

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Business Unit: BUY01

Contract ID	Rel	Vendor ID	Line	Item ID	Item Description	Sch	Shipto ID	Due Date	Order Qty	UOM	CUR
			2		French Cheese	1	BUY01	1/18/2002	5.00	KG	FRF
PO ID: POMP-036		PO Date: 1/14/2002									
			1		French Treats	1	BUY01	1/18/2002	10.00	BOX	FRF
			2		French Cheese	1	BUY01	1/18/2002	5.00	KG	FRF



Report ID: POY4041
 User ID: VP1
 Run Control: PO_SCHEDULE_6

PeopleSoft Purchasing
PO SCHEDULE LISTING BY VENDOR

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Vendor Setid: SHARE
 Vendor ID: 0000000044

Contract ID	Rel	Line	Item ID	Item Description	Schd	Shipto ID	Due Date	Order Qty	UOM	CUR	
Business Unit: US001 PO ID: 0000000094 PO Date: 11/21/2003											
		1	10000	Long Sleeve Biking Jersey, Men's	1	US010	12/1/2003	5.00	EA	USD	
		1	10000	Long Sleeve Biking Jersey, Men's	2	US010	1/1/2004	5.00	EA	USD	

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Report ID: POY4041
 User ID: VP1
 Run Control: PO_SCHEDULE_6

PeopleSoft Purchasing
PO SCHEDULE LISTING BY VENDOR

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Vendor Setid: SHARE
 Vendor ID: AUS0000001

Contract ID	Rel	Line	Item ID	Item Description	Schd	Shipto ID	Due Date	Order Qty	UOM	CUR	
Business Unit: US001 PO ID: PO-ASSETS PO Date: 8/29/2003											
		1	AM1000	Laptop Computer	1	US001	8/30/2003	10.00	EA	AUD	



Report ID: POY4042
 User ID: VP1
 Run Control: PO_SCHEDULE_11

PeopleSoft Purchasing
PO SCHEDULE LISTING BY BUYER

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Buyer: AMA2

Contract ID	Rel	Vendor ID	Line	Item ID	Item Description	Sch	Shipto ID	Due Date	Order Qty	UOM	CUR
Business Unit:		US001	PO ID:		POAM1	PO Date:		10/31/2003			
		USA0000001	1		LINE1	1	JPN01	11/3/2003	4.00	EA	USD
			1		LINE1	2	JPN01	11/3/2003	6.00	EA	USD
			2		LINE2	1	JPN01	10/31/2003	10.00	EA	USD
			2		LINE2	2	JPN01	10/31/2003	10.00	EA	USD

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Report ID: POY4042
 User ID: VP1
 Run Control: PO_SCHEDULE_11

PeopleSoft Purchasing
PO SCHEDULE LISTING BY BUYER

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Buyer: BOBYOUNG

Contract ID	Rel	Vendor ID	Line	Item ID	Item Description	Sch	Shipto ID	Due Date	Order Qty	UOM	CUR
Business Unit:		BUY03	PO ID:		POMP-001	PO Date:		10/28/2003			
		TREATS	1		Stationary Items	1	BUY01	10/28/2003	10.00	BOX	USD
			2		Holiday Treats	1	BUY01	10/28/2003	100.00	CS	USD
			3		Misc Items	1	BUY01	10/28/2003	1.00	BOX	USD
Business Unit:		BUY03	PO ID:		POMP-002	PO Date:		10/28/2003			
		TREATS	1		Stationary Items	1	BUY01	10/28/2003	20.00	BOX	USD
			2		Holiday Treats	1	BUY01	10/28/2003	200.00	CS	USD
			3		Misc Items	1	BUY01	10/28/2003	2.00	BOX	USD



Report ID: POY4100
 User ID: VP1
 Run Control: PO_TO_REQUISITION_XREF_1

PeopleSoft Purchasing
PO TO REQUISITION XREF REPORT

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Business Unit: US001

Contract ID	Rel	Vendor ID	Lin/Sch/Dst	Item ID	Description	Order Qty	UOM	Cur	Price	
PO_ID: 0000000048		PO Date: 4/10/2003								
		SCM0000001	1 1 1	10006	Supplex Shorts, Men's	200.00	EA	USD	20.00	0000
PO_ID: 0000000049		PO Date: 4/23/2003								
		SCM0000001	1 1 1	10000	Long Sleeve Biking Jersey, Men's	100.00	EA	USD	20.00	0000
PO_ID: 0000000056		PO Date: 8/5/2003								
		SCM0000001	1 1 1	10049	Air Mattress, Double	10.00	EA	USD	10.00	0000
			2 1 1	10053	Aluminum Pressure Cooker	10.00	EA	USD	18.00	0000
PO_ID: 0000000057		PO Date: 8/5/2003								
		SCM0000002	1 1 1	10053	Aluminum Pressure Cooker	10.00	EA	USD	18.00	0000
			2 1 1	10056	Cookie's Chow Kit Utensils	10.00	EA	USD	1.00	0000
			3 1 1	10050	Airbed, Queen	5.00	EA	USD	17.00	0000
PO_ID: 0000000058		PO Date: 8/12/2003								
		SCM0000001	1 1 1	FRA-51	Desktop 450Mhz	10.00	EA	USD	6,501.61	0000
			2 1 1	FRA-03	Monitor 17inch	10.00	EA	USD	1,380.01	0000
PO_ID: 0000000062		PO Date: 9/12/2003								
		SCM0000001	1 1 1	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	USD	20.00	0000
			1 2 1	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	USD	20.00	0000
			1 3 1	10000	Long Sleeve Biking Jersey, Men's	12.00	EA	USD	20.00	0000
			1 4 1	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	USD	20.00	0000
			1 5 1	10000	Long Sleeve Biking Jersey, Men's	15.00	EA	USD	20.00	0000
			1 6 1	10000	Long Sleeve Biking Jersey, Men's	60.00	EA	USD	20.00	0000
			2 1 1	10003	Long Sleeve Biking Jersey, Women's	15.00	EA	USD	25.00	0000

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Report ID: POY4100
 User ID: VP1
 Run Control: PO_TO_REQUISITION_XREF_1

PeopleSoft Purchasing
PO TO REQUISITION XREF REPORT

PO Dates Included: 1/1/2002 Thru: 11/21/2003
 Business Unit: US001

Contract ID	Rel	Vendor ID	Lin/Sch/Dst	Item ID	Description	Order Qty	UOM	Cur	Price	
		SCM0000001	2 2 1	10003	Long Sleeve Biking Jersey, Women's	12.00	EA	USD	25.00	0000
			3 1 1	10007	Sidepocket Short's, Women's	15.00	EA	USD	20.00	0000
			4 1 1	10008	Switchback Mt. Biking Shorts, Women's	12.00	EA	USD	20.00	0000
			5 1 1	MT2000	Professional Road Bike, Woman's	2.00	EA	USD	875.00	0000

PO ID: 0000000063 **PO Date: 9/12/2003**



Report ID: POY5001
 User ID: VP1
 Run Control: RECEIPT_SUMMARY_1

PeopleSoft Purchasing
RECEIVER SUMMARY REPORT

Receiver Dates Included: 1/1/2002 Thru: 11/21/2003

Business Unit: US001

Ship To	Receiver ID	Rcv Date	Vendor ID	Vendor Name	Rcv Status	Match Status	Bill Of Lading
JPN01	RPOAM1A	10/31/2003	USA0000001	Bay Area Electric	Moved	Not Matchd	
	RPOAM1B	10/31/2003	USA0000001	Bay Area Electric	Moved	Not Matchd	
US001	0000000018	4/24/2003	SCM0000001	BIKE SHOP	Received	To Match	
	0000000019	4/24/2003	SCM0000001	BIKE SHOP	Received	To Match	
	0000000020	4/24/2003	SCM0000001	BIKE SHOP	Received	To Match	
	0000000021	5/1/2003	SCM0000001	BIKE SHOP	Canceled	To Match	
	0000000022	5/1/2003	SCM0000001	BIKE SHOP	Canceled	To Match	
	0000000023	5/1/2003	SCM0000001	BIKE SHOP	Received	To Match	
	0000000024	5/1/2003	SCM0000001	BIKE SHOP	Canceled	To Match	
	0000000025	5/1/2003	SCM0000001	BIKE SHOP	Received	To Match	
	0000000026	9/11/2003	SCM0000008	Farmer's Market	Received	Not Matchd	
	0000000030	11/20/2003	SCM0000004	ERNIE'S BIKE SHOP	Received	Not Matchd	
US008	0000000029	10/28/2003	SCM0000004	ERNIE'S BIKE SHOP	Moved	Not Matchd	A2232A23
US014	0000000027	9/11/2003	SCM0000008	Farmer's Market	Moved	Not Matchd	
	0000000028	9/12/2003	SCM0000008	Farmer's Market	Moved	To Match	



Report ID: POY5010
 User ID: VP1
 Run Control: RECEIVER_SHIPTO_DETAIL_1

PeopleSoft Purchasing
RECEIVER SHIPTO DETAIL REPORT

Receiver Dates Included: 1/1/2002 Thru: 11/21/2003
 Business Unit: US001

Receipt Date	Receiver ID	Vendor Name	Item ID /Description	Schd	Due Date	Ship To	Uom	Received Qty	Accepted Qty
4/24/2003	0000000018	BIKE SHOP	10000 Long Sleeve Biking Jersey, Men's	1	5/4/2003	US001	EA	100.00	100.00
4/24/2003	0000000019	BIKE SHOP	10000 Long Sleeve Biking Jersey, Men's	1	5/4/2003	US001	EA	100.00	100.00
4/24/2003	0000000020	BIKE SHOP	10004 Long Sleeve T-Shirt, Womens	1	5/4/2003	US001	EA	50.00	50.00
5/1/2003	0000000021	BIKE SHOP	10000 Long Sleeve Biking Jersey, Men's	1	5/11/2003	US001	EA	100.00	
5/1/2003	0000000022	BIKE SHOP	10002 Long Sleeve T-Shirt, Mens	1	5/11/2003	US001	EA	25.00	
5/1/2003	0000000023	BIKE SHOP	10000 Long Sleeve Biking Jersey, Men's	1	5/11/2003	US001	EA	100.00	100.00
5/1/2003	0000000024	BIKE SHOP	10002 Long Sleeve T-Shirt, Mens	1	5/11/2003	US001	EA	25.00	
5/1/2003	0000000025	BIKE SHOP	10002 Long Sleeve T-Shirt, Mens	1	5/11/2003	US001	EA	25.00	25.00
9/11/2003	0000000026	Farmer's Market	CREAM Cream	1	9/10/2003	US001	GAL	2,200.00	2,200.00

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Report ID: POY5010
 User ID: VP1
 Run Control: RECEIVER_SHIPTO_DETAIL_1

PeopleSoft Purchasing
RECEIVER SHIPTO DETAIL REPORT

Receiver Dates Included: 1/1/2002 Thru: 11/21/2003
 Business Unit: US001

Receipt Date	Receiver ID	Vendor Name	Item ID /Description	Schd	Due Date	Ship To	Uom	Received Qty	Accepted Qty
9/11/2003	0000000026	Farmer's Market	STABILIZER Stabilizer	1	9/10/2003	US001	LBS	100.00	100.00
			MILK Milk	1	9/10/2003	US001	GAL	8,000.00	8,000.00
			FRUCTOSE Fructose	1	9/10/2003	US001	LBS	100.00	100.00



Report ID: POY5020
 User ID: VP1
 Run Control: RECEIVER_ACCOUNT_DETAIL_1

PeopleSoft Purchasing
RECEIVER ACCOUNT DETAIL REPORT

Receiver Dates Included: 1/1/2002 Thru: 11/21/2003

Business Unit: US001

Receiver ID	Rcv Status	Match Status	Vendor Name	Line	Sched Line	Distrib Line	Ship To	Item Description	GL BU	Account	Dept
0000000018	Received	To Match	BIKE SHOP	1	1	1	US001	Long Sleeve Biking Jersey, Men's	US005	131000	11000
<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>				
		0103		00012							
0000000019	Received	To Match	BIKE SHOP	1	1	1	US001	Long Sleeve Biking Jersey, Men's	US005	131000	
<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>				
0000000020	Received	To Match	BIKE SHOP	1	1	1	US001	Long Sleeve T-Shirt, Womens	US005	130000	11000
<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>				
0000000023	Received	To Match	BIKE SHOP	1	1	1	US001	Long Sleeve Biking Jersey, Men's	US005	131000	11000
<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>				
0000000025	Received	To Match	BIKE SHOP	1	1	1	US001	Long Sleeve T-Shirt, Mens	US005	131000	11000
<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>				

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Report ID: POY5020
 User ID: VP1
 Run Control: RECEIVER_ACCOUNT_DETAIL_1

PeopleSoft Purchasing
RECEIVER ACCOUNT DETAIL REPORT

Receiver Dates Included: 1/1/2002 Thru: 11/21/2003

Business Unit: US001

Receiver ID	Rcv Status	Match Status	Vendor Name	Line	Sched Line	Distrib Line	Ship To	Item Description	GL BU	Account	Dept
0000000026	Received	Not Matchd	Farmer's Market	1	1	1	US001	Cream	US001	631000	11000
<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>				
				2	1	1	US001	Stabilizer	US001	631000	11000
<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>				



Report ID: POY5030
User ID: VP1
Run Control: RECEIPT_DELIVERY_1

PeopleSoft Purchasing
RECEIPT DELIVERY DETAIL REPORT

Location US001 USA - New York
Address 144 North Street

Receiving BU US001 Receiver ID 0000000002
Vendor SCM0000003 TRAILBLAZERS
Receipt Date 7/12/2000
Receipt Status Received
Bill of Lading

New York, NY 10168
Phone
Building Floor
Attention

Recv Ln	Item ID	Item Description	Dist/Accepted Qty	UOM	Due Date	PO BU	Purchase Order	Requisition	D
1	10057	Titanium Fork/Spoon Set	10.00	EA	7/10/2000	US001	0000000008		

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Report ID: POY5030
User ID: VP1
Run Control: RECEIPT_DELIVERY_1

PeopleSoft Purchasing
RECEIPT DELIVERY DETAIL REPORT

Location US001 USA - New York
Address 144 North Street

Receiving BU US001 Receiver ID 0000000003
Vendor USA0000011 East Bay Office Supplies
Receipt Date 7/12/2000
Receipt Status Received
Bill of Lading

New York, NY 10168
Phone
Building Floor
Attention

Recv Ln	Item ID	Item Description	Dist/Accepted Qty	UOM	Due Date	PO BU	Purchase Order	Requisition	D
1	EX2007	White Board, 3 x 4	10.00	EA	7/13/2000	US001	0000000009		



Report ID: POY5035
User ID: VP1
Run Control: RECEIPT_DELIVERY_5

PeopleSoft Purchasing

SHOP FLOOR RECEIPT DELIVERY DETAIL REPORT

Inventory BU	US008	Receiving BU	US001	Receiver ID	0000000006
Production ID	PRD00083	Vendor	SCM0000004		
Operation Sequence	40	Receipt Date	7/17/2000		
Workcenter	SUB-1	Receipt Status	Moved		
WC Description	Paint	Bill of Lading			

Recv Ln	Item ID	Item Description	Accepted Qty	UOM	Due Date	Purchase Order	Location	Delive
1	MT3000	SERVICE: Subcontracted Paintin	100.00	EA	8/2/2000	0000000002	GBR01	

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Report ID: POY5035
User ID: VP1
Run Control: RECEIPT_DELIVERY_5

PeopleSoft Purchasing

SHOP FLOOR RECEIPT DELIVERY DETAIL REPORT

Inventory BU	US008	Receiving BU	US001	Receiver ID	0000000007
Production ID	PRD00083	Vendor	SCM0000004		
Operation Sequence	40	Receipt Date	7/28/2000		
Workcenter	SUB-1	Receipt Status	Open		
WC Description	Paint	Bill of Lading			

Recv Ln	Item ID	Item Description	Accepted Qty	UOM	Due Date	Purchase Order	Location	Delive
1	MT3000	SERVICE: Subcontracted Paintin	100.00	EA	8/2/2000	0000000006	GBR01	



Report ID: POY5050
User ID: VP1
Run Control: RTV_DETAILS_1

PeopleSoft Purchasing
RETURN TO VENDOR DETAIL REPORT

Ship To: BIKE SHOP
8734 PARK ST.

ANY TOWN TX 76262 USA

PO BU: US001 Retur
Ship Via:
Carrier:
Freight Terms:
Buyer: VP1
Status: Open

Line	Status	Item ID	Item Description	UOM	RMA ID	Return Action	Return Rsn	Disp Type	Prod ID	OP Seq	Line	Quantity	GL BU	A
1	Open	10026	Patch Kit	EA		R	FAL	0		0.00		5.0000		
Ship Via:													0.0000	
Carrier:														
<u>Altacct</u>													<u>Operating_Unit</u>	
													<u>Fund_Code</u>	
													<u>Class_Fld</u>	
													<u>Program_Code</u>	
													<u>Budget_Ref</u>	
													<u>Affiliate</u>	
													<u>Affiliate_Intra1</u>	

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Report ID: POY5050
User ID: VP1
Run Control: RTV_DETAILS_1

PeopleSoft Purchasing
RETURN TO VENDOR DETAIL REPORT

Ship To: TRAILBLAZERS
1234 WALNUT ST.

ANY TOWN MO 66031 USA

PO BU: US001 Retur
Ship Via:
Carrier:
Freight Terms: DES
Buyer: VP1
Status: Open

Line	Status	Item ID	Item Description	UOM	RMA ID	Return Action	Return Rsn	Disp Type	Prod ID	OP Seq	Line	Quantity	GL BU	A
1	Open	10014	Cadence Kit	EA	R117A1	C	DAM	0		0.00	1	1.0000		



Report ID: POY5060
User ID: VP1
Run Control: RTV_CREDITS_1

PeopleSoft Purchasing
RETURN TO VENDOR CREDITS REPORT

Vendor ID: SCM0000001 Name: BIKE SHOP Remit To Vendor ID: SCM0000001

BU US001 RTV ID: 0000000001 Buyer: VP1
RTV Status: Open

Line	Status	Item Description	UOM	Quantity	Amount	GL BU	Account	Department	Product	P
1	Open	Patch Kit	EA	0.0000	\$0.00					
	<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>		
					RTV Total:	\$0.00				
					Vendor Total:	\$0.00				

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Report ID: POY5060
User ID: VP1
Run Control: RTV_CREDITS_1

PeopleSoft Purchasing
RETURN TO VENDOR CREDITS REPORT

Vendor ID: SCM0000003 Name: TRAILBLAZERS Remit To Vendor ID: SCM0000003

BU US001 RTV ID: 0000000002 Buyer: VP1
RTV Status: Open

Line	Status	Item Description	UOM	Quantity	Amount	GL BU	Account	Department	Product	P
1	Open	Cadence Kit	EA	1.0000	\$6.00	US001	212020	12000		
	<u>Altacct</u>	<u>Operating_Unit</u>	<u>Fund_Code</u>	<u>Class_Fld</u>	<u>Program_Code</u>	<u>Budget_Ref</u>	<u>Affiliate</u>	<u>Affiliate_Intra1</u>		
2	Open	TC8799 Cyclometer	EA	2.0000	\$24.00	US001	212020	12000		

PeopleSoft Purchasing

BILL OF ENTRY WORKSHEET

Line	Item Description	Quantity	UOM	Exempt ID	Benefit ID	Transaction Merchandise Amount	Reporting Merchandise Amount	Reporting Freight Charge	Reporting Insurance Charge	Reporting Other Cost	Re
1	Crankshaft	5.00	EA			500.00	19,840.00	0.00	0.00	0.00	19
									Tax Rate	Custom	
									0.00		
									0.00		
									0.00		
									0.00		
Line Total											
Bill Of Entry Total											



PeopleSoft Purchasing

BILL OF ENTRY WORKSHEET

	Transaction	Reporting	Reporting	Reporting	Reporting	Re



Report ID: POY6100
User ID: VP1
Run Control: REQ_RFQ_CROSS_REF_2

PeopleSoft Purchasing
RFQ TO REQUISITION XREF REPORT

PO Dates Included: Thru:
Business Unit: US001

RFQ ID	RFQ Date	Line	Item ID	Description	Order Qty	UOM	Price	Requisition		
								ID	Line	Quantity
0000000002	7/10/2000	2	10040	Sierra 1 Burner Stove	50.00	EA	35.00	0000000001	1	50.00
				Sierra 1 Burner Stove	50.00	EA	35.00	0000000001	1	50.00
0000000004	8/4/2000	1	10071	Compact Binoculars, 10x25	500.00	EA	40.00	0000000008	1	500.00
				Compact Binoculars, 10x25	500.00	EA	40.00	0000000008	1	500.00



Report ID: POY8000
 User ID: VP1
 Run Control: CARDHOLDER_INFORMATION_1

PeopleSoft Purchasing
CARDHOLDER INFORMATION REPORT

Angelini, Gina (IXHEEE102)

Credit Card: VISA, VISA

Account Number	Exp. Date	GL Account	Credit Limit	Currency	Transaction Limit	Monthly Limit	Currency
*****7890	8/31/2005	631000	3,000.00	USD	0.00	1,500.00	USD
Commodity Code Restrictions:		Commodity Code	Description	GL Account		Limit Amount	
						0.00	



Report ID: POY8010
User ID: VP1
Run Control: AS

PeopleSoft Purchasing

PURCHASE EXCEPTION - AMOUNT LIMIT PER TRANSACTION

From:

To:

Employee ID	Name				
IXHEEE102	Angelini, Gina				
Credit Card:	VISA	Account:	*****7890	Exp.Date:	8/31/2005
	Limit per Trans: 1,000.00			Currency:	USD
	Transactions:				
	Merchant: VENDOR 3	Ref #:		Description:	STEEL WIRE
	Transaction Nbr: 03	Transaction Date:	11/24/2003	Transaction Amount:	1,500.00 Exceeded:



Report ID: POY8011
User ID: VP1
Run Control: AS

PeopleSoft Purchasing

PURCHASE EXCEPTION - AMOUNT LIMIT PER MONTH

From:

To:

Employee ID	Name				
IXHEEE102	Angelini, Gina				
Credit Card:	VISA	Account:	*****7890	Exp.Date:	8/31/2005
	Limit per Month: 1,500.00			Currency:	USD
	Total Transactions: 2,050.00	Exceeded by:	550.00		



Report ID: POY8012
User ID: VP1
Run Control: AS

PeopleSoft Purchasing

PURCHASE EXCEPTION - NUMBER OF TRANSACTIONS PER DAY

From:

To:

Employee ID	Name

IXHEEE102	Angelini, Gina

Credit Card:	VISA	Account:	*****7890	Exp.Date:	8/31/2005	Currency:	USD
	Number of Transactions per Day:		1.00				
	Total # Transactions:	2.00	Exceeded by:	1.00	Transactions date:	11/24/2003	



Report ID: POY8013
User ID: VP1
Run Control: AS

PeopleSoft Purchasing

PURCHASE EXCEPTION - NUMBER OF TRANSACTIONS PER MONTH

From:
To:

Employee ID	Name				
IXHEEE102	Angelini, Gina				
Credit Card:	VISA	Account:	*****7890	Exp.Date:	8/31/2005
	Limit per Cycle/Month:	2.00		Currency:	USD
	Total # Transactions:	2.00	Exceeded by:	0.00	



Report ID: POY8014
User ID: VP1
Run Control: AS

PeopleSoft Purchasing

PURCHASE EXCEPTION - COMMODITY CODES NOT ALLOWED

From:

To:

Employee ID	Credit Card Vendor	Account	Transaction #	Tran Dt	Merchant	Description	Comm Cc
IXHEEE102	VISA	*****7890	02	11/24/2003	VENDOR2	STEEL RODS	
			03	11/24/2003	VENDOR 3	STEEL WIRE	



Report ID: POY8020
User ID: VP1
Run Control: EXPECTED_CREDITS_1

PeopleSoft Purchasing
EXPECTED CREDITS BY VENDOR

From:
To:

Credit Card Vendor	Merchant	Employee ID	Trans Date	Description	CUR	Credit Amount
VISA	ABC Office Supply	IXHEEE102	7/22/2000		USD	10.00
Vendor Expected Credit Total:						10.00



Report ID: POY8030
 User ID: VP1
 Run Control: PO_DETAIL_2

PeopleSoft Purchasing

PROCUREMENT CARD PURCHASE DETAIL BY VENDOR

From:
 To:

Credit Card Vendor

VISA

Transaction Number	Trans Date	Date Posted	Merchant	Merchant Reference	Description
Account: *****7890		Expires: 8/31/2005	Currency: USD		
Angelini,Gina (IXHEEE102) 564564	7/22/2000		ABC Office Supply		



Report ID: POY8031
User ID: VP1
Run Control: PO_DETAIL_5

PeopleSoft Purchasing
PROCUREMENT CARD PURCHASE DETAIL BY MERCHANT

From:
To:

Merchant	Transaction Number	Merchant Reference Number	Trans Date	Date Posted	Description
ABC Office Supply					
VISA					
Account:	*****7890	Expires: 8/31/2005	Currency: USD		
Angelini, Gina (IXHEEE102)	564564		7/22/2000		



Report ID: POY8032
User ID: VP1
Run Control: PO_DETAIL_9

PeopleSoft Purchasing
PROCUREMENT CARD PURCHASE DETAIL BY EMPLOYEE

From:
To:

Employee ID	Transaction Number	Trans Date	Date Posted	Merchant Reference	Description	Commodi
IXHEEE102	(Angelini,Gina)					
	ABC Office Supply					
	VISA					
	Account: *****7890		Exp. Date: 8/31/2005	Currency: USD		
	564564	7/22/2000				(none)
						I
						E



Report ID: POY8050
User ID: VP1
Run Control: ACCOUNT_SUMMARY_1

PeopleSoft Purchasing
PROCUREMENT CARD PURCHASE SUMMARY BY VENDOR

From:

To:

Vendor	Account	Merchant	Employee ID	Transaction Nbr	Merchant Reference	Description	Trans. Dat
VISA	*****7890	ABC Office Supply	IXHEEE102	564564			7/22/200



Report ID: POY8051
User ID: VP1
Run Control: ACCOUNT_SUMMARY_5

PeopleSoft Purchasing

PROCUREMENT CARD PURCHASE SUMMARY BY MERCHANT

From:

To:

Merchant	Vendor	Account	Employee	Transaction Nbr	Merchant Reference	Description	Trans. Dat
ABC Office Supply	VISA	*****7890	IXHEEE102	564564			7/22/200



Report ID: POY8052
User ID: VP1
Run Control: ACCOUNT_SUMMARY_9

PeopleSoft Purchasing

PROCUREMENT CARD PURCHASE SUMMARY BY EMPLOYEE

From:

To:

Employee	Merchant	Vendor	Account	Transaction Nbr	Merchant Reference	Description	Trans. Dat
IXHEEE102	ABC Office Supply	VISA	*****7890	564564			7/22/200



Report ID: POY8060
User ID: VP1
Run Control: Y

PeopleSoft Purchasing
PROCUREMENT CARD CREDIT DETAIL BY MCG

Card Issuer: VISA

Billing Date: 8/26/2002

Employee	Account	Merchant Category	Trans. Date	Date Posted	Merchant	City, State
126 - AIRLINES						
Archer,Michael	*****3230	UNITED	7/29/2002	7/31/2002	UNITED	SYDNEY, NSW
Archer,Michael	*****8180	CONTINENTAL	7/30/2002	8/1/2002	CONTINENTAL	SYDNEY, NSW
Archer,Michael	*****6360	UNITED	7/31/2002	8/1/2002	UNITED	SYDNEY, NSW
Archer,Michael	*****1110	UNITED	8/6/2002	8/8/2002	UNITED	SYDNEY, NSW
Archer,Michael	*****3330	UNITED	8/6/2002	8/8/2002	UNITED	SYDNEY, NSW

126 - AIRLINES

5

129 - CASH ADVANCES

Archer,Michael	*****2120	FINANCIAL INST/AUTO CASH	8/6/2002	8/8/2002	GLOBAL SAVINGS	SYDNEY, NSW

129 - CASH ADVANCES

1

136 - MISCELLANEOUS

Archer,Michael	*****5150	CONTINUITY/SUBSCRIPTION	7/25/2002	7/28/2002	WALL STREET DAILY	SYDNEY, NSW
Archer,Michael	*****0100	COMBINATION CATALOG & RE	8/5/2002	8/1/2002	SOUTHWEST DREAMS	SYDNEY, NSW

136 - MISCELLANEOUS

2

167 - BUSINESS EXPENSES/SERVICES

Archer,Michael	*****3430	COURIER SERVICES	7/28/2002	7/30/2002	U.S.OVERNIGHT	SYDNEY, NSW
Archer,Michael	*****7470	COURIER SERVICES	7/28/2002	7/30/2002	U.S.OVERNIGHT	SYDNEY, NSW
Archer,Michael	*****6260	COURIER SERVICES	7/28/2002	7/30/2002	U.S.OVERNIGHT	SYDNEY, NSW
Archer,Michael	*****8380	NEWS DEALERS/NEWSSTAND	7/25/2002	7/31/2002	LA HEROLD	SYDNEY, NSW
Archer,Michael	*****8180	NEWS DEALERS/NEWSSTAND	7/25/2002	8/1/2002	LA HEROLD	SYDNEY, NSW
Archer,Michael	*****7170	STATIONERY STORES	8/1/2002	8/1/2002	BOISE OFFICE SUPPLIES	SYDNEY, NSW
Archer,Michael	*****3330	COURIER SERVICES	7/31/2002	8/7/2002	DELIVER EXPRESS	SYDNEY, NSW
Archer,Michael	*****3230	COURIER SERVICES	7/31/2002	8/7/2002	DELIVER EXPRESS	SYDNEY, NSW
Archer,Michael	*****9990	STATIONERY STORES	8/5/2002	8/7/2002	BOISE OFFICE SUPPLIES	SYDNEY, NSW
Archer,Michael	*****0100	STATIONERY STORES	8/6/2002	8/7/2002	SLEMMONS PRODUCTIONS	SYDNEY, NSW
Archer,Michael	*****4140	STATIONERY STORES	8/6/2002	8/7/2002	BOISE OFFICE SUPPLIES	SYDNEY, NSW
Archer,Michael	*****6660	COURIER SERVICES	8/1/2002	8/8/2002	DELIVER EXPRESS	SYDNEY, NSW
Archer,Michael	*****5550	COURIER SERVICES	8/6/2002	8/8/2002	DELIVER EXPRESS	SYDNEY, NSW
Archer,Michael	*****3130	COURIER SERVICES	8/6/2002	8/8/2002	DELIVER EXPRESS	SYDNEY, NSW

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Report ID: POY8060
User ID: VP1
Run Control: Y

PeopleSoft Purchasing
PROCUREMENT CARD CREDIT DETAIL BY MCG

Card Issuer: VISA

Billing Date: 8/26/2002

Employee	Account	Merchant Category	Trans. Date	Date Posted	Merchant	City, State
Archer,Michael	*****4440	STATIONERY STORES	8/7/2002	8/8/2002	BOISE OFFICE SUPPLIES	SYDNEY, NSW
Archer,Michael	*****9190	STATIONERY STORES	8/7/2002	8/8/2002	BOISE OFFICE SUPPLIES	SYDNEY, NSW
Archer,Michael	*****3330	STATIONERY STORES	8/7/2002	8/8/2002	BOISE OFFICE SUPPLIES	SYDNEY, NSW

167 - BUSINESS EXPENSES/SERVICES

17

168 - RETAIL

Archer,Michael	*****0300	DURABLE GOODS - DEFAULT	8/1/2002	8/1/2002	INOTEK	SYDNEY, NSW

168 - RETAIL

1



Report ID: POY8061
User ID: VP1
Run Control: FG

PeopleSoft Purchasing
PROCUREMENT CARD NON-PREFERRED SUPPLIERS

Card Issuer: VISA

Billing Date: 7/25/2002

Employee	Trans. Date	Employee ID	Account	Merchant	City, State
ADVERTISING SERVICES (07311)					
Archer,Michael	7/21/2002	KU0117	*****7270	BUFFALO MARKETING	SYDNEY, NSW
Archer,Michael	7/21/2002	KU0117	*****8880	BUFFALO MARKETING	SYDNEY, NSW
Archer,Michael	7/24/2002	KU0117	*****1410	DAILY PAGE	SYDNEY, NSW
Archer,Michael	7/25/2002	KU0117	*****1210	KAYSON DIRECT MARKETING.	SYDNEY, NSW
Archer,Michael	7/29/2002	KU0117	*****2320	CROMULENT	SYDNEY, NSW
Archer,Michael	8/6/2002	KU0117	*****7170	ADVANCED MARKETING	SYDNEY, NSW
Archer,Michael	8/6/2002	KU0117	*****4240	ADVANCED MARKETING	SYDNEY, NSW

ADVERTISING SERVICES (07311)

7

AMERICAN (03001)

Archer,Michael	7/17/2002	KU0117	*****6260	AMERICAN	SYDNEY, NSW
Archer,Michael	7/29/2002	KU0117	*****2220	AMERICAN	SYDNEY, NSW
Archer,Michael	7/30/2002	KU0117	*****9390	AMERICAN	SYDNEY, NSW
Archer,Michael	7/31/2002	KU0117	*****5550	AMERICAN	SYDNEY, NSW

AMERICAN (03001)

4

AUTO SERVICE SHOPS/NON DEALER (07538)

Archer,Michael	7/30/2002	KU0117	*****7470	JOHN'S AUTO BODY	SYDNEY, NSW

AUTO SERVICE SHOPS/NON DEALER (07538)

1

AUTOMATED FUEL DISPENSERS (05542)

Archer,Michael	7/13/2002	KU0117	*****5550	CHEVRON	SYDNEY, NSW
Archer,Michael	7/13/2002	KU0117	*****5550	CHEVRON	SYDNEY, NSW
Archer,Michael	7/13/2002	KU0117	*****5550	CHEVRON	SYDNEY, NSW
Archer,Michael	7/13/2002	KU0117	*****5550	CHEVRON	SYDNEY, NSW
Archer,Michael	7/19/2002	KU0117	*****5550	CHEVRON	SYDNEY, NSW
Archer,Michael	7/19/2002	KU0117	*****5550	CHEVRON	SYDNEY, NSW
Archer,Michael	7/20/2002	KU0117	*****5550	CHEVRON	SYDNEY, NSW
Archer,Michael	7/20/2002	KU0117	*****5550	CHEVRON	SYDNEY, NSW
Archer,Michael	9/1/2002	KU0117	*****6660	BP	SYDNEY, NSW
Archer,Michael	9/1/2002	KU0117	*****3330	FLYING A	SYDNEY, NSW
Archer,Michael	9/1/2002	KU0117	*****5550	MOHAWK	SYDNEY, NSW

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Report ID: POY8061
User ID: VP1
Run Control: FG

PeopleSoft Purchasing
PROCUREMENT CARD NON-PREFERRED SUPPLIERS

Card Issuer: VISA

Billing Date: 9/26/2002

Employee	Trans. Date	Employee ID	Account	Merchant	City, State
Archer,Michael	9/1/2002	KU0117	*****4440	PHILLIPS 66	SYDNEY, NSW
Archer,Michael	9/1/2002	KU0117	*****2220	TEXECO	SYDNEY, NSW

AUTOMATED FUEL DISPENSERS (05542)

13

AUTOMOBILE DEALERS AND LEASING (05511)

Archer,Michael	9/2/2002	KU0117	*****6670	AUTOMOBILE DEALERS	SYDNEY, NSW

AUTOMOBILE DEALERS AND LEASING (05511)

1

AUTOMOBILE RENTAL AGENCY (07542)



Report ID: POY8062
User ID: VP1
Run Control: MM

PeopleSoft Purchasing
PROCUREMENT CARD TOP SUPPLIER CHAINS

Card Issuer: VISA

Billing Date: 9/26/2002

Merchant Category Group	Supplier Chain / Supplier	Total Purchase
126 - AIRLINES		
	USAIR	5,246.
	UNITED	3,861.
	AMERICAN	3,499.
	CONTINENTAL	276.
	126 - AIRLINES	12,883.
127 - AUTO/VEHICLE RENTALS		
	CHEBOURG AUTO	1,820.
	HERTZ RENT-A-CAR	180.
	127 - AUTO/VEHICLE RENTALS	2,000.
128 - LODGING		
	INTERHOTEL CEDOC	3,469.
	HOLIDAY INN	154.
	128 - LODGING	3,624.
129 - CASH ADVANCES		
	GLOBAL SAVINGS	42,923.
	MANUAL CASH DISBURSEMENT	800.
	129 - CASH ADVANCES	43,723.
130 - ENTERTAINMENT		
	BACK STAGE	385.
	VIDEO RENTALS STORE	20.
	130 - ENTERTAINMENT	405.
131 - AUTO/VEHICLE EXPENSES		
	CHEVRON	18,840.
	SHELL	12,312.
	JOHN'S AUTO BODY	999.

Page 1 of 12



Report ID: POY8062
User ID: VP1
Run Control: MM

PeopleSoft Purchasing
PROCUREMENT CARD TOP SUPPLIER CHAINS

Card Issuer: VISA

Billing Date: 9/26/2002

Merchant Category Group	Supplier Chain / Supplier	Total Purchase
	BP	100.
	FLYING A	100.
	MOHAWK	100.
	PHILLIPS 66	100.
	TEXECO	100.
	SERVICE STATION	96.
	CLAY'S PUMP 'N GO	16.



Report ID: POY8063
User ID: VP1
Run Control: H

PeopleSoft Purchasing
PROCUREMENT CARD TOP MERCHANT CATEGORIES

Card Issuer: VISA

Billing Date: 9/26/2002

Merchant Category Group	Merchant Category Code	Total Purchase
126 - AIRLINES		
	USAIR	5,246.1
	UNITED	3,861.4
	AMERICAN	3,499.0
	CONTINENTAL	276.4
	126 - AIRLINES	12,883.1
127 - AUTO/VEHICLE RENTALS		
	AUTOMOBILE RENTAL AGENCY	1,820.1
	HERTZ RENT-A-CAR	180.0
	127 - AUTO/VEHICLE RENTALS	2,000.1
128 - LODGING		
	INTERHOTEL CEDOC	3,469.9
	HOLIDAY INN	154.0
	128 - LODGING	3,624.1
129 - CASH ADVANCES		
	FINANCIAL INST/AUTO CASH	42,923.1
	FINANCIAL INST/MANUAL CASH	800.0
	129 - CASH ADVANCES	43,723.1
130 - ENTERTAINMENT		
	BANDS/ORCHESTRAS/ENTERTAIN	385.0
	VIDEO TAPE RENTAL STORES	20.0
	130 - ENTERTAINMENT	405.0
131 - AUTO/VEHICLE EXPENSES		
	AUTOMATED FUEL DISPENSERS	19,340.0
	SERVICE STATIONS	12,439.4
	AUTO SERVICE SHOPS/NON DEALER	999.0

Page 1 of 5



Report ID: POY8063
User ID: VP1
Run Control: H

PeopleSoft Purchasing
PROCUREMENT CARD TOP MERCHANT CATEGORIES

Card Issuer: VISA

Billing Date: 8/26/2002

Merchant Category Group	Merchant Category Code	Total Purchase
133 - PROFESSIONAL SERVICES		
	131 - AUTO/VEHICLE EXPENSES	32,778.1
	ADVERTISING SERVICES	4,203.1
	DETECTIVE/PROTECTIVE AGEN	519.1
	MGMT/CONSULT/PUBLIC REL SER	54.1
	133 - PROFESSIONAL SERVICES	4,778.1
134 - RESTAURANTS		



Report ID: POY8064
User ID: VP1
Run Control: VBF

PeopleSoft Purchasing
PROCUREMENT CARD MCC EXCEPTIONS

Card Issuer: VISA

Billing Date: 8/26/2002

Employee	Trans. Date	Empl ID	Account	Merchant	City, State
HEATING (01711)					
Archer,Michael	8/5/2002	KU0117	*****7170	JON'S HEATING&ELECTRIC	SYDNEY, NSW
Archer,Michael	8/5/2002	KU0117	*****7170	JON'S HEATING&ELECTRIC	SYDNEY, NSW
Archer,Michael	8/8/2002	KU0117	*****9990	CENTRAL SERVICES	SYDNEY, NSW

HEATING (01711)

3

GRAND TOTAL